

California State University  
Dominguez Hills

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# MA PSYCHOLOGY GRADUATE PROGRAM

## Handbook 2020-2021

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<https://www.csudh.edu/psychology/academic-programs/graduate/>

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## **Master of Arts in Psychology**

### **Clinical Psychology Option**

The Master of Arts in Psychology (Clinical Psychology option) is designed to meet the professional needs of college graduates who plan careers in community mental health or who are already employed as paraprofessionals and desire to further their education and opportunities for advancement. The student is offered a unique opportunity to obtain solid academic knowledge of clinical psychology coupled with extensive research and supervised experience in the application of such knowledge. Students in the Clinical option should demonstrate capacity for reflection in order to foster personal qualities and skills (self-awareness, integrity, flexibility, compassion and personal presence) essential to work as a clinician or service provider.

In the Psychology M.A. (clinical) the student is required to complete 33 units of credit, plus 550 hours of supervised practicum in a clinical setting within the community. In addition, the student must successfully complete a written comprehensive examination or a thesis.

### **Classified Standing and Conditionally Classified Standing**

Only students who have met all requirements as noted under *Admission Procedures - M.A. Programs* for the Psychology Department will be considered for admission into the M.A. in Psychology Program with Classified Standing.

Students who lack some of the admission requirements may be considered for admission into the program with Conditionally Classified Standing. This would allow them to enroll in the University to correct their deficiencies, and also permit them to take up to nine semester units of graduate coursework, which could apply toward their degree if and when Classified Standing has been established. Please note that admission to Conditionally Classified Standing does not assure that a student will achieve Classified Standing in the program.

### **Advancement to Candidacy**

A student must be advanced to candidacy before taking the comprehensive examination or enrolling in PSY 599 Thesis (1-3). The requirements for advancement to candidacy are as follows:

1. Classified Standing in the Psychology M.A.
2. Completion of a minimum of 24 semester units of required courses.
3. Completion of the Graduation Writing Assessment Requirement.
4. Approved Program of Study.
5. A cumulative GPA of 3.0 in all courses taken as a graduate student.
6. No grade lower than a "C" in the degree program.

## **Clinical Psychology Option-Degree Requirements (33 units)**

### A. Required Courses (30 units)

- PSY 535      Advanced Research Methods (3)
- PSY 550      Seminar in Developmental Psychology (3)
- PSY 563      Seminar in Psychopathology (3)
- PSY 564      Advanced Psychotherapy Techniques (3)
- PSY 565      Psychology of Clinical Groups (3)
- PSY 567      Individual Assessment (3)
- PSY 570      Community Psychology (3)
- PSY 571      Practicum in Clinical-Community Psychology (3)
- PSY 574      Practicum: Diversity Issues in Clinical and Health Psychology (3)
- PSY 597      Directed Reading or PSY 599 Thesis (3)

### B. Select one course from the following (3 units):

- PSY 510      Career Development in Clinical and Counseling Psychology (3)
- PSY 520      Seminar in Psychopharmacology (3)
- PSY 530      Advanced Analysis of Variance and Multivariate Techniques (3)
- PSY 555      Psychology and Aging (3)
- PSY 575      Theories of Health and Behavior (3)
- PSY 576      Seminar in Health Psychology Research (3)
- PSY 585      Neuropsychology (3)
- PSY 595      Selected Topics (3)
- PSY 597      Directed Reading (3)
- PSY 598      Directed Research (3)

C. Additional program requirements include:

1. Completion of the Graduate Writing Competency requirement within two semesters of admission to the program.
2. Comprehensive written examination with a passing grade or completion of a thesis. Students should register for PSY 597 (3 units) during the semester they plan take the comprehensive examination. Students who choose to complete a thesis should register for PSY 599 in the semester they plan to defend their completed thesis.
3. A minimum of 550 hours of supervised practicum experience.
4. In addition to the major requirements, students must meet all university requirements for the master's degree indicated in the section of the catalog entitled "Graduate Degrees and Post Baccalaureate Studies."

