

**School Education and Human Services Counseling Center
Annual Report
2010 - 2011**



**The SEHS Counseling Center is a training, service and research facility for
the
Department of Counseling**

**Patrick Faircloth, M. A., LPC, NCC
Doctoral Candidate
Coordinator, SEHS Counseling Center through 6/1/11**

**Ashley Dunham, M.A., LPC, CAADC, NCC
Coordinator, SEHS Counseling Center beginning 6/27/11**

**Luellen Ramey, Ph.D.
Associate Professor
Director, SEHS Counseling Center through April 2011**

**Lisa D. Hawley, Ph.D.
Chair, Department of Counseling**

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This report provides an overview of the services and use of the School of Education and Human Services Counseling Center (SEHS CC), a part of the Department of Counseling at Oakland University, Rochester, Michigan. It includes the following:

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2010-2011 Annual Report prepared by Ashley Dunham and Dr. Lisa Hawley

I. 2010-2011 FACULTY and STAFF of the SEHS COUNSELING CENTER

2010 SEHS Dean:	Louis B. Gallien, Jr. Ed.D.
Counseling Department Chair:	Lisa D. Hawley, Ph.D.
SEHS CC Director Through Winter 2011:	Luellen Ramey, Ph.D.
SEHS CC Coordinator until June 1, 2011:	Pat Faircloth, M.A.
SEHS CC Coordinator beginning June 27, 2011:	Ashley Dunham, M.A.
Autism Spectrum Disorder Counselor June 1, 2011:	Bonita Pomeroy, M.A.
Pontiac Practicum Coordinator/ Supervisor:	Enid L. Kleiner, M.A.

The following fulltime and parttime faculty used the counseling center in the training of their students during 2010-2011:

Erin Binkley, Ph.D.	Ross Flynn, Ph.D.	Kristin A. Smiley, Ph.D.
Thomas Blume, Ph.D.	James T. Hansen, Ph.D.	Gloria Sosa, Ph.D.
Michael P Chaney, Ph.D.	Tracy R Juliao, Ph.D.	Luellen Ramey, Ph.D.
Elyce A. Cron, Ph.D.	Connie Justice-Billiter, M.A.	Tobi Y Russell, M.A.
Mary Rose Day, Ph.D.	Todd W. Leibert, Ph.D.	Donna Weinstein, Ph.D.
Donald E Deering, Ph.D.	Terrance McClain, M.A.	Jean Williams, M.A.
Robert S. Fink, Ph.D.	Milissa Pierce, M.A.	

Clinical Supervisors are part-time employed Licensed Professional Counselors (LPCs) who individually supervised student counselors. For 2010- 2011 they included:

Kathleen Aeltyne	Ross Flynn	Terrance McClain
Connie Justice-Billiter	Enid Kleiner	Jodi Siberski
Marianne Balton	Shelly Krajewski	Gloria Sosa
Michelle Brown	Joel Lane	Mary Teachout
Carol Burns	Lyanna Leibert	Jason Vannest
Pat Faircloth	Ann Liesen	Donna Weinstein
	Michelle Mannina	Jean Williams

Faculty researchers collect data for the purpose of analysis and publication. For 2010 – 2011 they included: Todd W. Leibert, Ph.D..

CC Part-time Receptionists:

Anne Bicego	Patrick O'Brien	Brian Sutton
	Teria White	

CC Intern: Steve Meerchaert, CC Graduate Assistant: Sarah Eikelberg

Please see the SEHS Counseling Center website at www.oakland.edu/sehs/cc

Please feel free to contact Ashley Dunham at 248-370-4187 for a tour of the Counseling Center. The Counseling Center front desk can be contacted at 248-370-2633.

