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Master's Program in Mental Health Counseling and School Guidance and Counseling

Policies and Procedures Handbook

1991 - 1992

NOVA UNIVERSITY

Center for Psychological Studies
3301 College Avenue
Fort Lauderdale, Florida 33314
(305) 475-7550
Master's Programs in Mental Health Counseling and School Guidance and Counseling

Policies and Procedures Handbook

1991-92
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The Academic Calendar
Main Campus

All courses meet weekly for a three-hour period. The Fall and Winter semesters run for 16 weeks. The Summer semester is half that length with the exception of practicums that span a 12-week period. Classes meet once per week during the Fall and Winter semesters and twice per week during the Summer semester. Courses are typically offered either 4:00 p.m. - 7:00 p.m. or 7:00 p.m. - 10:00 p.m., Monday through Thursday.

Fall 1991

Wed., Aug. 21-30 Registration and Advisement for On-Campus Master’s Students
Mon., Sept. 2 Labor Day, University offices closed
Tues., Sept. 3 Classes begin. Last day for regular registration. Late registration fee of $30.00 will be charged after this date
Mon., Sept. 9 Rosh Hashanah, University offices closed
Tues., Sept. 10 Last day for completing late registration
Fri., Sept. 13 Last day for adding classes
Mon., Sept. 16 End of 80% refund
Wed., Sept. 18 Yom Kippur, University offices closed
Mon., Sept. 23 End of 60% refund
Mon., Sept. 30 End of 40% refund
Mon., Oct. 7 End of 20% refund. Last day for dropping classes
Thurs., Nov. 28-29 Thanksgiving, University offices closed
Wed., Dec. 4-13 Registration and Advisement for On-Campus Master’s students for Winter, 1992
Mon., Dec. 16 Fall semester ends
Thurs., Dec. 19 Final grades due in Program office

Winter 1992

Wed., Jan. 1 New Year’s Day, University offices closed
Mon., Jan. 6 Classes begin. Last day for completing regular registration. Late registration fee of $30.00 will be charged after this date
Mon., Jan. 13 Last day for completing late registration
Fri., Jan. 17 Last day for adding classes; end of 80% refund
Mon., Jan. 20 Martin L. King Jr. Day, University offices closed
Fri., Jan. 24 End of 60% refund
Fri., Jan. 31 End of 40% refund
Fri., Feb. 7 End of 20% refund; last day for dropping courses
Mon.-Fri., Mar. 2-6 SPRING BREAK
**Summer 1992 - Term I**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon., May 4</td>
<td>Classes begin. Last day for regular registration. Late registration</td>
</tr>
<tr>
<td>Fri., May 8</td>
<td>fee of $30.00 will be charged after this date</td>
</tr>
<tr>
<td>Fri., May 15</td>
<td>Last day for completing late registration, end of 75% refund period</td>
</tr>
<tr>
<td>Fri., May 22</td>
<td>Last day for dropping classes, end of 25% refund period</td>
</tr>
<tr>
<td>Mon., May 25</td>
<td>Memorial Day, University offices closed</td>
</tr>
<tr>
<td>Fri., June 26</td>
<td>Summer I session ends</td>
</tr>
<tr>
<td>Thurs., July 2</td>
<td>Final grades due in Program office</td>
</tr>
<tr>
<td>Fri., July 3</td>
<td>Independence Day, University offices closed</td>
</tr>
</tbody>
</table>

* Master's Program practicums will be held in a twelve week format during the summer term.

**Summer 1992 - Term II**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon., June 29</td>
<td>Classes begin.* Last day for completing regular registration</td>
</tr>
<tr>
<td>Thurs., July 2</td>
<td>Late registration fee of $30.00 will be charged after this date</td>
</tr>
<tr>
<td>Fri., July 3</td>
<td>Independence Day, University offices closed</td>
</tr>
<tr>
<td>Fri., July 10</td>
<td>Last day for adding classes; end of 50% refund period</td>
</tr>
<tr>
<td>Fri., July 17</td>
<td>Last day for dropping classes; end of 25% refund period</td>
</tr>
<tr>
<td>Fri., Aug. 21</td>
<td>Summer II session ends</td>
</tr>
<tr>
<td>Thurs., Aug. 27</td>
<td>Final grades due in Program office</td>
</tr>
</tbody>
</table>

* The availability of a summer term II for the Master's Program will be announced during the Winter term, 1992.
The field-based academic program is offered during an academic year that is divided into two sessions: September-December and January-June. Class meetings (except the practicums) are scheduled on Fridays (6:00 p.m. - 10:00 p.m.), Saturdays (8:30 a.m. - 6:00 p.m.) and on Sundays (8:30 a.m. - 5:30 p.m.). The following calendar of classes applies to all field-based programs for the 1991-92 academic year.

**Fall 1991**

September 13, 14, 15
October 4, 5, 6
November 1, 2, 3
November 22, 23, 24

Week of September 9-Week of December 16

**First Class**

**Second Class**

**Practicum**
(Starting Dates To Be Announced)

**Winter-Summer 1992**

January 3, 4, 5
January 24, 25, 26
February 21, 22, 23
March 13, 14, 15

April 3, 4, 5
May 1, 2, 3
May 29, 30, 31
June 26, 27, 28

Week of January 6-Week of April 20

**First Class**

**Second Class**

**Third Class**

**Fourth Class**

**Practicum**
(Starting Dates To Be Announced)

* All classes officially begin one month prior to the first weekend of class. Field-based locations include Coral Springs, Clearwater, Ft. Myers, Gainesville, Jacksonville, Melbourne, Miami, Orlando and West Palm Beach.
All University Offices are Closed on the Following Days:

<table>
<thead>
<tr>
<th>1991</th>
<th>1992</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 21</td>
<td>January 20</td>
</tr>
<tr>
<td>March 29</td>
<td>April 17</td>
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<tr>
<td>May 27</td>
<td>May 25</td>
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<tr>
<td>July 4</td>
<td>July 3</td>
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<tr>
<td>September 2</td>
<td>September 7</td>
</tr>
<tr>
<td>September 9</td>
<td>September 28</td>
</tr>
<tr>
<td>September 18</td>
<td>October 7</td>
</tr>
<tr>
<td>November 28-29</td>
<td>November 26-27</td>
</tr>
<tr>
<td>December 24 Noon-25</td>
<td>December 24 noon-25</td>
</tr>
<tr>
<td>December 31 Noon-1, 1992</td>
<td>December 31 noon-1, 1993</td>
</tr>
<tr>
<td>Martin L. King Day</td>
<td>New Year’s Day</td>
</tr>
<tr>
<td>Good Friday</td>
<td></td>
</tr>
<tr>
<td>Memorial Day</td>
<td></td>
</tr>
<tr>
<td>Independence Day</td>
<td></td>
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<tr>
<td>Labor Day</td>
<td></td>
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<tr>
<td>Rosh Hashanah</td>
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<tr>
<td>Yom Kippur</td>
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<tr>
<td>Thanksgiving</td>
<td></td>
</tr>
<tr>
<td>Christmas</td>
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</tbody>
</table>

I. Introduction to the Center for Psychological Studies

The Center for Psychological Studies welcomes you to graduate study at Nova University. You have been accepted into study in the Master's Program in Mental Health Counseling or School Guidance and Counseling which are designed to provide education and continued professional development to persons who currently serve or who will serve in a variety of mental health counseling capacities or in a school guidance counseling capacity.

The master's programs provide education and training for persons who will seek employment in settings such as mental health clinics and agencies, social agencies, hospitals, schools, and personnel offices.

The Center for Psychological Studies offers graduate degree programs at the master's and doctoral levels, post-doctoral training certificate programs, and continuing education programs. The Center also offers Ph.D. and Psy.D. programs in clinical psychology which are APA accredited. Doctoral programs are full-time, on-campus degree programs.

This *Policies and Procedures Handbook* was designed to familiarize you with specific policies and procedures governing the master’s programs. Knowledge of the contents of the *Handbook* and all printed program literature is essential to ensure the smooth functioning of your graduate training. You are urged to carefully review this handbook before beginning graduate study and to make frequent reference to it. *Ignorance of policies and procedures is not an acceptable defense for failing to abide by them.* As a graduate student you are also expected to read and abide by all program literature.

The graduate programs continue to evolve, and periodically, there may be changes in curriculum, research, practicums or other requirements. Because these changes occur to improve the training of counselors, any such changes will be announced and will become part of the requirements for graduation for all
students at the discretion of the Dean, regardless of the student’s status in the program. See also, Reservation of Power, pg. 55.

Accreditation

Nova University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelor’s, master’s, educational specialist, and doctoral degrees. In addition, the Ph.D., Psy.D. and doctoral internship programs are fully accredited by the American Psychological Association.

Center for Psychological Studies Philosophy

The Center for Psychological Studies, sometimes referred to as the School of Psychology, is tripartite in its mission. It is committed to providing quality educational experiences and training in psychology, encouraging the advancement of knowledge through research and to providing high level services to a variety of individuals with varying needs. The School believes it is best suited to provide for the educational needs of society by supporting a wide range of points of view within psychology. While many "schools of thought" are represented within the Center, no particular position or point of view dominates.

The School further provides for a variety of professional needs simultaneously. There is a strong commitment to the advancement of psychological knowledge. Faculty are encouraged to remain active in their research pursuits. The clinical Ph.D. program provides training for doctoral candidates pursuing careers as applied researchers. Equally strong is the commitment to provide training for the practitioner oriented psychologist. The Psy.D. program in clinical psychology provides quality training for doctoral candidates committed to the practice of psychology. The Master’s programs in counseling provide quality training for individuals engaging in service delivery within agencies and schools under supervision.

Finally, the Center is committed to providing educational experiences for the professional community. Re-specialization training for non-clinical psychologists is available. Continued educational experiences are provided to licensed mental health professionals through the continuing education program series.
The Center believes each individual can best serve both the profession of psychology and society as a whole through an educational experience which encourages critical thinking, creative analysis, and an openness to new ideas and positions.

The **Master's Program in Mental Health Counseling** was designed for the continued professional development of persons who presently serve or will serve their community in a variety of counseling capacities. Master's training is based on a developmental model that emphasizes interdisciplinary collaboration, prevention of dysfunction, and direct service. The field of mental health counseling, which has experienced a great deal of growth over the past decade, now has professionals placed in mental health settings, business and industry, substance abuse clinics, hospices, hospitals, educational settings, and private practices. The Center for Psychological Studies is firmly committed to the mission of training competent professionals who will design and implement prevention and treatment programs and provide direct counseling services. The coursework provides broad-based training designed to equip individuals with the skills necessary to confront a wide variety of contemporary issues such as substance abuse, family violence, aging, eating disorders, suicide, and general emotional problems.

The **Master's Program in School Guidance and Counseling**, also based on a developmental model, prepares students to function as guidance counselors in school systems. While the role of the school counselor varies within and across schools, districts, and states, counselors increasingly serve in multiple roles, interacting and consulting with parents, teachers, school psychologists, agencies, etc. to provide effective services to students (pre-K through 12). Counselors will be called upon to respond to students of varying backgrounds and ethnic diversity and to interact with students in both a remedial and developmental way. In addition to the traditional responsibilities of the school counselor, a variety of contemporary issues will face the counselor, including dropout prevention, teenage pregnancy, reduction of truancy, personal issues and crises, drug and alcohol abuse, etc.
Coursework was designed for the competent training professionals who will ultimately have an impact on both the individual student and the school climate. Varying techniques and strategies will need to be employed by the school counselor including individual and group counseling, assessment, vocational and career guidance, consultation, and program development. Based in psychological and developmental theory, counselor training, therefore, will need to encompass a broad base of techniques, strategies and interventions.

II. Curriculum and Degree Completion Requirements

A Master’s Program may be taken on a full-time or part-time basis. A student is expected to complete all requirements for the degree within five years of the date of first registration (see Time Limit requirements).

In both the Master’s Programs in Mental Health Counseling and School Guidance and Counseling, students must satisfactorily complete all curriculum requirements, including practicum and the comprehensive exam. The components of each program are the following:

- General required curriculum
- Electives (Mental Health Counseling curriculum only)
- Practicums
- Comprehensive Exam

The general curriculum of each Master’s program is designed to provide the knowledge and training necessary for the student to develop as a mental health or school guidance counselor. As State licensure or certification requirements vary and/or are subject to change, it is recommended that students examine these requirements in the state to which they may make application to determine if curricular requirements of that state are met.
The curriculum of each program is presented in the next pages. Coursework is not necessarily offered in this sequence. The student should exercise care to ensure that all prerequisites are met. Students should seek advisement from the appropriate administrator or faculty member.

The Master of Science degree in Mental Health Counseling requires a minimum of 48 credit hours, whereas the Master of Science degree in School Guidance and Counseling requires a minimum of 36 credit hours.
## Master’s Program in Mental Health Counseling

### Master’s Degree Curriculum

Forty-Eight (48) Semester Hours

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Elective Courses: Partial Listing</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGPY 502 - Counseling Theories &amp; Practice</td>
<td>CGPY 510 - Career Development</td>
</tr>
<tr>
<td>CGPY 504 - Counseling Skills Lab I</td>
<td>CGPY 515 - Principles of Counseling &amp; Guidance</td>
</tr>
<tr>
<td>CGPY 507 - Research &amp; Evaluation for Counselors</td>
<td>CGPY 610 - Marriage &amp; Family Counseling</td>
</tr>
<tr>
<td>PSY 509 - Personality Theories</td>
<td>CGPY 630 - Counseling the Culturally Different Student</td>
</tr>
<tr>
<td>PSY 512 - Human Development &amp; Learning</td>
<td>PSY 535 - Clinical Biofeedback</td>
</tr>
<tr>
<td>CGPY 570 - Ethical, Legal, &amp; Professional Issues for Counselors</td>
<td>PSY 540 - Aging I</td>
</tr>
<tr>
<td>PSY 580 - Abnormal Psychology</td>
<td>PSY 544 - Aging II</td>
</tr>
<tr>
<td>PSY 582 - Human Sexuality</td>
<td>PSY 562 - Social &amp; Cultural Factors in Aging</td>
</tr>
<tr>
<td>PSY 608 - Psychological Testing for Individual Evaluation</td>
<td>PSY 602 - Behavioral Counseling</td>
</tr>
<tr>
<td>CGPY 625 - Counseling Strategies for Individuals</td>
<td>PSY 604 - Child and Adolescent Psychopathology</td>
</tr>
<tr>
<td>CGPY 635 - Group Theory &amp; Practice</td>
<td>PSY 612 - Substance Abuse</td>
</tr>
<tr>
<td>CGPY 670 - Counseling Skills Lab II</td>
<td>PSY 622 - Psychology of Women</td>
</tr>
<tr>
<td>CGPY 680 - Counseling Practicum I</td>
<td>PSY 670 - Community Mental Health</td>
</tr>
<tr>
<td>CGPY 681 - Counseling Practicum II</td>
<td>SGPY 588 - School Guidance Practicum</td>
</tr>
</tbody>
</table>

(Two will be selected from these and/or other available offerings)
Coursework for Master's Program in Mental Health Counseling
Main Campus

The schedule below is offered as a sample course sequence only. Enrollment in specific course/s during any semester may vary based on individual student needs and class availability.

