

MASTER OF SCIENCE PROGRAM STUDENT HANDBOOK 2018-2019

DEPARTMENT OF PSYCHOLOGY California State University, Fullerton

Welcome to the Department of Psychology at California State University, Fullerton. This handbook contains information about the Psychology Department and the M.S. Graduate Program relevant to your studies. The requirements and rules governing graduate students in psychology are provided. Information in this Handbook is **supplemental** to the University Catalog, which contains general University graduate degree program information and regulations.

<u>SECTION</u>	<u>PAGE</u>
Administrative Personnel	2
Program Information	3
Grades/Student Evaluation/Appeals	4
Candidacy/Prerequisites/Electives	5
Schedule of Classes	6
Program Advisement	7
Student Responsibilities/Academic Honesty/Attendance/Respect	8
M.S. Code of Conduct	9
Sample Study Plan	11
Course Information, Registration, Continuous Enrollment, GS 700	12
Field Placement/MFT & LPCC License	14
Graduation Check/Faculty Mentor Program	15
Thesis	16
Thesis Checklist	20
Graduate Forms	21
Dept. Address/Library Services	22
Student Affairs	23
Outstanding M.S. Program Graduate Students	24
Ethical Principles Regarding Professional Relationships	25
M.S. Program Learning Goals	27

The faculty of the Department of Psychology wish you success with your graduate studies!

*Jack Mearns, Coordinator
Master of Science Program*

ADMINISTRATIVE PERSONNEL

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Psychology Graduate Computer Lab

Location: H-607

MASTER OF SCIENCE PROGRAM INFORMATION

The Master of Science in Psychology requires 60 units of approved graduate work, including the completion of a Thesis (see Thesis information).

Graduate Office

The M.S. Coordinator is responsible for advisement, supervision and approval of students' study plans. The Psychology Graduate Office (H-835N), staffed by our Graduate Coordinator, is also a focal point for graduate student affairs. The Graduate Coordinator is familiar with our program and is a valuable source of information. **Students are responsible for keeping abreast of requirements and deadlines. Failure to do so may delay graduation.**

Master of Science Graduate Studies Committee

This committee is responsible for management of the Master of Science Program. Student requests and petitions are reviewed and acted on by the Committee.

Time Limit

The M.S. Program is designed for completion in two-and-a-half to three years (5 to 6 semesters). All M.S. core classes and fieldwork must be taken in sequence and completed during the first four semesters. This is a very challenging and demanding program; it is important not to overload one's schedule. Tenure in the program cannot extend beyond five years (10 semesters) from the date of admission, unless approved by the University. A petition must be submitted to the Graduate Affairs Office and is available from that office. For this petition to be approved, students must submit a memo from their thesis chair detailing a time-line for the student to finish the thesis. Students who fail to complete the program in five years and fail to file a petition are automatically disenrolled from the program. Those disenrolled students who wish to return and complete their degrees must reapply for admission to the program. Readmission is not guaranteed.

Study Plan

The M.S. Study Plan serves as both a program-planning document and a formal declaration of degree requirements for each student. **Students are responsible for meeting with the M.S. Program Coordinator during their first semester in the program to create a study plan.** The Coordinator helps students choose courses that best fit their academic and career goals (including licensure). The Study Plan for each student is reviewed by the University's Graduate Affairs Office. After a Study Plan has been filed, the student is expected to complete all course work and other requirements listed. Study Plan changes may be made with consultation and approval of the Graduate Coordinator. File a **"Request for Change in Study Plan for Master's Degree"** form with the Graduate Coordinator. **Students must receive a grade of "B-" or better in all Study Plan classes, and they must maintain a minimum GPA of 3.0.**

Classified Standing

Participation in the Graduate Programs in Psychology requires Classified Student Status. The requirements are usually met as part of the admission procedures and include (1) official report of Graduate Record Examination (GRE) scores for both the aptitude and advanced subject test in psychology; (2) official undergraduate transcripts that document appropriate course work completed in psychology; and (3) completion of program prerequisite courses.

Prerequisites for Master of Science Program

PSYC 461 Psychological Testing (prerequisite for PSYC 561 Advanced Testing; grade of "B-" or better); PSYC 465 Advanced Statistics (prerequisite for PSYC 510 Experimental Design; grade of "B-" or better).

If you are missing either PSYC 461 (Testing) or PSYC 465 (Advanced Statistics) you must take this class during your first semester in the program. If you are missing both, you should complete PSYC 461 (Testing) first semester and PSYC 465 (Advanced Statistics) second semester.

Grades

Letter grades must be used for all classes listed on your study plan for Master of Science. Students should be careful not to choose CR-NC (Grade option 2) when registering for classes, because it will delay graduation. Students must receive a grade of "B-" or better in all study plan classes. Students must maintain a minimum grade-point average of 3.0. **Students who receive lower than a "B-" in a study plan class must retake that class and receive a passing grade.** Receiving lower than a "B-" in a class that is a prerequisite for later classes will mean that those later classes cannot be taken until after the student has retaken and passed the prerequisite (i.e., a student who gets lower than a "B-" in PSYC 501, 545 or 547 during the fall semester cannot take PSYC 548 or 560 in spring). M.S. Students with a grade-point average of less than 3.0 are subject to academic probation and possible dismissal from the program.

GRADE	POINTS
A+	4
A	4
A-	3.7
B+	3.3
B	3
B-	2.7
C+	2.3
C	2
C-	1.7
D+	1.3
D	1
D	.7
F	0

Admission to the Graduate Program does not assure students automatic "A" grades in course work or thesis. The full range of grades may be used, and faculty members are free to award grades within this range.

Master's Program Evaluation

Following their first semester in the Program, all students will receive a formal evaluation of their performance in their fall course work. In addition, students' progress through the program will be periodically evaluated by the M.S. Program faculty. Consistent progress toward completion of the degree is expected.

The CSUF University Catalog states: "It should be noted that successful completion of course work is not sufficient to permit continuation in the program. In addition, faculty judgment must be satisfied with respect to the student's effectiveness, and professional and ethical behavior in dealing with potential clients. Continuation in the program is contingent upon satisfactory performance in all aspects of the program as judged by the Graduate Studies Committee."

Appeals

Graduate students have the right to request an independent review of academic decisions made by faculty members, the Program Coordinator, or the Master of Science Graduate Studies Committee. An attempt should first be made to reach a satisfactory solution with the party involved. Concerns regarding faculty should be brought to the attention of the Program Coordinator. Appeals of decisions of the Coordinator or Graduate Studies Committee should be addressed to the Department Chair. The final level of appeal is to appropriate authorities at the College and University levels.

Advancement to Candidacy

University policy dictates that a student who has been granted classified standing is normally advanced to candidacy after a request is filed for graduation by the student and an affirmative recommendation is made by the graduate program adviser. A minimum grade-point average of 3.0 for all study plan course work is required; other scholastic, professional and personal standards, the passing of examinations, and other qualifications may be prescribed. Only those students who continue to demonstrate a satisfactory level of scholastic competence and fitness, as determined by the appropriate authorities, shall be eligible to continue in the graduate program.

Master of Science Program Electives

Elective classes give breadth to students' Study Plans in the Program. Therefore, elective courses must not have overlapping content with Program course work. Students may choose elective course work to fit their specific career or educational paths, especially meeting requirements for licensure. Students planning to continue in a Ph.D. program may choose to take additional statistics courses or other course work that will assist them in gaining admission to a Ph.D. program.

