DEPARTMENT OF PSYCHOLOGY
California State University, Fullerton

Welcome to the Department of Psychology at California State University, Fullerton! This handbook contains information about the Department of Psychology and the Master of Science (MS) 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.

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Faculty in the Department of Psychology wish you success in your graduate studies!

Christine D. Scher, Ph.D.
Program Coordinator
Professor

ADMINISTRATIVE PERSONNEL

Department of Psychology Graduate Studies

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MASTER OF SCIENCE PROGRAM INFORMATION

The MS in Clinical Psychology requires 60 units of approved graduate work, including the completion of a thesis.

Department of Psychology Graduate Studies

The MS Coordinator is responsible for advisement as well as supervision and approval of students' study plans. The Department of Psychology Graduate Studies Office, staffed by our Graduate Support Staff, is also a focal point for graduate student affairs. The Graduate Support Staff is familiar with our program and is a valuable source of information. **Students are responsible for keeping abreast of requirements, deadlines, and their progress in meeting them. Failure to do so may delay graduation. You are encouraged to review your Titan Degree Audit (TDA) once each year, at minimum, to help ascertain you are making expected progress.**

MS Graduate Studies Committee

This faculty-led Committee is responsible for management of the MS program. Two student representatives- one from the first-year class and one more advanced student- are elected each fall by appropriate MS student constituencies (i.e., first-year students elect the first-year class representative while all remaining students elect the more advanced student representative). These representatives attend regular meetings of the Committee to provide input and feedback.

Time Limit

The MS program is designed for completion in 2.5 to three years (5 to 6 semesters). All MS 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 your schedule so you can make adequate progress. 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 Studies Office and is available from its website. Students who fail to complete the program in five years and fail to file a petition (and obtain approval of it) are automatically disenrolled from the University. 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 Study Plan serves as a program-planning document designed to meet student needs and degree requirements. **Students are responsible for meeting with the MS 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 or doctoral study). 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 Program Coordinator. **To continue in good standing, students must earn a grade of "B–" or higher in all Study Plan classes and maintain a minimum overall GPA of 3.0.**

Classified Standing

Participation in psychology graduate programs requires Classified Student Status. The requirements are usually met as part of the admission procedures and include (1) official undergraduate transcripts that document appropriate course work completed in psychology and (2) completion of program prerequisite courses. Except in the most unusual of circumstances, students must achieve Classified status before beginning their second year in the program.

Prerequisites for the MS Program

Prerequisite courses for the MS program are:

PSYC 101 Introductory Psychology
PSYC 201 Elementary Statistics
PSYC 202 Research Methods in Psychology
PSYC 306 Biopsychology (a lower division course is acceptable)
PSYC 341 Psychological Disorders
PSYC 461 Psychological Testing
PSYC 465 Advanced Statistics.

All 100-, 200-, and 300-level courses must be completed with a C grade or above. All 400-level courses must be completed with a B- or above. PSYC 101, 201, 202, and 341 must be successfully completed prior to your entry into the MS program. PSYC 461 and PSYC 465 must be successfully completed by the end of your second semester in the program. PSYC 306 must be successfully completed before beginning your second year in the program.

Grades

Letter grades **must** be used for all classes listed on your MS study plan. Students should be careful *not* to choose CR-NC when registering for classes, because it will delay graduation. As a reminder, students must earn a grade of "B-" or above in all study plan classes and must maintain a minimum GPA of 3.0. **Students who earn lower than a "B-" in a study plan class must retake that class and earn a passing grade.** Earning lower than a "B-" in a class that is a prerequisite for later classes means that those later classes **cannot** be taken until after the student has retaken and passed the prerequisite (e.g., a student who earns below a "B-" in PSYC 501, 545 or 547 during the fall semester cannot take PSYC 548 or 560 in spring). MS students with a GPA less than 3.0 are subject to academic probation and possible dismissal from the program. The University permits two semesters of probation to raise the GPA above 3.0. After two semesters with a GPA below 3.0, students will be dismissed by the University.

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

Student Evaluation

Following their first semester in the program, all students will receive a formal evaluation of their program performance. This includes an evaluation of coursework and professionalism. Additional formal and informal feedback may be periodically provided. 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."

Resolving Disagreements and Concerns

On occasion, you may have a disagreement or concern with a faculty member, supervisor, staff member, or another student (e.g., You need additional thesis mentoring that does not appear to be forthcoming; You believe that a fellow lab member is not doing their fair share of work). An attempt should first be made to reach a solution with the involved individual. This may involve some emotional discomfort. Keep in mind, however, that assertively addressing concerns and tolerating discomfort are important professional skills you will need to master. If you are unable to resolve your disagreement or concern directly with the involved individual, please discuss your concern with the Program Coordinator. If your unresolved concern is with the Program Coordinator, please discuss your concern with the Department Chair. An exception to this policy is if the concern may be related to discrimination or harassment. If that is the case, you do not need to address the issue with the involved individual. Instead, please consult with the Program Coordinator, Department Chair, and/or Office for Civil Rights and Equity (see https://www.fullerton.edu/titleix/about/index.php).

Academic Appeals

A description of the Academic Appeal process can be found in University Policy Statement (UPS) 300.030 *Academic Appeals*. Additional information regarding this process can be found here: http://www.fullerton.edu/academicappeals/

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 Program Coordinator. A minimum GPA of 3.0 for all study plan graduate course work is required; other scholastic, professional and personal standards, passing of examinations, and other qualifications may be prescribed. Only those students who continue to demonstrate a satisfactory level of scholastic competence and fitness for the profession, as determined by the MS Graduate Committee, shall be eligible to continue in the graduate program.