II. SEHS COUNSELING CENTER FAST FACTS (Fall 2010 through Summer 2011)

- **1051** clients received services at the SEHS Counseling Center. These included clients who received individual, couple, family or group counseling services.
- Children diagnosed with Autism Spectrum Disorders and their families were among the clients served by the SEHS Counseling Center.
- **144** student counselors served clients in the SEHS Counseling Center.
- **385** students were enrolled in clinical classes that used the SEHS Counseling Center.
- Approximately **7000*** hours of no-cost counseling were provided to the community.
- The SEHS Counseling Center connected to approximately **150** agencies, churches, schools, and individuals for the purpose of marketing and referral.
- Faculty members continued to collect and analyze data on counseling outcomes.
- The SEHS Counseling Center was open 62 hours per week, except for scheduled university closings.

* hours estimated on an average number of completed direct hours for each student counselor, total hours for group, couple, and family counseling, speaking engagements, and referral services

III. MISSION STATEMENT of the SEHS COUNSELING CENTER

The mission of the School of Education and Human Services Counseling Center at Oakland University is to achieve national prominence through a tripartite model of excellence in training, service and research.

The SEHS Counseling Center is located in 250 Pawley Hall.

IV. GOALS OF THE SEHS COUNSELING CENTER

1. To train masters, specialization, and doctoral students in quality supervised clinical counseling, in compliance with CACREP standards, while providing no-cost individual, couple, family, group, and career counseling services to members of the university and surrounding communities.
2. To provide the technological capacity for counseling students and their supervisors and professors to view recordings of counseling sessions for the purpose of skill development.
3. To promote and assist research goals of the Department of Counseling, while training masters, specialization and doctoral students under professional supervision.
4. To work closely with the Adult Career Counseling Center, a service unit of the Department of Counseling located within the SEHS Counseling Center.

V. ACTIVITIES BY GOAL:

GOAL 1: To train masters, specialization, and doctoral students in supervised quality clinical counseling, in compliance with CACREP standards, while providing no-cost individual, couple, family, group, and career counseling services to members of the university and surrounding communities.

The primary purpose of the SEHS CC is to provide quality counseling training experiences for Counseling graduate students who have enrolled in CNS 664: Practicum in Counseling, and CNS 780: Advanced Practicum in Counseling.

Students also use the SEHS CC for the following courses:

- CNS 264: Education & Career Exploration
- CNS 274: Integrating Academic, Career, and Professional Development
- CNS 661: Techniques in Counseling
- CNS 663: Group Counseling
- CNS 672: Seminar in Counselor Supervision
- CNS 683: Advanced Appraisal: Models and Methods.

In addition, the SEHS CC provides a setting for post-masters specialization students.

Specific uses of the SEHS CC include:

- A. Each student in CNS 664: Practicum in Counseling is required to complete a minimum of 40 direct client contact hours in the SEHS CC per CACREP standards. However, many students average 50 or more direct counseling hours.
- B. Generally, each Practicum student is assigned a client load of 6-11 clients.
- C. The student counselor meets with each client for a 50-minute session, typically once per week for up to 14 weeks.
- D. Each student counselor meets for individual supervision once per week in the SEHS CC.
- E. Each student in CNS 780: Advanced Practicum is required to complete a minimum of 40 direct client hours of clinical experience, per CACREP standards.
- F. CNS 780: Advanced Practicum students are assigned clients by the coordinator; these cases are more complex than clients assigned to CNS 664 students.

- G. The SEHS CC also services the students in CNS 661: Techniques in Counseling, and CNS 663: Group Counseling. These students are preparing for the practicum experience. They use the SEHS CC to practice peer and group counseling in a supervised, videoed environment.
- H. Doctoral students in CNS 672: Seminar in Counselor Supervision, supervise CNS 664 students, as these practicum students fulfill their supervision requirements.
- I. Doctoral students in CNS 683: Advanced Appraisal, utilize rooms within the SEHS CC to conduct testing and assessment.
- J. The SEHS CC provides clients and counseling rooms for advanced specialization students.
- K. The SEHS CC provides counseling services to Oakland University and the surrounding communities year round.
- L. The coordinator maintains records of all counselors and clients who use the SEHS CC.
- M. The SEHS CC also facilitates assessment procedures for students to administer to clients via software, internet and paper assessments.

