

2000

M.S. Degree Program with a Specialization in Substance Counseling and Education Catalog 1999-2001

Nova Southeastern University

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M.S. Degree Program with a
Specialization in Substance Abuse
Counseling and Education

MISSION STATEMENT

The master of science degree program with a specialization in substance abuse counseling and education is a field-based master's program, designed for the working professional who is interested and/or active in the field of substance abuse counseling and education.

This specialization was developed in recognition of two generalizations about the field of addictions. The first is that skill and leadership abilities of substance abuse specialists are a central ingredient in creating and maintaining quality programs. The second is that these administrators and practitioners have few options when they choose to seek advanced training and education. They must either take an advanced degree in a related field or settle for in-service, nondegree programs.

In the field of substance abuse counseling, administrators and practitioners require a specialized curriculum, emphasizing leadership, management, public policy, developmental issues, and human dynamics. They also require an academic program that complements their ongoing work responsibilities. Nova Southeastern University has recognized an opportunity to make an important contribution to the field of substance abuse counseling by providing a unique program in a distinctive format.

OVERVIEW

Students in the master's program enter at specific times (January, June, or September) and form a "cohort." They follow the same schedule throughout the program. Students in the program meet at the required summer instruction on campus during the first year of the program. Members of the cohort may be widely distributed geographically, but will have opportunities to interact and share assignments through the summer instruction on campus.

Course work for the program is grouped into modules. Modules are units of related course work under the supervision of the same faculty member. Each cohort will have its own guided-study schedule for the completion of the program. Each six-credit module is three months long; each nine-credit module is four months long.

Course work, field experiences and summer instruction can be completed in 20 to 26 months, dependent on the track of study the student chooses. Track I is a 48-credit track, which can be completed in 20 months. Track II is a 60-credit track, which can be completed in 24 to 26 months. It is recommended that students contact their state licensing and/or certification agency along with their local and national professional agencies to assist in deciding which track will best fit their needs.

Based on the track that students have enrolled in, they are required to complete one to three field experiences. Track I requires the completion of one field experience and Track II requires the completion of three field experiences. Field experiences offer students the opportunity to apply their newly obtained knowledge and skills to the practical work place. Each field experience includes a seminar and approximately 160 hours of supervised direct practice with individuals, groups, and families. It is the students' responsibility to locate an agency where they would like to complete their field experience. The agency must be approved by the NSU's program administrator. All students involved in a field experience must carry malpractice insurance and supply NSU and by field experience agency a copy of the insurance certificate.

In order to fulfill the program's requirements for the degree, all students must attend one summer instruction on campus during the first year of the program. This is an intensive learning experience in which the students meet and study with other members of their

cohort, other students in the program, NSU faculty members, and other experts in the field of substance abuse counseling and education. These valuable experiences also offer opportunities for mentoring or apprentice relationships between faculty members and students, as well as times for faculty evaluation of students.

During summer instruction on campus, students are provided the opportunity for exposure and orientation to a wide range of NSU support facilities and activities. Included among these are the research library, computer training, peer interaction, and other occasions for intellectual growth and development associated with campus life.

In the spring, students receive detailed information regarding arrangements for summer instruction on campus. While travel and lodging costs are the responsibilities of students, information regarding arrangements may be available through the campus office. If the first-year students are unable to attend the required first-year Summer Institute, adjustments will be made to their schedule for the next year's summer studies program. Summer instruction is two weeks in length.

Come to our campus offices or call toll free for program information: 8:30 a.m.–5:00 p.m., Monday–Friday.

Broward County: (954) 262-7749
United States and Canada: 800-986-3223, ext. 7749
Email: pecoraro@nova.edu
Web site: www.fcae.nova.edu/substanceabuse

TRANSFER OF ACADEMIC CREDIT

Students must have earned 48 to 60 credits in order to have the master's degree with a specialization in substance abuse counseling and education conferred. The number of credits for conferral of the degree is dependent on the track in which an individual decides to enroll. Transfer of graduate-level credits (up to a maximum of six semester hours) from an accredited institution may be allowed upon approval of the program administrator. These credits must have been earned within the past 10 years (with a grade of A or B).

