CLINICAL PSYCHOLOGY DEPARTMENT

STUDENT HANDBOOK 2018-2019
(Revised August 2018)

Master of Science in Clinical Psychology (MSCP)

Master of Science in Clinical Psychology:
MFT (Marriage & Family Therapy)/LPCC (Licensed Professional Clinical Counseling)

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Part One: The Basics

Clinical Psychology Department (CPD) Student Handbook

Welcome to Graduate School and to the *Clinical Psychology Department (CPD)* at Notre Dame de Namur University (NDNU)! We hope that your learning and training experience will be meaningful and prepare you for your future professional or career interests whether that entails pursuing doctoral studies; becoming a masters-level mental health professional, or preparing to become a licensed marriage and family therapist (MFT), and/or licensed professional clinical counselor (LPCC).

The CPD is structured to meet your professional goals through its respective programs which include the Master's of Science in Clinical Psychology program (MSCP); and the Master's of Science in Clinical Psychology, Marriage and Family Therapy and Licensed Professional Clinical Counseling (MFT/LPCC) program.

NDNU's CPD approaches the study of psychology with a value on the development of the whole person throughout the lifespan, and with training that affirms myriad dimensions of the human condition. The CPD is grounded in a psychological approach that is integrative, emphasizing the interdependence of psychological, developmental, relational, affective, cognitive, behavioral, cultural, social, neurobiological, and spiritual dimensions of human behavior. Guided by the scholar-practitioner model, the CPD values curiosity; honors diversity in academic, theoretical, and learning approaches; and believes in the validity of theoretical, empirical, experiential, and clinical forms of knowing and learning. Scientific, philosophical, humanistic, aesthetic, spiritual, and cultural ways of understanding human dynamics are all valued.

Our program prepares students to become either licensed or unlicensed mental health professionals qualified to pursue a range of jobs in medical, mental health, administration, social service, educational, geriatric, research and business settings, as well as develop students for future doctoral studies.

Distinctions of the Clinical Psychology Department:

Ranked #2 in country among Graduate Psychology Programs in 2016 by SR Education, online education publisher, according to student and alumni reviews.

Comprehensive program offers the MSCP, MSCP/MFT, and MSCP/MFT/LPCC degree programs, and choices for fulfilling, individualized career goals in the field of clinical psychology.

Courses are conveniently offered in the late afternoon, evening, and weekends.

Academic and professional training program emphasizes rigorous clinical training; community engagement, community based learning and research; academic direction, mission and value-based learning; mentoring relationships; and personalized learning.

Fulfills California academic requirements with the Board of Behavioral Sciences for licensed marriage and family therapists (MFT) and licensed professional clinical counselors (LPCC) and prepares students for the MFT/LPCC exams and licensures.

Preparation and advising for doctoral studies, leading towards licensure as a clinical psychologist.

Graduate training in clinical psychology applicable to many backgrounds: social work, sociology, biology, business, education, law, medicine, and allied health.

Innovative clinical and psychotherapy courses with professors who are scholar-practitioners: highly trained, experienced clinicians, who are actively practicing in the field, pursuing scholarly activities, and engaged in service to the community.

Sponsors Professional Speakers Series to augment learning and development.

Sponsors Practicum Training Fair with community agencies, providing opportunities for competitive practicum and internship placements throughout the San Francisco Bay Area.

Research training is supported through a comprehensive, individualized capstone or thesis research project related to professional interests that can be applied professionally.

Intensive clinical training is provided by the Director of Clinical Training, an experienced licensed clinical psychologist, and the Clinical Training Team, also experienced, licensed mental health clinicians, who teach Clinical Seminar, Practicum, and Supervised Field Experience, which can count towards MFT licensure,

Academic success is supported through our Advising Analyst, also on the NDNU faculty, whose clinical psychology and higher education experience supports students' academic goals.

Program chaired by a seasoned professor, an experienced licensed clinical psychologist and Jungian psychoanalyst in private practice, who promotes scholarship, clinical training, community engagement, and real world experience within an integrative, holistic academic environment.

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Fall Semester 2018	
CLASSES BEGIN Traditional UG, Evening UG, Intensive Term 1, Graduate	August 27
Holiday – Labor Day	September 3
Last Day to Add Intensive Evening Term 1 / Graduate	September 4
Last Day to Drop Traditional Undergraduate/Intensive Evening Term 1 / Graduate	September 11
Midterms	October 15-18
Holiday – Midterm	October 19
Term 1 / Midterm Grades Due	October 26
Undergraduate/ Graduate Advance Registration for Spring 2019	October 29 – November 16
Last Day to Withdraw	October 31
Holiday – Thanksgiving	November 22 – 23
Finals Graduate	December 3-8
CLASSES END Undergraduate, Intensive Evening Term 2, Graduate	December 8
Final Grades Due – Fall Semester 2018	December 21

Clinical Psychology Department Events Calendar 2018/2019

Date	Event	Time	Location
9/11/18	Fall Orientation and Reception	5:00-8:00*	St. Joe's Lounge
10/02/18	Practicum Associate Information Forum	4:30-6* OR 6:30-8*	St. Joe's Lounge
11/13/18	Practicum & Associate Fair	4:30-6:30*	S. Joe's Lounge
TBD	Spring Student Orientation	TBD	TBD
TBD	Professional Pathways	TBD	TBD
TBD	Diversity Discussions	TBD	TBD
TBD	Professional Development	TBD	TBD
5/2/19	Graduation & Portfolio Ceremony	5:00-8:00	Shoreway Conference Room, Sobrato Center

* Students are expected to attend these events though they are scheduled during classtime. The faculty member of the course will have included this in their syllabus and planned accordingly around time spent outside of class in order to accommodate these **mandatory departmental events.**

PART TWO:

NDNU Faculty, Administration, and Staff Contact Information

Notre Dame de Namur University 1500 Ralston Ave. Belmont, CA 94002

Main University Phone: (650) 508-3500 or (650) 593-1601

Clinical Psychology Department: (650) 508-3557

Department Chair:

      Helen Marlo, Ph.D.   hmarlo@ndnu.edu

Advising Analyst & Administrative Coordinator:

      Hannah Yanow, M.A.   hyanow@ndnu.edu

President:

      Judith Greig, Ph.D.

Interim Provost:

      Hernan Bucheli, Ed.D.

Dean, School of Education and Psychology:

      Caryl Hodges, Ed.D.

Registrar:

      JT Brown

PUBLIC SAFETY DEPARTMENT

Public Safety Officers are always on duty. Always call the Public Safety cell phone number first:

Public Safety cell phone: 650-504-0656

Public Safety cell phone: 650-740-1483

Office – St Mary's Hall, #111: 650-508-3502

University Switchboard: 650-508-3500 ext. 3502

Emergency: Police, Fire, Medical: 911

E-Mail: security@ndnu.edu

EMERGENCIES

FIRE OR MEDICAL EMERGENCY: Dial 911. From on-campus phones, dial 9-911. Give directions to emergency operator; notify NDNU Public Safety.

OTHER EMERGENCIES: Dial 0 for Switchboard; X3502 for Public Safety. Switchboard can reach Security by radio.

CRIMES: Dial 911. Contact Belmont Police Department and Public Safety.

AFTER HOURS: Reach Public Safely via cell phone at 650-506-0656 or 650-740-1483. After dialing, wait for beeps; enter your number; wait for return call.

EARTHQUAKE OR OTHER CRISIS: Call Switchboard for information on procedures. Check to determine whether classes have been cancelled.

WORK-RELATED INJURIES: Sequoia Hospital Occupational Health Services 633 Veterans Blvd., Redwood City, Phone: (650) 364-1565. Note: All accidents must be reported to Public Safety and Human Resources.

Questions? Contact:

      Facilities Director 650-508-3559

      Human Resources Director 650-508-3545

      Public Information Director 650-508-3693

      Public Safety Office..................650-508-3502

      VP, Campus Life.......................650-508-3514

CPD Faculty and Staff Contact Information

Administrative Coordinator

Hannah Yanow, M.A.

Advising Analyst & Administrative Coordinator

hyanow@ndnu.edu   650-508-3557   Ralston Annex, Office #6

Director of Clinical Training

Willow Pearson, PsyD., LMFT, MT-BC

Director of Clinical Training

wpearson@ndnu.edu   650-264-9975   Ralston Annex, Office #3

Department Chair

Helen Marlo, Ph.D.

Professor

Licensed Psychologist (PSY 15318)

Psychoanalyst, C.G. Jung Institute of San Francisco

hmarlo@ndnu.edu   650-579-4499   Ralston Annex, Office #5

FULL-TIME FACULTY

Helen Marlo, Ph.D.

See information above

Willow Pearson, Psy.D., MFT, MT-BC

Assistant Professor

wpearson@ndnu.edu   650-264-9975   Ralston Annex, Office #3

PART-TIME PROFESSORS

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Association of Student Leaders (ASL)

The Association of Student Leaders (ASL) is a diverse group of CPD graduate students who are interested in the Department's growth and development. They promote collegiality and good will within the Department. They serve as mentors and foster and support personal, academic, professional, and social opportunities for CPD students.

The 2018-2019 Members of the ASL are:

Glaiza Canares	gcanares@student.ndnu.edu
Soy (So Yeon) Kim	sykim@student.ndnu.edu
Shalane Lee	slee1@student.ndnu.edu
Kenneth Mallon	kmallon@student.ndnu.edu
Angelina Rey	arey@student.ndnu.edu
Bernadette Shu	bshu@student.ndnu.edu

Clinical Psychology Department
Association of Student Leaders (ASL) Position Description

Position Overview:
Is a diverse group of Clinical Psychology Department (CPD) Students who are interested and committed to the department's growth and development? They foster collegiality and good will within the department. They foster and support personal, academic, professional and social opportunities for CPD students. Two to three members are appointed each year by the department head and usually serve until they graduate

Primary Responsibilities
Duties include but are not limited to the following,

- Represent CPD in the community

- Attend and support recruiting activities to represent the department including with prospective students, current students, and alumni

- Assist with the pre-registration process for other graduate students as needed

- Mentor and support other CPD students

- Develop and launch social, collegial, professional, and self-care events for cohort

- Support recruiting and marketing efforts both hard copy and online

- Assist with the logistics and other areas of the annual Practicum

- Attend ASL meetings as appropriate

- Support Department Chair and leadership with intra department developments and initiatives

- Promote and support clinical training

- Support professional networking and job opportunities

Clinical Psychology Websites

The Clinical Psychology Department webpage is a resource for department news, activity, resources, and forms.