MS Program Electives

Elective classes give breadth to students' academic program. Therefore, elective courses must not have substantial overlapping content with other coursework. Students are encouraged to choose electives that fit their professional or future academic plans. For example, students planning to continue in a Ph.D. program may choose to take additional statistics courses or other research-related course work rather than additional courses that may qualify them for licensure as Marriage and Family Therapists (MFT).

Graduate seminars numbered PSYC 520T do not need to be approved; a student may take additional (i.e., beyond the one required by the Program) PSYC 520T seminars to fulfill elective requirements. Electives chosen from outside the department, department classes that are not numbered PSYC 520T, and coursework from other universities will need MS Coordinator approval. 100-, 200-, and 300-level courses cannot be counted as electives. 400-level courses *may* be counted as electives with the approval of the MS Coordinator and completion of a Contract to Earn Graduate Credit in Eligible 400 Level Class. This contract can be obtained from Graduate Support Staff.

Scheduling

As previously noted, the Study Plan is developed by the student and the MS Coordinator in the first semester of the program. The sample Study Plan listed below satisfies most of the MFT and Professional Clinical Counselor (PCC) course requirements for licensure. However, specific course

work must be taken to meet requirements for licensing. When choosing MS program electives, it is important to keep in mind plans for obtaining licensure. By choosing electives carefully, it may be possible to meet course requirements for both MFT and PCC licenses. If you are seeking PCC licensure, you will need to take an additional elective in addition to the 60 units in the sample Study Plan below.

PSYC 502 Career and Lifestyle Development and PSYC 538 Crisis and Traumatic Stress: Theory, Research, and Intervention are typically offered by the Department every other summer. These specific electives are needed as part of PCC coursework only.

***Elective Classes Needed to Meet MFT Requirements*:**

Psychopharmacology: PSYC 475 Psychopharmacology or COUN 525 Psychopharmacology for Counselors
Group Psychotherapy: PSYC 550 Group Psychotherapy OR COUN 528 Group Process and Practice
Human Sexuality: PSYC 562/COUN 562 intimate Partner and Couples Counseling

Elective Classes Needed to Meet LPCC Requirements:

Psychopharmacology: PSYC 475 Psychopharmacology or COUN 525 Psychopharmacology for Counselors
Career Counseling: PSYC 502/ COUN 502 Career and Lifestyle Development
Crisis and Trauma: PSYC 538 Crisis and Traumatic Stress: Theory, Research, and Intervention OR COUN 538 Crisis Intervention and Trauma Treatment
Group Psychotherapy: PSYC 550 Group Psychotherapy or COUN 528 Group Process and Practice
Human Sexuality: PSYC 562/COUN 562 intimate Partner and Couples Counseling

Please keep in mind that students enrolled in Department of Counseling programs have priority enrollment for Department of Counseling courses (i.e., those with prefix COUN)- there are typically few, if any, seats available for Psychology students. If you are interested in taking a COUN course, please contact that department for permission https://hhd.fullerton.edu/counsel/about-us/contact.html.

Many required courses must be taken in a specified sequence, as the content of one course may build on that learned in another, and most are offered only once per year. The typical sequence of courses is listed below. Be sure to follow your individual study plan each semester and to consult with the Program Coordinator before deviating from it. Students are responsible for ensuring that they are taking courses in the appropriate sequence.

FIRST YEAR

FALL SEMESTER		UNIT
PSYC 501	Professional/Legal Issues in Psychology	3
PSYC 545	Advanced Psychopathology	3
PSYC 547	Theories of Psychological Intervention	3
PSYC 461 or 465 **Or**	Psych Testing or Advanced Statistics Program Prerequisite	--
PSYC 520T **Or**	Seminar/Advanced Topics	3
Non-520T Elective	Must be Approved by the MS Coordinator	

SPRING SEMESTER		UNIT
PSYC 548	Psychotherapeutic Techniques	3
PSYC 560	Treatment of Children & Adolescents	3
PSYC 569	Cross Cultural Psychology	3
PSYC 599	Independent Graduate Research	3
PSYC 465 **Or**	Advanced Statistics (Prerequisite to PSYC 510)	--
PSYC 510 **Or**	Research Design	3
PSYC 520T **Or**	Seminar/Advanced Topics	
Elective	Approved by MS Coordinator	

SUMMER SESSION		UNIT
PSYC 502	Career and Lifestyle Development	3
PSYC 538 **Or**	Crisis and Traumatic Stress: Theory, Research, and Intervention	3
Other electives	Approved by MS Coordinator	

SECOND YEAR

FALL SEMESTER		UNIT
PSYC 549	Marriage/Family/Child Therapy	3
PSYC 594A	Fieldwork	3
PSYC 598	Thesis	3
PSYC 510 **Or**	Research Design (If not taken spring semester first year)	3
PSYC 535	Addictions	

SPRING SEMESTER		UNIT
PSYC 561	Clinical Psychological Assessment	3
PSYC 594B	Fieldwork	3
PSYC 598	Thesis	3
PSYC 520T **Or**	Seminar/ Advanced Topics	3
Elective	Approved by M.S. Coordinator	

THIRD YEAR		UNIT
FALL SEMESTER		
PSYC 520T **Or** Elective	Non-520T Elective must be approved by M.S. Coordinator	3
PSYC 594A	Fieldwork (use the Credit/No Credit grade option #2—does not count as program elective; you need to repeat 594A if you wish to count BBS summer client hours or to continue counting hours into the fall)	--
	TOTAL UNITS	60

MS Program Advisement

As previously noted, each student is responsible for meeting with the MS Coordinator during their first semester to complete a Study Plan. This is a good time to get acquainted and to discuss other topics regarding the program, expectations, and your career plans. The Coordinator is your primary resource for questions about the program. If you are considering dropping/ changing a course or dropping out of the program, please consult with the MS Coordinator.

