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School of Social and Systemic Studies Department of Family Therapy M.S. Program Student Handbook 1996-97

Nova Southeastern University

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Nova Southeastern University

**School of
Social and Systemic Studies**

**Department of Family Therapy
M.S. Program Student Handbook
1996-97**



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Department of Family Therapy

M.S. Program

Student Handbook

1996-97

Table of Contents

Mission Statement: Nova Southeastern University	ii
Mission Statement: School of Social and Systemic Studies	ii
Introduction	1
The Program	1
Student Review and Evaluation	2
Faculty Advisors and Other Student Support	2
Transfer of Credit	3
About the Schedule	3
Sample Schedule:	4
Degree Plans	5
Degree Plan A: full-time study	5
Degree Plan B: part-time study	6
Practicum Sequence	8
Medical Family Therapy Specialization	8
Comprehensive Examination	10
Minimal Technological Qualifications for Graduation	11
Graduation Requirements	11
Time Limits	11
Privacy of Student Records	12
Plagiarism	12
Student Conduct	12
Student Evaluation of Practica and Classes	13
Teaching Assistants	14
Human Subjects Research Committee	14
Faculty/Student Collaboration	14
Residency	15
Advertising	15
Student Publications	15
Student Participation in University Governance	16
Further Questions	16

Mission Statement: Nova Southeastern University

Nova Southeastern University provides educational programs of distinction from prekindergarten through the doctoral level at times and in locations convenient to students, prepares students for leadership roles in business and the professions, encourages research and community service, and fosters an atmosphere of creativity and innovation utilizing technology where appropriate.

Approved by the Board of Trustees, June 22, 1992

Mission Statement: School of Social and Systemic Studies

In the School of Social and Systemic Studies, we focus on academic excellence and leadership in the education of ethical, diverse, and reflective professionals who provide effective services to individuals, families, and larger complex systems. To this end, we constantly work to expand and improve the School's efforts in the areas of alternative programming, flexible degree planning, technological innovation, and student-centered service.

Approved: October 24, 1995

Department of Family Therapy Student Handbook - M.S. Program

Introduction

This handbook provides information specific to the M.S. Program in Family Therapy. You will find details about the policies and procedures of the program, as well as a suggested degree plan. Rules and regulations that are school-wide, as well as course descriptions and curricula of each of the school's programs, can be found in the catalog.

The Department 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, the department, and the student. Such right includes modification to academic requirements, course sequencing, time scheduling, curriculum, tuition, and/or fees, when, in the judgment of the administration, such changes are required in the exercise of its educational and pedagogical responsibility. The only exception to this rule is that you will remain bound by the total number of credit hours required for the completion of the master's degree for the year in which you entered.

Nova Southeastern University admits students of any race, color, sex, age, nondisqualifying disability, religion or creed, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school, and does not discriminate in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

The Program

The M.S. in Marriage and Family Therapy is a 48 credit hour program. To enter the program, you must have at least a bachelor's level degree. Some of our M.S. students hold other graduate degrees as well. The program is designed to foster clinical excellence; graduates are prepared to practice in a wide variety of settings. Graduates are also provided with a solid research and theoretical foundation, sufficient to allow them to pursue further study towards a doctoral degree, should their career plans come to include teaching and supervising at this level. The program meets the academic and practicum requirements for licensure as a marriage and family therapist in the state of Florida, and for clinical membership in the American Association for Marriage and Family Therapy. Both credentials require additional, supervised, post-master's experience. The program requires residence in or near the area, so the student may attend classes and benefit from close supervision of his or her clinical work.

The program will take two full years to complete if you attend full-time. The expectations for full time study are nine semester hours (3 classes, or 2 classes and 1 practicum) per semester. Part-time students take 6 semester hours (2 classes, or 1 class and 1 practicum) per semester. Part-time students will take three years to graduate, and may not start practicum until the spring of their second year. Students taking fewer than six hours per semester are recommended to enroll in the postgraduate or another non-degree program. We recognize that many M.S. students are combining their studies with work and family responsibilities. We make every effort to provide a fixed schedule that makes this possible. (See "About The Schedule" below.) We recommend that you attend full-time if this is possible for you. It is your responsibility to confer with your advisor about any change you wish to make in your status, from full time to part time or vice versa, so that you may be clear about how this will affect your likely date of graduation.