ADDRESS:

http://www.ndnu.edu/arts-and-sciences/clinical-psychology-department/

LinkedIn Alumni outreach group.

The NDNU MSCP Alumni Group is a members-only group whose mission is to foster alumni connectivity for networking, resource sharing, and discussion forums. All current students and alumni are welcome to join.

Contact the DCT, John Tran, jttran@ndnu.edu, if you are interested in posting to the site.

This group will be managed by the NDNU CPD. News, member spotlights, networking opportunities, and job postings will be posted. To join, use the link from the department website or directly from this link.

ADDRESS:

https://www.linkedin.com/groups?home=&gid=6746311&trk=anet_ug_hm&_mSplash=1

The CPD ePortfolio Project

An ePortfolio or electronic portfolio project has been instituted as a signature experience within the CPD. All students will be expected to maintain, and complete this ePortfolio, representative of their graduate work. An archive of academic, personal, and professional development, it comprises a tapestry of a student's life in Notre Dame de Namur University's educational community and beyond.   This is a process for lifelong, reflective learning that reflects a student's personal and professional path. The ePortfolio is _ungraded._

The ePortfolio serves as an individualized evaluation instrument. Students are encouraged to maintain this throughout their program.   Recommendations for this project include:

1. A reflective paper, usually presented in the final semester of Case Seminar, entitled "My Identity As A Psychotherapist". This is a personal and contemplative paper, in which students describe their experiences in the program and in their practicum opportunities, culminating in a description of how they see themselves as psychotherapists. The MSCP ePortfolio may be modified to reflect a career-specific reflection paper.
2. Curriculum Vita.
3. Examples of coursework that represent the student's best achievement.
4. Oral and written presentations.
5. Papers focused upon mental health issues in respective program/field.
6. Samples of co-curricular activities.
7. Field Supervisor evaluations and other Practicum/Seminar/Field Experience products.
8. Photographs or artwork.
9. Copy of the final Master's Research Thesis.
10. Final Case Presentations
11. Letters of recommendations, awards, or honors

There is no extra work to construct an ePortfolio. It is an **_ungraded_** presentation of the best parts of your experience. The process is a highly individualized and creative project, beginning as the student enters the Department. Its purpose is to provide an assessment of knowledge and skills; to summarize personal growth and academic achievement; and to document the acquisition of core competencies and values. It serves as a springboard into careers and jobs in the mental health field, and is valuable for graduate study or job placement.

Submitting Your ePortfolio: ***DUE: Friday, April 12th, 2019***
There are many ways in order to construct and send in your ePortfolio. It could be by

submitting documents via Dropbox, a Prezi, a Power Point, or creating a free website such as Wix or Weebly. In order to submit your ePortfolio, please send it as an attachment or a link to an email addressed to ClinicalPsych@ndnu.edu.

For an example of an ePortfolio, and how it could be formatted and presented, check out some of these from previous CPD graduates:

http://jtranz.wix.com/johntranportfolio   http://ishassanein.wixsite.com/hassanein
http://lety94118.wixsite.com/mysite   http://ia1608.wixsite.com/djmichalske

Some Helpful Tips:

Your e-portfolio should be designed for use with future practicum, intern, or job searches.

- This ungraded project is meant to serve you and your professional needs.
- There is no one way to do this project and no required length or style—e-portfolios range from simple to complex; plain or artistic. It is up to you and your style!
- It is never too early to start: you may start collecting your work and compiling it in a digital space as soon as you start in the program.
- Guidelines for e-portfolios and suggested contents are in the student handbook.
- Only Dr. Marlo reviews the e-portfolios for all graduating students. She will make brief remarks about each graduate at our internal Graduation/Portfolio ceremony from the e-portfolio.
- Please do not include or redact any material that you feel is too personal. Be sure to maintain patient confidentiality if you include clinical material.
- The face page of each e-portfolio is uploaded and played in the background during our Graduation/Portfolio ceremony. Nothing more is shared. Please inform Hannah if you don't want your face page included.
- Hannah is available for a 1:1 coaching session. Please contact her to make an appointment.

Check out: Hannah's prezi on how to make an ePortfolio that will help support you.

PART THREE:

Clinical Psychology Department: Program Overview and Structure

CPD Degrees offered at NDNU:

1. MS in Clinical Psychology (MSCP)

2. MS in Clinical Psychology/Marriage and Family Therapy (MFT)/Licensed Professional Clinical Counseling (LPCC)

Terminology:

AAC: Advising Analyst/Administrative Coordinator

ASL: Association of Student Leaders

BBS: Board of Behavioral Sciences

BOP: Board of Psychology

CAMFT: California Association of Marriage and Family Therapists

CPD: Clinical Psychology Department

CTT: Clinical Training Team

DCT: Director of Clinical Training

LPCC: Licensed Professional Clinical Counselor

MFT: Marriage and Family Therapist

MSCP: Masters of Science in Clinical Psychology

What is the Advising Analyst & Administrative Coordinator (AAC)?

The AAC is responsible for overseeing course registration and academic planning for all students. She provides assistance with course registration; course planning; and general advising. She signs off on registration forms and provides clearance for online registration.

This includes establishing an initial plan with all incoming students. Once that occurs, the AAC enables the student to register online as a graduate student in our program. The AAC, in consultation with the Chair, may disable you from registering online if there are academic concerns. The AAC assists you with academic questions on topics such as prerequisites and course sequencing. In addition to the group Advising & Registration Sessions and individual appointments, the AAC provides updates on registration, degree audits, and registrar's policies. Please familiarize yourself with the requirements, advising guidelines and recommended flow of courses found in this handbook. Please have registration needs in mind when consulting with the AAC.

Please note: your attendance at an Advising & Registration Session is mandatory if you are new, have completed **less** than 15 graduate academic units, or have not advanced to Candidacy. This provides an opportunity for you to meet with the AAC; review your academic plan; and register for courses. Your failure to attend, complete an academic plan, and/or register in a timely manner, can result in you not getting into required and/or desired courses and can lead to delays in your graduation.

Due to changes in federal law, financial aid may not cover certain courses, particularly if you fail to take the appropriate and approved classes for your degree program. This includes failing to receive approval for substitutions, transfer courses, and late "adds," or "drops." Attendance will be taken during Advising and Registration sessions. We cannot be responsible for any adverse consequences to your schedule, graduation date, or financial aid if you fail to attend.

FAQ: Registration and Advising

What is the maximum number of units I may take per semester?
Although 9 units per semester is considered full-time, with the AAC or Chair's approval, you may take more per semester. Students typically register for 3-12 units per semester.

How long may I take to get my Master's degree?
Seven years from the beginning of the term of admission to the master's program (i.e. if you begin in Fall, 2013, you must complete by end of Summer II session, 2020).

What is the required registration process for new and returning students?
New students, students who have less than 15 graduate units, and students that have not advanced to candidacy, **must** attend an Advising and Registration Session (announcements

sent out regularly via *Process Notes*) to create and review their academic plan in order to register online with the Advising Analyst/Administrative Coordinator (AAC).

Returning students who have advanced to candidacy will need to get approval before registering for the following semester by either the Chair or the AAC. To have their desired courses reviewed, they will need to submit the Online Clearance Registration Form to the AAC and/or the Chair in order to be cleared for registration. See below for the Online Registration Clearance Form.

Do I need approval from the Advising Analyst, Chair, or my professor to add/register?

Yes, in order to register online, students need approval by the AAC or Department Chair although there are two EXCEPTIONS:
1) If you are waitlisted for the class. If waitlisted then you must bring the "Add" form on the first day of class and, if the Professor agrees to add you, you must obtain your professor's signature on the Add/Drop Form and turn it into the Registrar's office to be added to the course.
2) If you try to register once the add/drop period has closed.   Once closed, paper forms must be used, signatures must be obtained from the AAC, and you must go through the Registrar's office.

It is expected and understood that you will follow the Academic Plan established by the AAC, research the course offerings when you register, select what is best for you, and seek guidance and/or approval for change from the AAC if you are uncertain.   While you may need to make changes to your academic plan, it is understood that such changes could delay your graduation or require you to make course and schedule modifications

What is the policy for adding a course?
You may add a class up to and including three hours after it has met but you must obtain the instructor's signature at that time. Acceptance into a class at this late date is at the instructor's discretion. The signed "Add" form must be turned into the Registrar's office.

You can find the add/drop form here: http://www.ndnu.edu/academics/files/2017/02/NDNU-RegisterAddDrop-Form.pdf

What is the difference between a Withdrawal and Dropping a course?
A Withdraw generally occurs when one enrolls in a course, attends class meetings, but fails to complete it. The Withdrawal ("W") stays on your transcript and you may not receive a refund depending on when you withdraw from the course.

Dropping a course occurs when you rescind your registration in a class and do not attend any portion of the course. Depending on when you drop, you may receive a refund and registration in this course does not go on your transcript. When a student drops a course the refund is pro-rated.   *Check the Catalog for the refund schedule.*

What is the policy for dropping a course?
You must complete the Drop form or drop online if you have been enabled to add/drop online. AAC signature is **not** required for dropping a course. You can find the add/drop form here: http://www.ndnu.edu/academics/files/2017/02/NDNU-RegisterAddDrop-Form.pdf

What is the policy for Withdrawing from a course?
A graduate student may request a withdrawal from a class up to, but not including, the last class by submitting an Add/Drop form: http://www.ndnu.edu/academics/files/2017/02/NDNU-RegisterAddDrop-Form.pdf and a "W" will appear on the transcript. **A student will receive an "F" if they fail to officially withdraw and submit the proper form.** Discontinuance of attendance does not constitute a withdrawal. You may need the Financial Aid Office's signature.

What is the policy for Dropping or Withdrawing from a weekend course?
For all weekend courses, a student must drop by 4 PM BEFORE the FIRST day of ANY weekend course in order to be eligible for a refund. For example, you must drop your weekend course by Friday Sept. 14 at 4:00 PM if your first weekend class begins on Sat., Sept. 15.