## **Master of Arts in Psychology**

### **Health Psychology Option**

The Master of Arts in Psychology (Health Psychology Option) will provide students with a solid academic background in health psychology. This specialized track is designed to meet the professional needs of college graduates who plan careers in community mental health and other health care settings such as rehabilitation centers, primary care centers and hospices. In addition, students enrolled in the Health Psychology Option will learn how to promote wellness in individuals and within organizations, and how to evaluate the effectiveness of prevention and treatment programs. The goal of concentrated study in health psychology is to provide the student with an understanding of the relationships among biological, psychological, and social factors as they interact to influence mental and physical health. This goal is accomplished through an integrated program of coursework and research training.

In the Psychology M.A. (Health Psychology track) the student is required to complete 36 units of credit, including three hours of practicum course work. In addition, the student must successfully complete a thesis.

### **Classified Standing and Conditionally Classified Standing**

Only students who have met all requirements as noted under *Admission Procedures - M.A. Programs* for the Psychology Department will be considered for admission into the M.A. in Psychology Program with Classified Standing.

Students who lack any or all of the admission requirements *may* be considered for admission into the program with Conditionally Classified Standing. This would allow them to enroll in the University to correct their deficiencies, and also permit them to take up to nine semester units of graduate coursework, which they could apply toward their degree if and when Classified Standing has been established. Please note that admission to Conditionally Classified Standing does not assure that a student will achieve Classified Standing in the program.

### **Advancement to Candidacy**

A student must be advanced to candidacy before enrolling in PSY 599 Thesis (1-3). The requirements for advancement to candidacy are as follows:

1. Classified Standing in the Master of Arts in Psychology program
2. Completion of a minimum of 24 semester units of required courses.
3. Completion of the Graduation Writing Assessment Requirement.
4. Approved Program of Study.
5. A cumulative GPA of 3.0 in all courses taken as a graduate student.
6. No grade lower than a "C" in the degree program.

## **Health Psychology Option-Degree Requirements (36 units)**

### **A. Required Courses (33 units)**

- PSY 520 Seminar in Psychopharmacology (3)
- PSY 530 Advanced Analysis of Variance and Multivariate Techniques (3)
- PSY 535 Advanced Research Methods (3)
- PSY 555 Psychology and Aging (3)
- PSY 563 Seminar in Psychopathology (3)
- PSY 570 Community Psychology (3)
- PSY 574 Practicum: Diversity Issues in Clinical and Health Psychology (3)
- PSY 575 Theories of Health and Behavior (3)
- PSY 576 Seminar in Health Psychology Research (3)
- PSY 585 Neuropsychology (3)
- PSY 599 Thesis (3)

### **B. Select one course from the following (3 units):**

- PSY 550 Seminar in Developmental Psychology (3)
- PSY 564 Advanced Psychotherapy Techniques (3)
- PSY 565 Psychology of Clinical Groups (3)
- PSY 567 Individual Assessment (3)
- PSY 595 Selected Topics (3)
- PSY 597 Directed Reading (3)
- PSY 598 Directed Research (3)

C. Additional program requirements include:

1. Completion of the Graduate Writing Competency requirement within two semesters of admission to the program.
2. Students must write a thesis as the culminating experience for awarding the degree Master of Arts in Psychology (Health Psychology).
3. In addition to the major requirements, students must meet all university requirements for the master's degree indicated in the section of the catalog entitled "Graduate Degrees and Post Baccalaureate Studies."



