



College of Psychology and Counseling  
Master of Science in Counseling  
Program Handbook  
2022-2023

**Hope International University**

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## **Letter from the Chair**

**Welcome** to the Master of Science in Counseling Program! We are excited to be a part of your journey towards higher education. Graduate school can be difficult to navigate, so this handbook has been designed to help you gain a clear understanding of the processes and procedures of the Master of Science in Counseling (MSC) Program.

This handbook is your guide to the Master of Science in Counseling degree. It will take you through the academic and clinical requirements for graduation and address questions you may have about the process. In addition to this handbook, you will also be required to read and be familiar with:

- HIU Catalog (for the year that you began your program at HIU)
- HIU Graduate and Online Handbook
- California Board of Behavioral Sciences (BBS) Statutes and Regulations, and  
/or the statutes and regulations for the state where you intend to pursue licensure.

We want to stay connected with you throughout your time in the program. Memos, announcements, and important information will be sent to you through your HIU email, so please check this email regularly. Your student portal is the place where you will log in to register for classes each semester, receive financial aid information, and stay up to date on your student account. The student portal is located at [my.hiu.edu](http://my.hiu.edu). This account, along with your student email account (firstname.lastname@hiu.edu), should be checked several times a week, as this will be the primary means of communication throughout your time in the program.

Your journey in this program and throughout your time as a counselor is important to us. We want to support and guide you through this time.

Please contact us with questions and/or concerns.

Sincerely,

Robin L. Felix, PsyD, LMFT  
Chair, Master of Science in Counseling Program

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# **Introduction to the Master of Science in Counseling Program**

## ***Program Overview***

The program for the *Master of Science in Counseling with Emphasis in Marriage and Family Therapy (MSC)* is housed in the **College of Psychology and Counseling Department** and strives to promote and develop excellence through innovative and integrated curriculum which supports academic rigor, research, distinguished clinical training, faith integration, and engagement in the professional community. The program creates an environment that allows mentoring relationships between faculty, staff, and students, encouraging personal and professional growth, and insight for the purpose of equipping compassionate professionals.

The MSC Program provides academic and clinical training for a career as a Professional Clinical Counselor or as a Marriage and Family Therapist. Professional clinical counselors are mental health professionals trained and licensed to independently diagnose and treat mental health and substance abuse problems. Licensed Professional Clinical Counselors (LPCCs) work in a variety of settings, including hospitals, clinical/social service agencies, churches, educational institutions, career centers and private practices. Trained in psychotherapy and family systems, Marriage and Family Therapists are mental health professionals who are licensed to diagnose and treat mental and emotional disorders within the context of couples and family systems. Marriage and Family Therapists work in various settings including private and group practices, community mental health agencies and government health care settings.

The MSC Program is a 61-unit online program that meets the educational requirements for a career as a Licensed Professional Clinical Counselor and as a Licensed Marriage and Family Therapist in the state of California. Students are trained to diagnose and treat mental, behavioral, and emotional problems and disorders within a family systems framework. Sound research skills, theoretical teaching, practical application, and clinical training are core to the curriculum. The faculty guide students through academic studies, clinical courses, self-assessment measures, and professional development which all provide a rich educational experience.

The MSC Program at Hope International University accepts students from around the world and is dedicated to training students to work with diverse populations. The MSC Program provides students with the knowledge, skill, and professionalism to respect people indiscriminate of race, religious creed, color, gender, national origin, or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, pregnancy, childbirth or related medical conditions, or any other status protected by federal, state, local law, ordinance, or regulation. All such discrimination or harassment is unlawful and will not be tolerated. Further information is provided in the university catalog.

## ***University Mission***

*Hope International University's mission is to empower students through Christian higher education to serve the church and impact the word for Christ.*

## ***College of Psychology and Counseling Mission***

*The mission of the College of Psychology and Counseling exists to provide innovative and relevant programs and scholarship which integrate Christian faith and promote professional development and servant leadership in the area of psychology, counseling, and human development.*

***Master of Science in Counseling Program Mission***

*The Master of Science in Counseling (MSC) program is designed to develop highly trained counselors, grounded in Christian principles, prepared to provide mental health and substance abuse care, empowering individuals, couples, and families to deal adequately with life and experience growth, to make well-informed decisions, and to change behavior both within the individual and within the family system.*

### ***Program Purpose***

*The Master of Science in Counseling with Emphasis in Marriage and Family Therapy meets the educational requirements for a career as a Licensed Professional Clinical Counselor and as a Licensed Marriage and Family Therapist. Students are trained to diagnose and treat mental, behavioral, and emotional problems and disorders within a system context.*

### ***Program and Student Learning Outcomes***

The following are Program Outcomes (PO) and Student Learning Outcomes (SLO) defined by the MSC program.

**PO1. KNOWLEDGE** Demonstrate essential knowledge (1) related to clinical case conceptualization, diagnosis, intervention, and the use of community mental health resources, (2) knowledge of counseling principles related to individuals and family systems, and (3) to write and articulate their personal theoretical model for counseling from a systemic perspective.

**SLO 1.1:** Students will be able to articulate a theoretical and conceptual systems framework and personal therapeutic approach for counseling.

**SLO 1.2:** Students will demonstrate knowledge and application of key concepts related to systems thinking, recovery-oriented models, contextual factors, human development, psychological, social, biological, and spiritual factors affecting human behavior.

**SLO 1.3:** Students will demonstrate awareness of issues of diversity and practice culturally sensitive counseling.

**PO2. PROFESSIONALISM** Demonstrate skills that reflect high standards of professionalism and commitment to ethical and professional behavior consistent with the standards of systemic counseling and Christian principles.

**SLO 2.1:** Students will demonstrate personal qualities that are related to counseling situations such as integrity, sensitivity, flexibility, insight, compassion, and personal presence.

**SLO 2.2:** Students will demonstrate an understanding of ethical and legal standards in professional clinical counseling.

**SLO 2.3** Students will be able to apply knowledge of a Christian worldview and its impacts on the counseling relationship through community service to marginalized and underserved populations.

**PO 3. Clinical:** Students will demonstrate clinical skills and the ability to apply effective therapeutic techniques to meet the diverse needs of individuals, children, families, couples, and groups.

**SLO 3.1:** Students will use appropriate clinical and professional family

systems-oriented language in oral and written communication.

**SLO 3.2:** Students will identify and incorporate into treatment psychological, biological, social, and spiritual factors that influence counseling on an individual and systemic level.

**SLO 3.3:** Students will demonstrate a comprehensive understanding of the dynamics of human diversity issues as they relate to the family system, and their impact on the counseling process.

**SLO 3.4:** Students will be able to identify and apply Christian principles to the practice of professional clinical counseling.

**PO4. RESEARCH** Critically evaluate and conduct clinical research related to all aspects of counseling as it relates to family systems to ensure the highest quality of therapeutic skill and of contribution to the field of counseling.

**SLO 4.1:** Students will demonstrate knowledge of current trends and research methods in the field of clinical counseling as it relates to family systems theory and application.

**SLO 4.2:** Students will conduct and critique relevant research in the areas of counseling and relationships, especially focusing on how this research impacts family systems.



## **Student Recruitment**

The Graduate recruiters and admissions representatives recruit students in a variety of ways, including via lead generators, recruitment events, and word of mouth referrals. Regarding planned recruitment by the team, the university ensures that events are taking place in diverse locations, where recruiters encounter students of all ethnic backgrounds, socio-economic statuses, ability, and lifestyle. Recruitment events are attended at universities across Southern California in the counties of Orange, Los Angeles, San Bernardino, Riverside County, and Ventura County. Recruiters have also attended events in other cities and states periodically. Every student that expresses interest in the Counseling program receives follow-up contact from the program recruiter in the form of phone calls, text messaging, and email. There is no discrimination based on ethnicity, gender, SES status, ability/disability, or language. In fact, we also welcome students from around the world who come to California on an F-1 visa to be part of the MSC program. The program has had international students from many different countries. Faculty, staff, and the MSC Academic Coach are sensitive and aware of the needs of the international student, particularly regarding language barriers, and assist the student with resources as needed. The admissions and selection process for the program is the same for all students, regardless of socio-economic or community status. All program applicants are subject to the same admission requirements, and the university abides by all legal requirements in considering the admission of international and resident applicants.

## **Admission Requirements**

Applicants seeking entry into the MSC Program must apply to the Graduate and Online Admissions Department for admission into the Program. Applicants must provide official transcripts for all college-level coursework. A minimum grade point average of 3.0 for undergraduate work is required. In addition, applicants must submit two letters of recommendation and a statement of purpose to the Graduate Admissions office. Full instructions for the application process are available through the Graduate Admissions office, or online at [www.hiu.edu](http://www.hiu.edu). Upon completion of all application materials, the MSC Admissions Committee obtains and reviews each prospective student's file prior to contacting the prospective student for an interview with a faculty member.

