

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!

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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.

Graduate Office

The MS Coordinator is responsible for advisement as well as supervision and approval of students' study plans. The Psychology Graduate 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) each year, at minimum, to help ascertain you are making expected progress.**

MS Graduate Studies Committee

This Committee is responsible for management of the MS program. It is made up of faculty members. Student requests and petitions are reviewed and acted on by one or more members of the Committee. A student program representative, elected each fall by all MS students, attends 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.

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 Abnormal Psychology
PSYC 461 Psychological Testing

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

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 will assign grades within this range, based on student performance.

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 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 Title IX and Gender Equity Office (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 graduate 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, including plans for licensure. 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 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.

Scheduling

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 Licensed Professional Clinical Counselor (LPCC) 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 requirements for both MFT and LPCC licenses. If you are seeking LPCC licensure, you will need to take an additional elective in addition to the 60 units in the sample Study Plan below.

Certain program and Board of Behavioral Sciences (BBS) requirements (e.g., PSYC 502 Career and Lifestyle Development; PSYC 538 Crisis and Traumatic Stress: Theory, Research, and Intervention) may most conveniently be taken during summer after the first or second year in the program. Not taking these classes during the summer may delay graduation. The Counseling Program typically **does not** have room for MS students in its fall and spring classes.

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

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		<u>UNIT</u>
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		<u>UNIT</u>
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		<u>UNIT</u>
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		<u>UNIT</u>
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		<u>UNIT</u>
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

FALL SEMESTER		<u>UNIT</u>
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 <u>not</u> 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
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Master of Science Program Advisement

Each student in the MS program shall meet with the MS Coordinator during the 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 in psychology. 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 might be regarding:

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 the 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 to others 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 interchange of doing 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.

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) is no longer available to you. Several classes may require permits to register. These include the following.

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 Psychology Graduate Office to receive a registration permit. The 599 form is a contract between you and your PSYC 599 mentor. It should specify expectations (e.g., tasks students are expected to complete, basis of grade in course). Each instructor is assigned a separate schedule number. [Be sure to register for 3 units of PSYC 599.](#)

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. To register for a seminar course, please contact the Graduate Support Staff for a registration permit. Once the permit is entered in the computer, you can register for the class. Typically, two different seminars are offered each semester.

Elective Courses (12 Units) – If you choose an elective course outside the Department of Psychology, please consult the 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 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. Alternatively, graduate students may complete an undergraduate assignment with added length, depth, or complexity. An MS 400-level Course Contract must be completed, including a description of any extra paper or other work to be completed; it must be signed by the instructor and Program Coordinator and returned to the Graduate Office. 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.

PSYC 598 Thesis Research (6 Units) – Ask your thesis chair to e-mail the 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.

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

Registering for More Than 12 Units -- Except in rare cases, you are 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.

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 (i.e., you will be disenrolled from the University). Application for re-admission is required if a break in enrollment occurs; re-admission is not guaranteed. 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 is inexpensive compared to registering for units. However, there are some disadvantages to GRAD 700. First, it has no unit value. That means that 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 substantive classes but want to earn units while you finish your thesis, you may be able to register for PSYC 599 Independent Graduate Research; **be sure** to 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 in order 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.

Taking PSYC 594A 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 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

During the spring semester, all first-year students will be evaluated by the MS Graduate Studies Committee with regard to their suitability for beginning Fieldwork in second year. In addition to academic performance, the Committee will also 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 LPCC 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 the new state's licensure requirements, even for the LPCC, 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 Graduate Studies 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 Studies 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 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.

Graduation 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.

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) are qualified to 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. You will need an approved contract to register for PSYC 599.
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 certain treatment approaches. These alternatives are described in detail on the MS program web page:

<http://psychology.fullerton.edu/resources/pdf/MSThesisGuidelines13.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 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 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 *CSUF Graduate Thesis Regulations Student Handbook* available at the office of Academic Programs and Graduate Studies.
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 the 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.

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. 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 your second semester, as part of PSYC 599. In the third semester, you should enroll in your first three units of PSYC 598, which grants unit credit for thesis planning and completion of the proposal. A second three units of PSYC 598 grants units for data collection and additional thesis writing. All phases of your activities are conducted in consultation with your Chair and committee members. Keep them informed about your progress! Ask your Chair to e-mail the Graduate Office staffperson to issue a permit for you to enroll in PSYC 598. 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 Thesis/Dissertation Manual***, available at <https://www.fullerton.edu/graduate/current/thesis.html> details University regulations- ***read these carefully!*** It is the responsibility of the student to be aware of thesis guidelines and timeline.

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.

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: http://www.fullerton.edu/doresearch/compliance/irb_cayuse.php. 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 the 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 Graduate Affairs Office available at <https://www.fullerton.edu/graduate/current/thesis.html>

Scheduling of your thesis defense is coordinated by you, your committee members, and the Graduate Support staffperson. An announcement of your thesis defense is published **one week** prior to the meeting. **You will need to e-mail the Graduate Support staffperson the title page and abstract of your study for inclusion in this announcement, with the date, time and room number of your meeting at least two weeks before the date of your defense.** 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 the Program Coordinator regarding format.

