

LOUISIANA STATE UNIVERSITY – SHREVEPORT
COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT
DEPARTMENT OF PSYCHOLOGY

MASTER OF SCIENCE IN COUNSELING PSYCHOLOGY

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LOUISIANA STATE UNIVERSITY – SHREVEPORT
DEPARTMENT OF PSYCHOLOGY

MASTER OF SCIENCE IN COUNSELING PSYCHOLOGY

PROGRAM HANDBOOK

INTRODUCTION

This handbook is designed to assist graduate students pursuing the Master of Science in Counseling Psychology (MSCP) degree. This handbook presents the program mission, philosophy, the model for assessment of students, and program requirements. Also included are descriptions of course work, practicum, internship, comprehensive examination, and thesis requirements. Graduate students will be expected to use the handbook as a resource during their participation in the program; however, students are best advised to maintain frequent and regular faculty contact.

In addition to providing a description of the program and its requirements, the handbook is intended to supplement the university catalog and the Louisiana State University – Shreveport (LSUS) Graduate Student Handbook, both of which pertain to all graduate students and programs offered at LSUS.

MSCP COMMITTEE MEMBERS

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LOUISIANA STATE UNIVERSITY – SHREVEPORT
MASTER OF SCIENCE IN COUNSELING PSYCHOLOGY PROGRAM

STUDENT CONTRACT

I have read the Masters in Counseling Psychology (MSCP) Student Handbook, and I agree to participate in the program under the provisions detailed in this document and the university catalog. I understand it is my responsibility to be aware of and to follow the policies and procedures outlined in the handbook. I understand that the MSCP Program Committee is free to revise the handbook to reflect programmatic needs and that I will be made aware of these changes as they are approved by the Committee. I agree to abide by the ethics codes of the American Psychological Association (APA) and the American Counseling Association (ACA) in all academic and clinical work. Any violation of the provisions documented in the Student Handbook, the university student code of conduct, and/or the ethics codes may result in appropriate disciplinary actions, which may include dismissal from the Master of Science in Counseling Psychology program.

Student Signature

Date

1. PROGRAM MISSION AND GOALS

The MSCP program is designed to develop licensable professional counselors and to prepare students for further graduate study in related doctoral programs. The program promotes scholarship, professionalism, excellence in counseling and psychology, and recognizes high attainment in the pursuit of academic and clinical excellence.

Professional counselors practice in a variety of settings including hospitals, substance abuse treatment centers, schools, colleges, universities, rehabilitation facilities, community counseling agencies, court systems, and other settings in which counseling or other mental health services are offered. Graduates are prepared throughout their program of study in the areas of professional identity, social and cultural diversity, human growth and development, career development, helping relationships, group work, assessment, and research. It is recognized that advances in knowledge, skills, and technology within the profession require life-long continuing education for counselors.

2. ACCREDITATION

Accreditation of universities and university programs is voluntary. Universities and programs within universities choose to seek accreditation to ensure that their programs meet the highest academic and professional standards.

State counseling licensure boards and school counselor certification agencies require that students have graduate degrees from universities that are regionally accredited. In addition, most jobs require that graduate degrees be granted from accredited universities. LSUS is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate and master's degrees.

The LSUS College of Education and Human Development is also accredited by the National Council for Accreditation of Teacher Education (NCATE). Some states offer special consideration to graduates of NCATE accredited programs when they apply for state certification as school counselors.

3. TRAINING MODEL

The MSCP program is based upon the practitioner-scientist model of training. While professional counselors work primarily in applied settings, it is important for them to be knowledgeable consumers of scientific literature. The program places primary emphasis on counseling related skills and theory. A secondary emphasis is placed on teaching research design and methodology to maintain the relationship between clinical practice and its empirical basis, with the purpose of encouraging students to stay current in research relevant to their practice.

The program encourages the use of a wellness model. Although professional counselors are trained to recognize and treat pathology, they utilize this model to assess a client's level of functioning and assist the client to reach his or her optimal level of well-being. Cognitive, emotional, and behavioral problems are viewed from a developmental perspective in that various

stages of life present problems that must be addressed in order to progress successfully to the next stage of life. The program develops in students the knowledge, skills, and dispositions to provide mental health services to increase the quality of life for clients across the lifespan.

4. MSCP COMMITTEE

The MSCP Committee is responsible for the development, maintenance, and growth of the LSUS MSCP program. This interdisciplinary committee, composed of Department of Psychology faculty, external faculty, and community-based practitioners, serves both advisory and administrative functions. The MSCP Committee is charged by the Department of Psychology to formulate policy recommendations for departmental approval. This model has been selected to ensure that the vision, mission, and goals of the MSCP program reflect the overall vision, mission, and goals of the Department of Psychology, the College of Education and Human Development, and the university. Typical advisory duties may include, but are not limited to, recruitment, development, review, and revision of curriculum, programmatic operating procedures, and administrative policy. These duties will include, but are not limited to, deciding candidacy issues, advising students, mediating student grievances, conducting student evaluations, setting probationary and remedial requirements for students, performing program evaluation, and creation and enforcement of administrative policy. Finally, the MSCP Committee provides a forum for concerns of faculty and field supervisors regarding student performance and progress toward the fulfillment of requirements to become an effectively functioning licensed professional counselor. Although the Committee has autonomy within the MSCP program, the program functions within the Department of Psychology.

5. PROGRAM OF STUDY

Upon admission to the MSCP program, the student will be assigned an advisor by the MSCP Program Director. It is the student's responsibility to initiate contact with the advisor for the purpose of developing an approved program of study for completion of the degree. All students must meet with program faculty to be advised before the student may register.

Once admitted to the MSCP program, students must complete a program of study (Appendix A). The program of study is developed with the input of the graduate advisor and with the concurrence of the MSCP Program Director. The student's program of study must be signed and initially filed upon completion of 12 semester hours, not including prerequisite courses. In order for courses to be counted toward degree requirements, they must be included in the student's approved program of study. All requests for program of study changes must be made to and formally approved by the student's advisor or, in some cases, the MSCP Committee. The MSCP Program Director has final approval over all program changes.

