

MASTER OF ARTS

***COMMUNITY/CLINICAL PSYCHOLOGY PROGRAM
(CCPP)***

***DEPARTMENT OF PSYCHOLOGY
NORFOLK STATE UNIVERSITY***

2009-2010

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GRADUATE FACULTY

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COMMUNITY/CLINICAL PSYCHOLOGY PROGRAM

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NORFOLK STATE UNIVERSITY

HISTORY

The Norfolk Division of Virginia State College was established in 1935 as a junior college unit of Virginia Union University. There are two significant factors that helped to determine the direction of the University. First, it was established in the midst of a great depression, by persons who felt that the hopes and aspirations of youth should not be subject to the economic limitations of the time. Thus, from its founding, this University has had an interest in the disadvantaged. Second, its establishment as a unit of Virginia Union University gave it a liberal arts background, which is still reflected in the emphasis on the arts and sciences in the development and expansion of the University programs.

In 1938, the Norfolk Unit moved from the three rooms that it originally occupied in the Y.M.C.A. building on Brambleton Avenue to a new location on Bank Street. There it occupied three small brick buildings, two of which were acquired by the institution.

In 1942, Norfolk Polytechnic College was chartered to take over the functions and assets of the Norfolk Unit of Virginia Union University, and the 1942-43 session began under the new auspices.

For the entire period of its existence, both as a unit of Virginia Union University and as the Norfolk Polytechnic College, the institution primarily depended upon the people of the community for its support. This early financial support has probably had some relationship to the special interest which the people of the Norfolk metropolitan area have shown in the growth and progress of the University.

In spite of the financial efforts of the community, it soon became clear that the developing Norfolk Polytechnic College needed a larger and surer base of support. The Norfolk Division of Virginia State College was created by an Act of the 1944 General Assembly of Virginia which directed Virginia State College to establish and operate a division in the City of Norfolk. The Act provided for the transfer of facilities of Norfolk Polytechnic College to Virginia State College. Subsequently, Norfolk Division moved from its site on Bank Street to a larger plant, which formerly housed the St. Vincent DePaul Hospital on Wood Street.

With enlarged enrollment and expanded curricula, the University soon found its plant facilities inadequate. Therefore, the City of Norfolk made a gift of approximately fifty-five acres of the Memorial Park Golf Course as a permanent campus for the Norfolk Division. The University began instruction on its new campus in September 1955. Today, the campus has expanded to include approximately 120 acres of land located within an area bordered by Corprew Avenue on the north, Brambleton Avenue on the south, Majestic Avenue on the east and Park Avenue on the west.

In 1956, the Virginia Legislature granted permission to the State Board of Education to authorize the University to offer junior and senior curricula terminating with the bachelor's degree. The first degrees were granted by the Norfolk Division of Virginia State College in 1958. Since that time, all transfer programs have become degree programs.

In 1968, the General Assembly of Virginia passed an act which provided for the separation of the Norfolk Division of Virginia State College from Virginia State College in Petersburg. The Act includes the following statement:

There is hereby established a corporation composed of the Board of Visitors of Norfolk State College, under the style of 'The visitors of Norfolk State College,' and which at all time shall be under the control of the General Assembly. The corporation is formed for the purpose of establishing and maintaining a college in the name and style of Norfolk State College.

On the effective date of the Act, February 1, 1969, the institution entered another phase of its historical development as Norfolk State College. It continued to expand its curricula to meet emerging needs. In 1972, the University was authorized by the General Assembly of Virginia to grant the master's degree, and in the same year a master's degree program in communication was introduced. The University granted its first graduate degree - an M.A. in Communication, in May 1975. In 1979, the General Assembly changed the name of the institution to Norfolk State University, effective July 1, 1979.

In 1994, Norfolk State University was granted permission to offer the doctorate degree. The Doctor of Social Work (D.S.W.) was the first to be offered.

PHILOSOPHY AND MISSION

Norfolk State University, an urban institution, exists to provide opportunities for a quality education through the acquisition of knowledge, understanding, and skills. It is the philosophy of the University that all people, regardless of socioeconomic status, race, sex, age, disabling conditions, or national origin are entitled to profit from educational opportunities and advantages to the fullest extent of their capacities. Based on those tenets, the University accepts and adopts as its mission the following premises and the ethic implied therein:

The University shall continue to define those areas in which it can make the most effective contributions to the total educational enterprise of the community, state, nation and the world. Further, by means of its educational offerings, research, and service activities, the University shall promote and implement those programs which it is uniquely equipped to administer.

The University shall continue to maintain its identity as an urban institution, recognizing its history of concern for and identification with the challenge presented by urban environments. The University shall continue to utilize its assembled expertise to develop programs specifically related to urban needs.