Students who have a GPA lower than 3.0 must submit a letter of explanation and viability for entrance into the MSC Program. They may meet for a one-on-one interview with the MSC Program Chair to discuss the GPA requirement before the decision for admission to the program is made. Probationary acceptance may be granted if other factors give evidence of the applicant's likely ability to successfully complete the program. The probationary status will be removed when the student has successfully completed nine semester units with a 3.0 GPA or higher.

## **Policy on Harassment & Non-discrimination**

Hope International University is committed to providing a work environment free of unlawful discrimination and harassment. University policy prohibits harassment and discrimination based on pregnancy, childbirth or related medical conditions, race, religious creed, color, gender, national origin, or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, socioeconomic status (SES) or any other status protected by federal, state, local law, ordinance, or regulation. All such discrimination or harassment is unlawful and will not be tolerated. The University's anti-discrimination and harassment policy applies to all persons involved in the operation of the University and prohibits unlawful harassment or discrimination by any student, employee, supervisors and managers, vendors, customers, or any other persons. Non-discrimination also applies to recruitment, admission, codes of conduct, hiring, retention, or dismissal of students, faculty, and supervisors or other relevant educators and/or staff. Discrimination and harassment based on the perception that a person possesses the characteristics of, or belongs to, a legally protected status or class of persons is unlawful. Similarly, harassment based on a person's association with a person who has, or is perceived as having, the characteristics of, or who belongs to a legally protected status or class of persons is unlawful (HIU Catalog, 2019-2012, p. 28-29). See HIU Catalog page 29 for complete listing of law and regulations HIU operates in compliance.

## **Religious Organization Exemption Disclosure**

Hope International University is an educational institution that serves a religious organization, the Churches of Christ, and Christian Churches, which takes seriously antidiscrimination provisions under federal and state law and is committed to providing a learning and living environment that promotes student safety, transparency, personal integrity, civility, and mutual respect. Hope International University is also exempted by the state from California Education Code 66270 to the extent the application of California Education Code 66270 is not consistent with the institution's religious tenets.

The exemption may apply to, but is not limited to, requirements as expressed in university policies including the Student Code of Conduct, housing policies, mission statement, and University Catalog. We retain all rights afforded to us under the federal law and the laws of the State of California.

Hope International University has not applied for the regulatory exemption under Title IX, 34 C.F.R. section 106.12 but the Title IX statutory exemption provided by Congress, see 20 U.S.C. section 1681(a)(3), is self-executing. As an educational institution that serves a religious organization, is entitled to that statutory exemption to the extent the application of Title IX is not consistent with the institution's religious tenets.

Federal civil rights laws make it unlawful to retaliate against an individual for the purpose of interfering with any right or privilege secured by these laws. It is unlawful for the University to retaliate against an individual for bringing a concern about a possible civil rights problem to the University's attention. It is also unlawful to retaliate against an individual because he or she made a complaint, testified, or participated in any manner in an Office of Civil Rights investigation or proceeding. Thus, once a student, parent, teacher, coach, or other individual complains formally or informally to the University about a potential civil rights violation or participates in an Office of Civil Rights investigation or proceeding, the recipient is prohibited from retaliation (including

intimidating, threatening, coercing, or in any way discriminating against the individual) because of the individual's complaint or participation.

Prohibited unlawful harassment or discrimination includes, but is not limited to, the following behavior:

- Treating a person differently, on any of the basis listed in the paragraph above, with respect to using, accessing, or benefitting from the University's educational program. Example: The University may not subject students or employees to different standards of conduct in connection with a disciplinary matter on any of the basis listed above.
- Verbal conduct such as epithets, derogatory jokes or comments, slurs on any of the basis listed above, unwanted sexual advances, graphic verbal commentaries about an individual's body, sexually or otherwise degrading words used to describe an individual on any of the basis listed above, suggestive, or obscene letters, notes, or invitations or comments.
- Visual displays such as derogatory posters, photography, cartoons, drawings, or gestures on any of the basis listed above.
- In the case of sexual harassment claims, physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of gender, race, or any other protected basis.
- In the case of sexual harassment claims, threats and demands to submit to sexual requests as a condition of appointment, admission, academic evaluation, or administrative consideration in return for sexual favors; submission to or rejection of such conduct is used as a basis for a personnel decision, an academic evaluation, or administrative consideration affecting an individual, and retaliation for reporting or threatening to report harassment. (HIU Catalog 2018-2019, p. 27-28)

## **Learning Environment**

Community standards are in place for the express purpose of creating an environment conducive to learning and personal growth, both in ground-based classes and online. Such standards include a professional instructional climate and a classroom environment that promotes positive learning experiences. Students are encouraged to conduct themselves in a professional manner, whether face-to-face or online, with respect for both fellow students and faculty. The University reserves the right to act in situations where student behavior violates established policy, detracts from the ability of students or faculty to function effectively in the learning environment, or is disruptive of the teaching-learning process. Such action may include disciplinary procedures issued by the faculty or may lead to suspension from class or expulsion from the University. Only regularly enrolled students may attend classes unless advance permission is secured from both the instructor and the University administration. Out of respect for the instructor and one's classmates, students should silence cell phones during on-ground class sessions. Students may make telephone calls during class breaks. (HIU Catalog 2018-2019, p. 34)

## **Program Format**

The MSC Program is uniquely formatted, enabling students to attend full-time or part-time. All courses are offered asynchronously online. Fall and Spring terms run for 16 weeks and are each comprised of two eight-week modules. Summer term is eight to ten weeks depending on the course. The entire program may be completed in as little as 24 months, and students may choose

a two- or three-year track. Students must complete all requirements within six years from their date of first enrollment in the program.

In addition to academic course requirements, students volunteer in community-based clinical training sites for approximately one year, where they gain hands-on clinical training experience with diverse clientele. During their year of clinical training, students will be required to attend a weekly synchronous online meeting with their professor and their classmates in one semester of CSL6800 Practicum and in two subsequent semesters of CSL6850 Internship. Students are supervised by licensed mental health professionals who have met rigorous supervision standards.

## **California Board of Behavioral Sciences (BBS)**

The Master of Science in Counseling with Emphasis in Marriage and Family Therapy meets the educational requirements of the Board of Behavioral Sciences (BBS) in California, including the requirements of the California Business and Professions Code Sections 4999.32 and 4999.33. Students seeking licensure are responsible for knowing and complying with the BBS licensing requirements. With approval of the BBS, graduates may sit for their licensing examination upon the completion of 3,000 supervised hours.

For further information, students are advised to contact the BBS directly:

Board of Behavioral Sciences  
1625 North Market Street, Suite  
S-200  
Sacramento, CA 95834  
(916) 574-7830  
[www.bbs.ca.gov](http://www.bbs.ca.gov)

*\*NOTE: Students who intend to seek licensure in a state other than California are responsible for researching and understanding the licensing requirements of that state.*

## **Student Resources**

### ***HIU Email***

All correspondence from the university will be sent to your HIU email account. This includes correspondence from staff, professors, Student Financial Services, Student Accounts, Academic Coach, and other important communications that require student attention. It is important to ***check your HIU email account regularly***. HIU email is located at **[mail.hiu.edu](mailto:mail.hiu.edu)**.

If you are having problems with your Student Portal contact your Academic Coach. If you are having problems with your student email account, contact the IT Help Desk at (714) 879-3901 ext. 2607 or email them at **[ithelpdesk@hiu.edu](mailto:ithelpdesk@hiu.edu)**.

### ***Student Portal***

The Student Portal is the central location for all student information. There, students can register

for classes, view schedules, grades, account balance, make payments online, verify that financial aid has been applied and more. The Student Portal is located at [my.hiu.edu](http://my.hiu.edu) and can be found by clicking on the “Student Portal Homepage.” The login information for the Student Portal is the same username and password created when the student first applied online. This information was emailed when the student first set up their application account. (Note: usernames are typically formatted as *‘first.last.’*)

### **Canvas**

**Canvas** is the platform utilized for the delivery of online courses. Through **Canvas**, students can view their course syllabi and to complete course assignments. **Canvas** can also be used to message your professors and classmates directly, view grades, watch presentations, and participate in threaded discussions. **Canvas** is located at <https://hiu.instructure.com>. The login ID is the student’s ID number, found on the acceptance letter, and the first-time login password is “royals11”. **Please change this password to a secure a new password the first time you log in.** **Canvas** also offers an app that can be downloaded to a Smartphone or tablet for convenient course access.

The MSC Program has set up a **Canvas** resource course, titled ***MSC Orientation and Resources***. All students have access to this resource which contains information addressing a broad range of topics to help MSC students be successful in the program. The following items are just a few of the topics found in the course, and students should become familiar with them.