When must I repeat a course?
A course that you have earned less than a C (2.0) must be repeated. The Repeat Policy can be found in the Course Catalog: http://ndnu.smartcatalogiq.com/en/2016-2017/Catalog/Graduate-General-Regulations/Graduate-Policies-and-Procedures

When should I register?
As soon as Registration Opens. Classes fill quickly. Students are advised to register once Advanced Registration opens. This saves students from having to complete paper forms, obtain signatures, or from winding up on a waitlist. You can find the date of Registration opening on the Academic Calendar at the beginning of this handbook.

I have been attending class but never registered. What should I do?
Go to your professor immediately and explain the situation. If the professor agrees to confirm your attendance and progress in the course to the Registrar then the professor needs to sign the Add/Drop form and state that the student has been attending and making satisfactory process. Return this to the registrar and you will be eligible to register. Please pay attention the Add/Drop deadlines on the Registrar's website: http://www.ndnu.edu/academics/registrar/advising-registration/

When must I complete my 5 prerequisite courses?
Prerequisites must be completed in your first semester of the program and at the latest, by the time you complete 15 units of graduate coursework.

Can I fulfill my prerequisites through online courses?
Yes. Online and web courses may be considered to fulfill prerequisites from accredited schools and will be accepted if they meet the requirements. Your pre-requisite course must

be from an accredited institution. The grade must be a B- or greater. *Please get advisor approval before registering for pre-requisites.*

How may I know if my prerequisites will be approved?
Contact the AAC who will evaluate your situation and confer with the Chair to make a decision. Your pre-requisite course must be from an accredited institution.

What is the policy for transferring academic credit from other another Institution?
A maximum of 6 semester units of graduate credit toward a 30-45 unit master's program or 9 semester units of graduate credit toward a 50+ unit master's program may be transferred from other accredited institutions at the discretion of the Chair. Only three of those semester units may be from graduate extension courses and the student must earn a 3.0 or higher. No continuing education or workshop units may be transferred. Units for research courses and research projects are not transferable. Transferred units must have been earned within the seven-year period prior to the date on which the NDNU master's degree is awarded.

University policy stipulates that no courses taken more than 7 years prior will be accepted as a graduate transfer course.

The transfer form can be found here (you MUST get your Department Chair or AAC to sign off on this form): https://drive.google.com/file/d/15ti42fO1w22zREFC7EWHatc-ag0H_8Yv/view?usp=sharing

May I take a course at another Institution and receive credit?
Yes, after a student has been accepted to a graduate program at Notre Dame de Namur University, (s)he may take up to 6 semester units of graduate credit toward a 30-45 unit master's program or 9 semester units of graduate credit toward a 50+ unit master's program at another institution provided it is another accredited institution. The Chair must approve the course in writing before registering. The transfer course form (below) must be completed before the course is taken. All transferred units must be within the seven-year limit of the master's degree. A student cannot clear Probationary status through transfer units. Career experience cannot be substituted for graduate course work.
http://www.ndnu.edu/admissions/transfer/transfer-agreements/

The same transfer form is used to transfer graduate courses to their degree at NDNU:
https://drive.google.com/file/d/15ti42fO1w22zREFC7EWHatc-ag0H_8Yv/view?usp=sharing

What does "Advancement to Candidacy" mean and what are the usual conditions for advancement?
It means you have completed your beginning 15 units of coursework successfully; have completed all the prerequisites; have a GPA of 3.0; and obtained a B- or better in all courses. Your continued participation in the degree program is based upon your adequate performance. It does not imply you will complete your degree or graduate program successfully, nor imply you will be successful within your profession. You may still be dismissed from the graduate program for academic or professional suitability reasons after

being advanced to candidacy. Finally, if any "Documentation of Concern" forms have been submitted by a faculty member, it must be resolved prior to advancing to candidacy.

How many units must I take to get or keep financial aid?

For financial aid, students are considered full-time graduate students when enrolled in 9 units. Graduate students are eligible for loan programs when enrolled on at least a half-time, 3-unit basis. Graduate students with Unclassified Graduate status are not eligible for financial aid.

What is a "Hold," why are they given, and how do I clear it?

A "Hold" prevents students from registering for any classes. Students must meet with the respective NDNU Department (i.e. Business office) or AAC/Chair to clear the Hold.
Holds may be placed due to:
- GPA falls below 3.0
- Candidacy Hold. You may not register if you have not fulfilled the prerequisites by 15 units.
- Warning, Probation, Disqualification Hold. The student has been warned, placed on probation, or disqualified from the program. Disqualified students may not return. Students who have received a warning or are on probation will require a signature from the AAC.
- Advisor Hold: There is a specific concern about a student per instructor, advisor, or AAC.
- Ineligible to Register Hold: There is an individual situation or reason pertaining to the student that prevents him/her from being able to register.
- Business Hold: The student has not resolved financial issues.

FAQS: Clinical Training

What is/Who are the Director of Clinical Training (DCT) and Clinical Training Team (CTT)?

The DCT, along with the Clinical Training Team is responsible for:

1) Overseeing the clinical training experiences including coordinating the Practicum/Seminar and Supervised Field Experiences; and maintaining high quality training within student sites;

2) Developing a clinical training program including remaining abreast of changes to MFT/LPCC training requirements; developing new training sites; holding the Practicum Fair; and supporting clinical development.

3) Promoting professional development through specialized workshops and presentations.

The DCT may hold group and individual appointments to provide information on training and is available for individual consultation re: clinical training possibilities. The DCT and CTT host the Clinical Training and Practicum Associate Information Night; Professional Pathways; the Practicum/Associate Fair; and support Professional Speakers and clinical training opportunities.

FAQ: MFT, LPCC, and MSCP

How similar is the MFT and LPCC?

They are very similar. They satisfy licensing requirements for the master's-level mental health practitioner. How they will be perceived professionally and how each degree will impact clinical practice and job prospects is unclear. In general, the MFT places more emphasis on mental health treatment involving couples, family, and relationship issues while the LPCC places more emphasis on general, yet comprehensive, master's level mental health treatment for individuals. California was the first state to recognize the MFT license and the last state to recognize the LPCC. Historically, the MFT has been recognized longer in California but the LPCC has more national recognition.

What is the difference between the MFT and LPCC?

The educational requirements are similar, except the LPCC requires additional coursework in 9 core content areas including Career Counseling and Trauma, Crisis, and Recovery.

The LPCC requires 280 hours of clinical experience in practicum, and the BBS does not credit these hours toward the 3,000 required for LPCC license eligibility.

The LPCC requires all 3,000 hours of supervised clinical experience to be post-graduate so Practicum/Seminar hours from NDNU's program cannot count towards licensure.

LPCC scope of practice does not include the assessment or treatment of couples or families unless the professional clinical counselor has completed additional training and education. Students complete this additional training through our MFT/LPCC program.

Can I use my clinical hours to count towards the MFT and LPCC?

You may, 'double dip' the same clinical experience hours to count towards both licenses. You must be a registered MFT Associate and a registered Associate PCC, and submit two associate registration applications to the BBS:

Where do I register?

MFT Associate Registration:

http://www.bbs.ca.gov/pdf/forms/mft/imfapp.pdf

Associate PCC Registration Application:

http://www.bbs.ca.gov/pdf/forms/lpc/pci_app.pdf

Which license is better covered by insurance?

That is hard to predict. Currently, MFTs are covered by many insurance plans in California because this license is well established here. Nationally, the LPCC is covered by many insurance plans. LPCCs continue to grow in this state and coverage has increased in some settings. Many anticipate that the LPCC will be covered similarly as time goes on.

What if I leave the state of California?

The MFT license may not be recognized. It depends on the state and reciprocity agreements. The LPCC is more recognized nationally so many believe it is better to have this license if you are not staying in California or to be eligible for reimbursement from nationally funded programs.

Should I get the MFT or LPCC?

There is not a clearly agreed upon answer to this. Because the academic requirements are not significantly greater for the LPCC many are recommending that new graduates fulfill the academic requirements for both the MFT and LPCC at the academic level. This enables you to pursue either or both licenses (since the LPCC academic requirements are greater than the MFT, you are covered for the MFT and LPCC if you pursue the LPCC path). Decisions regarding your license can be made as the LPCC license becomes more established; in consultation with your professors and supervisors; and as you clarify your professional path.

I already have my MFT. What must I do to get a LPCC?

The grandfathering period for MFTs to get the LPCC expired 12/31/2012. If a licensed MFT wishes to get a LPCC, it would now require additional coursework to make up the difference in education requirements, plus 3,000 hours as an Associate PCC, passing the National Clinical Mental Health Counselor Examination (NCMHCE) and the California LPCC Law and Ethics Exam.

Where can I get more information?

California Association for LPCCs (CALPCC):

http://calpcc.org/faq

http://calpcc.org/requirements-after-2012

http://calpcc.org/core-content-areas

BBS page - What is a LMFT, LCSW, LPCC and LEP?

http://www.bbs.ca.gov/consumer/what_is.shtml

What kind of training does the MSCP give?

The MSCP degree enables you to practice as a master's level, unlicensed-mental health professional. It also enables you to practice as a professional in another field with master's level education in clinical psychology.

It provides competitive training for pursuing doctoral studies in psychology or a related field. Many of our graduates pursue doctoral training in clinical psychology to become a psychologist (clinical, experimental/research, cognitive, developmental, social, etc.). Others pursue a doctorate in fields such as education; neuroscience, nutrition, law, business, philosophy, or social work.

What kind of work can I do with the MSCP degree?

You may, for example, work in research, administrative, mental health, medical, geriatric, legal, business, human service, social work, social service, and educational settings with this training. Our graduates work as directors of non-profit organizations, parole officers, case managers, early education specialists, parent educators, behaviorists, mental health case-workers, social service workers, coaches, managerial consultants, researchers, technicians, educators, and mental health aides.

Will I receive the academic training so I may practice as a licensed psychotherapist with the MSCP degree?

No.

MSCP General Advising Guidelines:

❖ Complete prerequisites in the first and second semesters of graduate school. All prerequisites must be completed upon the completion of 15 graduate units to avoid delays in registration. Prerequisites should be completed over taking an additional graduate course.