The University shall be organized and staffed in a manner which provides intellectual, professional, and social leadership as well as the experiences required to enable its constituents to realize the fullest extent of their capacities.

The University shall strive to foster a sense of social responsibility as well as personal and professional worth to the end that graduates will be capable of providing leadership in and beyond the area of their special competence.

The University shall seek to make its students sensitive to those ethical and aesthetic values upon which our society rests.

ROLE

Norfolk State University is an urban institution which is located in the heart of a metropolitan area and in the expanding megalopolis of the Eastern Seaboard. The University is engaging more in the kind of social planning and organization that is shaping the future of higher education in urban-oriented colleges and universities all over the nation.

Because of its philosophy and mission, the University has become involved in many educational circles and programs. School districts have depended upon the University to upgrade and strengthen their personnel. Government agencies have secured the services of the University to train and retrain employees and to serve in various professional and advisory capacities. The University has projected its programs, resources, facilities, and leadership into the community, the state, and the nation through conferences, institutes, workshops, and research projects which have attracted national and international attention.

ACCREDITATION

Norfolk State University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate, baccalaureate, master, and doctoral degrees. The University is fully accredited as a professional school for the undergraduate training of Teacher Education by the Virginia State Board of Education. It is a member of the American Association of Colleges for Teacher Education, and the American Association of Education. Its teacher education programs are included on the list of the State-Approved Teacher Preparation

Programs in Virginia Colleges and Universities, which is sent to all state directors of Teacher Education Certification for their use in the Administration of the Interstate Certification Project. Also, the University is a member of the National Association of Schools of Music, which has been designated by the National Commission on Accrediting as the agency responsible for the accreditation of music curricula in Higher Education. The School of Social Work, the School of Business and certain other areas of the University are nationally accredited by appropriate specialized agencies.

GRADUATE COUNCIL

The Graduate Council is responsible for the planning, development, and recommendation of policies, regulations, and procedures for all graduate programs at the University. Its aim is to assure the satisfactory coordination of graduate studies and the maintenance of a quality level of graduate instruction. The Council, therefore, determines: (1) criteria for the selection of graduate faculty; (2) instructional loads for the graduate faculty; (3) requirements for admission to graduate study at the University; (4) mechanisms for the evaluation of effectiveness of graduate programs; (5) regulations governing the number of undergraduate hours which graduate students can apply towards a graduate degree and the admission of undergraduate students to graduate courses; (6) the number of transferable graduate credits that a student is allowed to accumulate; and (7) other matters regarding procedures, policies, and regulations as they are presented to the Council for consideration.

Membership on the Graduate Council is restricted to representatives from those schools housing graduate programs, those schools which have been granted approval by the State Council of Higher Education in Virginia to implement graduate programs, the Faculty Senate, the Vice President for Academic Affairs, the library, one graduate student, and the director or his/her designee from Continuing Education.

COMMUNITY/CLINICAL PSYCHOLOGY PROGRAM (CCPP)

The Department of Psychology at Norfolk State University offers a Master of Arts degree program in Community/Clinical Psychology. The two-year curriculum of this program is designed to establish a firm foundation in basic topics in psychology as well as to develop applied knowledge and skills in areas of community and clinical psychology. The major goal of the program is to train graduates to function as competent mental health professionals at the master's level. The curriculum allows students to concentrate in an applied area of mental health by careful selection of electives and practicum experiences. This flexibility allows students to pursue their own areas of interest in applied work.

The successful completion of this program requires 40 semester hours of course work, including a thesis or non-thesis option, and two practicum courses as specified in the curriculum. Also, the student is required to pass the comprehensive examination. Students are admitted on a full-time basis. Almost all of the courses in this program are offered in the late afternoon or early evening, which makes pursuing graduate study more feasible for those who work during the day. **Students should be aware that practica require placement in an agency and typically must be done during the day.**

The Master of Arts Program in Community/Clinical Psychology requires the successful completion of 40 credit hours. The Virginia Board of Counseling requires 60 credit hours in counseling as part of the requirements for the LPC, Licensed Professional Counselor. While it has never been the goal or claim of our Program to prepare students for licensure as a Licensed Professional Counselor, some graduates of the CCPP have been successful in using CCPP coursework toward licensure requirements. However, it is our understanding that the Virginia Board of Counseling has recently become more strict in its interpretation of what constitutes coursework in counseling. Therefore, CCPP coursework may not count toward the LPC. If you are interested in licensure, you must seek clarification from the Board of Counseling.

ADMISSION

Admission requirements for the program in Community/Clinical Psychology are in accordance with the requirements of the Graduate School and Norfolk State University. The requirements for admission are as follows:

Regular Status

1. A baccalaureate degree from an accredited college or university. A foreign student should possess equivalent credentials.
2. A minimum overall undergraduate grade point average (GPA) of 2.7 on a 4.0 scale.