Programs of study for the MSCP degree incorporate the academic requirements for subsequent licensure as a Licensed Professional Counselor in Louisiana. Programs of study may also be designed to meet the requirements of certification as a school counselor or for licensure as a professional counselor in many other states. Finally, programs of study may be designed to provide a foundation from which to pursue doctoral degrees in counseling or clinical psychology.

A. THESIS OPTION

Students wishing to pursue a doctoral degree in the future, or those who are interested in learning more about the research process, may elect to complete a master's thesis. Students wishing to complete a thesis must declare this intention on their approved program of study. Successful completion of the document requires a minimum of six credit hours in PSYC 799, an oral defense, and all appropriate administrative approvals.

The thesis requires the student to complete a comprehensive literature review of a theoretical position or question in the field, and to develop and test at least one specific hypothesis from that theory. The thesis must follow formatting guidelines stipulated by the thesis advisory committee and the graduate school. For the student electing the thesis option, a three person advisory committee will be selected in consultation with the Program Director. This committee will consist of the student's advisor and two additional faculty members, one of which may come from outside the department of psychology. Registration for the thesis option will be in accordance with the current LSUS catalog. Upon completion of 24 graduate semester hours, the student may submit a prospectus for the thesis. The student's advisory committee must accept the prospectus before the candidate begins the work on this project. The proposal must be accompanied by a signed copy of the Thesis Proposal Cover Sheet (Appendix B).



B. RECOMMENDED MSCP CURRICULUM

Total Hours: 48

First Year of Study

Term	Course	Hours
Fall Semester	PSYC 701 or ED 750 (Introduction to Counseling Psych)	3
	PSYC 716 (Intermediate Statistics)	3
	PSYC 720 (Theory and Practice of Counseling Psychology)	3
	PSYC 728 (Ethics)	3
Spring Semester	PSYC 718 (Introduction to Research Design)	3
	PSYC 721 (Analysis of the Individual)	3
	PSYC 709 (Advanced Human Development)	3
	PSYC 723 (Counseling Methods and Techniques)	3
Summer Term	PSYC 705 (Advanced Psychopathology)	3
	Elective	3

Second Year of Study

Term	Course	Hours
Fall Semester	PSYC 783 (Counseling Practicum)	3
	PSYC 732 (Social and Cultural Foundations in Counseling)	3
	PSYC 722 (Group Processes)	3
Spring Semester	PSYC 733 (Career and Lifestyle Development in Counseling)	3
	PSYC 786 (Internship I)	3
Summer Term	PSYC 787 (Internship 2)	3
		48 total
NOTE: Prerequisite courses are PSYC 216, 350, 404, and 422 or equivalent		
Approved electives: PSYC 626, 655, 702, 714, 719, 724, or 799 (6 hours for thesis only)		
Additional electives may be used to create a 60 hour program, as required by some states		
Students must complete PSYC 701, 705, 720, 721, 723, and 728 before beginning Practicum		

6. STUDENT EXPECTATIONS

A. STUDENT ORIENTATION

Prior to enrolling in classes for the MSCP program, the student will schedule a meeting with the MSCP Program Director. After this meeting, if the student intends to pursue this degree, the Program Director will assign the student to an advisor. During the meeting with the advisor, the student will be assisted in planning her/his course of study and in the scheduling of classes. During advisement periods in the fall and spring semesters, students should make arrangements to meet with their advisor to select courses for the next semester.

Students will complete, sign, and turn in the student contract (Page 4) at the time of orientation.

B. GRADE POLICY

The MSCP Committee expects students in the program to maintain a minimum of a 3.00 grade point average in graduate courses. In graduate school, a grade of C is considered to be below an acceptable level of performance. Students are allowed no more than one grade of C in graduate classes. A second grade of C in graduate coursework requires remediation, which will consist of repeating the course and obtaining a grade of B or higher. A third grade of C in graduate coursework, including this remedial semester, will result in dismissal from the program. Any grade below a C in graduate coursework will result in dismissal from the program. Thesis grades are assigned as pass/fail based on student performance.

This policy is different for PSYC 783, 786, and 787 (the practicum/internship progression). If a student receives a grade of C for any part of their field placement, they will be required to repeat that course. Students will not be allowed to continue to the next course in the progression without repeating the course and obtaining an improved evaluation from their site supervisor and obtaining a grade of B or higher. Students who receive a grade of C for PSYC 787 (Intern II) will not be allowed to graduate until they successfully remediate the course, earning a grade of B or A. Students who receive a grade of C in Practicum or Internship will meet with MSCP faculty to determine the reasons for this performance. Poor performance in Practicum or Internship work will be reviewed by the MSCP Committee, and will result in a specific remediation plan. The student will be placed on probation at this time. The Committee may also suspend the student from field work or all classes for one or more semesters as a part of the remediation plan. Students may be allowed to retake practicum or internship one time, and only with the approval of the MSCP Committee. Depending on the level of performance, the Committee may place the student on probation or may decide to dismiss the student from the program.

Occasionally, a student may be removed from a site for professional performance, dispositional, or ethical issues. In this situation, the student may not be able to continue at the same site, at the site's discretion. The MSCP Committee will determine if the student will receive a C or lower grade for the semester. If the student receives a C, the student will be placed on probation and will need to remediate that semester at the same or a different site. If the student is unsuccessful at the second site, they will be dismissed from the program.

In addition, the MSCP Committee expects students to abide by the LSUS code of conduct as well as the ethics codes of the American Psychological Association and the American Counseling Association in both their coursework and their field placement. Students are required to demonstrate appropriate professional behavior while enrolled in the program. Should a student be found by the Committee to have violated an ethical standard, the committee may take one of several actions, including but not limited to probation, remediation, or dismissal from the program.