❖ Prerequisites include general psychology, abnormal psychology, statistics, and two of the following courses:
❖ Personality Theory
❖ Developmental Psychology
❖ Clinical Psychology
❖ Counseling Psychology
❖ Physiological Psychology
❖ Biological Psychology
❖ Child & Adolescent Psychopathology
❖ Social Psychology
❖ Cognitive Psychology
❖ Psychological Assessment

❖ Concentrate on core foundational courses first. Take as many core courses as possible before intervention or specialized, clinical courses.

    o Core courses:

        ▪ Psychopathology

        ▪ Neurophysiology/Psychopharmacology

        ▪ Child and Adolescent Psychopathology and Psychotherapy

        ▪ Professional Ethics and Law

        ▪ Lifespan Development

        ▪ Human Sexuality

❖ Preferable to take core intervention courses before taking other intervention or specialized clinical courses when possible   Core intervention courses:

    o Psychodynamic Psychotherapy

    o Cognitive Behavior Therapy

    o Family Systems and Relational Psychotherapy

❖ Intervention or specialized clinical courses are more flexible to schedule. General rule: better to take when more core/foundational courses are completed. Intervention or specialized clinical courses are:

- o Cross Cultural Issues

- o Clinical Assessment and Treatment

- o Survey of Child and Adult Psychotherapy

- o Diagnosis/Treatment of Addictions

- o Couple Psychotherapy

- o Group Psychotherapy

- o Crisis, Trauma, and Recovery

- o Specialized Clinical Topics

- o Career Counseling

❖ Start Research in Spring of second year (first year if MSCP) with Research Project: Methods and Proposal and complete with Research Project: Completion in Fall. Research project is to be done sequentially.

❖ Start Practicum/Case Seminar in Fall, towards end of program, after beginning Research sequence, and end with Practicum/Case Seminar II in Spring.

Sample Academic Plans: Please note that these are general plans. Some variations are expected depending on your professional and academic needs. Please consult with our AAC, Hannah, for more individualized guidance.

*Dependent on Course Cycling
See Proposed Course Cycling Tables (pp. 30-31)
Proposed Academic Plan
MSCP ONLY – 37 units

Fall
Psychopathology (CPY 4210, 3 units)
Professional Ethics & Law (CPY 4245, 3 units)
AND/OR
Lifespan Development (CPY 4230, 3 units)
AND/OR
Neurophysiology/Psychopharmacology (CPY 5205, 3 units)
AND/OR Human Sexuality (CPY 4235, **1 unit**)

Spring
Research Project: Methods/Proposal (CPY 4896, 3 units)
Lifespan Development (CPY 4230, 3 units)
AND/OR Neurophysiology/Psychopharmacology (CPY 5205, 3 units)
AND/OR Psychodynamic Psychotherapy (CPY 4230, 3 units)

Summer
Cognitive Behavioral Therapy (CPY 4311, 3 units)
AND/OR Professional Ethics & Law (CPY 4245, 3 units)

Fall
Research Project: Capstone/Thesis Completion (CPY 5897, 3 units)
Clinical Practicum I (CPY 4420, 3 units)
Clinical Case Seminar I (CPY 4430, 3 units)

Spring- *Graduation*
Clinical Practicum II (CPY 4422, 3 units)
Clinical Case Seminar II (CPY 4432, 3 units)

NOTE: Text in this color means that it is possible to take it in different semesters.

<u>Proposed Academic Plan</u>
MSCP/MFT/LPCC- 67 units

<u>Fall (Semester 1)</u>

Psychopathology (CPY 4210, 3 units)
OR
Child & Adolescent Psychopathology & Psychotherapy (CPY 4217, 3 units)

Professional Ethics & Law (CPY 4245, 3 units)
Group Psychotherapy (CPY 5200, 3 units)
Lifespan Development (CPY 4230, 3 units)
OR
Neurophysiology/Psychopharmacology (CPY 5205, 3 units)

Human Sexuality (CPY 4235, **1 unit**)

Note: Professional Ethics and Law may be taken in Summer

<u>Spring (Semester 2)</u>

Psychopathology (CPY 4210, 3 units)
OR
Child & Adolescent Psychopathology & Psychotherapy (CPY 4217, 3 units)

Lifespan Development (CPY 4230, 3 units)
OR
Neurophysiology/Psychopharmacology (CPY 5205, 3 units)

Cross- Cultural Issues (CPY 4221, 3 units)

Family Systems & Relational Psychotherapy (CPY 4222, 3 units)
OR
Group Psychotherapy (CPY 5200, 3 units)

<u>Summer (Semester 3)</u>

Cross-Cultural Issues (CPY 4221, 3 units)

Couple Psychotherapy (CPY 5275, 3 units)

Cognitive Behavioral Therapy (CPY 4311, 3 units)

Career Development Theories & Techniques (CPY 5560, 3 units)

Professional Ethics & Law (CPY 4245, 3 units)

Survey of Child & Adult Psychotherapy (CPY 4280, 2 units)

Fall (Semester 4)

Clinical Assessment & Treatment (CPY 4252, 3 units)

Survey of Child & Adult Psychotherapy (CPY 4280, 2 units)
AND/OR
Diagnosis & Treatment of Addictions (CPY 5265, 3 units)
AND/OR
Group Psychotherapy (CPY 5200, 3 units)

Human Sexuality (CPY 4235, 1 unit)

Spring (Semester 5)
Research Project: Methods and Proposal (CPY 4896, 3 units)
Psychodynamic Psychotherapy (CPY 4240, 3 units)
Specialized Clinical Topics (CPY 4281, 1 unit)

Family Systems & Relational Psychotherapy (CPY 4222, 3 units)
OR
Group Psychotherapy (CPY 5200, 3 units)

Summer (Semester 6)
Cross-Cultural Issues (CPY 4221, 3 units)

Crisis, Trauma, and Recovery (CPY 5550, 3 units)

Couple Psychotherapy (CPY 5275, 3 units)

Cognitive Behavioral Therapy (CPY 4311, 3 units)

Career Development Theories & Techniques (CPY 5560, 3 units)

Survey of Child & Adult Psychotherapy (CPY 4280, 2 units)

Fall (Semester 7)
Research Project: Capstone/Thesis Completion (CPY 5897, 3 units)
Clinical Practicum I (CPY 4420, 3 units)
Clinical Case Seminar I (CPY 4430, 3 units)

Spring (Semester 8) *Graduation*
Clinical Practicum II (CPY 4422, 3 units)
Clinical Case Seminar II (CPY 4432, 3 units)

*** Blue= only offered during that semester

Notre Dame de Namur University
Clinical Psychology Department
Two-Year Course Planning Guide 2018-2020

Compiled by: Helen Marlo, Ph.D., Chair
&
Hannah Yanow, M.A.
Advising Analyst and Administrative Coordinator
(650) 508-3557, hyanow@ndnu.edu

Course #	Course Title	Units	Fall 2018	Spring 2019	SS I 2019	SS II 2019	Fall 2019	Spring 2020	SS I 2020	SS II 2020
CPY 4216	Psychopathology (Afternoon/Eve)	3	X	X			X	X		
CPY 4217	Child and Adolescent Psychopathology and Psychotherapy (Evening)	3	X	X			X	X		
CPY 4221	Cross-Cultural Issues (Eve/Weekend)	3		X		X		X		X
CPY 4222	Family Systems and Relational Psychotherapy (Eve)	3		X				X		
CPY 4230	Lifespan Development (Eve/Weekend)	3	X	X			X	X		
CPY 4311	Cognitive Behavioral Therapy (Eve)	3				X				X
CPY 4235	Human Sexuality (Weekend)	1	X X				X X			
CPY 4240	Psychodynamic Psychotherapy (Afternoon)	3		X				X		
CPY 4245	Professional Ethics and Law (Evening/Weekend)	3	X		X		X		X	
CPY 4252	Clinical Assessment and Treatment (Eve)	3	X				X			
CPY 4275	Couple Psychotherapy (Evening)	3			X				X	
CPY 4280	Survey of Child and Adult Psychotherapy (Afternoon)	2	X		X		X		X	

Course #	Course Title	Units	Fall 2018	Spring 2019	SS I 2019	SS II 2019	Fall 2019	Spring 2020	SS I 2020	SS II 2020
CPY 4281	Specialized Clinical Topics (Weekend)	1		X				X		
CPY 4420	Clinical Case Practicum I (Practicum Site)	3	X X X				X X X			
CPY 4422	Clinical Case Practicum II (Practicum Site)	3		X X X				X X X		
CPY 4430	Clinical Case Seminar I (TUESAY Afternoon/Eve)	3	X X X				X X X			
CPY 4432	Clinical Case Seminar II (FRI/SAT)	3		X X X				X X X		
CPY 4896	Research Methods and Proposal (THURSDAY Afternoon/Eve)	3		X X				X X		
CPY 4897	Research Project: Thesis/Capstone Completion (THURSDAY Afternoon/Eve)	3	X X				X X			
CPY 5200	Group Psychotherapy (Evening)	3	X	X			X	X		
CPY 5205	Neurophysiology/Psychopharmacology (Evening)	3	X	X			X	X		
CPY 5550	Crisis, Trauma, and Recovery (Afternoon/Eve/ Weekend)	3				X				X
CPY 5560	Career Counseling (Weekend)	3			X				X	
CPY 5265	Diagnosis and Treatment of Addictions (Weekend)	3	X				X			
CPY 6992	Supervised Field Experience	1-3 units	X	X	X	X	X	X	X	X
CPY 4898/4888	Research Thesis/Capstone Completion Extension	3 units	X	X			X	X		

Note: Course times (afternoon, evening, weekend) reflect current schedule and preferences. Course offerings and timing is subject to change. Check the course schedule on Campus Portal as it becomes available for registration.

Courses may be added or cancelled pending need

REGISTRATION AND ADVISING

DETAILED INFORMATION FROM THE REGISTRAR'S OFFICE CAN BE FOUND ONLINE!
http://www.ndnu.edu/academics/registrar/

As a graduate student, you are *required* to track your course progress via the Advising Worksheet (p. 33).

Advising and Registration Sessions will be held when Registration opens. The AAC will send out this information through Process Notes, the weekly eNewsletter, so that all can be informed when they can meet with the AAC. In the Fall, students register for the *Spring* semester. In the Spring, students register for the *Summer and Fall* semesters.

