The following handbook is meant to provide important program information to counseling students. Hopefully, it will help you to traverse more easily the steps in our graduate program. Please anticipate periodic updates to the Handbook and refer to the most recent version.
About UCO Graduate Studies

The Jackson College of Graduate Studies & Research (JCGS&R) at the University of Central Oklahoma is dedicated to providing leadership and support in the development of high quality graduate and research programs to serve the needs of students, faculty and the university community as they compete in a global society. The JCGS&R serves a unique function at UCO in its support for and coordination of both graduate studies as well as research, creative and scholarly activities.

In its graduate studies function, the JCGS&R collaborates with the five UCO academic colleges in offering 6 Masters degrees covering 23 Graduate Degree Programs with 47 different major areas of study serving approximately 1,300 students. In 2004, UCO celebrated its 50th year of offering graduate studies, having started in 1954.

In its campus research function, the JCGS&R acts as an outspoken champion for research, creative and scholarly activities by creating a welcoming environment for such activities, by supporting initiatives which advance those activities and by integrating original inquiry as a teaching tool.

The JCGS&R supports the concept of shared governance and is served in that regard by both the UCO Graduate Council and the UCO Research Advisory Council (RAC).

Your future should be central!
Counseling Psychology

DEFINITION OF COUNSELING PSYCHOLOGY

“Counseling psychology as a psychological specialty facilitates personal and interpersonal functioning across the life span with a focus on emotional, social, vocational, educational, health-related, developmental, and organizational concerns. Through the integration of theory, research, and practice, and with a sensitivity to multicultural issues, this specialty encompasses a broad range of practices that help people improve their well-being, alleviate distress and maladjustment, resolve crises, and increase their ability to live more highly functioning lives.

Counseling psychology is unique in its attention both to normal developmental issues and to problems associated with physical, emotional, and mental disorders.

Populations served by counseling psychologists include persons of all ages and cultural backgrounds. Examples of those populations would include late adolescents or adults with career/educational concerns and children or adults facing severe personal difficulties. Counseling psychologists also consult with organizations seeking to enhance their effectiveness or the well-being of their members.

Counseling Psychologists adhere to the standards and ethics established by the American Psychological Association.”

Endorsed by the APA Executive Committee of Division 17
Master of Arts in Counseling Psychology

The Counseling curriculum reflects the Licensed Professional Counselor (LPC) and Licensed Behavioral Practitioner (LBP) standards and is designed to provide the student with the skills and competencies necessary to enter the job market at the master's level. Students in this program are typically working towards Licensure as a Professional Counselor (LPC) or a Licensed Behavioral Practitioner (LBP).

The LPC license requires that applicants complete a Master's Degree with at least 60 hours of counseling-related coursework. Applicants for licensure are also required to pass the National Counselor Exam and complete the post-master's degree supervised experience requirement. Additional information regarding licensure is available from the Licensed Professional Counselors Office of the Oklahoma State Department of Health. [https://www.ok.gov/behavioralhealth/](https://www.ok.gov/behavioralhealth/)

The LBP license requires at least 60 graduate semester hours (must be from an approved program) and a Master's Degree in Psychology. Licensure as an LBP also requires that an applicant complete three years full-time supervised experience in professional behavioral health services and sit for the Practitioner's Exam of Psychological Knowledge (PEPK) exam. Once licensed, all LBP's must complete ten hours of continuing education annually in evidence-based treatments (pre-approved by NAMP). Additional information regarding LBP licensure is available from the Oklahoma State Department of Health [https://www.ok.gov/behavioralhealth/](https://www.ok.gov/behavioralhealth/)

The Counseling Psychology M.A. program at the University of Central Oklahoma prepares graduates to provide services in diverse settings including community mental health centers, youth and family service agencies, marriage and family counseling centers, child guidance clinics, university counseling centers, psychiatric hospitals, drug and alcohol treatment centers, shelters, and centers for child abuse and domestic violence, and private practice. Some graduates complete additional training at the doctoral level. This 60 hour Master's Degree requires a minimum of five sequential enrollments. Students in the program are expected to:

- Develop an understanding of the ethical and legal standards of behavior for counselors and consistently function in an ethical, professional manner
- Develop and demonstrate skills in creating effective professional relationships that facilitate the counseling process
- Develop and demonstrate effectiveness in working with diverse models, theories, and techniques that are helpful in the counseling process
- Develop and demonstrate skills in selecting, administering, and interpreting individual and group psychodiagnostic instruments appropriate to one's level of training
- Develop an understanding of the importance of the science of psychology, applied research, and scientific inquiry and their contributions to the counseling process
- Develop and demonstrate skills in working within a multi-cultural context and with individuals who are culturally diverse, with cultural diversity referring to age, gender, sexual orientation, ethnicity, religion, disability and socioeconomic status.
- Licensure requirements vary some from state to state. Students who anticipate moving following graduation are advised to gather licensure information specific to where they will relocate.
Counseling Psychology Faculty

Dr. Rob Doan  
**rdoan@uco.edu**  
Old North 102b  
405-974-5457

B.S., Oklahoma State University, 1965; M.S., Washington State University, 1966; M.Ed., University of Central Oklahoma, 1982; Ph.D., University of Oklahoma, 1986. Licensed psychologist.

Dr. Janelle Grellner  
**jgrellner@uco.edu**  
Old North 113b  
405-974-5466


Dr. Caleb Lack  
**clack@uco.edu**  
Old North 107  
405-974-5456

BA, Oklahoma State University, 2001; MS, Oklahoma State University, 2003; Ph.D., Oklahoma State University, 2006

Dr. Lorry Youll  
**lyoull@uco.edu**  
Old North 114b  
405-974-5676


*While faculty have specific office hours, they are always willing to schedule a meeting with a student. Please feel free to contact faculty for additional information and advisement as needed.*
The Process

Applications are accepted for the Master of Arts in Counseling Psychology once a year and are due by January 15th. This link will take you to the application and all of the information necessary to submit an application. [https://www.uco.edu/programs/jcgs/ceps/master-of-arts-in-psychology-counseling](https://www.uco.edu/programs/jcgs/ceps/master-of-arts-in-psychology-counseling). Applicants are required to submit the application, transcripts, personal statement, GRE scores, CV, and three letters of recommendation to Ms. Carlie Wellington, the Assistant Director of CEPS Graduate Enrollment. After January 15th, completed applications will be forwarded to the Counseling Psychology faculty members who will meet to evaluate applications based on the admissions materials (application, transcripts, personal statement, GRE scores, CV, and three letters of recommendation). Applicants are typically notified of their acceptance status by mid-March. Applicants that are not initially accepted may be placed on a waiting list. Upon acceptance, the applicant will meet with Ms. Wellington or the Program Coordinator, Dr. Lorry Youll, to develop a Plan of Study before the first fall semester of the applicant’s first enrollment. The Plan of Study outlines the required sequence of classes for students. It is required by the Graduate College and Financial Aid Office if financial aid is being requested.

The MA in Counseling Psychology is a three-year, full-time program (summer included). Almost 100% of students complete the program in three years. However, it is very strongly recommended that students do not work more than halftime. If a student requests additional time to complete the program, it is important to understand that because of the sequencing of courses not all courses are offered each semester. As a result, if a student opts to take more time, it will lengthen the time in the program from three years to four or five years. If a student delays enrollment to remediate faculty recommendations, course sequencing will still apply as well as an extended program (see Academic Standards for Continued Enrollment and Graduation).

**Practicum:** Training in the Counseling program culminates in a two consecutive semester practicum. During practicum, students provide supervised services to a diverse clientele in faculty-approved settings. Pre-practicum meetings are held prior to each semester’s practicum placement to provide information to students about the applications that will be submitted to the Counseling Training Committee (CTC; the Counseling faculty). Each student must submit an application, an official transcript, and a curriculum vita. In addition to submitting the required materials, students must have completed all of the specified counseling and assessment courses and have no more than nine hours of coursework (not including practicum) remaining. This process is similar to applying for a job in that it is competitive and not everyone will be selected for every position for which they apply. For this reason, UCO counseling faculty recommended applying and attending interviews at 3 different faculty-approved settings. Once each application has been submitted and minimum requirements have been met, the CTC will review the application and notify the applicant of his/her status. Students’ performance during their courses of study will be used to assess whether they have acquired the minimum counseling and assessment skills necessary for practicum placement. Concerns about students’ readiness will be addressed by the CTC and students will be notified concerning any remediation necessary. Due to the serious nature of providing counseling and assessment services, students in the Counseling Program will be reviewed periodically by the CTC regarding their personal and professional readiness to apply for practicum.
Academic Standards for Continued Enrollment & Graduation:

- Overall GPA of 3.00 or higher
- No more than 6 hours of C in general core counseling classes.
- No D in any graduate course

If a student falls below a 3.0 GPA, they may be placed on probation by the Graduate College. If a student obtains a C or D in a core counseling class, they will be required to remediate that class. *Remediation of a C or D would require the student to retake the course for a A or B.* Again, due to the course sequencing, this may delay the student another year in degree completion. However, due to the applied nature of course requirements, a student may satisfactorily meet the requirements of a core course such as a final exam or written work but not able to meet the skill requirement for the course. If a student is identified as having a deficient in requisite counseling skills in a course during any semester, the faculty member of record would notify the student via email. The student, in conjunction with the faculty member of record, would develop a remediation plan that may require something like a comprehensive review of the specific, relevant literature, additional hours of supervised client contact in the clinic, or a recommendation of personal counseling to address counselor development, or other remedial activities. If the student is unable or unwilling to complete the remedial recommendations by the professor of record, they or the professor may request a meeting with the full counseling faculty. The full counseling faculty may make different or additional recommendations to the student for remediation. The same grade appeal process outlined in the Graduate Catalogue would apply as well.

Upon introduction of ethical guidelines in the relevant course, students are required to follow the ethical guidelines of the American Psychological Association or the American Counseling Association.

[https://www.apa.org/ethics/code](https://www.apa.org/ethics/code)

[https://www.counseling.org/Resources/aca-code-of-ethics.pdf](https://www.counseling.org/Resources/aca-code-of-ethics.pdf)

**Final Requirements:** apply for graduation through the JCGS by advertised deadline.
Grade Appeal Procedures

https://sites.uco.edu/academic-affairs/files/aa-forms/AcademicAppealsProcedure.pdf

A. GRADE APPEAL PROCESS

1. All practices and procedures that will be used to determine a student’s final grade should be communicated to the student in the course syllabus and on the first day of class. Any deficiency in accomplishing the above, however, shall not affect any of the rights or procedures herein outlined.

2. If a student believes the practices and procedures used to determine his/her final grade were not consistently and/or accurately followed, the student (hereinafter referred to as “Student Appellant”) may have the ability to have his/her appeal considered regarding the final grade. The process for the consideration of a student’s appeal of a final grade follows herein.

3. All academic appeals must be filed within the first four weeks of the next semester (fall, spring and summer) immediately following the semester in which the appealed action occurred with the exception of grades appealed for the spring semester. A spring appeal must be filed no later than Friday of the fourth week of the following fall semester.

4. The intent (but not mandate) of these Academic Appeal Procedures is to resolve all academic appeals by the end of the semester in which the appeal is filed.

5. The Chairperson of the BAA will have the authority to enforce deadlines regarding academic appeals and make any sanctions and/or exceptions he/she deems reasonable and fair.

B. ONLINE ACADEMIC APPEAL PACKET

1. If a Student Appellant believes an academic appeal of his/her situation is warranted, his/her first step is to download an Online Academic Appeal Packet (available online at http://www.uco.edu/academic-affairs/students/grade-appeals.asp).

2. In the Online Academic Appeal Packet, will be the following forms:
   a. the Student Information Form
   b. the Student Consent Form.