Student Review and Evaluation

Your admission into the program is provisional until you have completed your first semester in the program. During your first semester, you will need to complete all course work for which you register with an average of "B" or better. You will be reviewed by the faculty at the end of your first semester for full admission. Criteria for full acceptance will include not only a "B" average in academic work, but also demonstrated professionalism and respect in interactions with clients, students, and faculty. Should academic difficulties arise during this first semester, please request a meeting with your advisor. Should you not gain full admission at the end of your first semester, a meeting will be scheduled for you, with your advisor and the M.S. program director, to discuss whether or not you will be allowed to continue in the program. If you are granted permission to continue for a second semester, and should you not gain full admission after that second semester, you may not continue in the program.

Students with visual, auditory, or other types of medically documented learning disabilities should inform the Program Coordinator at the first registration, so that faculty may be informed and make individual accommodations, where appropriate, during class and examination periods.

Faculty Advisors and Other Student Support

Each new student is assigned a faculty advisor upon his or her provisional acceptance into the program. You may arrange a meeting with your advisor at any point in the program to discuss your progress. It is your responsibility to arrange such a meeting, prior to registration, if the schedule you plan for yourself for a particular semester deviates from the standard full time or part time track, as described below (see "**Degree Plans**"). You should also schedule a meeting with your advisor: if you plan to go from full to part time, or part to full time; if you are experiencing difficulties with any class, instructor, or degree requirement; and/or if you are aware that your grades for a particular semester may be problematic. Your advisor can often be helpful to you with suggestions about balancing work, family, and study, and about preparing

for employment. Please feel free to also access the M.S. program director as needed.

At times, in addition to academic and logistical planning, students find they would benefit from personal counseling. It is against both AAMFT and school policy for faculty to become involved in therapeutic relationships with students. Your advisor or the M.S. program director can provide you with a list of therapy services in the community, including several staffed by graduates of our Ph.D. program in family therapy.

There are a variety of university-sponsored support services available to you, including financial aid, housing information, child care referrals, and employment assistance; we cannot help you with a problem, though, if you do not let us know you need help. Please make it your responsibility to appropriately access the support services you need, and to keep your advisor posted on your situation.

Transfer of Credit

M.S. program applicants may request up to nine hours (three courses) of transfer of credit for graduate courses taken at other regionally accredited universities. All courses to be transferred must be substantially equivalent to courses taught at Nova Southeastern University.

To receive transfer of credit, fully complete the transfer-of-credit application form and submit official course descriptions and syllabi to document the content of the course(s) you wish to transfer. The course descriptions should be copied from the original catalog and pasted into the application; the respective syllabi should each be clearly labeled and appended to the back of the application. No more than two courses may be used to establish equivalence with a Nova Southeastern course.

To be considered for transfer, courses must have been completed prior to admission to the master's program and less than seven years prior to the beginning of the student's first semester. Also, course grades must be "B" or higher. The complete request for transfer of credit must be submitted to the program office prior to the first semester in the program. Transfer requests are considered by the faculty as a whole. Courses which are approved will be recorded on your Nova Southeastern transcript.

About the Schedule

Schedules are developed after consultation with the M.S. students and faculty. We must consider availability of classrooms, faculty schedules, and conflicts with other required classes, as well as be responsive to individual student concerns. In general, we plan a schedule such that full-time students are required to be on campus no more than two days a week by 3 p.m., and part-time students are required to be on campus no more than one day a week at 3 p.m. Keeping to

this policy, and allowing sufficient flexibility for practicum and internship times as well, does mean that we will need to offer classes four evenings a week (Monday through Thursday). The following is a tentative schedule for the next several semesters, offered to you here as a sample for planning purposes; alterations in this schedule may be necessary, but, if so, ample notice will be given.