Graduate seminars (PSYC 520T) do not need to be approved; a student may take additional seminars to fulfill elective course work requirements. Elective course work chosen from outside the Department, Department classes that are not approved seminars, or course work from another University will need M.S. Coordinator approval. If a student has fulfilled the residency unit requirement for CSUF, he or she may complete elective course work at another university. The course work must be acceptable to that university's graduate program and be approved by the M.S. Graduate Studies Committee. Enrolling in elective courses during summer will help students complete the program in a timely manner, particularly if they are missing prerequisites. Certain program and BBS requirements (e.g., PSYC 535, Addictions and PSYC 538, Trauma and Stress) will most conveniently be taken during summer after first or second year in the program. Not taking these classes during the summer may delay graduation if the Counseling Program does not have room for clinical psychology students in its fall and spring classes.

Scheduling

The Study Plan is developed by the student and the M.S. Coordinator in the first semester of the program. The Study Plan on the following page satisfies most of the MFT and LPCC requirements for licensure. However, specific course work must be taken to meet requirements for licensing. When choosing M.S. program electives, it will be important to keep in mind plans for obtaining licensure. By choosing electives carefully, it will be possible to meet requirements for both MFT and LPCC licenses.

Note: to meet both licenses' requirements, you will need to surpass 60 units of course work.

Elective Classes Needed to Meet MFT Requirements:

Child Abuse Reporting, HUSR 430

Psychopharmacology, PSYC 475 or COUN 525

Human Sexuality:

PSYC 562 or COUN 562, **Counseling Couples** (may count as study plan elective)

Or

PSYC 312, Human Sexual Behavior (**can't** be used for a study plan elective; but if you took Human Sexuality while an undergraduate, that class **meets** the BBS requirement)

Elective Classes Needed to Meet LPCC Requirements:

Career Counseling, PSYC 502 or COUN 502

Crisis and Trauma, PSYC 538 OR COUN 538

Group Psychotherapy, PSYC 550 or COUN 528

Psychopharmacology, PSYC 475 or COUN 525

Clinical classes--set in italics--must be taken during your first four consecutive semesters in the program. Non-clinical classes may be scheduled after consultation with the Master of Science Program Coordinator.

FIRST YEAR

FALL SEMESTER		<u>UNITS</u>
<i>PSYC 501</i>	<i>Professional/Legal Issues in Psychology</i>	3
<i>PSYC 545</i>	<i>Advanced Psychopathology</i>	3
<i>PSYC 547</i>	<i>Theories of Psychological Intervention</i>	3
PSYC 461 or 465 Or	Psych Testing or Advanced Statistics Program Prerequisite	--
PSYC 520T Or	Seminar	3
Elective	Must be Approved by the M.S. Coordinator	

SPRING SEMESTER		<u>UNITS</u>
<i>PSYC 548</i>	<i>Psychotherapeutic Techniques</i>	3
<i>PSYC 560</i>	<i>Treatment of Children & Adolescents</i>	3
<i>PSYC 561</i>	<i>Advanced Testing</i>	3
PSYC 599	Independent Graduate Research	3
PSYC 465 Or	Advanced Statistics (Prerequisite to PSYC 510)	--
PSYC 510 Or	Experimental Design	3
PSYC 520T Or	Seminar	
Elective	Approved by MS Coordinator	

SUMMER SESSION		<u>UNITS</u>
PSYC 535	Addictions	3
PSYC 538 Or	Stress and Trauma	3
Elective	Approved by MS Coordinator	

SECOND YEAR

FALL SEMESTER		<u>UNITS</u>
<i>PSYC 549</i>	<i>Marriage/Family/Child Therapy</i>	3
<i>PSYC 594A</i>	<i>Fieldwork</i>	3
PSYC 510 Or	(If Not Taken Spring Semester First Year)	3
PSYC 520T Or	Seminar	3
Elective	Approved by M.S. Coordinator	

SPRING SEMESTER		<u>UNITS</u>
<i>PSYC 594B</i>	<i>Fieldwork</i>	3
<i>PSYC 569</i>	<i>Cross Cultural Psychology</i>	3
PSYC 598	Thesis	3
PSYC 520T Or	Seminar	3
Elective	Approved by M.S. Coordinator	

THIRD YEAR

FALL SEMESTER		<u>UNITS</u>
PSYC 520T Or Elective	Seminar/Electives Approved by M.S. Coordinator	3
PSYC 594A	Fieldwork (use the Credit/No Credit grade option #2--does <u>not</u> count as program elective; you need to repeat 594A if you wish to count for the BBS summer client hours or to continue counting hours into the fall)	--

TOTAL UNITS 60

Master of Science Program Advisement

Each student in the M.S. program must see the M.S. Coordinator during the first semester to complete his or her Study Plan. This is a good time to get acquainted and to discuss other topics regarding the program, your expectations, and your career plans in psychology. The Coordinator follows your progress through the program and is your first recourse if you have any problems, questions, criticisms or other input regarding the program.

If you are considering dropping a course or dropping out of the program, you must consult with the M.S. Coordinator.

Other occasions for seeing the Coordinator might be regarding:

1. Selection of elective courses.
2. Unsatisfactory academic performance.
3. Adding courses/changing study plan.
4. Discussing internship plans, potential thesis advisor and postgraduate plans.
5. Problems and concerns about aspects of the program.
6. Personal problems that might impair your program performance.

In addition to the knowledge and abilities to be learned in formal classroom situations, it is necessary that every student in the M.S. Program possess a variety of skills essential to clinical work. Toward this end, the faculty of the clinical program will undertake to provide feedback to students with whom they have contact. Assessments of strengths, as well as suggestions for improvement and criticisms, will be given to students formally and informally, as necessary. Personal therapy may be recommended/required if it is felt a student's development as a clinician would be facilitated.

In rare cases, it may be necessary to disqualify a student from the program on grounds other than grades earned in courses. Such action would be taken only in the event of serious breach of professional ethics or because of massive deficiencies in the student's abilities or suitability for becoming a professional. Should there occur an adverse recommendation by the M.S. faculty, this will be reviewed by the M.S. Graduate Studies Committee.

Student Responsibilities

Your participation in the M.S. Program is not just academic training. It also represents your entry into the profession. Therefore, students should maintain a high standard of behavior in keeping with being professionals-in-training.

Academic Honesty

Students are responsible for maintaining ethical and honest work practices during their time in the program. All work by students must be the students' original work, unless students cite appropriate sources from which the material was obtained. In particular, all wording in student assignments must be the students' own wording. If the wording of others is used, it must be so designated by being surrounded by quote marks, with the appropriate page number of the source given. Failure to designate with quote marks wording that did not originate with the student is *plagiarism*, a serious breach of academic honesty. Incidents of academic dishonesty, including plagiarism, will result in severe grade penalties and disciplinary proceedings.

Students should be especially careful **not** to cut and paste material from other sources such as websites. All material from other sources must be sufficiently paraphrased as to distinguish it from the wording of the original source. Cutting and pasting is a dangerous practice, as students may not sufficiently paraphrase material, resulting in plagiarism. Students must be very vigilant when using information from other sources.

Attendance, Work-load and Participation

Many M.S. Program classes meet only one day per week. Thus, missing one class session means you will miss a substantial amount of material. Students are responsible for attending classes they are taking. In case of emergency or serious illness, students should inform their professor that they will be missing class, and they should arrange with classmates to learn what was covered during that

class. Students are responsible for arriving to class early enough that they are seated and ready for the class to begin at the designated time. Arriving tardy to class is disruptive to professors and peers. Repeated tardiness is disrespectful to others and does not show sufficient commitment to one's studies or developing a professional demeanor. Continuing problems with tardiness may evoke academic penalties.

M.S. Program faculty expect students to keep current with their work-load in classes and to submit work on time. Failure to meet deadlines will result in academic penalties. Repeated lateness of work raises faculty members' concerns about students' commitment to their professional development.

Professors also expect student participation in class. Class participation is excellent preparation for the verbal interchange of doing therapy. Students who find it difficult to speak up should discuss this with their professors or the M.S. Coordinator, so they can aid in developing strategies for increased participation. Overcoming shyness often is a necessary component of M.S. Program training.

