

NSU

Florida

College of Psychology
**NOVA SOUTHEASTERN
UNIVERSITY**

Department of Counseling

Policies and Procedures Handbook

2018-2019

*Supplemental to Nova Southeastern University
Policy and Procedure Handbook at
www.nova.edu/student-handbook

Website: <http://psychology.nova.edu>

The policies contained in this handbook supersede any previous handbook versions.

Revised: 8/2018

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Nova Southeastern University

Nova Southeastern University is a not-for-profit, fully accredited, coeducational University classified by Carnegie as both a “high research” and “community engaged” University. It was founded in 1964 as Nova University. NSU’s main campus is located on the 314-acre main campus in Ft. Lauderdale-Davie. It has a presence throughout Florida, the U.S. and in nine countries. Its 18 Colleges of study offer undergraduate, graduate, and professional programs in the fields of medicine, psychology, pharmacy, arts and sciences, dental medicine, education, law, optometry, computer and information sciences, humanities and social sciences, human services and justice, nursing, business, and oceanography. It also has programs offered for children and families through the Mailman Segal College for Human Development and the University School. NSU also brings cultural enrichment to the community through the Museum of Art, the Miniaci Performing Arts College, public access to the Alvin Sherman Library, Research and Information Technology College, and programs in the performing and visual arts.

From the beginning, the University has distinguished itself by its innovative outlook, its unique programs that provide both traditional and nontraditional choices in educational programs, and its research in many fields aimed at solving problems of immediate concern to the community. The University’s Colleges and programs share a common mission to educate students for leadership roles in a variety of professions. Through the Nova Southeastern University plan, students master competencies at each academic level, develop a sense of professional ethics and responsibility, and learn to appreciate the role of the professional as a key individual in society.

NSU stresses the critical relationship between theory and practice; it reinforces and tests the classroom experience through applied research and community service as integral parts of academic experience. Consistent with its mission, the University extends its resources to provide educational opportunities to working professionals nationwide, with faculty teaching on the main campus, online, at regional campuses throughout Florida and Puerto Rico, and across the country. NSU also delivers programs through a variety of educational technologies, including telecommunications. Nova Southeastern University is committed to the idea that education should not be time-bound or place-bound. Through its educational offerings, research projects, and programs of public service, the University encourages the free exchange of ideas and the search for knowledge that is the cornerstone of the academic tradition.

Nova Southeastern University programs are approved for educational benefits by the Bureau of State Approval for Veterans Training, Florida Department of Veterans Affairs. The University is authorized under federal law to enroll nonimmigrant alien students.

Nova Southeastern University’s general policies on student relations are on file in the Office of the University Registrar.

NSU Mission Statement

The mission of Nova Southeastern University, a private, not-for-profit institution, is to offer a diverse array of innovative academic programs that complement on-campus educational opportunities and resources with accessible, distance-learning programs to foster academic excellence, intellectual inquiry, leadership, research, and commitment to community through engagement of students and faculty members in a dynamic, lifelong learning environment.

NSU Vision 2020 Statement:

By 2020, through excellence and innovations in teaching, research, service, and learning, Nova Southeastern University will be recognized by accrediting agencies, the academic community, and the general public as a premier, private, not-for-profit university of quality and distinction that engages all students and produces alumni who serve with integrity in their lives, fields of study, and resulting careers.

NSU Core Values:

Academic Excellence
Student Centered
Integrity
Innovation
Opportunity
Scholarship/Research
Diversity
Community

The Mission Statement, Vision 2020 Statement, and Core Values were adopted by the NSU Board of Trustees on March 28, 2011.

Academic Integrity

The university is an academic community and expects its students to manifest a commitment to academic integrity through rigid observance of standards for academic honesty. The university can function properly only when its members adhere to clearly established goals and values. Accordingly, the academic standards are designed to ensure that the principles of academic honesty are upheld.

The following acts violate the academic honesty standards:

1. Cheating—intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
2. Fabrication—intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
3. Facilitating Academic Dishonesty—intentionally or knowingly helping or attempting to help another to violate any provision of this code.
4. Plagiarism—the adoption or reproduction of ideas, words, or statements of another person as one's own without proper acknowledgement.

Students are expected to submit tests and assignments that they have completed without aid or assistance from other sources. Using sources to provide information without giving credit to the original source is dishonest. Students should avoid any impropriety or the appearance thereof in taking examinations or completing work in pursuance of their educational goals.

For a complete description of Nova Southeastern University's Academic Standards please see the NSU Student Handbook (www.nova.edu/student-handbook).

Notices of Accreditation Membership and Nondiscrimination

Nova Southeastern University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award bachelor's, master's, educational specialist, and doctoral degrees. The University is chartered by the State of Florida.

The College of Psychology's Doctor of Philosophy (Ph.D.) program in clinical psychology is accredited by the Commission on Accreditation of the American Psychological Association. The College of Psychology's Doctor of Psychology (Psy.D.) program in clinical psychology is accredited by the Commission on Accreditation of the American Psychological Association. The College of Psychology's Doctor of Psychology (Psy.D.) program in school psychology is accredited by the Commission on Accreditation of the American Psychological Association. The College of Psychology has two APA accredited doctoral internship programs: the South Florida Consortium Internship Program and the Psychology Services Center Internship Program.

Questions related to the programs' accredited status should be directed to the Commission on Accreditation:

*Office of Program Consultation and Accreditation
American Psychological Association
750 1st Street, NE, Washington, D.C., 20002-4242
Phone: 202-336-5979/E-mail: apaaccred@apa.org
Web: www.apa.org/ed/accreditation*

The specialist and doctoral programs in school psychology and the master's degree program in school counseling, offered through the College of Psychology, are approved by the Florida Department of Education. In addition, the specialist and doctoral programs in school psychology hold the designation of National Recognition (approval) by the National Association of School Psychologists (NASP).

The College of Psychology offers three programs, (1) the M.S. in School Counseling, (2) the Psy.S. in School Psychology, and (3) the Psy.D. in School Psychology, for practitioners in P-12 schools that are accredited by the National Council for Accreditation of Teacher Education (NCATE). The accreditation for these programs is awarded to the university through the Fischler College of Education as follows: The Fischler College of Education at Nova Southeastern University is accredited by the National Council for Accreditation of Teacher Education (NCATE) (www.ncate.org).

Nova Southeastern University's College of Psychology offers continuing education workshops to psychologists, clinical social workers, mental health counselors, marriage and family therapists, and school psychologists. These courses, which are presented by leading mental health professionals, contribute to the lifelong learning of our students and faculty as well as the professionals in our community.

- **Psychologists:** Nova Southeastern University's College of Psychology is approved by the American Psychological Association to sponsor continuing education for psychologists. Nova Southeastern University's College of Psychology maintains responsibility for this program and its content.
- **Clinical social workers, mental health counselors, and marriage and family therapists:** Nova Southeastern University's College of Psychology is approved to offer continuing education by the State of Florida Board of Clinical Social Work, Marriage and Family Therapy, and Mental Health Counseling. Provider # BAP 330 – exp. 03/31/2019

- **School psychologists:** Nova Southeastern University's College of Psychology is approved to offer continuing education by the State of Florida Board of Medical Therapies/Psychology, Office of School Psychology. Provider # SCE 11 – exp.11/30/2019
- **School psychologists:** Nova Southeastern University's College of Psychology is approved by the National Association of School Psychologists to provide continuing education for school psychologists. Nova Southeastern University maintains responsibility for the program. Provider number 1024.
- **National Board for Certified Counselors:** Nova Southeastern University's College of Psychology has been approved by NBCC as an Approved Continuing Education Provider, ACEP # 4548. Programs that do not qualify for NBCC credit are clearly identified. Nova Southeastern University's College of Psychology is solely responsible for all aspects of the programs.

NSU Nondiscrimination Statement

Consistent with all federal and state laws, rules, regulations, and/or local ordinances (e.g., Title VII, Title VI, Title III, Title II, Rehab Act, ADA, Title IX, and the Florida Civil Rights Act), it is the policy of Nova Southeastern University not to engage in discrimination or harassment against any persons because of race, color, religion or creed, sex, pregnancy status, national or ethnic origin, nondisqualifying disability, age, ancestry, marital status, sexual orientation, gender, gender identity, military service, veteran status, political beliefs or affiliations, and to comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders, and regulations. Any such acts are unacceptable and strictly prohibited by the university.

In addition, the law prohibits retaliation against an individual for opposing any practices forbidden under this policy, for bringing a complaint of discrimination or harassment, for assisting someone with such a complaint, for attempting to stop such discrimination or harassment, or for participating in any manner in any investigation or resolution of a complaint of discrimination or harassment. This nondiscrimination policy applies to admissions, enrollment, scholarships, loan programs, athletics, employment, and access to, participation in, and treatment in all university centers, programs, and activities. NSU admits students of any race, color, religion or creed, sex, pregnancy status, national or ethnic origin, nondisqualifying disability, age, ancestry, marital status, sexual orientation, gender, gender identity, military service, veteran status, political beliefs or affiliations, and activities generally accorded or made available to students at NSU and does not discriminate in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.

Nova Southeastern University reserves the right to amend, modify, add to, or delete its rules, policies, and procedures without notice, affecting its institutional relationship with students as deemed necessary by the administration. Any such amendment, modification, addition, or deletion shall not be considered a violation of the relationship between the University and the student. Such right includes modification to academic requirements, curriculum, tuition, and/or fees when in the judgment of the administration such changes are required in the exercise of its educational responsibility.

President's Message

Welcome to Nova Southeastern University, and congratulations on becoming a proud Shark!

At NSU, you join more than 21,000 students who make up our dynamic university.

Founded in 1964, NSU's vision, mission, and core values reflect our deep-seated commitment to enhance learning opportunities for you—our students—throughout Florida and the United States, as well as in 109 countries.

We offer a multitude of academic opportunities for you, but also remain committed to giving each of you individualized attention. Our small class sizes and online education options provide tremendous access to our gifted faculty members, and I urge you to tap into the minds of these leaders in their fields.

For the complete college experience, I hope you will also explore our diverse programs, clubs, organizations, and internship opportunities available to complement your learning in the classroom. Please take advantage of these resources and opportunities. Your experience at NSU is what you make of it, and I am confident you will make it a good one.

With your membership to the university community comes many rights and responsibilities. This student handbook outlines these rights and responsibilities, university policies and procedures, and university resources.

Before you know it, you'll be nearing your degree completion, and I look forward to congratulating you and welcoming you into our alumni network of more than 177,000 graduates in 50 states and in more than 100 countries around the world.

Enjoy your time at NSU, and GO SHARKS!



George L. Hanbury II, Ph.D.
President and Chief Executive Officer
Nova Southeastern University

Dean's Message

As Dean, it is my privilege and pleasure to welcome you to the College of Psychology at Nova Southeastern University! Our College offers bachelor's degree programs in psychology and behavioral neuroscience, as well as graduate programs in clinical and school psychology, counseling, experimental psychology, forensic psychology, and general psychology, along with other specialized training experiences.

Whether you are a first year graduate student seeking a master's degree in experimental psychology, a second year counseling student on your practicum, or a fourth year Ph.D. student working toward completing your dissertation, you are a vital and valued part of this college. As such, I invite you to seek out and embrace the myriad opportunities that are available to you during your time here. Enrich your understanding of your chosen field of study through coursework and hands-on training in the lab, clinic, or community. Get to know the classmates who will become your friends and colleagues, who will be a part of your professional network for decades to come. Perhaps most importantly, learn everything you can from your professors, both inside and outside of the classroom. They have successfully navigated the professional world to which you are seeking membership. They are talented and knowledgeable leaders in their fields, and they are here to be your mentors. Accept their support, praise, and feedback with gratitude and humility.

With these and all the opportunities that await you, make the most of your time at NSU. Discover your passion. Find your voice. Pursue your goals. Develop new goals. Learn, grow, graduate, and make us all proud to be Sharks!



Karen S. Grosby, Ed. D.
Dean, College of Psychology

COLLEGE OF PSYCHOLOGY

ACADEMIC CALENDAR 2018-2019

Master's Programs

Fall 2018 – Full Semester	
Thursday, August 16	Orientation for new on-campus students
Monday, August 20	Fall semester classes begin Last day for completing regular registration Late registration fee of \$50 will be charged after this date
Sunday, August 26	End of 100% refund Last day for completing late registration Last day for adding classes
Sunday, September 2	End of 75% refund
Monday, September 3	Labor Day – university offices closed
September 7, 8, 9	Master's on-campus intensive weekend format course
Sunday, September 9	End of 50% refund
Sunday, September 16	End of 25% refund Last day for dropping classes with refund
October 12, 13, 14	Master's on-campus intensive weekend format course
Saturday, October 20	Counselor Preparation Comprehensive Exam (CPCE) <i>(Clinical Mental Health Counseling – all locations)</i>
Sunday, November 18	Last day to withdraw from classes (no refund)
Thursday, November 22 Friday, November 23	Thanksgiving – university offices closed
Sunday, December 9	Fall semester classes end
Monday, December 24 – Tuesday, January 1	Winter Holiday – university offices closed

Fall I 2018 (8-Week / Intensive Weekend Format)	
Monday, August 20	Fall I classes begin Last day for completing regular registration Late registration fee of \$50 will be charged after this date
Sunday, August 26	End of 100% refund Last day for completing late registration Last day for adding classes
Sunday, September 2	End of 75% refund
Monday, September 3	Labor Day – university offices closed
Sunday, September 9	End of 50% refund
September 14, 15, 16	Intensive weekend-format class meeting (<i>School Psychology, Clinical Mental Health Counseling, School Counseling</i>)
Sunday, September 16	End of 25% refund Last day for dropping classes with refund
Sunday, September 23	Last day to withdraw from classes (no refund)
October 5, 6, 7	Intensive weekend-format class meeting (<i>Clinical Mental Health Counseling, School Counseling</i>)
October 12, 13, 14	Intensive weekend-format class meeting (<i>School Psychology</i>)
Sunday, October 14	Fall I classes end

Fall II 2018 (8-Week / Intensive Weekend Format)	
Monday, October 15	Fall II classes begin Last day for completing regular registration Late registration fee of \$50 will be charged after this date
Sunday, October 21	End of 100% refund Last day for completing late registration Last day for adding classes
Sunday, October 28	End of 75% refund
Sunday, November 4	End of 50% refund
November 9, 10, 11	Intensive weekend-format class meeting (<i>School Psychology, Clinical Mental Health Counseling, School Counseling</i>)
Sunday, November 11	End of 25% refund Last day for dropping classes with refund
Sunday, November 18	Last day to withdraw from classes (no refund)
Thursday, November 22 Friday, November 23	Thanksgiving – university offices closed
December 7, 8, 9	Intensive weekend-format class meeting (<i>School Psychology, Clinical Mental Health Counseling, School Counseling</i>)
Sunday, December 9	Fall II semester classes end

Winter 2019 – Full Semester	
Monday, December 24 – Tuesday, January 1	Winter Holiday – university offices closed
Wednesday, January 2	University offices reopen
Monday, January 7	Winter semester classes begin Last day for completing regular registration Late registration fee of \$50 will be charged after this date
Sunday, January 13	End of 100% refund Last day for completing late registration Last day for adding classes
Sunday, January 20	End of 75% refund
Monday, January 21	Martin L. King, Jr. Day – university offices closed
January 25, 26, 27	Master’s on-campus intensive weekend format course
Sunday, January 27	End of 50% refund
Sunday, February 3	End of 25% refund Last day for dropping classes with refund
February 15, 16, 17	Master’s on-campus intensive weekend format course
Saturday, February 23	Counselor Preparation Comprehensive Exam (CPCE) (<i>Clinical Mental Health Counseling – all locations</i>)
March 4 – March 8	Spring Break
Sunday, April 14	Last day to withdraw from classes (no refund)
Sunday, May 5	Winter semester classes end

Winter I 2019 (8-Week / Intensive Weekend Format)	
Monday, January 7	Winter I classes begin Last day for completing regular registration Late registration fee of \$50 will be charged after this date
Sunday, January 13	End of 100% refund Last day for completing late registration Last day for adding classes
Monday, January 21	Martin Luther King, Jr. – university offices closed
Sunday, January 20	End of 75% refund
Sunday, January 27	End of 50% refund
February 1, 2, 3	Intensive weekend-format class meeting (<i>School Psychology, Clinical Mental Health Counseling, School Counseling</i>)
Sunday, February 3	End of 25% refund Last day for dropping classes with refund
Sunday, February 10	Last day to withdraw from classes (no refund)
February 22, 23, 24	Intensive weekend-format class meeting (<i>School Psychology</i>)
March 1, 2, 3	Intensive weekend-format class meeting (<i>Clinical Mental Health Counseling, School Counseling</i>)
Sunday, March 3	Winter I classes end

Winter II 2019 (8-Week / Intensive Weekend Format)	
Monday, March 11	Winter II classes begin Last day for completing regular registration Late registration fee of \$50 will be charged after this date
Sunday, March 17	End of 100% refund Last day for completing late registration Last day for adding classes
Sunday, March 24	End of 75% refund
Sunday, March 31	End of 50% refund
April 5, 6, 7	Intensive weekend-format class meeting (<i>School Psychology, Clinical Mental Health Counseling, School Counseling</i>)
Sunday, April 7	End of 25% refund Last day for dropping classes with refund
Sunday, April 14	Last day to withdraw from classes (no refund)
May 3, 4, 5	Intensive weekend-format class meeting (<i>School Psychology, Clinical Mental Health Counseling, School Counseling</i>)
Sunday, May 5	Winter II semester classes end

Summer 2019 – Full Semester	
Monday, May 6	Summer semester classes begin Last day for completing regular registration Late registration fee of \$50 will be charged after this date
Sunday, May 12	End of 100% refund Last day for completing late registration Last day for adding classes
Sunday, May 19	End of 75% refund
Sunday, May 26	End of 50% refund
Monday, May 27	Memorial Day – university offices closed
Sunday, June 2	End of 25% refund Last day for dropping classes with refund
Saturday, June 29	Counselor Preparation Comprehensive Exam (CPCE) (<i>Clinical Mental Health Counseling – all locations</i>)
Thursday, July 4	Independence Day – university offices closed
July 12, 13, 14	Master’s on-campus intensive weekend format course
Sunday, July 21	Last day to withdraw from classes (no refund)
August 2, 3, 4	Master’s on-campus intensive weekend format course
Sunday, August 11	Summer semester classes end

Summer I 2019 (8-Week / Intensive Weekend Format)	
Monday, May 6	Summer I classes begin Last day for completing regular registration Late registration fee of \$50 will be charged after this date
Sunday, May 12	End of 100% refund Last day for completing late registration Last day for adding classes
Sunday, May 19	End of 75% refund
Sunday, May 26	End of 50% refund
Monday, May 27	Memorial Day – university offices closed
May 31, June 1, 2	Intensive weekend-format class meeting (<i>School Psychology, Clinical Mental Health Counseling, School Counseling</i>)
Sunday, June 2	End of 25% refund Last day for dropping classes with refund Last day to withdraw from classes
June 21, 22, 23	Intensive weekend-format class meeting (<i>School Psychology, Clinical Mental Health Counseling, School Counseling</i>)
Sunday, June 23	Summer I classes end

Summer II 2019 (8-Week / Intensive Weekend Format)	
Monday, June 24	Summer II semester classes begin Last day for completing regular registration Late registration fee of \$50 will be charged after this date
Sunday, June 30	End of 100% refund Last day for completing late registration Last day for adding classes
Thursday, July 4	Independence Day – university offices closed
Sunday, July 7	End of 75% refund
Sunday, July 14	End of 50% refund
July 19, 20, 21	Intensive weekend-format class meeting (<i>School Psychology, Clinical Mental Health Counseling, School Counseling</i>)
Sunday, July 21	End of 25% refund Last day for dropping classes with refund Last day to withdraw from classes
August 9, 10, 11	Intensive weekend-format class meeting (<i>School Psychology, Clinical Mental Health Counseling, School Counseling</i>)
Sunday, August 11	Summer II semester classes end

M.S. in Counseling (Online Programs)

Fall 2018
August 20 – December 9, 2018
Winter 2019
January 7 – May 5, 2019 February 15-17: Residential Institute – Ft. Lauderdale <i>(Online Clinical Mental Health Counseling students enrolled in PYCL 0511)</i> February 22-24: Residential Institute – Orlando <i>(Online Clinical Mental Health Counseling students enrolled in PYCL 0511)</i>
Summer 2019
May 6 – August 11, 2019 June 7-9: Residential Institute – Ft. Lauderdale & Orlando <i>(Online Clinical Mental Health Counseling students enrolled in PYCL 0511)</i>

Master's Programs in Clinical Mental Health Counseling and School Counseling Regional Campus Intensive Weekend Class Meeting Dates

Fall 2018
Session I: August 20 – October 14 September 14, 15, 16 October 5, 6, 7
Session II: October 15 – December 9 November 9, 10, 11 December 7, 8, 9
Winter 2019
Session I: January 7– March 3 February 1, 2, 3 March 1, 2, 3
Session II: March 11 – May 5 April 5, 6, 7 May 3, 4, 5
Summer 2019
Session I: May 6 – June 23 May 31, June 1, 2 June 21, 22, 23
Session II: June 24 – August 11 July 19, 20, 21 August 9, 10, 11

Introduction to the College of Psychology

The College of Psychology welcomes you to graduate study at Nova Southeastern University. The College of Psychology, first organized in 1967 as the Behavioral Sciences College, is concerned with integrative graduate training, research, and service in psychology and counseling. The College has many resources available to you during your training years. In addition to the faculty and your fellow graduate students, you will have access to libraries, computer labs, schools, hospitals, clinics, and professional organizations. It is important that you remember, however, that the successful completion of your graduate training rests with you more than anyone else.

This *Policies & Procedures Handbook* was designed to familiarize you with the specific policies and procedures governing the master's programs in counseling. Knowledge of the contents of this handbook and of the *College of Psychology Catalog*, available at <http://psychology.nova.edu>, is essential to ensure the smooth functioning of your graduate training. You are urged to read this handbook at the start of your program and to make frequent reference to it. **Ignorance of policies and procedures in this handbook is not an acceptable defense for failing to abide by them.** The graduate programs continue to evolve, and periodically there may be changes in curriculum, research, practicums, or other requirements. Because these changes occur to improve the training of mental health professionals, changes will become part of the requirements for graduation for all students at the discretion of the Dean, regardless of the student's status in the program. The Nova Southeastern University Student Handbook can be accessed at the website: www.nova.edu/student-handbook.

Mission Statement: College of Psychology

The mission of the College of Psychology is to offer degree programs that provide a range of academic and practical opportunities to students in the field of psychology and closely allied disciplines, from the bachelor's to the doctoral level, and to train future researchers and practitioners. Through these opportunities, students will develop knowledge and professional growth in the science of psychology and its application to the understanding of human activity and will be prepared for success in a variety of professional and academic pursuits. The intimate interplay between our Psychology Services Center and academic programs provides educational opportunities rooted in real problems and research activities that attempt to find answers to extant concerns. The college seeks to offer programs of excellence in educating future scientists and mental health practitioners, in advancing knowledge about psychology and the treatment of psychological problems, and in providing high-quality services that address society's current mental health needs.

Reservation of Power

Nova Southeastern University reserves the right to amend, modify, add to, or delete its rules, policies and procedures without notice, affecting its institutional relationship with students as deemed necessary by the administration. Any such amendment, modification, addition or deletion shall not be considered a violation of the relationship between the University and the student. Such right includes the modification to academic requirements, curriculum, tuition, and/or fees when in the judgment of the administration such changes are required in the exercise of its educational responsibility.

College Philosophy

The College of Psychology is committed to providing the highest quality educational experience to current and future psychologists and counseling professionals. It provides quality education and training in psychology, school psychology, clinical mental health counseling, school counseling, and clinical psychopharmacology. It encourages the advancement of knowledge through research. Finally, it provides high-level psychological services to a variety of individuals with varying needs.

The college further provides for a variety of professional needs simultaneously. There is a strong commitment to the advancement of psychological knowledge. Faculty are active in their research pursuits. The clinical Ph.D. program provides training for doctoral candidates pursuing careers as applied researchers. Equally strong is the commitment to provide training for the practitioner-oriented psychologist.

The Psy.D. program in clinical psychology provides quality training for doctoral candidates committed to the practice of psychology. The doctoral (Psy.D.) program in school psychology, which is accredited by the American Psychological Association (APA), builds upon the college's specialist program (Psy.S.). The school psychology Psy.S. and Psy.D. programs are approved by the Florida Department of Education and by the National Council for Accreditation of Teacher Education (NCATE), and are nationally recognized by the National Association of School Psychologists (NASP). Both school psychology programs provide training for students intending to practice school psychology in a variety of school and school-related settings. The postdoctoral master's program in psychopharmacology provides practicing psychologists with a knowledge base in psychopharmacology that will enable them to discuss medication requirements knowledgeably with their patient's physician. The master's programs in clinical mental health counseling and school guidance and counseling provide quality training for individuals engaging in service delivery (under supervision) within agencies and schools. The college also provides educational experience for the professional community through the Continuing Education Program Series.

The college believes in the principle that each individual best serves both the profession of psychology and society as a whole through education if training encourages critical thinking, creative analysis, and an openness to new ideas and opinions. A wide range of points of view within psychology is represented as it relates to the breadth of societal needs.

Tobacco-Free Policy

Smoking and tobacco use are prohibited in all Nova Southeastern University facilities and on all University property and other properties owned or leased by the University with no exception. For a complete description of NSU's tobacco-free policy refer to <http://www.nova.edu/tobacco-free/policy.html>.

Drug-Free Schools and Campuses Policy

NSU's Student Code of Conduct continues to prohibit the possession, use or distribution of marijuana including medical marijuana, on any NSU owned or controlled property and as part of any of its activities. Any NSU Student determined to have violated this policy may be referred for prosecution and/or be subject to disciplinary action. Additional information on the full policy is available in the NSU Student Handbook.

ACADEMIC CALENDAR

Please refer to the individual program section in this policy and procedure handbook for specific calendar dates. The academic calendar can also be found on the college's website <http://psychology.nova.edu> for the most updated information.

ACADEMIC PROGRAMS

Department of Counseling Programs

The master's degree program in counseling is designed to serve the training needs of practitioners who seek advanced training. Counselors work in diverse settings and their duties can vary greatly. Depending on their specialty, which is determined by the setting in which they work and the population they serve, counselors' scope of practice may include work with children, adolescents, adults, or families that have multiple issues, such as mental health disorders and addiction, disability and employment needs, school problems, career counseling needs, and trauma. The Counseling program will develop the skills and leadership abilities of professional counselors who have a desire to provide, create and maintain high quality service delivery. The counseling program is offered in a variety of formats to accommodate the working professional.

The master's degree in Counseling with a **Clinical Mental Health Counseling concentration** (60 credit hours) provides education and training for those who will seek employment in such diverse settings as social agencies, mental health clinics, hospitals, personnel offices, and schools. This program is offered on the main campus in a ground-based semester format, at one of five other NSU regional campuses in an intensive weekend format, or fully online. Currently, there are regional campus

programs offered in Florida at Jacksonville, Orlando, Tampa, Miami, and Palm Beach. Many graduates go on to seek licensure in Florida as mental health counselors.

The master's degree in Counseling with a **School Counseling concentration** (48 credit hours) provides training to individuals seeking positions as school counselors in Pre-K to 12 grade school systems. The program is offered in Fort Lauderdale/Davie, Orlando, and Tampa, in an intensive weekend format. The School Counseling program curriculum is approved by the Florida Department of Education (DOE). Upon degree conferral, School Counseling graduates qualify for Florida certification in Guidance and Counseling.

The master's degree in Counseling with a **Substance Abuse Counseling concentration** (48 credit hours) or **Substance Abuse Counseling and Education concentration** (60 credit hours) is an innovative academic program designed for the working professional actively involved in or entering the field of Substance Abuse Counseling or related fields. The online format is particularly designed to serve the training needs of administrators and practitioners who seek advanced training, but who cannot access quality training without the interruption of ongoing work responsibilities.

The master's degree in Counseling with an **Applied Behavior Analysis concentration** (51 required credit hours) is an innovative academic program designed for the working professional actively involved in or entering the field of Applied Behavior Analysis (ABA). The online format is particularly designed to for those who seek advanced training and the convenience of distance education. The program focuses on developing clinicians informed by science, with classes taught by professors who are active clinicians and researchers in the field. The Applied Behavior Analysis concentration meets the academic and experience certification requirements as per the BACB.

Department of Psychology and Neuroscience Programs

The bachelor of science (B.S.) degree in **Psychology** is a 120 credit undergraduate program that prepares students to synthesize, integrate, and communicate knowledge that can be applied in graduate school or in various professions including therapy, education, substance abuse counseling, forensic psychology, market research analysis, crisis support, social work, and rehabilitation consulting.

The master of science (M.S.) degree program in **Experimental Psychology** is a 33 credit program offered on main campus that provides students with a strong academic foundation in the theories and concepts of experimental psychology. Through focused coursework and the experience of mentored independent research, students are equipped with comprehensive skills in scientific inquiry and research methodology. These skills prepare students for admission into a doctoral program in psychology or for career opportunities that include teaching and research in industrial, government, private consulting, health care, and community settings.

The master of science (M.S.) degree in **Forensic Psychology** is a 36 credit online program that will present information at the intersection of legal issues and psychology. Students will be prepared to understand what forensic psychologists do, as well as to apply this training in a variety of professional contexts. This degree program will provide students with the professional training necessary to function at an optimal level in a variety of forensic settings where psychology is used, including court cases, law enforcement, criminal justice, national security offices, prisons, social services agencies, child welfare agencies, and treatment facilities.

The master of science (M.S.) degree in **General Psychology** is a 30 credit online program that will prepare students to develop foundational knowledge in psychological theory and research. Local, national, and international students may select this M.S. degree as an opportunity to obtain prerequisite courses to meet eligibility requirements for application to other psychology programs, including advanced doctoral studies. Through its specialty tracks, the program will also allow a variety of professionals within the fields of education, human services, counseling, and allied health to access coursework both as degree-seeking and non-degree seeking students in order to advance their psychological knowledge and use of psychological applications in their respective fields. In addition to the direct benefit of obtaining foundational knowledge in psychology, the curriculum is designed to facilitate the development of basic interpersonal skills, cultural

sensitivity, and additional knowledge and skills that enhance the preparation of students for professional work in increasingly diverse social agencies, school and community settings, in business and industry environments, and in hospitals.

Department of Clinical and School Psychology Programs

The **Specialist Program (Psy.S.) in School Psychology** was developed in response to the national and state shortage of school psychologists and the increased public attention being paid to the important role that psychologists play in the schools. The program is approved by the Florida Department of Education (FL DOE) and is nationally recognized by the National Association of School Psychologists (NASP) and the National Council for Accreditation of Teacher Education (NCATE) through the Fischler College of Education (FCE).

The program consists of 79 semester hours that span three years of course work (including practica) and one year of internship. The program is designed to meet the National Association of School Psychologists (NASP) Standards for Training Programs in School Psychology, and to meet the current educational requirements for the Florida Department of Education (DOE) certification and for licensure as a school psychologist under Chapter 490, *Florida Statutes*. At this time the program is offered on the main campus and Tampa.