1st year

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st year</td>
<td>Fall</td>
<td>*CGPY 502 - Counseling Theories &amp; Practice</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*PSY 512 - Human Development &amp; Learning</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*CGPY 507 - Research and Evaluation for Counselors</td>
<td>3</td>
</tr>
<tr>
<td>Winter</td>
<td>*CGPY 504 - Counseling Skills Lab I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>*PSY 580 - Abnormal Psychology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PSY 582 - Human Sexuality</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Summer</td>
<td>*CGPY 625 - Counseling Strategies for Individuals</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CGPY 570 - Ethical, Legal, &amp; Professional Issues for Counselors</td>
<td>3</td>
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</table>

2nd year

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>2nd year</td>
<td>Fall</td>
<td>*CGPY 670 - Counseling Skills Lab II</td>
<td>3</td>
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<tr>
<td></td>
<td>CGPY 635 - Group Theory &amp; Practice</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PSY 509 - Personality Theories</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Winter</td>
<td>CGPY 680 - Counseling Practicum I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PSY 608 - Psychological Testing for Individual Evaluation</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Summer</td>
<td>CGPY 681 - Counseling Practicum II</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td>3</td>
<td></td>
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</table>

| Total Degree credits | 48 |

*Please note the important sequencing of prerequisites for coursework, including skills courses, and practicums. Please refer to course descriptions for prerequisites. The minimum number of semesters required to complete the program is six (6) as indicated in the sample above.*
Master's Program in Mental Health Counseling

Course Descriptions

Required Courses

CGPY 502 Counseling Theories and Practice (3 cr)
This course surveys the field of counseling. It considers the various theories of counseling and issues in the practice of mental health counseling.

CGPY 504 Counseling Skills Lab I (3 cr)
This small-lab course focuses on the development of basic interviewing and other assessment skills, with an emphasis on therapeutic listening skills. Stress will also be placed upon the acquisition of skills related to empathy, the counselor-counselee relationship, and the establishment of a therapeutic alliance in the context of cultural diversity. Teaching methods will include modeling and role-playing, along with didactic presentations and readings. Prerequisite: CGPY 502.

CGPY 507 Research and Evaluation for Counselors (3 CR)
This course seeks to prepare counselors to be informed consumers of research and evaluation. It covers basic statistics, basic research designs, and program evaluation. It provides experience in reading research and evaluation reports.

PSY 509 Personality Theories (3 CR)
This course provides basic coverage of theories of personality in the psychodynamic, humanistic, and learning traditions. Of particular interest are theories' explanations of how normal and abnormal personalities develop and how they can change. Theories are critiqued and compared.

PSY 512 Human Development and Learning (3 CR)
This course covers how developmental maturation and social learning shape personality, both in childhood and adulthood. Theory and research in social development and learning are covered in topics such as attachment, aggression, sexuality, morality and self-regulation, and self-concept.

CGPY 570 Ethical, Legal, and Professional Issues for Counselors (3 CR)
This course covers standards for professional conduct in counseling. It considers ethical and legal decisions which counselors must make, such as scope of professional competence, confidentiality, duty to warn and protect, and value differences with clients. Case examples, current statutes, and counseling culturally diverse clients are discussed.

Master's Handbook
**PSY 580 Abnormal Psychology (3 CR)**
This course is an introduction to various approaches to the definition and study of abnormal or maladaptive behavior. The major diagnostic categories of DSM III-R will be reviewed with emphasis on descriptive features, theories of etiology, and common treatment approaches.

**PSY 582 Human Sexuality (3 CR)**
This course is an overview of the basics of sexual anatomy, physiology, and development. The student will acquire an understanding of human sexual response, concepts of sex therapies, and human sexual dysfunction. Also included are methods of contraception, sex and family planning, variations of sexual behavior, and the importance of the counselor in the role of the educator.

**PSY 608 Psychological Testing for Individual Evaluation (3 CR)**
This course surveys frequently used tests of aptitude, interest, and personality. Test content, purpose, psychometric properties, administration, and scoring procedures are compared and evaluated. Issues of test use with culturally diverse populations are addressed. Prerequisite: CGPY 507 or consent of instructor.

**CGPY 625 Counseling Strategies for Individuals (3 CR)**
This course is designed to provide the student with an in-depth exposure to up to five approaches to individual psychotherapy. The approaches presented will include at least one from each of the areas of behavior therapy, psychodynamic therapy, and humanistic therapy. The student is expected to acquire both theoretical and practical knowledge of each of the approaches covered. Prerequisite: CGPY 504, PSY 580, or consent of instructor.

**CGPY 635 Group Theory and Practice (3 CR)**
This course overviews various group theories and basic aspects of group therapy. Topics covered include group therapy as a laboratory for interpersonal learning, therapist facilitative techniques, group dynamics, the development and role of group cohesiveness, selection and composition of groups, and stages of group therapy. Prerequisite: CGPY 504.

**CGPY 670 Counseling Skills Lab II (3 CR)**
This course is an extension of Counseling Skills Lab I and an integration of counseling strategies. It will cover training in advanced interviewing strategies, therapeutic communication, session-structuring, goal-setting, and basic, widely applicable intervention skills. Prerequisite: CGPY 625.
CGPY 680 Counseling Practicum I (3 CR)
The student is required to spend a specified number of hours per week at a selected agency working under supervision with clients. During that time, the student is expected to increase his/her competence in the areas of basic interviewing, assessment, and counseling skills. Furthermore, the student will be made more aware of the ethical legal, and professional issues inherent in the counseling process. Prerequisite: CGPY 670 and consent of advisor.

CGPY 681 Counseling Practicum II (3 CR)
This practicum is a continuation of Practicum I. The student will be expected to develop more advanced skills in interviewing, assessment, and intervention. Simultaneously, continued emphasis will be placed upon ethical, legal, and professional issues. Prerequisite: CGPY 680 and consent of advisor.

Elective Courses

CGPY 510 Career Development (3 CR)
Theories of occupational choice, career development, and social mobility are reviewed within the context of national, state, or regional economic development. Occupational information is considered from the point of view of the individual as well as from the standpoint of manpower needs for industrial and economic development.

CGPY 515 Principles of Counseling and Guidance (3 CR)
This course covers the philosophy, functions, management, and operation of a counseling and guidance program in elementary and secondary schools.

CGPY 610 Marriage and Family Counseling (3 CR)
This course provides a survey of current approaches in family and marital counseling with an emphasis on various systemic models of family functioning and therapeutic intervention. Prerequisite: CGPY 504 or consent of instructor.

CGPY 630 Counseling the Culturally Different Student (3 CR)
This course covers issues involved in the assessment and placement of minority students, and overviews issues in the selection of techniques for counseling. An essential goal is to affect the awareness, knowledge base, and application of techniques. Methods used include group interaction, self-disclosure, in-depth examination of attitudes and prejudices, case studies and role playing.
PSY 535 Clinical Biofeedback
This course provides a review of the areas of clinical application of biofeedback techniques. Emphasis will be placed on integrating biofeedback with general psychotherapeutic processes for children and adults. Diagnostic categories include general anxiety disorders, simple phobia, and muscular disorders, cardiovascular and gastrointestinal disorders, chronic and acute pain conditions, sexual disorders and autonomic dysregulation disorders. Biofeedback as a technique for preventive medicine and health will be discussed. This course includes laboratory experiences.

PSY 540 Aging I (3 CR)
This course acquaints the student with the processes of normal aging. Genetic, physical, physiological, social and environmental components of aging are examined.

PSY 544 Aging II (3 CR)
Emotional disturbances common to the aging population are researched: the neuroses, especially depressive reaction, and the psychoses, especially organic brain syndrome. Treatment models are presented.

PSY 562 Social and Cultural Factors in Aging (3 CR)
The restoration of life-economy systems for the vastly expanding geriatric population is the focus of this course. Reapproachment of the aged with society, advocacy, and improved national outlook, and new treatment modes are studied.

PSY 602 Behavioral Counseling (3 CR)
This course will cover behavioral counseling procedures for a diversity of problems and will be organized around problem areas such as retardation, employment, children, depression, marital disorder, and parent-child problems. Prerequisite: CGPY 625 or consent of instructor.

PSY 604 Child & Adolescent Psychopathology
This course studies normal and abnormal changes in behavior from birth to adulthood from a developmental point of view. Major theories and pertinent research findings are critically reviewed, particularly as they contribute to greater understanding of the various factors associated with for deviations from normal, healthy development.

PSY 612 Substance Abuse (3 CR)
This course investigates the etiology of alcoholism and drug dependency. Attention is given to assessment and treatment in both individual and family therapy approaches. Prerequisite: CGPY 625 or consent of instructor.
PSY 622 Psychology of Women (3 CR)
This course focuses on studies related to women and how women relate to the world as a result of their socialization. Research on sex differences related to physical and emotional factors is discussed. The course provides students with the opportunity to understand the current issues within the community and within the women's movement. Prerequisite: CGPY 625 or consent of instructor.

PSY 670 Community Mental Health (3 CR)
The brief history of community psychology is reviewed with a focus on those events which led to the development of a community point of view. The course also acquaints students with the approaches, such as preventative model and consultative role, and the techniques, such as needs assessment and program evaluation, used by community psychologists. Distinctions between traditional clinical interventions and community interventions are highlighted. Prerequisite: CGPY 625 or consent of instructor.

SGPY 588 Practicum: School Guidance (3 CR) Supervised guidance practicum in an elementary or secondary school setting. Prerequisite: CGPY 510, CGPY 515, and consent of adviser.
Mental Health Counseling Practicum

Practicum is conceived to be that phase of the Master’s in Mental Health Counseling program in which a counselor-trainee is able to crystallize his or her educational experiences by actually translating theoretical constructs into practice. This type of supervised practice in counseling is generally viewed as an experience which assists the prospective counselor to function effectively in a future employment situation. It serves as a bridge between the theoretical and the real. It is the first opportunity for the counselor-trainee to apply what he or she has learned from the more didactic portion of the Mental Health Counseling program.

Two semesters of practicums are required to afford students the opportunity of working with a variety of client populations over time.

For main campus students, each practicum spans a full semester (Fall & Winter). The student will spend a minimum of 10 hrs/week in a community agency setting and participate in a 3-hour weekly practicum seminar class. Main campus practicums scheduled during summer term I will span 12 weeks and require a minimum of 12.5 hrs/week on site. The seminar class schedule will be announced prior to the start of each semester.

For field-based students, practicum schedules are a departure from the weekend format. Each practicum spans a 16-week period. Practicum seminars may be held on evenings during the week. Specific details on the practicums are provided to students at the appropriate time in their program or upon request. In the field-based format, practicums are scheduled only once during the curriculum, typically after a minimum of 10 weekend courses have been scheduled. Currently, Practicum I is scheduled to begin in the Fall semester, with Practicum II following in the Winter semester. Each site has a local Practicum Coordinator who assists in all arrangements for site placements. Please be advised that during practicums, students may also be enrolled in regularly scheduled weekend classes.

Further practicum instructions will be provided to students prior to practicum registration.
Prerequisites

To be eligible for practicums, students must have been matriculated and must have successfully completed a minimum of 21 semester hours which includes the following coursework:

1. CGPY 502 - Counseling Theories and Practice
2. CGPY 504 - Counseling Skills Lab I
3. CGPY 507 - Research & Evaluation for Counselors
4. PSY 512 - Human Development & Learning or PSY 509 - Theories of Personality
5. CGPY 625 - Counseling Strategies for Individuals
6. CGPY 670 - Counseling Skills Lab II *
7. PSY 580 - Abnormal Psychology

*Must be completed with grade of B or better

The student must file an application for practicum and receive approval prior to registering for a practicum.

The Associate Director of Clinical Training and the Practicum Coordinators will have major responsibility for developing practicum placements for Nova students in the Master’s program in Mental Health Counseling. He or she continuously works to expand and improve the student’s practicum site selections. His or her promotion of the practicum program to community agencies plays a vital role in the success of the student’s practicum experience.
Master’s Program in School Guidance and Counseling

Master’s Degree Curriculum
Thirty-Six (36) Semester Hours

Required Courses

CGPY 502 - Counseling Theories and Practice
CGPY 504 - Counseling Skills Lab I
CGPY 510 - Career Development
PSY 512 - Human Development and Learning
CGPY 515 - Principles of Counseling and Guidance
CGPY 570 - Ethical, Legal, & Professional Issues for Counselors
CGPY 585 - Psychology of Exceptional and At-Risk Children
PSY 608 - Psychological Testing for Individual Evaluation
CGPY 630 - Counseling the Culturally Different Student
CGPY 635 - Group Theory and Practice
CGPY 665 - School Consultation Skills
CGPY 688 - Practicum: School Guidance (2 semesters)
Master's Program in School Guidance and Counseling
Course Descriptions

CGPY 502 Counseling Theories and Practice (3 cr)
This course surveys the field of counseling. It considers the various theories of counseling and issues in the practice of counseling in various settings.

CGPY 504 Counseling Skills Lab I (3 cr)
This small-lab course focuses on the development of basic interviewing and other assessment skills, with an emphasis on therapeutic listening skills. Stress will also be placed upon the acquisition of skills related to empathy, the counselor-counselee relationship, and the establishment of a therapeutic alliance in the context of cultural diversity. Teaching methods will include modeling and role-playing, along with didactic presentations and readings. Prerequisite: CGPY 502.

CGPY 510 Career Development (3 cr)
Theories of occupational choice, career development, and social mobility are reviewed within the context of national, state, or regional economic development. Occupational information is considered from the point of view of the individual as well as from the standpoint of manpower needs for industrial and economic development.

PSY 512 Human Development and Learning (3 cr)
This course covers how developmental maturation and social learning shape personality, both in childhood and adulthood. Theory and research in social development and learning are covered in topics such as attachment, aggression, sexuality, morality and self-regulation, and self-concept.

CGPY 515 Principles of Counseling and Guidance (3 cr)
This course covers the philosophy, functions, management, and operation of a counseling and guidance program in elementary and secondary schools.

CGPY 570 Ethical, Legal, and Professional Issues for Counselors (3 cr)
This course covers standards for professional conduct in counseling. It considers ethical and legal decisions which counselors must make, such as scope of professional competence, confidentiality, duty to warn and protect, and value differences with clients. Case examples, current statutes, and counseling culturally diverse clients are discussed.
CGPY 585 Psychology of Exceptional and At-Risk Children (3 cr)
This course covers the etiology and characteristics of exceptionalities and children at-risk for underachievement and drop-out. Also covered is the role of the guidance counselor in identifying such problems, drawing on available resources, and making appropriate referrals.

PSY 608 Psychological Testing for Individual Evaluation (3 cr)
This course surveys frequently used tests of aptitude, interest, and personality. Test content, purpose, psychometric properties, administration, and scoring procedures are compared and evaluated. Issues of test use with culturally diverse populations are addressed.

CGPY 630 Counseling the Culturally Different Student (3 cr)
This course covers issues involved in the assessment and placement of minority students, and overviews issues in the selection of techniques for counseling. An essential goal is to affect the awareness, knowledge-base, and application of techniques. Methods used include group interaction, self-disclosure, in-depth examination of attitudes and prejudices, case studies, and role-playing.

CGPY 635 Group Theory and Practice (3 cr)
This course overviews various group theories and basic aspects of group therapy. Topics covered include group therapy as a laboratory for interpersonal learning, therapist facilitative techniques, group dynamics, the development and role of group cohesiveness, selection and composition of groups, and stages of group therapy. Prerequisite: CGPY 504.

CGPY 665 School Consultation Skills (3 cr)
This course focuses on developing specific techniques in consultation. It integrates the various aspects of a school guidance program with particular reference to problem-solving and the utilization of available data. Case examples specific to the school setting are discussed, and opportunities for skill development are provided through role-playing.