At the graduate level, students are expected to spend several hours reading or working on papers or projects for every hour they are in class. It is important to keep up and not fall behind. Once you fall behind, it may be difficult to catch up.

Faculty are here not only to instruct and evaluate you but also to support and guide you. Your professors want you to learn. If you are having problems in a class, visit your professor's office hours early for recommendations about how to improve your performance.

Politeness, Respect and Decorum

M.S. students are expected to treat others with respect. This means showing tolerance for those from different backgrounds or those who hold views different from our own. It also means listening attentively to others. Students should take care not to monopolize class discussions.

When talking informally with their peers, students frequently will refer to their professors using only their last name. When talking with others (e.g., other faculty), however, referring to professors by only their last name is disrespectful. It reflects poorly on the speaker. When talking with people in a professional context, students should refer to their professors as Doctor or Professor _____. Disrespecting faculty or other students reflects badly on the speaker.

If you have an odd or "cute" email address, it is advisable to create and use a new CSUF email address for communicating with professors. This will encourage others to regard you as a budding professional.

Good Writing

In addition to avoiding plagiarism, M.S. students are expected to develop their capacity to express themselves in writing. Paraphrasing is an essential technique for effective communication. Paraphrasing means taking material written by someone else and digesting it into your own words. Thus, it is not enough merely to quote the wording of others to avoid plagiarism. Good writers will also avoid long quotes, instead putting these ideas into their own words. Paraphrasing demonstrates a command of the material.

M.S. Program in Clinical Psychology Student Code of Conduct

To foster its mission to train students to become ethical and effective practitioners, the Psychology Department's M.S. Program has developed a code of conduct to make explicit faculty expectations for students while completing the degree. Many of these standards entail being ethical and responsible in one's academic and clinical work, as well as treating others in a respectful and ethical way in a variety of educational and professional interpersonal settings.

These expectations are intended to enhance students' achievement of the learning outcomes of the Program, thereby fostering the personal, academic, and professional development of its students. Failure to abide by this code will require remediation. Repeated or serious violations will result in penalties, potentially including dismissal from the program. By continuing in the M.S. Program, you agree to adhere to the principles spelled out in this Code of Conduct.

1. **Academic Diligence:** The Psychology M.S. Program is an academically rigorous program. Students must put forth sufficient effort to maintain satisfactory performance in their classes and to continue making progress toward completing their degree requirements, including the master's thesis. All M.S. study plan classes must be passed with a B- or better, and students must maintain an overall 3.0 GPA to remain in good standing. Obtaining less than a B- in core classes will require repetition of those classes, which may delay taking further classes for which repeated classes are prerequisites. Such repetition may potentially delay completing the M.S. degree.
2. **Student Responsibility:** Students are responsible for completing course, research and clinical assignments promptly and thoroughly and for meeting deadlines. If circumstances interfere with completing work on time, students are responsible for communicating clearly with their instructors or supervisors about their situation. In classes, students are expected to avoid disruptive activities, such as (a) arriving late, (b) texting or viewing internet/social media material, and (c) chatting with others about irrelevant topics. Because of students' course schedules, it may be impossible to avoid eating during class. If students eat during class, they should maintain a clean environment and avoid disrupting class activities. (Specific faculty may set individual policies for their classes regarding what constitutes responsible conduct.)
3. **Student Communication:** It is essential for students to maintain communication with their professors and supervisors. This includes seeking clarification of others' expectations when students are not clear about them, as well as informing faculty and supervisors of circumstances that may be limiting completion of work. When students fall behind, it is sometimes intimidating to reach out to professors and the M.S. Program coordinator. However, such reaching out is the only way (a) to keep necessary people informed and (b) to obtain support for dealing with difficult circumstances.
4. **Follow Through on Commitments:** When students make commitments, they should follow through on them. This includes responsibilities for GAships and agreements to work on research with professors. It also includes commitments regarding internship sites. In particular, once they have accepted an offer from an internship site, ethical students will honor that commitment. It is not ethical to accept an offer from an internship and then to pull out of that agreement if a more desirable offer comes along later.
5. **Academic Honesty:** A hallmark of higher education is academic honesty. This means that what students present as their own work is legitimately a product of their efforts. Cheating on exams and plagiarism are violations of academic honesty. Plagiarism is presenting others' ideas or words as one's own. When referencing the ideas of others, it is essential to cite the source and to paraphrase appropriately. When using others' words, one must use quote marks around borrowed text and note the page number from which the text came. Do not cut and paste from other sources. Violations of academic honesty will result in grade and conduct penalties.
6. **Respectful Treatment of Peers, Professors, Supervisors and Clients:** Success as a psychotherapist requires well-developed interpersonal skills. At the core of these skills is maintaining respectful

interactions with others. Examples of appropriate and expected social conduct include but are not limited to:

- a. Discussions with peers and professors should remain civil, even when people disagree about topics, some of which may be emotionally charged.
- b. Feedback to others should always be presented in a constructive way, so that it is behaviorally descriptive and not personal.
- c. Students should use courtesy when speaking with professors or referring to them in the presence of others. This means addressing professors as "Doctor _____" or "Professor _____" in person and in emails. It also means referring to professors with their title when speaking with peers in the presence of other faculty. It makes a poor impression to refer to professors only by their last name when other faculty members can overhear.

Being polite, respectful and compassionate to others—regardless of their training or background—will open doors for you. Treating others poorly will ultimately hinder your success.

7. **Personal Responsibility and Maturity:** Students have the responsibility to avoid engaging in behaviors that impair their academic or professional work. This can include excessive activities—either personal or job-related—that leave insufficient time for study. Impairment of academic or clinical work due to substance use is unacceptable. Students are responsible for realizing when they are having academic or personal difficulties and for seeking assistance in dealing with them. M.S. Program faculty and the program coordinator are committed to giving support to students. At times, personal psychotherapy may be required for students to deal successfully with difficulties.
8. **Professional Conduct:** Students should act professionally toward others with whom they have professional relationships—including peers, clients, professors and supervisors. They should be aware of the image they present to others. This includes but is not limited to: dressing appropriately for the situation, using professional-sounding personal email addresses, refraining from using inappropriate language in a professional setting, and presenting a professional image on social media (remember: social media posts may be seen by others indefinitely). Think of how you wish others to see you in your professional life and act accordingly.
9. **Attention to and Learning from Feedback:** Feedback from faculty and supervisors is essential to student growth in the program. Feedback will be both formal and informal. Students are expected to be open to feedback and to work diligently to respond to and incorporate feedback in a constructive manner.
10. **Ethical Knowledge and Responsibility:** Ethical behavior is at the core of successful academic and clinical practice. Students are expected to know applicable ethical standards and to follow them scrupulously in their work. This includes maintaining confidentiality of material related to their clinical practice, including video files of their work with clients.

I acknowledge and understand the expectations set forth in the M.S. Program in Clinical Psychology's Code of Conduct. By signing below, I agree to abide by these provisions.