The **Doctoral Program (Psy.D.) in School Psychology** builds upon the Center's specialist program in school psychology. The program is accredited by the American Psychological Association (APA). Moreover, it is approved by the Florida Department of Education (DOE) and is nationally recognized by the National Association of School Psychologist (NASP) and the National Council for Accreditation of Teacher Education (NCATE) through the Fischler College of Education (FCE). The Psy.D. program is based on a model of the practitioner-informed-by-science and consists of 118 semester hours that spans three years of course work and practica, a Directed Study capstone research project, and a 2000-hour internship. All candidates must complete at least 600 hours in a P-12 setting at the internship level, which makes them eligible for national certification in school psychology (NCSP). The doctoral curriculum meets the Florida state licensure requirements as both a school psychologist and a psychologist under Chapter 490, *Florida Statutes*.

By offering both the Doctor of Psychology (Psy.D.) and the Doctor of Philosophy (Ph.D.) degrees in Clinical Psychology, the College of Psychology demonstrates its commitment to train psychologists both as researchers and as practitioners. The Psy.D. program in clinical psychology is based on a model of the practitioner informed by science, and the Ph.D. program is based on a model of the scientist-practitioner. Each program has a structured curriculum that develops the knowledge and skills of the doctoral student relevant to the program's model. Both require clinical training that includes clinical practicums, the Clinical Competency Exam, and a 2,000-hour doctoral internship at an approved site where the student has applied and been accepted.

In addition to the general training provided in the doctoral programs, students may elect to complete a concentration in Clinical Forensic Psychology, Clinical Health Psychology, Clinical Neuropsychology, Psychodynamic Psychology, or Psychology of Long Term Mental Illness. Concentrations consist of a set of courses (taken as electives), research, and a clinical practicum in the specialty area. There are limited slots in each concentration, and acceptance is typically during the first year.

In addition to the concentrations, students develop their individual interests through elective course offerings. The elective courses provide the opportunity for additional learning in a variety of areas such as family therapy, child-clinical psychology, cross-cultural counseling, family violence, the applied analysis of behavior, etc. The electives provide flexibility for the students to establish specialized interests.

The College of Psychology seeks to develop strong mentoring relationships between faculty members and students. These relationships provide individualized supervision and tutoring in scientific thinking, research, ethical decision making, and professional practice.

The Ph.D. program in clinical psychology adheres firmly to the principle that psychology is an empirically based discipline. The clinical psychology program will contribute most to the society that supports it if the education provides for the acquisition of the roles of the scientist and the practitioner. The focus of this program is on the empirical analysis of current topics and problems in clinical psychology. The development of sophistication in applied clinical research is emphasized. It is believed that only through the investigation of the psychological problems confronting contemporary society can solutions be found. Thus, much of the research conducted within the program involves the development and rigorous investigation of innovative assessment and intervention for clinical problems, rather than merely the analysis and evaluation of existing procedures.

The program curriculum is anchored in the cumulative body of psychological knowledge and provides a firm basis in statistics, research design, and experimental research methodology. Through a sequence of formal clinical courses, and through increasingly responsible exposure to clinical populations in supervised practicums, the program develops the knowledge and skill required for the student to assume the role of a research-oriented clinical psychologist.

Graduates of this program are providing psychological services in a number of settings. Some have chosen academic settings, while others have chosen medical schools. Still others have become agency administrators. The majority of the graduates, however, have opted to work in service settings that allow them to use their clinical training and their training in program and outcome evaluations.

The Psy.D. program in Clinical Psychology offers academic, practicum, internship, and research experience directly relevant to the practitioner, while retaining the important scientific base upon which professional competence and knowledge rest. Traditionally, the training model for clinical psychologists has focused on training the graduate student first as a scientist and second as a practitioner. However, with the growing need in society for practitioners, many graduate students have elected to enter directly into the clinical services arena rather than academics or research. Consequently, in the 1960s, proposed alternate training procedures led to the development of programs emphasizing a practitioner informed by science model. This model was officially endorsed at the APA Vail Conference in 1973 as a more viable foundation for the education and training of individuals preparing to enter careers concerned primarily with direct delivery of psychological services and professional practice, as opposed to the research-oriented training they had been receiving.

Clinical skills are molded by a sequence of courses in assessment and intervention, both in theory and practice. These courses are supplemented by a variety of practicum experiences, which include intensive supervision. The Psy.D. curriculum expertly trains students to perform as clinicians, public and private practitioners, supervisors, mental health consultants, instructors of clinical psychology, administrators of human service programs, and members of research teams. The degree of expertise in these various specialties, of course, is contingent upon the individual's educational concentrations, training exposures, and career aspirations.

Concentrations/Tracks

Although the College's Ph.D. doctoral program is committed to the general training of clinical psychologists, we also give students the option of beginning to specialize. Concentrations and tracks have been developed in recognized areas of psychology. Each concentration accepts a limited number of students at admission or during the first or second year of study and therefore a student is not guaranteed a slot in a particular concentration. Students are permitted to participate in one concentration only. Each concentration consists of a set of electives, a practicum in an approved clinical program related to the concentration, and research activities with faculty in the concentration.

Concentrations include: Clinical Forensic Psychology, Clinical Health Psychology, Clinical Neuropsychology, Psychodynamic Psychology, and the Psychology of Long-Term Mental Illness. The Child, Adolescent & Family Psychology track requires students to participate in pre-practicum research, and clinical practica with core faculty. Students will complete 18 hours of specified coursework. The Multicultural/Diversity track requires students to participate in pre-practicum research, research, and clinical practica with core faculty. Students will complete 12 hours of specified coursework. The Trauma track requires students to participate in trauma research and clinical practica with core faculty. Students complete 12 hours of specified coursework.

Licensure

Licensure for programs offered at the College of Psychology are regulated at the state level and as such may vary from state to state. Individual eligibility should be verified periodically through careful review of state licensure regulations, which are subject to change. Degree conferral from an APA-accredited program does not ensure automatic acceptance of program curricula by a given state for the purpose of licensure. Individual eligibility should be verified through careful review of the state licensure regulations for the state in which you plan to reside to determine its specific requirements.

Other Collaborations

The College supports collaborative training and research with other schools and colleges and institutes. The master's degree in Human Services is a multidisciplinary program offered through the College of Arts, Humanities, and Social Science. The Psychological Foundations in Child Advocacy track is offered with College of Psychology.

The master's degree in Criminal Justice is an interdisciplinary program offered through the College of Arts, Humanities, and Social Science. The program is designed to provide students with a solid background in the theoretical, historical, public policy, behavioral, and political perspectives related to criminal justice; a foundation in evaluation methods of criminal justice programming and an in-depth knowledge of the legal issues that govern criminal justice activities, including fundamental principles and concepts of criminal and civil law, rules of law and evidence, and state and constitutional laws and their development. The program trains those interested in law enforcement and the justice system. The Behavioral Science Track is offered through the College of Psychology.

The Ph.D. in Criminal Justice, offered through the College of Arts, Humanities, and Social Sciences trains individuals through an interdisciplinary focus in an online environment. The program prepares students through the core curriculum and allows for specialty training through various tracks. The Ph.D. in Criminal Justice opens opportunity in areas of research, academia, and management to those who are ready to advance as well as to individuals considering a career change.

The program facilitates choice for students and fosters the development of specialized expertise. The Ph.D. in criminal justice requires successful completion of sixty credit hours that includes core courses, specialty track courses and dissertation.

TRAINING PROGRAMS

Institute of Trauma and Victimization

The Institute of Trauma and Victimization (ITV) was founded to create a focus of interest in the area of trauma and victimization and to form a network for collaboration between students and colleagues from both within and outside of the College. The mission of the institute is to stimulate research and sponsor training and service delivery in the field of trauma and victimization to develop and evaluate innovative interventions for those exposed to trauma, and to establish links with relevant groups, organizations and colleagues in the local, national, and international community, and involving students in existing College of Psychology trauma-related programs that share a three-fold mission:

1. Provision of specialized psychological services to a particular population of clients exposed to trauma;
2. Doctoral level clinical training in the provision of psychological services to the population of traumatized clientele;
3. Execution of an ongoing program of research on that population of traumatized clientele.

Southeast Institute for Cross-Cultural Counseling

The Southeast Institute for Cross-Cultural Counseling is committed to enhancing the cause of multiculturalism at the College of Psychology. It strives to promote a welcoming climate for ethnic minority students and for those mainstream students who are particularly interested in pursuing cross-cultural studies. Nontraditional methodologies in counseling and assessment specifically targeted for minority groups are introduced. Courses and in-service colloquia in the area of multiculturalism and cross-cultural counseling and psychotherapy are provided. The institute seeks to promote multicultural and international research. In addition, students are encouraged to initiate projects and Dissertations that validate existing and newly constructed assessment methods with diverse populations.

Pre-doctoral Internship Programs

The College of Psychology has two American Psychological Association accredited pre-doctoral internship programs; the South Florida Consortium Internship Program provides services to a vast array of clinically diverse populations within local community settings. The Psychology Services Center Internship program provides opportunities for supervised clinical experiences and research within the NSU Psychology Services Center.

Questions related to the internship programs' accreditation status should be directed to the Commission on Accreditation:

*Office of Program Consultation and Accreditation
American Psychological Association
750 1st Street, NE, Washington, DC 20002
Phone: 202-336-5979/E-mail: apaaccred@apa.org
Web: www.apa.org/ed/accreditation*

Continuing Education Program Series

The College of Psychology offers the professional community a series of continuing education programs each year, featuring nationally renowned presenters. Constantly seeking the expert knowledge of the College's faculty and other leading professionals within the field, these courses offer the latest information in psychology and mental health in both a practical lecture and hands-on format. Workshops are specifically designed to meet the needs of postgraduate professionals in the field.

RESEARCH

In addition to training individuals in the core foundational domains of psychology and to provide care and treatment for those with psychological problems, the college is equally committed to encouraging sophisticated basic and applied research. The college is distinguished by its special commitment to research geared toward understanding and resolving problems confronting modern society. In addition to ongoing faculty research, undergraduate and masters students may and every doctoral student must engage in research activities, thereby multiplying the efforts and expertise required to understand the complexities of psychological disorders. Examples of research areas in which the college is currently engaged are the following:

Alcohol and substance abuse	Long-term mental illness
Anxiety disorders	Marital and family systems
Assessment of minority students	Mood disorders
Attention deficit and anxiety disorder	Multicultural assessment and intervention
Behavioral assessment and treatment	Neuropsychology
Child-clinical psychology	Pediatric psychology
Clinical biofeedback	Physical abuse
Community mental health	Posttraumatic stress disorder
Co-Occurring Disorders	Psychoanalytic therapy
Dissociation	Psychodiagnostic assessment
Detecting Deception	School phobia
Eating disorders	Sexual abuse
Family violence	Sexual addiction
Forensic psychology	Sleep disorders
Gender issues	Social-clinical psychology
Geriatric mental health	Stress disorders
Health psychology	

Computer/Statistical Lab

Research in the College is supported by extensive computer facilities, workstation, and microcomputer environments. Methodological, statistical, and computer consultation is available to faculty members and students engaged in research or related course work.

CLINICAL SERVICES

The Psychology Services Center provides services to all residents of the tri-county area, including children, adolescents, adults, and elderly clients, regardless of race, color, sex, age, nondisqualifying disability, religion or creed, sexual orientation, or national or ethnic origin.

The Psychology Services Center's clinical staff consists of professionals in psychology. More than 100 College of Psychology masters, specialist, and doctoral students receive practicum training within the Psychology Services Center. Services offered by the Psychology Services Center include the following:

- Assistance with smoking, gambling and over-eating issues
- Behavioral modification
- Biofeedback
- Counseling for older adults
- Family and multifamily therapy
- Information and referral
- Multilingual services (when available)
- Neuropsychological assessment and evaluation
- Pain management
- Psychodynamic psychotherapy
- Psychoeducational evaluations for gifted and school related issues
- Psychological testing
- Stress management
- Testing and treatment for ADHD
- Treatment for adolescent drug abuse and prevention
- Treatment for adults with issues resulting from traumatic experiences
- Treatment for children and adolescents experiencing behavioral and emotional issues
- Treatment for children and adolescents who have experienced a trauma
- Treatment for depression, anxiety and emotional disturbances
- Treatment for eating disorders and body imaging issues
- Treatment for serious emotional disturbance
- Treatment for victims, perpetrators or children affected by domestic violence
- Challenging Behaviors

Adult Services Program. Adult Services Program treatment providers are committed to working with individuals motivated to improve their level of functioning and mental health well-being. Services available include individual and group psychotherapy as well as psychological assessments as it relates to treatment recommendations. A comprehensive biopsychosocial diagnostic and treatment approach is used to help adults 18 and older with a wide variety of psychological problems/difficulties including

- depression
- severe and persistent mental illness
- social skills problems
- stress
- other mental health issues

Child, Adolescent, and Family Services Program. Child, Adolescent, and Family Services Program treatment providers are committed to working together with children, adolescents, and their families toward the goal of improving their quality of life. Services include individual, group, play therapy, and psychological assessment, as well as parenting skills training. A comprehensive diagnostic and treatment approach is used to assist families with children ages 4 through 17 with varying emotional, cognitive, and/or behavioral difficulties such as

- attentional deficit/hyperactivity disorder
- school and behavioral problems
- childhood bedwetting and incontinence
- other mental health issues facing children and adolescents

Specialty Clinical Training Programs

Adolescent Drug Abuse Prevention and Treatment Program. This program provides comprehensive assessment and treatment to adolescents who have been arrested for minor offenses, have substance abuse problems, or are at risk for developing such problems. Services include individual, group, and family therapy. Treatment components include social skills training, parent-child relationship enhancement, anger management, communication skills training, and behavioral contracting.

ADHD Assessment Consultation & Treatment Program. This program serves children and adolescents and their families that demonstrate behavioral problems consistent with a diagnosis of ADHD. Empirically supported assessment and treatment is emphasized.

Anxiety Treatment Center. This program specializes in the treatment of anxiety and obsessive-compulsive disorders. The mission of the clinic is to provide state-of-the-art treatments with proven efficacy based on cutting-edge research. Domains of treatment include phobias, generalized anxiety, social anxiety, and panic disorders. In addition, a specialized track within the program offers treatment for obsessive-compulsive disorder, body dysmorphic disorder, hoarding, hair pulling and skin picking, and tic disorders.

Biofeedback and Health Psychology Center. This program offers psychological evaluation, intervention, and consultation for the optimum management of an ongoing health related concern as well as for the optimum maintenance of a healthy lifestyle. Biofeedback and other health psychology interventions can be provided to assist individuals with the management of a chronic disease, headaches and other types of chronic pain, healthy eating and exercise, changing health compromising behaviors, coping with aversive medical/dental procedures, and overall health promotion. When indicated and with appropriate release of information, interaction with the clients' significant others and/or other health care providers can be encouraged. This program also offers EEG feedback for ADD and ADHD. Psychoeducational workshops will periodically be made available for clients to increase their skills for stress management, relaxation, mindfulness meditation, and/or assertive communication.

Child and Adolescent Traumatic Stress Program. The Child and Adolescent Traumatic Stress Program provides psychological services to pediatric patients and their families. These services are provided when the child or adolescent experiencing acute, chronic, and/or genetic medical disorders is exhibiting a psychological reaction directly related to the medical problem; physical symptoms as a function of behavioral and psychological problems; and psychological problems and physical complaints due to a trauma such as child abuse. Assessment and treatment services are available for depression, anxiety, adjustment disorders, medical noncompliance, elimination disorders, eating disorders, and psychosomatic illness.

Family Violence Program. The Family Violence Program provides psychological services to children, adolescents, and adults in: 1) offering assistance in identifying and overcoming effects of abuse, while also helping perpetrators learn nonviolent behaviors, 2) assisting children who have witnessed violence to overcome its effects, and 3) helping adolescents learn anger management skills and promoting nonviolent ways of resolving conflicts. Individual and/or group therapy sessions are offered on a sliding scale fee basis. Treatment techniques such as: assertiveness skills, communication skills, and problem solving skills are emphasized.

Healthy Lifestyle Guided Self-Change Program. This program provides services to individuals who have alcohol, cocaine, or marijuana problems that are not severe. Smoking cessation services are also available. Guided Self Change treatment is a motivational intervention involving an assessment, four sessions, and two aftercare contacts, with additional sessions available. This program is based on evidence showing that many persons meeting the above criteria prefer and are able to take responsibility for dealing effectively with their alcohol or drug abuse.

Intensive Psychodynamic Psychotherapy Center. This program provides diagnostic and in-depth treatment services to adolescents and adults with moderate to severe characterological disorders who would benefit optimally from more intensive treatment. Treatment emphasizes the use of a variety of techniques including ego-psychology, self-psychology, object relations and others.

Neuropsychology Assessment Center. The goals of the Neuropsychology Assessment Center are to diagnose disorders of the central nervous system; to provide consultation on the etiology, rate of progression, and prognosis of known or suspected cerebral pathology; and to offer recommendation or referral for the patient's treatment. Examples of typical referrals include differential diagnosis of organic versus functional psychiatric symptoms; differential diagnosis of dementia versus depression; evaluation to determine cognitive, emotional, or behavioral symptoms subsequent to head injury; diagnosis of learning disability, Attention Deficit Hyperactivity Disorder, or mental retardation; determination of mental competence; diagnosis of Alzheimer's disease, seizure disorders, multiple sclerosis, stroke, and organic mood syndrome; evaluation of headache; determination of appropriate school placement; and identification of malingering or symptom exaggeration.

Nova Southeastern University Counseling Center for Older Adults (NCCOA). This program provides psychotherapy to individuals who are 55 and over. Client services include treatment of anxiety, depression, insomnia, psychosexual dysfunction, interpersonal difficulties, substance abuse, or some other form of psychopathology. Treatment consists of individual, group, family, and/or marital therapy.

Psychological Services for the Emotionally Distressed. The Program for the Seriously Emotionally Disturbed offers treatment and assessment for children, adolescents, and adults who have psychotic disorders. These patients have a range of psychotic sequelae such as hallucinations, delusions, isolation, regressive and/or bizarre behavior, poor social and daily living skills, and restricted, inappropriate or labile affect. Psychotic diagnosis may include schizophrenia, schizophreniform disorder, bipolar disorder, affective disorders, etc. Treatment comparison research with these special patients is being conducted.

School-Related Psychological Assessments and Clinical Interventions. This program offers comprehensive psychoeducational evaluations for school related academic, developmental, behavioral, and learning problems. These evaluations include: parent and child interviews; behavioral observations; formal test administration; psychoeducational reports; personal feedback to parents; and school consultation as appropriate.

Trauma Resolution Integration Program. This specialized clinical research program serves men and women ages 18 and above who: 1) are experiencing adjustment problems resulting from childhood sexual or physical abuse; 2) have posttraumatic stress disorder in response to a single event trauma (e.g., crime, natural disaster, serious injury) in adulthood; or 3) manifest serious dissociative symptoms.

ACADEMIC REGULATIONS AND INFORMATION

CALENDAR AND CLASSES

Academic Year

The academic year for students is divided into three 15-week semesters. Students are expected to register for classes at the designated time in accordance with procedures outlined in this text and in program literature unless they have an approved leave of absence (see section below on Student Enrollment).

Students are responsible for accessing and reviewing the academic calendar. Please refer to the College of Psychology website at www.psychology.nova.edu for the most updated information.

Attendance

Students are expected to attend all scheduled learning activities including classes, lectures, and seminars. Anticipated absences should be approved in advance with the instructor. Excessive absences may result in a lower grade at the instructor's discretion or may necessitate a withdrawal from the course.

Religious Holidays

It is the policy of the university to excuse, without penalty, absences due to religious observances and to allow the make-up of work missed. Special required out-of-class activities are ordinarily not scheduled on days of religious observances.

STUDENT ENROLLMENT

All degree-seeking students are considered full-time students when they register for two or more courses per semester. This requirement is independent of the number of transfer credits the student may receive.

In order to maintain an active student status, all students are to be in continuous registration until they receive their degree unless prior approval is received from the master's program office. **Failure to remain in continuous registration will be considered formal withdrawal from the program. Students who do not complete courses for two consecutive semesters will be considered not in continuous enrollment and will be reviewed by the program office.**

Full-time Status

Students are considered to be full-time if they complete six credit hours each semester. A student on financial aid considering completing less than the scheduled credit hours in any given semester should discuss this with the master's program office and the Office of Student Financial Services and Registration prior to the time of registration. It is the responsibility of the student to seek advisement of options available for completing the Master's Program.

Leave of Absence

A Leave of Absence (LOA) is a university-approved temporary period of time during which the student is not enrolled, but is not considered withdrawn from the university. A student may request a leave when a good cause can be demonstrated. A request for leave due to poor academic performance is not considered good cause.

Matriculated students (degree candidates) who must interrupt their studies for an adequate reason such as illness may be granted a leave of absence. Students must apply in writing for a leave of absence to the master's program office. If granted, the leave shall be for a stated period of time, not to exceed one year. Under normal circumstances students should apply for a leave of absence prior to registration for each

semester. Time spent on an approved leave of absence is not charged against the five-year time limit requirement for completion of the program.

Students who interrupt their studies without a leave of absence or register in absentia will be assumed to have terminated their studies. Such students must make a formal application for readmission if they wish to continue the program at a later date.

It is the student's responsibility to review any potential financial aid implications resulting from a leave of absence.

Non-degree seeking students who must interrupt their studies for an adequate reason, such as illness, must inform the Master's Program Office.

Concentration and Format Changes

Students in the Department of Counseling are admitted into a particular concentration and format (if applicable) and are expected to complete all degree requirements within that classification. Students desiring to add, remove, or transfer concentrations or formats must apply in writing for a concentration and/or format change to the master's program office no later than two weeks prior to term start. If granted, students will not be permitted a second concentration or format change at a later date.

Time Limit Requirements

Students must complete their program within five years from the date of first enrollment. This means that students are expected to graduate with the master's degree within this time period. In the event that a matriculated student who has not completed all requirements within the five -year time limit, he or she must re-enroll in the master's program and:

1. Maintain full-time status (minimum six credits per semester).
2. Complete remaining degree requirements, which will include any course work that is more than five years old.

All other program, college, and university requirements will be in effect.

Failure to Register

Students who fail to register for a regular semester without a leave of absence are considered to have withdrawn from their program. Such students must make formal application and go through the entire admission process if they wish to reenter the program at a later date.

ADVISING

The college offers academic advisement to students. Advisers are accessible to students to assist with course planning and selections, development of a planned program of study, appraisal of their academic standing, review of university policies and procedures, respond to individual circumstances, etc. A formal orientation program will be available to all students to familiarize them with the academic program and requirements, registration procedures, library information, student rights and responsibilities, etc. Students may meet with an adviser regularly during registration or at any time upon request.

All matters pertaining to a student's record, schedule of classes, leaves of absences, etc. should be directed to the master's program administration on the main campus in Fort Lauderdale.

REGISTRATION

All students are expected to be in continuous enrollment every semester until they receive their degree (see section on Student Enrollment). Arrangement with the Bursar's Office regarding payment of tuition and fees is part of the registration process and registration is a prerequisite to class attendance.

Non-degree seeking students who are not registered for two consecutive semesters will be withdrawn from graduate study.

Registration Policies and Procedures

Students register directly on the university system: <http://webstar.nova.edu>.

All students must complete the Student Enrollment Agreement (SEA) form in order to register for classes. The SEA requires students to agree with NSU standards and policies regarding course registration and withdrawal, financial responsibility, a release of liability, and more. Students registering for courses will be prompted to complete the form as part of the registration process on Sharklink (<https://sharklink.nova.edu/>) and WebSTAR (<https://webstar.nova.edu>).

Payment of Tuition and Fees

Payment of tuition and fees is due within 30 days of the beginning of a particular semester. Students awarded financial aid will have fees/tuition deducted before receiving a refund.

Arrangement with the Bursar's Office regarding payment of tuition and fees is part of the registration process and **registration is a prerequisite to class attendance**. Students who register late will be assessed a \$50 late registration fee. The academic calendar stipulates the last day for completing late registration.

Tuition and Fees

Master's tuition for 2018–2019 will be charged at the rate of \$755 per credit hour. **(Students should anticipate an annual review of fees by the university and possible increases).** Students are expected to pay tuition in full at the time of registration. Students receiving financial aid must familiarize themselves with the requirements of that office with regard to payments and may defer payment only if they have been officially notified of an award. Once a loan check is disbursed, students will be responsible for making all appropriate payments.

Tuition	\$755 per credit hour
Student Services Fee	\$450 per semester (for enrollment of 4 or more credits) \$225 per semester (for enrollment of under 4 credits)
Application Fee	\$ 50 (non-refundable)
Registration Fee	\$ 30 per semester
Late Registration Penalty	\$ 50 per semester
Late Payment Penalty	\$100 per semester
Textbooks	\$ 80-200 per course (approximate cost)
Practicum Fee	\$750 (Online Counseling Students-ONE TIME FEE)
Professional Liability Insurance	\$ 10 per semester
Fingerprinting/Background Checks	Fee determined by agency
Counselor Preparation Comprehensive Exam	\$ 75 per attempt for CMHC students only Extra exam fees may apply depending on where students elect to take the CPCE
Degree Application Fee	\$100
Transcript Fee	\$ 10 per transcript

The expenses outlined above are to be considered as very general estimates and may vary considerably depending on individual circumstances. Some courses may require additional fees for laboratory and/or equipment (e.g., calculator, testing materials) and supplemental course materials. Students are provided NSU Email accounts at no charge. Off-campus students will need to make arrangements for Internet access and are responsible for any corresponding costs.

*** Please note that all above fees are subject to change without notice.**

Professional Liability Insurance

All master's students are required to carry professional liability insurance through the university. Students are assessed a fee at the time of each registration. All students are required to abide by the ethical standards of the profession. Students will abide by the ethical standards of the profession as delineated in the American Counseling Association Publication, *Code of Ethics*, <http://www.counseling.org/docs/ethics/2014-aca-code-of-ethics.pdf>. In addition to complying with the policies and procedures of the College of Psychology, students must also follow all rules and regulations of the agency/school/district where his or her practicum and or internship will be completed.

The college/student professional liability insurance policy provides coverage while the student is attending Nova Southeastern University and while he or she is functioning in approved college activities. This policy does not provide coverage for non-approved or non-college related activities.

Refund Policy

Any student in good standing enrolled in the **M.S. in Counseling** programs wishing to withdraw from classes because of illness or some other satisfactory reason must contact the Master's Program Office immediately at 954-262-5740 or via email at:

Main campus/Regional campuses: cs1714@nova.edu (Connie Sokolowski)

Online Programs: zawoyski@nova.edu (Pat Zawoyski)

Adjustment of tuition fees will be computed from the date on which the notice is received by the Program Office.

- (a) No part of the application fee or the registration fee will be refundable upon withdrawal.
- (b) The refundable percentage of total tuition (paid or due) will be computed in accordance with the refund timeframes and rates provided on the College of Psychology Academic Calendar in this handbook.

Class Cancellation Policy

The university reserves the right to cancel any class. If a class is cancelled and a replacement is not offered, then students will receive a full refund of tuition paid for the cancelled class. If the student registered for only one class, then the registration fee would be refunded as well.

Drop/Add

The academic calendar outlines the dates and refund schedule for courses dropped or added. A course that is dropped within the time frame indicated on the academic calendar will not appear on the student's official transcript. Once a semester begins, master's students must contact the program office to drop a course.

Withdrawal from a Course

When the student withdraws from a course prior to the first class, the course is deleted from the student's record. A "W" grade is assigned when a student withdraws from a course after the last date indicated on the academic calendar to drop courses with a refund and prior to last published date to withdraw for the term. If the student fails to withdraw by the final published date to withdraw for the term, the student will be assigned a grade of "F." Withdrawal from a course may affect the student's financial aid status.

Transfer of Credit

All transfer credit must be awarded during the student's **first academic year in the master's program**. Students requesting transfer of credit must submit a written request for transfer along with supporting documentation to the master's program office. Sufficient documentation is required to allow for evaluation by faculty committee and the Department Chair, including an official transcript from the institution where the course was taken and a course description as listed in the institution's catalog. Other documentation may be required, such as syllabi, course notes, or other material.

The number of transfer credits that will be credited towards graduation is six. Transfer of credits will be awarded when the course being evaluated meets all of the following criteria:

1. It is a graduate level course taken at an institution accredited as degree granting- by a recognized regional accrediting body for higher education at the time the course was completed. A graduate level course is defined as one that would be credited toward a master's degree at the institution where the course was taken. At minimum, this must be verified in the school's catalog or a letter from the chair of the department.
2. It is equivalent in content to a required course in the curriculum.
3. It was completed no longer than five years prior to the student's first enrollment in the program.
4. A grade of B or higher was received. A grade of P (Pass) or CR (Credit) or other such grades cannot be accepted as equivalent unless it can be officially verified as such.

It will be the responsibility of the student to satisfactorily demonstrate the equivalence of the course(s) proposed in order for credits to be awarded. Course work submitted from a foreign institution will be evaluated for equivalency in accordance with accreditation standards.

Courses completed at other institutions after the student has enrolled in the master's Program will be considered only if there has been prior approval by faculty committee and the Department Chair. Typically, such transfer credit is granted only under special circumstances. Transfer credits are not taken into account when computing the student's grade point average.

No transfer credit may be applied to practicum, internship or for portfolio-based- experiential learning.

Federal Regulations require that veteran students **MUST** report all prior credit and training, and that the school **MUST** evaluate such and grant credit as appropriate, with training time and tuition reduced proportionately and with the VA and student so notified.

Credits earned at Nova Southeastern University are transferable only at the discretion of the receiving school.

It is the student's responsibility to verify with the State of Florida Department of Education, that courses transferred are applicable toward the educational requirements for Florida Certification in School Counseling (Pre-K-12).

PROVISIONAL ADMISSIONS

Students may be provisionally admitted to a degree-seeking program based on a review of unofficial transcripts or other specific program admission requirements. However, this admission includes a condition that final and official documents and requirements must be received within 90 calendar days from the start of the term. If these final and official documents and/or requirements are not received by that time, the student will not be allowed to continue class attendance. Financial aid will not be disbursed to a provisional/conditional student until he or she has been fully admitted as a regular student (all admission requirements have been approved by the college/program admissions office).

GRADING POLICY

The following policies apply to all academic programs in the College of Psychology effective Fall 2017. All degree programs in the College of Psychology programs assign grades to coursework according to the following system:

Grade	Points or Percentage Earned	Quality Points
A	93–100	4.00
A-	90–92	3.75
B+	88–89	3.50
B	83–87	3.00
B-	80–82	2.75
C+	78–79	2.50
C	73–77	2.00
C-	70–72	1.75
F	Below 70	0.00

In all courses, a letter grade will be assigned based on the individual instructor's assessment and evaluation of the student's work.

Before the first class session, dropped courses will be deleted from a student's record. A grade of W is assigned when a student withdraws from a course after the "last day to drop courses," indicated in the section on Withdrawal from Classes. A grade of W will appear on the student's official transcript and will be included in attempted credit hours. **Students failing to officially withdraw before the "last day to drop courses" will be subject to grading as described in the course syllabus.**

An "I" (Incomplete) indicates that the student has not completed the course requirements during the scheduled time and the instructor has given additional time to do so. An "I" grade is not routinely assigned in courses. An "I" grade is not assigned by faculty members when students fail to complete the course requirements. Students cannot be assigned an "I" to finish extra credit work.