If you have completed 15 units, and have advanced to Candidacy, simply send your AAC the Online Registration Clearance form (p. 34) via email: hyanow@ndnu.edu. She will then edit/approve the courses, and let you know when she has cleared you for Online Registration.

Graduate Program Worksheet | Master of Science in Clinical Psychology

Name/ID#:

Optimized for 2017-2018 Catalog Year

Prepared by: **Date:**

Core Course Requirements			Completed	Notes
CPY 4216	Psychopathology	3		
CPY 4230	Lifespan Development	3		
CPY 4235	Human Sexuality	1		
CPY 4240	Psychodynamic Psychotherapy	3		
CPY 4245	Professional Ethics and Law	3		
CPY 4311	Cognitive Behavioral Therapy	3		
CPY 4420	Clinical Practicum I	3		
CPY 4422	Clinical Practicum II	3		
CPY 4430	Clinical Case Seminar I	3		
CPY 4432	Clinical Case Seminar II	3		
CPY 5205	Neurophysiology and Psychopharmacology	3		
CPY 4896	Research Methods and Proposal	3		
Thesis or Capstone (take one)			**Completed**	**Notes**
CPY 4882	Research Project: Capstone Completion	3		
CPY 4897	Research Project:Thesis Completion	3		
MFT Concentration (23 unit add-on)			**Completed**	**Notes**
CPY 4217	Child/Adolescnt Psychopathlgy & Psychothrpy	3		
CPY 4221	Cross-Cultural Issues	3		
CPY 4222	Family Systems and Relational Psychotherapy	3		
CPY 4252	Clinical Assessment and Treatment	3		
CPY 4275	Couples Psychotherapy	3		
CPY 4280	Survey of Child and Adult Psychotherapy	2		
CPY 5200	Group Psychotherapy	3		
CPY 5265	Diagnosis and Treatment of Addictions	3		
LPCC Concentration (7 unit add-on)			**Completed**	**Notes**
CPY 5550	Crisis, Trauma, and Recovery	3		
CPY 5560	Career Development Theories/Techniques	3		
CPY 4286	Specialized Clinical Topics	1		
Optional			**Completed**	**Notes**
CPY 4888	Research Project: Capstone Extension	3		
CPY 4898	Research Project: Thesis Extension	3		
CPY 6992	Supervised Field Experience	1-3		
	**Total Program Units: 37	60	67**			

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<u>**Clinical Psychology Department: Registration Clearance Form**</u>

Student ID # _____   **Semester**_____   **Year** _____

I, _____ (**printed name**) agree to register for the following

courses, as outlined in accordance with my academic plan, per my meeting/email communication

with my Academic Advisor: _____.

Program: _____**MSCP**   _____**MFT/LPCC**

Courses I am registering for:

CPY _____   _____ for _____ unit<u>s</u>

CPY _____   _____ for _____ units

CPY _____   _____ for _____ units

CPY _____   _____ for _____ units

                                                         Totaling _____ units

Student Signature_____   _____(date)

Advisor Signature: _____   _____(date)

        Comments:

Online Registration Process

Step 1: Clear any holds you may have with the Registrar, Department or Business Office. Returning students must contact the AAC and complete the Online Registration Clearance Form to get cleared to register online. If you are not sure of which classes you need to register for, please reference your original Academic Plan (AP), consult with a peer ASL advisor, and/or attend one of the Advising and Registration Days offered (check department calendar at the beginning of this handbook). Please consult with a peer ASL and/or the AAC, who will provide final registration approval, if you need to modify your original AP.

Step 2: Log on to Campus Web: www.ndnu.edu, Click on "Quick Links" drop down to Campus Portal.

***If you do not remember your password Click on "**Forgot password**?" link in the Campus Web login page (https://campusweb.ndnu.edu/cgi-bin/login.mbr/login).

You will be asked to enter information like your ID number, First name, Last name, Date of Birth (should be entered in YYYY-MM-DD format) and SSN (optional).

When a match is found in the system, the password will be emailed to your NDNU student email address.
If you still have problems, then please contact the help desk at (650) 508 3555 or email at support.campusweb@ndnu.edu.

Step 3: Upon successful login, click on "**Course Schedules Term**," (located on the left side of the page). This will allow you to view classes for a specific term.

Step 4: Use the **Term** dropdown, to select the current term and type "**CPY** in the **Course Code** box for the Clinical Psychology Department, and Click on "**Search**" to see all courses, or just enter the specific course number.

Step 5: See all of the Clinical Psychology Classes listed. It should look like the screenshot below. Check to be sure you see check boxes located to the left of the course number, in the "Add" column. Check the box next to the class you want.

Step 6: Receive a message that indicates whether the class has been added or the class is not available.

Graduation Information

Participation in Graduation
Students who have finished all their degree requirements in the previous Summer session, Fall semester, or who are finishing in the current Spring semester may take part in graduation ceremonies.

Exceptions to this policy are as follows:
Master's students may petition to participate in Commencement if:
They have three or fewer units remaining to complete their program;
The remaining units will be completed as soon as the class is offered following graduation.

In order to graduate: ALL OF YOUR PREREQUISITES MUST BE COMPLETED AND AN APPLICATION FOR GRADUATION SUBMITTED FOR AUDIT, AT LEAST SIX (6) MONTHS PRIOR TO GRADUATION!!!

The Graduate Audit does not require Departmental or AAC signatures or approval. You must **stop by the Registrar's Office and Pick up a Graduate Application for Graduation. The Registrar's Office is located in St. Mary's Room 110.**

Fee Information:
Check your NDNU email for updates.

MASTER'S DEGREE AUDIT/POSTING

1. Fill in items 1 through 5 of the Master's Degree Graduation Application. Be sure to fill in all information. Notice the degree posting dates: May 31; August 31; December 31.
2. Take the form to the Business Office. Please refer to the chart above for fees.
3. If you are completing your last course in Summer and wish to participate in ceremonies in May, you must file the "PETITION TO WALK." You must register for this course prior to Commencement.
4. If you plan to apply for BBS licensure, please ask the CPD for the instruction sheet on how to complete the process. PLEASE DO NOT FOLD THE FORM. THANK YOU.

<div align="center">

**Master's Degree Graduate Applications can be picked up at the
Registrar's Office in St. Mary's Hall**

</div>

Clinical Psychology Department: General Departmental Policies

CPD Communication Channels

<u>Office Hours:</u>
The Advising Analyst/Administrative Coordinator and full-time faculty keep office hours. Check Process Notes and the Ralston Annex door sign for detailed schedule(s).

<u>Faculty Email and Voicemail</u>
All full-time and part-time faculty are expected to check their email and voicemail regularly.

Faculty and students are expected to return emails regularly and respond in a timely manner. Students and faculty may have their NDNU email forwarded into their personal email account to improve communication.

NDNU Student Email Forwarding to a Personal Account

1. Login to NDNU Student Email
2. Click Options (in the top right corner), then click Create an Inbox Rule.
3. Click New (below Inbox Rules). A new window opens.
4. On the dropdown menu below "When the message arrives," click [Apply to all messages].
5. On the dropdown menu below "Do the following," click Redirect the message. A new window opens.
6. Below Message recipients, type in the email address to which you want to forward emails.
7. Click OK.
8. Click Save.
9. Click Yes.

Note that NDNU cannot be responsible for forwarded messages once they leave the university's email system. When contacting NDNU offices regarding your student account or student records, the request must come through the "@student.NDNU.edu" email address and not from an outside address for compliance reasons (confidentiality and the Family Education Rights and Privacy Act -FERPA). When a student contacts a department through the NDNU email system, the reply will be sent directly back, insuring that only the student receives the information and that there is no break in confidentiality. If you send from a non-NDNU email address, you'll receive a reply that due to compliance reasons the requested information has been sent to your official NDNU student account.

You can find more information about student accounts HERE or:
http://www.ndnu.edu/information-technology/student-accounts/

"*Process Notes*": Clinical Psychology E-newsletter

This is the weekly e-newsletter issued by the CPD. It will provide information on CPD, NDNU and professional events, policies, opportunities, and news regarding students, alums, faculty, and the field of clinical psychology. If you have a contribution, please email our Administrative Coordinator at hyanow@ndnu.edu and send it to her in your desired format. We will review it for possible inclusion in *"Process Notes."*

Clinical Psychology Website:
http://www.ndnu.edu/arts-and-sciences/clinical-psychology-department/

The Clinical Psychology Department webpage is a resource for department news, activity, resources, and forms. Common questions and forms are compiled here.

The NDNU MSCP Student and Alumni Members Only group fosters student and alumni connectivity, professional development, and job postings. You may join the group as a current student. Use the link from the department website or directly from this link. https://www.linkedin.com/groups?home=&gid=6746311&trk=anet_ug_hm&_mSplash=1

Student Email Communication

We are issuing a weekly email communication, *"Process Notes"* that will keep you informed of CPD and NDNU news. Please read it weekly.

Please check your student email account a minimum of twice a week as all official communication from the CPD is through your NDNU email address. **ALL** Official NDNU Correspondence will go **only** to your NDNU Student Email Account, including emails regarding: finances, holds, units, registration, deadlines and advancement to candidacy from the: Registrar's Office, Clinical Psychology Department, Business Office, Financial Aid. Such emails require you to respond using your NDNU student email account only.

Student Mailboxes
Each student has a personal mailbox in the Ralston Annex. Each mailbox is private, and contents are meant solely for that individual. However, confidentiality cannot be ensured. Please inform your professors and the Administrative Coordinator if you opt out of using your mailbox. Please check your mailbox frequently.

Clinical Psychology Department General Academic Policies

Prerequisite Program Requirements
Prerequisites include **General Psychology, Abnormal Psychology**, **Statistics**, and two of the following courses. Other courses may be considered with Chair approval.

Personality Theory
Developmental Psychology
Clinical Psychology
Counseling Psychology
Physiological Psychology
Biological Psychology
Child & Adolescent Psychopathology
Social Psychology
Cognitive Psychology
Psychological Assessment

***Students must complete them within 15 graduate units to enroll in additional classes.

All prerequisite or transfer courses taken to fulfill program requirements must be approved by the Chair or AAC. These courses may be taken at NDNU, a community/state college or university, and online. Please send your official transcript to the Registrar to register for future courses and ensure advancement to candidacy. A passing grade is a "B-" or better.