1. Clinical Training Experience
2. Professional Development Hours
3. MSC Program Handbook
4. Vitas and Resumes
5. APA Resources

### **Technical Support for Canvas**

If you have trouble accessing the online system, cannot get a lecture to play, or have difficulties accessing part of your course, please use the following resources:

- **Canvas 24/7 HelpDesk:** Click on the Help button on the **Canvas** navigation bar to report a problem or live chat. Canvas Support Phone Number: (855) 692-6720
- Department of Learning Technology at Hope: [dlt@hiu.edu](mailto:dlt@hiu.edu)

### **Bookstore**

Students are responsible for obtaining their own textbooks and classroom materials from the HIU bookstore. The HIU bookstore is in the Student Center on the Fullerton Campus or online at [www.hiu.edu](http://www.hiu.edu). If you need further assistance, call the bookstore at (714) 992-5911. The Hope International Bookstore is part of the Follett Bookstore network [www.http://www.bkstr.com/pcc-hopeintlstore/home/efollett.com](http://www.bkstr.com/pcc-hopeintlstore/home/efollett.com).

What does this mean to you?

- You can shop the Hope International Bookstore through: [www.http://www.bkstr.com/pcc-hopeintlstore/home/efollett.com](http://www.bkstr.com/pcc-hopeintlstore/home/efollett.com), where you will find a list of the required texts for each course, along with simple instructions for making purchases. The bookstore and eFollett have the largest selection of used books

anywhere!

- You can pick your textbooks by course and have them shipped to your door or save the shipping costs by picking them up at the HIU bookstore on the main campus.

### *How to Order Books*

To order your books online, please follow these instructions:

- Go to **www.hiu.edu**
- Click on the **Bookstore** link in the “**Current Students**” tab (the bookstore site will open)
- Click on “**Textbooks & Course Materials**” under the “**Books**” menu
- Program: **Traditional Undergraduate, Graduate (Masters)**
- Semester: **Summer 2016** (i.e., whatever semester you are purchasing textbooks for)
- Department: (i.e., **CSL**)
- Course Number: (i.e., 6130)
- Section: (i.e., A, B, C, etc.)

*\*Note: These codes are for demonstration purposes only. Refer to your course schedule for Department and Course codes.*

If you know you have an extra financial aid funds and plan to use these funds to pay for your books, please view the Student Financial Services (Student Accounts) section of the One Stop Guide, which you received at New Student Orientation.

### **Library**

The Darling Library at Hope International University provides students with extensive library resources through **LibGuides**. These **LibGuides** direct users to e-books, full-text journal articles, academic websites, search engines, and a variety of research databases. The library also employs a full-time research and reference librarian, whom students may consult via telephone or email.

For the Library homepage, see <http://library.hiu.edu>. For a brief orientation to online library services and access to LibGuides, see <http://library.hiu.edu/online.html>.

### **Psychotherapy.net Video Streaming**

**Psychotherapy.net** produces and distributes high quality training videos in the field of psychotherapy. Additionally, **Psychotherapy.net** publishes Articles, Interviews, Blogs, and Cartoons (all free of charge). Students can view video sessions and listen to master psychotherapists discuss their thoughts behind their clinical interventions. Videos also capture the critical non-verbal aspects of counseling, including body language, facial expression, tone of voice, and the rhythm of the therapist-client interaction.

To access **Psychotherapy.net** videos:

1. Log into the HIU library website- <http://library.hiu.edu/>  
**NOTE:** Students will be prompted to enter your university username and password (*same as your HIU email*) to access the videos.
2. Search for “psychotherapy.net videos”
3. View “Research Databases” (a.k.a., “Find Articles”). Locate the alphabetical listing under P for **Psychotherapy.net** (<http://library.hiu.edu/search/databases/alpha/p>)
4. Locate the Subject listing under Psychology (<http://library.hiu.edu/search/databases/psychology>)
5. **LibGuides**  
Psychology Guide (<http://libguides.hiu.edu/psychology>) – See Research Databases tab.

### ***Accommodations***

Students have the right to request accommodations for documented special needs via the Office of Student Affairs. This office is located on the Fullerton Main Campus of HIU in the Lawson Fulton Student Center room 209. The phone number for this office is 714-879-3901 ext. 2311. Students may contact their Academic Coach for assistance with this process.

### ***Student Grievance Policy Student***

#### **Grievance Overview**

Hope International University has established a process by which students may file a grievance for formal review and adjudication. The desired outcome of the university's grievance procedure is the just resolution of student grievances.

Grievances regarding violations of student conduct standards are governed by the Student Handbook. All other student grievances, academic or non-academic, are governed by the policy set forth in the Student Grievance Policy section of the catalog.

A grievance should be filed only after all informal means of resolving the problem have been exhausted. In the area of academics, student concerns about course curriculum, course policies, course delivery, or grading should be directed first to the class professor. Concerns unresolved by direct conversation with the professor or concerns about a professor's behavior should be directed to the department chair or, finally, to the College Dean. In areas other than academics, student concerns should be directed to the appropriate university department manager or, finally, to the supervising university Vice President.

If informal efforts fail to resolve the problem, the student may file a formal grievance if there is justifiable cause. Justifiable cause for grievance is defined as any act which, in the opinion of the student, adversely affects the student and is perceived as prejudicial or capricious action on the part of any university faculty or staff member or is perceived as an arbitrary or unfair imposition of sanctions.

To file a grievance, the student must indicate in writing the nature of the grievance, the evidence on which it is based, and the redress sought. The grievance document(s) must be submitted to the Vice President for Academic Affairs for academic matters or the Vice President for Student Affairs for non-academic matters. (Guidelines for grievance document(s) are presented below.) The Vice President with whom the student grievance has been filed will establish a Grievance Committee, which will follow the process articulated in the Grievance Procedure section of the HIU Catalog. For more information on the procedure for Student Grievances, see the HIU Catalog pages 81-84.

### ***Portability of Degree***

This program's sequence of courses and supervised clinical training are intended to assist professionals in meeting the educational requirements as a Licensed Professional Clinical Counselor (LPCC) and as a Licensed Marriage and Family Therapist (LMFT) in California. LPCC and LMFT requirements vary by state. Through individualized advising, students will work with the program to confirm their curriculum has the potential to meet the criteria for the specific state/s where they intend to practice. Portability of the degree for licensure is determined by each state.

Therefore, if you plan on practicing in a state other than California, it is imperative that you work closely with the program to determine if the MSC degree will be portable. **It is the responsibility of the student to research the licensing requirements of the state in which they wish to be licensed.** Graduation from this program, does not automatically guarantee licensure in other states.

### ***Student Retention***

Every student in the Master of Science in Counseling program has access to an Academic Coach (AC), who works with the student from application to graduation. A large part of the AC role is ensuring that students could successfully complete the program and graduate. Consistent monitoring and communication between the AC and the student support student success. The MSC Program staff and faculty are also available to students for professional mentoring, collaborative support in courses and clinical training, and continual management of degree requirements.

### ***Alumni Survey***

The MSC Program would like to stay connected with our alumni and receive information from you about your licensure process/status as well as your obtainment of employment. Graduates of the MSC program will receive a yearly Alumni Survey with the following requests: 1) licensure status, and 2) employment status. We appreciate your timely completion of the survey. This information will help us to stay connected with you and help us to evaluate the effectiveness of the MSC Program.

### ***Commencement Ceremonies***

Commencement is held twice each year in May and December at which time all graduates of the previous six months are honored and recognized. All MSC students are encouraged to attend their commencement ceremony. This is a time for you and your accomplishments to be recognized and applauded by family, friends, and university faculty and staff.

## **Staff**

The MSC Program staff are available to assist students during their time in the program to ensure clear and complete communication of program expectations and standards. Staff, as well as faculty, will assist students in process, procedures, and policies according to the MSC Handbook, HIU Catalog, and BBS Statutes and Regulations.

### ***Academic Coach***

The MSC Academic Coach works with each student from application to graduation. Appointments and communication are tailored to meet students' individual needs and to provide them with the resources and support that is specific to them. The Academic Coach works with the student to encourage them and to provide resources to help students succeed, which may include formulating educational plans, helping set goals and keeping students accountable for reaching those goals.

### ***Program Chair***

The MSC Program Chair oversees and ensures compliance of educational standards for the MSC Program as set forth by Western Association of Schools and Colleges (WASC) and the BBS. The Chair is responsible for the development, management, and oversight of all aspects of the program, which includes, but is not limited to curriculum, clinical training, faculty development, and assessment of educational outcomes to enhance the program.



## ***Faculty***

The MSC program faculty represent a wide variety of therapeutic approaches and are actively involved in research and professional activities related to the profession. Faculty are encouraged to maintain an active role in the development of student learning outcomes, assessment, and implementation of program standards. Faculty are required to adhere to university policies and responsibilities according to the faculty contract and faculty handbook. For faculty biographies please see the HIU website at [www.hiu.edu](http://www.hiu.edu), search “faculty.”