Sample Schedule:

Fall Semester: 14 Weeks

	3:00 - 6:00 p.m.	6:00 - 9:00 p.m.
Monday	Clinical Practice in Marital and Family Therapy Introduction to Systems Theory	Introduction to Marital and Family Therapy
Wednesday	Legal, Ethical, and Professional Issues	Diversity in Development

NOTE: Supervision and internship hours for Practicum III, offered in the fall, are scheduled by appointment.

Winter Semester: 14 Weeks

	3:00 - 6:00 p.m.	6:00 - 9:00 p.m.
Wednesday	Critical Issues in Systems Theories Individual and Group Psychotherapy	Theories of Marital and Family Therapy Research in Marital and Family Therapy

NOTE: Practicum I, offered in the winter, is available on Monday, Tuesday, and Thursday, from 3 - 9 p.m. and on Saturday from 9 a.m. - 3 p.m.

Supervision and internship hours for Practicum IV, offered in the winter, are scheduled by appointment.

Summer Semesters: 12 Weeks

	2:30 - 6:00 p.m.	6:00 - 9:30 p.m.	3:00 - 9:00 p.m.
Monday		Assessment in Marital and Family Therapy	
Tuesday			Practicum II
Wednesday	Human Sexuality and Gender	Theories of Personality and Psychopathology	
Thursday			Practicum II
Saturday			Practicum II

Degree Plans

Two sample degree plans are offered below. The first sets out a suggested sequence of classes for people who will be attending school full-time. The second offers a sequence for those who will be attending part-time. The sequences cover required courses only; optional electives are at the student's discretion.

Degree-plan forms are available from the program office. Consult the templates below, and then create a plan for yourself that fits your particular situation. Once you have completed the form, meet with your faculty advisor (see **Faculty Advisors**, above) at your earliest mutual convenience and present your proposed plan. If your advisor approves your plan, have him or her sign in the space provided, sign it yourself, and then return the form to the program office. A copy will be made and returned to you, and the original will go into your student file.

Degree Plan A: full-time study

Year 1

Fall: 9 credits
Introduction to Systems Theory (SFTM 5310)
Introduction to Marital and Family Therapy (SFTM 5320)
Legal, Ethical, and Professional Issues (SFTM 6340)

- Winter:** 9 credits
Individual and Group Psychotherapy (SFTM 6374)
Theories of Marital and Family Therapy (SFTM 5321)
Practicum I (SFTM 5360)
- Summer:** 9 credits
Practicum II (SFTM 6360)
Human Sexuality and Gender (SFTM 6332)
Theories of Personality and Psychopathology (SFTM 6333)

Year 2

- Fall:** 9 credits
Clinical Practice in Marital and Family Therapy (SFTM 5322)
Diversity in Human and Family Development (SFTM 6331)
Practicum III (SFTM 6361)
- Winter:** 9 credits
Critical Issues in Systems Theory (SFTM 5311)
Research in Marital and Family Therapy (SFTM 5350)
Practicum IV (SFTM 6362)
- Summer:** 3 credits
Assessment in Marital and Family Therapy (SFTM 6320)
Preparation for Comprehensive Examination

It is possible to graduate even sooner than this full-time schedule permits, if the student can take on additional hours during the first summer in the program, or take a course in the summer preceding admission into the program. Please consult with your advisor about this.

Degree Plan B: part-time study

Year 1

- Fall:** 6 credits
Introduction to Systems Theory (SFTM 5310)
Introduction to Marital and Family Therapy (SFTM 5320)

Winter: 6 credits
Individual and Group Psychotherapy (SFTM 6374)
Theories of Marital and Family Therapy (SFTM 5321)

Summer: 6 credits
Human Sexuality and Gender (SFTM 6332)
Theories of Personality and Psychopathology (SFTM 6333)

Year 2

Fall: 6 credits
Legal, Ethical, and Professional Issues (SFTM 6340)
Diversity in Human and Family Development (SFTM 6331)

Winter: 6 credits
Practicum I (SFTM 5360)
Research in Marital and Family Therapy (SFTM 5350)

Summer: 6 credits
Assessment in Marital and Family Therapy (SFTM 6320)
Practicum II (SFTM 6360)

Year 3

Fall: 6 credits
Practicum III (SFTM 6361)
Clinical Practice in Marital and Family Therapy (SFTM 5322)

Winter: 6 credits
Practicum IV (SFTM 6362)
Critical Issues in Systems Theory (SFTM 5311)

Summer:
Additional internship hours as required.