Prerequisites

A strong undergraduate background in psychology is desirable. Students must have completed the following courses for regular admission:

- **Abnormal Psychology**
- **Experimental Psychology**
- **Psychological Testing**
- **Statistics in Psychology**

Students may be considered for conditional admission if they have not completed all of the above courses.

3. Three letters of recommendation from persons of professional status who are familiar with the applicant's background and prior performance in academic and professional activities.
4. A \$35.00 application fee (certified check or money order) must accompany the application for admission, and should be made payable to Norfolk State University.

5. All application materials must be received by March 1 for consideration in the fall. **Students are not admitted in the spring semester.** Students who have completed all three core courses in the fall semester in non-degree status may apply by October 1 for degree-seeking status in the spring. A minimum grade of B is required in all core courses. Completing courses in non-degree status does not insure future admission.

A complete application packet will include:

1. Application form.
2. Three (3) letters of recommendation from persons of professional status who are familiar with the applicant's background and prior performance in academic and professional activities. A reference must be submitted from 1) a former teacher, 2) an individual familiar with the applicant's ability and commitment to the desired area of study, and 3) an individual who is able to provide a character reference. The applicant is responsible for requesting letters of recommendation from those persons listed as references, and for collecting the letters in a sealed envelope, signed across the seal. The letters should be included with the completed application materials.
3. Official transcripts from all colleges and/or universities the student has attended.
4. A personal statement of professional interests and goals which does not exceed 300 words.

The completed application with letters of recommendation should be sent to:

***The Graduate School
Norfolk State University
700 Park Avenue
Norfolk, VA 23504
Phone: (757) 823-8015***

Applicants may be requested to attend a personal interview.

Applicants seeking additional information may call or write to:

***Community/Clinical Psychology Program
Norfolk State University
700 Park Avenue
Norfolk, VA 23504
Phone: (757) 823-9439 or 823-8573***

Applications are reviewed and decisions are made by the Community/Clinical Psychology Admissions Committee and the Graduate School.

NON-DEGREE STATUS

The non-degree status means that the student does not intend to work toward a degree and is not required to take core courses. Additionally, courses may be taken on a credit or non-credit basis. Such applicants must have at least a baccalaureate degree to be admitted.

Applicants not meeting the minimum grade point average required for regular admission may be admitted to non-degree status. Upon completion of nine semester hours of credit, with a minimum grade of **B** in all courses taken, the applicant may apply for degree-seeking status by submitting a complete application by the October 1 deadline. Completing courses in non-degree status does not insure admission to the program.

TRANSFER CREDIT

Students who are admitted with prior graduate training may transfer a maximum of six credit hours from courses which have similar descriptions as those offered in the C/CPP. Credits will only be accepted as transfer after consultation with and written approval from the Community/Clinical Admissions Committee. Transfer credits are accepted for elective course substitution only. The request for transfer credit must be made when applying for admission to the program.

RE-ADMISSION

Re-admission to the program is not automatic. After an absence of a semester or longer, the student must apply for re-admission to the program and follow the regular admission procedure. A student may maintain his/her matriculating status while not enrolled by filing a "continuous registration" course form and paying the appropriate fee.

MINIMUM DEGREE REQUIREMENTS

The minimum degree requirements for the Master of Arts in Community/Clinical Psychology are as follows:

1. The student must complete all core courses and electives (totaling 40 hours) as determined by the Community/Clinical Training Committee.
2. The student must earn a grade of B or better in all core courses taken and maintain at least a **3.0** GPA. A student can only repeat a core course once.
3. The student may elect to substitute six (6) hours of elective course work for Thesis Credits. However, such a decision will be made in consultation with the student's advisor and the Community/Clinical Training Committee. The decision must be made no later than the end of the second semester in residence.

4. The student must be enrolled on a full-time basis for a minimum of one academic year, or continuously on a part-time basis.
5. The student must pass the Comprehensive Examination within two attempts.

TIME LIMIT

A student matriculating at Norfolk State University in a master’s degree program must complete all requirements for his/her degree within a four-calendar year period.

MINIMUM GRADE REQUIREMENTS

A grade point average of 3.00 (B), from semester to semester, is required to (1) maintain good academic standing as a graduate student and (2) meet requirements for a degree. Any student who fails to maintain the 3.00 GPA will be automatically placed on probationary status and must (within two succeeding semesters) elevate his/her GPA to 3.00 in order to remain in the graduate program. Grades in all graduate courses taken while in graduate student status are used in determining whether a student has met a 3.00 (B) average requirement to remain in good standing.

The student must earn a grade of B or better in all core courses taken and maintain at least a **3.0 GPA**. A student can only repeat a core course once. A student is not allowed to have **more** than two grades of C in his or her academic program.

The grade (quality) point system based upon all hours graded at Norfolk State University is used to calculate student scholarship. The following table indicates the points used to calculate averages.