The following activities related to Goal I are accomplished by the SEHS CC coordinator and staff:

- A. Developing referral resources for the SEHS CC both on campus and in the community.
- B. Providing prompt response time when a prospective client has scheduled an appointment.
- C. Providing group support on various topics to meet the needs of clients who contact the center.
- D. Engaging in proactive marketing strategies.

GOAL 2: To provide the technological capacity for counseling students, supervisors and professors to view recordings of counseling sessions for the purpose of skill development.

Activities involved in carrying out this goal are:

- A. Maintaining all equipment for recording sessions for those who use the SEHS CC.

- B. Providing receptionist assistance during the 62 hours the SEHS CC is open to the counselors, clients, and the public.
 - C. Ordering equipment as needed to maintain files and recording equipment.
 - D. Maintaining the counseling rooms used by students.
 - E. The SEHS CC Coordinator is on-call during all 62 hours of operation.
- GOAL 3:** To promote and assist research goals of the Department of Counseling, while training masters, specialization, and doctoral students under professional supervision.

Activities involved in carrying out this goal are:

- A. Working closely with counseling faculty members interested in conducting research in the SEHS CC.
 - B. Assisting doctoral candidates to collect data in the SEHS CC.
 - C. Strongly supporting and encouraging the use of the SEHS CC for research purposes.
- GOAL 4:** To work closely with the Adult Career Counseling Center, a service unit of the Department of Counseling located within the SEHS CC.

The Adult Career Counseling Center (ACCC) is housed in rooms 280 A, B, C, and D within the SEHS CC. The collaborative coordination of the services of these two separate units has taken place to the benefit of both centers. The two centers refer clients to each other and the SEHS CC staff assists ACCC clients that check in for appointments at the front desk. The SEHS CC Coordinator now attends all ACCC staff meetings and ACCC Advisory Board meetings. The SEHS CC Coordinator has assisted the ACCC in conducting graduate assistant position interviews for the ACCC, and assisted with computer and technology issues.

The ACCC produced its own annual report.

VI. STUDENT AND CLIENT DEMOGRAPHICS

The SEHS CC was used by the following classes and students in fulfillment for course requirements during the 2010 – 2011 academic year:

Fall Semester 2010	No. of Students
CNS 664: Counseling Practicum – 5 sections	60
CNS 661: Techniques in Counseling - 5 sections	45
CNS 663: Group Counseling – 1 section	17
Total course sections: 11	Total students: 122

Winter Semester 2011	No. of Students
CNS 664: Counseling Practicum – 4 sections	43
CNS 780: Advanced Practicum- 1 section	5
CNS 661: Techniques in Counseling - 5 sections	52
CNS 663: Group Counseling – 3 sections	45
CNS 672: Seminar in Counselor Supervision – 1 section	4
Total course sections: 14	Total students: 149

Summer Semester 2011	No. of Students
CNS 664: Counseling Practicum - 3 sections	36
CNS 661: Techniques in Counseling – 3 sections	32
CNS 663: Group Counseling – 1 section	20
CNS 683: Advanced Appraisal: Models/Methods – 1 section	3
CNS 684: Intelligence Personality Assessment – 1 section	13
Total course sections: 9	Total students: 114

Grand Total Course Sections: 34
Grand Total No. of Students: 385

VI. STUDENT AND CLIENT DEMOGRAPHICS (Continued)

The following demographic information describes the clients seen by Graduate Student Counselors during the 2010 – 2011 academic year.

