Department of Counseling Psychology and Guidance Services
Resources for Masters Students

Sequence of Academic Activities – Counseling – Based on a Two-Year Timeline*

* Students doing a Double Major in Counseling and Social Psychology should also consult the Resources for Social Psychology Students

Fall Semester, First Year

You should schedule an appointment to meet with the graduate admissions coordinator in the CPSY Department to create your tentative plan of study for all the semesters in which you plan to take courses. If you plan to leave Indiana after you graduate and are in one of the counseling programs, you may want to find out the licensure requirements for master's level counselors in other states to ensure that your curriculum includes all courses necessary for licensure or certification in those states. It would be a good idea to find out this information as you begin the program so that you can plan your curriculum accordingly. To obtain current licensure requirements, you may contact the psychology board of the state (usually located in the capitol city) or visit http://www.counselor-license.com . Information on how to obtain the CRC (Certified Rehabilitation Counselor) national certificate can be found here and information on the School Counseling Licensure can be accessed at schoolcounselor.org (the American School Counselor's Association website).

Most students enroll in the introductory course of their respective programs during this semester. If you are on the counseling track, you also are advised to enroll in CPSY 606 and 621. It is recommended that you have your introductory course, 606, and 621 before you take practicum (CPSY 644). Some students have found that taking CPSY 636, Psychopathology, before practicum is helpful when working with clients. Students on the school track should take CPSY 606 during the fall semester to keep in sequence because school internships begin only in the fall. Students on the counseling tracks are advised to complete these courses in the following sequence:

CPSY 600, 603, or 605, Intro Counseling Course

CPSY 606, Pre-Practicum Interviewing Skills

CPSY 621, Theories and Techniques

CPSY 644, Practicum in Counseling

CPSY 646, Advanced Practicum*

CPSY 695, Field Internship

*Not required on rehabilitation track

The ethics exam is usually taken during fall semester in CPSY 606 and must be passed before you can see practicum clients. You must earn a grade of B or better in CPSY 606. If you plan to enroll in CPSY 644, Practicum, an application for practicum must be completed the semester prior to taking 644, before permission is granted.

In preparation for practicum, you should obtain malpractice insurance through student membership in one of these organizations:

ACA www.counseling.org, AMHCA www.amhca.org, or ICA www.indianacounseling.org

Also, obtain a criminal background check, which is required before beginning practicum:

http://www.in.gov/ai/appfiles/isp-lch/

During your first semester, you should also start thinking about what type of setting you would like to work in for your internship, because you will be applying for internships in the coming spring.

Spring Semester, First Year

Most students take their first practicum (CPSY 644) at this time. Practicum classes are generally offered 5:00-9:00 pm during the academic year and 4:00-8:00 pm during summer. Both 644 and 646 courses involve working with community clients who are served through the departmental Counseling Practicum Clinic. The practicum for the school track is usually offered in the afternoon, and the other practica are in the evening. A Practicum Clinic orientation meeting is held on the first day of the semester, at which time practicum assignments are finalized. All students enrolled in practicum (except school practicum) are required to purchase a clinic handbook from the clinic before seeing clients. The handbook explains services of the clinic, procedures regarding clients, and contains examples of all forms used in the clinic. Students will be required to complete various client paperwork and experiential log forms.

An application should be submitted midsemester to enroll in CPSY 646 during the summer. Permission is also required for this course.

Around the middle of spring semester, a mandatory meeting is held for all students who intend to apply for internships in the summer or fall. At the meeting, students receive information about potential internship sites and how to apply for internships. Students should not contact internship sites before attending the meeting or without permission from the Internship Coordinator. Completion of practicum is required before beginning internship. Students should try to secure an internship placement by the end of second summer session at the very latest, but it is recommended that students begin applying as soon as possible. Typically internship applications for each site will require an updated Curriculum Vitae and two or more letters of recommendation.

A grade of B or better must be earned in practicum and internship or the coursework must be repeated. It is important that every semester of practicum and internship, students keep track of their direct and indirect service hours. These will be needed to fill out the clinical instruction log at the end of each semester.