Credits at Nova Southeastern University are transferable only at the discretion of the receiving school. Students who wish to transfer credit should contact the admissions office of the receiving school for information.

ACADEMIC EXPECTATIONS

Attention Applicants: This distance education program is designed in a guided-study format. Successful completion of this program will depend greatly on your ability to work independently and complete assignments and projects within the prescribed time lines, and on your ability to demonstrate in writing and verbally a comprehensive understanding of the required course content.

All accepted applicants are admitted as provisional students. After completion of the first nine credits, with a minimum of a 3.0 grade point average, students are advanced to candidacy for the master's degree.

Students are required to submit three letters of recommendation from colleagues or others who know their work, and an official transcript with a minimum of a 2.5 GPA from a regionally, provincially, or nationally accredited college or university, sent directly to Nova Southeastern University. Official transcripts of all prior credit earned at other colleges or universities must also be submitted to Nova Southeastern University.

Applicants with a GPA of 2.0 to 2.49 are required to go through an interview process. After completion of the first four courses, with a minimum of a B in each course, the student will be advanced to candidacy for the master's degree. The program admissions committee evaluates completed files and notifies the student of official admission.

The program admissions committee evaluates completed files and notifies the student of official admissions.

INTERNATIONAL STUDENTS

In addition to the general admission requirements, the admissions process for the international students for whom English is a second language includes a minimum score of 550 on the Test of English as Foreign Language (TOEFL) or successful completion of a baccalaureate degree in residence at a regionally accredited college or university.

Prospective international students who completed degrees at universities outside the U.S. must have the degrees evaluated by an NSU-approved evaluation service. Applications for such an evaluation are available from the FGSEHS admissions office at 800-986-3223, ext. 1561. The prospective student is responsible for all fees incurred for this evaluation.

NEW STUDENT ORIENTATION

Each student will be given a formal program orientation at a scheduled date and time prior to the beginning of the first course module. The process of this formal orientation will be the following:

- Program office staff will contact each student to arrange a date and time for which they will be available for a conference call utilizing distance education telephone technology.
- Designated faculty and staff members from the central office will provide basic information relative to program expectations, general academic procedures, and other information designed to facilitate successful entrance into the degree program.
- During this orientation session, students will have an opportunity to hear from, and exchange information with, fellow students entering the program and ask any specific questions or share any concerns they have related to their beginning the program.
- During the intensive summer instruction on campus, all new students will receive a further comprehensive orientation that will include NSU campus departments, support services, university and program history, and current status activities and procedures.

ATTENDANCE/STUDENT-INSTRUCTOR PARTICIPANT POLICY

The master's program utilizes the distance education field-based, guided-study approach to provide educational opportunities to nontraditional adult students. In the delivery of this unique educational program, the traditional class attendance requirements and recording process are not applicable. However, establishing and maintaining standards of availability and participation are vital to the academic quality and integrity of the program. The following attendance/student participation policy has been established:

- Adjuncts and program professors are required to conduct structured biweekly phone conferences with each student.
- Students are required to be available for all scheduled conference calls.

- If, for some reason, a student cannot be available for the scheduled phone conference, he or she must contact the instructor to reschedule the missed call.
- Instructors are required to reschedule any scheduled calls to students that have been missed.
- At the end of each module, instructors are required to submit to the program administrator a summary/report of each scheduled phone conference with students.
- At the end of each module, students are to complete the End of Module Evaluation Form and submit it to the program office.

ACADEMIC ADVISEMENT

Ensuring that our distance education field-based, guided-study students have access to the faculty for academic advisement is vital to the quality of education they receive and the integrity of the program. Full-time and part-time faculty members are available and provide academic advisement on request thorough the utilization of the telephone, electronic mail, and the summer instruction on campus sessions. Full-time, campus-based faculty members are available between 8:30 a.m. and 5:00 p.m. EST to ensure the continuity of access.

GRADING

Students are expected to produce quality, graduate-level work; a grade point average of 3.0 (B) must be maintained. Incomplete grades must be made up within the indicated time period after the ending date of the module. Failure to do so within the time limit will result in a change of grade from I to F.