(signed)

(print name)

(date)

Study Plan
Master of Science in Psychology (Clinical)

 Name _____ Student ID No. _____
 Address _____ Phone: _____
 _____ ZIP _____ Work Phone: _____

The following Classification requirements have been met:

1. BA BS Other from _____ Month/Year _____
2. Research Methods Course and Introductory Statistics Course
3. Four upper-division courses from selected areas including a lab class
4. Psych 461 Psychology Testing or equivalent with B or better
Completed prior to admission OR Within the first semester
5. Psych 465 Advanced Psychological Statistics or equivalent with B or better:
Completed prior to admission OR Within the first year
6. Minimum GPA of 3.0 in psychology and 2.5 overall
7. Satisfactory scores on the GRE Tests. _____ Q _____ A _____ Advanced: _____
8. Three satisfactory letters of recommendation.
9. Previous clinical experience and paid or volunteer research experience.
10. Satisfactory interview
11. Graduate Writing Requirement will be met by (option and date) _____ **PSYC 547**

ALL STATE AND UNIVERSITY REQUIREMENTS ARE TO BE MET INCLUDING FIVE-YEAR LIMIT

<i>Study Plan Requirements*</i>	<i>Units</i>	<i>Grade</i>	<i>Sem/Yr</i>	<i>Ext.</i>	<i>Comments</i>
CORE COURSES (12 units)					
Psych 501 Professional/Legal Issues in Clinical Psych**	3		F/18		
Psych 510 Experimental Design	3		S/19		Or F/19
Psych 520T Advanced Topics in Psychological Research	3				Student Choice
Psych 599 Independent Graduate Research	3		S/19		
CLINICAL COURSES (30 units)					
Psych 535 Addictions**	3		Sum/19		
Psych 545 Advanced Psychopathology**	3		F/18		
Psych 547 Theories of Psychological Intervention**	3		F/18		
Psych 548 Psychotherapy Techniques**	3		S/19		
Psych 549 Marriage, Family and Child Therapy**	3		F/19		
Psych 560 Child and Adolescent Treatment**	3		S/19		
Psych 561 Clinical Psychological Assessment**	3		S/19		
Psych 569 Cross Cultural Psychology**	3		S/20		
Psych 594A Fieldwork**	3		F/19		
Psych 594B Fieldwork**	3		S/20		
Electives (12 units) Advisor Approved					
400 level classes require an M.S. Elective Contract	3				Student Choice
and must be approved by the M.S. Coordinator	3				Student Choice
	3				Student Choice
	3				Student Choice
THESIS (6 units)					
Psych 598 Thesis	3,3		F19/S20		
TOTAL UNITS REQUIRED	60				

*Minimum of "B-" required in all study plan courses.

** Required by BBS for MFT licensure. Please see Program Coordinator for additional course work necessary for MFT License.

CLASSIFIED STANDING recommended by committee (prerequisites met and Study Plan approved):

 Members: _____
 MS Coordinator _____ Date _____
 Reviewed in Graduate Office _____ Date _____
CLASSIFIED GRADUATE STANDING GRANTED _____ Date _____

Associate Vice President, Academic Programs

COURSE INFORMATION AND REGISTRATION

The following classes require additional procedures to register

PSYC 599 (Independent Graduate Research) 3 Units -- To receive Department credit for PSYC 599, please complete a Department of Psychology PSYC 599 Registration Form (available in the Department Office), have it signed by your instructor and the Program Coordinator, and submit to the Graduate Coordinator to receive a permit to register. Each instructor is assigned a separate schedule number. Be sure to register for 3 units of PSYC 599.

PSYC 520T (Topical Seminars) 3 Units -- One seminar (3 units) must be completed to fulfill your seminar class requirement. Additional seminar courses may be used to fulfill Elective Course requirements. Enrollment is limited. To register for a seminar course please contact the Graduate Coordinator for a registration permit. Once the permit is entered in the computer you can register for the class. Typically, 2 seminars are offered each semester, and 1 is often offered during summer.

Elective Courses (12 Units) – If you choose an elective course outside the Department of Psychology, please consult the Graduate Coordinator to verify if the class has been approved. If the course has not yet been approved as an elective, you will need to get approval from the Program Coordinator. The Coordinator will need to see a copy of a recent class syllabus.

You should consult the department offering the class to verify if instructor approval is required or if the department needs to give you a permit on the computer to register for the class.

Master of Science 400 Level Course Contract – 400 level classes used as electives for your study plan require an assignment above and beyond the class requirements for undergraduate students in the same course. Graduate students may complete an extra assignment that undergraduates do not do. Or, graduate students may complete an undergraduate assignment with added length, depth or complexity. An M.S. 400 Level Course Contract should be completed, including a description of any extra paper or other work to be completed; it should be signed by the instructor and returned to the Graduate Office. 400 level classes will not be accepted for your study plan unless a contract is submitted. (Because PSYC 461 and PSYC 465 are program *prerequisites*, not study plan classes, the 400 level course contract is not required.)

PSYC 598 (Thesis Research) 6 Units – Ask your Thesis chair to e-mail the Graduate Coordinator indicating his or her permission for you to enroll in PSYC 598. The Graduate Coordinator will issue a permit on the computer. You need two semesters of Thesis on your transcript.

Registering for More Than 12 Units -- Except for **spring of first year**, you will only be allowed to register for a maximum of 12 units. In rare cases, students may be permitted to register for more than 12 units in other semesters; however, this requires approval of the University. Students should use caution about over-extending themselves, which may impair their academic performance. Before you register for an overload, consult with the Program Coordinator.

Continuous Enrollment

Students must maintain continuous enrollment at the University until degree award. Your place in the program will be forfeited if enrollment is not maintained. Application for re-admission would be required if a break in enrollment occurs; re-admission is not guaranteed. Apply for a **leave of absence** if you expect to be absent from the program for one semester or more.

GS 700

Students may enroll for GS 700 credit to sustain their enrollment. Students may enroll in GS 700 through the University or through Extended Education. To enroll in GS 700 through Extended Education, students must have all course work completed.

If you have finished all 60 units of classes and only have the thesis to complete, you can sign up for GS 700. Taking GS 700 through Extended Ed is fairly inexpensive compared to registering for units. GS 700 maintains your status as a full time grad student while you finish your thesis. If you wish to take GS 700, get the form from Extended Ed and have the Graduate Coordinator fill in the check boxes and sign the form. After she has signed the form, she can leave it for the M.S. Program Coordinator to sign.

There are a couple of disadvantages to GS 700. First, it has no unit value. That means that you will not be able to get financial aid; also, if you have student loans, the student loan company might expect you to start paying the loans back. Second, you cannot take any classes if you are enrolled in GS 700. Thus, you could not take Fieldwork if you sign up for GS 700, which would mean that you can't count hours for BBS.

If you need to take classes, 6 units is the typical enrollment to be considered a part time graduate student. If you do not want to take substantive classes but want to get units, you can sign up for PSYC 599 (Directed Lab Research); **be sure** to sign up using the CR/NC grade option. This means that you do not need to do any work for 599. The CR will not affect your grad GPA.

If you need to take more than 3 units of 599, you can sign up for 3 units with your thesis chair; then you can sign up for an additional 3 units with the M.S. Coordinator. Again, be sure to select the CR/NC grade option.

Field Placements

In the second year, students in the M.S. Program enroll in three units of Fieldwork each semester. A minimum of 12 hours per week of field experience is required. Students are strongly encouraged to complete 16-20 hours per week. Early in the spring semester of your first year in the program, you will receive a packet of internship information. In H-835N is a binder containing evaluations by past students of their fieldwork sites. This binder will give you an idea of the variety of sites available to our students.

During spring semester of your first year, **two mandatory internship meetings are scheduled**. The first is a chance to go over required paperwork and to learn about applying to placements. The second is a meeting at which representatives of several placement agencies present about their programs. All first year students must attend both meetings.

All placements must be approved by the Master of Science Program Coordinator. Approval is based on the breadth, depth and quality of the experiences the student is likely to receive. It is required that you provide therapy to individual cases and do some group therapy. You must receive individual supervision (a minimum of 1 hour per week). You must also have a minimum of 2 hours of group supervision per week. Students will need a minimum of 280 hours of face-to-face client contact and must video record at least four sessions per semester. Students must be covered under liability insurance. If not covered under agencies' policies, students will need to purchase their own low-cost liability insurance: <https://www.cphins.com/services/instantquote/>. Students often also obtain testing, therapy consultation and community responsibilities.

Contract: You and your agency's on-site supervisor complete a contract specifying the commitments and responsibilities of each of you. For your own protection, this contract must be completed and signed before you begin working at your site.