Please Note: You are required to obtain 500 client contact hours before graduation. The bulk of these hours will be obtained in Practica III and IV, the internship practica. Even as a part-time student, you must consider a significant commitment of time to your internship sites if they are to obtain these hours on schedule. If you cannot obtain your 500 hours within the allotted time period, you will be required to register for additional practica.

Practicum Sequence

To complete the M.S. degree in marriage and family therapy, you must complete 500 hours of client contact, 100 of which may be obtained from behind the mirror teamwork. You are responsible for documenting your clinical hours, using the forms provided at Family Therapy Associates. Your first two practica are at Family Therapy Associates. During Practicum I, you may see cases with live supervision during practicum hours. The expected number of client contact hours per week is from 3 to 5 (two to four behind the mirror, one in the room), for a total of approximately 36 to 48 hours a semester (both direct and behind the mirror).

In practicum II, you will have a very similar practicum experience, accruing roughly the same number and type of hours as in Practicum I. However, you may petition your Practicum II supervisor for permission to see clients outside of practicum hours, with live supervision from a doctoral student, and if the practicum supervisor and the clinic director approve, you may begin accruing additional hours in this way.

By the time you begin Practicum III, you will have about 100 client contact hours (both direct and behind the mirror), plus whatever hours have been accrued during Practicum II seeing clients outside of practicum hours. At the beginning of Practicum III, you will develop, with the help of the Practicum III supervisor, a vita and plan for the internship experience. You will then be recommended to an internship site. You must get a copy of the internship contract signed by the Practicum III supervisor, the M.S. program director, the FTA clinic director, and the internship site supervisor. You should plan on a *minimum* of 15 client contact hours a week to be sure of completing the required client contact hours on time; most students will need to schedule additional time at the internship sites to complete paperwork, allow for missed appointments, etc. Thus, 20 hours a week committed to the internship site is realistic. This time may include evenings, weekends, and weekdays, at your and the site's convenience. If you cannot commit this much time to a site, you should prepare for this possibility by accruing additional hours during Practicum II, but even so, you may still have to register for an additional Practicum IV, which must be repeated indefinitely for credit until you have accumulated the 500 client contact hours. If you want a more diverse experience, or are not accumulating hours rapidly enough at one internship site, it is quite possible to contract with more than one internship site. The internship contract should be clearly understood by all parties.

Practica are evaluated by faculty supervisors, using the program's practicum evaluation forms. These forms were designed by faculty to closely assess clinical skills. A copy of the practicum evaluation form will be made available to all practicum students, and students will be invited to assess their own performance as well. A theoretical article detailing the construction of the practicum evaluation form and the reasons for including each item has been written by three program faculty, including the m.s. program director, and is available for students to read. The article was published in a leading family therapy journal.

Medical Family Therapy Specialization

The Medical Family Therapy Program is offered as a specialization within the Master's and Doctoral Degree Programs in Family Therapy. The program focus is on teaching and research of the relationships between psychosocial medicine, biomedicine, and the effects of illness on patients and families. Students are taught the basics of biopsychosocial theory, practice, and collaboration.

The program emphasizes the personal and professional development of students, and prepares them to offer medical family therapy in a variety of settings including: primary care and specialist offices, hospitals, family medicine residency programs, community clinics and hospices. Through classroom learning and hands-on clinical research, students have ample opportunities to gain practical expertise. The students' growth as reflective practitioners is encouraged through clinical research in physician/patient/therapist/family communication, adjustments to acute, chronic, or terminal illness, social effects and ethical dilemmas of new medical technologies, and other issues which transcend historical distinctions between physical treatment and psychosocial interventions.