3. In completing the online Academic Appeal Packet, the Student Appellant will be required to meet with the faculty member* who assigned the grade and/or took the disputed action against him/her, as well as meet with the faculty member’s department chairperson/school director. The intent and goal of the UCO Academic Appeal Procedure is that a significant effort be made to resolve this dispute at the departmental level.
C. FORMAL APPEAL

1. The Student Appellant* should also prepare/gather the following:

   a. A detailed description concerning specific points of dissatisfaction with the grade assigned and/or other actions or sanctions taken against the Student Appellant;

   b. Any and all supporting documentation the Student Appellant wants the BAA to consider;

   c. A complete list of all potential witnesses desired by the Student Appellant; that list should include phone, email and other contact information; and

   d. Specific result sought by the Student Appellant.

2. After preparing/gathering the documents listed above, the Student Appellant must file the documents with the Office of the Provost and Vice-President for Academic Affairs.

3. The Student Appellant is notified that the Office of the Provost and Vice President for Academic Affairs is in receipt of the grade appeal packet. A letter is then sent to the faculty member requesting his/her response and any supporting documents.

4. For security purposes, all academic appeal materials filed shall be kept in the Office of the Provost and Vice President for Academic Affairs for the duration of the appeal process. After that time, all appeal materials will be archived in the Office of Legal Counsel.

*In the event the Student Appellant is unable to continue the formal process due to extraordinary and/or unforeseen circumstances (e.g. deployment, death, etc.), the Chairperson of the BAA shall have the authority to dismiss the appeal or allow a continuance based upon good cause shown in writing.

-Please remember that allegations can be made against you as a student for any of the following actions which are considered to academic misconduct.

   a. Cheating;

   b. Plagiarism;

   c. Fabrication of any academic work;

   d. Fraud in any academic work;

   e. Bribery or intimidation regarding any academic work;

   f. Destruction, misappropriation or unauthorized possession of academic property of the university or of any other person;

   g. Assisting others in any of the above.
Other Helpful Links

Accommodations
Anyone with a disability or health or medical issue which may require some modification of seating, testing, assignments, or other class requirements should contact Disability Support Services on campus as soon as possible (http://www.uco.edu/student-affairs/dss/index.asp).

Graduate Catalogue
http://sites.uco.edu/graduate/

Financial Aid
https://www.uco.edu/admissions-aid/financial-aid/complete-fafsa

Campus Employment
https://www.uco.edu/offices/hr/uco-applicant-job-site

Student Conduct
http://sites.uco.edu/student-affairs/conduct/studentinfopacket.asp

Title IX
https://www.uco.edu/student-resources/title-ix-office/

Application for Graduation
http://www2.uco.edu/mgraduation/mgradapp.aspx

Application for Licensure
https://www.ok.gov/behavioralhealth/

Oklahoma Licensing Laws
https://www.ok.gov/behavioralhealth/Acts_and_Regulations/index.html
The Content

The Counseling major requires a minimum of 60 graduate hours. In addition to the core courses required for all M.A. students, the program also requires that students complete coursework in counseling (individual, group, and couples and families), psychological assessment (intelligence, educational, and personality), legal and ethical aspects of counseling, psychopathology, and other counseling-related courses. The following required courses appear in numerical chronological order. The required sequence of courses appears on the Plan of Study.

PSY 5033 Cultural and Gender Diversity (3hrs)
- Focus placed on cultural and gender diversity and how this can affect the therapeutic relationship between therapist and client. Exploration of cultural groups different from your own is both encouraged and required.

PSY 5143 Advanced Developmental Psychology (3hrs)
- Advanced overview of current research and theory on life-span human development

PSY 5153 Cognitive Assessment (3hrs)
- Training in the correct use and administration of Wechsler intelligence scales for both adults and children.

PSY 5193 Experimental Design (3hrs)
- Fundamentals and completion of designing and conducting an experimental research study, as well as analysis of results using statistical software.

PSY 5233 Psychopathology (3hrs)
- Discussion of various psychological disorders in reference to the latest edition of the DSM.

PSY 5253 Personality & Pathology Assessment (3hrs)
- Training and discussion in the appropriate use and administration of psychological tests designed to assess various psychological disorders.

PSY 5263 Legal & Ethical Aspects of Counseling (3hrs)
- Explanation of various legal and ethical concepts important to counseling psychology and in accordance with local, state, and national level policies.

PSY 5333 Psychopharmacology (3hrs)
- Basic neuropharmacology and the effects of various psychotropic drugs and the actions of drugs used to treat mental disorders.