MFT and LPCC Licensure

The Master of Science program of the CSUF Department of Psychology meets the requirements of the Business and Professions Code, Section 4980.37, if all courses indicated in the current catalog are completed. For your review, the departmental graduate office retains a copy of the complete requirements for MFT and LPCC licenses. To receive times and an application for the Board's written licensing exam, please contact the following address:

Board of Behavioral Science
1625 N. Market Blvd. Suite S-200
Sacramento, CA 95834
Telephone: (916) 574-7830
<http://www.bbs.ca.gov>

The content areas required for licensure are covered by your program course work, if you select appropriate elective classes. We cannot guarantee that courses will match with future administrative or legal changes in licensure requirements; while the program attempts to keep abreast of these changes, you should always remain informed of licensure requirements, especially during your post-graduation, prelicensure period.

Graduation Check

The application for a Graduation Check should be filed **one semester** prior to the semester you are planning to graduate. **Filing this Grad Check late may delay your graduation!**

The University Graduate Office receives your application and notifies the Department of your intention to graduate. The Department reviews your Study Plan and verifies completion of course work. The Department's evaluation is sent to the University Graduate Office. Students are officially advanced to candidacy for their respective degrees at this time (see Advancement to Candidacy). A final evaluation is conducted by the University Graduate Office. If everything is in order, your degree will be awarded at the next graduation date (January, June or August.) **Students must file their thesis by appropriate deadlines for degree award. Students are responsible for knowing and meeting all deadlines.**

Graduate Check Instructions on Titan Online: Students apply online for their grad check through the **Student Portal**. Once students have logged in to the **Student Portal**, they will enter **Titan Online** and then their **Student Center**. Once they have entered their **Student Center**, they need to locate the **drop down menu on the left that reads "Other Academic."** Activate the drop-down menu, **select "Apply for Graduation," click the >> icon and follow the remaining instructions.** **Students must pay the University Cashier (UH-180) within five business days.**

The Faculty Mentor Program

The Faculty Mentor Program facilitates students' early involvement in research, helps students develop their thesis topic, and provides academic and career advice in areas of emphasis in psychology. New students, in consultation with the M.S. Coordinator, select a Mentor prior to their second semester in the program. Students may change Mentors at any time by obtaining the agreement of their new Mentor and informing the current Mentor. (You should consult with the M.S. Coordinator if you are considering switching advisors. If there are problems, it is also a good idea to communicate earlier rather than later with your current mentor.) It is typical that students' Mentors will serve as their Thesis Advisor in the second year. However, students are free to select a different person for their advisor. All tenured and tenure-track Psychology faculty are qualified to serve as Mentors. It is also possible for students to select faculty mentors outside of the Psychology Department. If interested in non-Psychology mentors, students should consult with the M.S. coordinator.

Your Mentor's Responsibilities

1. Your Mentor will supervise your PSYC 599 research during your second semester in the program. You may be asked to participate in various phases of your Mentor's research, such as library research, data collection, data analysis, and report preparation.
2. Your Mentor will provide you with academic and career counseling in his or her area of expertise.
3. Your Mentor will help you develop your thesis topic.

Your Responsibilities

1. Select a faculty mentor during the first semester of your program. The M.S. Coordinator will help you make this selection.
2. Work with your mentor in a timely manner to complete the required PSYC 599 project.

You should formalize your agreement about yours and your mentor's expectations in the PSYC 599 registration form. These expectations include how many hours of work you will be putting in per week, what tasks you will accomplish, and how grades will be determined.

THESIS

There are a number of options available to M.S. students in terms of thesis projects. Most students complete a traditional empirical research study, for which they collect and analyze data. However, for some students, one or more of the alternatives to the traditional empirical study may be more helpful in furthering their career goals. In such cases, the student has alternatives available to him or her. These alternatives include research-focused options, such as the analysis of secondary data or a meta-analysis of published empirical studies. More clinically-based thesis projects are possible as well. These include program assessments; case studies, in which published empirical research is applied to the treatment of an individual clinical case; or analyses of empirical evidence for certain treatment approaches. These alternatives are described in detail on the M.S. program web page: <http://psychology.fullerton.edu/resources/pdf/MSThesisGuidelines13.pdf>. While these descriptions have been created to help provide guidance and standards for each type of project, it will be up to the student's advisor and committee to determine whether the project is of sufficient quality and substance to be the equivalent of a more traditional thesis project. These alternatives will be equally stringent and will require the same level of work and commitment to complete them. A thesis project, regardless of type, shall be a scholarly document that enhances existing empirical or clinical science. It should be noted that not all thesis advisors will be open to serving as a mentor for all options; therefore, a student interested in doing an alternative type of thesis must ensure his or her advisor is capable of mentoring and willing to mentor that type of project.

Your Thesis Advisor/Chair's Responsibilities

Your relationship with your thesis advisor will probably be your most important during graduate school. Choose your advisor carefully. Talk with the M.S. Coordinator to help you make your decision, and discuss your choice with other students who have worked with your advisor. It is important to find a thesis advisor who is a good fit not only for your area of interest but also for personal style.

1. Your Thesis Advisor supervises all aspects of thesis requirements.
2. Your Thesis Advisor is the chair of your committee and will help you to select appropriate faculty for your thesis committee and to develop a feasible time-line for your project.
3. Your Thesis Advisor will help you to devise a suitable project design and to execute the study. The advisor should also help you obtain any space, equipment, and IRB and administrative approvals necessary to conduct the project.
4. Your Thesis Advisor serves as the editor of the thesis manuscript, which includes supervising preparation of the initial drafts of the thesis prior to submission to the thesis committee, and editing the completed manuscript in preparation for your final thesis meeting. Students must receive approval from their Thesis Advisor before submitting their thesis to other committee members. Expect to submit numerous drafts of your thesis before it is approved.

Your Responsibilities

1. Work diligently toward preparation of a project that has a reasonable time line for completion. A time line for graduation is available from the Department Graduate Office.
2. Coordinate with your thesis advisor and committee to schedule the two required meetings (proposal and final oral) in accordance with the guidelines.
3. Keep your chair informed of your progress. There will be times during the graduate program when you will be extremely busy. Thesis work often suffers. Even if you are not making progress, it is essential to remain in periodic communication with your Thesis Advisor.
4. Know and follow the guidelines for thesis preparation. See *CSUF Graduate Thesis Regulations Student Handbook* available at the office of Academic Programs and Graduate Studies, MH-103
5. Be aware of deadlines.

Occasionally, misunderstandings develop between a student and his or her thesis chair. These should be resolved as soon as possible. Students are encouraged to discuss any concerns with the M.S. Coordinator, who can help find solutions.

Thesis Committee

This committee consists of a minimum of three members, at least two of whom must be full-time tenured or tenure-track members from the Psychology Department. Tenured faculty from other departments and part-time faculty from the Department of Psychology may co-chair your committee or serve as the third member. Individuals who are not employed by CSUF may serve as a visiting examiner, who would be a fourth committee member. Typically, all committee members will have a Ph.D.; however, individuals with a master's degree may serve on a committee if they have a particular area of expertise that contributes to the project. Students select their thesis committee in consultation with their Thesis Chair. Typically, this occurs as the thesis proposal is nearing completion.

Thesis Proposal

The Thesis Proposal details the study you plan to complete, including rationale, theoretical and empirical background, methods and procedures, and proposed data analyses. Your Thesis Advisor will guide you in the preparation of this document and provide you with specific guidance concerning length and format. The first drafts of your proposal are submitted to your Thesis Advisor for review and editing. **After your Thesis Advisor has given approval, it is then appropriate to submit to the other members of the committee for review.** If feasible, scheduling PSYC 510 in your second semester will also allow you to present your proposal to your peers for feedback.