A student must request an Incomplete from the instructor. If the instructor approves an Incomplete, a contract form is signed by the instructor and the student and submitted to the master's program office. The contract must specify the following:

1. The requirements to be completed by the student to remove the incomplete.
2. The time period within which the student must satisfy the incomplete. The time limit is to be specified by the instructor, but must not exceed **10** weeks from the end of the semester.
3. The grade that the student will receive if the incomplete is not satisfied by the conclusion of the specified time period.

Should the instructor choose not to assign an incomplete, the grade assigned will then be based upon the instructor's assessment of the quality and quantity of work completed. A student will not be permitted to

register for a sequential course when a grade lower than a B- or an “I” (incomplete has been received in a prerequisite course.

Policy for Grading Disputes

Grade disputes shall be limited to concerns about the method(s) (i.e., error in calculation of grades) by which grades are determined. A student seeking to dispute a decision regarding a course grade and/or other evaluation should seek solutions through the following administrative channels by entering at the appropriate level and proceeding in the order stated:

- a. Course Instructor/Supervisor
- b. Program Coordinator
- c. Department Chair or Designee

A student seeking to resolve a grade problem or dispute through the administrative channels cited above must initiate such action in writing within five business days (excluding official school holidays and weekends) from the date that the grade was recorded in WebSTAR. The grade appeal should include a concise statement of the basis of the appeal and shall not exceed one (1) page. The student will then have five days from the time of notification of the decision at each level in order to proceed to the next level in the administrative channels cited above (i.e., if the student receives notification of an unfavorable decision by the course instructor/supervisor, the student must proceed with his/her appeal to the program administrator within five days of said notification). Where a student fails to either initiate this process or proceed through this process within the specified time frame, the student will be deemed to have waived his/her right to dispute the grade in question.

In the case of a grade dispute or other appeals relating directly to a student’s academic performance, an administrator may not substitute his/her judgment for the performance appraisal of the faculty member rendering the grade or assessing the students’ work.

EVALUATION OF MASTER’S STUDENTS

Core Performance Standards for Admission and Progress

The standards required for admission keep in mind the safety and well-being of clients whom its graduates will eventually serve in clinical situations. Candidates for the degree must possess with or without reasonable accommodation(s), multiple abilities and skills including intellectual, conceptual, integrative, and quantitative abilities; and intrapersonal, communication, behavioral, and personal attributes including empathy, emotional self-awareness, and emotional maturity.

Each student is evaluated on an ongoing basis while enrolled in the program, including during the practicum/internship experience. In addition to course evaluations, matriculation and evaluation of readiness for practicum is coordinated by the master’s program office. The purpose of evaluation is to provide students with relevant feedback concerning their performance and to serve as a screening process in order to ensure high standards for the profession. Relevant information including practicum evaluations is coordinated through the program administration.

In addition to academic abilities and skills, students will be evaluated on an ongoing basis, including on the practicum/internship experience, on intrapersonal, communication, behavioral, and personal attributes that are considered integral and necessary parts of professional functioning. Faculty will monitor these areas of functioning and may, identify problems in their students’ functioning, provide constructive feedback to them, and require a remediation plan to address those difficulties.

While it is difficult to operationally define all characteristics associated with quality professionalism, students and faculty have targeted several observable behavioral categories that they consider to be an integral and necessary part of professional functioning. These broad areas include the following:

1. Academic Achievement
 - a. Academic standing as discussed in this handbook.
 - b. Ability to communicate orally and in writing.
 - c. Management of practicum/internship experiences.
2. Responsible Behavior
 - a. Dependability in commitment (e.g., punctuality in attending classes, submitting papers and assignments, meeting with clients, etc.).
 - b. Accepts responsibility for own work.
 - c. Carries through and completes tasks.
 - d. Seeks needed guidance from appropriate sources.
3. Ethical Behavior
 - a. Abides by the ethical standards of the profession as delineated in the American Counseling Association publication, *Code of Ethics*, (<http://www.counseling.org/docs/ethics/2014-aca-code-of-ethics.pdf>) and/or the American School Counselor Association *Ethical Standards* (<http://schoolcounselor.org/asca/media/asca/Resource%20Center/Legal%20and%20Ethical%20Issues/Sample%20Documents/EthicalStandards2010.pdf>).
 - b. Abides by university requirements as outlined in this handbook and in other published university and college documents.
4. Intrapersonal Behavior
 - a. Displays mature and appropriate behavior.
 - b. Demonstrates ability to function independently.
 - c. Exhibits usual and customary judgment and discretion in both student and professional activities.
 - d. Presents a generally respectful and non-hostile attitude.
 - e. Participates in activities that are pursuant to professional development.
 - f. Develops intrinsic criteria to evaluate own performance.
5. Interpersonal Behavior
 - a. Cooperative with and respectful of others.
 - b. Ability to give, accept, and utilize constructive criticism.
 - c. Develops and maintains positive relationships with peers and faculty.
 - d. Develops satisfactory working relationships with supervisors and advisers.

NSU CODE OF STUDENT CONDUCT AND ACADEMIC RESPONSIBILITY

Purpose

This code seeks to promote high standards of behavior and academic integrity by setting forth the responsibilities of students as members of the university community. Abiding by the code ensures a climate wherein all members of the university community can exercise their rights of membership.

Code of Student Conduct Statement

The university is a community of scholars in which the ideals of freedom of inquiry, freedom of thought, freedom of expression, and freedom of the individual are sustained. However, the exercise and preservation of these freedoms and rights require a respect for the rights of all in the community to enjoy them to the

same extent. It is clear that in a community of learning, willful disruption of the educational process, destruction of property, and interference with the orderly process of the university as defined by the university administration or with the rights of other members of the university cannot be tolerated. Students enrolling in the university assume an obligation to conduct themselves in a manner compatible with the university's function as an educational institution. To fulfill its functions of imparting and gaining knowledge, the university retains the power to maintain order within the university and to exclude those who are disruptive to the educational process.

In support of the Code of Student Conduct, any violations of the Code of Student Conduct and Academic Responsibility and/or university policies and procedures may result in disciplinary action and/or criminal prosecution. Violations of academic and/or supplementary standards will be handled through the student's academic college or school. Violations of conduct standards, supplementary standards, university policies, and/or procedures will be handled by the Office of the Vice President of Student Affairs or by the individual academic college, center, or school as deemed appropriate.

Changes to the Code of Student Conduct and Academic Responsibility will be posted on the Student Affairs website. Students are required to be familiar with the rules, policies, and Code of Student Conduct and Academic Responsibility.

Nova Southeastern University, as a community of women and men, is committed to furthering scholarship, academic pursuits, and service to our society. As an institution, our purpose is to ensure all students an equal opportunity to fulfill their intellectual potential through pursuit of the highest standards of academic excellence.

Certain rights and obligations flow from membership in any academic community committed to such goals:

- the rights of personal and intellectual freedom, which are fundamental to the idea of a university;
- scrupulous respect for the equal rights and dignity of others;
- dedication to the scholarly and educational purposes of the university and participation in promoting and ensuring the academic quality and credibility of the institution.

Students are responsible for obtaining, learning, and observing the established university and academic college policies as listed in all official publications. In addition, students must comply with the legal and ethical standards of the institution, as well as those of Broward County, the state of Florida, as well as any other laws, rules, and/or regulations of other jurisdictions. All members of the community should inform the appropriate official of any violation of conduct regulations.

Academic Standards

The university is an academic community and expects its students to manifest a commitment to academic integrity through rigid observance of standards for academic honesty. The university can function properly only when its members adhere to clearly established goals and values. Accordingly, the academic standards are designed to ensure that the principles of academic honesty are upheld. The following acts violate the academic honesty standards:

- ***Cheating.*** Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise
- ***Fabrication.*** Intentional and unauthorized falsification or invention of any information or citation in an academic exercise
- ***Facilitating Academic Dishonesty.*** Intentionally or knowingly helping or attempting to help another to violate any provision of this code

- **Plagiarism.** The adoption or reproduction of ideas, words, or statements of another person as one's own without proper acknowledgment

Students are expected to submit tests and assignments that they have been completed without aid or assistance from other sources. Using sources to provide information without giving credit to the original source is dishonest. Students should avoid any impropriety or the appearance thereof in taking examinations or completing work in pursuance of their educational goals.

Students are expected to comply with the following academic standards:

- **Original Work.** Assignments such as course preparations, exams, texts, projects, term papers, practicum, or any other work submitted for academic credit must be the original work of the student. Original work may include the thoughts and words of another author. Entire thoughts or words of another author should be identified using quotation marks. At all times, students are expected to comply with the University and/or program College's recognized form and style manual and accepted citation practice and policy. Work is not original when it has been submitted previously by the author or by anyone else for academic credit. Work is not original when it has been copied or partially copied from any other source, including another student, unless such copying is acknowledged by the person submitting the work for the credit at the time the work is being submitted, or unless copying, sharing, or joint authorship is an express part of the assignment. Exams and tests are original work when no unauthorized aid is given, received, or used before or during the course of the examination, re-examination, and/or remediation.
- **Referencing the Works of Another Author.** All academic work submitted for credit or as partial fulfillment of course requirements must adhere to each program College's specific accepted reference manuals and rules of documentation. Standards of scholarship require that the writer give proper acknowledgment when the thoughts and words of another author are used. Students must acquire a style manual approved by their College and become familiar with accepted scholarly and editorial practice in their program. Students' work must comport with the adopted citation manual for their particular college. At Nova Southeastern University, it is plagiarism to represent another person's work, words, or ideas as one's own without use of a College-recognized method of citation. Deviating from College standards (see above) are considered plagiarism at Nova Southeastern University.
- **Tendering of Information.** All academic work must be the original work of the student. Knowingly giving or allowing one's work to be copied, giving out exam questions or answers, or releasing or selling term papers is prohibited
- **Acts Prohibited.** Students should avoid any impropriety or the appearance thereof, in taking examinations or completing work in pursuance of their educational goals. Violations of academic responsibility include, but are not limited to the following:
 - Plagiarism
 - any form of cheating
 - conspiracy to commit academic dishonesty
 - misrepresentation
 - bribery in an attempt to gain an academic advantage
 - forging or altering documents or credentials
 - knowingly furnishing false information to the institution

Students in violation will be subjected to disciplinary action.

Additional Matters of Ethical Concern

Where circumstances are such as to place students in positions of power over university personnel, inside or outside the institution, students should avoid any reasonable suspicion that they have used that power for personal benefit or in a capricious or arbitrary manner.

For a complete description of Nova Southeastern University's Academic Standards, please see the NSU Student Handbook.

Conduct Standards

Students should not interfere with the rights, safety, or health of members of the university community nor interfere with other students' right to learn. Students are expected to abide by all university, college, and program rules and regulations and all local, state, and federal laws. Students are responsible for adherence to the university code of conduct and all university policies and procedures while attending or participating in university-sponsored programs, activities, and/or events off the main campus or at any NSU sites.

Supplementary Standards

Students are expected to comply with the legal and ethical standards of this institution and those of their chosen field of study, including the Code of Ethics for Computer Usage. The university and each college, center or program may prescribe additional standards for student conduct. Reasonable notice may be provided when additions or changes are made to the standards for student conduct. Students should refer to their college and/or Student Affairs Web site for policy updates or changes.

- **Use of social media:** The Department of Counseling adheres to NSU's Social Media Policy. Students must be mindful that supervisors and employers frequently review applicants' social media accounts. Unprofessional social media communication could lead to a student's referral to the professional standing committee. Department of Counseling students are encouraged to use social media for professional uses, including linking to professional associations, clubs, and organizations. However, students should not use social media to discuss any experiences in practicum, internship, or experiences related to NSU courses and business. Students are encouraged to keep their personal social media pages professional and be mindful to use privacy settings on their social media accounts. Students need to recognize that unprofessional postings can negatively impact their professional reputation among faculty and supervisors, perhaps hinder future professional opportunities (e.g., practicum or internship placements), and seriously and negatively impact therapeutic relationships with clients. Inappropriate social media postings by students may result in completion of a Professional Behavior Checklist or referral to the Professional Standings Committee.

Any violation(s) of any of the academic standards, conduct standards, or supplemental standards may result in a complaint being filed against a student to enforce the Code of Student Conduct and Academic Responsibility. Deans, associate deans, or directors may, in their discretion, immediately suspend students pending a hearing on charges of academic, conduct, or supplemental standards violations. Violations of academic, conduct, or supplemental standards are subject to disciplinary action, up to and including, expulsion from the university. Violations of academic standards will be handled through the student's academic college or school. Violations of conduct or of supplementary standards will be handled by the Office of the Vice President of Student Affairs or by the individual academic college, school, or center as deemed appropriate.

If the student is found in violation of the Code of Student Conduct and Academic Responsibility and/or university or college policies and procedures, sanctions may be imposed. The university reserves the right to take additional disciplinary action as it deems appropriate. Sanctions are delineated in the NSU Student Handbook.

STUDENT CONDUCT

All students are expected to comply with the legal and ethical standards of this institution. Moreover, all counselors-in-training are expected to comply with the ethical codes and standards of practice of the profession/field of study. Academic dishonesty and/or non-academic misconduct will result in disciplinary action. Specific instances of misconduct include, but are not limited to, cheating, plagiarism, knowingly furnishing false information to the institution, and forging or altering institution documents and/or academic credentials.

The institution reserves the right to require a student to withdraw at any time for misconduct as described above. It also reserves the right to impose probation or suspension on a student whose conduct is determined to be unsatisfactory.

Students who feel their rights have been denied are entitled to due process.

PROFESSIONAL STANDING COMMITTEE

The Professional Standing Committee of the College of Psychology is appointed by the Dean and serves in a variety of capacities related to the review of student professional standing matters. The committee consists of faculty, concentration adviser, and other members as appointed by the Dean.

The committee may be asked to review alleged violations of the university Student Code of Conduct, including academic standards and ethical standards of the field. In addition, the committee may conduct reviews concerning emotional and behavioral problems serious enough to suggest interference with professional functioning (e.g., in relation to staff and faculty, other students in the program, and/or those in practicum and internship sites), academic performance, or performance in a clinical practicum or internship setting.

The purpose of the committee's review and recommendations are not limited to disciplinary actions, but may encompass efforts to remediate a deficiency or problems so that students can continue their education and function competently as professionals. Committee activities are designed to ensure a process by which all relevant facts can be determined, including providing the student with full opportunity to present important information. Actions the committee may recommend to the Dean could include, but are not limited to, remediation, referral, warning or sanctions up to suspension or termination.

In instances of complaints regarding violations of Student Conduct and Academic Responsibility, the Dean may charge the committee with conducting a formal investigation into the facts pertaining to allegations of misconduct. In such cases the committee will adhere to professional standing committee guidelines that ensure a timely and complete review of the facts. The process will ensure that the student and involved parties have the opportunity to present relevant information.

VETERAN'S ADMINISTRATION REQUIREMENTS

Standards of Progress

A student receiving veterans' benefits must maintain satisfactory progress. Students will be considered to be making satisfactory progress as long as they meet the academic standards set by their school for retention in their degree programs.

A student who, at the end of any evaluation period, has not attained and maintained satisfactory progress will be certified, in a probationary status, for only one additional evaluation period. Should this student not attain and maintain satisfactory progress by the end of the probationary period (one evaluation period), the student's VA educational benefits will be terminated for unsatisfactory progress.

A student whose VA educational benefits have been terminated for unsatisfactory progress may petition the school to be re-certified after one evaluation period has elapsed. The school may re-certify the student for VA educational benefits only if there is a reasonable likelihood that the student will be able to attain and maintain satisfactory progress for the remainder of the program.

For VA payment of benefits purposes, an “I” (Incomplete) designation for a course must be converted to a credit grade counting toward graduation, or a failing grade, by the end of one calendar year unless permission for a delay is granted by the academic Dean for that program. An “NG” (no grade) designation for a course must be converted to a credit grade counting toward graduation, or a failing grade, by the end of one regular semester unless permission for a delay by the academic Dean for that program.

Grade/Progress Reports

Each VA student will be provided a grade/progress report at the end of every evaluation period (e.g., term, semester). A copy of each report will be placed in the student’s permanent file maintained by the school. The university periodically furnishes each student with a working transcript that shows current status of grades and earned semester hours for all courses completed and/or attempted, plus grades for courses in which the student is currently enrolled.

Credit for Prior Training

Nova Southeastern University complies with federal regulations for veterans’ training that it is mandatory for all veterans benefit recipients to report either prior education and/or training. A student receiving veterans’ benefits that has previous post-secondary educational training/experience must request official transcript(s) be sent to the school. If the transcript has not been received prior to the end of the student’s second term here at Nova Southeastern University, the student cannot be certified for veterans’ benefits for the upcoming term. The student can be certified for veterans’ benefits after the transcript has been received. The school will evaluate the student’s previous training and/or experience and grant credit as appropriate. Should credit(s) be accepted and/or granted, the student’s tuition and training time will be reduced proportionately, with the veteran and VA so notified.

DEGREE CONFERRAL

Students who have completed all requirements for the master’s degree must submit an online application for degree. **Forms are available via the Office of the University Registrar’s website: <http://www.nova.edu/cwis/registrar/instructions.html>.** A fee is required upon submission of the degree application form.

Degree applications require approval by the Office of the Dean, University Comptroller, Registrar, and Library. These offices verify that requirements are met and that the student’s accounts, records, etc. are in good standing. Upon approval, the application is presented to the NSU Board of Trustees for conferral. Following the official conferral of the degree, which is noted on the transcript, a diploma is mailed to the student. Students are encouraged to submit their degree applications at least one month prior to the completion of their program.

GRADUATION

Graduation exercises for Nova Southeastern University take place each summer. Eligibility to graduate is determined by having completed all requirements prior to the graduation date or by the end of the **summer** term. Students eligible to participate in graduation may contact the Office of the University Registrar for information about graduation ceremonies.

STUDENT RIGHTS AND RESPONSIBILITIES

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

[The Family Educational Rights and Privacy Act of 1974 \(FERPA\)](#), also known as the Buckley Amendment, affords students certain rights with respect to their education records. These rights include:

- The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the Registrar's Office written requests that identify the record(s) they wish to inspect. The Registrar's Office will arrange for access and notify the student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights, may discuss their problems informally with the University Registrar. If the decision is in agreement with the students' requests, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended, and will be informed by the Office of the University Registrar of their right to a formal hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, collection agent, loan servicing agent, or the National Student Clearinghouse); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
- The right to file a complaint with the Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605 concerning alleged failures by Nova Southeastern University to comply with the requirements of FERPA.

Nova Southeastern University hereby designates the following student information as public or "Directory Information." Such information may be disclosed by the institution for any purpose, at its discretion.

Student name	Dates of attendance
Local and home address	Degrees, Honors and awards received
Telephone numbers	Enrollment Status
Major field of study	Year in School
Participation in Sports	Anticipated Graduation Date
Place of birth	E-mail address

Release of Student Information

Students can give consent to permit Nova Southeastern University to discuss and/or release personal identifiable information to a third party such as a spouse, a parent, a guardian, etc. This consent must be provided in writing with the student's signature. To provide a written consent, complete the [Authorization for Release of Information form](#).

Students may also withhold directory information (as defined above) by completing the [Request to Prevent Disclosure of Directory Information form](#). Students are warned; however, prior to making a decision to withhold personally-identifiable data, that undesirable consequences frequently occur, such as, names of students on the Dean's List are not published, names are not listed in commencement bulletins, and requests from prospective employers are denied. After completing the form, submit it to the University Registrar's Office, 3301 College Avenue, Fort Lauderdale, FL 33314.

Deceased Student Records

Records of deceased students will be made available to the parent(s), spouse, or executor/executrix of the deceased student and other authorized parties upon written request. The request must include the need for the records; must identify the requestor's relationship to the deceased student; and must be accompanied with an official record certifying authorization to receive the student records, i.e., assignment as executor/executrix. An official copy of the death certificate must accompany the request, if the university does not have prior notice of the student's death. The university reserves the right to deny the request.

For further assistance on this matter, students should contact the University Registrar's Office.

ETHICAL ISSUES IN THE DEPARTMENT OF COUNSELING PROGRAMS

All students and graduates are expected to be knowledgeable about and conform to both the letter and spirit of their professions' ethical standards. Counseling students are expected to abide by the 2014 *Code of Ethics* as approved and adopted by the American Counseling Association Governing Council. Additionally, School Counseling students should review the American School Counselor Association's *Ethical Standards for School Counselors* and Clinical Mental Health Counseling students should review the American Mental Health Counselors Association *Code of Ethics for Mental Health Counselors*. ABA students should review the BACB (Behavioral Analyst Certification Board) *Professional and Ethical Compliance Code for Behavior Analysts*, and Substance Abuse Counseling students should review the NAADAC (National Association for Addictions Professionals) *Code of Ethics*. A copy of the full text of materials to which students and graduates are expected to conform will be made available in the relevant ethics course(s). From time to time these materials are amended. Students and graduates are expected to review these materials periodically to ensure that they have an understanding of current guidelines.

In particular, attention is drawn to the following points, which are illustrative rather than exhaustive or comprehensive:

1. Students have an obligation to disclose if they have been convicted of a criminal offense, been found not guilty, or entered a plea of guilty or nolo contendere (no contest), regardless of adjudication. The disclosure obligation is a continuing one. All students must report to the College of Psychology any such arrest or conviction after the filing of the application for admissions or during the time that the student is enrolled at the university. The College of Psychology will consider new information submitted and, in appropriate circumstances, may change the status of an applicant or student. Students at application give permission to make any necessary inquiries and voluntarily and knowingly

authorize any former school, government agency, employer, person, firm, corporation, its officers, employees and agents or any other person or entity making a written or oral request for such information.

2. No student should represent him/herself as being in possession of the master's degree, either orally or in writing, directly or by implication, until all formal requirements for the degree have been satisfactorily completed, and the NSU Board of Trustees has met and conferred the degree.
3. It is misleading and inappropriate to append "master's student", or some similar designation, after your name.
4. A student should guard against being in a position of having final clinical responsibility for clinical work. This is most important both ethically and legally.
5. When a student is in practicum/internship, the student will verbally identify him/herself to his/her supervisor, the agency or school staff and each client and client's family as a graduate student "trainee" in Clinical Mental Health Counseling, School Counseling, Substance Abuse Counseling or Applied Behavior Analysis.
6. In Florida, new graduates are legally ineligible to represent themselves as "mental health counselor" or to offer or advertise independent services until the Florida license is awarded. Students should comply with the rules of their particular state.
7. Any academic, professional, or personal difficulty which results in action being taken by the master's program regarding a student will be brought to the attention of a program administrator. Depending upon the particular type of difficulty identified, a number of processes are available to the program administrator.
8. Florida students in the Clinical Mental Health Counseling program should familiarize themselves with Chapter 491, *Florida Statutes*, the Florida State Law for licensure as a Mental Health Counselor. Florida students in the School Counseling program should familiarize themselves with the Florida Department of Education guidelines for certifying school counselors. Students from other states should familiarize themselves with the laws of their state.

Dual Relationships between Faculty Members and Students

While in principle the ACA and ASCA policy of discouraging dual relationships is endorsed, recognition is given to the fact that, given the complexity and diversity of our functions, certain dual relationships between faculty members and students are bound to arise. Faculty members and students are therefore urged to be sensitive to and aware of the existence of dual relationships and to enter into these with full awareness of their implications.

Sexual relationships between a university faculty member or administrator and a student who are not married to each other or who do not have a preexisting analogous relationship are inappropriate whenever the university faculty member or administrator has a professional responsibility for the student in such matters as teaching a course or otherwise evaluating, supervising, or advising a student as part of a school program. Even when a university faculty member or administrator has no professional responsibility for a student, the university faculty member or administrator should be sensitive to the perceptions of other students that a student who has a sexual relationship with a professor may receive preferential treatment. A university faculty member or administrator who is closely related to a student by blood or marriage or who has a preexisting analogous relationship with a student should eschew roles involving a professional responsibility for the student whenever possible. Romantic or sexual relationships between a faculty member and a student then enrolled in the faculty member's class (including supervised student activities

for which academic credit is given) may be or appear to be coercive and are discouraged. Even when no coercion is present, such relationships create an appearance of impropriety and favoritism, which can impair the academic experience of all students in that class. It is, therefore, improper conduct for a faculty member to engage in a romantic or sexual relationship with a student enrolled in the faculty member's class.

At Nova Southeastern University, romantic and sexual relationships between a faculty member and a student are subject to the prohibition against sexual harassment.

It is specifically required that when either a faculty member or any agency, corporation, or program under the auspices of a faculty member employs a student, or whenever a student or any agency, corporation, or program under the auspices of a student employs a faculty member, both parties shall document the existence of this dual relationship in a letter to the Dean of the College of Psychology. This documentation shall be retained in both the student's and the faculty member's permanent files. As necessary, an ad hoc committee shall be appointed to review any complaints that might arise as the result of dual employment relationships.

Further, no services provided by a faculty member or any agency, corporation, or program under the auspices of a faculty member shall result in academic credit being granted to a student unless the services are officially rendered as part of the recognized curriculum (e.g., practicum work, supervised university research, internship, or course work). Approval of such rendering of service must be in writing and approved by the Dean.

The provision of psychological services by faculty to students is discouraged. Extenuating circumstances may exist, such as when some unusual expertise is possessed by a faculty member or when a student was in treatment with a faculty member prior to becoming a student. In such cases, the Dean must approve the provision of psychological services to a student. Adjunct faculty members who expect no further instructional or supervisory relationship with a student may provide services without this reporting requirement.

No Direct Payment to Faculty

Direct student payment to faculty for educational or professional services is not permissible. That is, no student is to make private arrangements to reimburse any faculty member for psychotherapy, tutoring, supervision, or other educational assistance. Students are encouraged to seek whatever educational help they need from faculty members and to seek professional services (such as psychotherapy) outside of the program.

STUDENT GRIEVANCES AND APPEALS

The College of Psychology faculty and staff value professionalism, honesty, and ethical conduct in the handling of student concerns. At all times, matters are handled in the spirit of education and development. The purpose of the student grievance and appeals process is to allow for the orderly resolution of student grievances concerning a policy, procedure, or administrative action. At all times, the respect and protection of students is of utmost concern.

Evaluation of course work and assessment of competency resides within the expertise of faculty who are uniquely qualified by their training experience. Such evaluations and grades are not subject to student grievances and appeals under this section, unless there is an allegation of federally/state protected discrimination, but rather are subject only to appeal under the Policy for Grading Disputes where applicable.

Informal Procedure

Before initiating a formal appeal, the student must first meet with the party against whom the complaint is being made and present supporting information in an attempt to resolve the matter informally. If this does not result in an acceptable resolution the student shall bring all academic matters to the attention of the

Program Coordinator within 30 working days of its occurrence, where informal resolution will continue in consultation with the Department Chair or Designee. Should the Department Chair or Designee find insufficient evidence or if this step fails to bring about an acceptable resolution, the student must next request intervention through the Dean of the College of Psychology within another 30 days.

Formal Procedure

1. A student wishing to proceed with the grievance must file a written appeal with the Dean. This document should contain a concise statement of the particular manner of harm, along with all relevant facts and compelling supporting evidence.
2. Upon receipt of a written appeal, the Dean shall review the document to determine if the complaint warrants further review.
 - a. If the Dean decides that no further action should be taken, the appeal will be terminated and a brief written explanation will be submitted to the student.
 - b. If the Dean decides that a further review should occur, the appeal should be referred to the college's standing Appeals Committee. The committee will conduct a substantive review of all facts it deems pertinent to the appeal. The committee, at its discretion, may interview the student or any other pertinent person, which it judges has information relevant to the review. No persons may have legal counsel accompany them or appear in their behalf.
3. The Appeals Committee will file a written recommendation to the Dean with justification, including whether sufficient evidence exists to uphold or overturn the action being grieved. The Dean will notify the student of a determination in writing within a reasonable period following the filing of the appeal.
4. If the student has evidence that there have been any procedural irregularities within the appeals process, such irregularities must be presented in writing to the director within 5 days of the notification of determination. The Dean will review the document and notify the student of a decision. Should any irregularities have occurred, the director will return the appeal to the Appeals Committee for consideration consistent with the process described in this policies and procedures handbook.
5. Following a review of the committee's report, the Dean's decision shall be final. Students acknowledge upon their acceptance into this program that the above procedure provides for adequate review of university action by any other outside parties or jurisdictions. Further, the jurisdiction for all grievance issues related to policies, procedures, and/or administrative action shall be Broward County, Florida.

REMEDATION POLICY

A student receiving a grade of F in any course must repeat and successfully complete the course within one year (excluding leaves of absence). Both grades shall remain on the student's record and shall count toward the cumulative total of below B minus (B-) grades; however, only the higher of the two grades will be counted toward the student's grade point average.

A grade lower than B minus (B-) in the following courses reflects inadequate performance and does not satisfy curriculum requirements:

Clinical Mental Health Counseling: PYCL 0666 Case Conceptualization and Treatment Strategies, PYCL 0680 Counseling Practicum, PYCL 0681 Counseling Internship, and PYCL 0682 Continuing Counseling Internship

Substance Abuse Counseling: SA 0770 Substance Abuse Counseling Practicum I, Substance Abuse Counseling and Education: SA 0780 Substance Abuse Counseling Practicum II, and SA 7090 Substance Abuse Counseling Practicum III

Applied Behavior Analysis: ABA 710 Principles of Applied Behavior Analysis, ABA 760 Practicum in ABA I, ABA 770 Practicum in ABA II, ABA 780 Advanced Practicum in ABA I

School Counseling: PYCL 0685 School Counseling Practicum, PYCL 0688 School Counseling Internship and PYCL 0689 Continuing School Counseling Internship

The student must repeat the course and a minimum grade of B minus (B-) must be achieved. Both grades shall remain on the student's record and shall count toward the cumulative total of below B minus (B-) grades; however, only the higher of the two grades will be counted toward the student's grade point average.

As part of the Remediation Policy of the college, any student receiving a grade below B minus (B-) during matriculation or placed on academic probation is required to meet with the Program Coordinator or Department Chair.

Students with weak evaluations in practicum and/or internship or who are terminated from a practicum and/or internship placement due to problematic performance will receive a grade no higher than a C, may be subject to review by the Professional Standing Committee and required to remediate difficulties before consideration of a new placement is made. Students will be required to repeat the practicum/internship course and clinical training at a different setting.

Progress in the degree program requires that students maintain a cumulative grade point average (GPA) of 3.0 or better, and professional functioning as outlined in academic standing policies, core performance standards for admission and progress, and criteria for evaluation of students as listed in this handbook.

Students may be referred to the Professional Standing Committee for a review of areas needing remediation, for violations of the academic code of conduct, or other concerns about professional functioning in the program. The committee reserves the right to dismiss students from the program.

READMISSION

Students dismissed from the program may petition for readmission after one calendar year (three consecutive semesters, including summer terms). Applicants should complete the readmissions application and supply supporting documentation regarding remediation. Readmission petitions should be submitted to the College of Psychology Admissions Office. Applicants are advised to petition for readmission no earlier than the semester prior to the expiration of the one calendar year dismissal period.

Students will have their records examined by the master's program admission committee. The admission committee may consider the circumstances which led to the student's departure from the program, any information presented by the student to remedy the factors that contributed to such departure, steps taken to prevent their recurrence, and any other information the committee deems relevant. Upon approval, the student will be readmitted to the program in effect at that time. Only those courses, previously completed in the College of Psychology master's program within the past five years with grades of B- or better and that are equivalent will be applied toward the master's degree. Applications must be received by the deadlines posted on the College of Psychology website.