Grade	Points	Grade	Points
A	4.00	C+	2.30
A-	3.70	C	2.00
B+	3.30	C-	1.70
B	3.00	F	0.00
B-	2.70	I (Incomplete)	No Points

The student is responsible for knowing the academic standards of the Program, the Graduate School, and the University.

EVALUATION POLICY

In addition to the successful completion of all in-class and practicum course work, students must exhibit the personal qualifications and attributes deemed necessary for a master's level community/clinical psychologist. Students must demonstrate the ability to function well interpersonally with colleagues, and patients/clients. All students must demonstrate unimpaired judgment and behavior consistent with the responsibilities of the profession of psychology.

Students are continuously monitored/evaluated by the program coordinator and the Community/Clinical Training Committee with regard to professional demeanor, professional conduct, concern for the public welfare and dignity of all individuals, responsibility to duty, trustworthiness, and ethical conduct. Any breach of professional or ethical conduct as outlined by the American Psychological Association, and as determined by the program coordinator and the Community/Clinical Training Committee will result in termination from the program.

DISABILITY STATEMENT

In accordance with Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act (ADA) of 1990, we ask if you have a disability or think you have a disability please make contact with the Supporting Students through Disability Services (SSDS) Office.

Located: Library, Second Floor

Contact Person: Marian Shepherd, Coordinator
Telephone: (757) 823-2014

THE CURRICULUM CORE COURSES

The curriculum consists of a set of core courses that must be taken by all students and a group of elective courses. All electives must be approved by the student's academic advisor.

Fall Semester (First Semester)

CPS 601 - Psychology Proseminar - 3 semester hours
CPS 604 - Personality Theories - 3 semester hours
CPS 607 - Psychological Disorders - 3 semester hours
Total - 9 semester hours

Spring Semester (Second Semester)

CPS 630 - Research Methods - 3 semester hours
CPS 675 - Community Psychology I - 3 semester hours
CPS 611 - Strategies of Assessment - 3 semester hours
Total - 9 semester hours

Fall Semester (Third Semester)

CPS 775 - Community Psychology II - 3 semester hours
CPS 713 - Psychotherapy Techniques - 3 semester hours
CPS 794 - Community/Clinical Practicum I - 3 semester hours
Thesis or Elective - 3 semester hours
Total - 12 semester hours

Spring Semester (Fourth Semester)

CPS 795 - Community/Clinical Practicum II - 4 semester hours
Thesis or Elective - 3 semester hours
Elective - 3 semester hours
Total - 10 semester hours

Grand Total - 40 semester hours

COURSE DESCRIPTIONS/CORE COURSES

A student must earn a grade of B or better in all core courses.

A student must earn a grade of B or better in all graduate courses which serve as prerequisites.

A student must earn a grade of C or better in all undergraduate prerequisite courses.

A student is **not** allowed to have **more** than two grades of C in the academic program.

A student can only repeat a core course once.

CPS 601 PSYCHOLOGY PROSEMINAR (3)

This course is a foundation course which emphasizes the body of psychological knowledge relevant to community/clinical psychology, and draws the connection between basic psychological science and the applied community/clinical area.

CPS 604 PERSONALITY THEORIES (3)

The notion of individual differences and the various theoretical explanations for these differences will be emphasized in this course.

CPS 607 PSYCHOLOGICAL DISORDERS (3)

This course will concentrate on familiarizing the student with the current body of knowledge within the field of abnormal psychology. It will also evaluate current theories on yet to be answered questions.

Prerequisite: 3 semester hours of abnormal psychology.

CPS 611 STRATEGIES OF ASSESSMENT (3)

This course is designed to expose the student to the techniques and processes involved in clinical psychological assessment. Emphasis will be on the psychometric properties of the tests.

Prerequisites: 3 semester hours of psychological testing, CPS 607, and matriculating status in CAPP.

CPS 630 RESEARCH METHODS (3)

This course is designed to provide the student with research principles, design strategies, data collection procedures, and an understanding of critical issues involved in action research. Special emphasis will focus on program evaluation and community research.

Prerequisites: 3 semester hours of statistics, 3 semester hours of experimental psychology.

CPS 675 COMMUNITY PSYCHOLOGY I (3)

This course serves as an introductory overview of community psychology. It examines a number of the theoretical approaches to the field from both historical and current perspectives, while seeking clarification of their systemic differences regarding goals, assessments, intervention strategies, and research orientations. Emphasis will be placed on conceptual and applied features of those community psychology systems which attend to mental health delivery services to urban, low-income, minority populations.

CPS 713 PSYCHOTHERAPY TECHNIQUES (3)

This course surveys important theoretical approaches to psychotherapy, including techniques used to alleviate psychological symptoms. Research on psychotherapy (both process and outcome) will be employed.