Thesis Proposal Meeting

Your committee chair will determine when you are ready to schedule your proposal meeting. The meeting is designed to review your research plans and, when necessary, to help you sharpen your conceptualization or methodology. At the meeting, you will make an oral presentation of your proposed research project and answer questions about it from your committee. At the conclusion of this meeting, your Committee may:

1. Approve your thesis plan as presented;
2. Request that you document, in writing, modifications to your thesis plan that were agreed to at the meeting and submit it to your Committee Chair for approval;
3. Require that you make revisions in your proposal and resubmit the proposal for Committee review;
4. Require that you go back to the drawing board.

Thesis plans are rarely approved without modification. Thus, the second alternative listed above is most likely for well-conceptualized projects. Your Thesis Advisor will help you draft the memo detailing changes agreed to at the meeting. **You may begin your thesis only after your approved thesis proposal (with accompanying memo, if required), with signed cover sheet, is filed in the Department's Graduate Office.**

Thesis Time-Line and PSYC 598

Thesis planning usually begins in your second semester. In the third semester, you should enroll in your first three units of PSYC 598 (Thesis Research), which grants unit credit for thesis planning and completion of the proposal. A second three units of PSYC 598 accompanies data collection and thesis write-up. All phases of your activities are conducted in consultation with your Thesis Advisor. Keep him or her informed about your progress! Ask your Thesis Chair to e-mail the Graduate Coordinator asking her to issue a permit for you to enroll in PSYC 598 Thesis units. Deadlines governing the filing of your Thesis with the University Graduate Affairs Office are posted in the Psychology Graduate Office, will be e-mailed, and are available on the Graduate Studies web site. Consult these deadlines each semester and plan accordingly! The ***CSUF Graduate Thesis Manual***, available at <http://www.fullerton.edu/graduate/currentstudents/thesis.php> details University regulations: ***read these carefully!*** It is the responsibility of the student to be aware of thesis guidelines and time line.

Equipment

Your Thesis Advisor will facilitate your acquisition of participants and equipment. Use of departmental equipment is coordinated with Terry Jones (H-613K; 657-278-3562), the Department's Equipment Technician.

IRB INFORMATION

Studies involving human or animal subjects must be reviewed by either CSUF's Institutional Review Board (IRB) for research involving human participants, or the Institutional Animal Care and Use Committee (IACUC) for research involving animals. The original of each application (plus fifteen additional copies for full review; plus three additional copies for IACUC applications) must be approved prior to collection of data. Applications are submitted to the Office of Research and Development, MH-103. Allow 2 to 6 weeks for approval. The IRB may not approve studies during the summer.

Applications can be downloaded from this website:

http://www.fullerton.edu/research/research_compliance/. The original application must be printed and signed by both you and your advisor. Note that you can be the principle investigator and your advisor can be the faculty sponsor. Typically, you will not apply for IRB approval until *after* your proposal meeting.

Approval notices will not be issued without an original signature by both the investigator and the faculty sponsor. Additionally, IRB applications will not be processed without a 100% score and printed certification of completion on the IRB Human Research Tutorial Test (also located on the above web page). The printout of the certification should accompany the IRB application.

Data Collection and Analyses

Data collection for your thesis may commence only after your Thesis Committee approves your Thesis plan. Approval is designated when all members of your committee sign the cover sheet attached to your proposal. You must also have IRB approval before you may collect data from human or animal subjects.

During data collection, consult with your Thesis Chair and Committee Members about data analysis plans. Students are expected to know how to use the statistical packages necessary to carry out their data analyses. Tutors and consultants are available. For assistance, contact the Social Science Research Center, MH-33.

Thesis Preparation and Final Meeting

Following data collection and analyses, you will prepare a draft of your thesis for your Advisor's review. Your manuscript should be prepared according to the ***Publication Manual of the American Psychological Association*** and ***Format Guidelines*** published by the University Graduate Affairs Office available at <http://www.fullerton.edu/graduate/currentstudents/thesis.php>. A number of revisions will be necessary before the thesis is ready to be distributed to the members of your Committee. After the committee reviews your thesis draft (give them two weeks), the oral examination is held. Scheduling of this meeting is coordinated by you, your Thesis Advisor and the Graduate Coordinator. An announcement of your Thesis Meeting is published **one week** prior to your meeting. **You will need to e-mail the Graduate Coordinator the title page and abstract of your study for inclusion in this announcement, with the date, time and room number of your meeting.** Your thesis meeting is open to all interested faculty and students. If you conduct a case study or treatment method analysis for your thesis, an alternative meeting will be needed. Consult with Program Coordinator regarding format.

At the final thesis meeting, you will report your research findings. Emphasis is placed on presenting research results, interpretation, and conclusions. You will likely be asked several questions about your project by your Committee Members regarding results and interpretation. Your Thesis is officially approved when all members of the Committee sign the Thesis/Dissertation Verification form, available at: <http://www.fullerton.edu/graduate/currentstudents/thesis.php>.

There are three typical outcomes to a final thesis meeting:

1. Pass the oral defense: All Committee Members sign your cover page.
2. Minimum revision required: Two committee members sign your cover page and the Thesis Chair signs when the revisions are complete.
3. Substantial revision required: A second Oral Defense meeting is necessary; none of the Committee Members signs.

After your thesis has been formally accepted and passed by all committee members, submit your final thesis manuscript to the University Graduate Office, MH-112, for review and approval. Bring one unbound hard copy to MH 112, plus send one electronic copy in Word, sent to thesisdisshelpdesk@fullerton.edu. Formatting and other editorial revisions may be required. Once the Graduate Studies Office has approved your thesis, they will submit to ProQuest. Finally, you must also submit an IRB completion form to MH-112 before your grade for PSYC 598 will be processed. See the Graduate Studies website for the most of the up-to-date procedures: <http://www.fullerton.edu/graduate/currentstudents/>

Summer Completion of Thesis

Summer completion of thesis cannot be guaranteed. It will depend on availability of faculty on the thesis committee. Unless faculty are teaching summer school, they are not being paid during the summer. Thus, any supervision of thesis work during the summer is as an unpaid volunteer. In addition, faculty may not come to campus often or may have other commitments during the summer. If you wish to finish your thesis during the summer, you should coordinate this with your Thesis Advisor well in advance of the summer. (**International students** seeking summer completion must register for GS 700 during summer. This only applies to international students.)

Thesis Deadlines

Faculty understand that students desire to finish their thesis in time for deadlines. However, your thesis advisor's first priority is making sure your thesis is a worthy academic document. Do not expect your mentor and your committee to pass a thesis that is inadequate.

Thesis, PSYC 598, Grading Policy

First Three Units

RP (Satisfactory Progress)	Student has made reasonable progress toward completing thesis proposal
I (Incomplete)	Student has begun thesis work but has not made reasonable progress toward completing thesis proposal
WU (Unacceptable)	Student shows little effort toward making progress on thesis

Second Three Units

RP (Satisfactory Progress)	Thesis proposal is approved and a signed copy is on file in the Department's Graduate Office
I (Incomplete)	Thesis Proposal not Completed
WU (Unacceptable)	Student has not made reasonable progress on the project

NOTE: The PSYC 598 (Thesis) final letter grades will be issued after the final draft of your thesis has been submitted to ProQuest. You must also submit an IRB Completion Form to MH-112.

THESIS CHECKLIST

Mentor: Choose a mentor with the guidance of the M.S. Coordinator, and enroll in PSYC 599.

Enroll in PSYC 598 (Thesis) first 3 units: Ask your thesis advisor to e-mail the Graduate Coordinator requesting that you be permitted to register for thesis units.

Thesis Committee: With your advisor's guidance, choose two other faculty to serve on your thesis committee. Once your advisor has approved your thesis proposal, submit it to your committee and schedule a proposal meeting. Bring a cover sheet to be signed by the committee to signify passing your proposal.