Other occasions for seeing the Coordinator include:

1 Unsatisfactory academic performance.
2. Adding courses/changing Study Plan.
3. Discussing potential thesis advisors, traineeship plans, and postgraduate plans.
4. Personal problems that might impair your program performance.

If you are struggling, **do not** keep these problems to yourself! The Coordinator wants to support you through the program. See the Coordinator to get needed support.

In addition to the knowledge and abilities learned in formal classroom situations, it is necessary that every student in the MS program possess a variety of skills essential to clinical work. These include the ability to accurately empathize, demonstrate appropriate boundaries, seek assistance when needed, and non-defensively attend to and incorporate feedback. Toward this end, the MS faculty provide feedback to students. Assessments of strengths, as well as suggestions for improvement and constructive criticisms, will be given to students formally and informally. Personal therapy may be recommended or required if a student's development as a clinician would be facilitated.

Students may be disqualified from the program on grounds other than poor grades. Such action may be taken in the event of a breach of professional ethics or because of severe deficiencies in the student's suitability for becoming a professional (e.g., inability to demonstrate one or more of the skills listed above). When concerns regarding a student's appropriateness for the program arise, the MS Graduate Studies Committee will determine whether a mandatory remediation program or disqualification is most appropriate.

STUDENT RESPONSIBILITIES

Your participation in the MS program is not just academic training. It also represents your entry into a profession. Therefore, students should maintain a high standard of behavior in keeping with being professionals-in-training. All incoming students sign an MS Student Code of Conduct that enumerates the program's minimum expectations for student honesty and decorum. Failure to adhere to these standards will raise questions about a student's suitability for a profession that requires a high degree of ethical, responsible, and socially appropriate behavior. Failure to abide by the Code will result in a mandatory remediation program and/or disqualification from the program.

Academic Honesty

Students are responsible for maintaining ethical and honest work practices during their time in the program. All academic work by students must be the students' original work, unless students cite appropriate sources from which the material was obtained. 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. **Using artificial intelligence (AI) to complete assignments is also considered plagiarism**, unless an instructor specifically permits its use. Incidents of academic dishonesty, including plagiarism, may result in grade penalties, University disciplinary proceedings, and/or dismissal from the program.

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 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. Be careful, as well, when taking notes from readings. Also note that plagiarism can be written or verbal. Not understanding what plagiarism is or how to refrain from committing it does not excuse one from plagiarism penalties.

Attendance, Workload, Participation, and Deadlines

Many MS program classes meet only one day per week. Thus, missing one class session means you will miss a substantial amount of the semester's material. Students are responsible for attending classes they are taking. In case of emergency or illness, students should arrange with classmates to learn what was covered during that class meeting. 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 after the class has begun is disruptive to professors and peers. Repeated tardiness is disrespectful and does not show sufficient commitment to one's studies or developing a professional demeanor. Continuing problems with tardiness may lead to discipline (e.g., a lower grade than one would otherwise earn).

MS program faculty expect students to keep current with their workload in classes and to submit assignments on time. Failure to meet deadlines may result in discipline (e.g., a lower grade than one would otherwise earn). Repeated failure to meet deadlines can raise 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 exchange in conducting therapy. Students who find it difficult to speak up should discuss this with their professors or the Program Coordinator, so they can aid in developing strategies for increased participation. Overcoming shyness often is a necessary component of MS program training.

Students are expected to spend several hours reading or working on other academic endeavors (e.g., papers, presentations) for every hour they are in class. As an example, written work may take several drafts to be acceptable. Presentations may need to be repeatedly practiced to ensure

they include an appropriate amount of depth and to ensure information is provided in your own words.

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

MS students are expected to treat others with respect. This means showing tolerance for those from different backgrounds or those who hold views different from one's own. It also means listening attentively to others and not monopolizing discussions.

When interacting with others in a professional or academic context, students should be attuned to the impressions they make. For example, when speaking to a faculty member regarding their colleague, complaining about the colleague or referring to them by last name only tend to make poor impressions. Similarly, using a non-professional email for professional or academic activities (e.g., ilovecats@gmail.com) tends to make a poor impression. Both these examples indicate a lack of understanding regarding situational boundaries.

Ethics

Graduate work is expected to be conducted in accord with the American Psychological Association's *Ethical Principles of Psychologists and Code of Conduct* (see https://www.apa.org/ethics/code). You are responsible for understanding the information in this document.

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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 Program Coordinator, another faculty member, and/or their fieldwork supervisor.

What is Master Level Expression of Ideas?

MS students are expected to develop their capacity to clearly express themselves, both verbally and in writing. They are expected to have substantial ability to paraphrase material that is very challenging to comprehend. Paraphrasing means summarizing someone's work by putting it into your own words, verbally or in writing. Paraphrasing demonstrates a command of the material-long quotes and plagiarizing do not.