Change of Program within the MSCP Program
Upon admission into the MSCP program, students may participate in any of the programs. Students are assigned to their desired program--the MSCP or MFT/LPCC program. Students may switch programs based on their evolving professional interests and needs. Students should consult with the AAC to switch programs to receive appropriate academic and professional guidance. If you change, NDNU Graduate Admissions requires you to complete The Change of Program form: https://drive.google.com/file/d/1k29E--Tp4sC6EDdSkgOYyrlifKT9bOIt/view?usp=sharing

This form must be completed, for example, to switch to MSCP instead of MFT/LPCC program or vice versa. The form needs to be completed and signed by you and the AAC. You need to obtain all other signatures, the last being Grad Admissions. Due to financial aid laws, such requests will not be granted in the middle of a semester and must wait until the beginning of the next semester.

<u>Conflict Resolution</u>
When managing and resolving conflicts, it is expected that students will behave in a psychologically healthy manner that is consistent with our profession and follow the general principles and specific ethical guidelines as delineated by Ethics Codes for licensed psychologists, marriage and family therapists, and professional clinical counselors.

When confronted with a conflict, most often, it is expected that students will address that conflict informally and directly with the individual by first attempting to discuss the situation honestly, thoroughly, respectfully, and in a timely manner, with the other who is involved.

Please note that using email, texts, or social media to address conflicts is problematic and *should not be used* as a way to raise, address, or resolve conflicts with other CPD students, faculty, or staff.

If it is not possible to address your concern directly with the individual involved, due to the nature of the conflict, students are expected to first consult with the Department Chair. NDNU policy for handling concerns, including filing a formal grievance, can be found on: http://www.ndnu.edu/campuslife/documents/GrievanceProceduresavailableforStudents2nddraft.pdf

Please note that if your concern or grievance is related to alleged sexual harassment, assault, or other unlawful harassment or discrimination, contact the Director of Human Resources, Mary Haesloop (mhaesloop@ndnu.edu).   The University owes a duty to the University community as a whole as well as to the victim in such instances, and is legally obligated to conduct a thorough and timely investigation, even if the victim requests that an investigation not be conducted or that an investigation be discontinued.

Additionally, in the event of a crime, a crime in progress, or an incident involving personal injury, including one requiring medical attention, contact the Belmont Police Department (911) immediately. Your safety comes first.

Graduate Clinical Psychology Department Attendance Policy

The Attendance Policy states:

Students are expected to attend all classes but **may miss up to 3 hours of a graduate level course. A students' grade will be reduced by half a letter grade for missing more than 3 hours of class.** Students who miss class time beyond this allotment should discuss this absence with their professor. In addition to a half a letter grade reduction, the professor has the option of requiring additional coursework. **Extra coursework may not be done in lieu of a grade reduction. Your grade will be reduced specifically due to your attendance.** (i.e., if you would have earned a B, you will receive a B-). **Please do not request make up work from your professor in lieu of a reduction in your grade.** While the professor may require additional work for your missed attendance, your grade will still be reduced due to your attendance.

Students who miss more than 6 hours of any course may incur a further reduction in their grade, and may need to withdraw and retake the class at their own expense. No incompletes will be given for Research or Practicum/Case Seminar courses. Incompletes are rare and only made in exceptional circumstances.

Students with disabilities or illnesses should follow up with Disability Services. Students who experience emergencies, prolonged illnesses, excessive absences, vacations, and/or personal or professional schedule conflicts are not exempt from this policy. You may withdraw from the class or the professor has the option to administratively withdraw you from the course at your expense.

Special requests regarding attendance or missed classes are not automatically honored and are at the sole discretion of the instructor.

Most courses are not offered year-round and some are only offered in the afternoon, evenings or weekends. A course-offering template is provided to help in your planning.   Every effort is made to maintain a steady and consistent set of offerings per term, but pending departmental needs, the schedule may change.

This department offers a degree program that may lead to licensure for many students. Under the terms of their licenses as well as the boards that dispense licenses, we are bound to oversee that students are receiving the education requisite for master's level professionals in the field of psychology.

Student Evaluation Criteria
Master of Science in Clinical Psychology
(MSCP; MFT; MFT/LPCC)

Student Evaluation Committee (SEC) Policies and Procedures:
Progress Toward Degree Evaluation

POLICY
In accordance with the standards established by the American
Psychological Association, the Board of Behavioral Sciences, the
American Association for Counseling and Development, and the California
Association of Marriage and Family Therapists, the CPD has guidelines for
evaluating students as they progress toward their degree, The goal of the
evaluative process is to provide a balanced and comprehensive
assessment of student achievement and ability, including academic
performance and clinical/professional capability which are required for
the competent practice of Clinical Psychology.   There are formal and
informal forms of evaluation that may be utilized depending on a
student's needs or faculty concerns.

GOALS
It is the objective of the SEC to provide evaluation in a context that avoids
undue tensions and fears, without compromising the standards of the
Clinical Psychology profession.

ACCEPTABLE ACADEMIC PERFORMANCE
A definition of acceptable academic performance, clinical competence,
and professional suitability is guided by the following criteria:

- Ability to communicate written, verbal or nonverbal ideas or
  thoughts in a clear, coherent fashion. Both oral and written
  communication with faculty, staff, peers, administrators, clients,
  supervisors is carried out in a clear, coherent, professional,
  mature, and responsible manner, inclusive of email.
- Timely completion of academic, clinical, or practicum
  requirements

- Preparedness for class discussion and all class work
- Respectful behavior towards faculty, staff, peers, clients, and supervisors
- Completion and integration of weekly readings into class discussions
- Ability to:
  - conceptualize course material in a scholarly manner
  - understand and thoughtfully critique research
  - receive and make positive use of feedback regarding academic work
  - conceptualize course material drawing from relevant theoretical models
  - responsibly handle crisis or emergency situations
  - separate personal needs from professional work
  - utilize supervision as an instrument of learning and guidance in working with clients
    - work responsibly and responsively with clients, colleagues, and faculty
    - listen non-defensively and learn from and integrate feedback
    - demonstrate "psychological mindedness" (i.e., maturity, flexibility, ego strength, self-awareness, openness, empathy, sensitivity, etc.)
    - have strong emotional/personal stability or no emotional/personal impairment which interferes with course work and/or interpersonal interactions
    - demonstrate a high level of motivation and professional commitment

MEMBERSHIP

The voting membership of the SEC is comprised of the Department Chair, full-time CPD faculty members, a faculty member from another Department, and may include the Dean of the School of Education and Psychology, the Associate Provost and other NDNU or CPD faculty or administrative personnel.

EVALUATIVE CRITERIA

A. Evaluations will be conducted when one (1) or more of the following is present:

1. The student has successfully accomplished 15 units in the program and is ready to advance to candidacy.
2. The student has less than a 3.00 GPA within the first 15 semester units of course work taken for graduate credits.
3. The student has received negative feedback during course work from more than two instructors each of whom consider the negative feedback to be of significance to the student's matriculation and have provided documentation of the feedback to the student.
4. The student has two (2) or more incompletes in course work.
5. The student has received a grade "C" or less in any course. (Any grade lower than a B- is a non-passing grade within the Graduate School).
6. The Program Chair has received a written statement of concern by a NDNU faculty member or staff regarding the student's personal conduct, ethical behavior, or lack of professional suitability based upon the standards provided to all students in the program.
7. The student has received a negative evaluation from a supervisor in the field placement agency.

PROCEDURE
A. The SEC will meet as necessary throughout a student's enrollment to address the evaluative criteria.
B. The SEC will meet to evaluate a student's status in situations as described in the Evaluative Criteria.
C. All formal SEC deliberations are confidential; minutes of the proceedings will be kept in the Department office. The Dean will be notified of the proceedings, may be invited to attend, and notified of the outcome.
D. The student will receive written notification of the SEC decision

within ten (10) days after the meeting.

ADVANCEMENT TO CANDIDACY
1. Advancement to candidacy is a traditional step in a master's degree program designed to evaluate the student's progress and to determine the student's capability and suitability to complete the requirements for the degree.
2. Advancement to candidacy depends upon the student's attaining a minimum 3.0 GPA in the first fifteen semester units of graduate coursework and meeting any other requirements specified by the particular program.   This includes the absence of documented, ongoing, academic and professional suitability concerns. The Registrar's Office automatically evaluates students when they reach fifteen units. The decision to advance a student to candidacy is made with input from the faculty and Chair.
3. In cases where the routine recommendation for advancement to candidacy is not made, the student may meet with the Chair of the CPD within ten (10) working days.
4. Students who have not met Candidacy requirements by 15 units may have a hold placed and not be able to register for any more graduate level courses until all prerequisite requirements are met.

RECOMMENDATIONS
A. Recommendations regarding a student who is experiencing any of the challenges outlined under "Evaluative Criteria: Section A" may be made at any time and not necessitate a formal SEC meeting. Upon evaluation of a student's case, the following recommendations may be made:
1. *Advancement to Candidacy.*
If the student has completed all necessary requirements for advancement without reservation, such a recommendation will be made to the Department Chair.
2. *Continuation.*
If the data presented justify continuation in the student's

particular program, such a recommendation will be made to the Department Chair.

3. *Academic Probation:*

> If a student's cumulative GPA for all graduate course work falls below 3.00, that student will be placed on academic probation for the following semester by the Dean of the School of Education and Psychology or the Registrar. Students will be notified by the Registrar.

4. *Probation/Remediation:*

> If a student is considered in danger of being placed on Probation or Remediation, that student will be notified. The student will meet with the Advisor and/or Department Chair to review the academic and/or behavioral deficiencies to be remedied through mutually agreed upon criteria. Advancement to candidacy or further registration may be delayed until proof of the initiation and/or termination of remedial efforts have been received by the SEC within one (1) month of notification to the student. In certain cases, disqualification from a program, delay of graduation or non-conferment of a degree may be indicated.

5. *Forced leave of Absence:*

> If a student's academic or professional development requires such serious remediation they will be temporarily suspended to satisfactorily remediate deficiencies. A student may be required to withdraw from any course work and complete the remediation plan while on forced leave of absence. The student will meet with their Advisor and the SEC/or Chair to review the specifications of the remedial activities and the time limit expectations for accomplishing the remedial plan. Depending on the situation, and at the discretion of the department faculty, an informal meeting or meetings with the Advisor and/or Chair may be requested and warranted, and the student is expected to comply. Alternatively, a formal SEC may be warranted. Written agreement will be provided to the student by the Advisor/Chair. The student will acknowledge agreement of the remedial plan by signing a copy of the plan and submitting it to the SEC within one (1) month of notification. Registration or advancement to candidacy will not be permitted during the forced leave of

absence.