CGPY 688 Practicum: School Guidance (3 cr)
Supervised guidance practicum in an elementary, middle, or secondary school setting. Prerequisite: Consent of an advisor.
School Guidance Practicum

Practicum is conceived to be that phase of the Master's in School Guidance and Counseling program in which a counselor-trainee is able to crystallize his or her educational experiences by actually translating theoretical constructs into practice. This type of supervised practice in school counseling is generally viewed as an experience which assists the prospective school counselor to function effectively in a school guidance setting. It serves as a bridge between the theoretical and the real. It is the first opportunity for the counselor-trainee to apply what he or she has learned from the more didactic portion of the School Guidance and Counseling program.

Practicum responsibilities may include individual and small-group counseling, classroom guidance presentations, consultation, teacher inservice, parent conferencing, individual and large group testing, involvement in the exceptional student education process, and other experiences relevant to the practicum setting.

Two continuous semesters of practicum are required to afford students an opportunity to work with a variety of students, parent or teachers over time.

For field-based students, the practicum schedule is a departure from the weekend format. The two continuous semesters of practicum typically begin in the Fall semester. The student will spend the designated hours in a school setting and participate in a regular seminar class. Seminars may be held on evenings during the week. Specific details on the practicums are provided to students at the appropriate time in their program or upon request. In the field-based format, practicum is scheduled only once during the curriculum, typically after a minimum of 10 weekend courses have been scheduled. The site has a local Practicum Coordinator who assists in all arrangements for site placements. Please be advised that during practicum, students may also be enrolled in regularly scheduled weekend classes.

Further practicum instructions will be provided to students prior to practicum registration.
Prerequisites

To be eligible for practicum, students must have been matriculated and must have successfully completed the following coursework:

1. CGPY 502 - Counseling Theories and Practice
2. CGPY 504 - Counseling Skills Lab I
3. CGPY 515 - Principles of Counseling and Guidance
4. CGPY 570 - Ethical, Legal & Professional Issues for Counselors
5. CGPY 635 - Group Theory and Practice
6. CGPY 665 - School Consultation Skills
7. PSY 512 - Human Development and Learning

The student must file an application for practicum and receive approval prior to registering for a practicum.

Professional Liability Insurance

All Master’s students entering practicum will be required to carry professional liability insurance coverage provided through the University. Students are required to enroll in the plan at the time of registration. All students are required to abide by the Ethical Standards of the American Association for Counseling and Development, the Code of Ethics for Mental Health Counselors, the American School Counselor Association, Ethical Standards for School Counselors and the policies and procedures of the Center for Psychological Studies. Students must also follow all rules and regulations of the agency where his or her practicum will be completed.

The term during which practicums are to be scheduled is determined by the Center for Psychological Studies in accordance with the program schedule. The administrators of the Master’s program in Mental Health Counseling and School Guidance and Counseling will approve the student’s readiness for practicum and will provide the student a list of approved practicum sites.

Comprehensive Exam

Students will be required to pass a final written comprehensive examination. In order to be eligible to sit for the examination, students, at minimum, must be enrolled in the last semester of their program. Information concerning exam format and content will be provided to students at the appropriate time in their curriculum.
III. Academic Regulations and Procedures

**Academic Year**

The academic year for main campus students is divided into two semesters. Additionally, there are one or two summer semesters, equivalent to the regular semester in contact hours, but shortened in length. Registration in summer session is optional. The academic year of the field-based Master's programs is divided into two semesters: September-December and January-June.

Students are expected to register for classes at the designated time and place and in accordance with procedures outlined in this text and in program literature unless they have an approved leave of absence (see section on Enrollment Options).

**Attendance**

Students are expected to attend all scheduled learning activities including classes, lectures, and seminars. Anticipated absences should be cleared with the instructor in advance. In the event of an unanticipated absence (e.g. sudden illness), the instructor should be notified at the earliest possible time. Excessive absences may result in a lower grade (at the instructor’s discretion) or may necessitate a withdrawal from the class.

**Tuition and Fees for the 1991-92 Academic Year**

Master’s tuition for 1991-92 will be charged at the rate of $275 per credit hour. Students should anticipate an annual review of fees by the University and possible increases. Students are expected to pay tuition in full at the time of registration. Students on financial aid must familiarize themselves with the requirements of that office with regard to payments and may defer payment only if a copy of a current award letter is attached to a registration form.

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition (per credit hour)</td>
<td>$275</td>
</tr>
<tr>
<td>Application Fee (nonrefundable)</td>
<td>$30</td>
</tr>
<tr>
<td>Registration Fee (nonrefundable)</td>
<td>$10/field-based, per course</td>
</tr>
<tr>
<td></td>
<td>$25/main campus, per semester</td>
</tr>
<tr>
<td>Late Registration Penalty</td>
<td>$30/field-based, per course</td>
</tr>
<tr>
<td></td>
<td>$30/main campus, per semester</td>
</tr>
</tbody>
</table>
Textbooks $60-$90/course (approx.)

Practicum Insurance $6 (per practicum)

Comprehensive Exam no fee

Degree Application Fee $30

Transcript Fee $3

Some courses may require additional fees for laboratory and/or equipment (e.g., calculator, testing materials) and supplemental course materials.

*Please note that all above fees are subject to change without notice.

### Tuition Refunds

Fees other than tuition are not refundable. Students who wish a tuition refund must notify the program office in writing of their request and their reason for withdrawal. Unless written notification is on file, students are assumed to be active participants and are responsible for tuition payments.

#### Field-Based

The following schedule applies to payments for each Field-Based class:

For 100% refund: withdrawal prior to the first class session
For 50% refund: withdrawal prior to the second weekend of class

Call the program office and/or notify the instructor concerning unanticipated withdrawals (e.g., sudden illness) or class absences. For advisement on withdrawals and refunds, contact the program office in Ft. Lauderdale.

#### Main Campus

The following schedule applies to payments for each Main Campus class:
Withdrawal from Classes

Field-Based

Prior to the first weekend, the course is deleted from the student’s record. A "W" grade is assigned when a student officially withdraws from a course after the first weekend of class but prior to the second weekend of class. Failure to report your withdrawal from a class prior to the second weekend will result in a grade of "F".

- For 100% refund: withdrawal prior to the first day of semester
- For 80% refund: withdrawal as posted on academic schedule (Fall & Winter)
- For 75% refund: withdrawal as posted on academic schedule (Summer)
- For 60% refund: withdrawal as posted on academic schedule (Fall & Winter)
- For 50% refund: withdrawal as posted on academic schedule (Summer)
- For 40% refund: withdrawal as posted on academic schedule (Fall & Winter)
- For 25% refund: withdrawal as posted on academic schedule (Summer)
- For 20% refund: withdrawal as posted on academic schedule (Fall & Winter)

Call the program office and/or notify the instructor concerning unanticipated withdrawals (e.g., sudden illness) or class absences. For advisement on withdrawals and refunds, contact the program office (ext 7570).

Withdrawal from Classes

Field-Based

Prior to the first weekend, the course is deleted from the student’s record. A "W" grade is assigned when a student officially withdraws from a course after the first weekend of class but prior to the second weekend of class. Failure to report your withdrawal from a class prior to the second weekend will result in a grade of "F".

For advisement on withdrawals and refunds, contact the program office (ext 7570).
Prior to the first class, the course is deleted from the student’s record. A “W” grade is assigned when a student withdraws from a course after the "last day to drop courses" indicated in the academic calendar and prior to the eleventh (11th) scheduled class. After the start of the eleventh (11th) scheduled class, the student will be assigned a failing grade.

All enrolled students are expected to be in continuous registration every Fall and Winter semester until they receive their degree (see section on Enrollment Options). Arrangement with the Comptroller regarding payment of tuition and fees is part of the registration process and registration is a prerequisite to class attendance.

The registration form and fees are due to the appropriate site coordinator on the designated registration date. Students registering with the site coordinator after that date will be assessed a late charge.

Students may not register for a field-based class any later than one month prior to the first weekend of class.

After students have registered, should any problems arise related to registration information or credit for fees, students should contact the Registrar’s Office (ext. 7400).

Students on financial aid will be required to pay for textbooks at the time of registration and must attach a copy of a current award letter to each registration form until such time as monies are disbursed. Tuition and registration fees will be handled in accordance with the policies of the Office of Student Financial Planning.

Priority for registration in a specific course at a specific location is given to individuals admitted as students at that site. As space permits, Master’s students from other sites, main campus Master’s students, special students, etc. will be allowed to register for courses. Assignments will be made with permission from the Program Office and on a first come first serve basis.
Main Campus

Students are responsible for making appointments for course approval and registration during the announced registration dates.

The registration form and fees are due to the Registrar’s Office during the designated registration period and prior to the first day of class. Students registering after that date will be assessed a late charge.

Students may not register for any class without program office approval and not any later than the last day for late registration.

After students have registered, should any problems arise related to registration information or credit for fees, students should contact the Registrar’s Office (ext. 7400).

Students on financial aid will be required to pay tuition and registration fees in accordance with the policies of the Office of Student Financial Planning.

Priority for registration in a specific course at a field-based site is given to individuals admitted as students at that site. As space permits, main campus Master’s students, special students, etc. will be allowed to register for courses. Assignments will be made with permission from the Program Office and on a first come first serve basis. Students are advised to have their name placed on the waiting list for coursework they wish to take at a field-based site at least 2-3 months prior to the first class date. Schedules of field-based classes are posted across from the program office.

Textbooks

Main campus students may purchase textbooks at Nova Books, Inc., 6508 S.W. 39th Street, Davie, FL 33314, (305) 583-5860/1-800-541-NOVA (ask to be connected with Nova Books). Be sure to purchase books prior to the first class meeting.

Field-based students may purchase textbooks during registration at their site location.

Field-Based Site Facility Regulations

Field-based facilities are contracted for by the Center for Psychological Studies. Nova University students and faculty are guests of the facility. As guests, you will be required to adhere to the following rules and regulations as specified in our contract:
1. There will be no eating of any food or snacks nor drinking of any beverage in the classroom. Please restrict eating and drinking to designated areas at the facility.

2. All trash is to be deposited in appropriate receptacles.

3. Classrooms are to be left as they were found with chairs and tables in place and blackboards erased.

4. Park in designated areas only. Failure to do so may result in the towing and/or fining of your vehicle.

5. Smoking is not allowed in any classroom or building. Please restrict smoking to designated areas outside of the building and dispose of cigarettes in proper receptacles.

6. In case of emergencies at the facility (i.e., air-conditioning breakdown, plumbing problems) contact the instructor who will notify the site coordinator and/or on-site staff.

7. In case of medical or fire emergencies, locate the nearest phone and dial 911 for assistance, or call the designated on-site security guard.

Failure of a student to abide by the on-site regulations could result in a student’s withdrawal from the program at that site.

**Transfer of Credits**

The transfer of up to a maximum of six (6) semester hours will be allowed upon approval of the Administrator of the Master’s Programs. For consideration for transfer, the course being evaluated must meet all of the following criteria.

1) it is a graduate level course equivalent in content to a required course in the Mental Health Counseling or School Guidance and Counseling Curriculum or related in content to elective courses in the Mental Health Counseling curriculum.

2) it was taken at a regionally accredited institution;

3) it was completed no longer than five (5) years prior to the student’s first registration in the program; and
4) a grade of "B" or higher was received.

A request for approval of transfer credits should be submitted to the Program Office with the following minimum information:

1) an official transcript from the institution where the course was taken; and

2) a course description as listed in the institution’s catalog.

It is the responsibility of the student to satisfactorily demonstrate the equivalence of the course(s) proposed in order for credits to be awarded.

Under certain circumstances a student may be asked to submit additional documentation, including but not limited to, a course syllabus.

Courses completed at other institutions after the student has enrolled in the Master’s program will be considered only if there has been prior approval by the Administrator of the Master’s Programs. Typically, such transfer credit is granted only under special circumstances. Transfer credits are not taken into account when computing the student’s grade point average.

No transfer of credits may be applied to practicums.

IT IS THE STUDENT'S RESPONSIBILITY TO VERIFY, WITH THE STATE OF FLORIDA, DEPARTMENT OF EDUCATION, THAT COURSES TRANSFERRED ARE APPLICABLE TOWARD THE EDUCATIONAL REQUIREMENTS FOR FLORIDA CERTIFICATION IN SCHOOL GUIDANCE AND COUNSELING (PK-12).

Auditing of Courses

Under special circumstances and with permission of the instructor and Program Administrator, students will be permitted to audit a course. Space in the class must be available. Fees for auditing will be charged at one half the rate of regular tuition. No credit is given, but courses will appear on the transcript as "audit".
Enrollment Options

All degree-seeking students are considered full-time students when they register for two or more courses per semester, excluding the main campus summer semester. This requirement is independent of the number of transfer credits the student may receive.

In order to maintain an active student status, all students are to be continuous registration until they receive their degree unless prior approval is received from the Program Office.

Active Student

Full-Time Status

Students are considered to be full-time if they complete the six credit hours each semester. A student on financial aid considering completing less than the scheduled credit hours in any given semester, should discuss this with the program office and the Student Financial Planning Office prior to the time of registration.

It is the responsibility of the student to seek advisement of options available for completing the Master's Program.

Inactive Students

Leave of Absence

Matriculated students who must interrupt their studies for an adequate reason such as illness may be granted a leave of absence. Students must apply in writing for leaves of absence to the Program Administrator. If granted, the leave shall be for a stated period of time, not to exceed one year. Under normal circumstances students should apply for a leave of absence prior to registration for each semester. Time spent on an approved leave of absence is not charged against the five year time limit.

Students who interrupt their studies without a leave of absence or register in absentia will be assumed to have terminated their studies. Such students must make formal application for re-admission if they wish to continue the program at a later date.
**Time Limits**

Students must complete their program within five (5) years from the date of first registration. This means that students are expected to complete the Master’s degree within this time period. In the event that a matriculated student who has been in continuous enrollment does not complete all requirements within the five (5) year time limit, he or she must enroll in the master’s program and:

1. Maintain full-time status (minimum 6 credits per semester, excluding summer sessions).

2. Complete remaining degree requirements which will include any coursework that is more than five (5) years old.

In order to remain an active and matriculated student, registration is required in every semester until the completion of degree requirements unless a leave of absence has been granted. Failure to remain in continuous registration will be deemed as the student’s formal withdrawal from the program. All other program, Center, and University requirements will be in effect.

**Grading Policy**

The following policies apply to all academic programs in the Center for Psychological Studies. Individual programs may have additional requirements. All degree programs in the Center for Psychological Studies assign grades to coursework according to the following system:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Achievement Rating</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Satisfactory</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Marginal Pass</td>
<td>2</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td>-</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>-</td>
</tr>
<tr>
<td>W</td>
<td>Withdraw</td>
<td>-</td>
</tr>
</tbody>
</table>

In all courses, a grade of A, B, C, or F will be assigned based upon the individual instructor’s assessment and evaluation of the student’s work.
Prior to the first class, dropped courses will be deleted from the student's record. A "W" grade is assigned when a student withdraws from a course after the "last day to drop courses," indicated in the section on withdrawal from classes. A grade of "W" will appear on the student's official transcript. Students failing to officially withdraw prior to the eleventh scheduled class (main campus) or start of the final weekend of class (field-based), will be assigned a failing grade.

An "I" (incomplete) indicates that the student has not completed the course requirements and that the instructor has given additional time to do so. An "I" grade is not routinely assigned in courses. A grade of "I" (incomplete) is assigned only when serious exigencies prevent completion of the course requirements. A student may not, by choice, take an incomplete in a course merely by failing to complete the course requirements.