C. EVALUATION OF INTERPERSONAL CHARACTERISTICS

The practice of counseling is an art and science for which counselor characteristics are a critical set of variables in the therapeutic encounter. As such, the program has an ethical responsibility to address the issue of non-academic competencies essential for effective functioning in the counseling field. Satisfactory academic performance alone is not a guarantee of successful program completion. Along with the traditional academic indices of student progress, the student's interpersonal and intrapersonal functioning will be continually reviewed and evaluated by the Program Director, faculty, adjunct instructors, and field supervisors. All individuals involved in a student's training may have input into the student's fitness for the program beyond academic assessment. Students will be evaluated on their level of personal insight, judgment, sensitivity, ethical behavior, attitude, communication skills, and other qualities that are essential to becoming an effective professional counselor.

The MSCP program has clear guidelines for assessing academic performance. It will also use the Interpersonal Disposition Survey (IDS) form to provide a systematic means for evaluation of interpersonal and intrapersonal competencies. These include but are not limited to openness to learning and supervision, constructive use of feedback, and openness to diversity. In addition to academic performance, the faculty is asked to assess their students for the dispositional characteristics of an effective counseling professional. Each term, the Program Director will ask the instructors of students in the program to complete an IDS form (Appendix C) on students that are exhibiting characteristics that do not match this disposition. Any instructor or staff member that has concerns about the competence of any MSCP student is asked to complete an assessment on that particular student. The submission of this form for review by any faculty member will result in review of the student's status in the program by the MSCP committee. Concerns raised by field supervisors will also result in review by committee.

The IDS is available for all faculty to complete on the MSCP program website.

Master's degree-seeking students may be dismissed from the program by a majority vote of the Committee as a result of the performance and interpersonal characteristics evaluation process, or for unethical or illegal conduct in addition to academic concerns. Students will be notified of any sanctions in writing by the MSCP Program Director.

D. PROBATION AND DISMISSAL

When ethical, legal, dispositional, or academic problems arise, the specific concerns will be discussed by the MSCP Committee. At that time, the committee may decide to place the student on probation. If this decision is made, the committee will create a written remediation plan that the student will be required to complete. The written plan will be provided to the student in a meeting with MSCP program faculty, who will explain their concerns and the reasons for any action. The remediation plan may take many different forms and will be tailored to the specific needs of the student. This plan will consist of ethical, dispositional, or academic goals that the student will be required to meet. Students must meet these goals within a specific timeline set by MSCP faculty. Students may also be required to retake courses as appropriate. Other possibilities may include specific dispositional goals (e.g., a student will work on their ability to appropriately utilize supervision). Personal counseling may be required in order to address issues that affect the student's performance as a clinician or interaction with peers and students.

The MSCP Committee will review the student's unsatisfactory progress according to the schedule on the student's remediation plan via ongoing reports from faculty and field supervisors. If the Committee determines that the student is not making appropriate progress, they will request additional information to ensure the clearest possible understanding of the situation. The student is responsible for acquiring and presenting any written statements that they consider pertinent to their case. After all material is reviewed, the Committee may decide to remove the student from the program at this time, or consider the remediation plan satisfactorily resolved. The Committee may also choose to revise the student's remediation plan to meet the changing situation, including suspension from the program for a set period of time. If the student is removed from the program, this information will be forwarded to the Psychology Department, the Graduate Dean's office, and the registrar's office so that the student may be dropped from current classes and prevented from re-enrolling in future semesters. The program director will inform the student of the committee's decision and ensure that the appropriate documentation is placed in the student's file.

E. APPEALS PROCEDURES

If the student is not satisfied with a dismissal decision, then the Program Director will advise the student to follow the appeals process as described in the LSUS Student Handbook.

F. SUSPENSION AND REINSTATEMENT

As noted, students may be suspended from the MSCP program for one or more semesters if personal or academic issues are severely interfering with their progress. No later than 30 days before the end of the semester prior to reinstatement the student must present a letter requesting that their suspension be lifted. Students should include all documentation supporting this request (e.g., letters from personal counselors). At the next MSCP Committee meeting, it will assess the student's progress and determine whether the student will be allowed to continue on a probationary status, lift all restrictions, or be removed from the program. If the student is allowed to continue, they will follow the plan for students on probation outlined above.

G. EXIT INTERVIEW

Students completing the program are required to participate in an exit interview conducted by the Chair of the Department of Psychology for the purposes of program development and quality assurance. Results of exit interviews will be reported to the Committee after graduation to evaluate, refine, and expand upon existing program elements.

H. PROFESSIONAL DEVELOPMENT

Students in the MSCP program are encouraged to participate in professional organizations. Appropriate organizations include the American Psychological Association, the American Counseling Association, the National Board of Certified Counselors and the American Psychological Society (See Appendix D).

7. COMPREHENSIVE EXAMS AND FIELDWORK

A. COMPREHENSIVE EXAM

Students will be expected to successfully complete a comprehensive examination prior to placement on internship. The comprehensive examination the program has adopted is the Counselor Preparation Comprehensive Examination (CPCE). It is an objective and standardized measure developed by the Center for Credentialing and Education (CCE), an affiliate of the National Board of Certified Counselors, Inc. (NBCC). The purpose of the exam is to assess counseling students' knowledge of counseling-related issues that are a focus of licensure, accrediting bodies, and existing models of best practice. The exam will be used by the committee to judge students' progress in these areas and help determine their fitness to practice. The CPCE was designed to provide a summative evaluation of pertinent and professionally relevant knowledge obtained through the program. The CPCE consists of 160 items that reflect the Council for the Accreditation of Counseling and Related Educational Programs (CACREP) eight required training areas:

- Human Growth and Development
- Social and Cultural Foundations
- Helping Relationships
- Group Work
- Career and Lifestyle Development
- Appraisal
- Research and Program Evaluation
- Professional Orientation and Ethics

The CPCE registration fee is the responsibility of the student. The LSU Department of Psychology will coordinate administration of the CPCE. Individuals who perform well on the CPCE should perform similarly on LPC licensure exams. The MSCP Committee will determine criterion scores for successful completion of the comprehensive examination, which will be based on the nationwide means and standard deviations provided by CCE. Students who fail the comprehensive exam will not be allowed to continue in their internship experience until they successfully retake and pass the CPCE. Students are allowed to retake the comprehensive examination twice after an initial failure. Failing the comprehensive examination a third time results in dismissal from the program. The program faculty will set the comprehensive exam dates and two dates will be offered per academic year.