COURSE INFORMATION AND REGISTRATION

Register as soon as you are able- if you delay, you may find that a desired course (e.g., a specific PSYC 520T or desired section of PSYC 594) is no longer available to you. Graduate classes require electronic permits to register- please request these from Graduate Support Staff. Once a permit is processed, you may register for the course. Important notes regarding specific courses and the registration process are listed below.

PSYC 520T Seminar: Advanced Topics in Psychological Research **(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. Typically, two different seminars are offered each semester.

PSYC 598 Thesis Research **(6 Units)** – Ask your thesis chair to e-mail Graduate Support Staff indicating permission for you to enroll in PSYC 598. The Graduate Support Staff will issue a permit. You need **two semesters** of PSYC 598 on your transcript.

PSYC 599 Independent Graduate Research **(3 units)** -- To receive credit for PSYC 599, You will need to complete a PSYC 599 Application Independent Graduate Research contract (available from Graduate Support Staff) and submit it to the department's Graduate Studies Office. The PSYC 599 form is a contract between you and your PSYC 599 mentor that specifies course expectations (e.g., tasks students are expected to complete, basis of grade in course). The form must be signed by several people, so please begin the process as early as possible. Once you submit the completed form to the Graduate Studies Office, you can be permitted to register for the course. **Be sure to register for 3 units of PSYC 599.**

Keep in mind that PSYC 598 and PSYC 599 are not interchangeable courses. To graduate, you will need three units of PSYC 599 and six units of PSYC 598.

Elective Courses **(12 Units)** – If you choose an elective course outside the Department of Psychology, please consult Graduate Support Staff to verify if the class has been approved. If the course has not been approved as an elective, you will need to obtain approval from the Program Coordinator. The Coordinator may ask 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 registration permit.

MS 400-level Courses – 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. Alternatively, graduate students may complete an undergraduate assignment with added length, depth, or complexity. If you would like to use a 400-level course to complete an MS requirement, you must complete a **Contract to Earn Graduate Credit in Eligible 400 Level Class** (available from Graduate Support Staff). The form must be signed by several people, so please begin the process as early as possible. Once you submit the completed form to the Graduate Studies Office, you can be permitted to register for the course. 400-level classes will not be accepted for your study plan unless a signed contract is submitted. Because PSYC 461 and PSYC 465 are program *prerequisites*, not Study Plan classes, the 400-level course contract is not required.

Registering for More Than 12 Units -- You are typically allowed to register for a maximum of 12 units. With the exception of your first spring semester in the program, registering for more than 12 units requires approval of the University. Please consult the Program Coordinator before requesting to enroll in more than 12 units. If the Coordinator approves enrolling in >12 units, you will need to submit a petition to do so. The petition can be found here: https://registrar.fullerton.edu/forms/registration/index.html?itemID=4f42-9b95-d31e157-2

Please note that this form is not available until immediately before the start of a given semester. Thus, you will not be able to enroll in excess units until just prior to/ at the start of a given semester- there is a possibility that a course you would like to enroll in will no longer be available at that time. If this is a concern, please talk with the Program Coordinator before your initial registration period to discuss course prioritization.

Continuous Enrollment

Students must maintain continuous enrollment at the University (both Fall and Spring semesters) until degree award. You will be disenrolled from the University if continuous enrollment is not maintained. Application for re-admission is required if a break in enrollment occurs; re-admission is not guaranteed. **International students** who are planning a summer graduation may also need to maintain enrollment during the summer in which graduation is planned.

Apply for a **leave of absence** from Graduate Studies if you expect to be absent from the program for an entire semester. Enrolling in GRAD 700 through Extended Education may be one option for continuing enrollment (see below).

GRAD 700 and additional continuous enrollment options

If you have successfully completed all Study Plan courses-with the exception of PSYC 598- *and* have enrolled in six units of PSYC 598 with pending completion, you can sign up for GRAD 700 to maintain your status as a full-time graduate student.

Taking GRAD 700 through Extended Education may be inexpensive compared to registering for units. However, there are some disadvantages to GRAD 700. First, it has no unit value. That means you will not be able to get financial aid. Relatedly, if you have student loans, you may be required to begin repaying your loans. Second, you cannot take any classes if you enroll in GRAD 700. Thus, you cannot retake Fieldwork and cannot count hours towards licensure.

If you would like to earn units, 6 units is considered part-time graduate study. If you do not want to take content-focused classes but want to earn units while you finish your thesis, you may be able to register for PSYC 599 Independent Graduate Research; **sign up using the CR/NC grade option**. Earning Credit in this course will not affect your graduate GPA. Keep in mind that you will need to make substantial progress on your thesis or other research to earn credit.

Please request taking PSYC 599 with your thesis chair. If you need to take more than 3 units of PSYC 599, you may be able to register for an additional 3 units with the MS Program Coordinator.

If you would like to continue earning hours towards licensure, retaking PSYC 594A during the Fall semester may be another option to continue enrollment. Please consult with the Program Coordinator.

Field Placements

In the second year, students enroll in three units of PSYC 594: Fieldwork each semester. A minimum of 12 hours per week of field experience at the traineeship site is required. Students are strongly encouraged to complete 16-20 hours per week. In the spring semester of your first year in the program, you will receive a packet of traineeship information and necessary forms. Graduate Support Staff can provide access to a binder containing fieldwork site evaluations by past students. This binder will give you an idea of the variety of sites available.