6. *Dismissal/Disqualification:*

    A. If a student on Probationary/Conditional/Provisional Acceptance fails to earn a cumulative GPA of 3.00 in the first six (6) units of credit in graduate courses, or if a student on academic probation fails to achieve a cumulative GPA of 3.00 in the semester following being placed on probation, the student is subject to dismissal/disqualification.

Other Situations which could result in dismissal/disqualification include:

- Academic failure in any semester of a student who is on academic probation
- Failure to complete the program within seven (7) years
- Determination of failure to maintain ethical and professional standards described by Department and the profession of psychology as established by the BBS and the BOP,
- Determination of failure to correct the deficiencies noted during the Probation/Remediation or forced leave of Absence period including but not limited to: level of professional competency.
- Determination of violation of the Code of Student Conduct found in NDNU's Student Affairs Conduct Policies

In cases other than those strictly related to academic performance (e.g., grade point averages), the student will be required to meet with the SEC to review the recommendation for dismissal. If the student chooses not to appear, a written response to the issue raised must be received by the SEC 10 days before the scheduled meeting. Failure to provide a written response may result in immediate dismissal from the program. The SEC will make a final recommendation to the Dean of the School of Education and Psychology concerning dismissal. A student may appeal any decision made by the SEC in writing within 10 days, following the appeal procedures outlined in the NDNU Student Conduct Code, specifically, in the Academic Misconduct appeal process (page 13) starting at Level 2. All NDNU students are expected to abide by the NDNU polices as delineated by the Office of Student Affairs. The Office of Student Affairs will be contacted when a significant student concern arises particularly when it

involves concerns that may result in a formal SEC meeting. Such concerns will be reported and a Conduct Report will be completed on the student by the faculty member or advisor. For more details on student conduct policies, please see: [Student Affairs Conduct Policies.](#)

C. The Department Chair may determine that an informal process, for concerns related to "Acceptable Academic Performance," rather than a formal process (that requires meeting with the entire voting membership of the SEC), is warranted. A student may be notified that they are to meet with his or her Advising Analyst, the Chair or some or all department faculty as a form of intervention to help address any concerns or issues raised by the department with regard to "Acceptable Academic Performance." Possible action items may include adjustments to academic schedule, going to the academic success center or establishing a learning plan to help ensure the student's success, a recommendation to seek personal psychotherapy and /or other types of referral.

<u>Documentation of Concern:</u>
When a faculty member has a concern regarding a student, the faculty member will first speak directly about the concern to the student; discuss ways of supporting the student and rectifying the issue, and notify the student a, "Documentation of Concern" form will be completed and placed in their student file if the issues continue. If the issues continue, the faculty member will arrange a personal meeting with the student and complete the "Documentation of Concern" form. The faculty member will discuss a plan for remedying this issue and submit this form to the Chair who will review each "Documentation of Concern" form.

Faculty members must notify a student about any concerns they have regarding the student, including those involving advancing the student to candidacy.   The faculty must complete the "Documentation of Concern" form in order for their concerns to be considered, including around advancing a student to candidacy.

The Academic/Clinical Suitability Evaluation Form and Professional Suitability Evaluation Form may be used if there are any concerns regarding the student's academic, clinical, or professional suitability including if multiple "Documentation of Concern" forms have been completed.

Clinical Psychology Department: Documentation of Concern

A CPD faculty member has identified a significant concern regarding academics, professional or clinical suitability/performance in the field, interpersonal and social interactions, and/or other areas of concern that have not responded to informal intervention.

Date:

Faculty Member:

Student:

Student's Program: _____MSCP   _____MFT/LPCC   _____MFT

Concern:

Proposed Interventions for improvement/resolution:

Outcome and future plans:

I have read this form and was given an opportunity to respond.

_____   _____   Signature of

Student   Printed Name

_____   _____

Signature of Faculty Member   Printed Name

_____   _____

Signature of Department Chair   Printed Name

NOTRE DAME DE NAMUR UNIVERSITY
CLINICAL PSYCHOLOGY DEPARTMENT

ACADEMIC/CLINICAL SUITABILITY EVALUATION FORM
(For use when student concerns arise)
Please rate _____ (student) on the scale of 1-10 by indicating your response.

1	5	10
Far Below Average or Unacceptable behavior/skill	Average	Outstanding behavior/skill

Use the following statements: Rating

	Rating
1. Ability to verbally communicate ideas or thoughts in a clear, coherent fashion	
Comments:	

	Rating
2. Ability to communicate written ideas, inclusive of email communication, or thoughts in a clear, coherent fashion	
Comments:	

	Rating
3. Timely completion of academic, clinical, practicum or research assignments	
Comments:	

	Rating
4. Weekly readings completed and integrated into discussions	
Comments:	

	Rating
5. Demonstration of preparedness for class discussion and all class work	
Comments:	

	Rating
6. Ability to conceptualize course material in a scholarly manner	
Comments:	

	Rating
7. Ability to understand and thoughtfully critique research	
Comments:	

	Rating
8. Ability to receive and make positive use of feedback regarding academic work	

Comments:	

9. Ability to conceptualize case material drawing from relevant theoretical models	
Comments:	

10. Ability to responsibly handle crisis or emergency situations	
Comments:	

11. Ability to separate personal needs from professional work	
Comments:	

12. Ability to apply basic therapeutic techniques acceptable for working with clients	
Comments:	

13. Ability to utilize supervision as an instrument of learning and guidance in working with clients	
Comments:	

14. Ability to work responsibly and respectfully with clients	
Comments:	

15. Ability to listen non-defensively and to learn from feedback	
Comments:	

16. Demonstration of "psychological mindedness", i.e. maturity, flexibility, self awareness, openness, empathy, sensitivity, etc.	
Comments:	

17. Demonstration of strong emotional/personal stability or no emotional/personal impairment which interferes with coursework and/or interpersonal interactions	
Comments:	

18. Demonstration of a high level of motivation and professional commitment	
Comments:	

19. Has enough ego strength to take care of others	
Comments:	

20. Respectful of others' ideas, opinions, input, including instructors in classroom	
Comments:	

21. Ability to work individually or in group setting in academically and professionally responsible manner	
Comments:	

Average Score: _____

_____   _____
Faculty Signature   Date

NOTRE DAME DE NAMUR UNIVERSITY
CLINICAL PSYCHOLOGY DEPARTMENT
PROFESSIONAL SUITABILITY BRIEF EVALUATION FORM

Please rate _____ (student) on the scale of 1-10 by indicating your response.

1	5	10
Far Below Average or Unacceptable behavior/skill	Average	Outstanding behavior/skill

Rating

1. Ability to verbally communicate ideas or thoughts in a clear, coherent fashion	
Comments:	

2. Ability to communicate written ideas, inclusive of email communication, or thoughts in a clear, coherent fashion	
Comments:	

3. Timely completion of academic, clinical, practicum or research assignments	
Comments:	

4. Demonstration of preparedness for class discussion and all class work	
Comments:	

5. Ability to conceptualize course material in a scholarly manner	
Comments:	

6. Ability to receive and make positive use of feedback regarding academic work	
Comments:	

7. Ability to conceptualize course material drawing from relevant theoretical models	
Comments:	

8. Ability to work responsibly and respectfully with peers, faculty, & staff	
Comments:	

9. Ability to listen non-defensively and to learn from feedback	
Comments:	

10. Demonstration of "psychological mindedness", i.e. maturity, flexibility, self awareness, openness, empathy, sensitivity, etc.	

Comments:	

11. Demonstration of a high level of motivation and professional commitment	
Comments:	

12. Ability to work individually or in group setting in academically and professionally responsible manner	
Comments:	

Average Score: _____

Faculty Signature   Date

PART FIVE

Helpful NDNU Information from the Registrar's Office

Leave of Absence
Students may be absent from the University for two years (four semesters plus two summers) on an official Leave of Absence. Leave of Absence Forms are available online: http://www.ndnu.edu/academics/files/2018/04/Leave-of-Absence-OR-Withdrawal-from-University_2018.pdf and from the Registrar's Office. Students on Leave of Absence may return as continuing students. Students who leave the University without an approved Leave of Absence or whose Leave of Absence has expired must apply for readmission through the Graduate Admission Office.

Official Withdrawal from NDNU
Students who withdraw from the University should complete a Withdrawal form from the Registrar's Office or find it online here: http://www.ndnu.edu/academics/files/2018/04/Leave-of-Absence-OR-Withdrawal-from-University_2018.pdf

Incomplete Grades
A grade of "Incomplete" may be given if the student cannot complete the course due to extraordinary circumstances. This is rarely permitted. The Incomplete is replaced by a final grade within a maximum of one year from the date the Incomplete was assigned, unless the instructor specifies a shorter time period. The "Request for an Incomplete Grade" form is available from the Registrar's Office. The instructor specifies the work to be completed, deadline, and the default grade. If the coursework is not completed, the grade will be converted to the default grade. Students will not be allowed to graduate with an "Incomplete" on the transcript. Failure to complete required work within 12 months of the incomplete automatically results in an "F" default grade.

Repeat Policy
Students must maintain a 3.0 cumulative. A course with less than a grade of "C" (2.0) must be repeated. http://ndnu.smartcatalogiq.com/en/2016-2017/Catalog/Graduate-General-Regulations/Graduate-Policies-and-Procedures

Graduate Credit for Seniors—Post-Baccalaureate Degree
Notre Dame de Namur University undergraduate students in their last semester and within six units of completing a baccalaureate degree may complete a petition from Graduate Admission to take up to six units of graduate coursework. The student must have a cumulative grade point average of "B" (3.0). Graduate standing and acceptance into a credential, certificate, or master's degree program must be attained before such units can be applied to a graduate program. Acceptance of such units is at the discretion of the department chair.