B. PRACTICUM

Students must complete at least 24 semester hours of the approved program of study prior to enrolling in practicum. Prerequisites to practicum are PSYC 701 (Introduction to Counseling Psychology), PSYC 705 (Advanced Psychopathology), PSYC 720 (Theory and Practice of Counseling Psychology), PSYC 721 (Analysis of the Individual), PSYC 723 (Counseling Methods and Techniques), and PSYC 728 (Ethics). Grades in practicum will be determined using a performance assessment which includes applied work samples, on-site visits, and formal evaluations completed by site supervisors. Practicum grades are subject to the MSCP program

grade policy as noted above. Students are expected to complete the comprehensive examination during practicum. If students do not pass the comprehensive exam, they will not be allowed to progress to internship I and II.

After prerequisites are completed, students are required to register for a three credit hour supervised practicum that totals a minimum of 100 clock hours. The practicum provides for the development of counseling skills under supervision. The student's practicum includes all of the following:

1. A minimum of 40 hours direct service with clients, including experience in individual and group work;
2. One hour each week of on-site supervision;
3. A weekly class which includes advanced instruction in counseling skills and at least an average of one and a half hours of group supervision of the work students perform at their practicum site. The time spent in supervision counts toward the 100 hour requirement. In order to meet the 100 hour requirement, students will spend an absolute minimum of 7-8 hours each week at their sites during a regular semester. (Summer terms will require approximately 15 hours each week);
4. Formal evaluation of the student's performance throughout the practicum.

The list of potential practicum sites will be available to students through the Program Director. The MSCP Committee has the sole discretion in approving and/or continuing to approve a practicum site.

Before contacting potential practicum and internship sites, discuss placement possibilities with your faculty advisor. You must have your faculty advisor's approval before contacting a site. You must obtain the site supervisor's approval before registering for practicum. Once registered, a contract must be submitted to your faculty advisor during the first week of classes. In addition, proof of student liability insurance must be presented to your instructor the first week of classes. Generally, a \$1,000,000 liability policy can be obtained at a reasonable rate.

Utilization of more than one site for practicum and internship is generally not allowed or advised. However, exceptions may be made in specific cases, such as an existing job that has appropriate content and supervision. If more than one site is utilized, on-site supervision must be provided at each site with appropriate evaluations. A separate contract (Appendix E) must be filed and approved for each site. A contract may be signed and dated for the student's entire placement period at the site through practicum and internship.

C. INTERNSHIP

Students will be expected to complete their internship following successful completion of practicum and comprehensive examination requirements. Performance in internship will be judged using a portfolio assessment to include a case presentation, applied work samples, and formal evaluations completed by site supervisors. Internship grades will also be determined using a structured evaluation completed by the internship faculty supervisor. Internship grades are subject to the MSCP program grade policy as noted above. Students will be evaluated on the following classes of characteristics:

- Professional presentation and demeanor
- Knowledge and use of personal strengths and weaknesses
- Counseling skills
- Assessment and diagnostic skills
- Evidence of expertise in coordinating with other agencies and professionals
- Commitment to professional growth and development
- Dispositional characteristics (warmth, empathy, genuineness, openness to feedback, self-awareness, etc.)
- Effective participation in both individual and group supervision

The program requires students to complete two (2) internships of 300 clock hours each that will begin after successful completion of practicum. The internship provides further opportunities to develop counseling skills and professional identity. Each student's internship includes all of the following:

1. 120 hours of direct service with clients, including experiences in individual and group work;
2. Taped sessions with clients for supervision purposes or live observation by the supervisor;
3. The opportunity for the student to become familiar with a variety of professional activities in addition to direct service (e.g., record keeping, supervision, information and referral, in-service and staff meetings)
4. One hour each week of on-site supervision;
5. Opportunities to gain supervised experience in the use of a variety of professional resources such as assessment instruments, technologies, print and nonprint media, professional literature, and research;
6. A weekly class which includes one and one half hours per week of group supervision and advanced didactic training in counseling and counseling-related issues. The time spent in supervision counts toward the 300 hour requirement. In order to meet the 300 hour requirement, students will spend an absolute minimum of 20 hours each week at their sites during a regular semester. (Summer terms will require approximately 38 hours each week);
7. Formal evaluation of the student's performance during the internship by a program faculty member in consultation with the site supervisor.

D. OTHER SCHEDULING ISSUES

If a student has more than 100 hours in the Practicum term, or 300 in the Intern 1 term, these may be applied to the following term provided 1) the Practicum and Internship are at the same site, and 2) the student has met the minimum direct hour requirement for that term. However, the student is required to remain in the Practicum/Internship progression for all three semesters.

Practicum and Internship do not run on an academic schedule by default. Rather, any scheduling between semesters should be agreed upon by the student and the site. The student is responsible for making sure the site is aware that university supervision may not be immediately available, if

at all, during the semester break. On-site supervision should remain on the existing schedule between semesters.

E. STATEMENT ON FIELD WORK SUPERVISOR REQUIREMENTS

Clinical instruction includes supervised practica and internships that have been completed within a student's program of study. Practicum and internship requirements are considered to be the most critical experiential elements in the program.

