



UNIVERSITY OF MONTEVALLO Career Development Center

INFORMED CONSENT

The Career Development Center offers free and confidential short term career counseling services to all currently enrolled, degree-seeking UM students as well as UM faculty, staff and alumni.

Confidentiality. Federal and state laws, along with professional and ethical standards, prohibit the disclosure of any information you provide us unless we have your prior written consent. Even so, there are a few exceptions to the laws and standards of confidentiality wherein your counselor is legally obligated to inform proper authorities as well as others in some situations. The limitations to confidentiality are as follows:

- If you provide information indicating abuse of a child or dependent adult.
- If your counselor is court-ordered to disclose information about you.
- If your counselor believes you or someone else identified needs protection from serious and foreseeable harm.
- If there is some type of assault that takes place on the campus of the University of Montevallo.

Eligibility and Appropriateness for Services. Eligibility for services is contingent upon a student remaining currently enrolled and degree seeking. Currently employed faculty and staff as well as alumni are also eligible for services.

Referrals and Termination. You have the right to terminate counseling at any time during the process. Should services outside the scope of Career Development Center be needed, a referral to a more appropriate internal or external resource will be given to you.

Consultation and Supervision. All counseling services are provided by staff members who are specially trained in the professional concepts of career development. Additionally, at minimum, these staff members will hold a master level degree in counseling. At times, our staff may also include a licensed counselor or a counselor intern (under supervision). In order to provide you with the best services possible, your counselor may choose to consult with a supervisor, other staff members, or relevant specialists. With your permission, some sessions may be observed or co-facilitated for training purposes. Any staff members who provide consultation or supervision are subject to the same confidentiality restraints as your counselor.

Audio and Videotaping. Counseling sessions may be audio or videotaped for the purposes of staff training or clinical supervision. These tapes are treated confidentially and are erased after use. Any concerns about taping can be discussed with your counselor. Taping will never occur without your consent.

Email Communications. Career Development Center cannot ensure your email communications are confidential, are received, or are addressed in a timely manner. You are encouraged to visit Career Development Center office or call 665-6262 if you have routine or urgent needs.

Assessment. Career Development Center services are assessed throughout the semester with an evaluation form at the completion of counseling sessions. We would appreciate your participation.

Please note that all counseling services have risks and benefits. Overall, the benefits involved in career counseling tend to outweigh the minimal risk.

I UNDERSTAND AND HAVE HAD THE OPPORTUNITY TO DISCUSS ANY QUESTIONS I HAVE ABOUT THIS INFORMATION:

Client's Signature _____

Date _____

I HAVE DISCUSSED THIS INFORMATION WITH THE CLIENT:

Staff Signature _____

Date _____