Demographics	Fall 2010	Winter 2011	Summer 2011	Total
Registrations	413	552	414	1379
Returned	107	114	107	328
Total Clients Seen	306	438	307	1051

Modality	Fall 2010	Winter 2011	Summer 2011	Total
Individual	292	346	271	909
Couples	38	53	39	130
Family	29	23	12	64
Career	32	53	71	156
Child/Adol.	19	17	17	53
Group	90*	90*	90*	270*
Combination	2	14	0	16
Data not available	-	-	-	-
Totals	502	596	500	1598

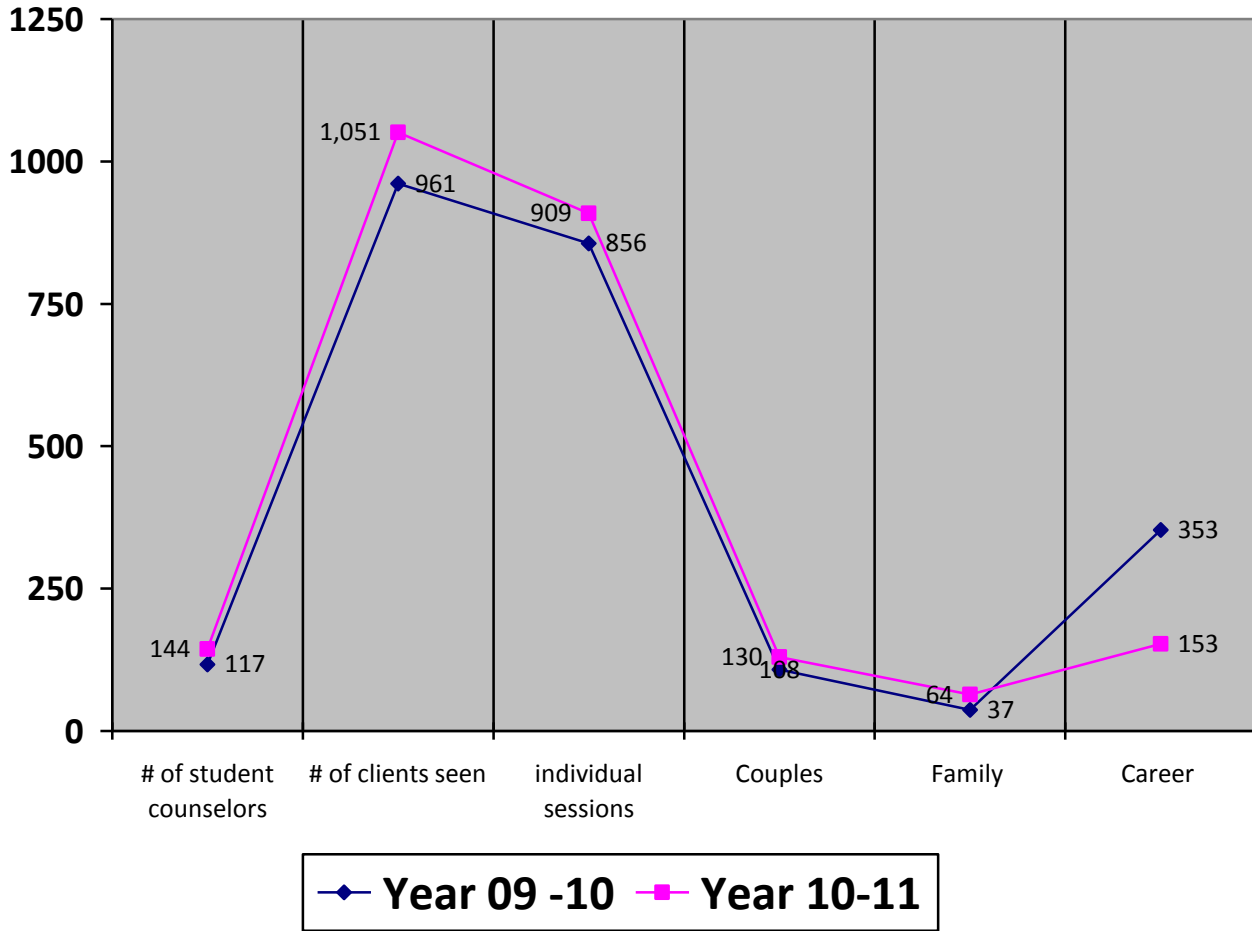
Gender	Fall 2010	Winter 2011	Summer 2011	Total
Male	128	214	150	492
Female	285	337	262	884
Couples	38	53	39	130