The evaluation system includes:

Numerical Points	Letter Grade	Grade Point Equivalent	Performance Level
90-100	A	4.0	Excellent
80-89	B	3.0	Good
70-79	C	2.0	Below Graduate Level
60-69	D	1.0	Poor
0-59	F	0.0	Failure
	I		Incomplete
	P		Pass

STUDENT PROGRESS REPORT

Students receive progress evaluations and reports at the end of each module courses. The program office maintains a current record of the student's ongoing progress in the program.

DEGREE COMPLETION REQUIREMENTS

To graduate with a master of science degree with a specialization in substance abuse counseling and education, a student must successfully complete 48 to 60 graduate-level credits, dependent on the track the student has elected. Students are required to attend and actively participate in every session of one summer instruction on campus during their first year in the program. Students must assume the expenses for travel, lodging and meals.

Six months prior to the ending of the cohort, the student will receive a degree application for graduation. Upon receipt of the form, it must be completed by the student and returned to the registrar's office to be processed. When all financial obligations

have been met and all course and program requirements have been complete, the degree is conferred. The university diploma will be mailed approximately three months after the date on which the degree was officially conferred by the board of trustees.

The university holds its annual commencement exercises in Fort Lauderdale, Florida. The main office for the program should be contacted for the location, date, and time of the ceremonies.

TIME LIMIT FOR COMPLETION OF PROGRAM

All students are required to complete their requirements for the master of science degree with a specialization in substance abuse counseling and education within the established time frame based on the cohort and track they have been admitted into. The only exception would be if they have been granted a one-time extension or a one-time withdrawal from the program.

INCOMPLETE COURSE WORK

Each student is expected to complete all assignments and course work according to the due dates and schedules established by the course instructor.

If the student is faced with a work-related or personal problem that precludes timely completion of course requirements, a request for an incomplete may be submitted to the program office. Please note: The I, incomplete approval, will be contingent on the fact that the student has demonstrated that he/she has completed a significant portion of the course work. If the student has neither produced nor submitted any work to the instructor prior to the incomplete deadline, then the student is not eligible to receive approval for the incomplete. Upon approval, this incomplete will provide the student with additional time to complete outstanding course work. The procedure for the incomplete request is as follows:

- An Incomplete Request Form will be provided at the beginning of each module.
- When the student finds it is necessary to request an incomplete, he/she must first discuss it with the instructor and obtain approval.
- After receiving the instructor's approval, the student completes the Incomplete Request Form and mails it to the program office.
- The request for an Incomplete is to be made at least one month prior to the ending date of the module.
- Upon approval, the student has four months to complete all work. At the end of the four-month period, if all work is not completed, a grade of F will be given for the course in the module that has not been completed.
- If the request for an incomplete is not made one month prior to the module ending date, a final grade will be given based on the amount of work completed at that time.

Please note that it is the student's responsibility to request the incomplete and mail the Incomplete Request Form.

EXTENSION POLICY

Students are required to complete all course and program requirements on or before the cohort ending date in order to graduate within the 20 to 26-month program time limit. However, a student faced with a major personal or job-related problem that prevents him/her from completing all requirements by the cohort ending date has the option of requesting a nine-month program extension.

The procedures for the program extension include:

- The student is to make the request in writing at least 30 days prior to the cohort ending date. The letter should include the reason for the request and a proposed timeline and schedule for completing the unfinished program requirements.
- Upon receipt of the letter by the program office, the request will be evaluated and the decision will be forwarded within two weeks to 30 days.
- If the request is approved, the student is to forward the extension fee to the program office.
- Assuming approval, the student will have nine months to complete all outstanding program requirements.

Note: This is a one-time, nine-month extension.

THE FIELD EXPERIENCE PROCESS

Registration for Field Experience

Registration materials for the field experience will be sent to each cohort member the semester before the beginning of their field experience. Students will be required to register for one to three field experiences based on the program track they have chosen.