STUDENTS WITH DISABILITIES

Nova Southeastern University complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. No qualified individual with a disability shall be excluded from participation in or be denied the benefits of the services, programs, or activities of the University, or be subjected to discrimination by reasons of his or her disability.

If an applicant self discloses his or her disability to the University, the University will ensure that the applicant is advised of the procedures to seek accommodation. The procedure the student applicant is to

follow is the same as that for those existing students who request an accommodation. As such, the procedures set forth herein would apply to a student applicant. In the event it is determined that a student is qualified to apply following the consideration of an accommodation request, that student will then be placed into the applicant pool and treated as any other applicant.

For additional information on the university ADA policy and obtaining reasonable accommodations, please contact the Office of Student Disability Services at (954) 262-7185 / (800) 541-6682, ext. 27185 or <http://nova.edu/disabilityservices>. Refer to the NSU Student Handbook www.nova.edu/student-handbook for the complete policy. Candidate requests for accommodation will be considered on an individual basis in accordance with the college's procedures.

OTHER POLICIES AND INFORMATION

WEB-BASED CONDUCT

Students enrolled in hybrid courses with web-based instruction or who complete examinations on-line are assigned an independent NSU username, based on the student's "N" number, which is utilized in the Canvas system. This username, in addition to a unique password, is utilized when logging in to a course. Students are not to share their unique ID number or password with their colleagues. When there are work products obtained in an online course, they will be compared with those from face-to-face courses for consistency.

CELLULAR PHONE POLICY

The university recognizes student possession of cellular phones and electronic devices with video, camera, or voice recording capabilities. In support of each individual's reasonable expectation of privacy, the copyright and intellectual property laws, the use of these cellular phone features by NSU students must be in conjunction with express consent. Students are expressly forbidden to video, use camera or voice recordings without the express consent of the subject(s) being photographed or recorded. You may not place any pictures or videos of people on a Web page without the expressed permission of the people in the pictures or videos. Any student whose use of their cellular phone violates another's reasonable expectation of privacy or produces any media as a result of the cellular phone capabilities without express consent may be found in violation of this policy. Violations of this policy may lead to disciplinary action that may result in confiscation of the cellular phone and referral to Student Affairs as a violation of the NSU Code of Student Conduct. Students are instructed to refer to their college's individual program policies regarding cellular phone use and possession, as additional restrictions may apply.

COMPUTER POLICY

The use of a personal computer during classes is at the discretion of the individual instructor. The same policies listed above for cellular phone use apply to computer use.

The computing resources of Nova Southeastern University are intended to be used for its programs of instruction and research and to conduct the legitimate business of the university. All uses must have proper authorization for the use of the university's computing resources. Users are responsible for seeing that these computing resources are used in effective, ethical, and legal manner. Users must apply standards of normal academic and professional ethics and considerate conduct to their use of the university's computing resources. Users must be aware of the legal and moral responsibility for ethical conduct in the use of computing resources. Users have a responsibility not to abuse the network and resources, and to respect the privacy, copyrights, and intellectual property rights of others. For a complete description of Nova Southeastern University's computer policy refer to the NSU Student Handbook.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

The American Health Insurance Portability and Accountability Act of 1996 (available at <http://www.hhs.gov/ocr/privacy/>) is a set of rules to be followed by doctors, hospitals and other health care providers. HIPAA took effect on April 14, 2006. HIPAA helps ensure that all medical records, medical billing, and patient accounts meet certain consistent standards with regard to documentation, handling and privacy.

College of Psychology master's students are required to complete HIPAA training modules within their program's designated course, and will be required to submit their certification of completion to the program office. The HIPAA Certificate is required for students to begin any university-approved field experience.

PROTECTION OF HUMAN SUBJECTS IN RESEARCH/ PROCEDURES FOR BOTH FUNDED AND UNFUNDED RESEARCH

The procedures described herein apply to both funded and unfunded research performed by students and faculty. The College adheres to published professional and governmental guidelines and regulations for protecting human participants in research. **Any research conducted by NSU faculty, staff, or students, which involves human participants, whether funded or unfunded, must be submitted to the College of Psychology IRB Representative to determine the necessity of review by the Institutional Review Board (IRB). All NSU faculty, staff, and students involved in research studies must complete an on-line course related to the protection of human participants (CITI course).** To obtain more information, visit the NSU IRB website at www.nova.edu/irb/training.html. All IRB policies and procedures can be accessed at the IRB website: <http://www.nova.edu/irb/manual/policies.html>.

All research studies involving human participants are reviewed in one of three ways; College Level Review (previously labeled Exempt Research), Expedited Review, or Full Review. Every research protocol process begins with the principal investigator completing the New Protocol Submission *xForm* in IRBManager. IRBManager is the electronic submission system used by the NSU IRB for submitting research protocols for review by the IRB Office. The principal investigator will be responsible for completing the New Protocol Submission *xForm* in IRBManager and ensuring that all consent forms and research instruments to be used in the study are uploaded into the *xForm* in the appropriate locations. Once completed, the principal investigator will submit their protocol in IRBManager for review by the college representative from the College of Psychology. The college representative may choose to reassign a submission to his/her alternate college representative for review. Contact the program office for further information regarding the College of Psychology college representative and his/her alternate college representative.

The college representative/alternate, **not the principal investigator**, is charged with reviewing the submission, to determine the appropriate level of review for the study, as well as assuring that all necessary documents are included. Examples of studies falling into the different categories of reviews may be found on the IRB website here: www.nova.edu/irb/review.html. The college representative/alternate will work with the principal investigator to prepare the required IRB documents in accordance with NSU policies and procedures. Once the submission is complete, the college representative/alternate will review the research protocol to determine if the research warrants review by the IRB Office. Research that is determined to not have potential risk to participants and meets specific guidelines, will be exempted from review by the IRB Office, following review by the college representative or alternate.

If the IRB college representative/alternate determines that the proposed research poses potential risk to participants, the submission will automatically be electronically submitted in IRBManager for further review by the IRB Office. Upon receipt of the IRBManager submission, the IRB Office will pre-review the research protocol before forwarding to the IRB Chair or their designee(s). The IRB Chair or their designee(s), in conjunction with the IRB Office, will determine if the research can be reviewed through expedited review or if the research needs to be reviewed by the full IRB Board during their monthly meeting. After review, the IRB Office will notify the principal investigator, via the IRBManager electronic submission system, of any changes that must be made, in addition to any other decisions regarding approval or disapproval of a research submission.

Remember that all research, including that done with clinic clients, students, or volunteers, must be submitted to the College of Psychology IRB Representative and receive approval or exemption **prior to beginning the research**. Policies and procedures can be accessed at the IRB Web site at <http://www.nova.edu/irb/index.html>

LIBRARY TRAINING

The Alvin Sherman Library, Research and Information Technology Center provides all counseling students (regardless of location) with training in an online format at the beginning of their academic experience. *Razor's Research Bytes* is located in the Library's Canvas course, which is a series of "bite-size" modules that discuss the NSU Libraries, the nature of research, and how to best use library resources.

College of Psychology master's students are also required to complete library training in their program's designated course. This training supplements that which is featured in the *Razor's Research Bytes* course module.

COURSE ATTENDANCE AND ENGAGEMENT

Students are expected to engage with the course on the first day of class. Students not attending the course by the 14th day of class will be marked as non-attending, and may be withdrawn from coursework in accordance with University Registrar and Roster Reconciliation policies.

INTERNATIONAL STUDENTS

The Office of International Students along with the University's immigration attorney has completed an extensive review of the United States Citizenship and Immigration Services guidelines regarding international students and the feasibility of their attending any Nova Southeastern center/sites in Florida. After reviewing all relative documentation, we have discerned the following:

International students who want to attend classes at any Florida based campus/site will qualify for the issuance of an I-20 and will be considered to be maintaining status.

Counseling (Online) Students: International students are advised that all practicum and internship training through the College of Psychology must be completed in the United States. It is recommended that candidates contact NSU's International Student and Scholars office to review and/or inquire about student visa, as a student visa may be required for individuals that come to the United States to study. Information regarding NSU's International Student and Scholars office can be found at the following link: <http://www.nova.edu/internationalstudents/index.html>. Students should be prepared to make whatever arrangements necessary to complete clinical training requirements including a leave of absence, adjustment of the work schedule, etc. Prospective students should determine in advance of their enrollment their ability to access appropriate practicum training (if required).

COLLEGE OF PSYCHOLOGY STUDENT AID PROGRAMS

College Scholarships: The College of Psychology maintains a limited amount of scholarship funds. Information on various scholarships, including College of Psychology, is available at: <http://www.nova.edu/cwis/finaid/scholarships/index.html>.

COLLEGE OF PSYCHOLOGY STUDENT EMPLOYMENT

Student employment opportunities are available within the College of Psychology or its affiliates. These positions are generally awarded on a competitive basis and usually require a 10 to 20 hour time commitment per week.

Assistantships: Graduate Assistantships are available for College of Psychology students through the college. Contact the coordinator of employee services in NSU Human Resources for information regarding the availability of graduate assistantships.

STUDENT FACILITIES

Notice (Bulletin) Boards

After approval from the Office of the Dean, students may post notices on the bulletin boards located in the first floor lounge, the student carrel area, and designated bulletin boards on the second floor. Other boards are for department or university use only. Students are prohibited from posting, altering, or removing notices or messages from these boards. No announcements or notices may be posted anywhere on doors, walls, or in the elevator.

NSU Libraries

The Alvin Sherman Library, Research, and Information Technology Center, which forges a joint use partnership with the Broward County Board of Commissioners, opened December 8, 2001. This library has five levels, 325,000 square feet, a 3,800-square-foot atrium lobby, 1,200 user seats (1,000 with Internet access), 100 reference computer workstations, space for 1.4 million volumes, 1.2 million microform units, and a centralized circulation area.

The university library system is composed of the joint-use library, Health Professions Division Library, Law Library, North Miami Beach Branch Library, Oceanographic Library, and four school libraries on the main campus. Agreements have been signed with 19 academic libraries throughout the world to provide library support for NSU programs offered in specific geographical areas. The catalogs of all libraries are accessible to local and distance education students and faculty members, wherever they may be located, via computers using the Electronic Library. Overall, the university's libraries house approximately 410,000 volumes and 1,300,000 microform units. Online databases complement the paper-based holdings and provide full-text resources. Interlibrary loan arrangements through networked organizations such as the Online Computer Library Center (OCLC), the Southeast Florida Library Information Network (SEFLIN), the Consortium of Southeastern Law Libraries (COSELL), and the National Library of Medicine (NML) provide broad access to a wide range of materials.

To augment the libraries' print materials, the Office of Media Services has an extensive collection of more than 1,200 items of non-print materials (principally audiovisual materials), and a video production studio to support classroom instruction. In addition, the college provides technical assistance for distance learning delivered by teleconferencing. The university's microcomputer laboratory resources include a growing inventory of instructional software for use by students and faculty members.

Online Databases and Resources

NSU provides all students, regardless of location, with convenient and effective access to a wide variety of online electronic bibliographic databases that can be reached via the World Wide Web. Students have online access 24 hours a day, 7 days a week, 365 days a year. A number of these resources specifically support the School Psychology Program. Particularly useful education, psychology, and social science indices are available to all NSU students.

Document Delivery

Students can request up to a maximum of 25 free documents per week. These include books, copies of journal articles, NSU dissertations, and ERIC ED documents. In addition, starting in 2002, students have free access to more than 100,000 full-image digitized dissertations and theses made available through NSU's Digital Dissertations subscription. This provides graduate students with world-class access to primary research materials of 1,000 graduate schools and universities in the United States, Canada, and selected institutions from other countries written since 1997. Students can also obtain microfiche copies of NSU Major Applied Research Projects, practicums, applied dissertations, and microfiche copies of ERIC ED documents. Distance students are not charged for the cost of acquiring materials from document delivery services, for the cost of photocopying of journal articles from the NSU Libraries or for the cost of mailing, faxing, or scanning materials to students.

For further information on the campus libraries, please visit the library's website at:
<http://www.nova.edu/library>.

REGIONAL CAMPUS FACILITIES/RESOURCES

Regional Campus Site Facility Regulations

Regional campuses located in Jacksonville, Miami, Orlando, Palm Beach, and Tampa serve students at a distance from the main campus with microcomputer labs, videoconferencing equipment, and copy machines. In addition, the Regional Campuses are staffed with full-time employees to assist with registration, enrollment, and financial aid. The Regional Campuses create an on-campus atmosphere for students by offering chances to develop friendships, form study groups, and use technology to connect with the NSU main campus. The best part – the campuses are convenient and accessible for many students.

Services Available at NSU Regional Campuses

The Regional Campuses have established a multitude of services that support students in personal and professional development. The counseling program offers a number of supports specific to candidates enrolled at the distance sites. Faculty work closely with faculty and administration from the main campus to ensure that the curriculum is delivered to meet the goals and objectives of the program. They provide support to adjunct faculty and candidates on the routine functioning of the site. Both core faculty members, as well as all of the adjunct faculty teaching at the regional campuses are mentors in the profession, modeling the role of the practicing counselors through example.

The following services are offered at all Regional Campuses:

- Outstanding faculty members who are practicing professionals in their field
- Active Student Government Association
- On-campus representative from the Office of Student Affairs
- Computer lab access to all candidates with full-time information technology and media assistance on-site; flexible hours of operation in the evening and on Saturdays
- Full-time staff to assist candidates with financial aid, registration, applications, or general program questions
- Multiple compressed video suites for videoconferencing
- Audiovisual tools (TV/VCR, overhead projector, LCD overlay, etc.)
- Internet connectivity
- Tutoring services in mathematics and writing
- Notification of important events through the use of mail, email, videos, and websites
- Promotion and support of regional alumni organizations
- Office hours 8:30 a.m. to 6:00 p.m. during the week, with additional support staff scheduled in the evenings and on weekends

MINIMUM COMPUTER REQUIREMENTS

Students should review the current minimum computer system requirements at <https://www.nova.edu/portal/oiit/policies/secure/forms/equipment-standards.pdf>, including recommended web browsers, virus protection software, software access, and word processing and presentation software. Students must have their own Internet service provider; one will not be provided by the university.

NSU E-MAIL ACCOUNT

NSU requires that all students maintain one official university-assigned computer account that is used to access major computing resources, including electronic mail. **All official electronic mail communications directed to College of Psychology students will be sent exclusively to NSU-assigned computer accounts to ensure timely and accurate delivery of information.** Students may forward their NSU generated electronic mail to external locations, but do so at their own risk.

Should you elect to forward your NSU email account to an external location, please keep in mind that NSU and College of Psychology administration use electronic mail on a regular basis as a means of keeping students informed. All correspondence (e.g., practicum information, degree conferral, graduation requirements, financial aid information) will be communicated via your NSU e-mail account.

HURRICANE INFORMATION

In the event of a pending hurricane, the president of the university will determine whether the university will close. Information on the closing of the university will be available from the 24 hour “Hurricane Hotline” at 1.800.256.5065. Off-campus students should contact the program office, the Department of Counseling Student Center on Canvas, or where applicable the NSU Regional campus for updated information.

STATE DISCLOSURES

All educational formats offered by the college meet the same stringent accreditation requirements as on campus programs. The following states have provided these disclosures:

Iowa Disclosure

Note: In accordance with *Iowa code* §261B.9, students in the College of Psychology graduate programs will receive the following attached disclosure statement accompanied by copy of the program’s policy and procedures handbook at the beginning of the program before any tuition and fees are received.

Note to Iowa Students: The following information is being provided in accordance with *Iowa code* §261B.9.

1. Title of courses in the Master’s Programs in Counseling:
Please see the college’s current program policy and procedures handbook for list of course titles.
2. Description of courses in the Master’s Programs in Counseling:

Please see the college's current program policy and procedures handbook for a listing of course descriptions.

3. Tuition and Fees for the Master's Programs in Counseling:
Please see the college's current program policy and procedures handbook for all tuition and fees.
4. Refund Policy for the Master's Programs in Counseling:
Please see the college's current program policy and procedures handbook for refund policy.
5. Applicability:
The courses offered in this Master's Programs in Counseling leads to a Master of Science degree.
Please see the college's current program policy and procedures handbook for graduation requirements.

Washington Disclosure

Nova Southeastern University is authorized by the Washington State Achievement Council and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes Nova Southeastern University to offer field placement components for specific degree programs. The Council may be contacted for a list of currently authorized programs. Authorization by the Council does not carry with it an endorsement by the Council of the institution or its programs. Any person desiring information about the requirements of the act or the applicability of those requirements to the institutions may contact the Council at P.O. Box 43430, Olympia, WA 98504-3430

DEPARTMENT OF COUNSELING

Mission

The mission of Nova Southeastern University's Department of Counseling is to offer programs that promote academic excellence, are student-centered, and focus on the needs of diverse communities. This is accomplished through faculty advances in teaching, research, and service in addition to collaboration, leadership, and understanding student needs.

Vision

The Department of Counseling at Nova Southeastern University aims to educate ethical, knowledgeable, and skilled counselors who can improve the quality of life for people in our communities.

Department of Counseling Program Administration

Department Chair	Tara Jungersen, Ph.D.	(954) 262-5740 tj290@nova.edu
Clinical Training Coordinator, Regional Campuses	Shannon Karl, Ph.D.	(954) 262-5740 shannon.karl@nova.edu
Clinical Training Coordinator, Main Campus/Tri-County	Elda Kanzki-Veloso, Ph.D.	(954) 262-5740 veloso@nova.edu
Program Coordinator, Out of State Placement Coord.	Brenda Levine, M.S., LMHC	(954) 262-5799 brenda.levine@nova.edu
Program Coordinator	Natasha Stubbs, M.S.	(954) 262-5891 ns183@nova.edu
Program Manager	Connie Sokolowski (Main/Regional)	(954) 262-5709 cs1747@nova.edu
Program Manager	Patricia Zawoyski (Online Prog.)	(954) 262-5720 zawoyski@nova.edu
Administrative Asst. II	Nancy Quesada (Main/Regional)	(954) 262-5740 qnancy@nova.edu
Administrative Assistant I	Junine Pompilus (Online Prog.)	(954) 262-5704 jp1443@nova.edu

Regional Campus Site Coordinators

Jacksonville	Irene Toto, M.S.	(C) 904-631-2746 toto@nova.edu
Main Campus	Natasha Stubbs, M.S.	(W) 954-262-5891 ns183@nova.edu
Miami	Daisy Barroso, M.S.	(C) 954-328-5957 dbarroso@nova.edu
Orlando	Toni Ballone	(W) 407-264-5613 carneval@nova.edu
Palm Beach	Nancy Quesada	(C) 954-559-9797 qnancy@nova.edu
Tampa	Barbara Lash, M.S.	(C) 813-230-2925 andersn@nova.edu

Counseling

Master's Program

COUNSELING PROGRAM

The master's in counseling program, housed under the College of Psychology at Nova Southeastern University, offers an innovative academic program designed for the working professional actively involved in or entering the field of counseling or related fields. The program offers individuals the opportunity to earn a degree in counseling with concentrations in Clinical Mental Health Counseling, School Counseling, Substance Abuse Counseling, Substance Abuse Counseling and Education, and Applied Behavior Analysis.

The master's in counseling program is designed for the continued professional development of persons who presently serve or will serve their community in a variety of counseling or related capacities. Master's training is based on a developmental model that emphasizes interdisciplinary collaboration, prevention of dysfunction, and direct service. The field of counseling, which has experienced a great deal of growth over the past decades, now has professionals placed in mental health settings, business and industry, substance abuse clinics, hospices, hospitals, educational settings, and private practices. The course work provides broad-based training designed to equip individuals with the skills necessary to confront a wide variety of contemporary issues.

The master's in counseling program will develop the skills and leadership abilities of counselors who have a desire to provide, create and maintain high quality service delivery.

The Department of Counseling at Nova Southeastern University prepares diverse counselors:

1. for the ethical practice of counseling aligned with a professional counseling orientation in accordance with the standards and credentials of the counseling profession.
2. to understand multicultural and pluralistic characteristics within and among diverse groups nationally and internationally while developing strategies for identifying and eliminating barriers, prejudices, and processes of intentional and unintentional oppression and discrimination.
3. who understand factors associated with human growth and development across the lifespan.
4. who understand career development theories and strategies for personal growth and employment opportunities in a global economy.
5. to utilize essential interviewing, counseling, and case conceptualization skills to promote client understanding of and access to a variety of community-based resources.
6. who utilize theoretical foundations of group counseling and group work to plan ethical and culturally relevant strategies for designing and facilitating groups.
7. who utilize methods of effective assessment relevant to academic/educational, career, personal, and social development.
8. who understand the importance of research in advancing the counseling profession, including how to critique research to inform counseling practice.

M.S. in Counseling Program

School Counseling Concentration

SCHOOL COUNSELING CONCENTRATION

The Master of Science in Counseling, School Counseling concentration program is a Florida Department of Education, state-approved program. Additionally, Nova Southeastern University is accredited by the National Council for Accreditation of Teacher Education (NCATE). The School Counseling program is designed for the continued professional development of persons who presently serve or are interested in serving our youth and their families in an educational, Pre-K-12 setting. The professional school counselor, based on the American School Counselor Association National Model, delivers a comprehensive, developmentally appropriate, School Counseling program that addresses the academic, career, and social/emotional needs of all students. The course work provides broad-based training designed to equip Pre-K-12 students with the skills necessary to confront a wide variety of contemporary issues facing today's youth.

This program will prepare candidates to become competent, professional school counselors in a multicultural and diverse society through:

1. understanding their professional identity as professional school counselors, including roles, functions and relationships with other education and community providers;
2. possessing a strong background in the history, philosophy, ethical standards, and educational policy issues related to School Counseling;
3. gaining specialized knowledge and skills needed to provide service delivery in a variety of ways, including individual, small group, and large-group guidance activities;
4. having a strong background in the nature and needs of children and adolescents at all developmental levels;
5. understanding the contextual basis for designing and/or implementing evidenced-based, school-wide programs;
6. gaining skills to develop and implement accountability measures for counseling interventions;
7. acquiring leadership skills to promote systemic change through collaboration and advocacy;
8. understanding and respecting the influences of varied backgrounds and experiences of individuals and families in a pluralistic society;
9. possessing knowledge and skills for preparing Pre-K-12 students for college and careers, as well as for transitions between grade levels.

SCHOOL COUNSELING CURRICULUM AND DEGREE COMPLETION REQUIREMENTS

Master's Degree Curriculum—Forty-eight (48) Semester Hours (does not include additional courses that may need to be completed by candidates who are not certified teachers by the Florida Department of Education)

Required Courses

PYCL 0503	Counseling Theories for School Counseling
PYCL 0511	Introduction to Counseling Techniques
PYCL 0507	Research and Evaluation for Counselors
PYCL 0510	Career Development and College Planning
PYCL 0512	Human Growth and Development
PYCL 0515	Principles of School Counseling
PYCL 0550	Contemporary Clinical Interventions
PYCL 0560	Appraisal & Evaluation in School Counseling

PYCL 0571	Ethical, Legal, & Professional Issues for School Counselors
PYCL 0585	Psychology of Exceptional & At-Risk Children
PYCL 0632	Social and Cultural Foundations of Counseling
PYCL 0635	Group Theory and Practice
PYCL 0665	School Consultation Skills
PYCL 0685	School Counseling Practicum
PYCL 0688	School Counseling Internship
PYCL 0689	Continuing School Counseling Internship

The Master of Science degree program in counseling with a concentration in School Counseling requires 48 hours of graduate credit and successful completion of the program's examination requirements. The M.S. in Counseling with a concentration in School Counseling program is offered at designated regional campuses in a weekend hybrid format.

A candidate is expected to complete all requirements for the degree and graduate within five years of the date of first enrollment (see Time Limit Requirements).

A candidate must complete all courses for the degree with a grade point average of at least 3.0. In addition, all candidates must satisfactorily complete and pass practicum and internship, the Florida Teacher Certification Exam (the General Knowledge Test, Professional Education Test, and Subject Area Exam in Guidance and Counseling PK-12), and additional courses required of those who do not hold an active and valid Florida teaching certificate (e.g., TESOL, reading). All these requirements must be completed before the M.S. in Counseling, School Counseling concentration degree is conferred.

SCHOOL COUNSELING MATRICULATION REQUIREMENTS (DEGREE CANDIDACY)

School Counseling Program

Candidates are admitted into graduate study in School Counseling at the master's level and are reviewed for degree candidacy (matriculation) after the completion of the first four courses (12 credits) for which the candidate is enrolled.

During the formal review for matriculation, candidates' academic performance and professional functioning in the first four courses will be examined. Candidates need a grade point average of 3.0 or above in the first four courses to be matriculated. If a candidate does not hold an active and valid Florida professional teaching certificate, the successful passing of all sub-sections (including the essay) of the General Knowledge Test of the Florida Department of Education Teacher Certification Exam must also be completed during the matriculation period (by the completion of the first 4 courses). As an alternative, effective for tests administered on or after July 1, 2015, achievement of passing scores, as identified in Rule 6A-4.0021(12), F.A.C., on test sections of the GRE® revised General Test:

- GRE Analytical Writing combined minimum score of 4 out of 6 acceptable for GK Essay
- GRE Quantitative Reasoning minimum scaled score of 147 acceptable for GK Mathematics
- GRE Verbal Reasoning minimum scaled score of 151 acceptable for both GK English Language Skills and GK Reading.

If applicable, candidates will not be allowed to matriculate and register for a 5th course until one of these exams is passed, unless an appeal is submitted and approved by the Department Chair. Any approved extensions may not exceed the two subsequent semesters.

Candidates who achieve a grade point average of 2.5 or below, who receive two grades below a B

minus (B-), or who receive a grade of F in any of the first four courses will not be matriculated and will be automatically withdrawn from graduate study. Under no circumstances will that candidate be permitted to take additional graduate level courses in a College of Psychology program.

Candidates with a grade point average greater than 2.5 but less than 3.0 for the first four courses will be maintained in a non-matriculated status. No more than four additional courses may be taken without achieving an overall grade point average of 3.0.

ACADEMIC STANDING (FOLLOWING MATRICULATION)

The grading policy for all graduate programs in the College of Psychology requires students to maintain a minimum cumulative grade point average of 3.0. In addition, other minimum requirements are in existence. Failure to meet these requirements will result either in academic probation or dismissal as detailed below.

Probation

Academic probation will occur automatically when any of the following conditions exist:

1. The cumulative grade point average falls below 3.0.
2. A grade of F is received.
3. Three concurrent incompletes (I) appear on the transcript.

The student, the master's program administration and the Department Chair will be notified in writing of the student's probationary status. A student is allowed one year (two full semesters, excluding summer sessions and leaves of absence) to remove probationary status.

Academic probation may affect the student's financial aid status.

Dismissal

Automatic dismissal from any graduate program in the College of Psychology will occur when any of the following conditions exist:

1. Academic probation extends beyond one year.
2. More than 2 grades below B minus (B-) are received.
3. Two grades of F are received.

ACADEMIC STANDING (NON-DEGREE SEEKING STUDENTS)

Non-Degree Seeking students will be held to the same standards as degree seeking students and must successfully complete course work. Students will be notified to contact a Program Coordinator should he/she receive a first grade below B minus (B-). Should a student receive a second grade below B minus (B-) or a grade of F, the student will automatically be withdrawn from graduate studies and must wait one year (three academic terms) to reapply

SCHOOL COUNSELING PRACTICUM AND INTERNSHIP REQUIREMENTS

Practicum and internship are conceived to be that phase of the master's in School Counseling program in which a counselor-in-training is able to crystallize his or her educational experiences by translating theoretical constructs into practice. This type of supervised practice in School Counseling is generally viewed as an experience that assists the prospective counselor to function effectively in a future employment situation. It serves as a bridge between the theoretical and the practical application. It is an opportunity for the counselor-in-training to apply what he or she has learned from the more didactic portion of the School Counseling program.

Candidates entering practicum/internship training may find it necessary to make special arrangements with their employer, including taking a leave of absence, to fulfill this requirement. Candidates will need to arrange their schedule to complete this degree requirement.

All candidates must apply by their local school district's policies and deadlines regarding placement. Additionally, candidates must ensure that the school district where they choose to do practicum or internship has a placement agreement with Nova Southeastern University. If the school district does not have an agreement with NSU, placement may be delayed. Candidates must communicate with the program office regarding practicum and internship placement options to ensure that placement is obtained according to the candidate's schedule.

Practicum and internship placement procedures vary among counties; candidates must abide by the differing guidelines. **Local school boards may charge school counseling candidates a fee for practicum/internship placement in a school with a cooperating school counselor. Should a candidate elect to complete their practicum/internship in a school district that requires such a fee, it will be the candidate's responsibility to submit the fee on the designated day and time stipulated by the school board staff in accordance with their guidelines.**

Local school boards may require candidates to complete a security clearance and background screening which may include, but not be limited to, a background screening, fingerprinting, and/or drug testing. Some school districts may require additional documentation such as proof of immunizations, health screenings, etc. Candidates are expected to comply with school district procedures and timelines including incurring the cost of possible fees.

Candidates will choose to do their practicum experience at one of the three Pre-K-12 grade levels and the internship experience at a different Pre-K-12 grade level. The three grade levels from which to choose are elementary (Pre-K-5), middle (6-8) and high school (9-12).

Practicum responsibilities require candidates to spend 100 hours (40 of which are direct student contact hours) at a Pre-K–12 grade school setting. It is a distinct experience where candidates gain basic counseling skills and professional knowledge which may include individual and small-group counseling, classroom guidance presentations, consultation, parent conferencing, individual and large group testing, involvement in the exceptional student education process, and other experiences relevant to the practicum setting. This experience is completed over the course of one semester (3 credit hours) and is to familiarize candidates with the role of the professional school counselor prior to internship. Candidates spend approximately 7 to 8 hours per week at a school.

Internship is an experience which requires candidates to spend 600 hours (240 of which are direct student contact hours) in a Pre-K–12 grade school setting. Candidates integrate knowledge acquired in the classroom to real, on the job supervised training. This experience enhances basic professional school counseling skills in the student academic, social/emotional, and career counseling areas. The six credit hours of internship afford counselors-in-training an opportunity to work with a variety of students, parents or teachers over time. NSU ascribes to the American School Counselor Association National Model for school counseling programs and supports experiences that include leadership, student advocacy, collaboration and teaming, and systemic change.

Candidates may select from the following two scheduling options to fulfill the 600 hours (six credit hours) of internship experience:

1. Completion of one academic semester (fall or winter) where the candidate will be required to complete a minimum of 40 hours per week in a school setting.
2. Completion of two continuous semesters (fall and winter) where the candidate will be required to complete a minimum of 20 hours per week in a school setting.

Candidates employed by the school system will be required to obtain permission from their principal or designated school official for release time to pursue their internship. Candidates may be required to take a leave of absence or make other necessary arrangements to fulfill this requirement. Candidates are not permitted to complete their internship experience at the school where they work, unless they are employed as a school counselor and there is a supervisor within the school who meets the requirements put forth by the Florida Department of Education.

Please be advised that waiver of practicum and internship experience for any reason will not be permitted. The candidate must file an application for practicum and internship and receive approval prior to registering for these courses.

The practicum and internship courses must be completed with a grade of B minus (B-) or higher, otherwise the course will need to be repeated. The practicum and internship class schedule is a departure from the typical intensive weekend format. In addition to the experiential, in-school work required for practicum over one semester and for internship over one or two continuous semester/s, candidates will participate in bi-weekly group supervision meetings with NSU candidates and faculty members at the university. Additionally during practicum, individual or triadic supervision will take place on the alternate week with a faculty supervisor. Individual and group supervision meetings are held on evenings during the week. Specific details on practicum and internship are provided to candidates by the practicum coordinator at the appropriate time in their program. Please be advised that during practicum and internship, candidates may also be enrolled in regularly scheduled, intensive weekend classes.