PSY 5473 Individual Counseling (3hrs)
- Practice in entry level skills of counseling individual clients through sessions with volunteer practice clients and observation.

PSY 5483 Group Counseling (3hrs)
- Understanding various aspects to counseling clients in groups
PSY 5493  Competency Based Counseling  (3hrs)
- Comprehensive overview of skills, abilities, and expertise in counseling

PSY 5523  Child & Adolescent Counseling  (3hrs)
- Overview of the major theoretical approaches to child and adolescent counseling

PSY 5533  Couples and Family Counseling  (3hrs)
- Overview of the major theoretical approaches to family and marriage counseling

PSY 5563  Advanced Social Psychology  (3hrs)
- Overview of research and theory associated with social psychology

PSY 5683  Advanced Tech of Counseling  (3hrs)
- Comprehensive overview and integration of the major theoretical perspectives on the counseling process

PSY 5783  Behavioral Neuroscience  (3hrs)
- Overview of theories and research pertaining to processes underlying the biological basis of human behavior

PSY 5823 - ABA I: Foundations in Behavior Analysis  (3 hrs)
- The course focuses on the ethics and basic characteristics, processes, concepts, terminology, and learning principles. Overs 10 of the 11 core areas of applied behavior analysis.

PSY 5833 - ABA II: Application of Techniques ABA  (3 hrs)
- The course takes basic ethical foundations and principles of ABA articulated in eight of the Core Areas to a higher level of understanding and application.

PSY 5903  Practicum Counseling Psychology - Fall  (3hrs)
- Students will provide counseling and testing services, under supervision, in counseling and mental health facilities

PSY 5903  Practicum Counseling Psychology – Spring (3hrs)
- Students will provide counseling and testing services, under supervision, in counseling and mental health facilities

Required Courses ..........................................................60hrs
Total Hours Required .......................................................60hrs
Plan of Study

Prerequisite Courses (must be completed before beginning graduate course work)

<table>
<thead>
<tr>
<th>COURSE PREFIX</th>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY</td>
<td>1103</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY</td>
<td>2753</td>
<td>Psychological Statistics</td>
<td>3</td>
</tr>
<tr>
<td>PSY</td>
<td>3713</td>
<td>Advanced Statistics: SPSS</td>
<td>3</td>
</tr>
<tr>
<td>PSY</td>
<td>3833</td>
<td>Experimental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY</td>
<td>3903</td>
<td>Biological Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY</td>
<td>4753</td>
<td>Abnormal Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY</td>
<td>4763</td>
<td>Theories of Learning &amp; Cognition</td>
<td>3</td>
</tr>
</tbody>
</table>

FIRST YEAR - FALL

<table>
<thead>
<tr>
<th>COURSE PREFIX</th>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>5193</td>
<td>Experimental Design</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>5913</td>
<td>Applied Behavior Analysis I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>5103</td>
<td>Cognitive Assessment</td>
<td>3</td>
</tr>
</tbody>
</table>

FIRST YEAR - SPRING

<table>
<thead>
<tr>
<th>COURSE PREFIX</th>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>5233</td>
<td>Psychopathology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>5473</td>
<td>Individual Counseling</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>5833</td>
<td>Applied Behavior Analysis II</td>
<td>3</td>
</tr>
</tbody>
</table>

FIRST YEAR - SUMMER

<table>
<thead>
<tr>
<th>COURSE PREFIX</th>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>5143</td>
<td>Advanced Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>5263</td>
<td>Legal &amp; Ethical Aspects of Counseling</td>
<td>3</td>
</tr>
</tbody>
</table>

SECOND YEAR - FALL

<table>
<thead>
<tr>
<th>COURSE PREFIX</th>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>5253</td>
<td>Personality &amp; Psychopathology Assessment</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>5483</td>
<td>Group Counseling</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>5683</td>
<td>Advanced Counseling</td>
<td>3</td>
</tr>
</tbody>
</table>