Incomplete Field Experience

Each student is expected to complete one to three semesters of field experience training. Track One students will be required to complete a one-semester field experience and Track II students are to complete three semesters of field experience training. If the student is faced with a work-related or personal problem that precludes timely completion of the field experience a request for an incomplete can be submitted to the program office. **Please note: The I, incomplete approval, will be contingent on the fact that the student has demonstrated that he or she has completed a significant portion of the course work. If the student has neither produced nor submitted any course work to the instructor, prior to the incomplete deadline, then the student is not eligible to receive approval for the incomplete.** The student must follow the procedures indicated in the "Incomplete Course Work" section of this catalog in order to obtain approval from the program office.

Upon approval, a student will have two months to complete all outstanding field experience work. At the end of two months, if all outstanding field experience course work is not completed, an F will be given for the course. Students will not be permitted to begin their second field experience until all work for the prior field experience is completed.

Extension Policy for Field Experiences

Students are required to complete all field experience requirements by the cohort ending date. The procedure students must follow to obtain an extension are delineated in the "Extension Policy" section of this catalog.

TEMPORARY WITHDRAWAL

Students who are faced with a temporary personal or professional crisis and find that they cannot keep up with their cohort may withdraw from the program. Notification of withdrawal must be received in writing by the program administrator. Students who officially withdraw may petition the program administrator if they wish to reenter the program, picking up their course of study at the point following the last module for which they received a grade. Students may reenter the program only once and will be expected to follow all rules and regulations that are in effect at the time of readmission.

REGISTRATION

Registration materials, for each module, will be automatically sent to each cohort member.

STUDENT COSTS

In calculating your cost, note that 48 to 60 credit hours are required for the master of science degree with a specialization in substance abuse counseling and education. The number of credits needed to graduate is dependent on the track in which the student has enrolled.

All tuition and fees are due on the scheduled due dates.

Please note that tuition and fees are subject to change without notice.

A late fee of \$50 will be charged for payment received after the due dates.

A fee of \$30 will be charged for each semester that the student enrolls in classes.

A fee of \$75 must accompany the degree application at the conclusion of the course of study.

A fee of \$50 will be charged for reinstatement after withdrawal from the program. A fee of \$950 will be charged for a one-time, nine-month, extension beyond the cohort ending date.

Tuition Breakdown

Application fee: \$50 (nonrefundable) and payable with all new student applications

Cost per credit hour: \$245

Summer instruction on campus materials fee: \$100

Study guide fee for each module: \$15

Total program costs for Track I (48 credit hours): \$11,760 (for the 1999–2000 year). This tuition rate may be subject to change.

Total program costs for Track II (60 credit hours): \$14,700 (for the 1999–2000 year). This tuition rate may be subject to change.

This total does not include the \$50 application fee, \$15 study guide fee, \$100 summer instruction materials fee, \$30 registration fee or the \$75 degree application fee.

PROBATION POLICY

All students must successfully complete their first three courses with a minimum of a 3.0 (B) grade point average. A student with less than a 3.0 will be put on probation for the semester of courses taken. If the student's grade point average is less than a 3.0 at the completion of the second semester, the student will be recommended for program termination.

CURRICULUM OUTLINE

All courses are three credits.

Track I courses

Psychopharmacology of Licit and Illicit Drugs

Individual Assessment, Evaluation, and Rehabilitative Strategies in Substance Abuse and Counseling

Human Growth and Development Theories and Prevention Planning

Group Theory and Practice

Family Systems and the Substance Abuse Counselor

Issues in Clinical Supervision

Counseling Theories and Practice

Personality Theory

Legal, Ethical, and Professional Standards in Substance Abuse and Counseling

Social and Cultural Issues in Counseling and Prevention Programming

Psychopathology and Abnormal Psychology

Career and Lifestyle Assessment in Addictions and Counseling

Foundations of Substance Abuse and Mental Health Counseling in Community Settings

Program Evaluations and Research Methods for Counselors

Management of Medical Treatment of Addictions

Field Experience I

Track II additional courses:

Human Sexuality

Field Experience II

Field Experience III

Elective

COURSE DESCRIPTIONS

APRA 501 Psychopharmacology of Licit and Illicit Drugs (3 cr.)