## **SAMPLE SCHEDULE MA PSYCHOLOGY PROGRAM – CLINICAL PSYCHOLOGY OPTION**

### **Year 1**

#### **Semester 1**

PSY 535 - Advanced Research Methods

PSY 563 - Seminar in Psychopathology

PSY 520 - Seminar in Psychopharmacology or PSY 555 – Psychology and Aging

#### **Semester 2**

PSY 565 - Psychology of Clinical Groups

PSY 567 - Individual Assessment

PSY 570 - Seminar in Community Psychology

PSY 564 - Advanced Psychotherapy Techniques

### **Year 2**

#### **Semester 1**

PSY 574 - Practicum: Diversity Issues in Clinical and Health Psychology (3)

PSY 585 - Neuropsychology

PSY 598 - Directed Research or PSY 555 – Psychology and Aging

#### **Semester 2**

PSY 571 - Practicum in Clinical-Community Psychology

PSY 550 - Seminar in Developmental Psychology

PSY 597 - Directed Reading (prepare for comprehensive examination) or 599 for those completing a thesis

# **SAMPLE SCHEDULE**

## **MA PSYCHOLOGY PROGRAM – HEALTH PSYCHOLOGY OPTION**

### **Year 1**

#### **Semester 1**

PSY 535 - Advanced Research Methods

PSY 563 - Seminar in Psychopathology

PSY 575 - Theories of Health and Behavior

\*PSY 330 – Intermediate Statistics (if student has not taken PSY 330 or equivalent at another school)

#### **Semester 2**

PSY 576 - Seminar in Health Psychology Research

PSY 570 - Seminar in Community Psychology

PSY 530 - Advance Analysis of Variance and Multivariate Techniques

PSY 598 - Directed Research (prepare thesis proposal)

### **Year 2**

#### **Semester 1**

PSY 574 - Practicum: Diversity Issues in Clinical and Health Psychology (3)

PSY 585 - Neuropsychology

PSY 555 - Psychology and Aging

#### **Semester 2**

PSY 550 - Seminar in Developmental Psychology or other elective

PSY 599 - Thesis (continue with thesis work)

### **Year 3**

#### **Semester 1**

PSY 520 - Seminar in Psychopharmacology

PSY 599 - Thesis (defend thesis)

## Graduate Writing Competency

Students working toward a master's degree are required to demonstrate competency in writing skills at a higher level than that of the baccalaureate. This requirement should be met within the first nine units of graduate work. A GWAR advising hold will be placed on students who have not met the requirement by the completion of 9 units. Students must then meet with an advisor in the University Advisement Center and sign a contract promising to meet the requirement in the next semester. Graduate students may satisfy the GWAR by meeting one of the following criteria:

Students working toward a master's degree are required to demonstrate writing ability commensurate with above average performance at the baccalaureate degree level. This requirement should be met within the first semester of graduate work by successfully completing one of the following:

- A score of eight (8) on the Graduation Writing Exam (GWE). Students who fail to score an "8" have the option of taking the exam a second time.
- A grade of "B" or better, or its equivalent, in one of the university certified writing courses. A list of approved courses is available in the University Advisement Center.
- For graduate students in English, satisfactory performance on the Graduate Exercise administered by the Graduate Committee.
- For graduate students in the MBA program, a score of 4.0 or higher on the Analytical Writing Analysis of the GMAT.
- An upper-division or graduate level course that is certified as meeting the writing requirement by the Coordinator of the Graduate Writing Assessment Requirement, (310) 243-2191.

## **PROCEDURES FOR ADMINISTRATION AND GRADING OF COMPREHENSIVE EXAMINATION FOR MASTER OF ARTS IN PSYCHOLOGY – CLINICAL OPTION**

Eligibility to take the comprehensive examination: Students must have met all requirements for Advancement to Candidacy as specified in the CSUDH catalog. Since the comprehensive examination is given 2/3 of the way into the semester, students are advised to have taken all of the courses assessed by the comprehensive examination by the semester they intend on taking the comprehensive examination.