Summer Semester, First Year

Typically students enroll in CPSY 646, Advanced Practicum, which again is done in the counseling clinic for all tracks. The school track may have other opportunities based on the program directors options.

If after completing 646 you wish to continue counseling with a client from the clinic, you may request permission to enroll in CPSY 690, Client Carry Over, for one credit hour during the next semester. Permission must be obtained from the practicum clinic director.

Students will need to submit an application for CPSY 695, Internship, and register for this course, even if you're supervision will not take place on campus.

Fall Semester, Second Year

Students may do their field internship at this time. Attendance at weekly group supervision meetings are required with a faculty supervisor during the semesters of internship. Typically, students who are doing a 600-hour internship enroll in two semesters, 3 credits each, for 20 hours/week per semester. Students can also choose to do their internship for 40 hours/week over one semester. If done over two semesters, a grade is not given until the student successfully completes internship after the second semester.

By this time most students have completed at least 30 credit hours in the program and are eligible to take the master's content exam, which is a 160-item, multiple choice exam that must be passed as a requirement for graduation. Information on the content exam is sent out to students by email before the exam is held in fall and spring of each year. Exams are sent to CCE (Center for Credentialing and Education) for scoring and in order to pass the exam, students must score at least as high as one standard deviation below the national mean for the content exam. If a student fails the exam at the first or second sitting, he or she may retake it during the next semester. Students may take the exam a maximum of three times.

Spring Semester, Second Year

Finish the second semester of field internship. 900 hours of internship is required for clinical mental health licensure, and 600 for school counseling and rehab counseling. At the end of the semester, be aware of your current grades and check to see if you still have an EC or I in any. Contact the graduate admissions coordinator if there are any classes you do not have a grade for, particularly for CPSY 695-Internship. For this course, no final grade will be issued until your final semester is completed. You will not be able to graduate until this EC grade designation has been changed.

If you plan to graduate next semester, apply for graduation at the Graduate School according to the deadlines. Notify the graduate admissions coordinator that you intend to graduate and meet with him/her to verify that you have completed all requirements for graduation. If you have an incomplete or EC grade, you will not be eligible to graduate until the faculty member changes the grade, provided that you have completed all course requirements. You may want to remind your instructor if you have not received a notice that the grade has been changed.

Summer Semester, Second Year

Finish any remaining courses and/or incompletes. Contact the Career Services Office for career resources. **Before leaving campus, make copies of your practicum log forms and/or internship paperwork for future reference if you apply for state licensure**. Provide the Alumni Association with your new address. Update your resume or curriculum vitae.

Look out for an e-mail from the Graduate Admissions Coordinator with some final paperwork to complete. Graduate!

Other Information for Masters Students

ID Card

A BSU ID card can be obtained at the Registrar's Office, Room B-43 of Lucina Hall.

Vehicle Registration

Office of Parking Services, in the Student Center, room L-1. Vehicle registration and a Ball State ID card are required.

Housing

A variety of housing options is available on and near the Ball State campus. Information on university housing can be accessed online and to find housing off campus students can e.g. refer to the Ball State Daily News.

Paying Tuition and Fees

To pay tuition and fees students can either visit the Bursar's Office, Room B-36 of Lucina Hall, or pay online via eBill.

Important Dates

A university calendar with information on important dates and events can be found online.

Textbooks and School Supplies

Students can buy textbooks and school supplies at the Ball State Bookstore, located on the first floor of the Arts and Journalism Building. Graduate Assistants are eligible for a discount on items purchased. (Go to the service desk for Special Accounts.) Textbooks can also be purchased at TIS Bookstore.

Student Health Insurance

Ball State University offers a relatively low cost health insurance to students while they are enrolled in classes. A brochure describing health insurance policies for students can be obtained in the office of Business Affairs, Administration Building, Room 103, for more information 765-285-2527.