The cornerstone of this specialization program is a commitment to teaching collaboration across the curriculum. This dedication is realized in the program both through course content, as well as through an exploration of collaborative relationships between students, faculty, and community health care providers in the curriculum development and implementation of this program. To meet this goal, Nova Southeastern University has developed a variety of innovative and productive partnerships between the Medical Family Therapy Program and a number of health care providers in South Florida, such as the Chemical Dependency Unit at Aventura Hospital and Medical Center, Planned Parenthood of Broward and South Palm Beach, and the Health Professions Division of the University.

The curriculum for the specialization entails four courses as well as Practicum III and IV of the Master's Program being taken in a medical setting. The course numbers for the Medical Family Therapy Practica are SFTM 6361 for Practicum I (equivalent to Practicum III in the Master's Program) and SFTM 6362 for Practicum II (equivalent to Practicum IV in the Master's Program). The requirements for the two medical practica are the same as those listed in the section in the handbook regarding Practicum III and IV. The schedule of the classes is as follows:

Year 1

Winter: Medical Family Therapy I (FSHC 5000)

Summer: Medical Family Therapy II (FSHC 5010)

Year 2

Fall:	Health Care Concepts (FSHC 5300) Practicum I in Medical Family Therapy (SFTM 6361)
Winter:	Research in Medical Family Therapy (FSHC 5200) Practicum II in Medical Family Therapy (SFTM 6362)

For the convenience of students in the master's program who are taking this specialization, Medical Family Therapy classes are generally held before the Master's Program classes, usually from 12 - 3 PM, with Master's classes starting at 3 PM.

Upon satisfactory completion of the program, students are awarded a Specialization in Medical Family Therapy. After graduation, students have found professional employment in hospitals, hospices, mental health HMOs, and private medical practices. This program adds an area of expertise to the graduates' family therapy skills which can increase their options in the family therapy profession.

Comprehensive Examination

In addition to completing all course work successfully, and obtaining the 500 client contact hours as discussed above, you must pass a comprehensive examination in order to be awarded the M.S. degree. This clinically focused examination tests the student's ability to apply what has been learned. The examination is offered each semester. You will be eligible to take the examination when you have completed at least 400 of your client contact hours, and will have completed your course work by or before the end of the semester during which the examination is taken. Exemplary prior examinations are on file in the program office for review, and study guidelines are available from the M.S. program director.

The examination will have 10 questions. A score of 8 out of 10 correct is passing. 7 out of 10 questions correct means that you must partially retake the exam, at the next scheduled exam date, repeating only the 3 questions that you previously missed. Less than 7 correct answers is a failing score, and means the exam must be retaken in its entirety. Each examination answer is reviewed independently by three faculty members, who are unaware of the student's identity while they are reviewing each answer. Two out of the three faculty reviewers must independently conclude the answer is incorrect before it is so judged. Students may appeal their comprehensive examination grade to the M.S. program director; the guidelines given in the catalog for grievance and appeal procedures will be followed, as for any other appeal. The comprehensive examination may be attempted again one time after an initial failure; two failed examinations result in termination from the program.

Minimal Technological Qualifications for Graduation

All master's and doctoral students must demonstrate minimal mastery of the following areas of technological practice before they are allowed to sit for the comprehensive examination:

- word processing, including the ability to edit, spell and grammar check, and make basic editorial changes to written work (margins, page numbers, etc)
- be conversant in the university e-mail system, able to upload and download documents from within and outside the system, send messages to faculty and staff, and be responsible for messages sent on a regular basis to your e-mail address with announcements, job opportunities, and other departmental items of interest
- be able to access the Internet, searching for topics relevant to research papers and class projects
- know how to access WEB pages of various interest groups and organizations that are relevant to your studies

These skills and exercises will be introduced in the computer training in new student orientation, and both practiced and evaluated throughout the program in class room assignments and exercises. Computers are available in CRRS, the computer lab in the business tower, and on main campus for student use. University personnel are also available at these locations to assist those who need additional or refresher instruction in these areas. There is, therefore, no excuse for not checking your e-mail or for being unable to complete computer-related assignments if you do not have a computer and modem at home.