Grade Appeal

Students may request a review and appeal of their grade to the instructor within 10 working days following posting of grades. Review includes, but is not limited to, inspections of the final examination and any materials that influence the grade. It should be understood that a reviewed grade may be raised or lowered. The instructor shall ordinarily issue their decision regarding the student's grade within 10 working days of the start of the next semester. If the student believes that the results of the review are not satisfactory, he/she may appeal in writing to the Department Chair within 10 working days of receipt of the review. The Department Chair will review the case, including a written statement from the instructor within 10 working days of receipt of the student's appeal. If the case is not resolved to the student's satisfaction, he/she may request that the Department Chair refer the matter to the Dean for final resolution. The request must be received within 10 working days following the communication of findings by the Department Chair to the student. The Dean may, in the case of graduate students, choose to form a committee of disinterested members to consider these statements together with such papers and examinations contributing to the questioned grade and provide a recommendation to the instructor. The decision of the Dean shall ordinarily be issued within 10 working days and is final.

Academic Probation

1. Any student accepted on academic probation who fails to make a cumulative GPA of 3.0 or better in the first six semester units must contact the Department Chair or AAC regarding policies on clearing probation.
2. Any student who fails to achieve a cumulative GPA of 3.0 or better will be placed on first-time academic probation. The student must meet with the Department Chair or AAC to devise a plan to regain clear academic standing.
3. Any student on academic probation who subsequently fails to achieve a cumulative GPA of 3.0 or better will be placed on second academic probation.
4. Any student on second academic probation who subsequently fails to achieve a cumulative GPA of 3.0 or better will be disqualified.
5. No graduate degree will be conferred upon a student whose cumulative GPA is below 3.0 in work taken for graduate credit after completing the required units. A student may petition in writing to add six or fewer additional units in the following semester to regain clear standing. Failure to petition within 30 calendar days after grades are posted, results in disqualification.
6. A student on probation may not transfer units to clear probation; clearance from probation must be achieved through coursework done at Notre Dame de Namur University.

Disqualification

Disqualification - Any one of the following conditions justifies disqualification from the Notre Dame de Namur University graduate programs:
1. Evidence of academic failure in any semester
2. Failure to regain clear standing after a period of academic probation. See Academic Probation above
3. Failure to meet the standards set for candidacy
4. Failure to complete a master's degree program within seven years

5. Failure to meet professional standards required by the specific degree, credential, or certificate program
6. Violation of the written Code of Student Conduct found in the University's *Student Handbook*
7. Failure to satisfy financial obligations to the University at the end of the semester.

The Deans, in consultation with appropriate University officials, may issue notice of disqualification to students for any of the reasons above. Students who have been disqualified may not enroll in graduate courses at NDNU.

General Regulations for Graduate Students

For complete information please be sure to consult the NDNU Catalog

Academic Accommodations/Disabilities:

Appropriate accommodations are made for all students with documented disabilities. Instructors may not provide accommodations. If you have a disability requiring an academic accommodation, please contact Disability Services.

Grading and Reporting

Students receive letter grades. The grade point average is computed on a four- point system. All grades except Incomplete ("I") and In Progress ("IP") are considered final and any appeals to a grade must go through a formal process. Please see the catalog. An instructor may request a "change of grade" when a computational or procedural error occurred but a grade may not be changed from re-evaluation of a student's work or submission of additional work. **Grade changes for computational or procedural errors are accepted within the semester following the close of the semester for which the grade is to be changed.**

Concurrent Master's Degrees

A graduate student may not simultaneously pursue two master's degrees or a master's degree and credential or certificate unless the credential or certificate program is embedded within the master's degree program.

Student Conduct: Students are expected to abide by the Student Conduct Code as outlined in the NDNU Student Handbook. Failure to abide by this Code may result in dismissal from the Program. For more information please see:

http://ndnu.smartcatalogiq.com/en/2016-2017/Student-Handbook/Student-Code-of-Conduct/Behavior-Conduct

Clinical Psychology Department

Teaching Assistants
Professors may, at their discretion, select one or more students to serve as his/her TA. There is no application. Students must be in good standing within the Department, have completed the course, and maintain strict confidentiality and professional standards. There is no compensation for this position.

Teachers Assistant (TA) Position Description

Position Overview:
Responsible for performing teaching support or teaching-related support duties to assist faculty members, professors, Department Chair, and other faculty. Develop support course materials such as study guides. Sponsor and hold review sessions for exams. Mentor students and provide assistance as needed. At the direction of the professor duties might include proctoring exams, grades tests and homework as appropriate, and post grades. (TAs will have completed the class they are serving in, and are usually eligible to participate in their second or third year).

Primary Responsibilities
Pre-course Preparation
- Support professors and teachers in developing course materials
- Assist with logistics such as securing lecture room, room setup and any audio visual needs

Course Term
- Assist faculty members with classroom instruction, exams, record keeping, and other miscellaneous projects
- Create and manage class roster
- On behalf of the professor distribute email information and announcement to students
- Make copies of presentations for lectures.
- Deliver guest lecture lectures (at professor's discretion)
- Hand out assignments and grade examinations and assignments.
- Proctor examinations (as appropriate)
- Take attendance and record responses.
- Record lecture given by professor.
- Trouble shoot any problems with audio visual or other issues in the classroom

Mentor Students
- Tutor or mentor students
- Meet with students as appropriate
- Lead discussion sections

One looks back with appreciation to the brilliant teachers, but with gratitude to those who touched our human feelings. The curriculum is so much necessary raw material, but warmth is the vital element for the growing plant and for the soul of the child (Carl Jung).

The Hallmarks of a Notre Dame de Namur Learning Community

THE NOTRE DAME DE NAMUR LEARNING COMMUNITY HALLMARKS

Sisters of Notre Dame de Namur California Province–2005

www.SistersofNotreDameCA.org

The Notre Dame de Namur Learning Community Hallmarks describe the essential characteristics, values, and activities of a Notre Dame learning community (i.e., school or university). The seven Hallmarks are followed by supporting statements that add meaning and direction to each core Hallmark.

The Notre Dame Hallmarks emerged in response to the question from both the Sisters of Notre Dame de Namur and their co-workers: "What makes our school a Notre Dame school?"

The Sisters of Notre Dame de Namur, in collaboration with the learning communities, began a process to explore this question. The process gave birth to these "living statements", statements that will continue to develop over time and are relevant to the times, ones which inspire faithfulness to the spirituality and mission of the Sisters of Notre Dame de Namur for generations to come.

These Notre Dame Hallmarks are used through a reflection-action-reflection process, whereby each learning community, on a regular basis, metaphorically takes a look in the mirror and based on what it sees, makes choices for its continued development. Thus, the Hallmarks give values-based direction for decisions and activities so that the learning community continues to express the spirituality and mission of the Sisters of Notre Dame de Namur.

HALLMARK ONE We Proclaim By Our Lives Even More Than By Our Words That God Is Good

1. We believe, even in the midst of today's reality, that God is good, and we stand firm in our commitment to honor that goodness in ourselves, in others, and in our world.

2. We value life as an on-going spiritual journey of deepening relationships with self, others, and God.

3. We make relevant to the life of our contemporary learning community the Sisters of Notre Dame de Namur history and the spirit of St. Julie Billiart. We seek to live this heritage by allowing it to influence our actions in today's world.

4. We create decisions and policies that reflect the mission and values of the Sisters of Notre Dame de Namur and that are sensitive to the various stakeholders.

5. We make decisions respecting and informed by the gospel values of our Catholic tradition and teachings.

HALLMARK TWO We Honor The Dignity And Sacredness Of Each Person

We develop and appreciate relationships that respect individual differences (also see Hallmark 5).

We create environments that encourage the development of the whole person.

We dedicate time, space, and personnel in support of the individual's spiritual/personal journey.

HALLMARK THREE We Educate For And Act On Behalf Of Justice And Peace In The World

1. We educate on behalf of justice and are willing to take socially responsible actions against injustice (e.g., issues of discrimination against women and racial discrimination).

2. We ground our action on behalf of justice in the spiritual practice of reflection- action- reflection.

3. We infuse classroom experience with global perspectives and integrate classroom learning with civic and cultural interactions.

4. We live and act with reverence for the earth and the environment.

5. We commit ourselves to create just systems and relationships within our learning community.

6. We make conscious the effect our decisions and actions will have on the lives of the poor by making choices which are rooted in the gospel.

7. We foster responsible global citizenship and to that end we commit ourselves to the practice of dialogue, nonviolence, and conflict resolution.

HALLMARK FOUR We Commit Ourselves To Community Service

1. We integrate service learning (community based learning) into the academic curriculum and co-curricular activities.

2. We create partnerships with community agencies that facilitate service-learning processes.

3. We ground our service in the spiritual practice of reflection-action-reflection, and we incorporate this process into our service-learning commitments.

HALLMARK FIVE We Embrace The Gift Of Diversity

5. We welcome to our community people of diverse cultures, ethnicity, race, socio- economic circumstances, gender, age, sexual orientation and faith traditions.

6. We develop educational programs which expand our knowledge and understanding of the diversity in our world community and which celebrate the richness of that heritage.

7. We initiate strategies and support services which respect individual learning styles and which build the self-esteem of each student.

HALLMARK SIX We Create Community Among Those With Whom We Work And With Those We Serve

1. We remember and honor the legacy of friendship between the Sisters of Notre Dame de Namur co-foundresses, Julie Billiart and Françoise Blin de Bourdon, and we foster a spirit of friendship as foundational to our learning community relationships.

2. We value and implement community-building activities, both social and spiritual, between and among all members of our learning community.

3. We design and foster collaborative processes wherever possible; we ground decision-making in active participation and the principle of subsidiarity.

4. We create interactive and collaborative educational experiences.

5. We create an atmosphere of open and direct communication.

HALLMARK SEVEN We Develop Holistic Learning Communities Which Educate For Life

1. We design and implement academically excellent educational experiences.

2. We create curricular/co-curricular interactions that facilitate student-centered learning/teaching environments.

3. We actively support the intellectual, emotional, spiritual, psychological and social growth of the members of our learning community.

4. We provide an environment and appropriate training for leadership development.

5. We foster educational activities that develop self-directed learners capable of self-evaluation, critical thinking, and creative responses to life situations.

6. We work with and within a risk-taking and flexible organization which

- exhibits compassionate and socially responsible actions in response to issues of justice;

- bases its curriculum on cross-cultural perspectives and understandings;

- respects and explores the unique and complementary roles and gifts of women and men in society.