Reserve a room for your Proposal: email Madison Pavia-Logan mpavia-logan@fullerton.edu

Proposal Meeting: following the proposal meeting, make any revisions specified by the committee and **submit a copy of your signed title page** to the Department Graduate Office H-835N.

Submit IRB Documents

Enroll in PSYC 598 (Thesis) second 3 units: Ask your thesis advisor to e-mail the Graduate Coordinator requesting that you be permitted to register for thesis units.

Reserve a room for your Thesis Defense: email Madison Pavia-Logan mpavia-logan@fullerton.edu

E-Mail Information to the Graduate Coordinator: no later than one week prior to your defense email Linda Pabon lpabon@fullerton.edu the following:

Thesis Title Page
Abstract
Date, Time and Room of your defense

If the information is not received by the Department Graduate Office, necessary documentation to process thesis grades and graduation won't be submitted.

Thesis/Dissertation Verification Form: your committee members will sign this form at your thesis meeting. Submit a copy to H-835N and the original form to Grad Studies MH-112.

Additional thesis information: See the Department of Psychology Graduate Handbook, The CSUF University Catalog and the Graduate Affairs Office Thesis Handbook located at: <http://www.fullerton.edu/graduate/currentstudents/thesis.php>

The university no longer requires students to obtain bound copies of the thesis from the bookstore. However, you may still wish to purchase your own bound copies of the thesis. You also may wish to present a bound copy of your thesis to your thesis advisor.

Department of Psychology Graduate Program Forms

FORMS	WHEN TO SUBMIT
Study Plan	Meet with the Program Coordinator during the first semester of your program to develop and complete your study plan.
Change of Study Plan http://www.fullerton.edu/graduate/currentstudents/graduateforms.php	To change original study plan after it has been submitted to Graduate Studies Office. Changes to your study plan must be approved by the Program Coordinator and submitted to the Psychology Grad Office.
Request for Excess Units Department Graduate Office H-835N Computer Lab H-607 http://www.fullerton.edu/graduate/currentstudents/graduateforms.php	Enroll in more than 12 units of course work. The Program Coordinator's approval is required. Excess units cannot be added to your schedule until the first week of classes. Completed and signed form is submitted to the registration window in Langsdorf Hall. After permit is issued you can register on Titan On Line for the extra units.
Independent Graduate Research (PSYC 599) Department of Psychology H-830M Computer Lab H-607	To receive Department credit for Independent Graduate Research. Complete the form and sign, have your instructor approve and sign, and return to the Graduate Coordinator. You will receive a permit on the computer to register.
M.S. Elective Course Contract Dept. Grad Office H-835N Computer Lab H-607	To receive graduate credit for an approved 400 level course
Thesis Manual http://www.fullerton.edu/graduate/currentstudents/thesis.php	Published by the University Graduate Affairs Office. Contains information regarding thesis formatting guidelines.
Request for Leave of Absence University Graduate Affairs Office MH-112 http://www.fullerton.edu/graduate/currentstudents/graduateforms.php	If you are unable to attend classes for a semester, you need to apply for a leave of absence. Unless an official leave of absence is granted, you will be disenrolled from the University. Readmission to the Program is not guaranteed once you are disenrolled.
Application for a Graduation Check http://www.fullerton.edu/graduate/currentstudents/graduateforms.php	Apply for a graduation check <u>one semester prior</u> to the semester you wish to graduate. You may not graduate on schedule if you have not completed the application in a timely manner.
Change of Graduation Date Univ. Graduate Affairs MH 112 http://www.fullerton.edu/graduate/currentstudents/graduateforms.php	If you have applied for a Graduation Check, but are unable to complete requirements by your scheduled date, you must officially change your date of graduation to remain eligible.
Petition for Summer Completion University Graduate Affairs MH 112 http://www.fullerton.edu/graduate/currentstudents/graduateforms.php	If you have filed a Graduation Check for June graduation and are unable to complete your thesis on time, you may file a petition for August completion. Please ascertain whether your committee will be available to meet during the summer. The form needs the approval of your Thesis Chair and the Program Coordinator.
GS 700 Extended Education Enrollment University Graduate Affairs MH 112 http://www.fullerton.edu/graduate/currentstudents/graduateforms.php	If you have completed all course work, your thesis proposal has been approved, and a copy of your thesis proposal is on file with the Department Graduate Office, you may enroll in GS 700 through Extended Education to complete your thesis for a minimal fee. Form is available on the University Graduate Affairs web site or in the Department Graduate Studies Office. To maintain enrollment, you must register for GS 700 each semester until you complete your thesis and graduate.
Petition for Extending Time Limit Univ. Graduate Affairs MH 112 http://www.fullerton.edu/graduate/currentstudents/graduateforms.php	If you have not graduated within the five year limit, you may petition for extending your time limit up to two years. Students will need to document their time line for thesis completion for the extension to be approved.

Department Web Sites:
<http://psychology.fullerton.edu>

The Department website has department forms and information about:
Contacting faculty/staff
Faculty Research Interests
Graduate Program Information
Graduate Handbooks
Financial Aid
Student Organizations
Faculty Office Hours
Professional Organizations

Department Address:
Department of Psychology
P.O. Box 6846
Fullerton, CA 92834-6846

Street and Shipping Address:
Department of Psychology
800 N. State College Blvd
Fullerton, CA 92834

Paulina June & George Pollak Library

The library supports the Department of Psychology's learning outcomes for students. Through its reference and instruction services, they strive to assist you in the development of your information literacy skills, such as:

1. Identifying resources that will best meet your information needs	3. Evaluating your resources <ul style="list-style-type: none">• <i>Understanding the nature of peer-reviewed, scholarly articles</i>• <i>Recognizing the unique features of empirical studies</i>• <i>Identifying popular sources (both print and online)</i>
2. Conducting effective searches using various resources (especially the online databases) <ul style="list-style-type: none">• <i>Finding books and other resources using the library's catalog</i>• <i>Effectively searching PsycINFO</i>• <i>Acquiring search strategies for PubMed</i>• <i>Locating and searching other relevant subject-specific databases</i>	4. Acquiring tools to properly cite your sources <ul style="list-style-type: none">• <i>Formatting citations in APA style</i>• <i>Navigating and effectively using RefWorks</i>• <i>Understanding the importance of academic integrity</i>

Please visit the Pollak Library homepage to access their many services, including links to the library's online catalog, online databases, research information, subject guides, library blog, live help features, policies and guidelines, and more: <http://www.library.fullerton.edu>

You have access to the Pollak Library's research guide for psychology students via the Department of Psychology Web site:

"Forms and Links" tab → "Psychology Links" → "Psychology Resources" section → "Psychology Research Guide-Pollak Library, CSUF" link

STUDENT AFFAIRS

Graduate Assistants (GA's)

Several graduate assistantships are available each semester. Assistantships are awarded on a semester basis to full-time students in good standing.

Open GA positions are e-mailed to students. Faculty members requiring a Graduate Assistant interview candidates and recommend appointments to the Department Chair. Both the faculty member and student come to an agreement about work-load and responsibilities **prior** to commencement of the assistantship.

Financial Aid

The University Financial Aid Office (UH-146; 657-278-3125) provides information about student loans and funds available through Work Study Programs. Please consult their website:

<http://www.fullerton.edu/financialaid/>

Student Organizations

Your membership in Psi Chi (National Psychology Honor Society), Psychology Department Student Association (PDSA), Association for Psychological Science Student Caucus (APSSC), and Psychology Peer Mentors is encouraged. These organizations sponsor a variety of academic and social activities. If you wish further information on these organizations or would like to become involved, please consult the department web site:

<http://psychology.fullerton.edu/students/index.aspx>

Student Research Grants

The University, the parent group of PDSA, provides funds for activities of the Associated Students. Each year, some of these funds are set aside for student research, including travel funds to participate in the meetings of scientific societies. Contact your student PDSA representative for more information. The Department of Psychology also provides an opportunity for students to be reimbursed for conference registration fees if they are an author on a presentation. Applications are available from the department's main office.