A site supervisor must have:

1. A minimum of a master's degree in counseling or a related profession with equivalent qualifications, including appropriate mental health certifications and/or licenses (Licensed Professional Counselor supervisors are preferred).
2. A minimum of two (2) years of pertinent professional experience in the program area in which the student is completing clinical instruction; and
3. Knowledge of the program's expectations, requirements, and evaluation procedures for students. Supervisors are expected to adhere to the specific goals and objectives listed in the LSUS Department of Psychology's practicum and internship syllabi.
4. Specific theoretical and applied knowledge of the population with whom the student is working.

Site supervisor responsibilities include but are not limited to:

1. Arrangement of suitable work environment for their students.
2. Providing an orientation to the site including informing students of confidentiality procedures to be used.
3. Including students in staff meetings and activities whenever possible.
4. Ensuring students are treated as counselors in training with appropriate training responsibilities.
5. Providing crisis intervention training specific to the site.
6. Informing students about services provided to clients outside the range of usual counseling activities (such as being required to use the students' vehicles for transport of clients).
7. Providing site strategies for developing new groups and co-leading existing groups;
8. Providing at least one hour of individual supervision each week. Supervision sessions should include reviews of audio and/or video taped sessions throughout the internship or live observation;
9. Completion of two formal evaluations of each student at midterm and at the end of the semester.

8. ADMISSIONS & GRADUATION

In addition to the general university requirements for admission to graduate studies as outlined in the university catalog, applicants for admission to the MSCP program must meet all requirements outlined below.

A. PREREQUISITES

The student must have completed all foundational or prerequisite courses, or their equivalents, with a grade of “C” or better. These are:

PSYC 216	Introductory Statistics for the Behavioral Sciences
PSYC 350	Introduction to Psychometrics
PSYC 404	Theories of Personality
PSYC 422	Physiological Psychology

B. CANDIDACY

A student may be admitted to the MSCP program after meeting the following standards:

1. Completion of an Application for Admission to Candidacy in the Master of Science in Counseling Psychology degree program (Appendix F). Such application may include the completion of a professional portfolio, case presentation, or other appropriate assessments of the applicant’s readiness for candidacy status, as determined by the Committee.
2. Sealed copies of transcripts from all colleges and universities attended.
3. Completion of a letter of intent expressing the candidate’s desire to be in the program. It should contain the student’s reasons for wanting to become a counselor. This letter also should include reasons why this program is a good fit for them and why they are a good fit for this program.
4. Submission of GRE scores that reflect a combined score of 800 in the Verbal and Quantitative Areas. Exceptions may be granted on appeal to the MSCP Committee in exceptional cases, such as a documented learning disability. Appeal may only be made after 2 GRE attempts.
5. Submission of two (2) reference letters (Appendix G). Forms are available on the program website or in the department office. Reference possibilities include past faculty professors, employers or supervisors, preferably from relevant career areas. No material from relatives will be accepted. Reference forms must be sent to the MSCP Committee, Department of Psychology, Louisiana State University-Shreveport, One University Place, Shreveport, LA 71115.

The admission to candidacy procedure will be coordinated by the MSCP Committee through the MSCP Program Director, who will make the recommendations for admission to candidacy to the Dean of Graduate Studies. Due to limited space in the program, approval for candidacy is on a competitive basis.

C. TRANSFER STUDENTS

Students seeking the MSCP degree may transfer a maximum of 12 graduate semester hours by routine transcript and course content review and approval of the MSCP Committee and/or the MSCP Program Director. By formal request, an additional 12 hours may be considered for approval at the discretion of the MSCP Committee and the Graduate Council on an individual basis. The transferred credit must be from a regionally accredited institution and be at the level of B or better. Courses taken as part of a completed graduate degree may be considered by the committee for transfer into this degree program.

All coursework applied to this degree has an eight year limit for the credit to be accepted. Special exceptions to this policy must be requested in writing by the student via the MSCP Committee and must be separately approved by the LSUS Graduate Council.

Because the field experiences (practicum and internship) are essential components of this program, these courses will not be transferred in from another program. In addition, Psyc 723: Counseling Theories and Techniques will not be transferred in from another program without approval from the MSCP Committee due to its experiential nature.

D. GRADUATION/WALK POLICY

Students will not be allowed to participate in the graduation ceremony before they have successfully completed all of their coursework, including the practicum/internship progression.

9. FACULTY

FACULTY MEMBER	CONCENTRATION	OFFICE	EMAIL
Dr. Yong Dai	Experimental Psychology	BE 356	ydai@lsus.edu
Mr. James R. Evans	Counseling and I/O Psychology	BE 355	jevans@lsus.edu
Ms. Rhonda Failey	Specialist in School Psychology	BE 351	rfailey@lsus.edu
Dr. Jean Hollenshead	Clinical Psychology	BE 352	jhollens@lsus.edu
Dr. Gary Jones	Clinical Psychology	BE 348	gjones@lsus.edu
Dr. Kevin Jones	School Psychology	BE 359	kjones@lsus.edu
Dr. Jeffrey S. Lawley	Counseling Psychology	BE 360	jlawley@lsus.edu
Dr. Mary Margaret Lusk	Educational Psychology	BE 357	mlusk@lsus.edu
Dr. Kevin Krug	Neuropsychology	BE 354	kkrug@lsus.edu
Dr. Meredith G. Nelson	Counselor Education	BE 350	mnelson@lsus.edu
Dr. Rebecca F. Nolan	School Psychology	BE 353	rnolan@lsus.edu
Mr. Michael Welch	School Psychology	BE 358	mwelch@lsus.edu
Dr. Katherine Wickstrom	School Psychology	BE 373	kwickstrom@lsus.edu

10. LOCATION

The Department of Psychology is located within the Business/Education (BE) building on the third floor in Room 348. The College of Education office is housed in the same building in Room 117. Psychology classes are primarily taught in the classrooms or laboratories of the BE building.