SECOND YEAR - SPRING

<table>
<thead>
<tr>
<th>COURSE PREFIX</th>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>5493</td>
<td>Competency Based Counseling</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>5523</td>
<td>Child &amp; Adolescent Counseling</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>5533</td>
<td>Couples &amp; Family Counseling</td>
<td>3</td>
</tr>
</tbody>
</table>

SECOND YEAR – SUMMER

<table>
<thead>
<tr>
<th>COURSE PREFIX</th>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>5563</td>
<td>Advanced Social Psychology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>5033</td>
<td>Cultural and Gender Diversity</td>
<td>3</td>
</tr>
</tbody>
</table>

THIRD YEAR - FALL

<table>
<thead>
<tr>
<th>COURSE PREFIX</th>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>5903</td>
<td>Practicum Counseling Psychology I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>5783</td>
<td>Behavioral Neuroscience</td>
<td>3</td>
</tr>
</tbody>
</table>

THIRD YEAR - SPRING

<table>
<thead>
<tr>
<th>COURSE PREFIX</th>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>5333</td>
<td>Psychopharmacology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>5903</td>
<td>Practicum Counseling Psychology II</td>
<td>3</td>
</tr>
</tbody>
</table>

I understand that I may not make any changes to my Plan of Study without prior approval from the Program Coordinator. If I take any coursework that is not listed on my Plan of Study, I understand the coursework will not count toward my degree.

APPROVED BY: Program Coordinator

APPROVED BY: Department Chair

SAMPLE

SAMPLE
Practicum Work

Counseling Practicum Coordinator
Caleb Lack
Phone: (405) 974-5456
Email: clack@uco.edu

Policy Regarding M.A. Practicum

The practicum (two semesters of individual practicum) is designed to enable students to integrate theory and practice through their supervised counseling and psychotherapeutic work with clients. Practicum work is required for completion of the program. Students apply for placement in diverse institutional settings with a range of clientele and a range of concerns requiring short-term to long-term intervention. Settings differ in the level of counseling, diagnostics, and evaluation required of practicum applicants. Students need to select and apply to practicum settings appropriate for their level of experience and their individual training goals. Prior to practicum placement students should have completed the majority of their M.A. level required courses and have no more than 9 hours remaining. The practicum will occur during the last two semesters of course work.

I. Purpose of the Course

The Practicum is intended as an integrative experience in the student’s development towards becoming a skilled psychologist. The goal of Practicum is the development of a high level of competence in establishing effective counseling relationships and in the skill and knowledge essentials for the attainment and maintenance of those relationships. The Practicum is a field-based course under close professional supervision by field-based supervisors and by the faculty of the Department of Psychology. Specifically, it affords students the opportunity to integrate theory, attitudes, values, personal and professional beliefs, as well as their own personal “style” into effective helping relationships.

II. Ethical Considerations

Students are to adhere to the Ethical Principles of Psychologists as set forth by the American Psychological Association (APA) or the American Counseling Association (ACA).

III. Malpractice Insurance

Students who are enrolled in a Practicum Course must purchase a liability insurance policy prior to beginning the practicum or any advanced counseling course. Insurance can be obtained from numerous websites including the APA and ACA. The fee is typically around $35.00 per year.
Practicum Student Guidelines

1. Enrollment in practicum requires instructor permission. Students are required to attend a pre-practicum planning meeting for orientation and must complete an application for practicum. Once the completed application has been submitted, it will be reviewed by the Counseling Faculty for approval. Only after a student has been approved and met with the practicum coordinator may she or he contact potential sites. Students are required to schedule a minimum of three practicum interviews. Students make their final site selection in consultation with the practicum coordinator. Students may not to sign a contract until the site has been approved by the practicum coordinator.

2. Students must have completed all counseling and assessment classes by the anticipated starting date of their practicum with a grade of “B” or higher. Students should indicate on their application which courses they are currently completing. Students may not take more than 9 hours of additional course over the two-semester period of their practicum. In addition, students will not be approved for practicum if they have any “Incomplete” grades in their coursework at the time of their application.