## ***Advance to Practicum Coordinator***

The Advance to Practicum Coordinator schedules all interviews for students as they work through the advanced to practicum interviews, paperwork, and recommends approval for clinical training readiness to the Clinical Training Director.

## ***Clinical Training Coordinator***

The Clinical Training Coordinator collects and maintains the students’ practicum site paperwork, including the Four-Way Clinical Training Site Agreement and end of semester paperwork, and assists with mentoring students to enhance their clinical skills and increase proficiency in clinical growth areas. The Clinical Training Coordinator also collects and maintains the students’ professional development documentation.

## ***Clinical Training Director***

The Clinical Training Director oversees and ensures compliance of clinical training standards for the Master of Science in Counseling program according to BBS, and WASC. The Clinical Training Director is responsible for the development, management, and oversight of all aspects of clinical training, which includes, but is not limited to clinical training curriculum, clinical training sites, advance to practicum, and the verification of the MSC program’s clinical requirements.

## ***Supervisors***

Clinical training site supervisors provide supervision to students at the clinical training sites on a weekly basis. MSC Faculty, who are AAMFT Approved Supervisors or AAMFT Supervisor Candidates, supervise students within their supervised practicum and internship courses.

## ***Students***

MSC students represent a diverse population from different states and countries as well as a wide variety of racial and ethnic backgrounds. Students are encouraged to learn through hands-on experiences in the classroom, in clinical training sites and through networking to complete their professional development hours. MSC staff and faculty mentor students to facilitate students’ successful completion of the MSC program.

## **Governance**

Governance in the MSC Program consists of the Dean, Program Chair, Clinical Training Director, Clinical Training Coordinator, Faculty, Staff and Students. The program relies on the perspectives and feedback from each member of the program and desires to use input to improve the program.

The program holds quarterly faculty meetings, consisting of the Program Chair and Core Faculty. The program holds bi-annual faculty/staff meetings held at the beginning of the Fall and Spring semesters consisting of the Program Chair, Core Faculty, Adjunct Faculty, the Clinical Training Director, and the Clinical Training Coordinator to ensure clear communication within the program and for program improvement. In these meetings, the program reviews and utilizes data for program improvement.

## **Professional Associations**

### ***American Counseling Association (ACA)***

The *American Counseling Association* (ACA) is the professional association for the field of Counseling. The cost to become an ACA Student member is \$105.00. As a member you may be eligible for liability insurance.

6101 Stevenson Ave.  
Alexandria, VA 22304  
Phone (703) 823-9800  
Fax (703) 823-0252  
[www.counseling.org](http://www.counseling.org)

### ***California Association of Marriage and Family Therapists (CAMFT)***

Students can join the California Association of Marriage and Family Therapists (CAMFT), which is the state professional organization for MFT's. The membership cost is \$95.00 per year for pre-licensed members, and student members receive CPH & Associates Malpractice Insurance built into this cost. Members also receive CAMFT's bimonthly magazine, *The Therapist*, as well as legal consultation.

7901 Raytheon Road  
San Diego, CA 92111-1606  
Phone (858) 292-2638  
FAX (858) 292-2666; TDD (858) 292-2650  
[www.camft.org](http://www.camft.org)

### ***American Association for Marriage and Family Therapy (AAMFT)***

The American Association for Marriage and Family Therapy (AAMFT) is the professional association for the field of marriage and family therapy, represent the professional interests of in the United States and internationally. The membership cost is \$85.00 per year for student members. Student liability insurance may be provided free of charge to student members who reside in one of the 50 U.S. states. Provision of liability insurance is not automatic. Students must complete the application for liability insurance once they have secured membership in AAMFT.

112 South Alfred Street  
Alexandria, VA 22314-3061  
Phone: (703) 838-9808

## **Educational Requirements**

### ***Length of the Program***

The core curriculum is 61 units and may be completed in as little as 24 months. However, if foundational classes need to be taken, it may be necessary to complete up to 67 units. Additionally, there are clinical training hours which will equate to about 10 – 20 hours a week during the final year of study. Students may choose a two- or three-year track; however, some modifications can be made to individual students' programs based on student need and on the parameters of the program. Students must complete all degree requirements within six years from their first enrollment in the MSC Program.

### ***Program Format***

The uniquely formatted program enables students to attend full-time or part-time. The majority of courses are delivered fully on-line using an asynchronous format. During the last 12 months of their program, students will be required to attend a weekly synchronous online meeting with their professor and their classmates in one semester of CSL6800 Practicum and in two subsequent semesters of CSL6850 Internship. The academic week runs from Monday morning to Sunday night. Fall and Spring terms are 16 weeks and are comprised of two modules consisting of eight weeks each. Summer term is 8 to 10 weeks depending on the course.

In addition to academic course requirements, students are placed in community based clinical training sites for approximately one year, where students gain hands-on clinical training experience with diverse clientele. Students are supervised by licensed mental health professionals who have met rigorous supervision standards. Students must complete a set number of clinical training hours, a set number of professional development hours, and must successfully pass a Comprehensive Case Presentation which is done in the last semester of the student's program.

### ***Curriculum Structure***

Courses are structured within the program course sequence to have knowledge-based courses completed before completing clinical-based courses. Students begin their first semester with CSL5990 Clinical Counseling I, which assists students in their understanding of the clinical counseling profession, increasing their socialization into the field and facilitating successful understanding of student learning outcomes. The semester before a student is scheduled to proceed into clinical training, they are required to enroll in and successfully complete CSL6995 Clinical Counseling II (CC II). CC II guides students through the processes of obtaining a clinical training site, the Advance to Practicum process, and enhancing of clinical skills. In CC II, students are evaluated for clinical readiness through the Advance to Practicum process, including the completion of a Professional Development Plan and a group interview comprised of peers and a faculty member. CC II must be taken in the semester before the student takes CSL6800 Practicum which marks the beginning of the student's clinical training.

### ***Prerequisite Courses***

Students who do not have a formal psychology educational background will be required to complete two prerequisite courses. These prerequisite courses do not count toward the total 61 units needed to earn the MSC degree. Your acceptance letter will notify you if you need to take either or both courses. These courses must be completed within the student's first 18 units, and they must be completed before a student can begin clinical training. The prerequisite courses offered are:

- CSL4310 Community Mental Health (3 units)
- CSL3450 Abnormal Psychology (3 units)

### ***Transferring a Course***

Students may apply for as many as nine (9) graduate-level units to be transferred into the program from another accredited institution. See the Hope International University catalog for more information about transferring or waiving graduate coursework.

### ***Graduation Petition***

A Petition to Graduate must be submitted based on the following dates (subject to change):

- May Graduation - Petition due to Registrar March 1<sup>st</sup>
- December Graduation - Petition due to Registrar October 1<sup>st</sup>

Prior to a student's final semester, each student will receive an email appointment request from their Academic Coach. Each student will complete their Graduation Petition one semester before they are due to graduate. Those students who complete the process early will be eligible to register for their final semester before registration opens to all students.

*To have your Graduation requirements checked by the Registrar's Office, you must file a petition by the deadline indicated. All Graduate students must complete the program requirements and maintain at least a 3.0 GPA to graduate from the program.*

### ***Completion of Program Requirements***

1. All 61 units (and any required prerequisite\ units) with a GPA of 3.0 or higher
2. All clinical training hours must be completed, and a verification of completion from the Clinical Training Coordinator is then submitted to the Registrar's Office. This verification reflects that the student has completed the following hours:
  - a. A total of 700 clinical training hours, including a minimum of 300\* direct client contact hours, 100 of which must be relational hours. (\*Note: Students are responsible for determining the minimum hours requirement for licensure in their respective state).
  - b. 50 hours of Professional Development

### ***Academic Probation***

Students must maintain a 3.0 grade point average (GPA) to remain in good academic standing. When a student does not maintain a 3.0 GPA, they will be placed on Academic Probation. At such time s/he is limited to nine (9) units for the next semester. Unit amounts may be further reduced if the minimum GPA is not attained in one semester. If probation occurs for more than two terms, the student may be subject to academic dismissal from the program.

### ***Student Conduct***

Students, by their voluntary membership in this Christian community, assume responsibility to abide by all the standards of Hope International University. They should also use personal discretion regarding any activities that may be morally or spiritually destructive or that may reflect poorly on the University.

Both the institution and its members have an obligation to confront known breaches of integrity in the ranks of its membership. Such confrontations should be conducted in Christian love, with the purpose of redeeming and restoring the individual. Refer to the **HIU Student Handbook** and the Graduate and Online Handbook code of conduct sections, for more information.

### ***Action Plan***

In the event a student is not progressing in the program either academically or clinically, the student may be placed on an action plan to support their successful completion of the program. Depending upon the growth areas identified by Faculty, Program Chair, Clinical Training Director or the Clinical Training Site, the student will work closely with the corresponding Director overseeing the identified area. The student will meet with the appropriate director and will review the action plan. A student's success will be determined through measurable changes outlined in the action plan. If the student does not successfully complete the action plan as required, the student may be subject to dismissal from the program.

