

TO: Applicants Master of Education (MED) Counseling and Master of Science (MS) Counseling  
FROM: Counseling Department, East Texas A&M University  
RE: Application Requirements

Thank you for considering an application to the Counseling Program at East Texas A&M University. Students who apply to the Graduate School at East Texas A&M University for admission to the master's degree program in Counseling must meet the general Graduate School admissions requirements plus the following departmental requirements:

1. Three (3) professional references from persons who can assess your ability to meet the academic and/or professional qualifications for graduate level coursework. References can include supervisors from employment, college professors, etc., but cannot include family members or personal friends. The form to be used is included below. Your reference may also write a letter of support in addition to the provided reference form, but it is not required.

2. A written statement (maximum of three pages, Times New Roman 12-point font, double-spaced) addressing the following:

- a. The faculty of the Counseling department expects students to be open to self-exploration and to personal and professional development.
- b. Explain why these qualities are especially important for counselors-in-training.
- c. What would you do, if admitted to our program, to facilitate your own openness in these areas?
- d. Reference your answer(s) to your own specific career goals.

3. Resume – Submit a resume or curriculum vitae (CV) which includes your academic and professional history and achievements.

All materials should be submitted to the Graduate School at East Texas A&M University. Documents can be emailed to: [DeRene.Sutton@etamu.edu](mailto:DeRene.Sutton@etamu.edu) in Graduate Admissions or uploaded in the myLeo admissions portal.

Upon receipt of all materials, the Graduate School will forward the applicant's completed file to the Department for Counseling for review. After reviewing the application, the department will contact the applicant if selected to interview for the program. After interviews, the department will make a recommendation to the Graduate School regarding admission to the program.

## **MS/MEd Counseling Essay prompt**

**A written statement (maximum of three pages, Times New Roman 12-point font, double-spaced) addressing the following:**

- **The faculty of the Counseling department expects students to be open to self-exploration and to personal and professional development.**
- **Explain why these qualities are especially important for counselors-in-training.**
- **What would you do, if admitted to our program, to facilitate your own openness in these areas?**
- **Reference your answer(s) to your own specific career goals**

**Once you have completed your essay prompt, please upload through your myLeo, or email directly to your Admission Coordinator, DeRene Sutton at [DeRene.Sutton@etamu.edu](mailto:DeRene.Sutton@etamu.edu).**

**East Texas A&M University  
Graduate Program in Counseling  
Reference Form**

Name of Applicant: \_\_\_\_\_ Campus Wide ID#: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

**Program Emphasis:**

- ☐ Clinical Mental Health Counseling, MS (60 credit hour program; LPC preparation)
- ☐ School Counseling, MS (48 credit hour program; Professional School Counselor Certification)
- ☐ College Student Affairs, MEd (30 credit hour program; non-LPC program)

I agree the recommendation I am requesting shall be held in confidence by officials of East Texas A&M University, and I hereby waive any rights to examine it.

☐ Yes ☐ No Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TO BE COMPLETED BY THE RECOMMENDER**

I have known the applicant \_\_\_\_ years in my professional capacity as \_\_\_\_\_ (professor, supervisor, etc.). Rate the applicant on the following:

| Qualification                                  | Excellent | Good | Average | Poor | No basis for judgment |
|------------------------------------------------|-----------|------|---------|------|-----------------------|
| Goodwill                                       |           |      |         |      |                       |
| Intellectual capacity                          |           |      |         |      |                       |
| Initiative                                     |           |      |         |      |                       |
| Dependability                                  |           |      |         |      |                       |
| Willingness to accept feedback                 |           |      |         |      |                       |
| Oral expression                                |           |      |         |      |                       |
| Written expression                             |           |      |         |      |                       |
| Emotional stability                            |           |      |         |      |                       |
| Adaptability                                   |           |      |         |      |                       |
| Self-confidence                                |           |      |         |      |                       |
| Ability to work with others                    |           |      |         |      |                       |
| Open rather than defensive                     |           |      |         |      |                       |
| Technological competence and computer literacy |           |      |         |      |                       |

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Submit form to the Graduate School at East Texas A&M University by mail or email. East Texas A&M University, Graduate School, PO Box 3011, Commerce, TX 75429-3011 Email: [DeRene.Sutton@etamu.edu](mailto:DeRene.Sutton@etamu.edu)

*\*Continued on page 2*

In addition to the ratings on page one, provide a statement appraising the applicant's promise of success in a master's program in counseling and add comments to support and/or explain your ratings.