School Counseling Internship Prerequisites

To be eligible for practicum, candidates must have been matriculated.

To be eligible for internship, candidates must have been matriculated and must have successfully completed the following course work:

1. PYCL 0503 Counseling Theories for School Counselors
2. PYCL 0511 Introduction to Counseling Techniques
3. PYCL 0512 Human Growth and Development
4. PYCL 0515 Principles of School Counseling
5. PYCL 0550 Contemporary Clinical Interventions
6. PYCL 0571 Ethical, Legal, and Professional Issues for School Counselors
7. PYCL 0635 Group Theory and Practice
8. PYCL 0665 School Consultation Skills
9. PYCL 0685 School Counseling Practicum*

***must be completed with a grade of “B minus” (B-) or better**

The candidate must file an application for practicum and internship and receive approval prior to registering for these courses. The application must include a copy of the HIPAA training certificate which must be completed during PYCL 0571: Ethical, Legal, and Professional Issues for School Counselors.

Candidates are responsible for the cost of their own fingerprinting and background checks for practicum and internships.

FLORIDA EDUCATOR ACCOMPLISHED PRACTICES

The Florida Educator Accomplished Practices (FEAPs) were adopted by the State of Florida Department of Education (DOE) to delineate the knowledge base and skills required of educators in the public school system. Successful articulation of the Florida Educator Accomplished Practices delineated by DOE are a requirement for graduation from the School Counseling program and reflects the commitment of the College of Psychology to a performance-based assessment of these essential competencies.

Candidates receive the Candidate Guide to the Florida Educator Accomplished Practices upon admission to the School Counseling program. This guide describes the Florida Educator Accomplished Practices and outlines where the FEAPs are imbedded into the School Counseling coursework. This guide also lists the required assessments and forms that candidates will need to complete to meet the FEAP requirements. One of these forms is the Individual Remediation Plan (IRP) that the candidate and instructor will need to fill out together if the candidate has not met a specific FEAP assessment requirement within a course. The instructor will assign a plan for remediating the FEAP assessment, and the candidate is responsible for completing the tasks outlined in the remediation plan. Candidates cannot receive a grade for a particular course until all FEAPs within that course have been successfully completed.

SCHOOL COUNSELING EXAMINATION REQUIREMENTS

Prior to matriculation (the successful completion of the first 4 courses taken in the program), candidates, who do not hold an active and valid Florida teaching certificate, are required to provide a passing score on all the sub-tests (including the essay) of the General Knowledge Test (GKT) of the Florida Teacher Certification Examination (FTCE). As an alternative, effective for tests administered on or after July 1, 2015, achievement of passing scores, as identified in Rule 6A-4.0021(12), F.A.C., on test sections of the GRE® revised General Test:

- GRE Analytical Writing combined minimum score of 4 out of 6 acceptable for GK Essay
- GRE Quantitative Reasoning minimum scaled score of 147 acceptable for GK Mathematics
- GRE Verbal Reasoning minimum scaled score of 151 acceptable for both GK English Language Skills and GK Reading.

Candidates will not be allowed to take the 5th course until one of these tests has been satisfactorily completed, unless an appeal is submitted and approved by the Department Chair. Any approved extensions may not exceed the two subsequent semesters.

Prior to graduation, candidates are required to take the two additional sub-tests of the FTCE: (1) Professional Education (PED) examination, and (2) Subject Area Test (SAE). Degree conferral will be based upon successful completion of the three tests of the FTCE and curriculum requirements. Passing scores of the PED and SAE examinations must be submitted to the program office prior to graduation. As state requirements are subject to change, candidates should expect changes or modifications to the curriculum and degree requirements. All costs related to certification and the FTCE are the responsibility of the candidate.

Current support for the Florida Department of Education (FLDOE) exams includes:

- FLDOE: The FLDOE provides content resources to assist candidates in preparing for their exams, including sample questions, test information guides, and tutorials. Please see FLDOE resources at <http://www.fl.nesinc.com/resources.asp>
- Learning Liaisons: This site offers Florida-specific, on-demand video courses and online workshops. Please see <http://www.thelearningliaisons.com/?categoryid=11>

Candidates who already hold an active and valid teacher certification from the State of Florida may not be

required to take additional courses nor the GKT and PED sub-tests of the FTCE if these requirements have been already fulfilled. However, they may need to take the SAE sub-test of the FTCE in School Guidance and Counseling if their certification is not in this subject area. It is recommended that all candidates check their eligibility requirements with the FLDOE, whether or not they hold an active and valid teacher certificate.

Information regarding State of Florida certification may be obtained by contacting:

Florida Department of Education

325 West Gaines Street

Tallahassee, FL 32399

800-445-6739

<http://www.fldoe.org/edcert/>

CERTIFICATION IN GUIDANCE AND COUNSELING

The School Counseling program is approved by the Florida Department of Education (DOE). All requirements for certification in the Guidance and Counseling subject specialty will be fulfilled prior to degree conferral, including all curriculum and examination requirements.

A degree conferred by any College of Psychology program, including those that are NCATE/CAEP accredited, may not automatically mean (1) acceptance of the program curricula by a given state for the purpose of professional licensure or certification; (2) acceptance of the program curricula for the purpose of any nongovernmental certification; or (3) satisfaction of an employer's preconditions/qualifications for employment.

Students are responsible for verifying periodically their individual eligibility for licensure, certification, internship, and employment through careful review of the applicable requirements of specific states, provinces, agencies and employers, as such requirements are subject to change without notice.

Candidates who **do not** hold an active and valid professional teaching certificate will be required to complete additional course work or submit documentation as required by the state. Candidates are responsible for verifying requirements for certification in Guidance and Counseling with their local school board certification office or with the Florida Department of Education. State of Florida approval for certification does not necessarily apply to certification requirements in other states. Certification requirements are subject to change. All costs related to certification and the FTCE are the responsibility of the candidate.

Applicants who **do not** hold a current State of Florida Professional Teaching Certificate must also complete the following courses at NSU unless the respective course(s) was (were) taken previously in an approved teacher education program:

1. RED 0550 - Reading in the Content Areas (3 credits)
2. TSOL 0510 – Classroom TESOL, Theory and Strategies for Teachers (3 credits)

Scheduling information for RED 0550 and TSOL 0510, offered by NSU's Abraham S. Fischler College of Education in an online format, will be posted each semester via Canvas within the Master's in Counseling Student Center.

SCHOOL COUNSELING – NON-DEGREE CERTIFICATION OPTION

Teachers, educators, and counselors who hold an eligible master's degree in a related area other than School Counseling may apply for admission as a "special (non-degree) student" for the purpose of taking courses in the master's program in School Counseling that meet the requirements for Florida certification as a school counselor under Plan 2, Rule 6A-4.0181, *Florida Statutes* (course by course basis).

Special (non-degree) students seeking admission to the School Counseling program for the purpose of seeking certification by the Florida Department of Education will be required to complete the following courses at NSU. Per NSU policy, students wishing to transfer courses toward the certification option may do so (up to 6 graduate credit hours completed within five years) with the permission of the Department Chair. Students may be required to complete PYCL 0685 Counseling Practicum. Completion of PYCL 0688/0689 School Counseling Internship will be required at NSU regardless of previous internship experiences. **Please be advised that students seeking to only complete the practicum and/or internship requirement at NSU will not be admitted, and that waiver of the practicum and internship experience for any reason will not be permitted.**

*PYCL 0503	Counseling Theories for School Counselors
*PYCL 0511	Introduction to Counseling Techniques
PYCL 0510	Career Development and College Planning
*PYCL 0512	Human Growth and Development
*PYCL 0515	Principles of School Counseling
*PYCL 0550	Contemporary Clinical Interventions
*PYCL 0571	Ethical, Legal, and Professional Issues for School Counselors
PYCL 0560	Appraisal and Evaluation in School Counseling
PYCL 0585	Psychology of Exceptional & At-Risk Children
*PYCL 0635	Group Theory and Practice
*PYCL 0665	School Consultation Skills
*PYCL 0685	School Counseling Practicum
PYCL 0688/0689	School Counseling Internship

***These courses must be completed before applying for internship.**

2018-19 Planned Program of Study: School Counseling Concentration (48 credits)
Nova Southeastern University Master of Science in Counseling

Student Name: _____
 NSU ID: _____ Phone #: _____
 Street Address: _____
 City/State/Zip Code: _____
 Student Email: _____@mysu.nova.edu

Advisor Name: _____
 Campus: _____
☐ Main Campus
☐ Orlando
☐ Tampa

Required Foundational Counseling Courses (27 hrs.)

(For course descriptions please consult your handbook.)

	Credit Hours	Required Tasks	Term Taken	Grade Earned
*PYCL 0503 Counseling Theories for School Counselors	3	<input type="checkbox"/> Research Paper <input type="checkbox"/> Presentation		
PYCL 0507 Research and Evaluation for Counselors	3	<input type="checkbox"/> Critique <input type="checkbox"/> Research Paper		
PYCL 0510 Career Development and College Planning	3	<input type="checkbox"/> CCR Presentation <input type="checkbox"/> ESE Process <input type="checkbox"/> Asmnt. Project <input type="checkbox"/> Final Exam		
PYCL 0511 Introduction to Counseling Techniques (Prerequisite: PYCL 0503)	3	<input type="checkbox"/> Session Tape <input type="checkbox"/> Self-Critique		
PYCL 0512 Human Growth & Development	3	<input type="checkbox"/> Project <input type="checkbox"/> Paper		
PYCL 0560 Appraisal and Evaluation in School Counseling (Prerequisite: PYCL 0507)	3	<input type="checkbox"/> Test Review <input type="checkbox"/> Asmnt. & Eval.		
PYCL 0571 Ethical, Legal & Professional Issues for School Counselors (Prerequisite: PYCL 0503)	3	<input type="checkbox"/> Paper <input type="checkbox"/> HIPAA Certificate		
PYCL 0632 Social & Cultural Foundations of Counseling	3	<input type="checkbox"/> Research Paper		
PYCL 0635 Group Theory & Practice (Prerequisites: PYCL 0503, 0511)	3	<input type="checkbox"/> Activity <input type="checkbox"/> Research Paper <input type="checkbox"/> Unit Assignment		

**See matriculation requirements below. Review matriculation policies, minimum grade requirements, disposition requirements, & dismissal policies in the Department of Counseling Policies and Procedures Handbook.*

Required School Counseling Concentration Courses (21 hrs.)

	Credit Hrs.	Required Tasks	Term	Grade
PYCL 0515 Principles of School Counseling	3	<input type="checkbox"/> Ethics Case Study <input type="checkbox"/> Self-Plan <input type="checkbox"/> Interview <input type="checkbox"/> Advisement Module <input type="checkbox"/> Final Exam		
PYCL 0550 Contemporary Clinical Interventions (Prerequisite: PYCL 0503)	3	<input type="checkbox"/> In-service Analysis <input type="checkbox"/> Rev. Paper <input type="checkbox"/> Final Exam		
PYCL 0585 Psychological of Exceptional and At-Risk Children	3	<input type="checkbox"/> Plan <input type="checkbox"/> ESE <input type="checkbox"/> LD		
PYCL 0665 School Consultation Skills	3	<input type="checkbox"/> Paper <input type="checkbox"/> Project <input type="checkbox"/> Dispositions		
**PYCL 0685 School Counseling Practicum (10 hours/week)	3	<input type="checkbox"/> Student Needs <input type="checkbox"/> Dispositions <input type="checkbox"/> Accountability Project <input type="checkbox"/> Data Collection <input type="checkbox"/> SC Exam		
**PYCL 0688 School Counseling Internship I (20 hours/week) (Prerequisites: PYCL 0503, 0511, 0512, 0515, 0550, 0571, 0635, 0665, & 0685 with a grade of B- or better; and consent of advisor)	3	<input type="checkbox"/> Case Presentation <input type="checkbox"/> Dispositions <input type="checkbox"/> Accountability Project <input type="checkbox"/> Data Collection <input type="checkbox"/> Midterm Eval <input type="checkbox"/> Final Eval		
**PYCL 0689 School Counseling Internship II (20 hours/week) (Prerequisite: PYCL 0688 with a grade of B- or better)	3	<input type="checkbox"/> Case Presentation <input type="checkbox"/> Dispositions <input type="checkbox"/> Accountability Project <input type="checkbox"/> Data Collection <input type="checkbox"/> Midterm Eval <input type="checkbox"/> Final Eval		

*** Requires student to initiate Practicum Application and Approval process approximately 5 months prior to intended course start. **Deadlines: April 15th for Fall start & September 15th for Winter start.** Instructions located in Department of Counseling Student Center in Canvas. School Counseling Prac/Internship is not available during Summer.*

School Counseling Matriculation Requirements*Date Passed**

1.	General Knowledge Test (GKT) of the Florida Teacher Certification Examination (FTCE) ---OR--- ---OR--- Graduate Record Examination (GRE) with minimum passing scores: 4/6 on Analytical Writing; 147 on Quantitative Reasoning, and 151 on Verbal Reasoning ---OR--- Current Professional State of Florida Teaching Certificate	
2.	Minimum 3.0 GPA obtained in the first 4 courses (12 credits) taken in the program	

Exit Requirements**Date Passed**

1.	Professional Education (PEd) Test of the Florida Teacher Certification Examination (FTCE)	
2.	Guidance & Counseling PK-12 Subject Area Examination (SAE) of the Florida Teacher Certification Examination (FTCE)	
3.	Current Professional State of Florida Teaching Certificate ---OR--- ---OR--- Reading Instruction (3 credits): RED 550 Foundations of Reading for Content Area Teachers ---AND--- English for Speakers of Other Languages (3 credits): TSOL 510 - Classroom TESOL, Theory and Strategies for Teachers	

Student's Professional Involvement & Activities:

☐ ACA ☐ ASCA ☐ FCA ☐ FSCA ☐ CSO ☐ Other: _____
SCHOOL COUNSELING RECOMMENDED COURSE SEQUENCE (6-9 credits per term):

Full-Time Year 1		
Fall Semester 1	Winter Semester 2	Summer Semester 3
PYCL 0507 ⁺	PYCL 0503	PYCL 0511
PYCL 0632	PYCL 0515	PYCL 0512
Full-Time Year 2		
Fall Semester 1	Winter Semester 2	Summer Semester 3
PYCL 0571	PYCL 0665	PYCL 0560
PYCL 0635	PYCL 0550	PYCL 0510
Review Practicum Application Deadlines	PYCL 0685 (Practicum Field Placement, 10 hrs/wk)	Review FDOE Exit Exam Deadlines
Full-Time Year 3		
Fall Semester 1	Winter Semester 2	
PYCL 0585	PYCL 0689 (Internship Field Placement, 20 hrs/wk; if not taken in preceding term)	
PYCL 0688 ⁺⁺ (Internship Field Placement, 20 hrs/wk) OR		
PYCL 0688/0689 (Internship Field Placement, 40 hrs/wk; Recommended)		
FDOE Exit Exams		

⁺Regional campus schedules may vary based on course offerings.⁺⁺ School Counseling Practicum and Internship MUST be completed at different levels (e.g., elementary and middle school; middle and high school). Students may elect to complete their internship during one semester at 40 hours/week, or across two semesters (excluding summer term) at 20 hours/week.**IMPORTANT NOTES:**

- Students must complete all degree requirements within 5 years of date of enrollment.
- After matriculation, students are required to be in continuous enrollment each term. Students who register for fewer than 6 credits/term should review financial aid implications. Students who fail to enroll in courses **MUST** have an approved Leave of Absence or will be dismissed from graduate study.
- Given the rigor of graduate study in a professional clinical training program, students should work with their Academic Advisor to plan a reasonable course of study based on individual student circumstances (e.g., employment, family obligations).

M.S. in Counseling

Clinical Mental Health
Counseling Concentration

CLINICAL MENTAL HEALTH COUNSELING CONCENTRATION

The Master of Science in Counseling, Clinical Mental Health Counseling (CMHC) concentration program is designed for the continued professional development of persons who presently serve or will serve their community in a variety of counseling or related capacities. Master's training is based on a developmental model that emphasizes interdisciplinary collaboration, prevention of dysfunction, and direct service. Professional counselors work in a variety of settings in mental health agencies, business and industry, substance abuse clinics, hospices, hospitals, correctional institutions, educational settings, and private practices. The course work provides broad-based training designed to equip individuals with the skills necessary to address a wide variety of contemporary issues. The Clinical Mental Health Counseling concentration curriculum meets the academic requirements for licensure as a Mental Health Counselor in the State of Florida, and allows graduates to pursue National Certification as Counselors through the National Board for Certified Counselors (NBCC).

The Clinical Mental Health Counseling concentration is offered in the traditional, ground-based main campus format, the regional campus weekend hybrid format, and fully online. The main campus ground-based format offers ground-based instruction across a 15-week (on average) semester in a traditional, face-to-face academic format. The regional campus weekend hybrid format also offers face-to-face classroom instruction, but utilizes an intensive weekend format that allows students to complete their degree in focused, ground-based classes complemented by online ancillary activities. The online program is particularly designed to serve the training needs those who seek advanced training, but who cannot access quality training without the interruption of ongoing work responsibilities. These three formats offer accessibility and flexibility along with a quality educational opportunity for the mature independent student.

The Clinical Mental Health Counseling curriculum will prepare students to become competent clinical mental health counselors in a multicultural and diverse society through

1. Understanding and demonstrating the professional identity of a clinical mental health counselor, including knowledge of the history, philosophy, professional organizations, ethical codes, preparation standards, and credentials as well as the roles, settings, and delivery modalities (e.g., inpatient, outpatient, partial hospitalization) of clinical mental health counselors.
2. Understanding the legislative and policy issues related to clinical mental health counseling and possessing strategies for advocacy and interfacing with other professionals.
3. Attaining specialized knowledge and skills needed to provide culturally competent clinical mental health counseling services to diverse individuals, families, and groups, including assessment, diagnosis, treatment, referral, and prevention of mental and emotional disorders, including those related to crisis, trauma, substance use, and addiction.

CLINICAL MENTAL HEALTH COUNSELING CURRICULUM AND DEGREE COMPLETION REQUIREMENTS

Master's Degree in Counseling, Clinical Mental Health Counseling Concentration Curriculum—Sixty (60) Semester Hours Total

Foundational Counseling Course Requirements (27 credits):

PYCL 0502 Counseling Theories and Practice
PYCL 0507 Research and Evaluation for Counselors
PYCL 0511 Introduction to Counseling Techniques
PYCL 0512 Human Growth and Development
PYCL 0570 Ethical, Legal, and Professional Issues for Counselors
PYCL 0608 Psychological Testing for Individual Evaluation
PYCL 0631 Career and Lifestyle Assessment
PYCL 0632 Social and Cultural Foundations of Counseling
PYCL 0635 Group Theory and Practice

Clinical Mental Health Counseling Concentration Requirements (Additional 33 credits)

- PYCL 0582 Human Sexuality
- PYCL 0584 Diagnosis and Treatment of Adult Psychopathology
- PYCL 0586 Diagnosis and Treatment of Child and Adolescent Psychopathology
- PYCL 0612 Substance Abuse
- PYCL 0645 Couples and Family Counseling Strategies
- PYCL 0660 Community Mental Health
- PYCL 0666 Case Conceptualization and Treatment Strategies
- PYCL 0669 Advanced Treatment Interventions
- PYCL 0680 Counseling Practicum
- PYCL 0681 Counseling Internship
- PYCL 0682 Continuing Counseling Internship
- PYCL 0683 Counseling Internship **Elective**

The Master of Science degree program in Counseling with a concentration in Clinical Mental Health counseling requires 60 hours of graduate credit (core courses 33 credit hours + 27 credit hours Clinical Mental Health Counseling) and successful completion of the comprehensive exam. The M.S. in Counseling with a concentration in Clinical Mental Health Counseling program is offered in three formats: main campus (ground-based, 15-week semesters); fully online (15-week semesters); and regional campus (8-week, intensive two-weekend hybrid). Currently, there are regional campus programs offered in Florida at Jacksonville, Miami, Orlando, Palm Beach, and Tampa campuses.

Clinical mental health counseling students are admitted to a specific campus or format (e.g., main campus, a regional campus, or online) and must take all coursework in the format for which admission was offered. Students requesting to change campuses or format must submit a written request to the program office for faculty approval that includes rationale for the transfer.

The master's program in counseling, Clinical Mental Health Counseling concentration, may be taken on a full-time or part-time basis, excluding the regional campus format, which requires full time enrollment (minimum of 6 credits per semester). A student is expected to complete all requirements for the degree and graduate within five years of the date of first enrollment (see Time Limit Requirements).

A student must complete all courses for the degree with a grade point average of at least 3.0, including satisfactory completion of practicum and internship.

The student should exercise care to ensure that matriculation requirements and other course prerequisites are met and should seek advisement from the appropriate academic advisor or faculty member to design a plan of study.

The Clinical Mental Health Counseling curriculum is designed to provide the knowledge and training necessary for the student to pursue licensure as a professional counselor. **As state licensure or certification requirements vary and/or are subject to changes, it is imperative that students examine the requirements in the state to which they may make application to determine if the educational requirements of that state are met.** Specific information regarding national certification and individual state requirements can be found at www.nbcc.org.

Students who have achieved matriculation status (completed the four designated courses for their concentration) and would like to add or change an eligible concentration must complete a specialty track request form and submit to the master's program office for approval. In each concentration, students must satisfactorily complete all curriculum requirements for selected concentrations before the degree can be conferred. Dual concentrations may not be available in all concentrations and formats. Consult a program advisor for further details.

CLINICAL MENTAL HEALTH COUNSELING MATRICULATION REQUIREMENTS (DEGREE CANDIDACY)

Clinical Mental Health Counseling Concentration

Students are admitted into graduate study at the master's level and are reviewed for degree candidacy (matriculation) after completion of the designated four courses (12 credits) which must be completed within the first six courses (18 credits) or first two semesters for which the student is enrolled.

These four designated courses require demonstration of written, quantitative, and interpersonal skills, as well as overall professional functioning. The designated four courses for matriculation are:

1. PYCL 0502 Counseling Theories and Practice
2. PYCL 0511 Introduction to Counseling Techniques
3. PYCL 0507 Research and Evaluation for Counselors
4. PYCL 0570 Ethical, Legal, and Professional Issues for Counselors

During the formal review for matriculation, the students' academic, behavioral, interpersonal, and professional performance in the four designated courses listed above will be examined. Students need a grade point average of 3.0 or above in the four designated courses to be matriculated. **Students who receive two grades below a B minus (B-) or a grade of F in any of the four designated courses will not be matriculated and will be withdrawn from graduate study.**

Prior to the formal matriculation review, should a student receive a second grade below B minus (B-) or a grade of F, the student will automatically be withdrawn from graduate study. Students with a grade point average greater than 2.5 but less than 3.0 for the four designated courses will be maintained in a non-matriculated status. No more than four additional courses may be taken without achieving an overall grade point average of 3.0.

Under no circumstances will students who achieve a grade point average of 2.5 or below in the four designated courses be permitted to take graduate level courses in a College of Psychology program.

ACADEMIC STANDING (FOLLOWING MATRICULATION)

The grading policy for all graduate programs in the College of Psychology requires students to maintain a minimum cumulative grade point average of 3.0. In addition, other minimum requirements are in existence. Failure to meet these requirements will result either in academic probation or dismissal as detailed below.

Probation

Academic probation will occur automatically when any of the following conditions exist:

1. The cumulative grade point average falls below 3.0.
2. A grade of F is received.
3. Three concurrent incompletes (I) appear on the transcript.

The student, the master's program administration, and the Department Chair will be notified in writing of the student's probationary status. A student is allowed one year (two full semesters, excluding summer sessions and leaves of absence) to remove probationary status.

Academic probation may affect the student's financial aid status.

Dismissal

Automatic dismissal from any graduate program in the College of Psychology will occur when any of the following conditions exist:

1. Academic probation extends beyond one year.
2. More than 2 grades below B minus (B-) are received.
3. Two grades of F are received.

ACADEMIC STANDING (NON-DEGREE SEEKING STUDENTS)

Non-Degree Seeking students will be held to the same standards as degree seeking students and must successfully complete course work. Students will be notified to contact a Program Coordinator should he/she receive a first grade below B minus (B-). Should a student receive a second grade below B minus (B-) or a grade of F, the student will automatically be withdrawn from graduate studies and must wait one year (three academic terms) to reapply.

CLINICAL MENTAL HEALTH COUNSELING PRACTICUM AND INTERNSHIP REQUIREMENTS

Practicum and internship is conceived to be that phase of the M.S. in Counseling, Clinical Mental Health Counseling concentration, in which a counselor-trainee is able to crystallize his or her educational experiences by translating theoretical constructs into practice. This type of supervised practice in counseling is generally viewed as an experience that assists the prospective counselor in his or her delivery of clinical mental health counseling services. It serves as a bridge between the theoretical and the real and is the first opportunity for the counselor-trainee to apply what he or she has learned from the more didactic portion of the Clinical Mental Health Counseling program.

Students eligible to begin practicum will complete and submit a practicum application form to the master's program office by the announced deadline (form is available on the master's student center in Canvas). Students will be notified by the program office of their approval or rejection to begin practicum. Those students approved to begin practicum will be provided with instructions regarding site placement several months in advance of the term start. The student cannot complete his or her practicum experience in a private practice. If the student would like to do his or her practicum at the same site where he or she is employed, it must be completed in a different department/unit, must involve completely different duties,

and must be supervised by a qualified professional unrelated to his or her present position. The student must receive permission from the program coordinator before requesting a placement in the place of his or her employment. An NSU representative will contact the agency on behalf of the student. While many students can complete the practicum/internship requirement while working, they should be prepared to make whatever arrangements are necessary to complete this requirement including a leave of absence, adjustment of the work schedule, etc. Practicum and internship time must not be compensated.

Three consecutive semesters of clinical, field experience are required to afford students the opportunity of working with a variety of client populations over time. **Students entering practicum/internship training may find it necessary to make special arrangements with their employer, including taking a leave of absence, to fulfill this requirement. Students will need to arrange their schedules to complete this degree requirement. Once placed at a site, students are expected to remain at the same site for the three consecutive semesters of practicum and internship. If a change of site occurs, students may have to complete additional hours.**

The Clinical Mental Health Counseling practicum and internship each span a full 15-week semester on average. During **Practicum**, the student will spend a minimum of 150 clock hours (10 hrs/week) with a minimum of 40 hours of direct client contact in a community agency setting and participate in a weekly practicum class which will include meeting with an instructor for group and triadic supervision. During **Internship** (which will be completed over two continuous semesters) immediately following practicum, students are required to spend a minimum of 600 hours (20 hrs/week) with a minimum of 240 hours of direct client contact in a community agency setting and participate in bi-weekly seminar class. To fulfill the 600 clock hour requirement, a minimum of three hundred (300) total clock hours must be completed for each of the two semesters with at least one hundred-twenty (120) of those total hours per semester to be direct client contact.

If an agency where an individual would like to complete practicum does not appear on the main campus approved list, the designated Practicum Coordinator must be contacted at least five months prior to any semester, so that the possibility of arranging a new placement can be determined.

For regional campus students, practicum and internship schedules are a departure from the intensive weekend format. The practicum and internship seminars typically will be held on evenings during the week. In the field-based format, practicum/internship is scheduled only once during the curriculum for each cluster, and typically after a minimum of 10 courses have been scheduled. Currently, Practicum is scheduled to begin in the fall semester, with Internship following in the winter and summer semesters. Each site has a local Practicum Coordinator who assists in all arrangements for site placements. **Please be advised that during practicum/internship, students typically are also enrolled in regularly scheduled weekend classes.**

For online students, practicum and internship schedules are a departure from the asynchronous format. Students will be required to register for a section and be available for the live, synchronous class via Canvas during the posted class meeting times. Sections meet during the week at varying times, as listed in WebSTAR.

*****Immediate placement at a practicum site may not be guaranteed*****

Clinical Mental Health Counseling Practicum Prerequisites

To be eligible for PYCL 0680 - Counseling Practicum, students must have been matriculated and must have successfully completed a minimum of 24 semester hours which includes the following course work:

1. PYCL 0502 Counseling Theories and Practice
2. PYCL 0507 Research and Evaluation for Counselors
3. PYCL 0511 Introduction to Counseling Techniques
4. PYCL 0570 Ethical, Legal, and Professional Issues for Counselors**
5. PYCL 0584 Diagnosis and Treatment of Adult Psychopathology
6. PYCL 0586 Diagnosis and Treatment of Child and Adolescent Psychopathology
7. PYCL 0635 Group Theory and Practice
8. PYCL 0666 Case Conceptualization and Treatment Strategies*

* **PYCL 0666 Must be completed with a grade of B minus (B-) or better.**

** **HIPAA training is required as part of PYCL 0570. A certificate will be issued to the student upon completion.**

The student must file an application for practicum and receive approval prior to registering for a practicum. The student will submit their HIPAA training certificate with the practicum application. Approval for practicum will not be given without documentation of the HIPAA certificate.

All Clinical Mental Health Counseling students must be covered by individual professional counseling liability insurance policies while enrolled in Practicum and Internship. Resources to fulfill this individual liability insurance requirement are available in the Department of Counseling Student Center in Canvas. Proof of coverage will be required for students to remain at a site placement.

Students are responsible for the cost of their own fingerprinting and background checks for practicum and internships.

Further practicum instructions will be provided to students prior to practicum registration.

COMPETENCY ATTAINMENT

As part of a systematic assessment of each Clinical Mental Health Counseling student's progress throughout the program, faculty will examine student learning in relation to demonstration of a combination of knowledge and skills, as well as professional dispositions. Competency-based assessments, in the form of Key Performance Indicators (KPI's), are embedded in the Clinical Mental Health Counseling coursework. Students who do not meet the required competency will be required to remediate the competency in order to receive a passing grade for that particular course. The instructor will assign a plan for remediating the KPI assessment, and the student is responsible for completing the tasks outlined in the remediation plan. Detailed assignment information and associated grading rubrics are located in the designated course syllabi.

COUNSELOR DISPOSITIONS

In addition to the College of Psychology Core Performance Standards, throughout the educational experience at Nova Southeastern University, applicants and students in the Clinical Mental Health Counseling concentration should develop and embody key professional dispositions. NSU counseling student dispositions are comprised of four categories, including professional behavior; positive attitude and self-awareness; communication, and ethical behavior. Faculty will monitor these dispositions at multiple points in time across the Clinical Mental Health Counseling curriculum. Faculty may identify problems in students' functioning, provide constructive feedback to them, and require a remediation plan to address those difficulties. Detailed assessment information is located in the designated course syllabi and in the Department of Counseling Student Center in Canvas.

CLINICAL MENTAL HEALTH COUNSELING COUNSELOR PREPARATION COMPREHENSIVE EXAMINATION (CPCE)

All **Clinical Mental Health Counseling concentration** students are required to complete the Counselor Preparation Comprehensive Examination (CPCE). The current cost of the NSU campus-based exam offered on the main and regional campuses (Internet-Based Test/IBT) is **\$75 and may be subject to change**. The current cost of the off-campus exam (Computer-Based Test/CBT at a Pearson VUE Center) is **\$150 and may be subject to change**.