1. Every Spring semester, students are given a study guide at the beginning of the semester. This study guide is generated by faculty who teach the graduate courses and conform to the program and course objectives.
2. Five questions (generated from material in the study guide) will be on the examination and each student must respond to four questions\*. These questions cover the material taught in the following psychology graduate courses: PSY 535-Advanced Research Methods, PSY 550 – Seminar in Developmental Psychology, PSY 563-Psychopathology, PSY 564-Advanced Psychotherapeutic Techniques, PSY 565 Psychology of Clinical Groups, PSY 567-Individual Assessment, PSY 570-Community Psychology, PSY 571-Practicum in Clinical-Community Psychology and PSY 574 – Practicum: Diversity Issues in Clinical and Health Psychology. Also, students are expected to know how cultural issues might affect an individual's behavior as well as all current legal and ethical issues.
3. \*In addition, one of the four questions answered **MUST** be the case study question. This case study question must be answered by all students taking comprehensive examination. For the case study, each student must diagnose the case using the criteria for the most current edition of the Diagnostic and Statistical Manual of Mental Disorders and develop a treatment plan, specifying which theories and techniques are most applicable and why; for this question, you must also identify any ethical, clinical, and cross-cultural issues present in the case and how they will be addressed.
4. The comprehensive exam is usually given on a Friday or Saturday about 2/3 through pring semester. At the time the examination is given students write only their student identifying number on each of their blue books to allow for "blind grading."
5. Two psychology full-time faculty members grade each question (four questions total). Each faculty member records his/her grade and comments for each question on a separate sheet of paper and gives that paper to the graduate coordinator.
6. The graduate coordinator records all eight grades for the four questions on a sheet of paper next to the student's identifying number (but without knowledge of the student's name) and then computes a total grade for the examination by averaging all eight grades. Each question is graded on a scale of A = 4.0; A- = 3.75; B+ = 3.25; B = 3.0; B- = 2.75; C+= 2.25; C= 2.0; C- = 1.75; D+ = 1.25; D = 1.0. An average of the total grades of "B" (3.0) is passing, while a grade of "B-" (2.75) or below is not passing. The grading of the responses is based on the following criteria, which is given to the student at the time study questions are given.

<b>Criteria for Grading Comprehensive Exam Responses</b>
1. Terms are used correctly, defined and referenced where appropriate (accuracy of documentation)
2. All parts of question are covered and there is an integrated response
3. Psychological terms, not lay terms are used, where appropriate
4. Demonstrate an understanding of the basic concepts and mastery of the subject matter
5. Organize your response; also use the principles of effective written expression in your response (advanced writing skills)
6. Demonstrate originality in your response instead of rote memorization of study group responses (independent thinking)
7. Critical analysis and graduate level writing skills are demonstrated.
For B+ or A level: Add something beyond that which was in your
textbooks (e.g. a high level of appropriate
generalization, synthesis, critical evaluation,
recent advances, limitation, etc.).

**CSUDH**  
**Department of Psychology**  
**THESIS GUIDELINES**  
**for Master of Arts in Psychology**

1. Students who complete a Master's thesis in the Department of Psychology must have a minimum graduate GPA of 3.5. Students whose cumulative graduate GPA is lower than 3.5 should plan to take the MA Psychology Comprehensive Examination.
2. Students should download the CSUDH Thesis Project Guide (<http://www4.csudh.edu/gsr/graduate-studies/thesis/index>) or buy a copy from the bookstore.
3. Students who plan to complete a thesis are expected to be proficient in SPSS or the statistical software used by their lab. Thesis students need to complete undergraduate pre-requisites of Elementary Psychological statistics (e.g., PSY 230 at CSUDH or the equivalent at the undergraduate institution) both a Testing and Measurement course (e.g., PSY 331 at CSUDH or the equivalent at the undergraduate institution) and Intermediate Statistics (e.g., PSY 330 at CSUDH or the equivalent at the undergraduate institution). Students who plan to complete a thesis are expected to take PSY 530 (Advanced Analysis of Variance and Multivariate Techniques). Note that PSY 330 (or equivalent) is a required prerequisite for PSY 530. **Students enrolled in PSY 530 will be required to furnish evidence of having completed this course; students are not eligible to take PSY 530 until they have completed PSY 330 (or equivalent).** It is recommended that students who have not taken PSY 330 (or equivalent) and wish to take PSY 530 take PSY 330 during their first semester.
4. The student should choose a full-time CSUDH Psychology faculty member chair for their thesis committee after discussing research ideas with faculty in the department. A chair should be chosen by the end of the Spring semester of a student's first year as a graduate student.
5. The student and his/her chair should then choose two full-time CSUDH faculty or Emeritus faculty to serve on his/her thesis committee. At least two faculty members (including the chair) must be faculty from the Department of Psychology. It is the student's responsibility to approach faculty and complete and turn in the *Thesis Committee Agreement* form. If there is a needed change in committee membership it is the student's responsibility to complete and turn in the *Change in Master's Thesis Committee Membership* form.
6. The student should then prepare a thesis proposal. This document must include an abstract, a literature review, description of the study objectives, hypotheses, and methodology section,