Age	Fall 2010	Winter 2011	Summer 2011	Total
5-12	16	22	21	59
13-19	38	72	37	147
20-30	150	133	122	405
31-40	67	78	83	228
41+	141	161	148	450
N/A	14	40	3	57

Total number of clients served in the 2010 – 2011 academic year: 1,051

VI. STUDENT AND CLIENT DEMOGRAPHICS (Continued)

The following chart shows the changes in demographics from the 2009-2010 to the 2010-2011 school years:



VII. REFERRAL SOURCES

Adult Career Counseling Center of
Oakland University
Allendale High School, Allendale, MI
Alumni of Oakland University
Auburn Hills Community Center
Avondale Academy, Oakland County
Baker College, Macomb County
Beaumont Family Medicine, Oakland
County
Beaumont Hospital, Oakland County
Black Elementary School, Warren, MI
Bolen School, Tawas City, MI
Bonny Pomeroy, ASD Coordinator,
Oakland University
C&G Newspapers Oakland, Macomb &
Wayne County
Career Services of Oakland University
Catholic Social Services of Oakland
County
Children's hospital of Detroit
Clarkston, MI. H/S and M/S counselor
Common Ground of Oakland County
Community Living Services of Wayne
County
Community Network Service of Oakland
County
Counseling Center for Women of Oakland
County
Crittenton Hospital
Crossroads for Youth
Current Client's of the SEHS Counseling
Center
Current student of Oakland University
Department of Human Resource and
Development, Oakland University
Department of Human Services, Agent, of
Oakland County
Disability Network of Oakland and
Macomb
Dr. Tom Blume
Dr. Bayer
Dr. Cohen
Dr. Elyce Cron
Dr. Deering
Dr. Duquette
Dr. James Gall
Dr. Gregory
Dr. Darlene Groomes
Dr. Lisa Hawley
Dr. Hillenberg
Dr. Judy Jacobs
Dr. Kunkle
Dr. Marsh
Dr. Terri Orbuch
Dr. Luellen Ramey
Dr. Linda Pavonetti
Dr. Simmons
Dr. Kristin Smiley
Dr. Gloria Sosa
Dr. Donna Wienstien
Dr. Wren
Eagle Newspaper, Birmingham, MI
Easter Seals, Auburn Hills, MI
Enid Kleiner, SBPE Coordinator, Oakland
University
Eppler Jr. High School, Utica, MI
Faith Lutheran, Troy, MI
Family Services of Emmet County
FIA
Fox News, Southfield, MI
General Dynamics, Sterling Hts, MI
Google Search
Graham Counseling Center, Oakland
University
Graham Health Center, Oakland University
Grand Blanc Schools
Groves High School
Growth works of Wayne County
Harbor Oaks Hospital, New Baltimore, MI