Graduation Requirements

To summarize, the graduation requirements for the program are: successful completion of all course work and practica; the accumulation and clear recording of 500 client contact hours, 250 of which must be relational, and 100 hours of supervision; achievement of the minimal technological qualifications; and a passing score on the comprehensive examination. If you are unsure about your progress towards these requirements, please consult your advisor.

Time Limits

You have five calendar years from the beginning of your first fall semester in the doctoral program to complete your degree requirements. If after five years you have not yet graduated, you will need to retake all courses for which you received transfer of credit. Each semester thereafter you will be responsible for the M.S. courses taken more than five years before that point in time. A one-year extension may be granted under extenuating circumstances. Leaves of absence taken during the course of the program do not extend the five year deadline.

Privacy of Student Records

Nova Southeastern University maintains a system of records that includes application forms, letter of recommendations, admission test scores, and transcripts of student's previous academic records and performance while in residence. These records are available for review by present and former students upon written request to the Program Coordinator. However, the Coordinator will not release transcripts of students' academic records until all their accounts have been paid; the Department considers each student's file confidential, and will release only those documents specifically requested in writing by the student. If you have waived your right to see your letters of recommendation, those cannot be released, even at your request.

Plagiarism

The word *plagiarize* comes from the Latin *plagiarius*, kidnapper. Plagiarism is literary thievery and as such is tolerated by neither the program nor the university (see the catalog under **Student Rights and Responsibilities**). In class assignments, your comprehensive exam, and any articles you write for publication, sources for your ideas must be acknowledged. Quotations from, and paraphrases and summaries of, the work of others must be referenced in APA format.

Student Conduct

Students are expected to comply with the legal and ethical standards of the institution. Academic and non-academic dishonesty and/or misconduct will result in disciplinary action. Examples of dishonesty include, but are not limited to, cheating, plagiarism, knowingly furnishing false information to the institution, forging and/or altering institution documents and/ academic credentials.

Examples of misconduct include, but are not limited to:

- theft
- vandalism
- disruptive behavior
- possession or use of firearms, fireworks or explosives
- possession or sale of illicit drugs
- 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 any class or staff members of a particular racial, ethnic, religious, or cultural group
- threats of or actual damage to property or physical harms of others

Student behavior must not interfere with the rights, safety, or health of members of the University community or interfere with other students' rights to learn or speak freely. Students are expected to abide by all University, center and departmental rules and all local, state, and federal laws.

Nova Southeastern University provides computer systems with access to hardware, software, and networks to enhance the academic experience. The University's computer systems are vital to its programs of instruction, research, and administration. Nova Southeastern University's computer systems refer to all computers owned or operated by the University and include hardware, software, data, and communication networks associated with these systems. In particular, "computer systems" refer to systems ranging from multi-user time-sharing systems to single-user terminals and personal computers, whether freestanding or connected to a network.

Ethical conduct by students in the use of this technology is the same as in all other areas of University life, and it is of equal importance. Also, students are expected to abide by the Nova Southeastern University Code of Conduct. Students, as part of their academic preparation toward specific professional career goals, must be aware of and abide by the professional code of ethics associated with that chosen profession. Therefore, the student technology user must apply standards of normal academic and professional ethics and considerate conduct to their use of the University's computing systems and resources, including respect of other user's rights to privacy.

Any alleged violation of any of these academic, conduct, or supplemental ethical standards may result in review by the faculty of the Department of Dispute Resolution as a whole with the student present for discussion. The faculty, through the Director, will make recommendations which will be forwarded to the Dean. The Director, with the support of the Dean, may, after faculty review, immediately suspend students pending a prompt hearing, put a student on probation for a specific length of time pending review, or permanently expel the student from the program. Additional detailed information concerning student rights and responsibilities may be found in the school's catalog.