APPENDICES

APPENDIX A: PROGRAM OF STUDY

APPENDIX B: THESIS PROPOSAL COVER SHEET

APPENDIX C: INTERPERSONAL DISPOSITION SURVEY

APPENDIX D: STUDENT MEMBERSHIP INFORMATION

APPENDIX E: SITE CONTRACT FOR PRACTICUM AND INTERNSHIP

APPENDIX F: APPLICATION FOR ADMISSION TO CANDIDACY

APPENDIX G: REFERENCE FORM

APPENDIX A: PROGRAM OF STUDY

Master of Science in Counseling Psychology
Program of Study

Name: _____ Student Number: _____

Undergraduate Degree: _____ GRE: _____ + _____ = _____
Verbal Quan Total

Advisor: _____ Date Admitted to Candidacy: ____ / ____ / ____

Prerequisites (12 Hours)

Course Number	Alternate	Semester	Grade	Hours	Instructor
PSYC 216					
PSYC 350					
PSYC 404					
PSYC 422					

I. Core Curriculum (18 Hours)

Course Number	Alternate	Semester	Grade	Hours	Instructor
PSYC 701/ED 750					
PSYC 728					
PSYC 716					
PSYC 718					
PSYC 709					
PSYC 732					

II. Theory and Application Courses (27 Hours)

Course Number	Alternate	Semester	Grade	Hours	Instructor
PSYC 605					
PSYC 720					
PSYC 721					
PSYC 722					
PSYC 723					
ED/PSYC 733					
PSYC 783					
PSYC 786					
PSYC 787					

III. Three Hours of Electives Approved by MSCP Faculty:

Alternate course selection may be listed where appropriate. No other courses may be used to meet degree requirements unless previously approved by advisor and MSCP Program Coordinator or Department Chair.

Program of Study Approval:

_____/_____
Advisory Committee Chairperson/Date
(For thesis option only)

_____/_____
Signature of Student/Date

_____/_____
Advisory Committee Member/Date

_____/_____
Signature of Advisor/Date
(For non-thesis option only)

_____/_____
Advisory Committee Member/Date

_____/_____
Signature of MSCP Program Coordinator/Date

APPENDIX B: THESIS PROPOSAL COVER SHEET

Louisiana State University – Shreveport
 DEPARTMENT OF PSYCHOLOGY
 MASTER OF SCIENCE IN COUNSELING PSYCHOLOGY

THESIS PROPOSAL COVER SHEET

Name: _____	Date: _____
Student Number: _____	

Title of Proposed Thesis:

This document should be accompanied by a copy of your thesis proposal.

Required Signatures

Name	Signature for Approval	Position
		Committee Chair
		Committee Member
		Committee Member

Name	Signature for Approval	Position
		MSCP Program Coordinator
		Department Chair
		Dean of Graduate Studies

Signatures indicate that the thesis proposal has been approved. Students will not be allowed to defend the thesis unless they have this form on file prior to their defense date.

APPENDIX C: INTERPERSONAL DISPOSITION SURVEY

Student Name: _____ **Instructor:** _____ **Course #:** _____

INTERPERSONAL DISPOSITIONS SURVEY (IDS)

The 21-item survey is included below. Students are invited to examine the survey and use it as a means to assess their non-academic competencies that are so essential for effective counseling.

1 = never 2=sometimes 3=most of the time 4=all of the time N/A= No opportunity to observe

- 1 2 3 4
N/A Student shows willingness to appropriately self-disclose personal concerns that may affect performance as a professional counselor.
- 1 2 3 4
N/A Student demonstrates willingness to engage in professional interactions with persons from diverse cultures.
- 1 2 3 4
N/A Student exhibits flexibility when scheduling appointments with others.
- 1 2 3 4
N/A Student conveys feedback to others in an appropriate manner.
- 1 2 3 4
N/A Student exhibits growth in willingness and ability to share knowledge of resources with others.
- 1 2 3 4
N/A Student exhibits cooperative behavior as evidenced by a willingness to give others time and space to articulate their views.
- 1 2 3 4
N/A Student understands and recognizes the limits of power in the counseling relationship.
- 1 2 3 4
N/A Student conveys an interest in the welfare of others.
- 1 2 3 4
N/A Student acknowledges feedback from professors, supervisors, and peers, as evidenced by listening to, clarifying, evaluating, and implementing the feedback of others.
- 1 2 3 4
N/A Student shows a respect for individual differences.
- 1 2 3 4
N/A Student demonstrates a willingness to address personal prejudice and biases.
- 1 2 3 4
N/A Student expresses appropriate empathy for clients without over identifying on a consistent basis.

- | | |
|----------------|--|
| 1 2 3 4
N/A | Student addresses issues of conflict that arise in counseling sessions and supervision. |
| 1 2 3 4
N/A | Student recognizes that conflict may be an area of growth. |
| 1 2 3 4
N/A | Student appears to maintain a balance in his or her life. |
| 1 2 3 4
N/A | Student appears to be alert to signs of stress. |
| 1 2 3 4
N/A | Student recognizes the causal link between his or her personal behaviors and their consequences. |
| 1 2 3 4
N/A | Student demonstrates an openness to take interpersonal risks. |
| 1 2 3 4
N/A | Student respects self and possesses an awareness of strengths and limitations. |
| 1 2 3 4
N/A | Student demonstrates a willingness to respect view points which differ from his or her own. |
| 1 2 3 4
N/A | Student maintains client/colleague/peer confidentiality as defined by the ACA code of Ethics. |

ADDITIONAL COMMENTS

APPENDIX D: STUDENT MEMBERSHIP INFORMATION

Students are strongly encouraged to become active in professional organizations. One way to become familiar with the greater communities of counselors and psychologists is to join their professional organizations as student members. Although membership is not free, it usually includes such benefits as professional newsletters, scientific journals, discounts on certain services, and access to information which is not easily accessible to the general public. Please search the web sites of the American Psychological Association, the American Counseling Association, the American Psychological Society, the American Association for Marriage and Family Therapy, and the National Board for Certified Counselors for membership information.

