**Appendix 2.0 Reordered response to standard H from original self-study.**

H. A counseling instruction environment (on or off campus) is conducive to modeling, demonstration, supervision, and training, and is available and used by the program. Administrative control of the counseling instruction environment ensures adequate and appropriate access by faculty and students. The counseling instruction environment includes all of the following:

1. Settings for individual counseling, with assured privacy and sufficient space for appropriate equipment.

The counseling program shares individual counseling lab space and interview rooms with the FGCU Counseling and Psychological Services department until the summer of 2012 and has shared in the past with the Social Work program. Also, FGCU provides rooms upon request ranging in size and format adequate for practicing. Since most students complete practicum and internship activities in the field, sites are evaluated for appropriate equipment and space.

FGCU has built and dedicated two specific classrooms for our programs. One is a larger room (MH205) that seats 40 students includes portable dividers so it can be broken down into smaller meeting spaces for our practicum sessions and to practice, model, and monitor small group counseling sessions. Room MH 203 and 203A are smaller classrooms and group lab space that accommodates group intern supervision session. We also share interview work space with two-way observation glass. In 2012 the counseling program will be experimenting with using digital cameras to record interview practice sessions in these classrooms. Once the pilot has been completed and a procedure has been developed, we will install permanent cameras with automatic recording devices to allow us to perform post interview evaluations and assessments.

All clinical instruction incorporates educational experiences that provide students with ample access to faculty and other students, modeling, role-playing, and demonstration activities that provide students with useful insights into the process of counseling. Practicum rooms, equipped with appropriate technology, are confidential, and are strategically designed to be small, private, intimate settings that provide students and faculty with opportunities to observe and participate in interactive feedback, training, and supervision. Technical assistance is available and provided in order for the rooms to provide audio, video, and computer access to facilitate and promote student learning. Skype and other web-based synchronous software have been used more recently to facilitate supervision.

Faculty offices are adequately sized and house whatever file cabinets and/or bookcases. The desk and cabinet assembly is built into the structure of the room. Each office has a computer and at least one monitor (most have two), desk-top printer, phone, and adequate lighting.

Classroom technology infrastructure includes rapid response to any technology problem either in offices or classrooms by FGCU’s IT department. Technology updates are provided as frequently as possible. Classrooms in Merwin Hall have been upgraded with new projection units during the summer of 2011. Recently computers were updated to Windows 7 and many faculty received new computers as part of update programs during the summer of 2012. Faculty may secure a Windows 7 disk and Office 2010 at no charge so that they can update their home or laptop computers as well.

2. Settings for small-group work, with assured privacy and sufficient space for appropriate equipment.

The counseling program shared counseling lab and group counseling lab space with the FGCU Counseling and Psychological Services department until the summer of 2012 and has shared in the past with the Social Work program. Also, FGCU provides rooms upon request ranging in size and format adequate for practicing.

FGCU has built and dedicated two specific classrooms for our programs. One is a larger room (MH205) that seats 40 students includes portable dividers so it can be broken down into smaller meeting spaces for our practicum sessions and to practice, model, and monitor small group counseling sessions. Room MH 203 and 203A are smaller classrooms and group lab space that accommodates group intern supervision session. We also share interview work space with two-way observation glass. In 2012 the counseling program will be experimenting with using digital cameras to record interview practice sessions in these classrooms. Once the pilot has been completed and a procedure has been developed, we will install permanent cameras with automatic recording devices to allow us to perform post interview evaluations and assessments.

 Since most students complete practicum and internship activities in the field, sites are evaluated for appropriate equipment and space. An analysis in Appendix IH indicates that almost half of the counseling course sections are placed in either MH 203 or 205 over the last six years depending upon class size and instructional needs.

3. Necessary and appropriate technologies and other observational capabilities that assist learning.

The counseling program fully uses a range of technologies to assist learning including tools that facilitate communication, collaboration, delivery, and information retrieval. Tools include although are not limited to Skype, ANGEL, Google Docs, Video recording, DVD-ROM, digital recording, Yousendit.com, DropBox, University provided dedicated server space, Microsoft Office Suite, self-advancing narrated PowerPoints, online synchronous and asynchronous discussions, electronic full text journals, digital accountability results reports.

The counseling programs also use technology to manage its program and student services. The program is piloting the use of the *Field Placement Module* in LiveText during the Fall of 2012 and are expecting transition to more automated and interactive placement procedures by the Fall of 2013. As well, the counseling program has designed and implemented a student tracking database in ACCESS in anticipation of pilot testing a new degree tracking and progress system that the programs will be pilot testing for the University later in the academic year.

All stored student data as well as client information transmitted through learning systems and file transfer protocols are protected by passwords and/or transmitted using HIPPA compliant procedures to meet the highest privacy standards and regulations.

[**Appendix I H Table of Counseling Program Usage, MH 203 and 205 Since 2007**](Appendices%20by%20document/Appendix%20I%20H%20Table%20of%20Counseling%20Program%20Usage%2C%20MH%20203%20and%20205%20Since%202007.docx)

4. Procedures that ensure that the client’s confidentiality and legal rights are protected.

The counseling program uses a full range of informed consent for counseling and supervision and transfer confidential data over HIPPA compliant media and/or web-based transfer protocols. Students do not use identifying information on their recordings and in some cases submit their work using password protected files. All students also work with field sites to integrate into site procedures and protocols.