including methods for data collection, a statistical analysis plan, and a discussion of study limitations. The proposal should be consistent with American Psychological Association (APA) guidelines. The thesis chair and committee members will guide students through the thesis process and provide feedback regarding the *content* of the thesis; they are not expected to correct for grammar, spelling, punctuation and syntax. Graduate students are expected to be able to write at an advanced level and should ensure that thesis drafts have been analyzed for errors *before* submitting the document to committee members.

7. After the thesis proposal has been thoroughly critiqued and approved by the chair it can be submitted to the committee. At least 4 weeks are needed for members to review the thesis proposal.
8. The student should then arrange a proposal meeting with his/her committee. Students cannot begin collecting data until their committee members approve their proposal and they have received IRB approval. It is the student's responsibility to respond to comments and critiques and modify their proposal as warranted by committee feedback. Once the thesis proposal is approved, it is the student's responsibility to obtain signatures on the *Thesis Proposal Approval Form*. The student must also work with their chair to complete the *Rights to Thesis Data and Publication Authorship* form.
9. The student should submit their proposal to the Institutional Review Board (IRB) for approval. IRB approval must be obtained for all theses that include human subjects, including archival analysis of previously collected data and new data collection. See the IRB website for submission information (<http://www.csudh.edu/RF/rfpro3.html>). Students MUST complete the online training course in Human Subjects Protection and provide a copy of your certificate to the IRB. The link to the course is - <http://phrp.nihtraining.com/users/login.php>. Please keep in mind that students cannot begin data collection, nor can they access archival data until IRB approval for the study has been obtained.
10. Research completed by graduate students must conform to the American Psychological Association's (APA) Ethical Principles of Psychologists and Code of Conduct (Ethics Code), particularly Standard 8 (Research and Publication). Information about the APA Ethics Code can be found at - <http://www.apa.org/ethics/code/index.aspx>.
12. Once data is collected and the thesis is written, the student should submit the thesis to his/her chair. Once appropriate revisions based on the chair's feedback have been appropriately integrated, a defense date may be set upon approval of the thesis chair. The student should identify mutual times with their chair, then provide a variety of options for the committee based on definitive availability of the chair and student.

13. The student should then send the thesis to all committee members. The thesis should be given to committee members at least 4 weeks prior to the scheduled defense. The committee may provide feedback during this period and during the defense. The student must integrate this feedback into their thesis document. Students must also complete and turn in the *Intent to Submit Thesis/Project* form by the end of the second week of the semester they intend to graduate.
14. The thesis defense meeting must take place on the CSUDH campus with the student presenting during regular working hours. The student must consult the Psychology Department office to schedule a room with access to a projector for the defense. The student must fill out the information on the *Master's Thesis Presentation Email* form and provide this form to the chair and Psychology Department office for email circulation.

Please be advised that theses and proposals submitted during the last two weeks of the semester may not be reviewed until the following semester. Students can ONLY defend theses during the fall and spring semesters; so, plan accordingly.