Web addresses are listed below:

American Psychological Association	www.apa.org
Louisiana Psychological Association	www.louisianapsychologist.org
American Counseling Association	www.counseling.org
Louisiana Counseling Association	www.lacounseling.org
American Psychological Society	www.psychologicalscience.org
American Association for Marriage and Family Therapy	www.aamft.org
Louisiana Association for Marriage and Family Therapy	www.lamft.org
National Board for Certified Counselors	www.nbcc.org
Louisiana Professional Counselors Board of Examiners	www.lpcboard.org

APPENDIX E: SITE CONTRACT FOR PRACTICUM AND INTERNSHIP

PRACTICUM AND INTERNSHIP AGREEMENT/APPLICATION

LOUISIANA STATE UNIVERSITY – SHREVEPORT
MASTERS IN COUNSELING PSYCHOLOGY PROGRAM
DEPARTMENT OF PSYCHOLOGY
ONE UNIVERSITY PLACE
SHREVEPORT, LA 71115
(318) 797-5044

Semester(s) of Practicum or Internship (circle one) course _____

Prerequisites: Students must complete at least 24 semester hours prior to enrolling in practicum. Prerequisites to practicum are PSYC 605, PSYC 701, PSYC 720, PSYC 721, PSYC 723, and PSYC 728. Grades in practicum will be determined using a performance assessment which includes journals, time logs, applied work samples, and evaluations completed by site supervisors and university supervisors.

Directions: *Before* contacting potential practicum or internship sites, discuss placement possibilities with your advisor. Obtain your on-site supervisor’s approval signature *before* submitting this application. The application must be completed correctly and completely prior to submission or it will not be accepted. You may not begin earning practicum/internship hours until after the application has been approved and signed by the university instructor.

This document describes and formalizes requirements concerning the placement of students for the counseling practicum/internship experience connected with the Masters Program in Counseling Psychology (MSCP) at Louisiana State University in Shreveport. This contract is made between the Masters of Science in Counseling Psychology program (contact information above)

AND

Agency:

Student:

Address:

Address:

Phone:

Phone:

Fax:

Work phone:

This agreement covers a practicum/internship between these dates

____/____/____ to: ____/____/____

The above named **AGENCY** will provide the following services and support for the practicum/internship student's direction and guidance:

1. An orientation of the agency's structure, operation, policies, and expectation of the student, so the student understands the organization within which the practicum takes place.
2. Facilities and resources required by the student to meet the practicum/internship requirements including: (a) arranging for appropriate space within which to meet with clients for individual and group counseling, (b) assisting the student in developing a counseling case load, (c) helping the student take steps required for taping counseling sessions, and (d) developing with the student a schedule of counseling related responsibilities and activities.
3. Include their students in staff meetings to the extent possible; ensure their students are treated as counselors in training with appropriate training responsibilities; provide crisis intervention training specific to the site; inform their students about services provided to clients outside the range of usual counseling activities (such as being required to use the student's vehicle to transport clients to other destinations).
4. A qualified on-site supervisor (licensed mental health professional – preferably a Licensed Professional Counselor) that will coordinate the practicum/internship experience and complete semester evaluations.
5. Since this practicum or training agreement is part of a graded required experience of the Master of Science in Counseling Psychology (MSCP) training program at the Louisiana State University in Shreveport, it is understood and agreed that the practicum or internship site named in this agreement will provide full, complete, and timely reports on any circumstance or situation which involves, or alleges, unethical, unprofessional, illegal, or otherwise unacceptable behavior/performance on the part of our practicum student or intern. If our student is alleged to have engaged in such behavior, the practicum or training site will notify the LSUS program director of the allegations as soon as they are made. That notification should first be done by phone or email and then followed shortly by a formal written notification. Once notified, the LSUS Program Director will immediately initiate discussion with the practicum or internship director to keep the LSUS program and program faculty informed of the status of the complaint or problem. The program will do whatever is appropriate to facilitate the investigation of the complaint by the practicum or internship site, as this is a shared responsibility.

Because both the practicum and internship are graded courses, and the program director, or on-campus supervisor, has the final responsibility for assigning the grade based on the feedback and recommendations from the site supervisor, a full and complete report of the final resolution of the alleged unethical, unprofessional, illegal, or otherwise unacceptable behavior/performance must be provided to the MSCP Program Director prior to the assignment of a grade. This requirement to keep the LSUS MSCP Program Director

informed of the status of such incidents equally coexists with any in-agency policy on confidentiality in such matters.

- 6. A minimum of one (1) hour per week of one-to-one supervision (either in one or several sessions) during which the weekly time and activity logs will also be reviewed. Supervision sessions should include reviews of audio and/or video taped sessions throughout the practicum/internship (or provide evidence of live observation by the supervisor of the counseling student).
- 7. Complete a formal evaluation of each student prior to the end of the semester for each practicum and internship course.

On-site Supervisor name _____

Graduate Degree(s) held:

<u>Degree</u> _____	<u>Institution</u> _____
_____	_____
_____	_____
_____	_____
_____	_____

Area of Certification and Licenses Held:

<u>License</u> _____	<u>State</u> _____
_____	_____
_____	_____
_____	_____

Years of Counseling Experience _____

Previously Supervised Practicum Students or Interns (if applicable):

The **student** will:

1. Maintain a time schedule which has been mutually agreed upon by the student and field coordinator. In most instances, you will complete your 100 Practicum hours and the entire 600 hours of your Internship at the same site. Because you are expected to perform in the same manner as employees at the site, it is better for the site and for you if all 700 hours are completed at one place.

Practicum: 100 hours= 40 hrs direct/60 hrs indirect. The time spent in supervision counts toward the 100 hour requirement. In order to meet the 100 hour requirement, students usually spend 7-8 hours each week at their sites during a regular semester (summer terms will require approximately 15 hours each week). Hours beyond 100 that are accumulated during the practicum term may be applied to internship only if 1) your practicum and internship are at the same site, and 2) you have met the minimum of 40 direct hours.