Should the instructor choose to assign an incomplete, a contract form is to be completed and signed by both the instructor and the student and the original kept on record in the program office. The contract must specify the following:

1. The requirements to be completed by the student to remove the incomplete.

2. The time period within which the student must satisfy the incomplete. The time limit is to be specified by the instructor, but must not exceed 10 weeks.

3. A grade which the student will receive if the incomplete is not satisfied by the conclusion of the specified time period.

Should the instructor choose not to assign an incomplete, the grade assigned will then be based upon the instructor's assessment of the quality and quantity of work completed.

A student will not be permitted to register for a sequential course when a grade of "I" (incomplete) or "F" (failure) has been received in a prerequisite course.
Matriculation Requirements

Mental Health Counseling Program. Students who are admitted into graduate study at the Master’s level are reviewed for degree candidacy (matriculation) after completion of the designated four courses (12 credits) which must be completed within the first six courses (18 credits) for which the student is enrolled.

These four designated courses tap career interest and require demonstration of written, quantitative and interpersonal skills, as well as overall professional functioning. The designated four courses for matriculation include:

1. CGPY 502 - Counseling Theories and Practice
2. CGPY 504 - Counseling Skills Lab I
3. CGPY 507 - Research and Evaluation for Counselors
4. PSY 512 - Human Development and Learning or PSY 509 - Personality Theories

During the formal review for matriculation, students’ academic performance and professional functioning in the four designated courses listed above will be examined. Those students with a grade point average of 3.0 or above in the four designated courses, and a satisfactory evaluation by faculty will be matriculated. Students with a grade of "F" in the four designated courses will not be matriculated.

Under no circumstances will students who achieve a grade point average of 2.5 or below in the four designated courses be permitted to take graduate level courses in the Center for Psychological Studies program.

Students with a grade point average greater than 2.5 but less than 3.0 for the four designated courses will be maintained in a non-matriculated status. No more than four additional courses may be taken without achieving an overall grade point average of 3.0 and a satisfactory evaluation from the faculty.

School Guidance and Counseling Program. Students who are admitted into graduate study at the Master’s level are reviewed for degree candidacy (matriculation) after the completion of the first four courses (12 credits) for which the student is enrolled.

During the formal review for matriculation, students’ academic performance and professional functioning in the first four courses
will be examined. Those students with a grade point average of 3.0 or above in the first four courses, \textit{and} a satisfactory evaluation by faculty will be matriculated. Students with a grade of "F" in the first four courses will not be matriculated.

Under no circumstances will students who achieve a grade point average of 2.5 or below in the first four courses be permitted to take graduate level courses in the Center for Psychological Studies program.

Those students with a grade point average greater than 2.5 but less than 3.0 for the first four courses will be maintained in a non-matriculated status. No more than four additional courses may be taken without achieving an overall grade point average of 3.0 and a satisfactory evaluation from the faculty.

\textbf{Academic Standing (Following Matriculation)}

The grading policy for all graduate programs in the Center for Psychological Studies requires students to maintain a minimum cumulative grade point average of 3.0. In addition, other minimum requirements are in existence. Failure to meet these requirements will result either in academic probation or dismissal as detailed below.

\textbf{Probation}

Academic probation will occur automatically when any of the following conditions exist:

1. The cumulative grade point average falls below 3.0.
2. A grade of "F" is awarded.
3. Three concurrent incompletes ("I") appear on the transcript.

The student, the Program Administrator, the Dean of the Center and the Student Financial Planning Office will be notified in writing of a student's probationary status. A student is allowed one year (two full semesters, excluding summer session) to remove probationary status.

\textbf{Dismissal}

Automatic dismissal from any graduate program in the Center for Psychological Studies will occur when any of the following conditions exist:

1. Academic probation extends beyond one year (two semesters excluding summer session).
2. More than 2 grades below "B" are received.
3. Two grades of "F" are received.

Students dismissed from the program may petition for readmission after one academic year. Such students will have their records examined by the administrators of the Master's programs in Mental Health Counseling and School Guidance and Counseling. Upon approval, the student will be readmitted to the program in effect at that time. Only those courses with grades of B or better will be applied toward the master's degree.

Degree Requirements

A student must complete all courses for the degree with a grade point average of at least 3.0. The Master of Science degree program in Mental Health Counseling requires 48 semester hours of graduate credit. The Master of Science degree program in School Guidance and Counseling requires 36 semester hours of graduate credit. All students will be required to pass the comprehensive examination as part of their degree requirements. A candidate is expected to complete all coursework and practicum requirements in five years.

Academic Advisement

Academic advisement on a specific course is available from the course instructor and program advisement is offered through the main campus program office.

All matters pertaining to a student's record, scheduling of classes, leaves of absence, class absences, etc. should be directed to the program administrators on the main campus in Ft. Lauderdale.

Evaluation of Master's Students

Each student is evaluated on an ongoing basis while enrolled in the program. In addition to course evaluations, matriculation and evaluation of readiness for practicum is coordinated by the Program Administrator or designee. The purpose of evaluation is to provide students with relevant feedback concerning their performance and to serve as a screening process in order to ensure high standards for the profession of psychology. Relevant information including practicum evaluations is coordinated through the Program Administrator or designee.
If, for any reason, a faculty member has reason to question the satisfactory progress of any student in the program, he/she will discuss the problem with the student. If the problem persists, the faculty member may bring the issue to the attention of the Program Administrator and the Center for Psychological Studies faculty. Appropriate faculty will be asked for additional review and comment.

The faculty have targeted several behavioral categories considered to be an integral and necessary part of professional functioning. These broad areas include the following:

1. **Academic abilities**
   a. Academic standing as discussed in this Handbook.
   b. Ability to communicate orally and in writing.
   c. Timely and responsible performance of assignments.
   d. Competent performance on examinations and in-class assignments.
   e. Management of practicum experiences.

2. **Responsible behavior**
   a. Dependability in commitment (e.g., punctuality in attending classes, submitting papers and assignments, meeting with clients etc.).
   b. Accepts responsibility for own work.
   c. Carries through and completes tasks.
   d. Seeks needed guidance from appropriate sources.

3. **Ethical skills and behavior**
   a. Abides by the ethical standards of the profession as delineated in the American Association of Counseling and Development Publication, *Ethical Standards*. 
b. Abides by University requirements as outlined in this student Policies and Procedures Handbook and in other literature distributed by the Center for Psychological Studies.

4. **Intrapersonal behavior**
   
   a. Presents a generally respectful and non-hostile attitude.
   
   b. Displays mature and appropriate behavior.
   
   c. Demonstrates ability to function independently.
   
   d. Shows usual and customary judgment and discretion in both student and professional activities.
   
   e. Develops intrinsic criteria to evaluate own performance.

5. **Interpersonal behavior**
   
   a. Cooperative with and respectful of others.
   
   b. Can give, accept, and utilize constructive criticism.
   
   c. Develops and maintains positive relationships with peers and faculty.
   
   d. Develops satisfactory working relationships with supervisors and advisors.

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**Ethical Issues**

**General Guidelines for Students and Graduates**

All students and graduates are expected to be knowledgeable about and conform to both the letter and spirit of the 1988 revision of *Ethical Standards* as approved and adopted by the Executive Committee and Board of Directors of the American Association for Counseling and Development. In addition, students should review the APGA, *Code of Ethics for Mental Health Counselors*, the American School Counselor’s Association, *Ethical Standards for School Counselors* and the provisions of the American Psychological Association’s *Ethical Principles of Psychologists*. A copy of the full text of materials to which students and graduates are expected to...
conform will be made available in the course on ethical, legal, and professional issues for counselors. From time to time these materials are amended. Students and graduates are expected to review these materials periodically to ensure that they have an understanding of current guidelines.

In particular, attention is drawn to the following points, which are illustrative rather than exhaustive or comprehensive:

1. No student should represent him/herself as being in possession of the master's degree, either orally or in writing, directly or by implication, until all formal requirements for the degree have been satisfactorily completed, and the Board of Trustees has met and conferred the degree.

2. It is misleading and inappropriate to append "master's student", or some similar designation, after your name.

3. A student should guard against being in a position of having final clinical responsibility for clinical work. This is most important both ethically and legally.

4. When a student is in practicum, the student will verbally identify him/herself to his/her supervisor, the agency or school staff and each client as a graduate student "trainee" in mental health counseling or school guidance and counseling.

5. In Florida, new graduates are legally ineligible to represent themselves as "mental health counselor" or to offer or advertise independent services until the Florida license is awarded.

6. Any academic, professional, or personal difficulty which results in action being taken by the Center for Psychological Studies regarding a student will be brought to the attention of the Program Administrator. Depending upon the particular type of difficulty identified, a number of processes are available to the Program Administrator.
7. Students should familiarize themselves with Chapter 491, Florida Statutes, the Florida State Law for licensure as a Mental Health Counselor.


Student Professional Practices

The Master’s programs are concerned about the welfare of the public, the educational experience of the student, and the development and maintenance of high standards of ethics and practice in the profession and in the program. All students therefore are advised, that they are expected to abide by the Ethical Standards of the American Association for Counseling & Development.

Direct Student Payment to Faculty

Direct student payment to faculty for educational or professional services is not permissible. That is, no student is to make private arrangements to reimburse any faculty member for psychotherapy, tutoring, supervision, or other educational assistance. Students are encouraged to seek whatever educational help they need from faculty members and to seek professional services (such as psychotherapy) outside of the program.

Manuscript Style

Students in the Master’s Programs in Mental Health Counseling and School Guidance and Counseling will, on occasion, be required to write papers as a part of the degree requirements. All papers should be written according to the rules developed by the American Psychological Association (APA). The rules cover many aspects of writing style including manuscript organization, grammar and punctuation, typing format, reference citations, table and figure preparation and statistical presentations. All students should purchase or refer to the latest edition of the Publication Manual of the American Psychological Association early in their training experience. Copies may be ordered from:
Policy on Dual Relationships Between Faculty and Students

While in principle the APA policy of discouraging dual relationships is endorsed, recognition is given to the fact that, given the complexity and diversity of our functions, certain dual relationships between faculty and students are bound to arise. Faculty and students are therefore urged to be sensitive and aware of the existence of dual relationships and to enter into these with full awareness of their implications. Sexual relationships between faculty and students are explicitly discouraged. Sexual harassment of students by faculty is forbidden.

It is specifically required that whenever either a faculty member or any agency, corporation, or program under the auspices of a faculty member employs a student; or whenever a student or any agency, corporation or program under the auspices of a student employs a faculty member; both parties shall document the existence of this dual relationship in a letter to the Dean of the Center for Psychological Studies. This documentation shall be retained in both the student’s and the faculty member’s permanent files.

As necessary, an Ad Hoc Committee shall be appointed to review any complaints which might arise as the result of dual employment relationships.

Further, no services provided to a faculty member or any agency, corporation, or program under the auspices of a faculty member shall result in academic credit being granted to a student unless the services are officially rendered as part of the recognized curriculum such as practicum work, supervised university research, internship or course work. Approval of such rendering of service must be in writing and approved by the Dean.
With reference to the provision of psychological services by faculty to students, it is recognized that there might be special circumstances in which this may be seen as necessary. Examples include, but are not limited to, circumstances in which some unusual expertise that a faculty member might possess is required, circumstances in which a student was in treatment with a faculty member prior to becoming a student in the Center for Psychological Studies, or circumstances in which a candidate in the Post Doctoral Program, in order to fulfill Program requirements, requires psychoanalysis and cannot find a suitable analyst who is not affiliated with the Post Doctoral Institute.
Student Rights and Responsibilities

The Code of Student Conduct and Academic Responsibility

Purpose: This code seeks to promote high standards of academic integrity by setting forth the responsibilities of students as members of the University community. Abiding by the code ensures a climate wherein all members of the University community can exercise their rights of membership.

I. Nova University Statement of Academic Rights and Responsibilities

Nova University, as a community of women and men, is committed to furthering scholarship, academic pursuits, and service to our society. As an institution, our purpose is to assure all students an equal opportunity to fulfill their intellectual potential through pursuit of the highest standards of academic excellence.

Certain rights and obligations flow from membership in any academic community committed to such goals:

- The rights of personal and intellectual freedom, which are fundamental to the idea of a university;
- A scrupulous respect for the equal rights and dignity of others; and
- Dedication to the scholarly and educational purposes of the University and participation in promoting and assuring the academic quality and credibility of the institution.

Students are responsible for obtaining, learning, and observing the established University and center policies as listed in all official publications. In addition, students must comply with the legal and ethical standards of the institution as well as those of Broward County and the State of Florida. All members of the community should inform the appropriate official of any violation of conduct regulations.

A. Academic Standards

The University expects its students to manifest a commitment to academic integrity through rigid observance of standards for academic honesty. The academic honesty standards include:

1. Original Work. Assignments such as course preparations, exams, texts, projects, term papers, practicums, etc., must be the original work of the student. Original work may include the thoughts and words of another author,
but if that is the case, those ideas or words must be indicated in a manner consistent with a University-recognized form and style manual.

Work is not original that has been submitted previously by the author or by anyone else for academic credit. Work is not original that has been copied or partially copied from any other source, including another student, unless such copying is acknowledged by the person submitting the work for the credit at the time the work is being submitted or unless copying, sharing, or joint authorship is an express part of the assignment. Exams and tests are original work when no unauthorized aid is given, received, or used prior to or during the course of the examination.

2. Referencing the Works of Another Author. All academic work submitted for credit or as partial fulfillment of course requirements must adhere to each center’s specific accepted reference manuals and rules of documentation. Standards of scholarship require that proper acknowledgement be given by the writer when the thoughts and words of another author are used. Students must acquire a style manual approved by their center and become familiar with accepted scholarly and editorial practice in their program. Students’ work must comport with the adopted citation manual for their particular center.

At Nova University, it is plagiarism to represent another person’s work, words, or ideas as one’s own without use of a center-recognized method of citation. Deviating from center standards I(A) (1) or I(A) (2) is considered plagiarism at Nova University.

3. Tendering of Information. All academic work must be the original work of the student. Giving or allowing one’s work to be copied, giving out exam questions or answers, or releasing or selling term papers is prohibited.

4. Acts Prohibited. Students should avoid any impropriety, or the appearance thereof, in taking examinations or completing work in pursuance of their educational goals.

Violations of academic responsibility include, but are not limited to:

a. Plagiarism;
b. Any form of cheating;
c. Conspiracy to commit academic dishonesty;
d. Misrepresentation;
e. Bribery in an attempt to gain an academic advantage;
f. Forging or altering documents or credentials; and
g. Knowingly furnishing false information to the institution.
5. Additional Matters of Ethical Concern. Where circumstances are such as to place students in positions of power over University personnel, inside or outside the institution, students should avoid any reasonable suspicion that they have used that power for personal benefit or in a capricious manner.

B. Conduct Standards

1. Students should not interfere with the rights, safety, or health of members of the University community nor interfere with other students’ right to learn. Students are expected to abide by all University, center, and program rules and regulations and all local, state, and federal laws. Violations of conduct standards include, but are not limited to:
   a. Theft;
   b. Vandalism;
   c. Disruptive behavior;
   d. Possession or use of firearms, fireworks, explosives, or other dangerous substances or items;
   e. Possession, transfer, sale, or use of illicit drugs;
   f. Appearance in class or on campus under the apparent influence of alcohol or illicit drugs or chemicals;
   g. Violations of housing regulations;
   h. Any act or conspiracy to commit an act which is harassing or abusive or which invades an individual’s right to privacy, including, but not limited to, sexual harassment and abuse against members of a particular racial, ethnic, religious, or cultural group;
   i. Threats of or actual damage to property or physical harm to others; and
   j. Failure to pay tuition and fees in a timely manner.