Verification of Citizenship Status/Tax Withholding Forms

If you are employed as a graduate assistant, you must have your citizenship status verified and submit tax-withholding forms <u>before</u> you begin employment. Verification of citizenship is done at Human Resources, AD Room G-29, to complete tax forms. Your paycheck will be withheld if these procedures are not done. Paychecks are distributed at the department office in which you are employed and usually are issued on the last working day of each month or on a biweekly schedule.

Address Change

If you have a current address that is different than the one you had when you applied to the program, please notify the CPSY Department so we can keep our records current and ensure that you receive any important notices that the department mails to your home address. To change your address with the university, you must update your information through my.bsu.edu.

Research and Travel Funding

Funding for professional travel or for research can be requested through the TC Dean's Office and the Office of Academic Research. Use the Lyell Bussell forms to require funds from the Dean's Office. If approved for funding, allocations usually total from $50-$300.

Awards from the Joseph W. and Marcella S. Hollis Fund are also available for studies in the area of psychology. Recipient may receive up to $500 for supplies and expenses, equipment, and travel needs associated with the proposed project. For more information please contact the Grant Administrator James L. Pyle, Assistant Vice President for Research, at (765) 285-1600 or at jlpyle@bsu.edu.

Graduate Assistantships

If you are seeking a graduate assistantship for the fall semester, you should start looking for a position in the spring. Students are advised to contact several departments on campus to inquire about any available assistantships and how they can apply for the positions. A list of departments that have offered graduate assistantships can be found on page 12 of the Masters Program Handbook. Information on assistantships is also available at the Cardinal View Jobs website.

Applying for admission to the MA program

Applicants must submit separate application materials to the Graduate School and the Department of Counseling Psychology and Guidance Services. Application materials may be submitted to both offices at the same time, but the Graduate School must complete its admission process before the department may offer admission. Admission to the Graduate School does not guarantee admission into the program.

Probationary and Conditional Admission Policy

CPSY will consider probationary or conditional admission to the masters programs in social psychology or counseling only during the summer admissions period.

"Probationary" admission is for applicants who have been denied admission by the Graduate School but who still wish to attend our program. "Conditional" admission is for applicants who have been cleared by the Graduate School but whose applications are uneven; typically these are students with low GRE scores but higher GPAs. In both cases, applicants MUST provide verbal and quantitative GRE scores at least the 34th percentile. Those applicants must also provide a letter that justifies why such an exception is warranted. The admissions committee will determine the candidate's eligibility for the program.

To obtain admission to the graduate program, students admitted on probationary or conditional status must earn at least a 3.5 GPA average across three graduate courses as identified by the Department. Candidates have no more than two semesters in which to take these courses.

Appealing denial of admission

An applicant who is denied admission to one of the graduate programs in the Department of Counseling Psychology and Guidance Services and wishes to appeal the denial should follow these steps:

1. The applicant should state, in writing, to the director of the designated program that he or she wishes to appeal the denial of admission. This appeal should be presented within ten business (10) days of receipt of notification of the denial. The program director (or his or her designee) should respond to the appeal within ten (10) business days of receipt of the notification. A meeting should be scheduled as soon as possible. The applicant may make his or her request for reconsideration at that meeting.

2. If the applicant is not satisfied with the response from the meeting with the program director, he or she should request, in writing, a meeting with the Department Chair. This request should receive a response within ten (10) business days of the request.

3. If the applicant is still not satisfied with the response after meeting with the Department Chair, he or she will be directed to contact the Associate Dean of Graduate Education for Teachers College, or the Dean of the Graduate School for further response.

Taking classes before admission to the program

If you have turned in all your application materials and applied to the Graduate School you may request to enroll in classes prior to admission. The request form has to be turned in to the CPSY department and approved by the Department Chair before you can be given permission to enroll. Enrolling in classes prior to admission does not guarantee admission to the program. Students who have not yet received a bachelor's degree are not permitted to take graduate level coursework within the department.