This course will review the physical and psychodynamic effects of legal and illegal drugs, mental disorders, symptomatology, assessment measures for addicts, and dual diagnosis, along with a thorough examination of the DSM-IV.

APRA 502 Individual Assessment, Evaluation, and Rehabilitative Strategies in Substance Abuse and Counseling (3 cr.)

This course will examine various assessment and diagnostic tools for evaluation and treatment of substance abuse treatment and counselors in general. Strategies covered will include crisis intervention and suicide prevention. An examination of various assessment tools available to the counselor and a critical review of various rehabilitative strategies, such as in-patient, outpatient, brief intensive therapy, and support groups.

APRA 503 Human Growth and Development Theories and Prevention Programming (3 cr.)

This course will examine the various theories of drug prevention as they relate to the human development life cycle. It will examine the various human development theories along with physiological and psychological processes throughout the life cycle. It will examine the research on risk, protective factors, and resilience. Special emphasis will be placed on developmentally appropriate prevention interventions across the life cycle. The course will also include a thorough review of the history of the prevention movement.

APRA 505 Special Topics in Substance Abuse Counseling and Education (3 cr.)

This course is designed to give the student an opportunity to research a specific topic related to substance abuse and counseling. Students are expected to work in an independent fashion and engage in in-depth research through the use of various sources. Such sources may include journal articles, books, online resources, and other scholarly works as deemed appropriate by the instructor. Students will receive guidance from the instructor regarding topic selection, along with scope and focus of the required paper.

DEVA 508 Legal, Ethical, and Professional Standards In Substance Abuse and Counseling (3 cr.)

This course reviews state licensure and certification requirements for the professional counselor, with an emphasis on the comparison of substance abuse counselors and mental health counselors. Pertinent statutes will be examined in detail. Ethical, legal, and professional standards of the counseling professional will be emphasized.

DEVA 509 Social and Cultural Issues in Counseling and Prevention Programming (3 cr.)

This course will focus on the rehabilitation process as it relates to special populations including, African Americans, Hispanics, women, elderly, disabled, Asian, as well as the gay, lesbian, and bisexual populations. Cultural responses and supports for the recovery process will be covered.

DEVA 510 Human Sexuality (3 cr.)

This course will cover anatomy and physiology of the human sexual system, sexual response, and the range of sexual behaviors. Sources of attitudes and beliefs, sexual orientations, and the effects of chemical dependency on human sexual behavior and function will be explored.

MGTA 510 Foundations of Substance Abuse and Mental Health Counseling in Community Settings (3 cr.)

This course will examine the public policy prevention strategies, treatment philosophies, and legislative history of rehabilitation. Emphasis will be placed on federal legislation, state laws, and social action and their impact on the historical, current, and future trends in the development of organizational models and the delivery of services in rehabilitative settings.

MGTA 511 Program Evaluation and Research Methods for Counselors (3 cr.)

Essential elements of developing research will be studied. Statistics, experimental design, and research evaluation will be reviewed. This course is designed to help the student recognize and develop quality research.

MGTA 512 Management of Medical Treatment of Addictions (3 cr.)

This course will highlight appropriate medical treatment of addiction as it relates to managed care. It will examine the various aspects of medical treatment for addictive disorders. It will include the evaluation of various treatments, highlight current developments in medication research, and cover standard budget processes and fiscal management procedures. This course will also examine current trends in managed care as they relate to drug and alcohol treatment. It will examine issues related to establishing provider networks.

SACA 504 Group Theory and Practice (3 cr.)

Theory, research, and practice of group dynamics will be critically studied. Emphasis will be on setting, structure and function, member selection, and leadership styles for groups related to addictions, rehabilitation, and mental health and combined disorders. Participation in the group process will be a requirement of this course.

SACA 505 Issues in Clinical Supervision (3 cr.)

This course will discuss the rationales for establishing treatment plans and their various components. The need to establish proper networks of health care providers, and assisting professionals in establishing effective and appropriate treatment plans will be examined. Timely review, modification and supervision of the professional therapist, as well as professional consultation/supervision techniques will be emphasized.

SACA 507 Introduction to Family Systems (3 cr.)