Prerequisites: CPS 604, CPS 607, CPS 611 and matriculating status in CCPP.

CPS 775 COMMUNITY PSYCHOLOGY II (3)

This course is designed to enhance the student's theoretical and practical skills in community psychology. Further, it will examine, in detail, the philosophy, work and responsibilities of the professional community psychologist.

Prerequisite: CPS 675

CPS 794 COMMUNITY/CLINICAL PRACTICUM I (3)

Practicum I is designed to provide students with practice in psychological assessment and treatment techniques as well as experience in the application of community psychological principles.

Prerequisite: Completion of first year, all core courses (18 semester hours), with a grade of B or better in all classes and matriculating status in CCPP.

CPS 795 COMMUNITY/CLINICAL PRACTICUM II (4)

Practicum II is designed to give the student continued exposure to the same activities (assessment, treatment, and application of community psychology principles) as Practicum I, with an increased emphasis on intervention. The student will be eligible to enroll in this course only after he/she has successfully passed Parts I and II of the Comprehensive Examination and completed all core courses with a grade of B or better with 30 credit hours in a degree-seeking status.

CPS 750 CONTINUOUS REGISTRATION (3)

A student may maintain his/her matriculating status while not enrolled by filing a "continuous registration" course form and paying the appropriate fee. Pass/Fail

CPS 699A / CPS 699 THESIS

The student may elect to substitute six (6) hours of elective course work for Thesis credits.

ELECTIVE COURSES

Students may take elective courses from offerings in the Psychology Department and other graduate programs at Norfolk State University. All elective courses must be approved by the student's advisor. The minimum grade required to pass an elective course is C. No more than two grades of C are permitted in a student's academic program.

If a student is currently matriculating in the program and wishes to take an elective course at another university, a formal request may be made to the academic advisor to enroll in the course.

ACADEMIC ADVISEMENT

Consultation with your advisor is required. **A minimum of two advisory sessions per semester is required.** Proof of academic advisement for registration purposes is a Course Request Worksheet (CRW) signed by the student and the advisor. The student must retain a copy of the CRW and a copy is placed in the student's file. **Students who register without such advisement and documentation may be de-registered.**

RECORD OF ACADEMIC ADVISEMENT				
	Semester	Date	Advisor's Signature	Student's Signature
Session One				
Session Two				
Session One				
Session Two				
Session One				
Session Two				
Session One				
Session Two				

COMPREHENSIVE EXAMINATION

Students must be in good standing (minimum grade of **B** in all courses) and have the approval of the Program Coordinator in order to sit for the Comprehensive Examination. The comprehensive examination is administered as two parts based on the basic and applied core courses in the curriculum. The courses covered in the basic area are: CPS 601, CPS 604, CPS 607, and CPS 630. The courses included in the applied area are: CPS 611, CPS 675, CPS 713, and CPS 775. The two parts of the comprehensive exam are administered on two separate days. The format of the examination is as follows:

DAY I - BASIC AREA (PART I) **(Morning 8:00 a.m. - 12:00 noon)**

(ANSWER ANY TWO OF THREE ESSAY QUESTIONS)

CPS 601 Psychology Proseminar
CPS 630 Research Methods

(Afternoon 1:00 p.m. - 5:00 p.m.)

(ANSWER ANY TWO OF THREE ESSAY QUESTIONS)

CPS 607 Psychological Disorders
CPS 604 Personality Theories

DAY II - APPLIED AREA (PART II) **(Morning 8:00 a.m. - 12:00 noon)**

(ANSWER ANY TWO OF THREE ESSAY QUESTIONS)

CPS 611 Strategies of Assessment
CPS 713 Psychotherapy Techniques

(Afternoon 1:00 p.m. - 3:00 p.m.)

(ANSWER ANY TWO OF THREE ESSAY QUESTIONS)

CPS 675/775 Community Psychology I & II

Students may choose to take the exam for both areas in the same semester or to appear for the basic area in one semester, and the applied area in the subsequent semester. In cases where the two areas are taken in separate semesters, the basic area must be taken first. A student will have only two chances to pass each section of each area of the exam. A student who fails to pass all sections (one for each core area) of the comprehensive exam in two attempts will be terminated from the program. An appeal for re-admission may be made to the Community/Clinical Training Committee through the Program Coordinator.

Students must pass both parts I and II of the examination before taking CPS 795 (Practicum II).

CONSTRUCTION AND SCORING OF THE EXAM

Typically, the instructor who taught the course in the previous academic year will write the questions for each course. That instructor will provide an answer key for each of the questions to be used by all instructors who score those questions. Each question will be scored by more than one faculty member, and the individual scores will be averaged for each question and for each section. Pass/fail decisions will be for each of the sections. Any failed section can be taken for the second and final time at a subsequent administration of the examination. For example, if a student's performance on the CPS 607 section of the exam received a "failing decision" and CPS 601, 630 and 604 received a "passing decision," then he/she needs to retake only the CPS 607 section of the basic area. This retake will be his/her final attempt for that section.