Haven of Oakland County
 Henry Ford Macomb Hospital, Mount Clemens, MI
 Highland Church of Christ, Detroit, MI
 Holly Academy, Holly, MI
 International Academy
 Jack's Place, Southfield, MI
 Jade's Place
 Jewish Vocational Services, Southfield, MI
 Kensington Community Church of Oakland County
 Lake Orion Church of Oakland County
 Lake Orion High School, Lake Orion, MI
 Lighthouse of Oakland County
 Macomb City Health Department
 Macomb Community College, counseling department
 Macomb County Access Center, Macomb County
 Macomb County Access Program
 Macomb County Crisis Center
 Macomb Dakota High School
 Macomb Family Services
 Macomb-Oakland Regional Center
 Men's group, Oakland University
 Mental health counseling of MI
 MI rehab services of Oakland County
 Michigan Works, Troy, MI
 Neighborhood House, Rochester
 Mt. Vista Counseling, Lake Orion, MI
 Network of Hope, Grand Rapids, MI
 New Day Counseling, Troy, MI
 New Horizons Counseling, Trenton, MI
 Northlake Alternative High School
 Oakland Chapter Autism of America
 Oakland Community Collage
 Oakland County Community Mental Health
 Oakland County Health Department
 Oakland County Health Services
 Oakland County Website, Pontiac, MI
 Oakland Family Services, Pontiac, MI
 Oakland press of Oakland County
 Oakland University, Rochester, MI
 Open Doors, Waterford, MI
 OU Cares, Oakland University
 OU Department of Psychology
 OU Marquee, Oakland University
 OU Undergrad Catalog, Oakland University
 OU Website, Oakland University
 Oxford Community Schools, Oxford, MI
 Oxford Elementary, Oxford, MI
 Patrick Faircloth, SEHS CC Coordinator
 Perspectives of Troy
 Pontiac High School, Pontiac, MI
 Pontiac Veterans Clinic, Pontiac, MI
 Probation Officer, Oakland County
 Professor Powell
 Renaissance Unity Church, Warren, MI
 Rochester Adams H.S., Rochester, MI
 Rochester Library, Rochester, MI
 Rochester Youth Assistance
 Royal Oak Review, Royal Oak, MI
 Ruether Middle School, Rochester Hills, MI
 Samaritan Health, Romeo, MI
 SEHS Counseling Center Brochure, Oakland University
 Shelby Jr. High, Shelby Township, MI
 St. Andrew's Career Ministry, Rochester, MI
 St. Anges Church, Fowlerville, MI
 St. Blasé Church
 St. Clare Shores Therapy
 St. Daniel's, Clarkston, MI
 St. Irenaeus Career Network, Rochester Hills, MI
 St. Irenaeus Career Path, Rochester Hills, MI
 St. Paul's Church, Grosse Pointe, MI

St. Thecla, Clinton Township, MI
Training and Treatment Innovations
Study Skills Announcements to all K-12
Schools in a 30 Mile Radius of Oakland
University
Trinity Counseling Center
Troy Career Center, Troy, MI
Troy High School, Troy, MI
Unemployment Office
Van Hoosen Middle School, Rochester
Hills, MI

Warren Schools, Warren, MI
Walton Charter Academy
Waterford Schools
Wayne State University
West Middle School, Rochester Hills, MI
Women's Center of Ann Arbor
Women's Group, Oakland University
Yahoo Career Ministry Group

Note: This is a list of reported referrals and does not include all referral sources

VIII. SET-UP AND FUNCTIONING OF THE SEHS CC

The SEHS CC is located in 250 Pawley Hall. The center is comprised of 29 rooms. They are utilized as follows:

- 250A—Coordinator office
- 250D—Control room
- 250 E & G—Group rooms
- 250 F & H—Observation rooms
- 250 J—Child therapy room
- 250K—Classroom for university classes
- 280 L—ASD Coordinator office/Graduate Assistant Office
- 270 A—Group/Meeting Room
- 270 B—Staff room for Practicum students

Supervision rooms:

- 280 E, 280 F, 280 G, 280 H, 280 J, 280 K. These are the only rooms used to conduct supervision sessions. They are also used for intake sessions and career counseling sessions where internet access is required. They are also used for research rooms as they can both play and record to DVD.

Couple counseling rooms:

- 270 Q & P. These rooms are equipped with a small sofa to accommodate couples and/or small families.

Counseling rooms:

- 270 D, 270 E, 270 F, 270 G, 270 H, 270 J, 270 K, 270 L, 270 M, 270 N. These rooms are used primarily for individual counseling sessions for CNS 664 Practicum students and CNS 661 Techniques of Counseling students.

Group rooms & Child Counseling room:

- 250 E, 250 G. These rooms are used by on-going groups and CNS 663 Group Class. 250 J. This room is used for play therapy, on-going groups and CNS 663 Group Class.
- 270 A—Group/Meeting Room. This room is used by CNS 664 practicum students to case conceptualize as needed, by CNS 561 Techniques students, CNS 663 Group students, CNS 698 Couple & Family Practicum, staff and special meetings of the ACCC and the SEHS CC.