Funding for thesis supplies is also available from the College of Humanities and Social Sciences (HSS) Intercollegiate Council (ICC): http://hss.fullerton.edu/students/icc/interclub_council.aspx

Election of the Outstanding Master of Science Student(s)

Nominations: In April a memo is circulated to the faculty to solicit nominations. The memo includes a roster of graduating M.S. students. To be qualified for this nomination, the M.S. student must be advanced to candidacy and be near completion (June or August) of his or her thesis. Faculty choosing to nominate an M.S. Student must write a nomination letter. Letters in support of the nominee may be submitted as well. The nominated student must provide a CV that will be included with the nomination.

Voting: A folder with the nomination letters, vita, and a copy of the study plan will be retained in the Psychology Graduate Office. The award winner will be determined by the M.S. Graduate Studies Committee.

Recipients of the Master of Science Outstanding Student Award

1982	Dorothy Ford /Patricia Williamson	2002	Timothy Kovacs/Jyotsnaben Patel
1983	Marlene Phillips	2003	Timea Kohegyi/Kathryn Rice
1984	Patricia Breit	2004	Barbara Enderson/Brett Wheeler
1985	Rebecca Stirges	2005	James Seghers
1986	Kristie Winkle	2006	Danielle Pajer
1987	Linda Nold	2007	Christina Sun
1988	Mary Hale	2008	Shruiti Mukkamala/Yuko Watabe
1989	Sara Sutton	2009	Marcela Aceves & Jennifer King
1990	Lucyann Carlton	2010	Crystal Mcindoo/Keiko (Kono) Taguchi/Emaka Takashima
1991	Betty Wadkins	2011	Chloe Boyle/Shiela Kelley
1992	Tasha Akhtarkhavari	2012	Nicole Graham
1993	Jennifer Brindley	2013	Dmitry Tsukerman
1994	Vicki Kennedy	2014	Isil Necef
1995	Steven Bautista	2015	Byron Kyle Smith
1996	Stephanie Miller	2016	Kim Pham Vu
1997	Jodi Greenblatt	2017	Elizabeth Light
1998	Emese Csipke /Rachael Mason	2018	Christina Rowley
1999	Sara Marcoux /David Sitzer		
2000	Jill Cain, Tamara Mastro & Pernilla Sass		
2001	Samantha Etchells/Virginal Mintzlaff/Catherine VanRietten		

Ethical Principles Regarding Professional Relationships

Graduate work is expected to be conducted in accordance with the APA Ethical Principles of Psychologists. While all the principles are important, Principle 1, Principle 4, Principle 6, and Principle 8 of these address issues of particular importance to students and supervisors. These say in part:

1.11 Sexual Harassment

(a) Psychologists do not engage in sexual harassment. Sexual harassment is sexual solicitation, physical advances, or verbal or nonverbal conduct that is sexual in nature, that occurs in connection with the psychologist's activities or roles as a psychologist, and that either: (1) is unwelcome, is offensive, or creates a hostile workplace environment, and the psychologist knows or is told this; or (2) is sufficiently severe or intense to be abusive to a reasonable person in the context. Sexual harassment can consist of a single intense or severe act or of multiple persistent or pervasive acts.

(b) Psychologists accord sexual harassment complainants and respondents' dignity and respect. Psychologists do not participate in denying a person academic admittance or advancement, employment, tenure, or promotion, based solely upon their having made, or their being the subject of, sexual harassment charges. This does not preclude taking action based upon the outcome of such proceedings or consideration of other appropriate information.

1.17 Multiple Relationships

(a) In many communities and situations, it may not be feasible or reasonable for psychologists to avoid social or other nonprofessional contacts with persons such as patients, clients, students, supervisees, or research participants. Psychologists must always be sensitive to the potential harmful effects of other contacts on their work and on those persons with whom they deal. A psychologist refrains from entering into or promising another personal, scientific, professional, financial, or other relationship with such persons if it appears likely that such a relationship reasonably might impair the psychologist's objectivity or otherwise interfere with the psychologist's effectively performing his or her functions as a psychologist, or might harm or exploit the other party.

(b) Likewise, whenever feasible, a psychologist refrains from taking on professional or scientific obligations when preexisting relationships would create a risk of such harm.

(c) If a psychologist finds that, due to unforeseen factors, a potentially harmful multiple relationship has arisen, the psychologist attempts to resolve it with due regard for the best interests of the affected person and maximal compliance with the Ethics Code.

1.19 Exploitative Relationships

(a) Psychologists do not exploit persons over whom they have supervisory, evaluative, or other authority such as students, supervisees, employees, research participants, and clients or patients. (See also Standards 4.05-4.07 regarding sexual involvement with clients or patients.)

(b) Psychologists do not engage in sexual relationships with students or supervisees in training over whom the psychologist has evaluative or direct authority, because such relationships are so likely to impair judgment or be exploitative.

6.05 Assessing Student and Supervisee Performance

(a) In academic and supervisory relationships, psychologists establish an appropriate process for providing feedback to students and supervisees. (b) Psychologists evaluate students and supervisees on the basis of their actual performance on relevant and established program requirements.

8.01 Familiarity with Ethics Code

Psychologists have an obligation to be familiar with this Ethics Code, other applicable ethics codes, and their application to psychologists' work. Lack of awareness or misunderstanding of an ethical standard is not itself a defense to a charge of unethical conduct.

8.02 Confronting Ethical Issues

When a psychologist is uncertain whether a particular situation or course of action would violate this Ethics Code, the psychologist ordinarily consults with other psychologists knowledgeable about ethical issues, with state or national psychology ethics committees, or with other appropriate authorities in order to choose a proper response.

8.03 Conflicts between Ethics and Organizational Demands

If the demands of an organization with which psychologists are affiliated conflict with this Ethics Code, psychologists clarify the nature of the conflict, make known their commitment to the Ethics Code, and to the extent feasible, seek to resolve the conflict in a way that permits the fullest adherence to the Ethics Code.

8.04 Informal Resolution of Ethical Violations

When psychologists believe that there may have been an ethical violation by another psychologist, they attempt to resolve the issue by bringing it to the attention of that individual if an informal resolution appears appropriate and the intervention does not violate any confidentiality rights that may be involved.

In the M.S. Program, we interpret these principles to mean that clinical supervisors do not date or have sex with their current students or supervisees.

Faculty or Clinical Supervisors do not see students for personal therapy while they are enrolled in their class, while they are their supervisees or if they reasonably anticipate contact with that individual in an evaluative role in the future.

The foregoing does not preclude doing research in collaboration with students and supervisees.

If students would like guidance about an ethical matter or are concerned that an ethical violation has occurred, they are encouraged to discuss it with the Coordinator, of the M.S. Program, their supervisor, or other third party faculty member.

You are encouraged to read and periodically reread the APA Principles in their entirety. Copies are available in the Graduate Studies Office.

Psychology M.S. Program in Clinical Psychology

Student Learning Outcomes

(Rev. approved 2/16)

A. Frameworks, Concepts, Terminology and Techniques

1. Know the legal and ethical responsibilities related to clinical practice; apply these in actual clinical situations.
2. Master the diagnostic and conceptual framework for mental disorders and related terminology.
3. Master the conceptual and methodological approaches necessary for treatment planning and conducting therapy with clinical populations with an emphasis on evidence based practices.
4. Be sensitive to the influence of ethnicity and cultural values on clinical practice; consider cultural and ethnic influences while working with therapy cases.

B. Research Mentorship

5. Develop proficiency in research methods and statistical techniques and utilize this understanding to complete an original master's thesis.