Internship: 600 hours (300 each 3 hour course) = 240 hrs direct/360 hrs indirect. Internship placements are flexible in that you may begin and end your experience on dates that are convenient for you and acceptable to your site, regardless of the beginning and ending of academic terms. However, you must earn no less than 20 hours each week and you may earn no more than 40 hours each week. In order to meet the 300 hour requirement, students will generally need to spend no less than 20 hours per week at their site. In the event your university supervisor cannot schedule supervision due to term breaks or other unusual circumstances, you will be notified in advance and the **university** supervision requirement will be waived in those situations.

The numbers are **MINIMUMS**. Obtaining these totals at a site does not automatically terminate your obligation to the Practicum and/or Internship site. You must stay at your site for the entire semester for all three courses regardless of your accumulated hours.

The 700 Hours of Practicum and Internship Broken Down:

	<u>Direct</u>	<u>Indirect</u>	<u>Total</u>
Practicum	40	60	100
Internship (first 300 hours)	120	180	300
Internship (first 300 hours)	<u>120</u>	<u>180</u>	<u>300</u>
	280	420	700

(Direct service may include counseling, test interpretation, psycho-educational classes, or other direct services usually performed by counselors at the site.)

2. Attend one hour each week of on-site supervision and keep the site supervisor informed about counseling cases, issues, and client needs.
3. Attend a weekly class which includes advanced instruction in counseling skills and at least an average of one and a half hours of group supervision.

4. Tape only those counseling sessions for which client permission has been received **IN WRITING**.
5. Not deny counseling services to clients who do not give permission for taping.
6. Keep the university professor informed regarding any serious issues which may arise at the site.
7. Maintain weekly time and activity logs and present updated copies of each log to the agency or LSUS faculty supervisor, upon request.

I plan to be at my site on the following schedule (this may change each semester):

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

For your own protection, you are **required** to purchase professional liability insurance. The American Counseling Association (ACA) Insurance Trust offers a good student rate. Some sites require that students have a policy in effect before beginning their practicum or internship. It takes several weeks to obtain a policy. You must be an ACA member to purchase insurance. Call (800) 347-6647 to join ACA and to purchase professional liability insurance. Proof of insurance will be required on the first day of class.

LSUS will:

1. Orient the practicum/internship student to field and campus-based course requirements.
2. Provide the on-site supervisor with materials describing the structure of, and requirements for, the practicum/internship.
3. Maintain regular contact with the site supervisor and practicum/internship student to monitor the progress of the field experience.
4. Provide on-campus supervision (during the regular academic term); review the weekly time/activity logs and case notes.

SIGNATURE LINES ON NEXT PAGE

APPENDIX F: APPLICATION FOR ADMISSION TO CANDIDACY

**Louisiana State University in Shreveport
 MASTER OF SCIENCE IN COUNSELING PSYCHOLOGY
 ADMISSION TO CANDIDACY APPLICATION**

Name: _____ Student Number: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Email: _____

GRE: V _____ + Q _____ = Total: _____ Date of GRE: _____

Undergraduate GPA: Overall _____ Major GPA: _____ Graduate GPA: _____

Prerequisite Undergraduate Semester Hours

Course Number	Equivalent	Grade
PSYC 216		
Introductory Statistics		
PSYC 350		
Tests and Measurements		
PSYC 404		
Theories of Personality		
PSYC 422		
Physiological Psychology		

Please be sure to submit the following information with your application:

1. Current Transcripts (copies are acceptable)
2. Two reference forms
3. A copy of your GRE results
4. Current address and contact information.
5. Letter of intent which addresses personal qualifications, relevant experiences, and professional goals. This statement should be comprehensive and concise

NOTE: Original transcripts should be sent to the Office of Graduate Admissions, while copies of transcripts should be sent to the MSCP program. **You must also send a separate application to the LSUS Office of Graduate Admissions.**

References

Name of Reference	Type	Address	Phone

APPENDIX G: REFERENCE FORM

**LOUISIANA STATE UNIVERSITY IN SHREVEPORT
DEPARTMENT OF PSYCHOLOGY**

One University Place
Shreveport, Louisiana 71115
(318) 797-5044

Master of Science in Counseling Psychology (MSCP) Reference Form

Under the provision of the Family Educational Rights Act of 1974, this applicant (if admitted and enrolled) will have access to information provided below unless he/she has waived such access.

(Applicant completes this section)

Name of Applicant _____

(Optional) *I hereby waive my right to access to the material recorded below.*

Signature of Applicant

Date

The applicant should provide two references, one of which should be from a faculty member and the others preferably from an employer and/or supervisor. Respondents should mail this form to:
*Department of Psychology, Louisiana State University in Shreveport
One University Place, Shreveport, Louisiana 71115.*

To the respondent: May we have your judgment of this candidate’s qualifications and potential; the candidate’s intellectual ability and motivation; the quality of pervious work in which you have observed his performance; his/her character and personality; and his promise as a candidate for a professional training program in counseling.

I would compare the applicant with other students of the same level as follows:

Characteristic	Exceptional	Above Average	Average	Below Average	Not Observed
Intellectual Ability					
Communication Skills <i>Oral</i>					
<i>Written</i>					
Academic Preparation					
Maturity					
Teaching Ability					
Work Habits					
Creativity					
Emotional Stability					
Ability to Work with Others					
Dependability					

What would you list as the applicant's strongest characteristics? _____

What would you list as the applicant's weakest characteristics? _____

Based on our overall rating above, do you think this applicant has the potential for success as a counselor?

If not, why? _____

To your knowledge has this person been in any mental, physical, or legal difficulties? _____

If so, please describe briefly: _____

Please use the reverse side to elaborate on those traits which differentiate this person from other individuals. If the respondent wishes, please feel free to supplement this reference form with a formal letter of reference.

I have know the applicant for approximately _____ years in my capacity his/her _____

Respondent's Signature

Title

Date

Typed or Printed Name: _____

Address _____