ELIGIBILITY TO TAKE THE COMPREHENSIVE EXAM

The student must be formally admitted to the program as a matriculating student at the time of the comprehensive examination, and must have a passing grade (**B**) for the core courses he/she has completed. No student will be allowed to take the exam if he/she has an **I** grade for one or more of the core courses on the transcript or other records. In order to appear for the examination in the basic or applied area, the student must have successfully completed, or at least be currently enrolled in, the courses included in that area during the semester he/she takes the examination. Ideally, a full-time student entering in the fall semester will take the exam in the basic area in the subsequent spring semester and in the applied area in the subsequent fall semester. If a student wishes to take the exam, he/she must submit his/her request in writing by completing the **Certification of Eligibility to Sit for the Comprehensive Examination** and **Comprehensive Examination Registration** forms by October 15 for the fall administration and by March 15 for the spring administration. Submission of these forms constitutes a commitment to sit for the Examination. If a student subsequently decides not to sit for any part of the Examination, he/she must inform the Program coordinator no later than 48 hours prior to the start of Day One of the Examination. In the absence of documented extenuating circumstances, failure to do so will constitute failure of that portion of the Examination for which the student has registered. **(Practicum II cannot be taken until the student has passed both parts of the Comprehensive Examination).**

**CERTIFICATION OF ELIGIBILITY TO SIT FOR THE
COMPREHENSIVE EXAMINATION***

Part I - Basic

Course	Grade
CPS 601 (PROSEMINAR)	
CPS 607 (DISORDERS)	
CPS 604 (PERSONALITY)	
CPS 630 (RESEARCH)	

GPA _____

Part II - Applied

Course	Grade
CPS 611 (ASSESSMENT)	
CPS 675 (COMMUNITY I)	
CPS 775 (COMMUNITY II)	
CPS 713 (PSYCHOTHERAPY)	

GPA _____

My signature below certifies that I have met all of the requirements to sit for the Comprehensive Examination. I have completed, or I am currently enrolled in, all of the necessary course work with a grade of **B** or better. I have no **I's** (Incompletes) in any of the relevant course work and my GPA (grade point average) in all C/CPP courses is a 3.0 or higher.

Signature of Student _____

Date _____

*This form must be submitted by October 15 to sit for the fall administration and by March 15 to sit for the spring administration.

The M.A. Program in Community/Clinical Psychology requires 40 semester hours to complete the program. Of these 40 semester hours, 6 hours can be earned if the student opts to do a thesis. If the student chooses the no thesis option, he/she will need to take 6 hours of electives - as approved by the advisor. These 6 hours of electives are to be utilized for planning a concentration/expertise area in which the student is interested. The courses may be from within the department or from outside the department. The above mentioned is the only option that may substitute for the thesis requirement. No practicum or project of any kind can be used to substitute for the thesis requirement.

The following are the guidelines used for the thesis work:

1. The student should begin her/his thesis work during the third semester of his/her full-time study. The student must have completed CPS 601, 604, 607, 611, 630, and 675, before registering for the thesis.
2. Before registering for the thesis course, the student must consult with faculty members of his/her choice who may be interested in supervising/directing the thesis research. Once a faculty member agrees to direct and be the chairperson for the student's thesis research, the student prepares a research proposal under the direction of that chairperson.
3. The student must inform the program coordinator in writing of his/her selection of a chairperson for thesis research. The letter or memorandum must bear the signature of the chairperson to verify that he/she has agreed to direct the student's thesis research.
4. The thesis research proposal must be written following the APA Publication Manual and must consist of two chapters: Chapter I Introduction, to include the review of the literature and the objectives of the present study; and Chapter II - Methodology, to include the subjects, instruments, procedures, hypotheses and planned statistical analysis.
5. While the thesis proposal is being prepared, the student must identify two other faculty members to form the 3-member thesis committee (the chairperson and two other faculty members) in consultation with the chairperson.
6. When the thesis proposal is ready, copies are to be submitted to the thesis committee members at least two weeks in advance prior to the proposal meeting. At the meeting, the committee members will meet with the student and review the merits of the proposal. If the proposal is approved by the committee, the proposal approval form is to be completed which will bear the signatures of the committee members. This form must be filed with the program coordinator with a copy of the proposal itself.