Students enrolled in **PYCL 0681 Counseling Internship I** are eligible to sit for the exam. Students will access the exam registration link for the CPCE via the Department of Counseling Student Center in Canvas.

The exam will need to be repeated upon an unsuccessful attempt. The exam cost is assessed for each attempt. A student has the ability to repeat the exam as many times as needed; however, they must complete their program within five years from the date of first enrollment (see Time Limit Requirements). Students with an unsuccessful attempt may be approved to repeat the exam once during the same academic term at a Pearson VUE Center, provided that the first attempt was completed prior to the campus-based exam date, and the student completes the repeated attempt prior to the end of the current academic term. Students who defer any repeated exam attempts to future terms will be held to the standards and procedures in place for the term in which they sit for the exam.

The CPCE is currently offered on the main campus and the regional campuses every semester (Fall, Winter, and Summer), and may be subject to change. Online students **residing outside of Florida** have the option of completing the exam at any of the available campus-based locations **or** at a Pearson VUE Center. Information concerning exam format and content is located in the Department of Counseling Student Center in Canvas.

The deadline to register coincides with the registration dates for the respective term, and will be posted accordingly. Failure to adhere to the established deadline will require the student to delay the exam until the next semester. If the student missed the deadline and cannot wait until the subsequent semester to take the exam, he/she must submit an appeal to the Department Chair to waive the deadline. There must be extenuating circumstances for the appeal to be approved. If the Department Chair approves the appeal, the student will be informed of the steps necessary to take the exam at a Pearson Vue Center, which means incurring the current cost of \$150.

RESIDENTIAL INSTITUTE

Clinical Mental Health Counseling students completing their degree in the **online format** and who entered the program during the Fall 2018 term and beyond are required to complete a three-day residency experience at either the NSU Fort Lauderdale/Davie campus or the NSU Orlando campus.

After successful completion of the pre-requisite course PYCL 0502 Counseling Theories and Practice, the **mandatory residency weekend will be required as a component of PYCL 0511 Introduction to Counseling Techniques and for matriculation (degree candidacy) into the program.** The remainder of the course will be conducted in the hybrid format via Canvas based on the course syllabus. Please refer to the Clinical Mental Health Counseling Matriculation Requirements for information about degree candidacy.

Students must register for the section of PYCL 0511 that corresponds with the dates and location of their selected residency weekend. Please refer to the Academic Calendar for Residential Institute dates and locations. Transferring sections after the Drop/Add deadline will not be permitted. Students will be unable to receive a passing grade in the course without Residential Institute attendance.

Transportation and accommodations will be the student's expense. Students from other concentrations and formats will not be permitted to register for the designated Residential Institute sections of PYCL 0511.

More information, including the Residential Institute Acknowledgement Form, is located on the Department of Counseling website and in the Department of Counseling Student Center in Canvas.

CLINICAL MENTAL HEALTH COUNSELING LICENSURE AND CERTIFICATION

A degree conferred by any College of Psychology program, may not automatically mean (1) acceptance of the program curricula by a given state for the purpose of professional licensure or certification; (2) acceptance of the program curricula for the purpose of any nongovernmental certification; or (3) satisfaction of an employer's preconditions/qualifications for employment.

Students are responsible for verifying periodically their individual eligibility for licensure, certification, internship, and employment through careful review of the applicable requirements of specific states, provinces, agencies and employers, as such requirements are subject to change without notice.

Students interested in pursuing national counseling certification should review requirements of the National Board for Certified Counselors at www.nbcc.org.

State of Florida Licensure for Mental Health Counselors

Students interested in licensure as a mental health counselor in Florida (LMHC) should request a copy of licensure requirements from the:

Department of Health
Board of Clinical Social Work, Marriage and Family Therapy,
and Mental Health Counseling
Medical Quality Assurance
4052 Bald Cypress Way
Bin # C08
Tallahassee, Florida 32399-3258
(850) 245-4474
Or visit their Web site at: www.doh.state.fl.us/mqa

Individual eligibility should be verified periodically through careful review of the state licensure regulations, which are subject to change.

Those students wishing to fulfill State of Florida requirements for licensure (effective January 1, 2001) may elect the option to fulfill the additional required practicum and internship hours (total 1000 hours) as required by Chapter 491, Florida Statutes. Students should meet with their on-site supervisor to ascertain whether additional hours are available above and beyond the minimum required for practicum/internship.

State Authorization of Distance Learning

Federal and state regulations require that institutions of higher education comply with state laws regarding distance learning. Students that have any questions related to state authorization should contact their College advisor or NSU's Office of Licensure and State Relations. More information may be located at <http://www.nova.edu/academics/distance-education.html>

Counseling Students: Illinois and New York regulate internship placements of students completing clinical training in online programs. Additionally, international practicum/internship placements are not available. Students planning to reside in either of these states or abroad during their practicum/internship should contact their academic advisor for clarification on the student's specific plans. Some states may have additional regulations related to licensure eligibility and requirements. Current state statutes should be reviewed at <http://www.nbcc.org/directory>.

2018-19 Planned Program of Study: Clinical Mental Health Counseling Concentration (60 credits)
Nova Southeastern University Master of Science in Counseling

Student Name: _____
 NSU ID: _____ Phone #: _____
 Street Address: _____
 City/State/Zip Code: _____
 Student Email: _____@mysu.nova.edu

Advisor Name: _____
 Campus/Format: _____
☐ Main Campus
☐ Online
☐ Regional Campus _____ (name)

Required Foundational Counseling Courses (27 hrs.)

(For course descriptions please consult your handbook.)

	Credit Hours	Requirements	Term Taken	Grade Earned
*PYCL 0502 Counseling Theories and Practice	3	<input type="checkbox"/> Orientation <input type="checkbox"/> Dispositions		
*PYCL 0507 Research and Evaluation for Counselors	3	<input type="checkbox"/> Research Article Critique KPI		
*PYCL 0511 Introduction to Counseling Techniques (Prerequisite: PYCL 0502)	3	<input type="checkbox"/> Skills Video KPI		
*PYCL 0570 Ethical, Legal & Professional Issues for Counselors (Prerequisite: PYCL 0502)	3	<input type="checkbox"/> HIPAA Certificate KPI		
PYCL 0512 Human Growth & Development	3	<input type="checkbox"/> Human Devel. Paper KPI		
PYCL 0608 Psychological Testing for Individual Evaluation (Prerequisite: PYCL 0507)	3	<input type="checkbox"/> Assessment Plan KPI		
PYCL 0631 Career & Lifestyle Assessment	3	<input type="checkbox"/> Career Theory Applic. KPI		
PYCL 0632 Social & Cultural Foundations of Counseling	3	<input type="checkbox"/> Ethnographic Interview KPI		
PYCL 0635 Group Theory & Practice (Prerequisites: PYCL 0502, 0511)	3	<input type="checkbox"/> Group Plan KPI <input type="checkbox"/> Dispositions		

*Courses required for matriculation. Review matriculation policies, minimum grade requirements, dispositional requirements, and dismissal policies in the Department of Counseling Policies and Procedures Handbook.

Required Clinical Mental Health Counseling Concentration Courses (33 hrs.)

	Credit Hrs.	Requirements	Term	Grade
PYCL 0582 Human Sexuality	3			
PYCL 0584 Diagnosis & Treatment of Adult Psychopathology	3			
PYCL 0586 Diagnosis & Treatment of Child & Adolescent Psychopathology	3			
PYCL 0612 Substance Abuse (Prerequisites: PYCL 0502, 0511)	3			
PYCL 0645 Couples and Family Counseling Strategies (Prerequisites: PYCL 0502, 0511, 0584, or consent of advisor)	3			
PYCL 0660 Community Mental Health	3			
PYCL 0666 Case Conceptualization & Treatment Strategies (Prerequisites: PYCL 0502, 0511, 0584, or consent of advisor)	3			
PYCL 0669 Advanced Treatment Interventions (Prerequisites: PYCL 0502, 0511, 0584, 0666)	3			
**PYCL 0680 Counseling Practicum (Prerequisites: PYCL 0502, 0507, 0511, 0570, 0584, 0586, 0635, & 0666 with a grade of B- or better)	3	<input type="checkbox"/> Dispositions <input type="checkbox"/> Logs <input type="checkbox"/> Midterm Eval <input type="checkbox"/> Final Eval		
PYCL 0681 Counseling Internship I (Prerequisite: PYCL 0680 with a grade of B- or better)	3	<input type="checkbox"/> KPI Quiz <input type="checkbox"/> Logs <input type="checkbox"/> Midterm Eval <input type="checkbox"/> Final Eval		
PYCL 0682 Counseling Internship II (Prerequisite: PYCL 0681 with a grade of B- or better)	3	<input type="checkbox"/> Capstone KPI <input type="checkbox"/> Logs <input type="checkbox"/> Midterm Eval <input type="checkbox"/> Final Eval		

** Requires student to initiate Practicum Application and Approval process approximately 5 months prior to intended course start. **Deadlines: January 15th for Summer start; April 15th for Fall start; & September 15th for Winter start.** Instructions located in Department of Counseling Student Center in Canvas.

Exit Exam

Date Passed

Counselor Preparation Comprehensive Examination (includes content in Foundational Counseling Courses)

Student's Involvement in Professional Organizations: ☐ ACA ☐ FCA ☐ CSO ☐ Other: _____

Participation in seminars, conferences, and other activities that Contribute to Personal and Professional Growth: ☐ Yes ☐ No List: _____

KPI = Key Performance Indicator; Dispositions = Assessment of Student Dispositions

Recommended Course Sequence: Clinical Mental Health Counseling Concentration (60 credits)
Nova Southeastern University Master of Science in Counseling

FULL-TIME RECOMMENDED COURSE SEQUENCE (6 credits per term):

Full-Time Year 1		
Semester 1	Semester 2	Semester 3
PYCL 0502*	PYCL 0511	PYCL 0635
PYCL 0507	PYCL 0570	PYCL 0584
Full-Time Year 2		
Semester 1	Semester 2	Semester 3
PYCL 0586	PYCL 0631	PYCL 0666
PYCL 0512	PYCL 0632	PYCL 0660
	Review Practicum Application Deadlines	
Full-Time Year 3		
Semester 1	Semester 2	Semester 3
PYCL 0612	PYCL 0669	PYCL 0582
PYCL 0608	PYCL 0645	PYCL 0682 (Internship Field Placement, 20 hrs/wk)
PYCL 0680 (Practicum Field Placement, 10 hrs/wk)	PYCL 0681 (Internship Field Placement, 20 hrs/wk)	
Review CPCE Application Deadlines	CPCE (Exit Exam)	

*Regional campus schedules may vary based on course offerings.

ACCELERATED FULL-TIME RECOMMENDED COURSE SEQUENCE (9-12 credits per term):

Intensive Full-Time Year 1		
Semester 1	Semester 2	Semester 3
PYCL 0502	PYCL 0511	PYCL 0635
PYCL 0507	PYCL 0584	PYCL 0586
PYCL 0512	PYCL 0570	PYCL 0666
PYCL 0631	PYCL 0632	PYCL 0660
	Review Practicum Application Deadlines	
Intensive Full-Time Year 2		
Semester 1	Semester 2	Semester 3
PYCL 0612	PYCL 0669	PYCL 0582
PYCL 0608	PYCL 0645	PYCL 0682 (Internship Field Placement, 20 hrs/wk)
PYCL 0680 (Practicum Field Placement, 10 hrs/wk)	PYCL 0681 (Internship Field Placement, 20 hrs/wk)	
Review CPCE Application Deadlines	CPCE (Exit Exam)	

IMPORTANT NOTES:

- Students must complete all degree requirements within 5 years of date of enrollment.
- After matriculation, students are required to be in continuous enrollment each term. Students who register for fewer than 6 credits/term should review financial aid implications. Students who fail to enroll in courses MUST have an approved Leave of Absence or will be dismissed from graduate study.
- Given the rigor of graduate study in a professional clinical training program, students should work with their Academic Advisor to plan a reasonable course of study based on individual student circumstances (e.g., employment, family obligations).

M.S in Counseling

Substance Abuse Counseling
Concentration

Substance Abuse Counseling
and Education Concentration

SUBSTANCE ABUSE COUNSELING AND SUBSTANCE ABUSE COUNSELING AND EDUCATION CONCENTRATIONS

The Master's in Counseling Program with a Substance Abuse Counseling (SAC) concentration or Substance Abuse Counseling and Education (SACE) concentration, housed under the College of Psychology at Nova Southeastern University, offers an innovative academic program designed for the working professional actively involved in or entering the field of substance abuse counseling or related fields. The program offers individuals the opportunity to earn a fully online degree in counseling with concentrations in Substance Abuse Counseling or Substance Abuse Counseling and Education. The online program is particularly designed to serve the training needs of administrators and practitioners who seek advanced training, but who cannot access quality training without the interruption of ongoing work responsibilities.

The master's in counseling program will develop the skills and leadership abilities of counselors who have a desire to provide, create and maintain high quality service delivery. The online instruction offers accessibility and flexibility along with a quality educational opportunity for the mature independent student.

The Substance Abuse Counseling or Substance Abuse Counseling and Education concentrations are designed for the continued professional development of persons who presently serve or will serve their community in a variety of counseling or related capacities. Master's training is based on a developmental model that emphasizes interdisciplinary collaboration, prevention of dysfunction, and direct service. The field of counseling, which has experienced a great deal of growth over the past decades, now has professionals placed in mental health settings, business and industry, substance abuse clinics, hospices, hospitals, educational settings, and private practices. The course work provides broad-based training designed to equip individuals with the skills necessary to confront a wide variety of contemporary issues. The Substance Abuse Counseling or Substance Abuse Counseling and Education concentration curriculum meets the academic requirements for certification as a Florida Certified Addictions Professional and Florida Masters Level Addiction Professional through the Florida Certification Board.

This program will prepare students to become competent providers of substance abuse services in a multicultural and diverse society through:

1. understanding their professional identity in their area of concentration, including roles, functions and relationships with other providers
2. possessing a strong background in the history, philosophy, ethical standards and policy issues related to their area
3. gaining specialized knowledge and skills needed to provide service delivery in mental health, substance abuse, or applied behavior analysis.
4. having a strong background in the nature and needs of individuals at all developmental levels
5. understanding and respecting the influences of varied backgrounds and experiences of individuals in a pluralistic society
6. understanding the contextual basis for assessment and intervention and becoming effective consumers of research
7. applying knowledge and skills to the treatment of individuals, families and groups
8. designing and implementing prevention services

SUBSTANCE ABUSE COUNSELING CURRICULUM AND DEGREE COMPLETION REQUIREMENTS

Master's Degree in Counseling, Substance Abuse Counseling (SAC) Concentration (48 credit hours total) and Substance Abuse Counseling and Education (SACE) Concentration Curriculum (60 credit hours total)

Substance Abuse Counseling (SAC) Concentration Requirements (48 credits total)

Core Course Requirements (33 credits)

PYCL 0502 Counseling Theories and Practice
PYCL 0507 Research and Evaluation for Counselors
PYCL 0512 Human Growth and Development
PYCL 0570 Ethical, Legal, and Professional Issues for Counselors
PYCL 0584 Diagnosis and Treatment of Adult Psychopathology
PYCL 0608 Psychological Testing for Individual Evaluation
PYCL 0612 Substance Abuse
PYCL 0631 Career and Lifestyle Assessment
PYCL 0632 Social and Cultural Foundations of Counseling
PYCL 0635 Group Theory and Practice
PYCL 0645 Couples and Family Counseling Strategies

Substance Abuse Counseling Concentration Requirements (Additional 15 credits)

- SA 0710 Foundations of Substance Abuse and Mental Health Counseling in Community Settings
- SA 0720 Issues in Clinical Supervision
- SA 0730 Treatment of Co-occurring Disorders
- SA 0740 Psychopharmacology of Illicit and Licit Drugs
- SA 0770 Substance Abuse Counseling Practicum I
- SA 0780 Substance Abuse Counseling Practicum II **Elective**

Substance Abuse Counseling and Education (SACE) Concentration Requirements (60 credits total)

Core Course Requirements (33 credits)

PYCL 0502 Counseling Theories and Practice
PYCL 0507 Research and Evaluation for Counselors
PYCL 0512 Human Growth and Development
PYCL 0570 Ethical, Legal, and Professional Issues for Counselors
PYCL 0584 Diagnosis and Treatment of Adult Psychopathology
PYCL 0608 Psychological Testing for Individual Evaluation
PYCL 0612 Substance Abuse
PYCL 0631 Career and Lifestyle Assessment
PYCL 0632 Social and Cultural Foundations of Counseling
PYCL 0635 Group Theory and Practice
PYCL 0645 Couples and Family Counseling Strategies

Substance Abuse Counseling and Education Concentration Requirements (Additional 27 credits)

- SA 0710 Foundations of Substance Abuse and Mental Health Counseling in Community Settings
- SA 0720 Issues in Clinical Supervision
- SA 0730 Treatment of Co-occurring Disorders
- SA 0740 Psychopharmacology of Illicit and Licit Drugs
- SA 0750 Prevention Programming and Education
- SA 0770 Substance Abuse Counseling Practicum I
- SA 0780 Substance Abuse Counseling Practicum II
- SA 0790 Substance Abuse Counseling Practicum III
- Clinical Mental Health Counseling Concentration Elective

The Master of Science degree program in Counseling with a concentration in Substance Abuse Counseling requires 48 semester hours of graduate credit (core courses 33 credit hours + 15 credit hours substance track). The Master of Science degree program in Counseling with a concentration in Substance Abuse Counseling and Education requires 60 semester hours of graduate credit (core courses 33 credit hours + 15 credit hours substance track + 12 credit hours substance abuse advanced track which includes a 3 credit elective from the Clinical Mental Health Counseling concentration).

The M.S. in Counseling with concentrations in Substance Abuse Counseling and Substance Abuse Counseling and Education is offered in the online format, and may be taken on a full-time or part-time basis. A student is expected to complete all requirements for the degree and graduate within five years of the date of first enrollment (see Time Limit Requirements).

A student must complete all courses for the degree with a grade point average of at least 3.0, including satisfactory completion of practicum and internship.

Course work in the counseling program can be taken in any sequence. The student should exercise care to ensure that matriculation requirements and other course prerequisites are met and should seek advisement from the appropriate academic advisor or faculty member as needed.

Students who have achieved matriculation status (completed the four designated courses for their concentration) and would like to add or change an eligible concentration must complete a specialty track request form and submit to the master's program office for approval. In each concentration, students must satisfactorily complete all curriculum requirements for selected concentrations before the degree can be conferred. Dual concentrations may not be available in all concentrations and formats. Consult a program advisor for further details.

SUBSTANCE ABUSE COUNSELING MATRICULATION REQUIREMENTS (DEGREE CANDIDACY)

Substance Abuse Counseling and Substance Abuse Counseling and Education Concentrations

Students are admitted into graduate study at the master's level and are reviewed for degree candidacy (matriculation) after completion of the designated four courses (12 credits) which must be completed within the first six courses (18 credits) or first two semesters for which the student is enrolled.

These four designated courses require demonstration of written, quantitative, and interpersonal skills, as well as overall professional functioning. The designated four courses for matriculation are:

1. PYCL 0502 Counseling Theories and Practice
2. PYCL 0507 Research and Evaluation for Counselors
3. PYCL 0570 Ethical, Legal, and Professional Issues for Counselors
4. SA 0710 Foundations of Substance Abuse/Mental Health Counseling in Community Settings

During the formal review for matriculation, the students' academic, behavioral, interpersonal, and professional performance in the four designated courses listed above will be examined. Students need a grade point average of 3.0 or above in the four designated courses to be matriculated. **Students who receive two grades below a B minus (B-) or a grade of F in any of the four designated courses will not be matriculated and will be withdrawn from graduate study.**

Prior to the formal matriculation review, should a student receive a second grade below B minus (B-) or a grade of F, the student will automatically be withdrawn from graduate study. Students with a grade point average greater than 2.5 but less than 3.0 for the four designated courses will be maintained in a non-matriculated status. No more than four additional courses may be taken without achieving an overall grade point average of 3.0.

Under no circumstances will students who achieve a grade point average of 2.5 or below in the four designated courses be permitted to take graduate level courses in a College of Psychology program.

ACADEMIC STANDING (FOLLOWING MATRICULATION)

The grading policy for all graduate programs in the College of Psychology requires students to maintain a minimum cumulative grade point average of 3.0. In addition, other minimum requirements are in existence. Failure to meet these requirements will result either in academic probation or dismissal as detailed below.

Probation

Academic probation will occur automatically when any of the following conditions exist:

1. The cumulative grade point average falls below 3.0.
2. A grade of F is received.
3. Three concurrent incompletes (I) appear on the transcript.

The student, the master's program administration, and the Department Chair will be notified in writing of the student's probationary status. A student is allowed one year (two full semesters, excluding summer sessions and leaves of absence) to remove probationary status.

Academic probation may affect the student's financial aid status.

Dismissal

Automatic dismissal from any graduate program in the College of Psychology will occur when any of the following conditions exist:

1. Academic probation extends beyond one year.
2. More than 2 grades below B minus (B-) are received.
3. Two grades of F are received.

ACADEMIC STANDING (NON-DEGREE SEEKING STUDENTS)

Non-Degree Seeking students will be held to the same standards as degree seeking students and must successfully complete course work. Students will be notified to contact a Program Coordinator should he/she receive a first grade below B minus (B-). Should a student receive a second grade below B minus (B-) or a grade of F, the student will automatically be withdrawn from graduate studies and must wait one year (three academic terms) to reapply.

SUBSTANCE ABUSE COUNSELING PRACTICUM REQUIREMENTS

Practicum is conceived to be that phase of the master's in counseling program in which a counselor-trainee is able to crystallize his or her educational experiences by translating theoretical constructs into practice. This type of supervised practice in counseling is generally viewed as an experience that assists the prospective counselor to function within a clinical setting. It serves as a bridge between the theoretical and the real. It is the first opportunity for the counselor-trainee to apply what he or she has learned from the more didactic portion of the counseling program. Practicum experiences are designed to provide students

with a sequential, supervised field experience in an appropriate clinical setting. Students will be required to complete the designated clinical training (field) experiences in their concentration. If more than one clinical training experience is required in a concentration, students are required to complete the practicum in continuous semesters. Students should be aware that some clinical training sites require evenings and weekends as well as daytime hours. Students are also expected to meet all clinical obligations during holidays and academic session breaks. If the student elects to intern more than the required hours per week, it should be discussed during the initial interview with the site. In addition, the student is required to attend the regularly scheduled class meetings. Students may elect to complete additional hours as required for licensure or certification in their state.

Students eligible to begin practicum will complete and submit a practicum application form to the master's in counseling program office by the announced deadline (form is available on the College of Psychology website www.psychology.nova.edu). Students will be notified by the program office of their approval or rejection to begin practicum. Those students approved to begin practicum will be provided with instructions regarding application for site approval and placement several months in advance of the term start. If a student is requesting placement outside of Florida or not near an NSU regional campus, the student is responsible for providing information on appropriate agencies in their local or surrounding areas. The student cannot complete his or her practicum experience in a private practice. If the student would like to do his or her practicum at the same site where he or she is employed, it must be completed in a different department/unit, must involve completely different duties, and must be supervised by a qualified professional unrelated to his or her present position. The student must receive permission from the program coordinator before requesting a placement in the place of his or her employment. An NSU representative will contact the agency on behalf of the student. While many students can complete the requirement while working, they should be prepared to make whatever arrangements are necessary to complete this requirement including a leave of absence, adjustment of the work schedule, etc. Practicum and internship time must not be compensated.

Substance Abuse Counseling (SAC) Practicum: One semester of practicum is required. The practicum spans a 15-week semester. The student will spend a minimum of 160 hours (approx. 11 hrs/week) with a minimum of 75 hours of direct client contact in a community agency setting and participate in a practicum seminar class. Students may elect to take an additional practicum to gain more experience and to satisfy certification requirements.

Substance Abuse Counseling and Education (SACE) Practicum: Three consecutive semesters of practicum are required to afford students the opportunity of working with a variety of client populations over time. Each practicum spans a 15-week semester, on average. The student will spend a minimum of 160 hours (approx. 11 hrs/week) with a minimum of 75 hours of direct client in a community agency setting and participate in a practicum seminar class each semester.

Some states may require more practicum hours than required by Nova Southeastern University for licensure/certification. Students wishing to meet their respective state requirements for practicum may increase hours during the regular scheduled practicum or add additional practicum courses to meet state requirements.

It is the student's responsibility to check your respective state or local statutes and requirements for supervised practicum experiences in your selected discipline.

Students are responsible for the cost of their own fingerprinting and background checks for practicum and internships.

For online students, practicum and internship schedules are a departure from the asynchronous format. Students will be required to register for a section and be available for the live, synchronous class via Canvas during the posted class meeting times. Sections meet during the week at varying times, as listed in WebSTAR.

*****Immediate placement at a practicum site may not be guaranteed*****

Substance Abuse Counseling (SAC) Practicum Prerequisites

To be eligible for SA 0770 Substance Abuse Counseling Practicum I, students must have completed the following prerequisite courses:

PYCL 0502 Counseling Theories and Practice

PYCL 0507 Research and Program Evaluation

PYCL 0570 Legal, Ethical and Professional Issues for Counselors**

PYCL 0584 Diagnosis and Treatment of Adult Psychopathology

PYCL 0612 Substance Abuse

SA 0740 Psychopharmacology of Illicit and Licit Drugs*

***SA 0740 must be completed with a grade of B minus (B-) or better**

**** HIPAA training is required as part of PYCL 0570. A certificate will be issued to the student upon completion.**

Substance Abuse Counseling and Education (SACE) Practicum Prerequisites

SA 0770 Practicum I

The student must file an application for practicum and receive approval prior to registering for a practicum. The student will submit their HIPAA training certificate with the practicum application. Approval for practicum will not be given without documentation of the HIPAA certificate.

Students are responsible for the cost of their own fingerprinting and background checks for practicum and internships.

Further practicum instructions will be provided to students prior to practicum registration.

SUBSTANCE ABUSE COUNSELING LICENSURE AND CERTIFICATION

A degree conferred by any College of Psychology program, may not automatically mean (1) acceptance of the program curricula by a given state for the purpose of professional licensure or certification; (2) acceptance of the program curricula for the purpose of any nongovernmental certification; or (3) satisfaction of an employer's preconditions/qualifications for employment.

Students are responsible for verifying periodically their individual eligibility for licensure, certification, internship, and employment through careful review of the applicable requirements of specific states, provinces, agencies and employers, as such requirements are subject to change without notice.

Students interested in pursuing national addictions certification should review requirements of the National Association for Addiction Professionals at www.naadac.org.

Florida Certified Addiction Professional (CAP) and Florida Master's Level Addiction Professional (MCAP)

For information regarding the CAP and MCAP requirements, students should review the requirements for certification at <http://flcertificationboard.org/certification/available-certifications/>

**2018-19 Planned Program of Study: Substance Abuse Counseling/SAC (48 credits)
and Substance Abuse Counseling and Education/SACE (60 credits) Concentrations
Nova Southeastern University Master of Science in Counseling**

Student Name: _____
NSU ID: _____ **Phone #:** _____
Street Address: _____

City/State/Zip Code: _____
Student Email: _____@mysu.nova.edu
Advisor Name: _____

33 Credit Hours: Required Core Counseling Courses

(For course descriptions please consult your handbook.)

	Credit Hours	Requirements	Term Taken	Grade Earned
*PYCL 0502 Counseling Theories and Practice	3	<input type="checkbox"/> Orientation <input type="checkbox"/> Dispositions		
*PYCL 0507 Research and Evaluation for Counselors	3	<input type="checkbox"/> Research Article KPI		
PYCL 0512 Human Growth & Development	3	<input type="checkbox"/> Human Devel. Paper KPI		
*PYCL 0570 Ethical, Legal & Professional Issues for Counselors (Prerequisite: PYCL 0502)	3	<input type="checkbox"/> HIPAA Certificate KPI		
PYCL 0584 Diagnosis & Treatment of Adult Psychopathology	3			
PYCL 0608 Psychological Testing for Individual Evaluation (Prerequisite: PYCL 0507)	3	<input type="checkbox"/> Assessment Plan KPI		
PYCL 0612 Substance Abuse (Prerequisite: PYCL 0502)	3			
PYCL 0631 Career & Lifestyle Assessment	3	<input type="checkbox"/> Career Theory Applic. KPI		
PYCL 0632 Social & Cultural Foundations of Counseling	3	<input type="checkbox"/> Ethnographic Interview KPI		
PYCL 0635 Group Theory & Practice (Prerequisite: PYCL 0502)	3	<input type="checkbox"/> Group Plan KPI <input type="checkbox"/> Dispositions		
PYCL 0645 Couples & Family Counseling Strategies (Prereq: PYCL 0502, 0584, or consent of advisor)	3			

Additional 15 Credit Hrs Required: Substance Abuse Counseling Concentration Courses

	Credit Hrs.	Requirements	Term	Grade
*SA 0710 Foundations of Substance Abuse and Mental Health Counseling in Community Settings	3			
SA 0720 Issues in Clinical Supervision	3			
SA 0730 Treatment of Co-occurring Disorders	3			
SA 0740 Psychopharmacology of Illicit and Licit Drugs	3			
**SA 0770 Substance Abuse Counseling Practicum I (Prerequisites: PYCL 0502, 0507, 0584, 0570, 0612; SA 0740 with a grade of B minus or better)	3			
SA 0780 Substance Abuse Counseling Practicum II Elective	3			

Additional 12 Credit Hours Required: Substance Abuse Couns. & Educ. Concentration Courses

	Credit Hrs.	Requirements	Term	Grade
SA 750 Prevention Programming and Education	3			
SA 780 Substance Abuse Counseling Practicum II (Prereq: SA 770 with a grade of B minus or better)	3			
SA 790 Substance Abuse Counseling Practicum III (Prereq: SA 780 with a grade of B minus or better)	3			
Clinical Mental Health Counseling Concentration Elective***	3			

*Courses required for matriculation. Review matriculation policies, minimum grade requirements, dispositional requirements, and dismissal policies in the Department of Counseling Policies and Procedures Handbook.

** Requires student to initiate Practicum Application and Approval process approximately 5 months prior to intended course start. **Deadlines: January 15th for Summer start; April 15th for Fall start; & September 15th for Winter start.** Instructions located in Department of Counseling Student Center in Canvas. SA 0740 & 0770 must be completed with a grade of B- or better. For SACE, SA 0780 and SA 0790 must be completed with a grade of B- or better.