2. Students must have authorization from the University to have access to University documents, data, programs, and other types of information and information systems. Any use of the above without authorization is prohibited.

C. Supplementary Standards

Students are expected to comply with the legal and ethical standards of this institution and those of their chosen field of study, including the code of ethics for computer usage. The University and each center or program may prescribe additional standards for student conduct as would comport with the letter and spirit of this code.
D. Violations

Any violation(s) of any of the academic standards, conduct standards, or supplemental standards may result in a complaint being filed against a student to enforce the Code of Student Conduct and Academic Responsibility. Deans or directors may, in their discretion, immediately suspend students pending a hearing on charges of academic conduct or supplemental standard violations. Any student found guilty of a violation of the academic, conduct, or supplemental standards will be subject to disciplinary action, including expulsion from the University.

Drug-Free Schools and Campuses

In order to comply with the Drug-Free Schools and Communities Act (Pub. L. No. 101-226, Title 34 C.F.R., part 86), Nova University has adopted the following policy for all workplace, school, campus, and field-based programs.

The unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs* and the abuse of alcohol are prohibited in and on Nova University owned or controlled property and as a part of any of its activities. No Nova University employee or student is to report to work or school while under the influence of illicit drugs or alcohol. There are serious health risks associated with the abuse of drugs and alcohol (see attached "Controlled Substances--Uses and Effects"). If you, a fellow student, teacher, or co-worker has a problem with abuse of drugs and/or alcohol, help can be provided at the following locations:

On Campus
Nova University Student Counseling Service
Mailman Building
(305) 475-7552
Nova University Community Mental Health Clinics
Davie................. 475-7070
Lauderhill............. 486-3663
Coral Springs.......... 753-7020

Community
Florida Department of Education
Educational Prevention Center
Knott Building
Tallahassee, Florida 32399
(904) 488-6304
When you use or deal in drugs, you also risk incarceration and/or fines. The attached federal sentencing guidelines indicate federal penalties for trafficking in drugs.

In addition to the federal sanctions, Florida state statutes provide sanctions in regard to the use, possession, and/or sale of illicit drugs and the abuse of alcohol. Punishment varies dependent upon the amount and type of drug and/or alcohol involved. Felony convictions range from one year to life imprisonment. Possession of not less than 20 grams of cannabis is punishable as a misdemeanor of the first degree. Punishment for misdemeanors ranges from less than 60 days to one year imprisonment.

Under §893.13, Florida Statutes, it is unlawful for any person to sell, purchase, manufacture, deliver, or possess with intent to sell, purchase, manufacture, or deliver a controlled substance. Violation of this statute is a felony and is punishable under Chapter 775 of the Florida Statutes.

Under §893.13 (1) (e), Florida Statutes, it is unlawful for any person to sell, purchase, manufacture, deliver, or to possess with the intent to sell, purchase, manufacture, or deliver a controlled substance in, on, or within 1,000 feet of a public or private elementary, middle, or secondary school. Punishment for a violation of this statute may include a minimum three-year imprisonment.

Under §316.1936, Florida Statutes, it is unlawful for any person to possess an open container of alcoholic beverage while operating a vehicle in the state or while a passenger in or on a vehicle being operated in the state. Violation of this law will result in a noncriminal moving traffic violation, punishable as provided in Chapter 318 of the Florida Statutes, with fines and points on a driving record leading to driver's license suspension.

Under §316.193, Florida Statutes, a person is guilty of driving under the influence if such a person is driving or in actual physical control of a vehicle within the state and the person is under the influence of alcoholic beverages or any controlled substance when affected to the extent that his or her normal faculties are impaired or the person has a blood alcohol level of .10 percent or higher. First conviction on such a DUI charge shall
result in a fine not less than $250 or more than $500 and imprisonment not more than six months. A second conviction results in a fine of not less than $500 or more than $1,000 and not more than nine months' imprisonment. Third conviction will result in not less than a $1,000 fine or more than a $2,500 fine and imprisonment for not more than 12 months.

By applying for a driver's license and accepting and using a driver's license, a person holding the driver's license is deemed to have expressed his or her consent to submit to breath, blood, and urine tests for alcohol, chemical substances, or controlled substances. Nova University requires that an employee notify the employer of any criminal drug statute conviction for a violation occurring in the work place no later than five (5) days after such conviction. In order to comply with federal law, Nova University must notify any federal contracting agency within ten (10) days of having received notice that an employee engaged in the performance of a federal contract or grant has had a criminal drug statute conviction for a violation occurring in the work place. Any criminal drug convictions in the work place must be reported by the employee to his or her University supervisor or department head within five (5) days of the date of such conviction. The University will discipline any employee who is so convicted or require the employee's satisfactory participation in a drug/alcohol abuse assistance or rehabilitation program within thirty (30) days of notice of such conviction.

Any Nova University employee or student determined to have violated this policy shall be subject to referral for prosecution by the appropriate authorities. Other sanctions include evaluation/treatment for drug use disorder, which may include mandatory completion of a drug/alcohol abuse rehabilitation program, expulsion, and/or termination.

All Nova University faculty and staff members will, as a condition of their employment, abide by the terms of this policy. All Nova University students will, as a condition of their enrollment, abide by the terms of this policy.

*The term "illicit drugs" refers to all illegal drugs and to legal drugs obtained or used without a physician's order. It does not prohibit the use of prescribed medication under the direction of a physician.

Master's Handbook 44
# Federal Trafficking Penalties

## Quantity Description

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>First Offense</th>
<th>Second Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,000 kg</td>
<td>Marijuana</td>
<td>Not less than 10 years, not more than life. If death or serious injury, not</td>
<td>Not less than 10 years, not more than life. If death or serious injury, not</td>
</tr>
<tr>
<td>or more</td>
<td>Mixture containing detectable quantity</td>
<td>less than 20 years, not more than life. Fine $4 million individual, $10</td>
<td>less than 20 years, not more than life. Fine $4 million individual, $10</td>
</tr>
<tr>
<td>1,000 or more plants</td>
<td></td>
<td>million other than individual.</td>
<td>million other than individual.</td>
</tr>
<tr>
<td>100 kg</td>
<td>Marijuana</td>
<td>Not less than 5 years, not more than 40 years. If death or serious injury,</td>
<td>Not less than 10 years, not more than life. If death or serious injury, not</td>
</tr>
<tr>
<td>to 1,000 kg; or 100-999 plants</td>
<td>Mixture containing detectable quantity</td>
<td>not less than 20 years, not more than life. Fine $2 million individual, $5</td>
<td>less than 20 years, not more than life. Fine $2 million individual, $5 million</td>
</tr>
<tr>
<td>50 to 100 kg</td>
<td>Marijuana</td>
<td>million other than individual.</td>
<td>other than individual.</td>
</tr>
<tr>
<td>10 to 100 kg</td>
<td>Hashish</td>
<td>Not more than 20 years. If death or serious injury, not less than 20 years,</td>
<td>Not more than 30 years. If death or serious injury, life. Fine $2 million</td>
</tr>
<tr>
<td>1 to 100 kg</td>
<td>Hashish Oil</td>
<td>not more than 20 years, not more than life. Fine $1 million individual, $5</td>
<td>individual, $10 million other than individual.</td>
</tr>
<tr>
<td>50-99 plants</td>
<td>Marijuana</td>
<td>million other than individual.</td>
<td></td>
</tr>
<tr>
<td>Less than 50 kg</td>
<td>Marijuana</td>
<td>Not more than 5 years. Fine not more than $4 million individual, $10 million</td>
<td></td>
</tr>
<tr>
<td>Less than 10 kg</td>
<td>Hashish</td>
<td>other than individual.</td>
<td></td>
</tr>
<tr>
<td>Less than 1 kg</td>
<td>Hashish Oil</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Law as originally enacted states 100 gm. Congress requested to make technical correction to 1 kg.  
2. Does not include marijuana, hashish, or hash oil.
## Controlled Substances – Uses & Effects

<table>
<thead>
<tr>
<th>DRUGS’ CSA SCHEDULES</th>
<th>TRADE OR OTHER NAMES</th>
<th>MEDICAL USES</th>
<th>DEPENDENCE</th>
<th>TOLERANCE</th>
<th>USUAL METHODS OF ADMINISTRATION</th>
<th>POSSIBLE EFFECTS</th>
<th>EFFECTS OF OVERDOSE</th>
<th>WITHDRAWAL SYNDROME</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NARCOTICS</strong></td>
<td></td>
<td></td>
<td>Physical</td>
<td>Psychological</td>
<td>(Hours)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Opium</td>
<td>II, III, V</td>
<td>Doyer’s Powder, Paregoric Paracetol</td>
<td>Analgesic, antidiarrheal</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>3-6</td>
<td>Oral, smoked</td>
</tr>
<tr>
<td>Morphine</td>
<td>II, III</td>
<td>Morris, M.S. Cont., Roxanol, Roxanol SR</td>
<td>Analgesic, antitussive</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>3-6</td>
<td>Oral, smoked</td>
</tr>
<tr>
<td>Codeine</td>
<td>II, III, V</td>
<td>Tylenol w/Codn, Robitussin AC, Empirin w/Codn, Florinal w/Codn</td>
<td>Analgesic, antitussive</td>
<td>Moderate</td>
<td>Moderate</td>
<td>Yes</td>
<td>3-6</td>
<td>Oral, injected</td>
</tr>
<tr>
<td>Heroin</td>
<td>I</td>
<td>Diacetyl morphine, Horse, Smack</td>
<td>None</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>3-6</td>
<td>Injected, sniffed, smoked</td>
</tr>
<tr>
<td>Hydromorphone</td>
<td>II</td>
<td>Dilaudid</td>
<td>Analgesic</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>3-6</td>
<td>Oral, injected</td>
</tr>
<tr>
<td>Meperidine (Pethidine)</td>
<td>II</td>
<td>Demerol, Mepergan</td>
<td>Analgesic</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>3-6</td>
<td>Oral, injected</td>
</tr>
<tr>
<td>Methadone</td>
<td>II</td>
<td>Dolophine, Methadone, Methadose</td>
<td>Analgesic</td>
<td>High</td>
<td>High-Low</td>
<td>Yes</td>
<td>12-24</td>
<td>Oral, injected</td>
</tr>
<tr>
<td>Other Narcotics</td>
<td>II, III</td>
<td>Numorphan, Percodan, Percocet, Tylox.</td>
<td>Analgesic, antidiarrheal, antitussive</td>
<td>High-Low</td>
<td>High-Low</td>
<td>Yes</td>
<td>Variable</td>
<td>Oral, injected</td>
</tr>
<tr>
<td></td>
<td>IV</td>
<td>Tussionone, Fentanyl, Darvon, Lomotil, Tawin</td>
<td>Analgesic</td>
<td>High-Low</td>
<td>High-Low</td>
<td>Yes</td>
<td>Variable</td>
<td>Oral, injected</td>
</tr>
<tr>
<td><strong>DEPRESSANTS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chloral Hydrate</td>
<td>IV</td>
<td>Noctec</td>
<td>Hypnotic</td>
<td>Moderate</td>
<td>Moderate</td>
<td>Yes</td>
<td>5-8</td>
<td>Oral</td>
</tr>
<tr>
<td>Barbiturates</td>
<td>II, III, IV</td>
<td>Amytal, Nembutal, Fluronal, Lottusate, Trinal, Seconal, Butisol, Phenobarbital</td>
<td>Anesthetic, anticonvulsant, sedative, hypnotic, anticonvulsant, sedative, hypnotic</td>
<td>High-Medium</td>
<td>High-Medium</td>
<td>Yes</td>
<td>1-16</td>
<td>Oral</td>
</tr>
<tr>
<td>Benzodiazepines</td>
<td>IV</td>
<td>Alivan, Almame, Librium, Restoril, Diazepam, Xanax, Bara, Valium, Tranxene, Versed, Verstran, Halcion, Paxipam</td>
<td>Anxiolytic, hypnotic</td>
<td>Low</td>
<td>Low</td>
<td>Yes</td>
<td>4-6</td>
<td>Oral</td>
</tr>
<tr>
<td>Methaqualone</td>
<td>I</td>
<td>Quaalude</td>
<td>Sedative, hypnotic</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>4-8</td>
<td>Oral</td>
</tr>
<tr>
<td>Glutethimide</td>
<td>III</td>
<td>Doriden</td>
<td>Sedative, hypnotic</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>4-8</td>
<td>Oral</td>
</tr>
<tr>
<td>Other Depressants</td>
<td>III, IV</td>
<td>Equanil, Miltnow, Noludar, Peridex, Valrild</td>
<td>Antianxiety, sedative, hypnotic</td>
<td>Moderate</td>
<td>Moderate</td>
<td>Yes</td>
<td>4-8</td>
<td>Oral</td>
</tr>
<tr>
<td><strong>STIMULANTS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cocaine</td>
<td>II</td>
<td>Coke, Flake, Snow, Crack</td>
<td>Local anesthetic</td>
<td>Possible</td>
<td>High</td>
<td>Yes</td>
<td>1-2</td>
<td>Sniffed, smoked, injected</td>
</tr>
<tr>
<td>Amphetamines</td>
<td>II</td>
<td>Biphetamine, Delcosebe, Desoxyn, Dexedrine, Dextroil, Dietrol</td>
<td>Attention deficit disorders, narcolepsy, weight control</td>
<td>Possible</td>
<td>High</td>
<td>Yes</td>
<td>2-4</td>
<td>Oral, injected</td>
</tr>
<tr>
<td>Phenmetrazine</td>
<td>II</td>
<td>Preludin</td>
<td>Weight control</td>
<td>Possible</td>
<td>High</td>
<td>Yes</td>
<td>2-4</td>
<td>Oral, injected</td>
</tr>
<tr>
<td>Methylyphedrin</td>
<td>II</td>
<td>Ritalin</td>
<td>Attention deficit disorders, narcolepsy</td>
<td>Possible</td>
<td>Moderate</td>
<td>Yes</td>
<td>2-4</td>
<td>Oral, injected</td>
</tr>
<tr>
<td>Other Stimulants</td>
<td>III, IV</td>
<td>Adipex, Cylert, Didrex, Lominal, Meflinox, Pergine, Sanexen, Teplan, Tepalin, Prelut-2</td>
<td>Weight control</td>
<td>Possible</td>
<td>High</td>
<td>Yes</td>
<td>2-4</td>
<td>Oral, injected</td>
</tr>
<tr>
<td><strong>HALUCINOGENS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LSD</td>
<td>I</td>
<td>Acid, Microdot</td>
<td>None</td>
<td>None</td>
<td>Unknown</td>
<td>Yes</td>
<td>8-12</td>
<td>Oral</td>
</tr>
<tr>
<td>Mescaline and Peyote</td>
<td>I</td>
<td>Mesc, Button, Cactus</td>
<td>None</td>
<td>None</td>
<td>Unknown</td>
<td>Yes</td>
<td>8-12</td>
<td>Oral</td>
</tr>
<tr>
<td>Amphetamine Variants</td>
<td>I</td>
<td>2,5-DMA, PMA, STP, MDMA, MDMA, TMA, DOM, DOB</td>
<td>None</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Yes</td>
<td>Variable</td>
<td>Oral, injected</td>
</tr>
<tr>
<td>Phencyclidine</td>
<td>II</td>
<td>PCE, Angel Dust, Hog</td>
<td>None</td>
<td>Unknown</td>
<td>High</td>
<td>Yes</td>
<td>Days</td>
<td>Smoked, oral, injected</td>
</tr>
<tr>
<td>Phencyclidine Analogues</td>
<td>I</td>
<td>PCE, PCPy, TCP</td>
<td>None</td>
<td>Unknown</td>
<td>High</td>
<td>Yes</td>
<td>Days</td>
<td>Smoked, oral, injected</td>
</tr>
<tr>
<td>Other Hallucinogens</td>
<td>II, IV</td>
<td>Bufotenine, Ibogaine, DMT, DET, Psilocybin, Psilocyn</td>
<td>None</td>
<td>None</td>
<td>Unknown</td>
<td>Possible</td>
<td>Variable</td>
<td>Smoked, oral, injected, sniffed</td>
</tr>
<tr>
<td><strong>CANNABIS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marijuana</td>
<td>I</td>
<td>Pot, Acapulco Gold, Grass, Reeler, Sinsemilla, Thal Sticks</td>
<td>None</td>
<td>Unknown</td>
<td>Moderate</td>
<td>Yes</td>
<td>2-4</td>
<td>Smoked, oral</td>
</tr>
<tr>
<td>Tetrahydrcannabinol</td>
<td>II</td>
<td>THC, Marinol</td>
<td>Cancer chemotherapy antineuaseant</td>
<td>Unknown</td>
<td>Moderate</td>
<td>Yes</td>
<td>2-4</td>
<td>Smoked, oral</td>
</tr>
<tr>
<td>Hashish</td>
<td>I</td>
<td>Hash</td>
<td>None</td>
<td>Unknown</td>
<td>Moderate</td>
<td>Yes</td>
<td>2-4</td>
<td>Smoked, oral</td>
</tr>
<tr>
<td>Hashish Oil</td>
<td>I</td>
<td>Hash Oil</td>
<td>None</td>
<td>Unknown</td>
<td>Moderate</td>
<td>Yes</td>
<td>2-4</td>
<td>Smoked, oral</td>
</tr>
</tbody>
</table>

1 Designated a narcotic under the CSA
2 Not designated a narcotic under the CSA
Smoking and Nonsmoking

In accordance with the Florida Clean Indoor Air Act, the University has established the following policy.