7. Only after securing the proposal approval from the committee is the student to commence data collection activities.
8. The data collection and analyses will be conducted by the student under the supervision of the chairperson or other committee members.
9. The student will write the last two chapters of the thesis: Chapter III - Results, and Chapter IV - Discussion, upon completion of data collection and analysis.
10. When the chairperson and other committee members are satisfied with the product, the oral thesis defense must be scheduled with the committee. The oral defense must be announced to the entire departmental faculty and students and anyone may attend. Non-committee faculty members and visitors can ask questions and make comments, but will not be allowed to vote on the committee's decision.
11. After successful defense of the thesis, the chairperson of the thesis committee must complete the "Thesis Oral Defense Form" bearing the signatures of all committee members. This form is to be submitted to the program coordinator with a copy of the thesis.
12. If all course work has been completed and the student has also registered for the six hours of thesis credit in a previous semester, he/she must enroll in CPS 750 (Continuing Registration) if the thesis is not yet completed.

M.A. THESIS PROPOSAL APPROVAL FORM

The M.A. Thesis Proposal submitted by _____
Name of Student

was reviewed and approved by the committee members who have signed

below. The proposal meeting was held on _____
Date

The research proposal is entitled _____
_____.

Thesis Committee Members: 1. _____
Chairperson

2. _____

3. _____

Date

M.A. THESIS ORAL DEFENSE

This is to certify that _____
Name of Student

successfully defended her/his M.A. thesis entitled _____

at the oral defense held on _____.
Date

Thesis Committee Members: _____
Chairperson

Date

GUIDELINES FOR THE PRACTICUM COURSES

The minimum requirements for graduation include successful completion of two practicum courses totaling seven (7) semester hours. The practicum courses are designed to provide the students with experience in the applied area of mental health. The agency where the student receives practicum training is determined by the particular student's area of concentration and the training this student needs to balance his/her skills.

Eligibility: Students are eligible to take Community/Clinical Practicum I when they have successfully completed CPS 601, 604, 607, 611, 630, and 675 and have a GPA of 3.0. A student is eligible to take the Community/Clinical Practicum II when he/she has passed both parts of the comprehensive examination.

Procedure for Registering: It is imperative that practica are planned prior to the semester in which they are to be taken. A student must discuss his/her plans for the practicum with the practicum coordinator in a timely manner (before November 15 for spring practica, and before March 15 for summer and fall semester practica).

A practicum contract is to be executed between the student, the program coordinator, and the practicum agency supervisor that specifies the activities and the number of hours the student will spend at the agency. Students are not to begin any practicum activities until they have the approval of the practicum coordinator, as indicated by his/her signature on the practicum contract. A student will be evaluated in the middle and at the end of the practicum. Evaluation forms are available to evaluate the student and for the student to evaluate the practicum. In case of any problems during the practicum, the practicum coordinator is to be contacted immediately by the student.

Time Requirements for the Practicum: Community/Clinical Practicum I requires the student to complete fifteen (15) hours per week for a semester (15 weeks) for a total of 225 hours. Community/Clinical Practicum II requires twenty (20) hours per week for a semester (15 weeks) for a total of 300 hours at the agency. One hour weekly of face-to-face supervision by a qualified master's and/or doctoral level professional is also required. If either practicum is taken during the summer, the same hourly requirement is in effect, but the time may be distributed differently.

CONTRACT BETWEEN STUDENT, AGENCY SUPERVISOR, AND ADVISOR

This is to document that _____
Name of the Agency

Address: _____

accepts _____ for a practicum _____
Name of Student & Phone# Course/Number

during the _____ and agrees to provide the student the following experiences:
Semester/Year

1. _____
2. _____
3. _____
4. _____

under the supervision of _____
Name of Supervisor(s)/Degree/Licensure Status

Supervisor's Title / Office Phone Number

The above named student expresses his/her consent to spend _____

hours/week at the agency during the period beginning _____ and ending
Date

_____ to gain the above mentioned experience and complete the required _____ hours.
Date

We, the undersigned, agree to periodically review the terms of the contract, and will work toward the resolution of any problems that may require a renegotiation of the contract.

Signatures:

1. _____
Student
2. _____
Site Supervisor
3. _____
Faculty Supervisor

Copies of this contract must be retained by the student, site supervisor, and faculty supervisor.

PSYCHOLOGY PRACTICUM MIDTERM EVALUATION OF STUDENT

1. Name of student, phone#, and NSU ID#

2. Practicum Name and Course #

3. Name and address of agency providing practicum

4. Supervisor (s) Phone

5. Semester and year the practicum is taken

a. Total Hours completed

b. Total Hours of Direct Client Contact

Individual

Group

Testing

c. Supervision Hours

d. Hours Spent in Other Activities (Staff Meetings, Training, Chart Review, Progress Notes, Report Writing, etc.)

6. Any specific experiences listed in the contract that were not provided. Please list them and say why.

7. Any additional experiences provided that were not listed in the contract. (Please specify.)

8. Strengths, assets, or things student does best that you have observed.

9. Weakness, liabilities or things student does poorly that you have observed.

10. What is your impression of the student in terms of his/her **responsiveness to supervision, professional behavior, sensitivity to cultural issues in working with diverse populations** and qualities such as punctuality, cooperation, etc.?