## **Clinical Training**

### ***Clinical Training Overview***

The clinical training program includes 700 hours of clinical experience and 50 hours of professional development. Clinical experience involves participation in the Supervised Practicum and Internship courses, while accruing clinical training hours at an approved clinical training site. Students must complete a total of 700 clinical training hours, which includes a minimum of 300 hours of direct client contact (e.g., counseling). Of the 300 hours direct client contact, 100 hours must be relational hours.

**\*Note:** In the state of California, a minimum of 280 direct client contact hours is required to qualify for registration as an Associate Professional Clinical Counselor (APCC), and a minimum of 225 direct client contact hours is required to register as an Associate Marriage and Family Therapist. However, the MSC Program requires all students – regardless of state of residence/intended registration/licensure – to complete a minimum of 300 direct client contact hours as part of their 700-hour in-degree clinical training. Students who reside outside of California are responsible for determining the minimum hours requirement for registration in their respective state.

In addition to clinical experience, students must complete 50 professional development hours. Professional development hours (PD) are intended to provide the student with the opportunity to pursue areas of special interest, enhance their individual education, and network with other clinicians in the field. These hours include such activities as a) in-person attendance at conferences, workshops/trainings, and seminars; b) obtaining personal counseling from a licensed clinician; c) participating in volunteer community service (a maximum of 10 volunteer hours can be counted towards PD); and d) online workshops/trainings (a maximum of 20 hours may be obtained through online workshops). All conferences, workshops/trainings, and seminars - whether taken in person or on ground - must be pre-approved by the MSC Clinical Training Coordinator with the following exceptions: trainings sponsored by American Counseling Association, American Association for Marriage and Family Therapy, California Association of Marriage and Family Therapists, American Psychological Association or American Association of Christian Counselors are considered 'pre-approved' for purposes of accruing PD hours. More information regarding professional development hours can be found in the MSC Orientation and Resources course in **Canvas**.

### ***Client Simulations***

Each student will complete multiple client simulations with simulated clients as a part of their clinical training for the program. During the simulations, the student will practice and demonstrate their clinical knowledge, skills, and professionalism. The purpose of the simulations is to provide the student with supervised practice utilizing specific skills and therapeutic interventions. Using simulations, students will have the opportunity to play the roles of a client and a therapist, complete an intake session, and demonstrate therapeutic interventions. Students will receive feedback from each simulation that will promote their growth and development as a therapist. The simulations may begin in the student's first semester and may continue throughout the duration of the program. A complete description of the client simulations is found in the Client Simulation Handbook, which can be in the MSC Orientation and Resources course on the student's Canvas dashboard.

### ***Recording and Confidentiality***

Students may at times be required to present recordings of their clinical work as part of the clinical training requirements. Recordings must be treated in the same manner as any other confidential materials and the student must obtain written consent by the client prior to recording. Recordings are to be kept in a locked place at your clinical training site and while transporting the recording, all precautions must be taken to guard confidentiality. To be HIPAA compliant, the acceptable session recording formats include CD/DVD and flash drives, or personal recording devices (camera, cell phone, laptop, or tablet) which must be password protected.

### ***Advance to Practicum***

Students are required to complete the Advance to Practicum process prior to accruing hours at an approved clinical training site. One semester before a student wants to begin their clinical training, the student must be enrolled in Clinical Counseling II (CSL6995). This course is designed to help facilitate the Advance to Practicum process and to prepare the student to begin their clinical training. Once a student has completed the Advance to Practicum process, a one-time fee of \$1,200 is charged to the student's account when the student registers for the CSL6800 Supervised Practicum course (students should have already secured a trainee position at an approved clinical training site by the time of their Advance to Practicum interview).

Students must complete the following requirements and must obtain departmental approval to Advance to Practicum:

1. Completion of at least **12 units of coursework**, in addition to **all the prerequisite courses**, which includes:
  - MSC Program Prerequisite Courses:
    - **CSL4310 Community Mental Health**
    - **CSL3450 Abnormal Psychology**
2. Complete Required Courses:
  - **CSL5120 Professional Ethics and Law**
  - **CSL6180 Psychopathology**
  - **CSL5990 Clinical Counseling I**
  - **CSL6995 Clinical Counseling II**
  - **CSL5225 Child Abuse Course**
  - **CSL5010 Counseling Theories**
3. Maintain a 3.0 Grade Point Average
4. Submit the following paperwork during the Advanced to Practicum Interview:
  - Application to Accrue Hours
  - A copy of student's professional membership card, or proof of membership (either ACA, AACC CALPCC or CAMFT membership)
  - A copy of student's certificate of proof of malpractice insurance
  - A copy of student's resume/curriculum vitae
  - Professional Development Plan completed by student
  - Advance to Practicum Interview Form (top portion completed by student)

5. Successfully complete an Advance to Practicum interview with the Advance to Practicum Coordinator.

### ***Clinical Training Sites***

To complete their required clinical training hours, students must obtain a trainee position at an approved clinical training site. All clinical training sites must meet and comply with the California Board of Behavioral Sciences (BBS) Statutes and Regulations, as well as the policies set by the MSC Program. For those students at a clinical training site outside of California, the site must meet and comply with local statutes and regulations governing the practice of professional counseling and of marriage and family therapy. Clinical training sites must be non-profit entities providing counseling services as a regular part of their business. Sites must be able to provide trainees with weekly supervision by a licensed clinician who is eligible to provide supervision to counseling trainees and associates. In the Clinical Counseling II course, students will receive more detailed information regarding eligibility criteria for clinical supervisors.

Clinical training sites must obtain departmental approval prior to a student being eligible to begin working at the site. Clinical training sites may require personal information such as a copy of the student's driver's license, social security number, fingerprinting, etc., to complete background check requirements. It should be noted that the clinical training site requirements are unique to each site and HIU has no control over each site's requirements.

Students learn about the approved clinical training sites from the Clinical Training Site Handbook and in the Clinical Counseling II course. The handbook can be downloaded from the ***MSC Orientation and Resources*** resource in Canvas.

Students must accrue their clinical training hours from an approved clinical training site over a period of three semesters (e.g., 12 months). Students wanting to work with an unapproved site must submit a **Petition for Site Approval** – (located in the ***MSC Orientation and Resources*** resource in **Canvas** - to the MSC Clinical Training Coordinator to begin the site approval process. Students working in an approved clinical training site must be enrolled and participating in the Supervised Practicum or Internship course.

### ***Approval for Two Clinical Training Sites***

Students must obtain approval from the MSC Clinical Training Director to be approved to work concurrently at two clinical training sites. To be approved for two clinical training sites the student must be in good academic standing with a GPA of 3.0 or above, have sufficient availability to accrue hours at two sites concurrently, demonstrate excellent professional standards, and demonstrate the capacity to adhere to the demands of two practicum sites. Approval of a second training site is considered only after the student and the MSC Clinical Training Director have worked with the student's initial site to explore all other available options for assisting the student in completing their clinical training hours at the initial site.



## ***Supervised Practicum and Internship***

### ***Course Description (CSL6800) Supervised Practicum (1 semester, 3 units)***

This course provides an introduction to supervised counseling experience in applied psychotherapeutic techniques, assessment, diagnosis, prognosis, and treatment of premarital, family, and child relationship dysfunctions. Emphasis is placed on contextual and multicultural factors. This course is graded for ‘credit/no credit.’ (*Prerequisites: CLS5010, CSL5120, CSL5990, CSL6180, CSL6995, and CSL5225.*) (*HIU Catalog*).

Upon successful completion of CSL6800 Supervised Practicum, students will enroll in CSL6850 Internship for two consecutive semesters, where they will complete their remaining clinical training hours. All clinical training hours, professional development hours, and degree requirements must be completed prior to the posting of one’s degree.

### ***Course Description (CSL6850) Internship (2 semesters, 6 units)***

This course provides supervised therapy experience in applied psychotherapeutic techniques, assessment, diagnosis, prognosis, and treatment of premarital, family, and child relationship dysfunctions. Emphasis is placed on contextual and multicultural factors. This course is graded for ‘credit/no credit.’ (*Prerequisites: CLS6800.*) (*HIU Catalog*).

### ***Required Additional Internship Course***

Once the student has successfully completed one semester of CSL6800 Supervised Practicum and two semesters of CSL6850 Internship, if the 700 clinical training hours still have not been completed the student must enroll in additional sections of CSL6850 Internship until the 700-hour requirement has been met. It is both a university and a state requirement that students be enrolled in this course while completing the remainder of their 700 clinical training hours. While enrolled in subsequent sections of CSL6850 Internship, the student must fully participate in course assignments and activities – including attendance at synchronous online class meetings – and is obligated to pay full tuition for the course.