The areas listed below must be designated as nonsmoking areas:

   Classrooms
   Restrooms
   Water fountain areas
   Elevators
   Libraries
   Public conference and seminar rooms

Each center and department has the discretion of designating the following areas as smoking or nonsmoking areas:

   Private offices
   Lounges
   Private conference and meeting rooms
   Open work areas—if all employees who are routinely assigned to work in that area at the same time agree

Centers and departments shall post their smoking policy in a conspicuous location. Individual policies shall contain the nonsmoking areas that have been designated, as well as the discretionary smoking areas.

Alcohol and Other Drugs

Nova University, as an institution of higher education, is dedicated to the well-being of all members of the University community—students, faculty, staff, and administrators. Concerned with the misuse of alcohol and other drugs (both licit and illicit), it is the policy of the University to endeavor to prevent substance abuse through programs of education and prevention.

The University recognizes alcoholism and drug abuse as illnesses or treatable disorders, and it is the University's policy to work with members of the university community to provide channels of education and assistance. However, it is the individual's responsibility to seek help. The University also recognizes that the possession and/or use of certain substances is illegal, and the University is obligated to comply with local, state, and federal laws.
1. While on campus or engaged in any University related activity, members of the University community must be in a fit condition to perform appropriately. Being under the influence of alcohol and/or drugs is prohibited and may subject the individual to disciplinary action including the possibility of dismissal.

2. Employees will be evaluated only on their work performance. If alcohol consumption or the use of any other drug affects an employee's performance, assistance is available. However, if an employee's performance continues to deteriorate, the University will discipline the employee based on his or her job performance. Poor job performance will lead to discharge.

3. Professional assistance for substance abuse is given on a confidential, professional, and voluntary basis. The purpose of this assistance is to help the individual member of the University community who has a substance abuse problem lead a productive work and/or academic life free of substance abuse.

4. Members of the University community who engage in any illegal activity involving alcohol or other drugs are subject to dismissal.

Substance Abuse Awareness, Education, and Prevention

Nova University's activities in substance abuse awareness, education, and prevention exist to encourage members of the University community to avoid the use of illicit drugs, to use alcohol and other licit drugs in a responsible manner, and to avert the need for direct intervention. The specific goals of the program are the following:

- To educate all members of the community that the use and possession of certain substances are illegal and may result in adverse consequences
- To inform members of the University community concerning the physical and psychological effects of alcohol and other drugs and to develop an awareness of potential problems that can result from the use of these substances
- To support those who choose not to drink alcohol or to use other drugs
- To teach those who choose to drink alcohol to do so responsibly
- To help those who abuse alcohol or other drugs.

In order to achieve these goals, the University operates and/or engages in the following programs and activities:
1. Alcohol and Drug Resource Center. The Resource Center is directed by an existing staff member. Additional staff consists of student employees, practicum students, and/or student volunteers. The center has the primary responsibility for the University's prevention and education programs. It coordinates the various activities and serves as a clearinghouse for alcohol and drug information. Each academic center designates a contact person who works with the Resource Center staff to disseminate information within their centers.

2. Advisory Committee. This is a group of administrators, faculty, and student leaders who are appointed by the vice-president for academic affairs to serve as advisers and resource persons. The committee is chaired by the director of the Alcohol and Drug Resource Center. The group meets monthly to discuss and develop program plans and activities.

3. Alcohol and Drug Awareness Activities. Under the direction of the Resource Center, there are regular and ongoing activities designed to disseminate information about alcohol and drug use. The audience of the information is all students, employees, and faculty of the University, both on and off campus. The awareness activities can include posters, media campaigns, films, exhibits, and literature. The University supports the National Alcohol Awareness Week and schedules activities at that time to promote awareness on campus.

4. Student Organizations. The student governments are encouraged to establish chapters of organizations such as BACCHUS (Boost Alcohol Consciousness Concerning the Health of University Students) and SADD (Students Against Drunk Driving).

5. Alcohol and Drug Workshops are provided for student leaders and for employees as part of the University's staff development program. These workshops provide the opportunity for participants to discuss the information they receive. Student leaders are required to complete such workshops before they can plan parties that involve drinking.

6. Academic Courses. Several academic centers have put identifiable units on alcohol and drugs into appropriate existing courses. Additionally, several academic centers have established elective courses in substance abuse and/or recommend students to take such courses in other centers. Assistance is available to the academic centers from the Alcohol and Drug Abuse Resource Center to ensure the substance abuse content of courses is consistent with University policies.

7. Orientation. Academic centers include information on drugs and alcohol in the orientation sessions and materials for new students. The orientation provides a
general orientation to the problems of substance abuse and includes a statement of the University’s policy on drugs and alcohol. The information is presented in a positive manner. The Resource Center works with the academic centers to prepare the materials presented.

Communicable Diseases Policy Guidelines

It is the intent of the University to protect students and employees from exposure to communicable diseases that pose reasonable risk of harm to members of the University community. It is also the intent of the University to protect the rights of those infected with a communicable disease pursuant to the Sick Leave Policy of the University. Employees and students of the University who do become infected with a communicable disease are subject to the guidelines listed below.

All employees diagnosed with any communicable disease will receive the same benefits and privileges extended to any employee under the Sick Leave Policy and shall be afforded confidentiality for all related issues.

The University will be flexible in its response to incidents of communicable disease, evaluating each occurrence in light of this policy and current available medical information.

Guidelines

1. For the purpose of this policy, the term "employee" shall include all persons employed by the University, either full time or part time, including adjuncts and off-site coordinators, but shall not include the following persons:
   
a. Members of the Board of Trustees
   
b. Guest lecturers
   
c. Vendors

The term "student" shall include all persons enrolled at the University, either part time or full time, from preschool through graduate studies.

The term "infected person" shall include students and employees who have been medically diagnosed as infected with a communicable disease.

In the event that any employee, administrator, or student has a concern about the potential for the spread of a communicable disease within the University community, those concerns should be brought to the assistant director of human
resources for review consistent with the current available information on the spread of the particular communicable disease. After review and evaluation of the concerns, if there appears to be a reasonable likelihood of the spread of the disease within the University community by an infected person, the assistant director of human resources will, after notification of the issues presented to the University president, contact the Broward County Health Department for recommendations of appropriate action consistent with state law.

The University will make available to its employees and students information about the transmissibility of communicable diseases and precautions that can be taken to prevent the spread of various communicable diseases.

2. An infected person can continue to work and study so long as he or she is able to continue to perform regular responsibilities satisfactorily and so long as the best available medical evidence indicates that his or her continued status does not present a health or safety threat to self or others. Infected employees with diseases that threaten the safety of others are eligible for the same leave of absence provisions of current University policy for sick or annual leave.

3. An infected person returning to work or school after a leave of absence for reasons related to a communicable disease must provide a statement from his or her treating physician indicating current medical status. An employee shall submit the physician's statement to the director of human resources or a delegated representative. Students shall submit their statement to their program dean.

4. Within reason, the University shall make accommodations to the infected persons, whenever possible, to ensure continuity in employment or in the classroom. Such measures may include, subject to administrative limitations, job reassignment or class reassignment to place the infected person in a less demanding position.

5. No infected person (employee or student) may be dismissed from the University solely on the basis of a diagnosis of an infection of a contagious disease. A decision to dismiss or discharge will only be made after reasonable accommodation has been attempted and an examination of facts demonstrate that the infected person can no longer perform as required or poses a reasonable threat to the health and safety of those around him or her.

6. Disciplinary measures are available to the University when any employee fails or refuses to work at his or her assigned job with an infected person who has not been deemed to pose a present health or safety threat to self or to others. Student disciplinary measures shall range from counseling to expulsion.
7. As with any medical condition, employees must not disclose information regarding another employee or student to anyone except those employees with a medical or administrative need to know. The University shall take every precaution to ensure that confidentiality is maintained. Breach of such confidentiality by any employee shall result in disciplinary action.

**Policy on Sexual Harassment**

It is the intent of Nova University to protect all employees and students from sexual harassment. Sexual harassment is a violation of Title VII. Sexual harassment undermines the integrity of the employment and academic environment, debilitates morale, and interferes with the effectiveness of employees and students. In accordance with Equal Employment Opportunity Commission-promulated guidelines, unwelcome sexual advances, unwanted requests for favors of a sexual nature, and any other verbal or physical conduct of a sexual nature are considered sexual harassment if:

a. Explicit or implicit submission to sexual overtones is made a term or condition of employment.

b. Employment decisions are made on the basis of whether submission to or rejection of sexual overtones occurred.

c. An individual’s work performance is unreasonably interfered with by a sexually intimidating, hostile, or offensive atmosphere.

A. At Nova University, sexual harassment of or by employees includes:

1. Unwelcome or unwanted sexual advances. This includes unwelcome physical contact or sexual advances considered unacceptable by another individual.

2. Requests or demands for sexual favors. This includes subtle or blatant pressures or requests for any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequence concerning one’s employment status.

3. Verbal abuse that is sex-oriented or considered unacceptable by another individual, as well as sexually derogatory comments. This includes commenting about an individual’s body or appearance when such comments go beyond mere courtesy; telling jokes that are clearly unwanted and considered offensive by others; or other tasteless, sexually-oriented comments or innuendoes or actions that offend others.
4. Engaging in any type of sexually-oriented conduct that would unreasonably interfere with another's work performance. This includes extending unwanted sexual attention to someone that reduces personal productivity or time available to work at assigned tasks.

5. Creating a work environment that is intimidating, hostile, or offensive because of unwelcome or unwanted sexually-oriented conversations, suggestions, requests, demands, physical contacts or attentions.

Nova University will not tolerate sexual harassment. Sexual harassment is an insidious practice. It demeans individuals being treated in such manner and creates unacceptable stress for the entire organization. Persons harassing others will be dealt with swiftly and vigorously.

Normal, noncoercive interaction that is acceptable to both parties is not considered to be sexual harassment.

All allegations of sexual harassment of or by an employee, client, or vendor will be promptly and thoroughly investigated by the Human Resources Department and should be reported promptly to the director of human resources.

B. At Nova University, sexual harassment by employees of students is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made to appear to be a term or condition of enrollment, attendance, or participation in a class;

2. Submission to or rejection of such conduct affects academic decisions; or

3. Such conduct has the purpose or effect of unreasonably interfering with a student's academic performance or creating an intimidating, hostile, or offensive academic environment;

4. Unwelcome patting, pinching, or touching;

5. Offensive or demeaning sexual remarks, jokes, or gestures.

Students aggrieved by a violation of this policy may file a grievance under their center's grievance procedure.
Any employee who violates any portion of this policy shall be subject to disciplinary action.

At Nova University, romantic and sexual relationships between a faculty member and a student are subject to the prohibition against sexual harassment.

Romantic or sexual relationships between a faculty member and a student then enrolled in the faculty member's class (including supervised student activities for which academic credit is given) may appear to be coercive and are discouraged. Even when no coercion is present, such relationships create an appearance of impropriety and favoritism that can impair the academic experience of all students in that class. It is, therefore, improper conduct for a faculty member to engage in a romantic or sexual relationship with a student then enrolled in the faculty member's class.

**Privacy of Records**

Nova University maintains a system of records that includes application forms, letters of recommendation, admission test scores, and transcripts of students' previous academic records and performance while in residence. These records are available for review by present and former students upon written request to the registrar's office. However, the registrar will not release transcripts of students' academic records until all their accounts, both academic and nonacademic, have been paid.

The law limits access by and disclosure to a third party. Such access is given only upon consent of the student or if required by law, except for the following information, which may be released as directory information: a) student's name; b) dates of attendance; c) degree and awards received. Requests for such information must be submitted in writing to the registrar. The University reserves the right to refuse the above information if the reason for the request is not considered to be a sufficient need to know.

Any student or parent not wishing to have this information disclosed should notify the Office of the University Registrar in writing prior to September I of the relevant school year. A person does not have the right of access to educational records until he or she has been admitted to and has actually begun attending Nova University. There is no prohibition from disclosing such information to the parents of students who are listed on their parents' federal income tax forms.

Parents or eligible students will be provided a hearing by the University if they wish to challenge the content of the record. If they are still not satisfied, the parents or eligible students may add explanatory or rebuttal matter to the record.
If the students or parents are denied access to a hearing or if the records are alleged to have been illegally disclosed to a third party, the students or parents may file a complaint with the U.S. Department of Education.

Reservation of Power

Nova reserves the right to amend, modify, add to, or delete its rules, policies, and procedures affecting its institutional relationship with students as deemed necessary by the administration. Any such amendment, modification, addition, or deletion shall not be considered a violation of the relationship between the University and the student. Such right includes modification to academic requirements, curriculum, tuition, and/or fees when in the judgment of the administration such changes are required in the exercise of its educational responsibility.

Student Appeals and Grievances

The purpose of the Student Appeal and Grievance Procedure is to provide for the orderly resolution of problems arising out of a student complaint concerning a policy, procedure, or administrative action of Nova University.

Prior to initiating an appeal/grievance procedure the student must first meet with the particular faculty member or administrator and attempt to resolve the matter informally. If this does not result in an acceptable resolution, the student shall bring the matter to the attention of the appropriate administrative office where attempt at informal resolution will be continued. This must be done within 30 days following the occurrence of the situation causing the appeal/grievance. Should this process fail to bring about an acceptable resolution of the problem, the student must next request intervention through the Dean of the Center for Psychological Studies.