3. Personal difficulties may affect a student’s capacity to perform well and to maximize learning opportunities in practicum. Personal problems that may interfere with a student’s performance should be discussed with the practicum instructor prior to enrollment. The instructor can provide consultation regarding the appropriateness and timing of enrollment. The instructor and site supervisors should also be informed of any personal problems that emerge during practicum that may affect the student's work (e.g., divorce, death of a family member, serious health problems, serious family problems). In such instances the instructor and site supervisors will work supportively with students toward resolution of personal difficulties. Serious, unresolved personal problems may require interruption of and/or termination of practicum.

4. It is not advisable for practicum students to work full time during the practicum. Students are required to attend all of the following functions on a weekly basis: practicum class, supervision sessions at the practicum site, and other activities as required by the practicum site.

5. Practicum students are required to secure malpractice insurance through ACA (American Counseling Association), APA (American Psychological Association), or NAMP (Northamerican Association of Masters in Psychology).

6. Students enrolled in two hours semester credit are required to work a minimum of 12 hours per week (200 total hours per semester) at their practicum site. For three hours semester credit, students need to work a minimum of 18 hours per week (300 total hours per semester).

7. Students are required to keep a log of all hours worked which documents services, supervision, staff meetings, and other activities. This log will be turned in weekly to your instructor. Students should have 25% direct service hours each semester (i.e., 50 hours for a two-hour practicum and 75 hours for a three-hour practicum). The site supervisor is required to approve the hours logged by the practicum student each week; the practicum instructor will then approve the hours as well.
8. Students in practicum provide services under supervision in counseling/mental health facilities in the greater Edmond/Oklahoma City area. Site selection is jointly determined by the student, the site, and the practicum instructor. An orientation to sites and procedures regarding site selection will be provided at the pre-practicum planning meeting. Students are required visit with the practicum coordinator prior to contacting any potential sites.

9. All practicum work is to be done in assigned sites or locations authorized by sites. Students should not provide any services independently or alone in a facility. Students are not authorized to provide transportation to clients.

10. Practicum students are held responsible for following the ethical codes of APA and ACA. Students should familiarize themselves with these codes. Serious violations of the professional and ethical principles will result in a grade of F and the termination of the student’s practicum.

11. All practicum work is done under supervision. Primary supervision is provided by the practicum site supervisor. Students are required to receive a minimum of one hour of individual face-to-face supervision per week (and additional supervision as needed) from their site supervisor. The practicum instructor also provides supervision as needed. Students are required to attend the weekly practicum class and to meet individually with the practicum instructor as required by the professor. It is the student’s responsibility to notify the practicum professor and site supervisor(s) of any concerns regarding supervision to insure that service delivery by students is appropriate, competent, and ethical.

12. There are two key roles that are critical to securing a practicum placement. The first role is the person who agrees to the practicum placement and signs the contract with UCO on behalf of the agency. This person is typically the director of the agency or program, and may be a licensed mental health professional. In rare cases, the person who signs the contract could be someone with a MD or MBA. The second key role is the site supervisor, who may or may not be the same person who signed the contract. The site supervisor should be a LPC or someone practicing under supervision to become a LPC, a licensed psychologist, or someone practicing under supervision to be a psychologist. There are other mental health professionals (LCSW, LMFT) who may serve as secondary or supporting supervisors.

13. Practicum students should limit work with emergency cases. Cases should be screened for appropriate assignment. Should an emergency arise, the student should seek immediate consultation. Students should know how to seek immediate consultation from their site. The practicum instructor must also be notified as soon as possible.

14. Practicum students will keep case notes of every session that will be reviewed by site supervisors. Students are also required to complete all paperwork required by their site.

15. Practicum students are considered junior staff members of the sites where they work and will maintain professional relationships there. Practicum students must immediately report to the instructor any involvement in staff conflicts.
16. First semester practicum students will request a written evaluation from their site supervisor at mid-term and again at the end of the semester. Second semester students will request the written evaluation at the end of the semester. Your instructor will provide a site evaluation form that will be returned to the instructor. Site supervisors may, if they prefer, provide written evaluations in an alternative format.

17. Students who are encountering difficulty with counseling skills may be asked to discontinue client contact and may be provided with an opportunity to remediate the skill problem through simulation and role play or other appropriate activities.