## **Clinical Training Student Requirements**

### ***Track Your Hours***

Prior to a student beginning their clinical training, they are required to join **Track Your Hours**. Use of **Track Your Hours** is required of all students, regardless of their state of residence. **Track Your Hours** is a web-based computer software program designed to assist students in tracking and recording their clinical training hours. Clinical training hours will be submitted utilizing this web-based computer software program. Students are responsible for all clinical training paperwork and should keep their paperwork in a safe and secure place. Students can obtain the required clinical training paperwork by downloading it from files in the **MSC Orientation and Resources** resource in **Canvas**.

### ***Beginning Requirements***

1. Obtain a trainee position at an approved clinical training site.
2. Successfully complete the Advance to Practicum process.

3. Submit a signed **Four-Way Clinical Training Agreement** to the Clinical Training Program Coordinator (CTPC). This form is in the *MSC Orientation and Resources* course in **Canvas**. The student and the clinical site representatives must sign this agreement prior to submitting it to the CTPC).
4. If you will be pursuing the LPCC or MFT license in California, complete the appropriate BBS' **Supervisor Responsibility Statement and Supervisory Agreement**. These are documents that you need to keep safe for your records. Do not submit these documents to the university. **\*Note:** If you are outside of California, your respective state may have their own version of the Supervisor Responsibility Statement and/or the Supervisory Agreement.
5. Join **Track Your Hours** and set up your account.

### ***Ongoing Requirements***

1. Attend weekly on-site supervision.
2. Participate in your Supervised Practicum and/or Internship course each week.
3. Comply with the current **BBS Statutes and Regulations** (or the statutes and regulations of your state)
4. Comply with the policies and procedures set by the MSC Program.
5. Comply with the policies and procedures set by your clinical training site.
6. Comply with all ethical and legal obligations during your clinical training.
7. Each week, enter the hours you have accrued in **Track Your Hours**.
8. **Immediately report any changes and/or concerns at your site to the Clinical Training Director.** These changes may include:
  - a. Supervisor changes
  - b. Site location changes
  - c. Changes to the Four-Way Clinical Training agreement (i.e., early termination or an extension of the terms of agreement)
9. If a student's malpractice insurance or professional membership expires during their clinical training, then the student will need to renew their policy and/or membership and submit the renewal documentation to show that the coverage is up to date.
10. The student is responsible for notifying the MSC Program in a timely manner of any professional or personal difficulties, which may affect the performance of his or her professional duties and responsibilities.

### ***End of the Semester Paperwork Requirements***

The MSC program is required to monitor student progress in clinical training. It is a program requirement that you submit your end of semester paperwork on the assigned due date. All the required paperwork for the end of semester paperwork is in the *MSC Orientation and Resources* resource and in your Practicum/Internship courses in **Canvas**. At the end of the semester, students are required to submit their paperwork in two locations: **Canvas (as a course assignment) and Via (as an upload to the student's Via Showcase.)** If the student has completed any Professional Development hours during the semester, these must also be uploaded to **Canvas** and **Via**. Students must submit the end of semester paperwork **two weeks** before the semester ends. If the end of semester paperwork is late, incorrect, and/or incomplete, the student must submit a Request for Exception **and** a Petition for Incomplete to their instructor.

Students may obtain the Petition for Incomplete from their Academic Coach and the Request for Exception form from the *MSC Orientation and Resources* resource of **Canvas**. If end-of-M.S. in Counseling Handbook 2022-2023

semester paperwork requirements are not met, the student may receive an incomplete for their Practicum/Internship course and/or may be placed on clinical training probation. The required end of semester paperwork includes:

1. **Site Summary Report** [This is a report that is generated from **Track Your Hours**; this form must be signed by your supervisor(s).]
2. **Supervisor’s Evaluation of MSC Student** (one from each supervisor)
3. **MSC Student’s Evaluation of their Site and Supervisor** (one for each supervisor)
4. **Request for Exception form** (if applicable) This form must be submitted if any of the following occur:
  - Late, incomplete, and/or incorrect end of semester paperwork (A Petition for Incomplete is also needed in this case).
  - Currently enrolled in a Supervised Practicum or Internship course but not currently seeing clients at their site.
5. **Proof of completed Professional Development hours** to date (if applicable)

### ***Leaving a Clinical Training Site***

A student’s training contract with their clinical training site ends as stated in the Four-Way Clinical Training Agreement. The student is responsible for notifying the MSC program within 24 hours of any professional or personal difficulties which may affect the performance of his or her professional duties and responsibilities related to their clinical training. The Clinical Training Director will assist any student who is having difficulties and, if needed, an action plan will be implemented. A student’s early separation from a clinical training site is not permitted unless approved by all involved parties which include the site, the school, the supervisor, and the student. Upon completion of the clinical training site requirements, students will need to secure the following documentation before leaving their clinical training site. Keep all this documentation in a safe place.

1. Complete the BBS “**Experience Verification**” form and have your supervisor sign it (see the BBS website for forms). **\*Note:** This is a California form. Other states may have their own version of this form.
2. Have your supervisor sign for all your clinical hours on your final **Track Your Hours Summary Report** (Keep these documents in a safe and secure place).
3. Complete your final **Student Evaluation of Site** (if not already done).
4. Have your supervisor complete the **Supervisor’s Evaluation of MSC Student** (if not already done).

### **Clinical Training Probation**

Students must meet and comply with the BBS Statutes and Regulations, as well as the policies set by the MSC Program. In addition, students residing outside the state of California are responsible for meeting and complying with the statutes and regulations of the state in which they plan to pursue licensure. If a student violates BBS statutes or regulations, policies of the MSC Program, and/or clinical training site requirements the student may be placed on Clinical Training Probation. While on Clinical Training Probation the student will be subject to a period of review

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and additional requirements as deemed by the MSC Program Chair and/or the Clinical Training Coordinator. Students may be placed on Clinical Training Probation for one or more of the following reasons, but not limited to:

- Incomplete/Missing Clinical Training Paperwork
- Unprofessional Conduct
- Deficient Clinical Skills
- Lack of Sufficient Progress
- Gross Negligence
- Violation of California BBS (or other states) Statutes and Regulations
- Violation of Clinical Training Site Policies
- Violation of MSC Program Policies
- Violation of the Four Way Clinical Training Agreement

Students placed on Clinical Training Probation will receive a formal letter indicating their period of probation and the additional requirements the student will need to meet to continue in their clinical training. Students must complete the additional requirements to remain in their clinical training site and to continue accruing **clinical training** hours.

## **Clinical Training Hours of Experience**

After a student has completed the Advance to Practicum process and the Four-Way Clinical Training Agreement has been submitted, the student can begin accruing hours at their clinical training site on the first day of their CSL6800 Practicum class. **Clinical training hours consist of a) direct client contact hours and b) non-direct clinical hours. Direct client contact hours** include counseling with individuals, couples, families, and/or groups. Group therapy hours are counted by the number of hours, not the number of clients within the group. For example, one hour of group therapy with six clients is counted as one hour of direct client contact. Non-direct clinical hours consist of a) supervision, b) note and report writing, c) attending staff meetings or trainings at the clinical site and d) other clinical/professional activities assigned by the student's clinical supervisor that are intended to further or support the student's direct client contact with clients.

## **Supervision**

Students are required to meet with their clinical training site supervisor weekly for supervision. As a trainee, each week **students are required to have at least “one unit” of supervision for every five direct client contact hours per week.** A unit of supervision means a) one hour of individual supervision or b) two hours of group supervision. Additional supervision may be required if a trainee goes over the required ratio. **Group supervision** is eight or less trainees/post-graduate associates in the room, and **individual supervision** is one-on-one with the supervisor. All supervision must take place face-to-face between the student(s) and the supervisor. Students are required to keep track of their supervision to client ratios and to notify their supervisor if they need additional supervision. Students may not count clinical training hours during any week where supervision was not provided.

If a supervisor is providing supervision at the clinical training site on a volunteer basis, then the

supervisor and the clinical site must have a **letter of agreement** indicating that the supervisor is providing supervision on a volunteer (non-paid) basis. On the California **BBS' Experience Verification** form, there is a place for the supervisor to indicate if they are providing supervision on a volunteer basis, as opposed to self-employed or on a paid basis. If the supervisor is working on a volunteer basis, then attach the letter of agreement between the supervisor and the clinical training site to the Experience Verification Form as required by Title 16, California Code of Regulations Section 1833 (b) (4). The trainee should maintain a copy of this letter of agreement to submit with the application for licensure. \*Note: Other states may have similar requirements.

## **Resolving Concerns**

The Supervised Practicum and Internship do not count as site supervision. Students resolve all site and client concerns with their clinical training site supervisor and/or site director. If the student is unable to resolve an issue, it should be addressed with the Clinical Training Director. The Clinical Training Director will assist the student in resolving the concern with their site.