Early in spring semester of your first year**, two mandatory traineeship meetings are scheduled**. The first is a chance to go over required paperwork and to learn how to apply to placements. The second is a meeting at which representatives of several placement agencies present their programs. All first-year students enrolling in Fieldwork must attend both meetings.

All placements must be approved by the MS Program Coordinator. Approval is based on the breadth, depth and quality of experiences the student is likely to receive. It is required that you provide therapy to individual cases; often you will do some group therapy. You must receive supervision in accord with BBS requirements (e.g., a minimum of one hour individual supervision per week for every five clients). Students must accrue a minimum of 280 hours of face-to-face client contact and must video record at least three sessions per semester. Students must be covered under liability insurance. If not covered under agencies' policies, students will need to obtain their own liability insurance. One option is described here: https://www.camft.org/Membership/About-Us/E-Newsletters/January-2023-E-Newsletter/Student-Liability-Insurance. The University does not endorse any particular option.

Contract: You and your agency's on-site supervisor complete a contract specifying your respective commitments and responsibilities. For your protection, this contract must be completed and signed before you begin working at your site. A copy of the signed contract must be submitted to the Graduate Study office.

Advancement to Fieldwork

All first-year students will be evaluated by the MS Graduate Studies Committee regarding their suitability for beginning Fieldwork in second year. In addition to academic performance, the Committee will evaluate students' interpersonal readiness for working with clients. Conduct problems—such as chronic lateness or disrespectful behavior—are likely to delay approval for beginning fieldwork. Students must display the ethics, maturity, judgment and basic interpersonal skills needed to treat vulnerable clients seeking help. Faculty concerns will be conveyed to students in a formal evaluation, along with suggestions for remediation. Serious concerns may result in the Committee's requiring students to delay Fieldwork until their third year in the program. Failure to correct behaviors of concern may result in dismissal from the program.

MFT and LPCC Licensure

The Master of Science program of the CSUF Department of Psychology meets the requirements of the Business and Professions Code, Sections 4980.36 and 4999.33, if all courses indicated in the current catalog are completed. Consult the BBS website for the complete requirements for MFT and PCC licenses. To receive times and an application for the Board's 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 these requirements. We strongly recommend that you sign up for BBS email updates here
https://www.bbs.ca.gov/webapplications/apps/subscribe/index.html
In addition, if you plan to move out of California, you may find that another state's licensure requirements differ from California's. You may need to complete additional academic work or training to become licensed in another state.

Graduation Check

The application for a Graduation Check should be filed **one semester prior** to the semester you are planning to graduate. Please be realistic about your ability to complete your thesis and all other program requirements before requesting a graduation date. Before filing, it may be helpful to talk with your thesis advisor regarding timeline for thesis completion and to review your TDA to

determine whether you have any outstanding Incomplete grades or courses to complete.

The University Office of Graduate Studies 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 Office of Graduate Studies. A final evaluation is conducted by this Office. If everything is in order, your degree will be awarded at the next graduation date (January, May, or August**.) Students must file their complete, approved thesis by appropriate deadlines for degree award. Students are responsible for knowing and meeting all deadlines.**

Summer graduation

When considering summer graduation, please keep the following in mind:

- The thesis submission deadline for summer graduation is typically the first week in July.
- Most faculty are not employed during the summer. Thus, one or more members of your thesis committee may not be available for a thesis defense.

PSYC 599 Faculty Mentors

PSYC 599 faculty mentors facilitate students' early involvement in research, may help students develop their thesis topics, and provide academic and career advice in psychology. New students, in consultation with the MS Coordinator as needed, select a mentor prior to their second semester in the program. Students register for PSYC 599 with this mentor during their second semester. Typically, students' PSYC 599 mentors will serve as their thesis committee Chairs. All tenured and tenure-track Department of Psychology faculty (i.e., those with the titles of Assistant Professor, Associate Professor, or (Full) Professor) can serve as mentors.

Mentor Responsibilities

These may include:

1. Supervising PSYC 599 research. You may be asked to participate in various phases of research, such as literature review, data collection, data analysis, and report preparation.
2. Providing academic and career counseling, as needed, in their area of expertise.
3. Helping you develop a thesis topic.

Student Responsibilities

1. Obtain a faculty mentor during the first semester of your program.
2. Complete a PSYC 599 contract with your mentor, ideally during your first semester.
3. Work with your mentor in a timely and diligent manner to complete the required PSYC 599 activities.

THESIS

There are several thesis options available to MS students. Most students complete a traditional empirical research study. However, some students may find alternatives to the traditional empirical study more helpful in furthering their career goals. These alternatives include research-focused options, such as analysis of secondary data or a meta-analysis of published empirical studies. 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 specific treatment approaches. Descriptions of these options are available here: https://psychology.fullerton.edu/_resources/pdfs/academics/MS%20Thesis%20Guidelines13.pdf. While these descriptions have been created to provide guidance and standards for each type of project, it will be up to the student's thesis committee to determine whether a specific project is of sufficient quality and substance to be the equivalent of a more traditional empirical thesis. A thesis project, regardless of type, shall be a scholarly document that enhances science.

Thesis Committee

Each thesis will be developed with the guidance of a thesis committee. This committee will also determine whether the final thesis is approved for PSYC 598 credit. The committee must consist of a minimum of three CSUF faculty, at least two of whom must be full-time tenured or tenure-track members from the Department of Psychology. Tenured faculty from other departments may co-chair your committee or serve as a third member. Individuals who are not employed by CSUF may serve as a visiting examiner, i.e., a fourth committee member. Typically, all committee members will hold a doctoral degree. However, individuals with a master degree may serve on a committee if they have a particular area of expertise that contributes to the project. Students must select their thesis committee in consultation with their thesis Chair.