*** CMHC Elective Options Include: PYCL 0511, 0582, 0586, & 0660

Student's Professional Involvement & Activities: ☐ ACA ☐ IAAOC ☐ NAADAC ☐ Other: _____

Recommended Course Sequence: Substance Abuse Counseling (48 credits) and Substance Abuse Counseling and Education (60 credits) Concentrations
Nova Southeastern University Master of Science in Counseling

FULL-TIME RECOMMENDED COURSE SEQUENCE (6-9 credits per term):

Full-Time Year 1		
Semester 1	Semester 2	Semester 3
PYCL 0502 PYCL 0507	PYCL 0512 or SA 0710 PYCL 0570	PYCL 0635 or SA 0710 PYCL 0584
Full-Time Year 2		
Semester 1	Semester 2	Semester 3
SA 0720 or SA 0740 PYCL 0608	SA 0720 or SA 0740 PYCL 0612 Review Practicum Application Deadlines	SA 0730 or SA 0740 PYCL 0632 PYCL 0645 Review MCAP Exam Application Deadlines
Full-Time Year 3		
Semester 1	Semester 2	Semester 3
PYCL 0631 SA 0730 SA 0770 (Practicum Field Placement I) MCAP Exam (Optional Certification Exam)	<i>For Continuing SACE Students:</i> SA 0780 (Practicum Field Placement II: Elective for SAC, Required for SACE) SA 0750	<i>For Continuing SACE Students:</i> SA 0790 (Practicum Field Placement III) CMHC Elective (PYCL 0582 Recommended)

ACCELERATED FULL-TIME RECOMMENDED COURSE SEQUENCE (9-12 credits per term):

Intensive Full-Time Year 1		
Semester 1	Semester 2	Semester 3
PYCL 0502 PYCL 0507 PYCL 0512 PYCL 0584	SA 0710 PYCL 0612 PYCL 0570 SA 0740	PYCL 0635 SA 0720 PYCL 0645 PYCL 0632 Review Practicum Application Deadlines
Intensive Full-Time Year 2		
Semester 1	Semester 2	Semester 3
PYCL 0608 SA 0730 SA 0770 (Practicum Field Placement I) Review MCAP Exam Application Deadlines	PYCL 0631 <i>For Continuing SACE Students:</i> SA 0780 (Practicum Field Placement II: Elective for SAC, Required for SACE) MCAP Exam (Optional Certification Exam)	<i>For Continuing SACE Students:</i> SA 0750 SA 0790 (Practicum Field Placement III) CMHC Elective (PYCL 0582 Recommended)

IMPORTANT NOTES:

- Students must complete all degree requirements within 5 years from date of enrollment.
- After matriculation, students are required to be in continuous enrollment each term. Students who register for fewer than 6 credits/term should review financial aid implications. Students who fail to enroll in courses **MUST** have an approved Leave of Absence or will be dismissed from graduate study.
- Given the rigor of graduate study in a professional clinical training program, students should work with their Academic Advisor to plan a reasonable course of study based on individual student circumstances (e.g., employment, family obligations).
- SA/SACE Concentration Courses are rotated. Please refer to the Course Concentration Offering Guides provided in the MS Counseling Student Center for exact rotation.

M.S in Counseling

Applied Behavior Analysis
Concentration

APPLIED BEHAVIOR ANALYSIS CONCENTRATION

The Master's in Counseling Program with an Applied Behavior Analysis concentration, housed under the College of Psychology at Nova Southeastern University, is an innovative academic program designed for the working professional actively involved in or entering the field of Applied Behavior Analysis (ABA). The program offers individuals the opportunity to earn a fully online degree in counseling with a concentration in Applied Behavior Analysis.

The master's in counseling program will develop the skills and leadership abilities of counselors who have a desire to provide, create and maintain high quality service delivery. The online instruction offers accessibility and flexibility along with a quality educational opportunity for the mature independent student.

The Applied Behavior Analysis concentration is designed for those students interested in becoming credentialed as a Board Certified Behavior Analyst (BCBA) through the Behavior Analyst Certification Board (BACB). Increased recognition of the field of ABA as an empirically validated discipline has led to an identifiable need to prepare well educated professionals in this field. The program is focused on developing behavior-analytic competent practitioners, scholars, and instructors who are solidly grounded in basic principles derived from the systematic study of behavior. As such, students in this program will be expected to take on a dynamic behaviorist perspective and inform their practice with current research findings. The mission of this program is to develop strong practitioners informed by science, supervisors, and consultants who will contribute to the advancement of the field of Applied Behavior Analysis. The Applied Behavior Analysis concentration is a BACB verified course sequence that meets the academic and experience requirements for certification.

This program will prepare students to become competent providers of Applied Behavior Analysis services in a multicultural and diverse society through:

1. understanding their professional identity in their area of concentration, including roles, functions and relationships with other providers
2. possessing a strong background in the history, philosophy, ethical code and policy issues related to their area
3. gaining specialized knowledge and skills needed to provide service delivery in Applied Behavior Analysis.
4. understanding and respecting the influences of varied backgrounds and experiences of individuals in a pluralistic society
5. understanding the contextual basis for assessment and intervention and becoming effective consumers of research
6. applying knowledge and skills to the treatment of individuals, families and groups
7. designing and implementing prevention services

APPLIED BEHAVIOR ANALYSIS CURRICULUM AND DEGREE COMPLETION REQUIREMENTS

Master's Degree in Counseling, Applied Behavior Analysis (BCBA) Concentration Curriculum

The Behavior Analyst Certification Board, Inc.[®] (BACB) has approved the following as a verified course sequence that meets coursework and experience requirements for eligibility to take the BCBA Examination. Students wishing to fulfill BACB requirements for professional certification should contact the BACB for specific information and advisement. It is recommended that students register with the BACB at

<https://gateway.bacb.com/Account/Login.aspx> in order to receive monthly newsletters and stay well-informed of credentialing requirements. Please check with an academic advisor regarding course planning and selection.

Applied Behavior Analysis (BCBA) Concentration Requirements (51 credits total; 63 credits total if all 12 credits electives taken)

Core Course Requirements (33 credits)

PYCL 0502 Counseling Theories and Practice
PYCL 0507 Research and Evaluation for Counselors
PYCL 0512 Human Growth and Development
PYCL 0570 Ethical, Legal, and Professional Issues for Counselors
PYCL 0584 Diagnosis and Treatment of Adult Psychopathology
PYCL 0608 Psychological Testing for Individual Evaluation
PYCL 0612 Substance Abuse
PYCL 0631 Career and Lifestyle Assessment
PYCL 0632 Social and Cultural Foundations of Counseling
PYCL 0635 Group Theory and Practice
PYCL 0645 Couples and Family Counseling Strategies

Applied Behavior Analysis Requirements (Additional 18 credits)

- ABA 0710 Principles of Applied Behavior Analysis
- ABA 0720 Applications of Applied Behavior Analysis
- ABA 0730 Behavior Assessment Models in Applied Behavior
- ABA 0740 Evaluating Interventions in Applied Behavior Analysis
- ABA 0750 Professional Issues in Applied Behavior Analysis
- ABA 0755 Ethical Conduct for Applied Behavior Analysts

Optional Electives Required for BCBA Examination Eligibility (Additional 12 credits)

- ABA 0760 Practicum in Applied Behavior Analysis I (**Elective**)
- ABA 0770 Practicum in Applied Behavior Analysis II (**Elective**)
- ABA 0780 Advanced Practicum in Applied Behavior Analysis I (**Elective**)
- EABA 0800 Seminar on Advanced Topics in ABA (**Elective**)*

Non-Degree Applied Behavior Analysis

(Please note: Candidates must have a minimum of a Master's degree in Education, Psychology and/or ABA from a regionally accredited institution to apply for the non-degree ABA concentration.)

- ABA 0710 Principles of Applied Behavior Analysis
- ABA 0720 Applications of Applied Behavior Analysis
- ABA 0730 Behavioral Assessment Models in Applied Behavior Analysis
- ABA 0740 Evaluating Interventions in Applied Behavior Analysis
- ABA 0750 Professional Issues in Applied Behavior Analysis
- ABA 0755 Ethical Conduct of Applied Behavior Analysts
- ABA 0760 Practicum in Applied Behavior Analysis I (**Elective**)
- ABA 0770 Practicum in Applied Behavior Analysis II (**Elective**)
- ABA 0780 Advanced Practicum in Applied Behavior Analysis I (**Elective**)
- EABA 0800 Seminar on Advanced Topics in Applied Behavior Analysis (**Elective**)*

***EABA 0800 is an elective course that students may take to prepare for the examination. This course is not required for the examination.**

The M.S. in Counseling with concentrations in Applied Behavior Analysis is offered in the online format only, and may be taken on a full-time or part-time basis. A student is expected to complete all requirements for the degree and graduate within five years of the date of first enrollment (see Time Limit Requirements,).

A student must complete all required courses for the degree with a grade point average of at least 3.0, including satisfactory completion of elective courses.

Course work in the counseling program can be taken in any sequence. The student should exercise care to ensure that matriculation requirements and other course prerequisites are met and should seek advisement from the appropriate academic advisor or faculty member as needed.

Students who have achieved matriculation status (completed the four designated courses for their concentration) and would like to add or change an eligible concentration must complete a specialty track request form and submit to the master's program office for approval. In each concentration, students must satisfactorily complete all curriculum requirements for selected concentrations before the degree can be conferred. Dual concentrations may not be available in all concentrations and formats. Consult a program advisor for further details.

APPLIED BEHAVIOR ANALYSIS MATRICULATION REQUIREMENTS (DEGREE CANDIDACY)

Applied Behavior Analysis (BCBA)

Students are admitted into graduate study at the master's level and are reviewed for degree candidacy (matriculation) after completion of the designated four courses (12 credits) which must be completed within the first six courses (18 credits) or first two semesters for which the student is enrolled.

These four designated courses require demonstration of written, quantitative, and interpersonal skills, as well as overall professional functioning. The designated four courses for matriculation are:

1. PYCL 0502 Counseling Theories and Practice
2. PYCL 0507 Research and Evaluation for Counselors
3. PYCL 0570 Ethical, Legal, and Professional Issues for Counselors
4. ABA 0710 Principles of ABA

During the formal review for matriculation, the students' academic, behavioral, interpersonal, and professional performance in the four designated courses listed above will be examined. Students need a grade point average of 3.0 or above in the four designated courses to be matriculated. **Students who receive two grades below a B minus (B-) or a grade of F in any of the four designated courses will not be matriculated and will be withdrawn from graduate study.**

Prior to the formal matriculation review, should a student receive a second grade below B minus (B-) or a grade of F, the student will automatically be withdrawn from graduate study. Students with a grade point average greater than 2.5 but less than 3.0 for the four designated courses will be maintained in a non-matriculated status. No more than four additional courses may be taken without achieving an overall grade point average of 3.0.

Under no circumstances will students who achieve a grade point average of 2.5 or below in the four designated courses be permitted to take graduate level courses in a College of Psychology program.

ACADEMIC STANDING (FOLLOWING MATRICULATION)

The grading policy for all graduate programs in the College of Psychology requires students to maintain a minimum cumulative grade point average of 3.0. In addition, other minimum requirements are in existence. Failure to meet these requirements will result either in academic probation or dismissal as detailed below.

Probation

Academic probation will occur automatically when any of the following conditions exist:

1. The cumulative grade point average falls below 3.0.
2. A grade of F is received.
3. Three concurrent incompletes (I) appear on the transcript.

The student, the master's program administration, and the Department Chair will be notified in writing of the student's probationary status. A student is allowed one year (two full semesters, excluding summer sessions and leaves of absence) to remove probationary status.

Academic probation may affect the student's financial aid status.

Dismissal

Automatic dismissal from any graduate program in the College of Psychology will occur when any of the following conditions exist:

1. Academic probation extends beyond one year.
2. More than 2 grades below B minus (B-) are received.
3. Two grades of F are received.

ACADEMIC STANDING (NON-DEGREE SEEKING STUDENTS)

Non-Degree Seeking students will be held to the same standards as degree seeking students and must successfully complete course work. Students will be notified to contact a Program Coordinator should he/she receive a first grade below B minus (B-). Should a student receive a second grade below B minus (B-) or a grade of F, the student will automatically be withdrawn from graduate studies and must wait one year (three academic terms) to reapply.

APPLIED BEHAVIOR ANALYSIS PRACTICUM REQUIREMENTS

Practicum is conceived to be that phase of the master's in counseling program in which a trainee is able to crystallize his or her educational experiences by translating theoretical constructs into practice. This type of supervised practice in ABA is generally viewed as an experience that assists the prospective behavior analyst to function within a clinical setting. It serves as a bridge between theory and practice. It is the first opportunity for the trainee to apply what he or she has learned from the academic courses in the counseling program.

Practicum courses are electives designed to provide students with a supervised experience in an appropriate clinical setting. Students electing this option will be required to complete the designated clinical training experiences in their concentration. Students should be aware that some clinical training sites require evenings and weekends as well as daytime hours. Students are also expected to meet all clinical obligations during holidays and academic session breaks. Students will be required to meet BACB standards for experience. In addition, students are required to attend the regularly scheduled class meetings. Students may elect to complete additional hours as required for licensure or certification in their state.

Students eligible to begin practicum will complete and submit a practicum application form to the master's in counseling program office by the announced deadline (form is available on the College of Psychology website www.psychology.nova.edu). Students will be notified by the program office of their approval or rejection to begin practicum. Those students approved to begin practicum will be provided with instructions regarding application for site approval several months in advance of the term start. If a student is requesting placement outside of Florida or not near an NSU regional campus, the student is responsible for providing information on appropriate agencies in their local or surrounding areas. Practicum training facilities will

be student-centered and provide adequate resources for training. If the student would like to do his or her practicum at the same site where he or she is employed, it must be completed in a different department/unit, must involve completely different duties, and must be supervised by a qualified professional unrelated to his or her present position. The student must receive permission from the program administrator before requesting a practicum placement in the place of his or her employment. An NSU representative will contact the agency on behalf of the student. While many students can complete the requirement while working, they should be prepared to make whatever arrangements are necessary to complete this requirement including a leave of absence, adjustment of the work schedule, etc. Practicum time must not be compensated.

Applied Behavior Analysis Practicum: Three semesters of practicum are offered as electives to help students gain clinical training experience under the supervision of a Board Certified Behavior Analyst. The practicum experience also helps to facilitate students' interest of meeting requirements for certification with the BACB. Students will work closely with a clinical training coordinator to identify and secure a practicum placement. Students will be provided with a list of approved practicum sites, and they will submit a rank order of training sites that they are interested attending. Students may also identify possible practicum sites for review and approval for a practicum placement. The clinical training coordinator will contact the site and determine what types of support and supervision will be needed and secure affiliation agreements with the practicum site. In order to be approved to begin practicum training, students will be required to interview with the site of interest and receive a formal invitation to receive supervised training (as per the agreed upon affiliation agreement) at the site. The student must complete all prerequisite didactic coursework satisfactorily and provide evidence of completion of the BACB Experience and Supervision Standards Training Modules. In addition, students will execute a supervision agreement with both their onsite supervisor and their faculty supervisor before starting to accrue experience hours. Lastly, students will need to successfully complete NSU's HIPAA training and receive background screening clearance. During clinical training, students will complete 20 hours per week in the first semester and 25 hours per week in the second and third semesters to meet the requirements. When applying to take the certification exam, students will need to submit their transcripts to the BACB as proof of supervised experience along with the Experience Verification Form signed by their supervisor. Students may choose to pursue independent fieldwork and supervision privately through their place of employment or through contracting with a local BCBA. If a student chooses this option, the student will coordinate his or her own experience outside the university. For more information regarding specific requirements for certification please consult the BACB at www.bacb.com.

Some states may require more practicum hours than required by Nova Southeastern University for licensure/certification. Students wishing to meet their respective state requirements for practicum may increase hours during the regular scheduled practicum or add additional practicum courses to meet state requirements.

It is the student's responsibility to check your respective state or local statutes and requirements for supervised practicum experiences in your selected discipline.

Students are responsible for the cost of their own fingerprinting and background checks for practicum.

For online students, practicum schedules are a departure from the asynchronous format. Students will be required to register for a section and be available for the live, synchronous class via Canvas during the posted class meeting times. Sections meet during the week at varying times, as listed in WebSTAR.

*****Immediate placement at a practicum site may not be guaranteed*****

Applied Behavior Analysis Practicum Prerequisites

1. ABA 0710 Principles of Applied Behavior Analysis (must be completed with a grade of B minus (B-) or better)
2. HIPAA training (required as part of PYCL 0570; a certificate will be issued to the student upon completion.)

The student must file an application for practicum and receive approval prior to registering for a practicum. The student will submit their HIPAA training certificate with the practicum application. Approval for practicum will not be given without documentation of the HIPAA certificate.

APPLIED BEHAVIOR ANALYSIS LICENSURE AND CERTIFICATION

A degree conferred by any College of Psychology program, may not automatically mean (1) acceptance of the program curricula by a given state for the purpose of professional licensure or certification; (2) acceptance of the program curricula for the purpose of any nongovernmental certification; or (3) satisfaction of an employer's preconditions/qualifications for employment.

Students are responsible for verifying periodically their individual eligibility for licensure, certification, internship, and employment through careful review of the applicable requirements of specific states, provinces, agencies and employers, as such requirements are subject to change without notice.

Behavior Analyst Certification Board (BACB)

For information regarding the requirements for certification in Applied Behavior Analysis, students should review the requirements for certification at <http://www.bacb.com>

2018-19 Planned Program of Study: Applied Behavior Analysis Concentration (51-63 credits)

Nova Southeastern University Master of Science in Counseling

Student Name: _____

City/State/Zip Code: _____

NSU ID: _____ **Phone #:** _____

Student Email: _____ **@mysu.nova.edu**

Street Address: _____

Advisor Name: _____

33 Credit Hours: Required Core Counseling Courses (For course descriptions please consult your handbook.)	Credit Hours	Requirements	Term	Grade
*PYCL 0502 Counseling Theories and Practice	3	<input type="checkbox"/> Dispositions		
*PYCL 0507 Research and Evaluation for Counselors	3	<input type="checkbox"/> Research Article Critique KPI		
PYCL 0512 Human Growth & Development	3	<input type="checkbox"/> Human Devel. Paper KPI		
*PYCL 0570 Ethical, Legal & Professional Issues for Counselors (Prerequisite: PYCL 502)	3	<input type="checkbox"/> HIPAA Certificate KPI		
PYCL 0584 Diagnosis & Treatment of Adult Psychopathology	3			
PYCL 0608 Psychological Testing for Individual Evaluation (Prerequisite: PYCL 507)	3	<input type="checkbox"/> Assessment Plan KPI		
PYCL 0612 Substance Abuse (Prerequisite: PYCL 502)	3			
PYCL 0631 Career & Lifestyle Assessment	3	<input type="checkbox"/> Career Theory Applic. KPI		
PYCL 0632 Social & Cultural Foundations of Counseling	3	<input type="checkbox"/> Ethnographic Interview KPI		
PYCL 0635 Group Theory & Practice (Prerequisite: PYCL 502)	3	<input type="checkbox"/> Group Plan KPI <input type="checkbox"/> Dispositions		
PYCL 0645 Couples and Family Counseling Strategies (Prereq: PYCL 502, 584, or consent of advisor)	3			

***Additional 18 Credit Hours Required: Applied Behavior Analysis Concentration Courses	Credit Hours	Requirements	Term	Grade
*ABA 0710 Principles of Applied Behavior Analysis	3			
ABA 0720 Applications of Applied Behavior Analysis (Prerequisite: ABA 710)	3			
ABA 0730 Behavior Assessment Models in Applied Behavior Analysis (Prerequisite: ABA 710)	3			
ABA 0740 Evaluating Interventions in Applied Behavior Analysis	3			
ABA 0750 Professional Issues in Applied Behavior Analysis (Prerequisite: ABA 710)	3			
ABA 0755 Ethical Conduct for Applied Behavior Analysts (Prerequisite: ABA 710)	3			

Optional Additional 12 Credit Hours	Credit Hours	Requirements	Term	Grade
**ABA 0760 Practicum in Applied Behavior Analysis I (Elective) (Prerequisite: ABA 710)	3			
ABA 0770 Practicum in Applied Behavior Analysis II (Elective) (Prerequisite: ABA 0760)	3			
ABA 0780 Practicum in Applied Behavior Analysis III (Elective) (Prerequisite: ABA 0770)	3			
EABA 0800 Seminar on Advanced Topics in ABA (Elective; Recommended for any pre-2014 ABA Coursework)	3			

**Courses required for matriculation. Review matriculation policies, minimum grade requirements, dispositional requirements, and dismissal policies in the Student Handbook.*

*** Requires student to initiate Practicum Application and Approval process approximately 5 months prior to intended course start. **Deadlines: January 15th for Summer start; April 15th for Fall start; & September 15th for Winter start.** Instructions located in Department of Counseling Student Center in Blackboard. ABA 710, 760, 770, & 780 must be completed with a grade of B- or better.*

****The Behavior Analyst Certification Board® has verified this course sequence as meeting the eligibility requirements for the Board Certified Behavior Analyst examination*

Supervised Clinical Experience Options:	<input type="checkbox"/> Independent Fieldwork (1500 hours) <input type="checkbox"/> University Practicum (1000 hours)
Certification & Licensure Advising: <i>As states continue to create new legislation regarding licensure, please be aware that this list may not be exhaustive. Be sure to check with the licensing board of your state to determine licensure requirements.</i>	<u>States Currently Requiring License for ABA Practice (11/2017):</u> Alabama, Alaska, Arizona, Arkansas, Hawaii, Kansas, Kentucky, Louisiana, Maryland, Massachusetts, Michigan, Mississippi, Missouri, Nevada, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Rhode Island, Tennessee, Utah, Vermont, Virginia, Washington, Wisconsin

Student's Professional Involvement & Activities: ☐ BACB ☐ ABAI ☐ ACA ☐ Other: _____

Recommended Course Sequence: Applied Behavior Analysis Concentration (51-63 credits)

Nova Southeastern University Master of Science in Counseling

FULL-TIME RECOMMENDED COURSE SEQUENCE (6 credits per term):

Full-Time Year 1		
<i>Semester 1</i>	<i>Semester 2</i>	<i>Semester 3</i>
PYCL 502 PYCL 507 ABA 710	ABA 710 PYCL 570	ABA 720 PYCL 635 PYCL 584
Full-Time Year 2		
<i>Semester 1</i>	<i>Semester 2</i>	<i>Semester 3</i>
PYCL 512 PYCL 608	ABA 720 PYCL 631 Review Practicum Application Deadlines	ABA 730 ABA 755 PYCL 632
Full-Time Year 3		
<i>Semester 1</i>	<i>Semester 2</i>	<i>Semester 3</i>
ABA 740 PYCL 612 ABA 760 (Elective Practicum I in ABA) Review BCBA Exam Application Deadlines	ABA 750 PYCL 645 ABA 770 (Elective Practicum II in ABA)	EABA 800 ABA 780 (Elective Practicum III in ABA)

INTENSIVE FULL-TIME RECOMMENDED COURSE SEQUENCE (9-12 credits per term):

Intensive Full-Time Year 1		
<i>Semester 1</i>	<i>Semester 2</i>	<i>Semester 3</i>
PYCL 502 PYCL 507 PYCL 512 PYCL 631	ABA 710 PYCL 584 PYCL 570 PYCL 632 Review Practicum Application Deadlines	PYCL 635 ABA 730 ABA 755 PYCL 608
Intensive Full-Time Year 2		
<i>Semester 1</i>	<i>Semester 2</i>	<i>Semester 3</i>
PYCL 612 ABA 720 ABA 760 (Elective Practicum I in ABA) Review BCBA Exam Application Deadlines	PYCL 645 ABA 740 ABA 770 (Elective Practicum II in ABA)	ABA 750 EABA 800 ABA 780 (Elective Practicum III in ABA)

IMPORTANT NOTES:

- Students must complete all degree requirements within 5 years from date of enrollment.
- After matriculation, students are required to be in continuous enrollment each term. Students who register for fewer than 6 credits/term should review financial aid implications. Students who fail to enroll in courses **MUST** have an approved Leave of Absence or will be dismissed from graduate study.
- Given the rigor of graduate study in a professional clinical training program, students should work with their Academic Advisor to plan a reasonable course of study based on individual student circumstances (e.g., employment, family obligations).
- ABA Concentration Courses are rotated. Please refer to the Course Concentration Offering Guides provided in the MS Counseling Student Center for exact rotation.

Master of Science in Counseling Programs Course Descriptions Index

ABA 0710 Principles of Applied Behavior Analysis (3 credits)

This course will focus on the basic tenets of the science of applied behavior analysis that are the underpinnings of effective teaching strategies. Students will study the philosophy and science of applied behavior analysis, an overview of the areas of the field of ABA and its relation to education and psychology, basic vocabulary and concepts in the field, strategies for measuring behavior, and basic strategies for increasing and decreasing behaviors of students in a variety of settings.

ABA 0720 Applications of Applied Behavior Analysis (3 credits)

This course will extend the Basic Principles and Concepts course to include application of the principles of applied behavior analysis. It will focus on assessment strategies, behavioral intervention strategies and change procedures, and methods of accountability in ABA interventions. In addition, focus will be placed on making decisions regarding treatment for individuals with a variety of challenges.

Prerequisites: ABA 0710

ABA 0730 Behavior Assessment Models in Applied Behavior (3 credits)

This course will focus on conducting behavior analytic assessments in order to identify targets for behavior change programs. Additionally, the class will cover the variety of delivery models for services within the ABA model. Areas of focus will include the behavioral models of developmental disabilities, behavioral medicine, treatment of autism/developmental disabilities, organizational behavior management, and education. Principles and research in each area will be addressed and participants will employ a variety of strategies from each area in the course assignments.

Prerequisites: ABA 0710

ABA 0740 Evaluating Interventions in Applied Behavior Analysis (3 credits)

This course will focus on evaluation strategies used in both research and in the ethical provision of interventions. It will cover a variety of measurement and assessment strategies for determining the effectiveness of interventions on a single-subject and small group design. Additional focus will be placed on the interpretation of the research literature to make sound decisions about assessment and intervention strategies for a variety of populations.

ABA 0750 Professional Issues in Applied Behavior Analysis (3 credits)

This course will focus on issues of professionalism for the practice of applied behavior analysis in research and clinical settings. It will also address issues of working with systems to effect positive change in organizations and for individuals through consultation and collaboration with other professionals. Using applied behavior analysis to provide systems support and change and to enhance work as a consultant will be the underlying basis for the course. **Prerequisites:** ABA 0710

ABA 0755 Ethical Conduct of Applied Behavior Analysts (3 credits)

This course will focus on the ethical practice of applied behavior analysis across clinical, research and professional settings. The Behavior Analyst Certification Board's current professional and ethical standards will be reviewed, explored and applied. Additional focus will be given to common ethical dilemmas that may arise during clinical research and practice in applied behavior analysis and strategies and guidelines for resolving ethical issues. **Prerequisite:** ABA 0710

ABA 0760 Practicum in Applied Behavior Analysis I (3 credits) (ELECTIVE)

This introductory practicum is designed to meet the supervision requirements for the BCBA or BCaBA certification. Students must participate at least 20 hours per week in a clinical experience that requires the application of ABA principles. **Students will be responsible for ensuring they receive at least 1 hour of supervision weekly from their onsite supervisor, as required by the Behavior Analyst Certification Board. Students will also be responsible for attending and participating in weekly group supervision sessions online with the Practicum Instructor, also required by the Behavior Analyst Certification Board.** Students will be expected to collect and share data on their cases and employ strategies of behavioral assessment and intervention with input from their supervisor during the online sessions. **Prerequisites: ABA 0710**

ABA 0770 Practicum in Applied Behavior Analysis II (3 credits) (ELECTIVE)

This practicum is the continuation of ABA 0760 and designed to meet the supervision requirements for the BCBA or BCaBA certification. Students must participate at least 25 hours per week in a clinical experience that requires the application of ABA principles. **Students will be responsible for ensuring they receive at least 1 ½ hours of supervision weekly from their onsite supervisor, as required by the Behavior Analyst Certification Board. Students will also be responsible for attending and participating in weekly group supervision sessions online with the Practicum Instructor, also required by the Behavior Analyst Certification Board.** Students will be expected to collect and share data on their cases and employ strategies of behavioral assessment and intervention with input from their supervisor during the online sessions. **Prerequisites: ABA 0710, ABA 0760**

ABA 0780 Advanced Practicum in Applied Behavior Analysis I (3 credits) (ELECTIVE)

This practicum is the continuation of ABA 0770 and designed to meet the supervision requirements for the BCBA certification. Students must participate at least 25 hours per week in a clinical experience that requires the application of ABA principles. **Students will be responsible for ensuring they receive at least 1 ½ hours of supervision weekly from their onsite supervisor, as required by the Behavior Analyst Certification Board. Students will also be responsible for attending and participating in weekly group supervision sessions online with the Practicum Instructor, also required by the Behavior Analyst Certification Board.** Students will be expected to collect and share data on their cases and employ strategies of behavioral assessment and intervention with input from their supervisor during the online sessions. **Prerequisites: ABA 0710, ABA 0760, ABA 0770**

EABA 0800 Seminar on Advanced Topics in Applied Behavior Analysis (3 credits) (ELECTIVE)

This course will provide a comprehensive guided review of the necessary content required to fulfill Behavior Analyst Certification Board (BACB) requirements. As such, it is designed to prepare students for this type of professional certification. Students will enhance their knowledge and skills of the following areas of applied behavior analysis (ABA): principles of behavior analysis, evaluating interventions, professional issues, behavioral assessment models, and applications of ABA.

PYCL 0502 – Counseling Theories and Practice (3 credits)

This course provides a foundation and overview of the fields of psychotherapy and counseling. It reviews the various theories and techniques of counseling that are consistent with current professional research and practice in the field of clinical mental health counseling. Additional topics include professional roles and functions, credentialing, and general ethics in clinical mental health.

PYCL 0503 – Counseling Theories for School Counseling (3 credits)

This course provides a foundation and overview of theories relevant to the fields of counseling and psychotherapy. The course focuses on the theories and techniques that are consistent with current professional research and practice in school counseling.

PYCL 0507 – Research and Evaluation for Counselors (3 credits)

This course seeks to prepare mental health and school counselors to be informed consumers of research and evaluation. It covers basic statistics, research designs, and program evaluation within the counseling and educational fields. It provides experience in developing accountability measures and in reading research and evaluating reports applicable to multicultural populations.

PYCL 0510 Career Development and College Planning (3 credits)

This course surveys the major theories of career choice, planning, and development as well as standardized methods of assessing vocational interests and aptitudes in school settings. Social, psychological, and economic factors influencing career choice are examined. Emphasis will be placed on individual and group career counseling skills across diverse populations.

PYCL 0511 – Introduction to Counseling Techniques (3 credits)

This course is an overview of basic counseling skills. The major focus will be on the development of fundamental counseling skills, including listening, empathy training, and basic interviewing. Issues regarding the development of the therapeutic relationship, cultural diversity, and the impact of the counselor on the counseling process will be covered. **Prerequisite: PYCL 0502 or PYCL 0503 for School Counseling students.**

PYCL 0512 – Human Growth and Development (3 credits)

This course covers how developmental maturation and social learning impacts individuals across the lifespan. Theory and research in social development and learning are covered in topics for mental health and school counselors.

PYCL 0515 Principles of School Counseling (3 credits)

This course covers the history, philosophy, functions, management, and operation of comprehensive school counseling programs in elementary and secondary schools with emphasis on the role of the professional school counselor.