Appeal Procedure

1. The student shall file a written appeal with the Dean of the Center for Psychological Studies. This document should contain a concise statement of all relevant facts including the particular manner in which a student believes he/she was mistreated.

2. Upon receipt of a written appeal, the Dean of the Center shall review the appeal to determine whether the appeal presents a complaint upon which action should be taken. The Dean will respond within five working days upon receipt of the appeal petition.
a. If the Dean decides that no action should be taken, the appeal procedure will be terminated and a brief written explanation will be submitted to the student.

b. If the Dean decides that a hearing should occur to determine whether the alleged conduct stated in the appeal should result in some action concerning the complaint, the Dean of the Center shall bring the complaint before the School’s Administrative Committee which will function as an appellate board. The Board will conduct a substantive review regarding all facts pertinent to the case and will render a decision to uphold or negate the original decision. The Board may, at its discretion, request that a committee be established in order to fact find and further investigate the allegations.

3. If the student believes there have been any procedural irregularities within the appeal process, such irregularities must be addressed in writing to the Dean within five (5) days of the notification of determination of the Appellate Board. The Dean upon review, will notify the student of his determination. If any irregularities have occurred the Dean will return the appeal to the Appellate Board for consideration consistent with the process described in the Handbook.

4. The Appeals Board’s decision shall be final. However, either party shall have the right to contest any Committee final decision by contesting before Broward County Court of Competence Jurisdiction that such a decision was arbitrary or capricious.

Any suit filed pursuant to this procedure shall be filed in Broward County, Florida and the laws of Florida shall control.
IV. Miscellaneous Policies and Procedures

Graduation Procedures

A student who has completed all requirements for the master's degree must complete a degree application form, obtainable from the Registrar's office, and pay a fee. The application must be cleared by four people. The Comptroller attests that all bills and fees due to the University have been paid. The Librarian indicates that all books have been returned and all library fees paid. The Dean verifies that all degree requirements are completed. The Registrar also signs the form.

When cleared, the application is presented to the Board of Trustees for the awarding of the degree. The actual diploma is mailed to the student within six to eight weeks after the degree is conferred.

Graduation exercises for Nova University take place each summer. Students who are, or expect to be, eligible to participate in graduation exercises will be contacted ahead of time by the Registrar's Office with information about date, time, and cap and gown fees.

State of Florida Licensure for Mental Health Counselors

On October 1, 1987, the State of Florida enacted new legislation (Chapter 491, Florida Statutes) that governs licensure requirements for Mental Health Counselors. Students interested in licensure should request in writing a copy of licensure requirements from the:

Department of Professional Regulation
Northwood Centre
1940 North Monroe Street
Tallahassee, Florida 32399-0750
(904) 487-2520

Individual eligibility should be verified periodically through careful review of the state licensure regulations, which are subject to change.
State of Florida Certification in Guidance and Counseling

For State of Florida certification in Guidance and Counseling (Pre-K through 12), coursework in the Master’s Program in School Guidance and Counseling is approved by the Florida Department of Education under Plan 2, Rule 64-4.0181, Florida Statutes. Students are responsible for verifying requirements for certification in guidance and counseling with their local school board certification office or with the Department of Education. State of Florida approval for certification does not necessarily apply to certification requirements in other states.

Professional Organizations

Students are urged to join psychological organizations, as soon as possible, so that they will develop professional involvement early in their careers. The American Psychological Association (APA), the American Association for Counseling and Development and the Florida Mental Health Association are the most relevant organizations for Master’s students to join. Students should give consideration to becoming members of them prior to joining other organizations.

Main Campus Library Services

The Einstein Library on the main campus houses the University’s collection of psychology journals, microfilm, and books. To borrow materials, a student must show a current Nova University ID card. A maximum of 6 books may be borrowed at one time for up to 4 weeks. Journals may be xeroxed, in accordance with the copyright law, but may not be circulated.

A new service provided by the Einstein Library is now available to field-based students residing north of Broward County. The books in the Einstein Library are available by mail. Students in the master’s program may call 24 hours a day to make requests. Voice mail is available during the hours when the staff is not in the office. Books are mailed First Class and could be received in three to four days. For further information on this service, please contact: Off-campus library services, 305-475-7508 or 1-800-541-6682, Ext. 7508.

The journal collection is fairly complete for the last 20 years and the School has been diligently building the psychology holdings. In addition, the University has established arrangements to assist students and faculty in securing additional library resources. The Interlibrary Loan Program provides access to the resources of other libraries throughout the United States and Canada. The Dialogue information retrieval service offers students and faculty...
the processing power of the computer to assist in retrieval of information. It gives the researcher control in storing, retrieving, and reviewing abstracts and citations on specific subject matter. Information about Interlibrary Loan and The Dialogue Information Retrieval service may be obtained from the library.

After each course, faculty/course evaluation forms are distributed in each class. The student is requested to give anonymous opinions regarding class content, texts, examinations, and instructor or supervisor performance. Information from faculty/course evaluations is used to monitor courses and to assess faculty merit.

V. Center Organization

The Center for Psychological Studies, first organized in 1967, is primarily concerned with psychology and mental health.

In addition to the Ph.D. and Psy.D. programs in clinical psychology, the Center offers the Master of Science programs in mental health counseling and school guidance and counseling; post-doctoral training in psychoanalysis and psychotherapy; continuing education workshops for professionals in mental health; and respecialization programs for doctoral level psychologists desiring to become clinicians.

A brief description of the service programs operated by Nova University, Center for Psychological Studies follows:

The Center for Psychological Studies runs a publicly funded, nonprofit outpatient mental health facility funded cooperatively by the Florida Department of Health and Rehabilitative Services (HRS), Broward County, Nova University, and United Way. Services are available to all residents of western Broward County including adults, children, adolescents, and elderly clients, regardless of race, creed, color, or national origin. Over 3,300 clients are served per year. The services offered by the Community Mental Health Center include:

Nova University Community Mental Health Center

Outpatient Services

The Center for Psychological Studies runs a publicly funded, nonprofit outpatient mental health facility funded cooperatively by the Florida Department of Health and Rehabilitative Services (HRS), Broward County, Nova University, and United Way. Services are available to all residents of western Broward County including adults, children, adolescents, and elderly clients, regardless of race, creed, color, or national origin. Over 3,300 clients are served per year. The services offered by the Community Mental Health Center include:

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Special Clinical Services

Clinical Biofeedback. Located at all clinic sites, this unit was established to provide treatment to individuals with a variety of somatic and tension-related disorders. Treatment is applicable to a broad spectrum of complaints including tension and migraine headaches, TMJ, anxiety, phobias, bruxism, chronic and acute pain, Raynaud's disorder, and essential hypertension. The equipment utilized is computer-based, state-of-the-art physiological monitoring systems. Biofeedback-facilitated relaxation training is often used as an adjunctive technique to other conventional therapies. Training on these techniques is offered to students through courses, practicums and research opportunities.

Screening/referral
Individual therapy
Marital/family therapy
Child/adolescent therapy
Group therapy
Chemotherapy
Medication management
Psychiatric evaluation
Psychological evaluation
Consultation/education
Aftercare/case management
Crisis management
Community education

The clinical staff consists of professionals in psychology, psychiatry, social work, mental health counseling, nursing, and education. The Community Mental Health Center maintains clinic sites on the main campus, in Lauderdale Lakes, and in Coral Springs.

Within the Community Mental Health Center students receive practicum training. Over 25 doctoral and five master's practicum slots, together with three Internship placements, are provided for students at the clinics. In addition, doctoral students may be hired to provide clinical services on a part-time basis. Supervision is provided by staff of the clinics and by faculty.
Child and Adolescent Anxiety Disorder Clinic (CAADC). This clinic, located at the Coral Springs site, offers assessment and treatment services to school-aged children (5-18 years) with anxiety disorders, such as separation anxiety, phobias, and obsessive-compulsive disorder. The School Phobia Program is a specialized program within the CAADC that focuses on the behavioral treatment of children who suffer from anxiety-based school refusal. Pharmacological intervention, as an adjunct to behavioral treatment, also is offered when indicated. Students can participate in both clinical service delivery (through practicum placement) and research.

Family Violence Clinical Research Program. The Family Violence Clinical Program is a specialized program providing high-level service through the Nova University clinic system. The program provides clinical training experience to doctoral students in the area of family violence, primarily spouse abuse. Clinical requirements of practicum students include conducting standardized assessment procedures and providing crisis, short-term, and longer-term intervention. Other requirements include maintaining client records and participation in supervision and other training experiences. Although the practicum experience focuses on the problem of family violence, intervention procedures address a broad base of individual, couple, and family clinical issues. Up to nine practicum students are placed within the program each year. The Family Violence Program also maintains a clinical research component.

Neuropsychological Services. The Neuropsychology Service is a component of the Nova University Health Psychology Center. The goals of the service are to diagnose disorders of the central nervous system, to provide consultation on the etiology, rate of progression, and prognosis of known or suspected cerebral pathology, and to offer recommendation or referral for the patient’s treatment. Examples of typical referrals include differential diagnosis of organic vs. functional psychiatric symptoms; differential diagnosis of dementia vs. depression; evaluation to determine cognitive, emotional, or behavioral symptoms subsequent to head injury; diagnosis of learning disability, attention deficit hyperactivity disorder, or mental retardation; documentation of known cognitive deficits for litigation; determination of mental competence; diagnosis of Alzheimer’s disease, seizure disorders, multiple sclerosis,
stroke, and organic mood syndrome; evaluation of headache; determination of appropriate school placement; and identification of malingering or symptom exaggeration. Referrals generally come from physicians, mental health professionals, educators, and attorneys. Students are assigned to the service for 12-month rotations. Training and experience are provided in diagnostic interviewing, conducting, and interpreting neuropsychological examinations and in report preparation.

**Pediatric Psychology Specialty Clinic (PPSC).** PPSC provides pediatric patients and their families with specialized psychological services such as (1) to children with acute, chronic, and/or genetic medical disorders who are exhibiting a psychological reaction directly related to the medical group; (2) to children and adolescents who have physical symptoms as a function of behavioral and psychological problems; and (3) to children who are experiencing psychological problems and physical complaints due to suffering some trauma. Psychological assessment and treatment services for their patients include pain and fear management procedures; depression and anxiety treatment; adjustment disorders therapy; medical noncompliance treatment; elimination disorders programs; eating disorders treatment; and pain complaints and psychosomatic illness therapy. Students can participate in both clinical service delivery (through practicum placement) and research.

**Personnel Psychology Program.** This specialty clinic provides psychological services to organizations, seeks to develop research-based innovations, and offers training opportunities for students. In addition to its general mission of serving mental-health needs in organizations, it has a special mission in police and public safety psychology. Program services include psychological evaluation (pre-employment, promotional, and fitness-for-duty), early identification of and intervention with psychologically distressed or at-risk employees, cooperation with Employee Assistance Programs, and training workshops. Students' involvement in services and in research prepares them to provide for the mental-health needs of organizations in the future.
Sport Psychology Program. This program is the first such program in the United States that is in a university psychology department and that offers an outreach program to the athletic community in the area. The Sport Psychology curriculum provides coursework and practical experience designed to prepare the clinician to treat the special and often serious problems faced by athletes. Students will have the opportunity to work with athletes; this supervised work will enable students to gain practical experience to augment their academic training. In addition, students will have the opportunity to participate in sport psychological research. Areas of particular interest to the program include the study of slumps and momentum in sports, the use of hypnosis and mental imagery to enhance athletic performance, and the prevention and treatment of eating disorders and substance abuse in sports.

Student Counseling Services. The Student Counseling Services offers psychological support services for Nova College and the Shepard Broad Law Center for students exhibiting a wide range of problems such as depression, anxiety, substance abuse, eating disorders, etc. Counseling on academic issues is offered; psychological testing is administered and an ongoing group for women who have been sexually abused is conducted. Also offered is a stress inoculation program designed to assist students in managing anxiety related to examinations. Practicum placements are available as well as opportunities for research endeavors.

Survivors of Sexual Abuse Program. The Survivors of Sexual Abuse Program provides clinical services at all locations of the Nova University Community Mental Health Center. The program serves adolescents and adults who were sexually abused as children and/or who suffer from dissociative disorders. Since dissociative disorders are a common result of childhood sexual abuse, the program accepts individuals with dissociative disorders for treatment even if they have no history or memory of sexual abuse. Available clinical services include psychological evaluation and testing, individual psychotherapy, group therapy, couples therapy, and family therapy. Up to six doctoral students receive clinical training in practicum placement at the program each year. Students can also participate in ongoing clinical research.
This program within Nova University’s Community Mental Health Center is publicly funded by the Florida Department of Health and Rehabilitative Services and the United States Department of Housing and Urban Development. It provides comprehensive services to people 55 years of age or older who have a mental or emotional illness or concurrent psychiatric and substance abuse problems (dually diagnosed).

The Geriatric Institute, a 62-bed facility, offers a continuum of inpatient/residential services that are available depending on the needs of the client. All the residences are designed and operated to provide a warm, family atmosphere where daily living and interpersonal skills are learned and practiced. The Day Treatment/Social Rehabilitation program serves more than 200 clients annually. Here, clients participate in groups and classes including: art, music and movement therapy, current events, coping and self-esteem skills, and adult living skills geared to their individual needs. The Family Support Group meets each month and offers support, counseling, and information to families and friends of our members.
### Faculty Professional Interests

<table>
<thead>
<tr>
<th>Name</th>
<th>Institution</th>
<th>Interests</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nathan H. Azrin, Ph.D., ABPP</td>
<td>Harvard University, Professor</td>
<td>Depression; marital and couple counseling; nervous habits; muscular tics; stuttering and dysfluencies; self-injurious behavior; toilet training; vocational counseling and placement; alcoholism; retardation; employee motivation and staff management; rehabilitation of brain-injured; insomnia; drug addiction; bulimia; behavior therapy.</td>
</tr>
<tr>
<td>David F. Barone, Ph.D.</td>
<td>University of California, Santa Barbara, Associate Professor</td>
<td>History and theory of psychology; personal and social resources in coping with stress; self-evaluation, self-deception, and motivation; assessment strategies and validation; organizational selection and stress evaluation, especially in law enforcement and management.</td>
</tr>
<tr>
<td>William J. Burns, Ph.D., ABPP</td>
<td>University of North Dakota, Associate Professor</td>
<td>Child-clinical, developmental, and pediatric psychology; pre- and perinatal effects of drug abuse; longitudinal outcomes of neuropsychological abnormalities at birth.</td>
</tr>
<tr>
<td>Frank A. De Piano, Ph.D.</td>
<td>University of South Carolina, Associate Professor</td>
<td>Hypnosis; neuropsychology; community psychology; development of models for professional training of psychologists.</td>
</tr>
<tr>
<td>William I. Dorfman, Ph.D.</td>
<td>Ohio State University, Associate Professor</td>
<td>Community mental health; short-term approaches to psychotherapy; eclectic approaches to individual and marital psychotherapy; psychodiagnosis, objective personality measurement with the MMPI and MMPI-2; role of families and primary caretakers in the treatment and rehabilitation of the chronically and severely mentally ill.</td>
</tr>
<tr>
<td>Mary Ann Dutton, Ph.D.</td>
<td>University of Utah, Associate Professor</td>
<td>Family violence including assessment and intervention with spouse abuse and sexual assault victims, forensic evaluation and expert witness testimony on behalf of battered women, rape trauma victims, and child sexual abuse victims; sexual exploitation of clients by psychotherapists; behavioral assessment; marital and family assessment and intervention.</td>
</tr>
</tbody>
</table>
Bernard Eingold, Ph.D.  University of Florida, Professor. Individual psychotherapy; marital and couple therapy; psychodiagnosis.