18. Grades for the course will be assigned based on each professor’s criteria outlined in the syllabus.

19. Practicum positions are unpaid positions.

**Additional information regarding practicum can be located at: **
http://www.caleblack.com/practicum/html
Professionalism

Students in this program are expected to act in a professional, ethical manner at all times. It is important to remember that any time you are in the Psychology Department Clinic (EDY 307) that you are a representative of the program. It is necessary to be mindful that clients may be entering and exiting through the clinic at any time. Loud disruptions, disrespectful behavior and loitering are not acceptable. Students are bound by the ethical guidelines of the American Psychological Association and American Counseling Association. Please begin to familiarize yourself with these guidelines in anticipation of your training. Ethical guidelines will also be addressed as relevant in core counseling classes.

https://www.apa.org/ethics/code

CURRICULUM VITAE

Your curriculum vitae (CV or vita) is essentially a living document. It is best to update it as often as possible. It is similar to a resume but includes only academic information. It essentially gives an overview of your accomplishments, specifically those related to academia. In contrast to a resume, a vitae can consist of several pages and should accurately reflect your abilities as a student, researcher and scholar. See for the following example for content suggestions.
CURRICULUM VITAE
Your Name Here

GENERAL INFORMATION

Home Address: 100 S. College
University City, PT
19999-8765
(800) 555-1212

ACADEMIC TRAINING

MA (Anticipated 2010) University of Central Oklahoma
General Psychology Edmond, OK
Counseling Psychology

BA (2005) University of Edmond
Psychology Edmond, OK
Psychology

CLINICAL EXPERIENCE

August 2007- August 2008-
Practicum Student, Edmond State Mental Health Center, Edmond, OK
Crisis counselor, Mental Health Hotline, Oklahoma City, OK
present present
Dr. Carl Rogers, supervisor
Dr. Albert Ellis, supervisor

Responsibilities:

1. Conduct intake interview
2. Co-lead battered women’s support group
3. Conduct psychological evaluations
4. Maintain caseload of five clients per week
5. Attend weekly staff meetings
6. Attend weekly supervision meetings

Responsibilities:

1. Attend monthly training sessions
2. Staff hotline 30 hours per month
3. Complete appropriate paperwork
PROFESSIONAL ORGANIZATIONS

American Psychological Association (Student member)
American Psychological Society (Student member)
Oklahoma Psychological Society (Student member)
Psi Chi National Honor Society

PROFESSIONAL SERVICE AND ACADEMIC HONORS

2007        Dean’s Honor Roll
2006        President’s Honor Roll
2006        Honorable Mention, Student Research Competition,
             Oklahoma Psychological Society Spring Conference
2005        Vice President, Psi Chi, University of Central Oklahoma Chapter

TEACHING EXPERIENCE

August 2007-    Teaching Assistant for Psychological Statistics,
present         University of Central Oklahoma, Dr. Albert Einstein, supervisor

Responsibilities:

1. Maintain attendance records
2. Collect and review daily homework assignments
3. Conduct study sessions
4. Record grades

RESEARCH EXPERIENCE

May 2006-     Research Assistant, University of Edmond, Edmond, OK
August 2007    Dr. B.F. Skinner, supervisor

Responsibilities:

1. Collect and organize data
2. Create computer databank and analyze data
3. Maintain follow-up contact with participants
PRESENTATIONS

Name, Your. (November, 2006). Sex differences in hybrid roses. Poster presented at the meeting of the Oklahoma Psychological Association, Oklahoma City, OK

Name, Your. (March, 2005). Sex differences in cockroaches. Paper presented at the meeting of the Oklahoma Psychological Society, Stillwater, OK

MASTER'S THESIS

Sex Differences in Rodents

REFERENCES

<table>
<thead>
<tr>
<th>Dr. Carl Rogers</th>
<th>Dr. Albert Ellis</th>
<th>Dr. B.F. Skinner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution</td>
<td>Institution</td>
<td>Institution</td>
</tr>
<tr>
<td>Address</td>
<td>Address</td>
<td>Address</td>
</tr>
<tr>
<td>Phone number</td>
<td>Phone number</td>
<td>Phone number</td>
</tr>
</tbody>
</table>