This course reviews some of the major systems theories, which serve as a foundation for the current practice of family therapy. Additionally, this course will present a wide variety of family therapy models and modalities.

SACA 508 Counseling Theories and Practice (3 cr.)

This course is designed to assist the student in gaining the knowledge of counseling theories and applying these theoretical ideas into practice. This course will offer a study of the nine contemporary theories of counseling in historical context, relating the major developments in psychodynamic theory, existential and humanistic ideas and the evolution of cognitive behavioral ideas, and the process of developing a personal counseling theory.

SACA 509 Personality Theory (3 cr.)

This course is designed to familiarize the student with the eight basic aspects of personality representing different theoretical paradigms, application to individual differences, and future directions of personality and society.

SACA 511 Psychopathology and Abnormal Psychology (3 cr.)

This course is intended as an overview of psychopathology; the study of maladaptive and abnormal behavior. Issues of definitions, historical and scientific trends, current paradigms, assessment, diagnostic and research methods will be addressed. Additionally, this course will examine the major types of abnormal behavior and a strong emphasis on substance-related disorders. All disorders examined will be referenced in context of the latest version of the DSM-IV.

SACA 512 Career and Lifestyle Assessment in Addictions Counseling (3 cr.)

This course reviews the many aspects of career counseling, including its theoretical origins and practical applications. Career tests and inventions will also be reviewed. Emphasis will be placed on the role of the counselor and the tools available for increased effectiveness.

PRAA 0516 Field Experience Practicum I

This course reviews the many facets of counseling the addicted client. Several topics will be included while focusing on the individual such as, developmental models and dual diagnosis. Discussions regarding other forms of compulsive behaviors will also be introduced. Methods and techniques for intervention, evaluation, and treatment will also be covered. Students are encouraged to present topics of interest that arise at their field experience sites and discuss cases for group discussion.

SUBSTANCE ABUSE STUDIES CERTIFICATE PROGRAM

Fee Schedule

Courses:

a) "Certificate Only" Students

*70%
Full credit*

Successful completion of each course will earn credit toward the Certificate in Substance Abuse Studies, but will not earn college credit

Fee: \$210.00 per course

b) Students Seeking College Credit

For the successful completion of each course students are awarded 3 college credits, as well as fulfilling part of the required sequence for the Certificate in Substance Abuse.

Fee: \$420.00 per course

Workshops:

*70%
Full credit*

Attendance at workshops will earn C.E. credit from various professional groups. Both one-day and two-day workshops will be offered (Schedule: to be announced).