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 members regarding results and interpretation. Your thesis is officially approved when all members of the committee 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 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

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

THESIS CHECKLIST

- **Thesis Chair:** Choose a thesis Chair to supervise PSYC 598.
- **Enroll in PSYC 598 (Thesis) first 3 units:** Ask your Chair to email the Graduate Secretary 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. Once your Chair has approved your thesis proposal, submit it to your entire committee and schedule a proposal meeting. **Your proposal must be submitted to all committee members no later than two weeks before your proposal date.** Bring a cover sheet to be signed by the committee to signify passing your proposal.
- **Reserve a room for your proposal:** Email Noel Torres noeltorres@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.
- **Submit IRB Documents**
- **Enroll in PSYC 598 (Thesis) second 3 units:** Ask your Chair to e-mail the Graduate Secretary requesting that you be permitted to register for thesis units.
- **Reserve a room for your thesis defense:** Email Noel Torres noeltorres@fullerton.edu
- **Email Information to the Department Graduate Office:** No later than two weeks prior to your defense, email the Graduate Office staffperson 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 after successful defense of your thesis.
- **Additional thesis information:** See the Department of Psychology Graduate Handbook and <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 Graduate Program Forms

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 https://records.fullerton.edu/formsandrecords/forms.php	To enroll in more than 12 units of course work, please consult the Program Coordinator and request University approval. Excess units cannot be added to your schedule until the first week of classes. After a permit is issued, you can register via Titan Online for extra units.
PSYC 599 Independent Graduate Research Department Graduate Office	To receive Department credit for PSYC 599, complete the form and return to the Graduate Study staffperson. You will then receive a registration permit.
MS Elective Course Contract Department Graduate Office	Complete and return to the Graduate Study staffperson to receive graduate credit for an approved 400- level course.
Thesis/ Dissertation Manual https://www.fullerton.edu/graduate/current/thesis.html	Published by the University Graduate Affairs Office.
Request for Leave of Absence Office of Graduate Studies MH-103 https://www.fullerton.edu/graduate/current/forms.html	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 https://records.fullerton.edu/graduation/index.php	Apply for a graduation check online <u>one semester prior</u> to the semester you wish to graduate.
Change of Graduation Date Office of the Registrar LH-114 https://records.fullerton.edu/graduation/	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.
GRAD 700 Extended Education Enrollment Office of Graduate Studies MH-103 Email: gradstudiesrecept@fullerton.edu	If you have completed all course work, you may enroll in GRAD 700 through Extended Education to complete your thesis. Please contact the Office of Graduate Studies to obtain the form.
Petition for Extending Time Limit Office of Graduate Studies MH-103 https://www.fullerton.edu/graduate/current/forms.html	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 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 (H-830M)
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, it strives to assist you in the development of your information literacy skills, such as:

<p>1. Identifying resources that will best meet your information needs</p>	<p>3. Evaluating your resources</p> <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>
<p>2. Conducting effective searches using various resources (especially the online databases)</p> <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> 	<p>4. Acquiring tools to properly cite your sources</p> <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 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>

STUDENT AFFAIRS

Graduate Assistants (GAs)

Several graduate assistantships are 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 Representative

The MS Graduate Studies Committee regularly meets, typically on a monthly basis. A student representative attends these meetings to disseminate information back to other students and to communicate student opinion in discussions. At the beginning of the fall semester, the Graduate Studies Office staffperson will solicit interested students to run for election. The Graduate Support staffperson will conduct the election; all current students will have a vote.

Financial Aid

The University Financial Aid Office (GH-146; 657-278-3125) provides information about student loans, scholarship 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 <http://psychology.fullerton.edu/students/index.aspx> for opportunities.

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): http://hss.fullerton.edu/students/icc/interclub_council.aspx

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	2005	James Seghers
1983	Marlene Phillips	2006	Danielle Pajer
1984	Patricia Breit	2007	Christina Sun
1985	Rebecca Stirges	2008	Shruti Mukkamala/Yuko Watabe
1986	Kristie Winkle	2009	Maricela Aceves/Jennifer King
1987	Linda Nold	2010	Crystal Mcindoo/Keiko (Kono) Taguchi/Emaka Takashima
1988	Mary Hale	2011	Chloe Boyle/Shiela Kelley
1989	Sara Sutton	2012	Nicole Graham
1990	Lucyann Carlton	2013	Dmitry Tsukerman
1991	Betty Wadkins	2014	Isil Necef
1992	Tasha Akhtarkhavari	2015	Byron Kyle Smith
1993	Jennifer Brindley	2016	Kim Pham Vu
1994	Vicki Kennedy	2017	Elizabeth Light
1995	Steven Bautista	2018	Christina Rowley
1996	Stephanie Miller	2019	Karanjeet Kaur
1997	Jodi Greenblatt	2020	Abigail Saavedra
1998	Emese Csipke/Rachael Mason	2021	Lindita Djokovic
1999	Sara Marcoux/David Sitzer	2022	Lizette Ruiz
2000	Jill Cain/Tamara Mastri/Pernilla Sass	2023	Yuliana Fernandez
2001	Samantha Etchells/Virginal Mintzloff/Catherine VanRiette	2024	Emily Orozco
2002	Timothy Kovacs/Jyotsnaben Patel		
2003	Timea Kohegyi/Kathryn Rice		
2004	Barbara Enderson/Brett Wheeler		

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.

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.

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.