Students resolve all Supervised Practicum or Internship course concerns with their instructor. If the student is unable to resolve the concern, then the student should contact the MSC Academic Coach for advisement.

The student is responsible for notifying the MSC Program within 24 hours of any professional or personal difficulties, which may affect the performance of his or her professional duties and responsibilities. The Clinical Training Director can assist any student who is having academic or interpersonal difficulties. If needed, an action plan will be implemented.

## **Professional Development Hours**

In addition to the 700 clinical training hours (which includes the minimum of 300 direct client hours), **students must also complete 50 hours of professional development**. Professional development (PD) hours are intended to provide the student with the opportunity to pursue areas of special interest, enhance their individual education, and network with other clinicians in the field. Professional development hours include such activities as a) in-person attendance at conferences, workshops/trainings, and seminars; b) obtaining personal counseling from a licensed clinician; c) participating in volunteer community service (a maximum of 10 volunteer hours can be counted towards PD); and d) online workshops/trainings (a maximum of 20 hours may be obtained through online workshops). All conferences, workshops/trainings, and seminars - whether taken in person or on ground - must be pre-approved by the MSC Clinical Training Coordinator with the following exceptions: trainings sponsored by American Counseling Association, California Association of Marriage and Family Therapists, American Psychological Association or American Association of Christian Counselors are considered 'pre-approved' for purposes of accruing PD hours. More information regarding professional development hours can be found in the MSC Orientation and Resources course in **Canvas**.

Copies of certificates from conferences, seminars or workshops/trainings, letters verifying personal therapy, and letters verifying community service are submitted to the Clinical Training Coordinator on an ongoing basis. **Students may begin working on their professional development hours starting on their first day of classes in the MSC program.**

- Community service is defined as donated service or activity that is performed for the benefit of the public or its institutions. A maximum of 10 hours of community service may be counted as professional development hours. The community service must be through a professional organization and the agency needs to provide you with a signed and dated letter on their letterhead identifying the days, hours, and the service that you completed.
- A maximum of 20 hours may be completed through approved online continuing education.
- There is no maximum to the number of hours allowed under the category of in-person attendance at conferences, workshops/trainings and/or seminars. If a student chooses, they may complete all 50 required PD hours in this category.
- Students are highly encouraged to complete personal counseling with a licensed clinician. Personal counseling hours include any individual, couple, family, or group counseling hours completed with a Licensed Marriage and Family Therapist, Licensed Clinical Social Worker, Licensed Professional Clinical Counselor or Licensed Psychologist. Hope Counseling Center is not an option for HIU MSC students to receive personal counseling. There is no maximum for personal counseling hours. If a student chooses, they may complete all 50 PD in personal counseling.

### ***Recording and Confidentiality***

**Students may be required** to present recordings of their clinical work as part of the clinical training requirements. Recordings must be treated in the same manner as any other confidential materials and the student must obtain written consent by the client prior to recording. Recordings must be kept in a locked place at your clinical training site and while transporting the recording tape or digital file all precautions must be taken to guard confidentiality. To be HIPAA compliant, the acceptable session recording formats include CD/DVD and flash drives, or personal recording devices (camera, cell phone, laptop, or tablet) which must be password protected.

## **Comprehensive Case Presentation (CCP)**

The MSC program prepares students to successfully complete the Comprehensive Case Presentation (CCP), which is the expected competency level of each student in the program. Students complete the CCP while enrolled in CSL6920 Comprehensive Case Presentation.

The CCP demonstrates the student's in-depth knowledge and application of the following core areas: clinical evaluation, crisis management and psychosocial stressors, treatment plan and case management, therapeutic interventions, legal issues, ethical issues, and diversity. The CCP includes two parts: a written case report and an oral case presentation, which includes a video clip with a transcription. A description of the CCP is in the **CCP Handbook** located in *MSC Orientation and Resources- Updated*, in Canvas under "doc sharing" you will find a folder labeled "**CCP.**"

## **MSC Competency Model**

The Master of Science in Counseling program at Hope International University strives to provide students with a well-rounded academic and clinical experience. Students in the MSC Program will complete a portfolio of their academic and clinical work to substantiate their cumulative development, growth, and demonstration of ethical competency, multiculturally-informed clinical practice, and theoretically sound research. The competency model consists of a Capstone Portfolio, which will be accessed and evaluated through **Via**. Students are to submit their best work from the following section of course assessment assignments to place into their final Capstone Portfolio.

The student throughout out his /her coursework assembles the Capstone Portfolio. Such items may include but are not limited to:

- Skill Demonstration via audio/video recordings chosen by the student
- Law and Ethics Vignette
- Research Paper on a Special Topic or Population
- Treatment Plans (one with a child, couple, or family and one with an individual)
- Sample Progress Note
- Philosophy of Therapy/Change Paper (faith integration included)
- Client Simulation Evaluations with a Self-Reflection Paper
- Clinical Skill Progression-Clinical Training Supervisor Evaluations with a Self-Reflection Paper
- Cultural Process Paper
- Professional Development Log (indicating clinical and professional development hours)
- Comprehensive Case Presentation

## **MSC Program Contacts**

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## MSC Courses

To be considered for conferral of the Master of Science in Counseling degree, students in the MSC Program must successfully complete all coursework, clinical training hours and professional hours as outlined below. The MSC Program runs year-round as follows: Fall – 16 weeks; Spring 16 weeks; Summer eight to ten weeks (see note following the list of courses below.) The Fall and Spring semesters are each divided into two eight-week modules. Most courses in the program are eight weeks in length; however, some courses may run for ten to 16 weeks (see note following list of courses below.) At the beginning of their program, students will be provided with a graduation plan (“**Grad Plan**”) outlining the order in which they must take their classes. **Students are required to follow their Grad Plan.** If the student encounters circumstances which may require an unavoidable change in their Grad Plan the student is responsible for immediately contacting the MSC Academic Coach to have any revisions authorized for their Grad Plan. **\*NOTE: Any deviation from the student’s Grad Plan by the student or any authorized change made to the student’s Grad Plan may result in extending the student’s anticipated graduation date.**

### *Prerequisites (6 Units)*

- CSL3450 Abnormal Psychology (3 units)
- CSL4310 Community Mental Health (3 units)

### *Required Courses (61 units)*

- CSL5010 Counseling Theories (3 units)
- CSL5110 Human Sexuality (1 unit)
- CSL5120 Professional Law and Ethics (3units)
- CSL5130 Research Methodology (3 units)
- CSL5200 Substance Abuse, Addiction, and the Family (3 units)
- CSL5225 Child Abuse Detection, Intervention and Treatment (credit/no credit)
- CSL5230 Disaster, Trauma and Abuse Response (2 units)
- CSL5240 Family Violence Detection, Intervention and Treatment (2 units)
- CSL5990 Clinical Counseling I (credit/no credit)
- CSL6100 Lifespan Development (3 units)
- CSL6110 Interpersonal Communication and Therapeutic Qualities (3 units)
- CSL6125 Multicultural Perspectives in Counseling (3 units)
- CSL6130 Theories of Marriage and Family Therapy (3units)
- CSL6140 Group Therapy (3 units)
- CSL6150 Treatment of Children (3 units)
- CSL6180 Psychopathology (3 units)
- CSL6195 Assessment in Counseling (3 units)
- CSL6300 Treatment of Older Adults (3 units)
- CSL6350 Treatment of Couples (2 units)
- CSL6400 Psychopharmacology (3units)
- CSL6700 Career Counseling and Development (3 units)
- CSL6800\* Supervised Practicum (3 units)
- CSL6850\* Internship (2 semesters for a total of 6 units)
- CSL6920 Comprehensive Case Presentation
- CSL6995\* Clinical Counseling II (credit/no credit)



\*Note: CSL6800, CSL6850, and CLS6995 run for 16 weeks in the Fall, 16 weeks in the Spring and 10 weeks in the Summer. All other courses run for 8 weeks.

***Additional Requirements:***

700 Clinical Training Hours, including a minimum of 300 Direct Client Contact Hours of which 100 must be relational hours. (Students outside of California may be required to complete a higher minimum number of Direct Client Contact Hours depending on their state's requirements.)

50 Professional Development Hours

Students must maintain a GPA of 3.0 or higher throughout their time in the MSC Program.