Substitution/Transfer Courses

To substitute a course to meet a program requirement or use a course for transfer credit from another university, students must complete a Substitution/Transfer Request form. An official transcript indicating the courses for consideration must be sent to Master's Admissions at the Graduate School for evaluation. The transcript must be sent either directly from the transfer university or from the CPSY Department if there is one on file. Undergraduate courses or graduate courses completed within another program in which a degree was earned are not eligible. The research requirement (CPSY 653) **must** be completed at Ball State University. Up to 15 semester hours are allowed to transfer to Ball State. A request form must be filled out to request this transfer.

Masters Program Advisors

Masters students are advised by the director of their respective masters programs regarding

general career or professional development or progress in the program. Specific advising activities (e.g., course selection, graduation planning) are handled by the graduate admissions coordinator. Masters students are also assigned a faculty mentor, who may also serve as a resource for educational and career planning.

The graduate admissions coordinator is located in the CPSY departmental office in TC 605. It is recommended that you make an appointment before coming for advising. To make an appointment please call 285-8040 or email cpsy@bsu.edu.

Registration for Courses

To register for classes, go to my.bsu.edu and login using your BSU username and password, then select Self-Service Banner. You can also register at the Registrar's Office in Lucina Hall, B-43.

Courses can be added and dropped via the Add/Drop Registration website until the first days of classes. Any attempt to register after the registration deadline (after the first five days of a semester or the first three days of a summer term) must be accompanied by a form approving late registration.

Course Permission

An application form is required for practicum, advanced practicum, internship, independent study, thesis, research project, and courses that are closed due to reaching enrollment limits. These forms can be requested from the graduate admissions coordinator. After the requests are turned in, permission is given and students will be contacted and allowed to register. All courses have an enrollment limit; therefore you are encouraged not to delay in registering for courses, especially practicum. Enrollment in courses that have reached the enrollment limit require permission from the instructor.

Registering for practicum (CPSY 644 & CPSY 646)

Registration for practicum is by departmental permission only. Students in pre-practicum classes will be notified of the application deadline each semester and other students can contact the graduate admission coordinator at cpsy@bsu.edu for information on the deadline. The application forms should not be turned in until a notification has been given about the deadline.

After approval by the clinic director, all permission will be given online through the university computer system. You will be notified via email which practicum section you were placed in when you have been given permission and can register for practicum. You will still need to register for the course through the Registrar's Office or the online registration system.

Credit Hours Limit

If you hold a graduate assistantship, you are required to enroll in at least 6 hours of course work per semester and may take up to 12 hours. Enrollment in more than 12 hours while in an assistantship designates an overload. To enroll in more than the maximum number of hours, you must complete a Request to Register for Course Overload form, which must be approved by the department chair and the Graduate School.

Course overload

Course overloads have to be approved of by the Department Chairperson (or designate) of the student's major department and the Graduate School before registration is allowed under the following circumstances:

Without Graduate Assistantship

- More than 15 credit hours in one semester (Fall or Spring)
- More than 6 credit hours in a Summer Session
- More than 12 credit hours in an entire Summer Semester

With Graduate Assistantship

- More than 12 credit hours in one semester (Fall or Spring)
- More than 3 credit hours in a Summer Session
- More than 9 credit hours in an entire Summer Semester

If you need an approval for course overload you must fill out Course Overload form and turn it in to the CPSY department. This form must accompany the registration form in order to be allowed to enroll for an overload.

Changing Tracks in the Masters Programs

Masters students may request to change tracks between one counseling track to another, or one social psychology track to another, by completing the Request form. The student must include a rationale for the program change. The program director of the new program will review the request; if she or he approves it, it must then be approved by the Department Chair before the student will be coded into the new program. If a student requests a change from social psychology to counseling or vice versa, the request must be approved by director of the new program before the Chair will review it.

Cancelling/Withdrawing from all Classes

If you do not wish to attend any university classes and it is before the official start date of all university classes, you should cancel your entire registration on or before the close of business the Friday prior to the beginning of the term by calling the Registrar's Office at (765) 285-1722.

If you do not wish to attend any university class, and it is after the official start date of the university, you may withdraw from all your classes by contacting the Assistant to the Dean of Student Affairs in the Administration Building, Room 238 or by calling (765) 285-1545.