Jan Faust, Ph.D.  University of Georgia, Assistant Professor. Pediatric and child-clinical psychology. Childhood adjustment to chronic diseases (e.g. Turner's Syndrome and cancer), psychosomatic disorders, eating disorders, child abuse and preparation of children for invasive medical procedures; child treatment outcome research.

Ellen Girden, Ph.D.  Northwestern University, Professor. Experimental psychology; statistics, research design, learning, history, psychological aspects of diabetes.

Steven N. Gold, Ph.D.  Michigan State University, Associate Professor. Adult survivors of sexual abuse; dissociative disorders; substance abuse; interpersonal, family, system psychotherapy; hypnotherapy; psychological assessment; personality theory; psychopathology; moral and personality development; adolescent and adult development.

Pamela A. Hall, Psy.D.  Florida Institute of Technology, Assistant Professor. Child-clinical psychology, Attention Deficit Hyperactivity Disorder (multi-model approach); childhood adjustment to traumatic events; adolescent disorders; treatment of children raised in homes with a parent diagnosed with schizophrenia; minority issues.

Michael Hershorn, Ph.D.  Syracuse University, Assistant Professor. Individual, marital, group psychotherapy supervision and training; police psychology; family violence and anger control workshops; alcohol and substance abuse.

Philinda Hutchings, Ph.D.  University of Kansas, Assistant Professor. Sexual assault and Post-Traumatic Stress Disorder, depression, major and chronic psychiatric disorders, psychodiagnostic assessment, individual and group psychotherapy.

Robert Kabacoff, Ph.D.  University of Missouri-St. Louis, Associate Professor. Family assessment and treatment; adult psychopathology; multivariate statistics; computer applications; research methodology.
Alan D. Katell, Ph.D.  West Virginia University, Associate Professor.  Childhood and adult obesity, including a focus on eating and exercise behaviors; psychological and environmental influences on job stress; psychological factors in cardiac rehabilitation; exercise promotion and maintenance; health risk factor assessment and reduction; coping with handicaps; behavioral medicine.

Robert Lane, Ph.D., ABPP  New York University, Resident Psychoanalytic Scholar.  Psychopathology; diagnosis; difficult patients; psychoanalysis; psychotherapy and supervision.

Cynthia Last, Ph.D.  State University New York at Albany, Professor.  Anxiety disorders; child psychopathology; DSM diagnosis; behavior therapy.

Wiley Mittenberg, Ph.D.  Chicago Medical School, Assistant Professor.  Neuropsychology of aging and age related dementia; memory function in cortical and subcortical dementias; neuropsychology of head injury.

Doil D. Montgomery, Ph.D.  West Virginia University, Professor.  Applied psychology; clinical applications of biofeedback; psychological intervention; techniques for chronic and acute pain conditions; self-regulations of dysfunctional physiological systems; and professional development of biofeedback therapists.

Timothy R. Moragne, Psy.D.  Wright State University, Associate Professor.  Minority issues; health psychology; community psychology; human sexuality; psychological aspects of AIDS; AIDS and minorities.

Bady Quintar, Ph.D., ABPP  University of Kentucky, Professor.  Projective techniques; psychoanalytic psychotherapy; ego psychology; postdoctoral training.

Leo J. Reyna, Ph.D.  University of Iowa, Professor.  Behavior analysis, therapy and theory; social skills training; anxiety, depression and anger management; research on common factors in therapy, e.g., "trust," "warmth," "empathy," and other relationship issues; the role of verbal events in therapy and theory; research on iatrogenic vs. motivational features in maintaining client involvement in therapy.
Leonard Roth, Ph.D., ABPP  
Rutgers, The State University of New Jersey, Associate Professor. Marital therapy; clinical consultation, administration, and supervision; short-term psychotherapy.

Barry A. Schneider, Ph.D.  
Columbia University, Associate Professor. Psychodiagnosis and personality evaluation; individual psychotherapy; childhood psychoses; gerontology; borderline personality phenomena; and medical psychotherapy.

A. Eugene Shapiro, Ph.D., ABPP  
New York University, Professor. Analytic psychotherapy; psychological aspects of low back pain; health services delivery systems; third party reimbursement for mental health services.

Jim Taylor, Ph.D.  
University of Colorado, Assistant Professor. Psychology of sport, health, and exercise; mental training for performance enhancement; psychological predictors of performance; self-efficacy and attributional styles in sports performance; slumps and momentum in sports; professional issues in sport psychology.

Professor Emeritus

Richard Sanders, Ph.D.
Robert Weitz, Ph.D.
<table>
<thead>
<tr>
<th>Name</th>
<th>Institution</th>
<th>Professional Interests</th>
</tr>
</thead>
<tbody>
<tr>
<td>Betty Ann Badger, Ed.D.</td>
<td>Nova University</td>
<td>Depression and anxiety conditions of adults; marital, couple, and family counseling; short-term crisis counseling; assessment and treatment for depressions of older adults; confidence building therapies for women; mental health information and education for community groups.</td>
</tr>
<tr>
<td>Sandy Bernstein, Ph.D.</td>
<td>University of Georgia</td>
<td>Depression, family and marital therapy; anxiety disorders; co-dependence issues; forensic psychology and psychological evaluation.</td>
</tr>
<tr>
<td>Frank E. Binford, Ph.D.</td>
<td>University of Iowa</td>
<td>Child advocacy; development of career guidance curricula; career education; urban educational opportunities for low socioeconomic families; fair evaluation of students.</td>
</tr>
<tr>
<td>Etta Breit, Ph.D.</td>
<td>University of Pennsylvania</td>
<td>Individual and group therapy with female survivors of sexual trauma; sex therapy with couples.</td>
</tr>
<tr>
<td>Jo B. Brooke, Ph.D.</td>
<td>University of Florida</td>
<td>Application of clinical hypnosis; uses of metaphor in counseling; uses of microcomputers in counseling.</td>
</tr>
<tr>
<td>Juanita O. Brooks, Psy.D.</td>
<td>Florida Institute of Technology</td>
<td>Depression, anxiety, mood swings; relationship problems; divorce, dying, grieving, loneliness, stress, and self concept; individuals, couples, families, and group therapy.</td>
</tr>
<tr>
<td>Janis Buffaloe, Psy.D.</td>
<td>Florida Institute of Technology</td>
<td>Child and Adolescent therapy; family therapy, reality therapy; cognitive-behavioral therapy.</td>
</tr>
<tr>
<td>Linda Chapman, M.S.</td>
<td>Nova University</td>
<td>Couples and individual counseling; divorce, sexual issues, people in recovery programs, transition, grief counseling.</td>
</tr>
<tr>
<td>Jean Cosgrove, Ph.D.</td>
<td>University of Arkansas</td>
<td>Self-control procedures for token economies; study habits; and test anxiety.</td>
</tr>
</tbody>
</table>
Michael G. Dow, Ph.D.  Pennsylvania State University. Depression, social anxiety and social skill deficits, medication noncompliance; chronically mentally ill; mental health aspects of AIDS; research methodology and statistics.

Karen Estill, Ph.D.  Nova University. Traumatic brain injuries; behavioral medicine issues; chronic pain; individual, groups, and family therapy; psychological and neuropsychological assessments; cognitive retraining; subspecialty; children; autism; mental retardation; staff training.

Fran M. Fassman, Psy.D.  Nova University. Existential/humanistic psychotherapy; individual, group, marital and family; women in transition; alternative lifestyles; early development; supervision and training; program consultation and design; anxiety disorders.

Anne F. Goff, Ph.D.  Southern Illinois University. Adult problems of adjustment including marital and relationship discord; children of alcoholics; interpersonal communication difficulties; conflict resolution; psychological and psycheducational assessments and evaluations.

Mitchell R. Gordon, Ph.D.  University of Mississippi. Family marital therapy; group psychotherapy; child and adolescent therapy, dually diagnosed (emotionally disturbed/mentally handicapped); relaxation training; assertiveness training; treatment program design and implementation; staff development; psychological assessment.

Cheryl Gotthelf, Ph.D.  Nova University. Forensic psychology; biofeedback; muscle reeducation; pain management; stress management; hypertension; insomnia; headache pain; raynaud’s disease; neuropsychology; hypnosis; individual psychotherapy; group psychotherapy.

Sharon Hamilton, Ph.D.  West Virginia University. Drug and alcohol dependence rehabilitation; eating disorders; women’s issues; sports psychology.

Barry L. Hensel, Ph.D.  University of Toledo. Affective disorders; childhood psychopathology; program evaluation; mental health administration; psychotherapy; psychological testing; ethics.

James J. Kaikobad, Psy.D.  Nova University. Individual, group and family therapy; neuropsychology; rehabilitation psychology; behavioral medicine; biofeedback; forensic neuropsychology.
Alan J. Kent, Ph.D. DePaul University. Short-term psychotherapy; community mental health; managed mental health care; crisis intervention.

Harry Krop, Ph.D. University of Miami. Forensic Psychology; sexual abuse and sexual deviancy; sexual therapy; marital and family therapy; behavior management; battered children; post traumatic stress.


Cliff A. Levin, Ph.D. Iowa State University. Forensic evaluations; family therapy; addictions counseling; juvenile delinquency; sex offender treatment and adolescents.

Richard S. Levine, Ph.D. Northwestern University. Individual and family therapy; children of divorce; cross-cultural issues; ethics.

Alan J. Lewis, Ph.D. Hofstra University. Behavioral medicine; biofeedback; neuropsychology evaluation; and behavioral therapy.

Tom Mabee, Ph.D. Florida State University. Systems issues; depression, phobias; obsession-compulsion; alcoholism; outcome studies; development of client self help aids.

Barbara Madison McCray, Ph.D. Howard University. School psychology, children and adolescent counseling, psychodiagnostic assessment and evaluation; parenting skills, test construction and evaluation; classroom management and school related problems; stress management; program design and implementation.

Mark Middlebrooks, Ph.D. Nova University. Behavioral medicine; biofeedback; death and dying; older adults; meditation and transpersonal psychology.

Linda F. Orr, Ed.S. Florida Atlantic University. School guidance programs; individual counseling skills; child abuse; family problems; career development.

Theresa Parnell, Psy.D. Florida Institute of Technology. Individual and marital psychotherapy; domestic violence; psychological testing; forensic evaluation; MMPI/MMPI-2 research.

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Scott Reisman, Ph.D.
Nova University. Neuropsychological assessment; Parkinson’s disease; head injury; biofeedback; stress management.

Susan Schwartz, Ed.S.
University of Florida. School guidance counseling; individual and classroom behavioral management; school related problems; developmental guidance programs; specific learning disabilities; emotional handicaps; mental retardation; exceptional student identification and educational programming; staff development.

Barbara J. Simmonds, Ph.D.
Nova University. Gerontology, death and dying, losses, individual, group, marital and family counseling; neuropsychological testing; stress management; relaxation training, communication skills; problem solving, Alzheimer’s patients-behavior management; working with interdisciplinary team, staff education, support groups, substance abuse among the elderly.

Theodore V. Smith, Ph.D.
Nova University. Advanced studies in science education and educational research; computer languages; evaluation and testing; research methodology; research design; statistics.

Stephen M. Stillman, Ph.D.
Ohio State University. Clinical and vocational assessment; individual and group psychotherapy; industrial and organizational consultation; executive assessment; police and public safety psychological evaluation; forensic consultation regarding exceptional children.

Isabel Streisand, Ph.D.
Nova University. Sex therapy; marital, family and couple counseling; individual and group therapy.

Larry E. Thompson, Ed.D.
West Virginia University. Cognitive-behavioral therapies with phobias; multiple personalities; generalized anxiety and depressive disorders; mental health/substance abuse service delivery.

James B. Whitaker, MSW
University of North Carolina. Administration, program development; substance abuse care and treatment.
# Center Administration

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Frank A. DePiano, Ph.D.</td>
<td>Dean</td>
</tr>
<tr>
<td>A. Eugene Shapiro, Ph.D.</td>
<td>Associate Dean</td>
</tr>
<tr>
<td>Karen S. Grosby, M.Ed.</td>
<td>Assistant Dean</td>
</tr>
<tr>
<td>David Barone, Ph.D.</td>
<td>Director, Maltz Institute</td>
</tr>
<tr>
<td>Tom Doriety, M.S.</td>
<td>Director of Administration, Community Mental Health Center (CMHC)</td>
</tr>
<tr>
<td>Mary Ann Dutton, Ph.D.</td>
<td>Director of Clinical Training</td>
</tr>
<tr>
<td>Bernard Eingold, Ph.D.</td>
<td>Director of Academic Affairs</td>
</tr>
<tr>
<td>Pamela Hall, Psy.D.</td>
<td>Site Director, Lauderdale Lakes Clinic</td>
</tr>
<tr>
<td>Michael Hershorn, Ph.D.</td>
<td>Site Director, Coral Springs Clinic</td>
</tr>
<tr>
<td>Philinda Hutchings, Ph.D.</td>
<td>Site Director, Davie Clinic and Director of Internship Program</td>
</tr>
<tr>
<td>Len Roth, Ph.D.</td>
<td>Director, Geriatric Institute</td>
</tr>
</tbody>
</table>
Master’s Program Administration

Program Administrator
Joyce H. Silverman, M.S.

Assistant Program Administrator
Michael Mattox, M.S.

Program Coordinator
Gerry Oenbrink, M.Ed.

Administrative Assistants
Renah Haas
Linda Spradlin

Field-Based Program
Site Coordinators

Clearwater
Carole Sharman, M.S.

Coral Springs
Marilyn Garcia, M.S.

Ft. Myers
Carrie Robinson, Ed.D.

Gainesville
Cynthia Lasley, M.S.

Jacksonville
Judy Henry, M.S.

Melbourne
Juanita Brooks, Psy.D.

Miami
Camilo Delgado, M.A.

Orlando
Jude Porter, M.S.

West Palm Beach
Frank Hannah, M.S.
## Practicum Coordinators

<table>
<thead>
<tr>
<th>Location</th>
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<th>Title</th>
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</thead>
<tbody>
<tr>
<td>Clearwater</td>
<td>V Dalberg, M.S.</td>
<td></td>
</tr>
<tr>
<td>Coral Springs</td>
<td>Carol A. Knight, M.S.</td>
<td></td>
</tr>
<tr>
<td>Ft. Myers</td>
<td>Carol Howard, M.S.</td>
<td></td>
</tr>
<tr>
<td>Gainesville</td>
<td>Rochelle A. Zaino, M.S.</td>
<td></td>
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<tr>
<td>Jacksonville</td>
<td>Joan Hubbard, M.A.</td>
<td></td>
</tr>
<tr>
<td>Melbourne</td>
<td>Susan Kiley, M.S.</td>
<td></td>
</tr>
<tr>
<td>Miami</td>
<td>Susan Hayden, L.C.S.W.</td>
<td></td>
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<tr>
<td>Orlando</td>
<td>Jude Porter, M.S.</td>
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<tr>
<td>West Palm Beach</td>
<td>Carol A. Knight, M.S.</td>
<td></td>
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<tr>
<td>Main Campus</td>
<td>Alan Katell, Ph.D., Associate Director of Clinical Training</td>
<td></td>
</tr>
<tr>
<td>Main Campus/School Guidance</td>
<td>Susan Schwartz, Ed.S.</td>
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