11. Your overall evaluation of the student: (**Check one**)

A = Exceptional

B = Marginal

A- = Superior

B- = Failure

B+ = Average

** I = Incomplete

Signature of Student & Date

Signature of Agency Supervisor(s) & Date

This is to be completed twice, at the middle and at the end of the practicum, by the supervisor and submitted to the practicum coordinator. The student should insure that this form is completed in time for the awarding of grades.

****If "INCOMPLETE" is checked, specify what is required for completion of the practicum.**

PSYCHOLOGY PRACTICUM FINAL EVALUATION OF STUDENT

1. Name of student, phone#, and NSU ID# _____

2. Practicum Name and Course # _____
3. Name and address of agency providing practicum _____

4. Supervisor (s) _____ Phone _____
5. Semester and year the practicum is taken _____
 - e. Total Hours completed _____
 - f. Total Hours of Direct Client Contact _____
Individual _____
Group _____
Testing _____
 - g. Supervision Hours _____
 - h. Hours Spent in Other Activities (Staff Meetings, Training, Chart Review, Progress Notes, Report Writing, etc.) _____
6. Any specific experiences listed in the contract that were not provided. Please list them and say why.

7. Any additional experiences provided that were not listed in the contract. (Please specify.)

8. Strengths, assets, or things student does best that you have observed.

9. Weakness, liabilities or things student does poorly that you have observed.

10. What is your impression of the student in terms of his/her **responsiveness to supervision, professional behavior, sensitivity to cultural issues in working with diverse populations**, or qualities such as punctuality, cooperation, etc.?

11. Your overall evaluation of the student: **(Check one)**

A = Exceptional

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** I = Incomplete

Signature of Student & Date

Signature of Agency Supervisor(s) & Date

This is to be completed twice, at the middle and at the end of the practicum, by the supervisor and submitted to the practicum coordinator. The student should insure that this form is completed in time for the awarding of grades.

****If "INCOMPLETE" is checked, specify what is required for completion of the practicum.**

**PSYCHOLOGY PRACTICUM
MIDTERM EVALUATION OF THE PRACTICUM BY THE STUDENT**

1. Name of Student, phone#, and NSU ID# _____
2. Semester and Year of the Practicum _____
3. Semester Hours _____
4. Name of Agency _____
5. Designated Supervisor _____ Phone _____
6. Specific experiences listed in the contract that you did not receive. Please list them.

7. Additional experiences you received that were not in the contract. Please list them.

8. In your judgment, was the practicum a good learning experience for you? Please circle the rating that reflects your opinion.

1	2	3	4	5	6	7	8	9	10
Poor									Excellent

List any suggestions that you feel could improve this practicum experience.

9. Supervision: Please state your judgment of the quality of supervision you received.

1	2	3	4	5	6	7	8	9	10
Poor									Excellent

List any suggestions that you feel would improve the supervision.

10. Other comments:

**PSYCHOLOGY PRACTICUM
FINAL EVALUATION OF THE PRACTICUM BY THE STUDENT**

1. Name of Student, phone#, and NSU ID# _____
2. Semester and Year of the Practicum _____
3. Semester Hours _____
4. Name of Agency _____
5. Designated Supervisor _____ Phone _____
6. Specific experiences listed in the contract that you did not receive. Please list them.

7. Additional experiences you received that were not in the contract. Please list them.

8. In your judgment, was the practicum a good learning experience for you? Please circle the rating that reflects your opinion.

1	2	3	4	5	6	7	8	9	10
Poor									Excellent

List any suggestions that you feel could improve this practicum experience.

9. Supervision: Please state your judgment of the quality of supervision you received.

1	2	3	4	5	6	7	8	9	10
Poor									Excellent

List any suggestions that you feel would improve the supervision.

10. Other comments:

MASTER OF ARTS PROGRAM

COMMUNITY/CLINICAL PSYCHOLOGY

Department of Psychology
Norfolk State University

Selected University/Program Requirements

- ❑ **Maintain 3.0 grade point average**
- ❑ **Earn a grade of B or better in all courses taken**
- ❑ **Complete all requirements for the degree within the four-year time limit**
- ❑ **Pass the Comprehensive Examination within two attempts**
- ❑ **Register for “Continuous Registration” during any semester during which not enrolled**
- ❑ **Meet with academic advisor a minimum of two times each semester**
- ❑ **Adhere to ethical and professional conduct**

My signature here indicates that I have read and understood these requirements. I further understand that I must meet all NSU, NSU Graduate School and C/CLP requirements that apply to me as a student matriculating in the Community/Clinical Psychology Master of Arts Program.

Signature _____ **Date** _____