Student Evaluation of Practica and Classes

At the end of each semester, you are given the opportunity to provide the program with your responses to the courses you took. Your anonymity is protected in the following ways: a) you are asked not to sign your evaluation; b) all evaluations are completed and sealed in an envelope while the faculty member remains outside of the room; c) the envelope is delivered directly to the staff by a student volunteer, and the handwritten comments are typed into the computer; d) the original, handwritten sheets are shredded; e) faculty members do not receive typed copies of the evaluations until after grades have been submitted to the registrar.

The Department of Family Therapy is developing a new methodology for collecting information about your evaluations of your classes and practica. This new procedure will allow students to evaluate their classes and practica individually on a specially provided computer disk at their own convenience, rather than during class time. Further information will be provided when this procedure is completed.

Teaching Assistants

Master's students, in several classes, may have a Teaching Assistant assisting the instructor in teaching and other duties as assigned. All grades will be determined and assigned by the faculty member in charge, with input and guidance from the TA as appropriate.

Human Subjects Research Committee

All research projects undertaken at NSU, whether within a particular class, under the auspices of a grant must, or conducted at FTA, must, prior to commencement, be approved by the program's Human Subjects Committee. A proposal must be submitted that includes a detailed description of:

1. Where and with whom the research will be conducted
2. Your (and your colleagues') role in the project
3. The research participant's role in the project
4. How the research participants will understand your role--that is, how you will be identifying yourself to them
5. What recording materials you will be using
6. How you intend to ensure the confidentiality of research participants--that is, use of pseudonyms, plans for erasing tapes, etc.
7. The research agreement form you will be giving to the research participants to sign prior to their involvement
8. How you intend to analyze and use the data--that is, publication and/or presentation plans

In the case of human subjects being involved in a dissertation research project, the dissertation committee will serve as the human subjects research committee.

Faculty/Student Collaboration

Students are encouraged to collaborate with faculty on articles and books for publication. Authorship will follow APA guidelines. Students are also encouraged to collaborate with faculty on presentations, and may do cotherapy with faculty as indicated by their practicum supervisor. In general, collaborative relationships are encouraged, within the boundaries of mutual respect

In general, collaborative relationships are encouraged, within the boundaries of mutual respect and appropriate roles. The faculty follow AAMFT guidelines with respect to potential dual relationships.

Residency

As of the writing of this student handbook, all classes are held on the Fort Lauderdale campus and students are expected to attend all classes on a regular, on-going basis. Students may transfer graduate credits for studies completed at other universities (see Transfer of Credit). All other course work must be taken at Nova Southeastern University.

Advertising

It is against University policy for students to advertise their business activity, even if program related, through e-mail or mail box distribution to faculty, students and staff.

Student Publications

Nova Southeastern University, as publisher, bears the legal responsibility for the contents of student publications. In the delegation of editorial responsibility to students, the university provides sufficient editorial freedom for the student publications to maintain their integrity of purpose as vehicles of free inquiry and free expression in the Nova Southeastern University academic community.

The delegated editorial freedom of student editors and managers is subject to corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecent, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo.

As safeguards for the delegated editorial freedom of student publications, the following provisions are made:

1. The student press shall be free of censorship and advance approval of copy, and its editors and managers shall be free to develop their own editorial policies and news coverage.
2. Editors and managers of student publications shall be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes shall editors and managers be subject to removal, and then by orderly and prescribed procedures.

3. All university published and financed student publications shall explicitly state on the editorial page that the opinions therein expressed are not necessarily those of Nova Southeastern University or of the student body.

Student Participation in University Governance

In furtherance of its commitment to teaching and learning, Nova Southeastern University encourages student participation in institutional decision making.

Within each center, elected student government bodies provide vehicles for student expression of views and opinions on issues of institutional policy. Officers of the student governments are members of the President's Student Advisory Committee which meets monthly with the President and appropriate senior administrative staff to discuss university matters of general interest to the student body.

Additionally, students are regularly appointed to committees, task forces, and ad hoc groups dealing with issues of concern to students, including appointment to each self study subcommittee.

Further Questions

If you have questions that are not addressed in this handbook, you may wish to refer to the school catalog. If your query remains unanswered, or if you require clarification, please contact the program office.

Revised 8/96