Departmental Announcements

The bulletin board in the hallway on the 6th floor of the CPSY Department contains announcements of departmental activities, job vacancies, meetings, faculty recognitions, research activities, course information, etc. A departmental newsletter is also distributed by e-mail in fall and spring semesters. You are encouraged to use these resources to keep you informed of what is happening in the department.

Break Room and Student Mailboxes

A lounge area for students is available in room 643 on the 6th floor. The front office, room 605, contains mailboxes for master's students. Course papers, general announcements, etc., are put in the boxes for students, who can pick up mail from 8 am to 5 pm when classes are in session. Students are encouraged to check their box frequently.

Computer Labs

The university has a number of public computer labs available. There is a lab on the 4th and 7th floors of Teachers College, as well as in the Bracken Library, Bell Building, Business Building, North Quad, etc.

Clinic Work Room

The clinic has a work room for practicum students to do client paperwork, make calls to clients, and view past and current counseling session on Pelco. A computer for clinic use only is available to students. This equipment is equipped with special features to allow easy use by students with disabilities.

Treatment Resource Materials

Various tapes, videotapes, books, pamphlets, etc. are available to students for use with clients. These materials are available through the practicum clinic office.

Liability Insurance

The American Counseling Association (ACA) Student membership of $93 now includes liability insurance to ACA student members enrolled and engaged in a master's degree counseling curriculum at a post secondary institution. Coverage is solely while performing counseling services (e.g. practicum and internship) related to such curriculum. Students enrolled in a doctoral degree program or other post master's program are not covered through this program. For additional questions regarding the program, contact ACA Member Services toll free at 1-800-347-6647, ext. 222 or 703-823-9800, ext. 222.

Research Opportunities

If you wish to get involved in faculty research, you are encouraged to find out which faculty have interest similar to yours and approach those faculty members for possible research collaboration. Current research by faculty is indicated on the presentation and publication board across from the clinic office. Research interests are also listed in the departmental Master's Program Handbook. To obtain course credit for research involvement, you can request permission to enroll in CPSY 690, Issues in Counseling, which can be used as an independent study course.

Thesis or Research Paper

If you intend to write a thesis or research paper, you must receive committee approval of your proposal in the semester prior to enrolling for THES 698 or RES 697. You cannot register until

the approval form has been signed by your committee and by the Graduate School. After approval, you should obtain a permission form from an individual section from the administrative coordinator. If you wish to use the CPSY Department research pool for subjects (undergraduate students enrolled in CPSY courses), you must submit an application to the Institutional Review Board for approval of your study and then submit a Request for Use of CPSY Research Pool to the department.

Grievance Policy

The departmental Grievance Policy was developed to guide students in resolving problems that may encounter with faculty or departmental policy. The department has a Graduate Studies Committee, made up of program directors, other faculty, and student representatives, to develop academic policy and respond to student issues.

Student Remediation Policy

The Student Remediation Policy was developed to delineate the procedures used by the Masters training program to (a) evaluate student performance, (b) respond to problematic or inadequate student performance, and (c) ensure that due process is accorded all parties during the evaluative and review process.

Graduation

There is an application to graduate required by the Graduate School. There are specific deadlines for application each semester, you must meet these deadlines or your graduation may be postponed. Usually the deadlines are early in the semester. You are also advised to make an appointment with the graduate admissions coordinator in the department to verify that you have completed all course requirements for graduation. This meeting is helpful in case there are questions about your curriculum or if it appears you have not completed all the requirements. Before graduation, a copy of your research paper or thesis must be submitted to the Graduation Office according to their instructions, and requirements remaining to clear up any incomplete or enrollment continued grades must be completed. The Graduate School will not let you graduate if there are any incomplete or enrollment continued grades on your record. You will also not graduate if you have not successfully completed the content exam or received a grade of B or better in pre-practicum, practicum, and internship.

Note: This information is intended to supplement, not replace, the departmental Masters Program Handbook and the University Graduate Catalog. A catalog may be obtained at the Graduate School and contains course descriptions and important university policies regarding graduate study.

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