Fees: One-day workshops - \$ 70.00
Two-day workshops - \$130.00

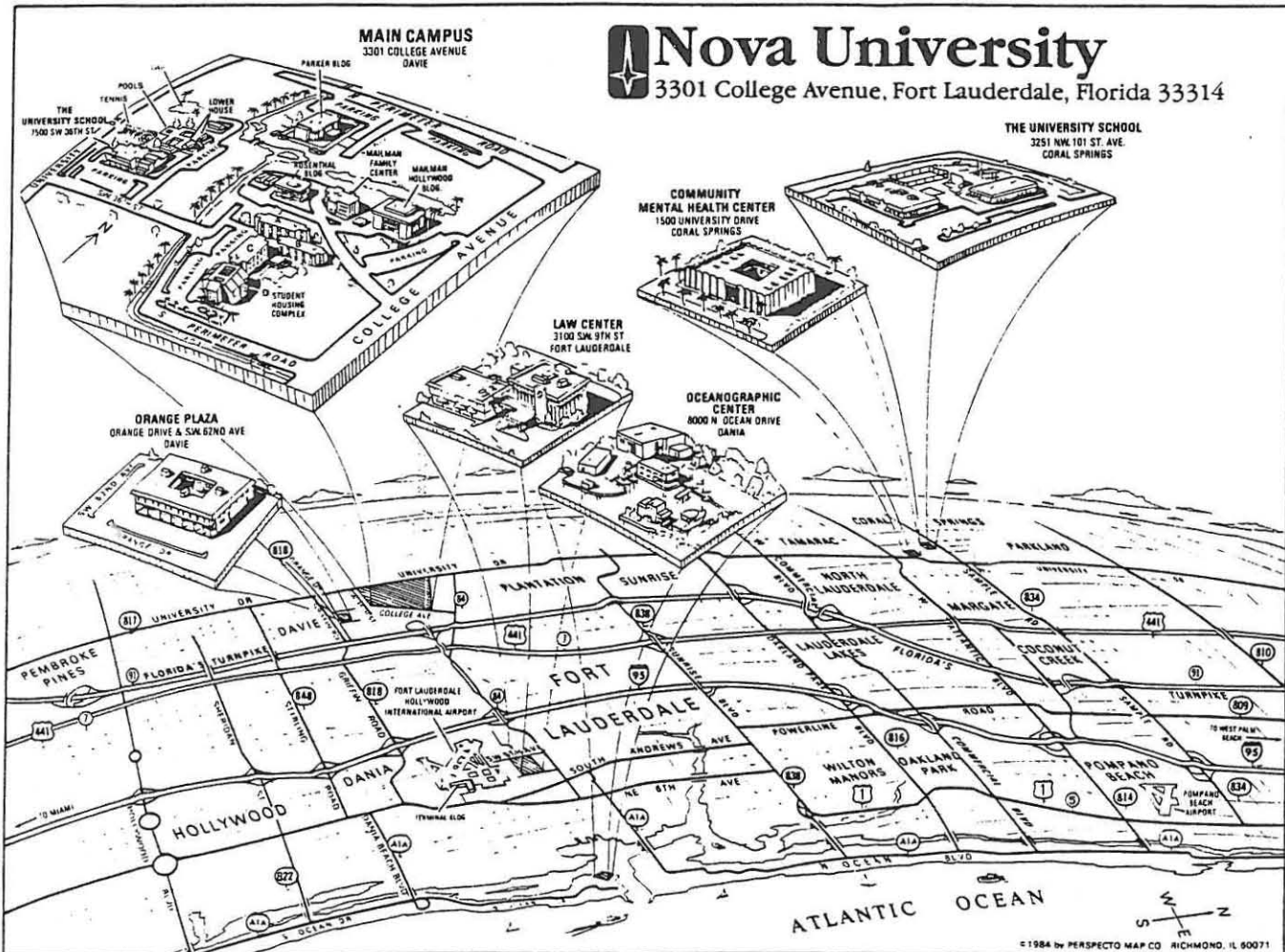
1986-87 SCHEDULE OF COURSES

<u>Course</u>	<u>Registration Period</u>
<u>Substance Abuse and the Family</u> (4 sessions, 8:30 a.m.-5:00 p.m.) Sat 8/30, Sat 9/20, Sun 9/21, Sat. 10/11	August 1-22
<u>Substance Abuse in Business and Industry</u> (4 sessions, 8:30 a.m.-5:00 p.m.) Sat 10/25, Sat 11/8, Sat 11/22, Sat 12/13	October 1-24
<u>The Psychology and Physiology of Substance Abuse</u> (January-February 1987, dates TBA)	December 8-31
<u>Rehabilitation Strategies for Substance Abuse</u> (March-April 1987, dates TBA)	TBA
<u>Self-Help Groups</u> (May-June 1987, dates TBA)	TBA

REGISTRATION INFORMATION

Students may register for Substance Abuse Studies courses (during the registration periods listed) by coming to the Parker Building, Room 223, at Nova's Main Campus in Davie (see map below). It is suggested that you phone to make an appointment (475-7353) so that a program advisor will be available to expedite your registration.

After enrollment in any Substance Abuse Studies course in the Certificate program, subsequent registration may be conducted by mail.



Directions from I-95 or Florida Turnpike

Take State Road 84 west to Davie Road (you'll notice a "Pyramid" structure to your left as you approach this intersection); bear left onto the turn-off for Davie Road, then proceed south on Davie Road until the first traffic light (Nova Drive). Turn right onto Nova Drive and proceed west until first traffic light (College Avenue). Turn left onto College Avenue and proceed south about 1/2 mile - Nova University will be on your right. Look for the sign for the Parker Building, which is on the north end of the Nova campus.