Thesis Chair Responsibilities

1. Supervises all aspects of the thesis.
2. Helps you select appropriate faculty for your thesis committee and to develop a feasible timeline for your project.
3. Helps you devise a suitable project design and execute the work. The advisor can also help obtain any space, equipment, and Institutional Review Board (IRB) and administrative approvals necessary to conduct the project.
4. Serves as an editor of the thesis. This includes supervising preparation of the initial drafts of the thesis. 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 realistic and reasonable timeline for completion**.** A sample thesis timeline for an empirical thesis is below.
2. 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 Chair to problem-solve delays.
3. Coordinate with your thesis Chair and committee to schedule your thesis proposal and defense. Keep in mind that faculty may not be available during summer and winter breaks.
4. Know and follow the guidelines for thesis preparation. See *https://www.fullerton.edu/graduate/current/thesis.html* for the current thesis manual and template along with other helpful resources.
5. Be aware of deadlines.

Students may change thesis Chairs at any time. If students are considering changing, they should first discuss any concerns with their current Chair.

Thesis Proposal

The thesis proposal details the project you plan to complete. These details may include rationale, theoretical and empirical background, methods and procedures, and proposed data analyses. Your Chair will guide you in the preparation of this document, including guidance concerning length and format.

Thesis Proposal Meeting

Your Chair will determine when you are ready to schedule your proposal meeting. When scheduling your proposal meeting, please keep in mind 1) committee members typically need between two and four weeks before the scheduled meeting to review your proposal and 2) faculty may not be available during summer and winter breaks.

Scheduling of your thesis proposal is coordinated by you, your committee members, and Graduate Support Staff. An announcement of your thesis proposal will be published one week prior to the meeting. **At least two weeks before the date of your proposal, you will need to e-mail Graduate Support Staff** the title page and abstract of your study, with the date, time, and room number of your meeting; this information will be included in the proposal announcement. Your thesis proposal meeting is open to all interested faculty and students.

The proposal meeting is designed to review your research plans and, when necessary, to help you improve this plan. At the meeting, you will make an oral presentation of your proposed project and answer questions about it from your committee and the audience. 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 a summarizing memo to your Chair for approval;
3. Require that you make revisions in your proposal and resubmit the proposal for Committee review; or
4. Require that you restart the thesis process with a new idea.

Thesis plans are rarely approved without modification. The second alternative listed above is most likely for well-conceptualized projects.

Thesis Timeline

Thesis planning usually begins in the second semester, as part of PSYC 599. In the third semester, students typically enroll in the first three units of PSYC 598-this course grants unit credit for thesis planning and completion of the proposal. A second three units of PSYC 598- typically taken in the fourth semester- grants units for data collection and additional thesis writing. All thesis activities are conducted in consultation with the thesis Chair and committee members. Keep them informed of your progress!

Deadlines governing the filing of your thesis with the University Graduate Affairs Office are available on the Office of Graduate Studies website. Consult these deadlines each semester and plan accordingly!

Sample Empirical Thesis Timelines

Three-semester plan (2.5-year degree completion timeline)

Program Year 1, Spring: Develop thesis idea with PSYC 599 mentor

Year 2, Fall: Develop Introduction, Method and detailed Analytic plan in preparation for thesis proposal defense. Defend proposal. Obtain any needed IRB approvals.

Year 2, Spring: Collect and analyze data. Complete Results and Discussion sections of thesis. Defend thesis.

Four-semester plan (2.5-year degree completion timeline)

Year 1, Spring: Develop thesis idea with PSYC 599 mentor

Year 2, Fall: Develop Introduction, Method and detailed Analytic plan in preparation for thesis proposal defense. Defend proposal.

Year 2, Spring: Obtain any needed IRB approvals. Collect data.

Year 3, Fall: Analyze data. Complete Results and Discussion sections of thesis. Defend thesis.

Five-semester plan (3-year degree completion timeline)

Year 1, Spring: Develop thesis idea with PSYC 599 mentor

Year 2, Fall: Develop Introduction, Method and detailed Analytic plan in preparation for thesis proposal defense.

Year 2, Spring: Continue developing Introduction, Method and detailed Analytic plan in preparation for thesis proposal defense. Defend proposal. Obtain any needed IRB approvals.

Year 3, Fall: Collect and analyze data. Begin completing Results and Discussion sections of thesis.

Year 3, Spring: Complete Results and Discussion sections of thesis. Defend thesis.

Participant Recruitment and Equipment

Your Chair can provide guidance regarding participant recruitment and acquisition of equipment. Use of department equipment is coordinated with the Department's Information Technology contact.

Institutional Review Board (IRB) Information

Studies involving human or animal participants must be reviewed by either CSUF's IRB for research involving human participants or the Institutional Animal Care and Use Committee (IACUC) for research involving animals. IRB applications are submitted through the Cayuse online system: https://www.fullerton.edu/research/compliance/irb/. You must complete CITI training to complete the submission process. Allow 2 to 6 weeks for approval. The IRB may not approve studies during the summer. Typically, you will not apply for IRB approval until *after* your proposal meeting. You may not begin collecting data until you have obtained any required IRB/IACUC approval.

Data Analysis Expectations

Students are expected to know how to use statistical packages necessary to carry out their data analyses. Your courses and mentors can assist in this process.