## ***Sample Sequencing of Courses for a Two-Year Course of Study***

### ***Fall Semester (Year One)***

- CSL3450 Abnormal Psychology (prerequisite, 3 units)
- CSL5990 Clinical Counseling I (credit/no credit)
- CSL5010 Counseling Theories (3 units)
- CSL6180 Psychopathology (3 units)
- CSL6195 Assessment in Counseling (3 units)
- CSL6100 Lifespan Development (3 units)

### ***Spring Semester***

- CSL4310 Community Mental Health (prerequisite, 3 units)
- CSL6995\* Clinical Counseling II (credit/no credit)
- CSL6110 Interpersonal Communication and Therapeutic Qualities (3 units)
- CSL5230 Disaster, Trauma and Abuse Response (2 units)
- CSL5120 Professional Law and Ethics (3units)
- CSL5225\* Child Abuse Detection, Intervention and Treatment (credit/no credit)
- CSL5240 Family Violence Detection, Intervention and Treatment (2 units)
- CSL6400 Psychopharmacology (3units)

### ***Summer Semester***

- CSL6130 Theories of Marriage and Family Therapy (3units)
- CSL5200 Substance Abuse, Addiction, and the Family (3 units)
- CSL6800\* Supervised Practicum (3 units)
- CSL6125 Multicultural Perspectives in Counseling (3 units)

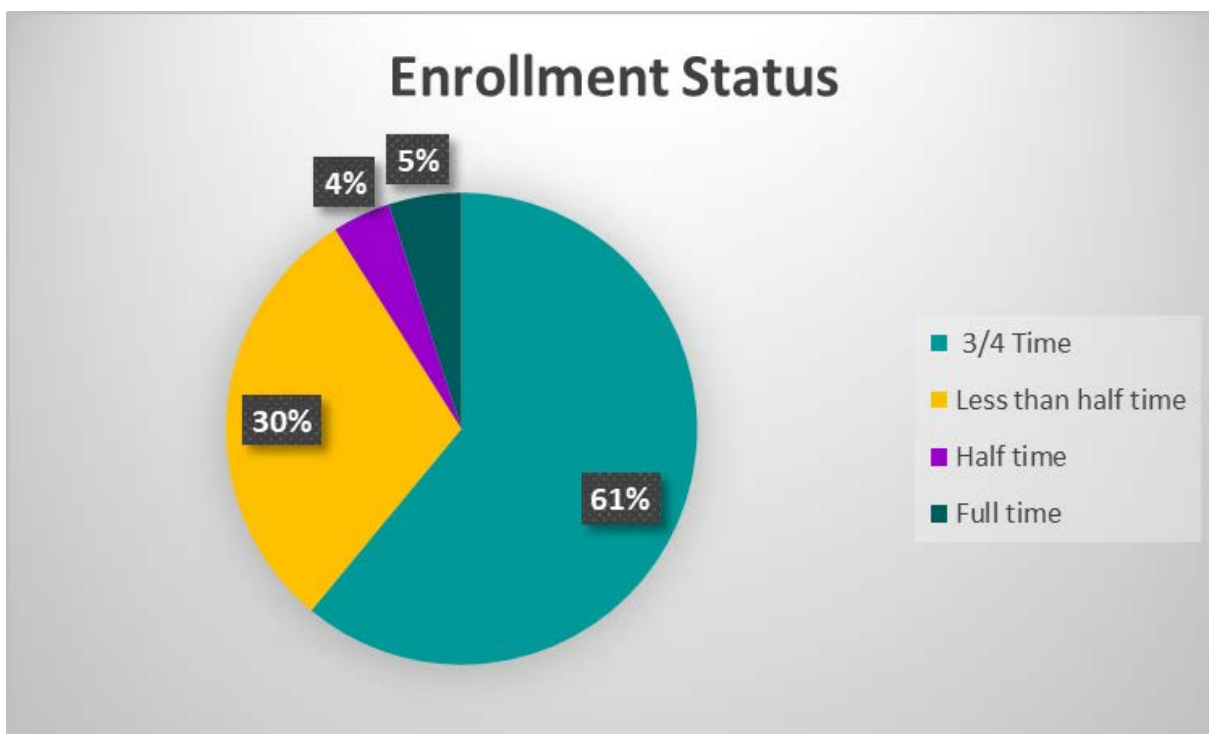
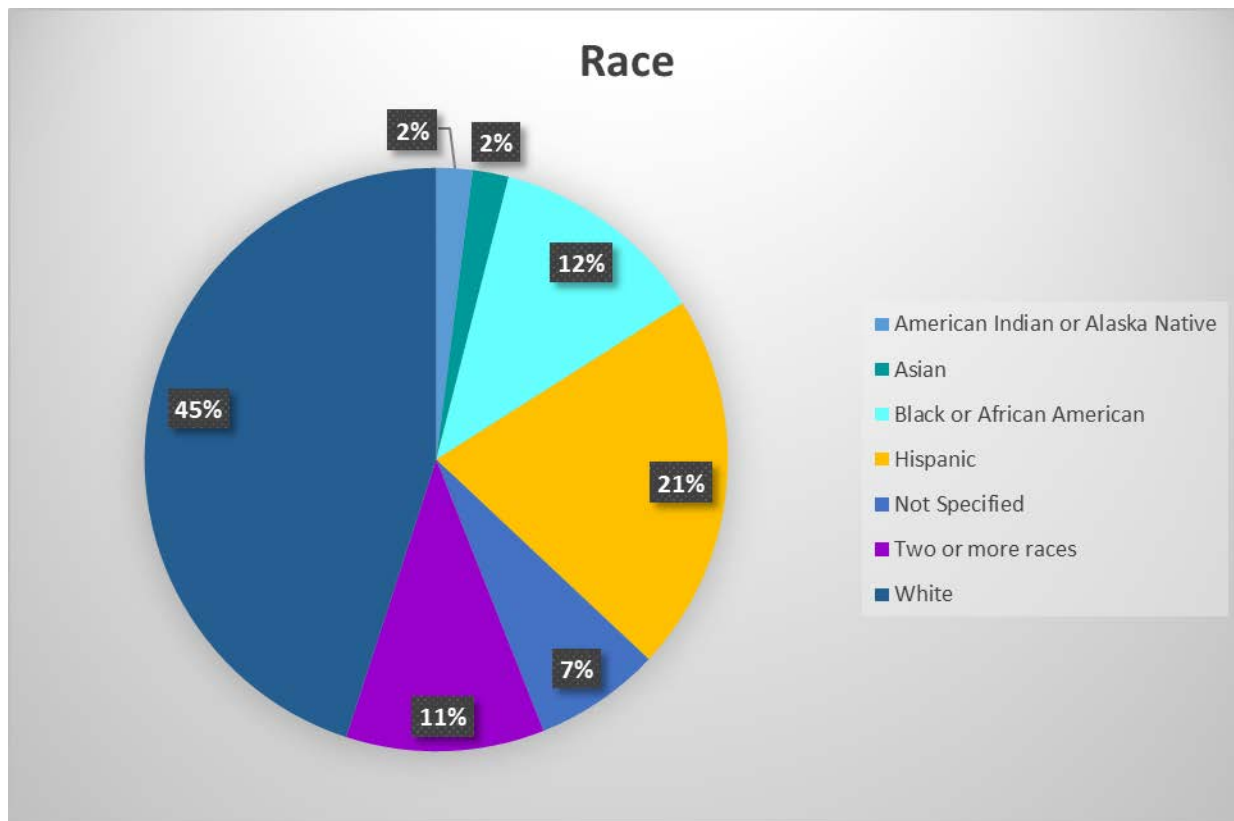
### ***Fall Semester (Year Two)***

- CSL6850\* Internship (3 units)
- CSL5130 Research Methodology (3 units)
- CSL6150 Treatment of Children (3 units)
- CSL6300 Treatment of Older Adults (3 units)

### ***Spring Semester***

- CSL6850\* Internship (3 units)
- CSL6700 Career Counseling and Development (3 units)
- CSL6140 Group Therapy (3 units)
- CSL5110 Human Sexuality (1 unit)
- CSL6350 Treatment of Couples (2 units)
- CSL6920 Comprehensive Case Presentation

## Student Demographics



## **VERIFICATION OF READING OF HANDBOOKS AND BBS STATUTES AND REGULATIONS**

**Students must read and are responsible to know the information in the following seven documents:**

1. HIU Catalog (for the year that you began your program at HIU)
2. MSC Program Handbook (for the year you began the MSC Program)
3. HIU Student Handbook
4. Graduate and Online Handbook
5. Board of Behavioral Sciences Statutes and Regulations and the statutes or regulations of the state where student intends to seek licensure (if different from California).
6. Client Simulation Handbook

### **STUDENT STATEMENT**

(PLEASE RETURN A SIGNED COPY OF THE STUDENT STATEMENT TO THE MSC OFFICE WHEN YOU HAVE COMPLETED READING THE ABOVE DOCUMENTS)

*I have read and understand the contents of the above-listed documents/items, including University policies and rules governing my personal conduct, class attendance, changes/withdrawals, course requirements, graduation requirements, confidentiality, and academic integrity. I have had the opportunity to ask questions about the University's policies and rules. I agree to abide by these policies and rules during my enrollment and understand the consequences if I do not.*

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*Name (please print)*

*Signature*

*Date*