Room Usage:

- Below is a chart of how the rooms in the SEHS CC were utilized each semester. Please note that this is an estimate of hours and that many rooms were booked at the same time. The busiest hours are afternoon and evening hours. The rooms are used for individual, family and couple sessions, as well as, groups, supervision and classes. There have been times when sessions had to be re-scheduled due to lack of space in the evening times. (The low number in 270M was due to on-going electronic problems that were recently fixed.)

Room	Fall 2010	Winter 2011	Summer 2011
250A	930	930	930
250B	930	930	930
250 C	930	930	930
250D	930	930	930
250E	156	204	149
250G	152	182	107
250J	182	208	122
270A	94	144	85
270D	358	398	341
270E	321	409	365
270F	311	354	292
270G	334	375	303
270H	289	354	277
270J	255	348	427
270K	264	507	239
270L	246	279	176
270M	53	2	22
270N	186	304	140
270P	354	400	223
270Q	267	316	207
280A	900	900	900
280B	735	735	735
280C	675	675	675
280D	900	900	900
280E	90	75	0
280F	277	299	238
280G	399	351	202
280H	222	292	170
280J	257	320	209
280K	209	205	188
280L	930	930	930

Assessment Center:

- Within the SEHS CC there is a suite of nine special education assessment rooms that belong to the Department of Human Development and Child Studies, chaired by Dr. Carol Swift. We collaborate with HDCS on the use of these rooms.

The Adult Career Counseling Center:

- Located within the SEHS CC, the ACCC serves adult clients with career issues. The ACCC utilizes rooms 280 A-D. The ACCC uses additional rooms in the SEHS CC as needed.

IX. REVIEW OF ACTIVITIES AND ACCOMPLISHMENTS

A. SEHS CC Hours of Operation

The SEHS CC is open six days per week, 62 hours per week, year round, except for university breaks and closings. This amounts to a total annual available service time of approximately 65,500 hours. The center is open Monday through Thursday 9 a.m. to 9 p.m., Friday 9 a.m. to 5 p.m. and Saturday 9 a.m. to 3 p.m. There is a Graduate Assistant from the Doctorate Program who works 20 hours per week as the assistant to the coordinator. There are usually 2-3 part time receptionists, these are all student workers hired from on-campus; and a full time coordinator position was added during the summer of 2011.

B. HANDBOOKS/MANUALS

The SEHS CC coordinator oversees the update of the following manuals:

1. **Practicum Counselor's Guide:** This student counselor guide outlines the procedures for all aspects of counseling clients and recording/storing information. The guide is updated each semester as needed.
2. **Supervision Guide:** This document outlines the policies and procedures counseling supervisors are expected to follow. It includes the procedures for treating clients, the forms used, and contact information for emergency situations. Copies are distributed to all supervisors and professors using the SEHS Counseling Center.
3. **The Red Folder:** Added in 2008, a copy of this document is found in every counseling room and provides the counselor with a detailed script, policies and procedures to follow if a client expresses any level of suicidal ideation.

C. Publicity, Marketing, Partnerships and New Activities

1. A brochure designed for the SEHS CC is distributed to all incoming Practicum students each semester. This brochure is also available for walk-in clients who are interested in the services the SEHS CC offers. We also include the brochure in all mailings to schools, places of worship, community organizations, counselors in private practice and agency settings, etc.
2. Each semester several press releases are published in local papers, religious bulletins, school newsletters, agency newsletters, etc.
3. Our website has been linked to all other Oakland University websites that refer for personal and career counseling.