Thesis Preparation and Thesis Defense

Your thesis must be prepared according to the *Publication Manual of the American Psychological Association* and guidelines from the University Office of Graduate Studies.

Scheduling of your thesis defense is coordinated by you, your committee members, and Graduate Support Staff. An announcement of your thesis defense will be published one week prior to the meeting. **At least two weeks before the date of your defense, you will need to e-mail Graduate Support Staff** the title page and abstract of your study, with the date, time, and room number of your meeting; this information will be included in the defense announcement. Your thesis meeting is open to all interested faculty and students.

At the thesis defense, 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 and audience members regarding results and interpretation. Your thesis is officially approved when all members of the committee electronically sign the Thesis/Dissertation Verification form and the thesis reader gives final acceptance of your thesis.

There are three typical outcomes to a final thesis meeting:
1. Pass the oral defense: All Committee Members approve the thesis as is.
2. Minimum revision required: Your Chair agrees to make sure all recommended changes are made.
3. Substantial revision required: A second defense meeting is necessary.

After your thesis has been formally accepted and passed by all committee members, submit your final thesis manuscript to the thesis reader in the Office of Graduate Studies Office for review and approval. Formatting and other editorial revisions may be required for the thesis reader to give final approval.

Your committee's priority is making sure your thesis is a worthy academic document. Do not expect your committee to pass a thesis that is rushed and inadequate.

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 minimal progress towards completing thesis proposal

Second Three Units

RP (Satisfactory Progress)	Thesis proposal is approved by the committee
I (Incomplete)	Thesis proposal not yet completed
WU (Unacceptable)	Student has not made reasonable progress on the project

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NOTE: PSYC 598 final letter grades will be issued after *the final approval of your thesis following your thesis defense meeting.*

THESIS CHECKLIST

- **Confirm a thesis Chair** to act as a primary supervisor of your thesis work. You will also enroll in PSYC 598 with them

- **Enroll in first three units of PSYC 598.** Ask your Chair to email the Graduate Support Staff requesting that you be permitted to register for thesis units.

- **Thesis Committee.** With your Chair's guidance, choose two other faculty to serve on your committee, keeping in mind the rules outlined earlier in this document.

- **Schedule your proposal.** Once your Chair has approved your thesis proposal, schedule a proposal meeting and submit your proposal to your entire committee. **Your proposal must be submitted to all committee members no less than two weeks before your proposal date**.

- **Submit your proposal announcement. No less than two weeks before your proposal date**, submit your title page and abstract of your thesis, with the date, time, and room number of your meeting, to Graduate Support Staff.

- **Reserve a room for your proposal.** Email Noel Torres noeltorres@fullerton.edu with this request.

- **Proposal meeting.** Bring a cover sheet to be signed by the committee to signify passing your proposal (if appropriate). Following the proposal meeting, make any revisions specified by the Committee and **submit a copy of your signed title page** to the Department Graduate Studies Office.

- **Submit IRB documents.** As a reminder, you *may not begin collecting data* until you receive IRB approval.

- **Enroll in second three units of PSYC 598**. Ask your Chair to e-mail Graduate Support Staff, requesting that you be permitted to register for these units.

- **Reserve a room for your thesis defense.** Email Noel Torres noeltorres@fullerton.edu

- **Schedule your defense** Once your Chair has approved your final thesis draft, schedule a defense meeting and submit your draft to your entire committee. **Your draft must be submitted to all committee members no less than two weeks before your defense date**.

- **Submit your defense announcement. No less than two weeks before your defense date**, submit your title page and abstract of your thesis, with the date, time, and room number of your meeting, to Graduate Support Staff.

- **Thesis/Dissertation Verification Form:** Your committee members will sign this form after successful defense of your thesis.

- **Additional thesis information:** See https://www.fullerton.edu/graduate/current/thesis.html

- 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.

DEPARTMENT OF PSYCHOLOGY FORMS AND CONTACT INFORMATION

FORMS	INFORMATION/ WHEN TO SUBMIT
Study Plan	Meet with the Program Coordinator during the first semester of your program to develop your study plan.
Request for Excess Units	To enroll in more than 12 units of coursework (with the exception of your second semester), please obtain approval from the Program Coordinator and complete a Request for Excess Units- Graduate form (typically available a couple weeks before the start of a given semester). After your request is approved, you can register via Titan Online for additional units.
PSYC 599 Application Independent Graduate Research contract	Obtain the contract from the department Graduate Programs Office. Return completed copy to Graduate Programs Staff to receive credit for PSYC 599.
Contract to Earn Graduate Credit in Eligible 400 Level Class	Obtain the Contract from the department Graduate Programs Office. Return completed copy to Graduate Programs Staff to receive graduate credit for an approved 400-level course.
Thesis/ Dissertation information	https://www.fullerton.edu/graduate/current/thesis.html
Request for Leave of Absence	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. https://www.fullerton.edu/graduate/current/forms.html
Graduation information/ Application for a graduation check	Apply for a graduation check online one semester prior to the semester you wish to graduate. https://www.fullerton.edu/graduate/current/graduation.html
Change of graduation date	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. https://www.fullerton.edu/graduate/current/forms.html

GRAD 700 Extended Education enrollment	If you have completed all coursework with the exception of PSYC 598, you may enroll in GRAD 700 through Extended Education to maintain continuous enrollment. Please contact the Office of Graduate Programs to obtain the form. Email: gradstudiesrecept@fullerton.edu
Petition for extending time limit	If you will not graduate within the five-year time limit, you may- on one occasion only- petition to extend your time limit up to two years. Please contact the Program Coordinator **at least one month before** the close of your final semester to initiate this process.