PYCL 0550 Contemporary Clinical Interventions (3 credits)

This course focuses on an understanding of critical psychological, academic, and socioeconomic issues when working with children, adolescents, and adults in school settings. Topics covered include substance abuse, suicide, violence, teen pregnancy, and other issues affecting the well-being and academic success of students. Primary and secondary prevention strategies will be examined for suitable school-based interventions. **Prerequisite: PYCL 0503**

PYCL 0560 Appraisal and Evaluation in School Counseling (3 credits)

This course covers basic measurement concepts, test content and purpose, psychometric properties, administration, and scoring procedures. Frequently used tests of aptitude, interest, achievement, and personality are reviewed. Issues involved with standardized and non-standardized assessment of achievement, educational diagnostic tests, and vocational interest tests are examined from the school counseling perspective. Issues of ethical test use and use with culturally diverse students are also addressed. **Prerequisite: PYCL 0507**

PYCL 0570 – Ethical, Legal, and Professional Issues for Counselors (3 credits)

This course covers standards for ethical, legal, and professional conduct in counseling. It considers ethical and legal decisions that mental health counselors must make. Case examples, current federal and state laws/statutes, ethical codes, and standards on assessment, diagnosis, practice, and placement data are discussed in relation to counseling a variety of populations in multiple settings. **Prerequisite: PYCL 0502**

PYCL 0571 – Ethical, Legal, and Professional Issues for School Counselors (3 credits)

This course covers standards for ethical, legal, and professional conduct in counseling. It considers ethical and legal decisions that school counselors must make. Case examples, current federal and state laws/statutes, ethical codes, and standards on assessment, diagnosis, practice, and placement data are discussed in relation to counseling a variety of populations in multiple settings. **Prerequisite: PYCL 0503**

PYCL 0582 – Human Sexuality (3 credits)

This course is an overview of the basics of sexual anatomy, physiology, and development. The student will acquire an understanding of human sexual response, concepts of sex therapies, and human sexual dysfunction. Also included are methods of contraception, sex and family planning, variations of sexual behavior, and the importance of the counselor in the role of the educator.

PYCL 0584 – Diagnosis and Treatment of Adult Psychopathology (3 credits)

This course provides an introduction to the definition and study of abnormal or maladaptive behavior, including a broad range of psychopathology relevant to the adult and aged populations. Emphasis will be placed on a descriptive review of the major *DSM-5* disorders, supplemented with theoretical considerations of etiology and treatment approaches including the use of psychopharmacological interventions.

PYCL 0585 Psychology of Exceptional and At-Risk Children (3 credits)

This course covers the etiology and characteristics of exceptionalities and children at risk for underachievement and dropping out. Also covered is the role of the school counselor in identifying such problems, drawing on available resources, and making appropriate referrals.

PYCL 0586 – Diagnosis and Treatment of Child and Adolescent Psychopathology (3 credits)

This course provides an introduction to the specific *DSM-5* disorders and problematic psychological states manifested during childhood and adolescence. It will also provide an overview of currently used behavioral and psychopharmacological interventions with psychologically troubled youth.

PYCL 0608 – Psychological Testing for Individual Evaluation (3 credits)

This course surveys frequently used tests of aptitude, interest, and personality. Test content, purpose, psychometric properties, administration, and scoring procedures are compared and evaluated. Issues of test use with culturally diverse populations are addressed. **Prerequisite: PYCL 0507**

PYCL 0612 – Substance Abuse (3 credits)

This course investigates the etiology of substance-related and addictive disorders. Attention is given to assessment and treatment in both individual and family therapy approaches. The course examines the role of co-occurring disorders in diagnosis and treatment planning and the role of the professional counselor in working with this population. **Prerequisites: PYCL 0502; PYCL 0511**

PYCL 0631 – Career and Lifestyle Assessment (3 credits)

This course surveys the major theories of career choice, planning, and development as well as standardized methods of assessing vocational interests and aptitudes. Social, psychological, and economic factors influencing career choice are examined. Emphasis will be placed on individual and group career counseling skills across diverse populations.

PYCL 0632 – Social and Cultural Foundations of Counseling (3 credits)

This course addresses cultural diversity and its implications for counseling. It considers the psychological impact of factors such as gender, race, ethnicity and culture, religious preference, socioeconomic status, sexual orientation, and physical disability in a variety of counseling and educational settings. Finally, it reviews counseling issues and strategies for counseling diverse clients.

PYCL 0635 – Group Theory and Practice (3 credits)

This course addresses group theory and practice in multiple settings with a variety of diverse populations and age groups. Major themes include group dynamics, group process, and group states for mental health and school counselors. **Prerequisites for clinical mental health counselors: PYCL 0502; PYCL 0511 - For school counselors: PYCL 0503; PYCL 0511**

PYCL 0645 – Couples and Family Counseling Strategies (3 credits)

This skills course surveys current approaches to couples and family counseling with an emphasis on a systemic conceptual model of family functioning and culturally sensitive therapeutic interventions. It is designed to develop specific intervention competencies. **Prerequisites: PYCL 0502; PYCL 0511; PYCL 0584 or consent of adviser.**

PYCL 0660 – Community Mental Health (3 credits)

Principles, theories, and practices of community needs assessment and community interventions are reviewed with a focus on the history, events, and attitudes that led to the development of community mental health delivery systems. This course surveys the design and utilization of public and private programs, networks and facilities within the mental health continuum of care, as well as the interplay of public and private funding and service utilization. This course acquaints students with the various approaches (prevention, consultation) and techniques (needs assessment, program evaluation) used by counselors in community settings across diverse populations.

PYCL 0665 School Consultation Skills (3 credits)

This course focuses on developing specific techniques in consultation, leadership, and advocacy. It integrates the various aspects of a developmental comprehensive school counseling program with particular reference to problem-solving and the utilization of available data and resources.

PYCL 0666 – Case Conceptualization and Treatment Strategies (3 credits)

This course focuses on the processes of conceptualizing clinical cases from a variety of theoretical orientations and translating them into effective treatment strategies. Clinical interviews, case studies, and role-plays will be utilized to assist students in formulating hypotheses about client difficulties and developing appropriate clinical interventions, which address those difficulties in a culturally sensitive manner. **Prerequisites: PYCL 0502; PYCL 0511; PYCL 0584 or consent of adviser.**

PYCL 0669 – Advanced Treatment Interventions (3 credits)

This course will present advanced training in counseling approaches and techniques. Students will learn more about an integrative approach to counseling to further the development of their own personal counseling model. Students will integrate their knowledge of case conceptualization, treatment planning, and diagnosis with the practice of counseling techniques. Presentations, recorded role-plays, and case studies will be utilized. **Prerequisites: PYCL 0502; PYCL 0511; PYCL 0584; PYCL 0666.**

PYCL 0680 – Counseling Practicum (3 credits)

The student is required to spend a specified number of hours per week at a selected agency working under supervision with clients. During that time, the student is expected to increase his or her competence in the areas of basic interviewing, assessment, and counseling skills. Furthermore, the student will be made more aware of the ethical, legal, and professional issues inherent in the counseling process. **Prerequisites: PYCL 0502; PYCL 0507; PYCL 0511; PYCL 0570; PYCL 0584; PYCL 0586; PYCL 0635; PYCL 0666 with a grade of B minus (B-) or better.** The student must file an application for practicum and receive approval prior to registering for a practicum.

PYCL 0681 – Counseling Internship (3 credits)

This course is an extension of Counseling Practicum. The student will be expected to develop more advanced skills in interviewing, assessment, and intervention. Simultaneously, continued emphasis will be placed upon ethical, legal, and professional issues, as well as development of a personal theory of clinical mental health counseling. **Prerequisite: PYCL 0680 with a grade of B minus (B-) or better.**

PYCL 0682 – Continuing Counseling Internship (3 credits)

This course is a continuation of Counseling Internship. **Prerequisite: PYCL 0681 with a grade of B minus (B-) or better.**

PYCL 0683 – Counseling Internship Elective (3 credits)

This course is a continuation of Continuing Counseling Internship. **Prerequisite: PYCL 0682 with a grade of B minus (B-) or better.**

PYCL 0685 School Counseling Practicum (3 credits)

This course provides students with knowledge and exposure to educational K-12 settings and requires an in-school field experience.

PYCL 0688 School Counseling Internship (3 credits)

Students are required to spend a specified number of hours per week at a selected K-12 public school setting working under the supervision of a professional school counselor. During that time, student are expected to become advocates for and increase competence in providing services to youth and their families in the personal/social, academic, and career domains. Furthermore, students will be made aware of the ethical, legal, and professional issues inherent in the counseling process. **Prerequisites: PYCL 0503; PYCL 0511; PYCL 0512; PYCL 0515; PYCL 0550; PYCL 0571; PYCL 0635; PYCL 0665; PYCL 0685 with a grade of B minus (B-) or better and consent of adviser.**

PYCL 0689 Continuing School Counseling Internship (3 credits)

This course is a continuation of School Counseling Internship I. Student will be expected to develop more advanced skills in working with students and families in school settings. Simultaneously, continued emphasis will be placed upon ethical, legal, and professional issues. **Prerequisite: PYCL 0688 with a grade of B minus (B-) or better.**

SA 0710 Foundations of Substance Abuse and Mental Health Counseling in Community Settings (3 credits)

This course will examine the public policy prevention strategies, treatment philosophies, and legislative history of rehabilitation. Emphasis will be placed on federal legislation, state laws and social action and their impact on the historical, current and future trends in the development of organizational models and the delivery services in rehabilitative settings.

SA 0720 Issues in Clinical Supervision (3 credits)

This course is designed to familiarize the student with the many issues facing those who undertake the professional practice of mental health and substance abuse counseling. This course will cover ethical, legal and professional issues in clinical supervision as well as theoretical models, supervision interventions and approaches. Other factors inherent in the development of a professional identity will be addressed.

SA 0730 Treatment of Co-occurring Disorders (3 credits)

This course will describe the philosophies, theory and practices in the diagnosis, treatment, and recovery and relapse prevention for individuals diagnosed with co-occurring disorders.

SA 0740 Psychopharmacology of Illicit and Licit Drugs (3 credits)

This course will review the physical and psychodynamic effects of legal and illegal drugs. Mental disorders, symptomology, assessment measure for addicts and dual diagnosis, along with a thorough examination of the DSM-IV.

SA 0750 Prevention Programming and Education (3 credits)

This course will describe the philosophies, practices, policies, and outcomes of the most generally accepted and scientifically supported models of prevention programming.

SA 0770 Substance Abuse Counseling Practicum I (3 credits)

This course reviews the many facets of counseling the addicted client. Several topics will be included while focusing on the individual such as, developmental models and dual diagnosis. Discussions regarding other forms of compulsive behaviors will also be introduced. Methods and techniques for intervention, evaluation and treatment will also be covered. Students are encouraged to present topics of interest that arise at their field experience sites and discuss cases for group discussion. **Prerequisites: PYCL 0502; PYCL 0507; PYCL 0584; PYCL 0570; PYCL 0612; SA 0740 with a grade of B minus (B-) or better.**

SA 0780 Substance Abuse Counseling Practicum II (3 credits)

This course reviews the many facets of counseling the addicted client. Several topics will be included while focusing on the individual such as, developmental models and dual diagnosis. Discussions regarding other forms of compulsive behaviors will also be introduced. Methods and techniques for intervention, evaluation and treatment will also be covered. Students are encouraged to present topics of interest that arise at their field experience sites and discuss cases for group discussion. **Prerequisites: SA 0770 with a grade of B minus (B-) or better.**

SA 0790 Substance Abuse Counseling Practicum III (3 credits)

This course reviews the many facets of counseling the addicted client. Several topics will be included while focusing on the individual such as, developmental models and dual diagnosis. Discussions regarding other forms of compulsive behaviors will also be introduced. Methods and techniques for intervention, evaluation and treatment will also be covered. Students are encouraged to present topics of interest that arise at their field experience sites and discuss cases for group discussion. **SA 0780 with a grade of B minus (B-) or better.**

COUNSELING PROGRAMS ADMINISTRATION

Department of Counseling Administration

Karen S. Grosby, Ed.D., Dean

Tara Jungersen, Ph.D., Department Chair

Shannon Karl, Ph.D., Clinical Training Coordinator, Regional Campus Programs*

Elda Kanzki-Veloso, Ph.D., Clinical Training Coordinator, Tri-County Programs**

Brenda Levine, M.S., Program Coordinator (Fort Lauderdale, Miami, Palm Beach, Jacksonville Campuses***)

Natasha C. Stubbs, M.S., Program Coordinator (Fort Lauderdale, Tampa, Orlando Campuses)

Connie Sokolowski, Program Manager (Fort Lauderdale and Regional Campuses)

Patricia Zawoyski, Program Manager (Online Program)

Nancy Quesada, Administrative Assistant II

Junine Pompilus, Administrative Assistant I

*Orlando, Tampa, Jacksonville Catchment Areas

** Fort Lauderdale, Miami, Palm Beach Catchment Areas

*** Out of State Placement Coordinator

DEPARTMENT OF COUNSELING FACULTY PROFESSIONAL INTERESTS

Full-Time Faculty

Mindy L. Dunagan, Ph.D., University of Mississippi, assistant professor. Holistic wellness, sport counseling, athlete wellness and performance, group counseling, and play therapy.

Jessica Haas, Ph.D., LGPC, NCC, Loyola University Maryland, assistant professor. Counselor education and supervision, personality assessment, religious and spiritual issues in counseling, multicultural and diversity concerns.

Melanie Iarussi, Ph.D., Kent State University, associate professor. Clinical mental health counseling; substance use and addiction counseling; counselor education and supervision; motivational interviewing; evidence-based practices; professional training.

Tara Jungersen, Ph.D., University of Tennessee, associate professor. Counselor preparation; vicarious trauma; adults in transition; women's issues, domestic violence.

Elda Kanzki-Veloso, Ph.D., Barry University, associate professor. Developmentally and contextually oriented family based treatment, drug counseling, mediation, crisis intervention, clinical supervision, MDFT trainer, family-based brief therapy.

Shannon Karl, Ph.D., University of Central Florida, associate professor. Community mental health, chronic pain, eating disorders, domestic violence, child and adolescent treatment and post-traumatic stress disorder.

W. Bradley McKibben, Ph.D., University of North Carolina at Greensboro, assistant professor. Clinical supervision, professional counselor development.

Carly Paro, Ed.D., Argosy University, Sarasota, assistant professor. Multicultural counseling, social justice, social class, self-harm and suicidal ideation in adolescences and young adults.

Patrick Powell, Ed.D., Argosy University, assistant professor. Trauma, PTSD, vicarious traumatization, military counseling, behavioral addictions, and counselor preparation.

Vanessa Teixeira, Ed.D., Argosy University, Washington D.C., lecturer. Transgender counseling issues, trauma focused cognitive behavioral therapy, severe mental illness, supervision, and social justice.

Mercedes B. ter Maat, Ph.D., LPC, ATR-BC, Virginia Polytechnic Institute and State University, associate professor. School counseling, mental health counseling, supervision; multicultural counseling; art therapy; risk and protective factors in immigrant and low-income children and families; humanitarian work.

Eric S. Thompson, Ph.D., University of Florida, assistant professor. Family-school-community collaboration, social justice advocacy, the use of data and evaluation to facilitate comprehensive change in school guidance programs, interdisciplinary research collaboration with health sciences, advanced statistics, contemplative methods for attention development and well-being in adults and children.

Isabel A. Thompson, Ph.D., University of Florida. assistant professor. Counselor well-being and burnout prevention, wellness and stress management, integrating creativity and mindfulness in group counseling, the application of contemplative approaches in counseling, and school-based interventions for students at risk.

Part-Time Core Faculty

William L. Day, Ph.D., LMHC, Florida State University. Counselor education and supervision; counseling with adolescents and adults; development and management of private practice; ethical and multicultural issues in counseling; psychopharmacology; nature-nurture considerations; life-span development; political advocacy for the counseling profession.

Scott Simon Fehr, Psy.D., Nova University. Group and individual psychotherapy; marriage counseling, corporate consultation and expert witness testimony.

Mitchell Gordon, Ph.D., ABPP, University of Mississippi. Family marital therapy; group psychotherapy; child and adolescent therapy, dually diagnosed (emotionally disturbed/mentally handicapped); relaxation training; assertiveness training; treatment program design and implementation; staff development; psychological assessment.

Victor O. Wallen, Ph.D., Florida International University. Social welfare; cross-cultural counseling; substance abuse; individual and group therapy; family and marital therapy.

Contributing Faculty

Myron Burns, Ph.D., Tennessee State University, associate professor. HIV/AIDS; minority health; stress-process of health outcomes; drug prevention; family therapy.

Frank A. De Piano, Ph.D., University of South Carolina, professor. Professional interests include hypnosis (past president of Division 30, Psychological Hypnosis), community psychology, health and medicine, and the development of models for professional training of psychologists.

William Dorfman, Ph.D., ABPP, Ohio State University, professor emeritus. Community mental health; short-term approaches to psychotherapy; eclectic approaches to individual and marital psychotherapy; psycho-diagnosis; objective personality measurement with the MMPI-2 and MMPI-A; role of families and primary caretakers in the treatment and rehabilitation of the chronically and severely mentally ill.

W. Alex Edmonds, Ph.D. Educational psychology, emotional intelligence, self-efficacy, collective-efficacy, biofeedback, psychophysiology and performance, research designs.

Donna Hillier, Psy.D. Nova Southeastern University. Director of academics at the Mailman Segal Center for Human Development and director of training for the NSU Psychology Post-Doctoral Residency Program. Clinical training, supervision and professional development; psychotherapy case conceptualization; stress management; eating disorders.

Tom Kennedy, Ph.D., University of Miami, Neuropsychological assessments, behavioral medicine interventions, psychotherapy, group therapy, family therapy.

John E. Lewis, Ph.D., Syracuse University, professor. Intercultural psychotherapy and assessment; counseling and psychotherapy with prison populations; educational and vocational assessment and counseling; school psychology; international perspectives.

Timothy R. Moragne, Psy.D., Wright State University, professor. Minority issues; health psychology; community psychology; human sexuality; psychological aspects of AIDS; AIDS and minorities.

Scott Poland, Ed.D., Ball State University, professor. Professional experience has included leading national crisis teams and primary interests are suicide intervention, crisis intervention, youth violence, self-injury, school safety and delivery of psychological and counseling services in schools.

Bady Quintar, Ph.D., ABPP, University of Kentucky, professor. Projective techniques; psychoanalytic psychotherapy; ego psychology; postdoctoral training.

Tim Razza, Psy.D., Nova Southeastern University, assistant professor. Clinical psychology; child and adolescent psychopathology; psychological assessment; treatment of anxiety and disruptive behavior disorders; assessment of suicide in children and adolescents.

Barry A. Schneider, Ph.D., Columbia University, professor. Psychodiagnosis and personality evaluation; integrated psychotherapy; medical psychotherapy; rare neurological disorders.

Mark B. Sobell, Ph.D., ABPP, University of California at Riverside, professor. Substance use disorders, especially alcohol use disorders; behavior therapy; motivational interventions; treatment outcome evaluation; public health approach; processes of persuasion and behavior change; philosophy of science.

Adjunct Faculty

Leslie Barnes-Young, Ph.D.
University of Akron

Sohani Barrientos, Psy.D.
Nova Southeastern University

Brian Becraft, Psy.D.
Nova Southeastern University

Carolyn Berger, Ph.D.
University of Florida

Alicia Bosley, Ph.D.
Nova Southeastern University

Stephanie Camejo, Psy.D.
Nova Southeastern University

Melody Campbell, Ed.D.
Nova Southeastern University

Michael Carifio, Ph.D.
Auburn University

Laura Clevenger, Ph.D., LMFT
Capella University

Noreen Commella, Psy.D.
Nova Southeastern University

James Conti, Ph.D., CAP
University of Massachusetts Amherst

Arthur Cox, DSW
Columbia University

David Cox, Psy.D.
Nova Southeastern University

James Craig, Ed.D., BCBA
Nova Southeastern University

John Crocitto, Ed.D.
George Washington University

Joy Davis, Ed.D.
Nova Southeastern University

Bob Decker, Ph.D.
Barry University

Nathalie de Fabrique, Psy.D.
Nova Southeastern University

Melissa DeVincentis, Ph.D., LMFT, BCBA
Nova Southeastern University

Raymonde Dormezil-Neal, Psy.D.
Nova Southeastern University

Lori Eickleberry, Ph.D., ABPP
Nova Southeastern University

Silvia Garcia-Molinet, Psy.D.
Carlos Albizu University

Vincent Geigel, Ed.D.
University of Central Florida

Kevin Glavin, Ph.D.
Kent State University

Charlene M. Grecsek, Ed.D.
University of Sarasota

Martin Greengrass, Ph.D.
University of Connecticut

Rick Gunsallus, Ph.D., LMHC
American Academy of Clinical Sexology

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Albert Inclan, Ph.D.
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Cristina Magalhaes, Ph.D.
Nova Southeastern University

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Auburn University

Lydia Malcolm, Psy.D.
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Kimberly Martin-Donald, Ph.D.
University of Florida

Lidia Martinez, Ph.D., LMHC, CAP
Nova Southeastern University

Nicole Milano, Psy.D.
Nova Southeastern University

Limor Mishkit-Ast, Ph.D.
Nova Southeastern University

Terri Mortensen, Psy.D.
Argosy University

Gretchen Moy, Ph.D.
Nova Southeastern University

David Nevel, Ed.D., BCBA
Nova Southeastern University

Elizabeth O'Brien, Ph.D.
University of Central Florida

Julie O'Brien, Ed.D.
Argosy University

Joanne Oestmann, Ed.D.
University of Sarasota

Gihan Omar, Psy.D.
Florida Institute of Technology

Kristin Page, Ph.D.
University of Florida

Agatha D. Parks-Savage, Ed.D.
The College of William & Mary

Laura Marinn Pierce, Ph.D.
University of Tennessee

Caroline Perjessy, Ph.D.
Kent State University

Toni Richardi, Psy.D.
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Justin Rigsbee, Ph.D., Psy.D.
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Stephen Rudin, Ed.D.
University of Illinois

Lisa Saponaro, Ph.D.
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Rachel Scalzo, Ph.D., BCBA
Baylor University

Randi Schietz, Ph.D.
Florida Atlantic University

Adam Schulman, Ph.D.
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Kenneth Shamlian, Ph.D., BCBA
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Daniel Shapiro, Ed.D.
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Tara Sheehan, Ph.D., BCBA
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Barry University

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California Institute of Integral Studies

Stacey Wein, JD
University of Miami

Camellia Westwell, Psy.D.
Nova Southeastern University

Ellen Whelan, Psy.D.
Nova Southeastern University

Jillian Wilson, Psy.D., BCBA
Nova Southeastern University

Ayala Winer, Ph.D.
Nova Southeastern University

David Womack, Ed.D.
Nova Southeastern University

Shannon Worton, Psy.D.
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Elizabeth Lavelle Wynter, Ed.D.
Nova Southeastern University

Marlene Zychowicz, Ed.D.
Northern Illinois University

Important Contact Information

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Department Chair	Tara Jungersen, Ph.D.	(954) 262-5764 tj290@nova.edu
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College of Psych. Student Employment, Marie Stokes	(954) 262-5782
College of Psych. Student Government Association	(954) 262-5909
Accounts Receivable	(954) 262-5200
Library, Research and Tech. Ctr.	(954) 262-4601
NSU Bookstore	(954) 262-4750 bksnsubooks@bncollege.com
Public Safety (Main Campus)	(954) 262-8999
Enrollment and Student Services	
Bursar	(954) 262-5200
Registrar's Office	(954) 262-7200
Degree Applications	(954) 262-7226/7
Financial Aid	(954) 262-3380
Grades	(954) 262-7235
International Students	(954) 262-7240/1
Transcripts	(954) 262-7225
Loan Deferrals	(954) 262-7251
Veterans' Affairs	(954) 262-7236

NOTE: Toll free number: 1-800-541-6682, ext. 2xxxx (last 4 digits of telephone number)

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3632 Queen Palm Drive
Tampa, FL 33619
(813) 574-5200
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Email: nsu-tampa@nova.edu

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Master's Programs Office

1-800-541-6682 x25740
954-262-5740

Office hours are:

Monday - Thursday
Friday

8:00am - 7:30pm
8:00am - 5:00pm

Site Coordinators

Jacksonville	Irene Toto, M.S.	(C) 904-631-2746 toto@nova.edu
Main Campus (SC only)	Natasha Stubbs, M.S.	(W) 954-262-5891 ns183@nova.edu
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Orlando	Toni Ballone (Interim)	(W) 407-264-5613 carnaval@nova.edu
Palm Beach	Nancy Quesada, B.S.	(C) 954-559-9797 qnancy@nova.edu
Tampa	Barbara Lash, M.S.	(C) 813-230-2925 andersn@nova.edu

Practicum Coordinators

Fort Lauderdale (School Counseling)	Carol Knight, M.S.	(H) 941-776-1042
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Orlando	Jennifer Salzburg, M.S., LMHC	(C) 407-756-3677
Tampa	Barbara Lash, M.S.	(H) 813-230-2925

COLLEGE OF PSYCHOLOGY				REVISED 8/14/18			
F/T & CLINICAL FACULTY	Phone	Email	Room	FACULTY (81 TOTAL)	Phone	Email	Room
Acevedo, Amarilis	25741	aa1011	1076	Shapiro, David	25705	shapiro.d	2036
Argüelles-Borge, Soledad	25820	soledada	2054A	Shigeto, Aya	28006	as1959	Prkr 245C
Banks, Jonathan	27965	jb2676	Prkr 241	Simco, Ed	25744	ed	2030A
Black, Ryan	25794	blackrya	2039	Sobell, Linda	25811	sobelll	1054
Boucher, Leanne	28469	lb1079	Prkr 223	Sobell, Mark	25747	sobellm	1061
Brochu, Paula	25870	pbrochu	1080	Starratt, Valerie	27674	vs311	Prkr 236
Burns, Myron	27914	myron.burns	Prkr 229	Sternglanz, Weylin	28177	sterngla	Prkr 240
Burns, W. Joe	25708	burns	2028A	Stripling, Ashley	25762	astripling	1027A
Campbell, Stephen	25759	stephcam	2067	Suarez-Morales, Lourdes	25813	suarezmorales	2078
Caproni, Peter	24447/25882	pc491	U Schl 127A/2077	Tartar, Jaime	28192	tartar	Prkr 231
Cash, Gene	25703	cralph	2063	ter Maat, Mercedes	25728	termaat	2079
Collins, Matt	28101	we292	Prkr 222	Teixeira, Vanessa	45636	vteixeira	ORL 221G
Craddock, Travis	22868	traddock	CCR 440	Thayer, Kayla	25880		1117
Cuc, Alexandru	25889	calex	2064	Thompson, Eric	25691	ethompson	2081A
Davidtz, Jennifer	25817	jdavidtz	1036	Thompson, Isabel	25602	ithompson	2034
DeLucia, Christian	25810	cdelucia	1081	Tomozawa, Yukari	25755	tomozawa	1100A
De Piano, Frank	23766	depiano	OC	Valenzuela, Jessica	25737	jv637	1028
Dorfman, William	25710	dorfman	1120	Valley-Gray, Sarah	25783	valleygr	2073
Dunagan, Mindy	25781		2048	Van Hasselt, Vincent	25752	vanhasse	1079
Ellis, Amy	25714	Amy.Ellis	1074	Voltair, Michael	28190	mvoltair	Prkr 245A
Faust, Jan	25713	jfaust	1062	Waguespack, Angela	25719	waguespa	2070
Fernandez, Mercedes	27804	mf934	Prkr 242	Walker, Lenore	25724	walkerle	2030A
Fimiani, Maria	25689	mf245	1120	RECRUITMENT/ADM	Phone	Email	Room
Fins, Ana	25897	anaifins	2017	Arango, Marci (ADM)	23006	marango	2083
Formoso, Diana	25772	formoso	2068	Boros, Paula	25874	pb756	2014
Garcia-Lavin, Barbara	27917	garciala	2016	Gayle, Gregory	25903	ggayle1	2078A
Gold, Steven	25714	gold	1074	Guanche, Chris	27132	cguanche	MSC 2280
Golden, Charles	25715	goldench	1055	Hubbell, Jessica	25832	jhubbell	2010
Holschbah, Mary (Allie)	25899	mholschb	Prkr 228	Kalam, Sherene (ADM)	25721	kalamd	2083
Hillier, Donna (ABA)	27264	donnangu	MSC 2226	Noriega, Anthony	26902	anoriego	MSC 2280
Iarussi, Melanie	25734	miarussi	2038	Perez, Carlos	25702	perez	MSC 2280
Jones, Kristen	25884	cunningh	1101	CLINICAL PSYCHOLOGY	Phone	Email	Room
Jungersen, Tara, Chair	25764	tj290	2040	Neemar, Gita	25726	gneemar	2015B
Kanzki-Veloso, Elda	52652/25804	veloso	Miami 127/2079	Vassell, Cavell	25749	cavell.vassell	2015A
Karl, Shannon	25725	shannon.karl	ORL 221D/2079	MASTERS PRO GRAMS	Phone	Email	Room
Katell, Alan	25723	katell	2072	Levine, Brenda	25799	bl174	2077A
Kennedy, Thomas	25807	ktom	1057	Pompilus, Junine	25704	jp1443	2081
Kibler, Jeffrey	25879	kibler	1072	Quesada, Nancy	25740	qnancy	2081
Lashley, Lisa	25886	lkohn	1111	Sokolowski, Connie	25709	cs1747	2081
Lewis, John, Chair	25729	lewis	2018	Stubbs, Natasha	25891	ns183	2081B
Ma, Mindy	27934	mmindy	Prkr 243	Zawoyski, Pat	25720	zawoyski	2081
Martinez, Ana	25831	anamarti	1037	SCHOOL PSYCHOLOGY	Phone	Email	Room
McKibben, Bradley	25847	wmckibben	2073A	O'Sullivan, Suzanne	25826	osulliva	2081
Menon, Madhavi	27988	madhavi	Prkr 239	UNDERGRADUATE	Phone	Email	Room
Messer, Steve	25792	sm1851	1073	Schenck, Regina	25757	rschenck	2014
Moragne, Timothy	25735	moragne	1075	SUPPORT STAFF	Phone	Email	Room
Munoz, James R.	28070	jm2701	Prkr 237	Allen, Bill (Finance)	25785	whallen	MSC 2259
Nierenberg, Barry	25732	nierenbe	1056	Berner, Kirk (Student Support)	25727	kirk	2023
Paro, Carly	25736	cparo1	2031	Coello, Yvette (Dean's Office)	25712	ycellop	2020
Poland, Scott	25881	spoland	1063	Consalvo, Toni (Finance)	27114	ctoni	MSC 2259
Powell, Patrick	25787	ppowell1	2060	Gaines, Doreen (Clinic)	25788	gainesde	1071
Quintar, Bady	25751	badyq	2066	Kriss, Marilyn (WP)	25763	krissm	2014
Razza, Timothy	28096	razzatim	Prkr 257	Lores, Diana	25761	dlores	2029
Reitman, David	25717	reitmand	2035	Munoz, Lee (Student Support)	25803	mleonisa	2020
Salivar, Emily Georgia	25895		1083A	Palmer, Stacy (WP)	25765	stacpalm	2020
Scheyd, Glenn, Chair	27991	scheydj	Prkr 226	Roman, Alma	24707	romanvel	2028
Schneider, Barry	25742	schneidb	1077	Sloane, Nathalie (Devel)	27123	nsloane	MSC 2235
Schnur, Leonard	25731	schnur	1102	Stokes, Marie (HR)	25782	mdstokes	2041
Seifer, Robert	25681	seiferro	1078				
Clinic Intake - 25823			Maltz Computer Classroom Problems -				
Help Desk - 24357			1. Call or see lab monitor in 2059, ext. 24954				
Maltz Room Reservations - 25763			2. Call Marilyn or Stacy at ext. 25763				
NSU Student Counseling - 27050			Office Desktop and Canvas Problems -				
Parker Classroom Technical Support - 24983			1. Create a ticket using the NSU Service Manager - Icon on your computer desktop				
Public Safety - 28999			2. Call ext. 20777 to have Strategic Support create a ticket for you				

NOTES