4. Continued relationships with various campus services are maintained in addition to an increase in the departments we provided our services to. Our student counselors conduct career assessments & counseling for several sections in the Department of Human Resource Development. Every fall semester our students conduct MBTI testing for the School of Nursing.
5. The SEHS CC and the University Counseling Center located in the Graham Health Center have an ongoing relationship.
6. Collaborations are continuously explored with on-campus departments and off-campus organizations that promise to continue to yield beneficial outcomes.
7. The SEHS CC continued to support the efforts of Enid L. Kleiner who coordinates the Pontiac school-based practicum component for our center and Dr. Mary Rose Day who coordinates a group experience for practicum students with GEAR UP for Life during the Transition to High School summer program.
8. The SEHS CC continued to assist the instructor for CNS 264: Education & Career Exploration and CNS 274: Integrating Academic, Career & Personal Development, by providing rooms for small group counseling experiences facilitated by practicum students.
9. The SEHS CC continued to maintain the position of ASD Coordinator. The former SEHS CC Coordinator provided clinical supervision for the ASD Coordinator and co-facilitates a group for the OU Cares/Waterford-Rochester Transition Program. The ASD Coordinator facilitated an ASD parent support group. This program ended at the end of Summer 2011.
10. The SEHS CC has established and maintains several on-going groups such as the Men's Group and Women's group with a focus on displaced workers and gender related issues, and the Study Skills Groups servicing K-12 students from the surrounding community, and other various groups depending on need.
11. During this period of the annual report the SEHS CC maintained an e-space page for the use of SEHS CC students, faculty and staff. This is used as a step in the SEHS CC going paperless.
12. The former SEHS CC Coordinator, Pat Faircloth, served on the following committees: Oakland University Crisis Counseling Team, Oakland University Threat Assessment Team and the Oakland University Core Behavior Concerns Committee and the Oakland University Homecoming Committee.
13. The SEHS CC Coordinator established and maintained referral arrangements with many on-campus and off-campus agencies, increasing the number of referral sources.

14. The SEHS CC Coordinator presented to the following groups on a range of subjects and on the services offered by the SEHS CC:
 - OU/Beaumont Graduate Program of Nurse Anesthesia (2nd year - requested)
 - St. Andrew's Church – Career Ministry (Regular presenter for three years)
 - St. Mary Queen of Creation Career Transition Support Ministry
 - Chrysler Annual Health Fair - At Chrysler World Headquarters
 - Fenton First United Methodist Church - Career Transition Ministry
 - St. Jane's Career Development Ministry
15. The SEHS CC had a partnership with OUCARES summer camp, giving the camp counselors a safe and confidential space to use with their children in summer camp, June through August 2011.
16. During Summer 2011, a flyer was created with The SEHS CC's description and phone number. This flyer was distributed to local coffee shops and restaurants with community boards.
17. The new SEHS CC Coordinator, Ashley Dunham, began June 27, 2011 and continued relationships with Kensington church, established relationships with the Baldwin Center and Waterford Coalition for Youth and participated in the Auburn Hills National Night out.

D. FILING

The client files from past years are stored in the SEHS CC file room alphabetically by semester and year. The staff will keep all files for 7 years. Upon expiration, all files are destroyed via shredding.

E. STAFF

The SEHS CC staff consists of the Coordinator (recently moved to a 40 hour on-site employee and 62 hours on-call), 3-4 receptionists (work study students) at any one time. Internships are also available in the SEHS CC. During the period of this annual report one intern worked as staff and as a student counselor in the CC. One Graduate Assistant worked 10 hours per week in the SEHS CC during the fall and winter semesters, 40 hours in the summer semester.

F. ASSESSMENTS

The SEHS CC Coordinator orders the Strong Interest Inventory online as needed for Practicum students. We also order MBTI test booklet, score sheets, and answer sheets as needed. The most recent test the SEHS CC ordered is the Self Directed Search (SDS) that may be used as a career instrument for adults.

G. ELECTRONIC STORAGE

Client demographics are entered into a database as collected. This database serves as our tracking mechanism to monitor all client assignment and activity.

A webpage for the SEHS CC is currently available. Clients can read about the center, email questions, and register online if they choose. The assistant coordinator of the center is now the webmaster of the SEHS CC website.

X. EVALUATION OF THE CENTER

An informal internal audit of the SEHS CC is conducted every year. Information of the informal internal audit was used during the period of this annual report to prepare for CACREP accreditation.