Department Website:
http://psychology.fullerton.edu

The Department website has much useful information, including:

- Faculty/staff contacts
- Faculty research interests
- Faculty office hours
- Graduate program information
- Graduate program handbooks
- Student organization contacts

Department Address:
Department of Psychology
P.O. Box 6846 (H-830M)
Fullerton, CA 92834-6846

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

POLLAK LIBRARY

The library supports the Department of Psychology's learning outcomes for students. Through its reference and instruction services, it strives 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 • *Understanding the nature of peer-reviewed, scholarly articles* • *Recognizing the unique features of empirical studies* • *Identifying popular sources (both print and online)*
2. Conducting effective searches using various resources (especially the online databases) • *Finding books and other resources using the Library's catalog* • *Effectively searching PsycINFO* • *Acquiring search strategies for PubMed* • *Locating and searching other relevant subject-specific databases*	4. Acquiring tools to properly cite your sources • *Formatting citations in APA style* • *Navigating and effectively using RefWorks* • *Understanding the importance of academic integrity*

Please visit the Pollak Library homepage to access its 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

A psychology research guide can be found here: https://libraryguides.fullerton.edu/psychology

Graduate Assistantships (GAs)

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

Students are notified via email of open GA positions. Faculty members requiring a GA interview candidates and recommend appointments to the department Chair. The faculty member and student develop an agreement about workload and responsibilities prior to commencement of the assistantship.

MS Student Representatives

The MS Graduate Studies Committee regularly meets, typically on a monthly basis. Two student representatives (one first-year, one advanced) attend these meetings to disseminate information back to other students and to communicate student opinion in discussions. At the end of each fall semester, Graduate Programs Staff will solicit interested students to run for election. Staff will conduct the election; all current students will have a vote. Representative appointments are for one calendar year.

Financial Aid

The University Financial Aid Office provides information about student loans, scholarships, and funds available through work study programs. Please consult its website:
http://www.fullerton.edu/financialaid/

Student Organizations

Your membership in one or more student organizations is encouraged. These organizations sponsor a variety of academic and social activities. Please see
https://psychology.fullerton.edu/students/clubs-and-organizations.html
for opportunities within our department.

Student Funding Opportunities

The Psychology Department Student Association (PDSA) provides funds for student activities. Each year, some of these funds are set aside for student research, including travel funds to participate in scientific meetings. 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 available from the College of Humanities and Social Sciences (HSS) Inter-Club Council (ICC):
https://www.fullerton.edu/sll/involvement/interclub-councils.html

Election of Outstanding MS Student(s)

Nominations: In April, a memo is circulated to faculty to solicit nominations. To be qualified for this nomination, MS students must be in their last semester of coursework and plan to graduate in May or August of their nomination year. Faculty nominating an MS student write a nomination letter. Often, a second letter in support of the nominee is submitted as well. The nominated student must provide a curriculum vita (CV) that will be included in the nomination packet. The award winner will be determined by a vote of the MS Graduate Studies Committee.

Recipients of the Master of Science Outstanding Student Award

1982 Dorothy Ford/Patricia Williamson

1983 Marlene Phillips

1984 Patricia Breit

1985 Rebecca Stirges

1986 Kristie Winkle

1987 Linda Nold

1988 Mary Hale

1989 Sara Sutton

1990 Lucyann Carlton

1991 Betty Wadkins

1992 Tasha Akhtarkhavari

1993 Jennifer Brindley

1994 Vicki Kennedy

1995 Steven Bautista

1996 Stephanie Miller

1997 Jodi Greenblatt

1998 Emese Csipke/Rachael Mason

1999 Sara Marcoux/David Sitzer

2000 Jill Cain/ Tamara Mastri/ Pernilla Sass

2001 Samantha Etchells/ Virginal Mintzlaff/ Catherine VanRiette

2002 Timothy Kovacs/ Jyotsnaben Patel

2003 Timea Kohegyi/Kathryn Rice

2004 Barbara Enderson/Brett Wheeler

2005 James Seghers

2006 Danielle Pajer

2007 Christina Sun

2008 Shruti Mukkamala/ Yuko Watabe

2009 Maricela Aceves/ Jennifer King

2010 Crystal Mcindoo/ Keiko (Kono) Taguchi/ Emaka Takashima

2011 Chloe Boyle/Shiela Kelley

2012 Nicole Graham

2013 Dmitry Tsukerman

2014 Isil Necef

2015 Byron Kyle Smith

2016 Kim Pham Vu

2017 Elizabeth Light

2018 Christina Rowley

2019 Karanjeet Kaur

2020 Abigail Saavedra

2021 Lindita Djokovic

2022 Lizette Ruiz

2023 Yuliana Fernandez

2024 Emily Orozco

2025 Mary "Ellie" Johnson

2026 Maryam Fakri/ Katelyn Hancock

STUDENT LEARNING OUTCOMES

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; accurately diagnose actual clinical patients.

3. Apply a variety of dominant theoretical frameworks for describing personality, predicting behavior, treatment planning and guiding clinical interventions.

4. Employ therapeutic techniques from a variety of theoretical models for intervening with children, adolescents and adults in individual, family and group modalities.

5. Be sensitive to the influence of ethnicity and cultural values on clinical practice; consider cultural and ethnic influences while working with therapy cases.