15. Passage of the oral defense is determined by a unanimous vote of the committee. It is the responsibility of the student to obtain all signature pages and submit the manuscript to the university.



## Frequently Asked Questions

### 1. What is a thesis:

The California State University Education Code (Title V, Section 40510, p. 473) defines a thesis as: the written product of a systematic study of a significant problem. It identifies the problem, states the major assumptions, explains the significance of the undertaking, sets forth the sources for and methods of gathering information, analyzes the data, and offers a conclusion or recommendation. The finished project [product] evidences originality, critical and independent thinking, appropriate organization and format, and thorough documentation.

A thesis should:

- a. add to the body of knowledge or creative work in the field;
- b. be clearly defined in terms of the context of existing work in the field;
- c. be feasible in scope and design;
- d. demonstrate original thinking;
- e. demonstrate graduate-level complexity in terms of scope, hypotheses and data analysis.

### 2. What kind of thesis is allowed?

A thesis exploring a psychological theory or theories, one demonstrating a psychological research project, or one evaluating a psychological program is permitted. Theses that involve secondary analyses (archival data), rely on case histories, or that are very applied, should include psychological theory. Students are encouraged to work on a thesis topic that closely relates to the research of their thesis chair. This will help ensure that the chair can help provide feedback regarding their thesis project.

### 3. What prerequisites are necessary before one can begin thesis work?

Approval of your thesis proposal (by committee members)

### 4. What are the thesis proposal guidelines?

Generally, your proposal should include an introduction with hypotheses and a methodology section. The purpose of the proposal is to spell out clearly what you propose to do for your thesis project and why. Please see the CSUDH Thesis Project Guide for more information.

### 5. What if my proposal is not accepted?

Written comments will be provided to the student whose proposal is not accepted by his/her thesis committee. The student may then choose to write a revised proposal or choose another topic for a thesis and write a new proposal.

## **6. How many academic units are given for the thesis and when do I sign up for them?**

You can sign up for Directed Reading and/or Directed Research (1-3 units) while you are working on your thesis. In the semester you plan to defend, you should sign up for PSY 599 Thesis (1-3 units). Although PSY 599 is a repeatable course, you can only obtain a maximum of 6 units for PSY 599.

## **7. How long do I have to complete my thesis?**

Students typically spend 1-2 years completing a thesis. The thesis generally marks the completion of the requirements for the MA Psychology degree. Therefore, students should be mindful that they have a maximum of 5 years to complete the MA degree.

## **8. Who can be on my thesis committee?**

The chair of your committee must be a full-time faculty member from the Department of Psychology. The full committee, selected in consultation with the committee chair, should include three persons, all of whom are to be CSUDH full-time, tenured/tenure-track faculty members, or Emeritus faculty. The student may select one committee member from another CSUDH department in order to secure special expertise relevant to the thesis topic. Approval of requests for additional committee members should be obtained from the committee chair. Changes in committee membership must be approved by the chair of the thesis committee or the coordinator of the MA Psychology program.

## **9. When I submit my completed thesis what form does it have to be in?**

All theses should be consistent with APA guidelines. You should also consult with the CSUDH Thesis Project Guide for information about thesis formatting.

## Sample Thesis Roadmap

### **First Semester:**

Take PSY 535. Look at the research being conducted by professors in the Psychology department. Narrow your interests by speaking with professors that you might be interested in working with. Make appointments with faculty whose research you are interested in. If possible, determine who your thesis chair will be during the first semester. Take PSY 330 if you have not done so (or taken an equivalent course) as an undergraduate. Note that you will be required to furnish proof of completing an intermediate statistics course in order to enroll in PSY 530.

### **Second Semester:**

Take PSY 530. Register for PSY 598. Finalize your selection of a chair. Identify your research question and begin to work on your thesis proposal. Receive feedback from chair on thesis proposal. Identify potential members for thesis committee.

### **Summer (Year 1):**

Continue drafting thesis proposal. Please keep in mind that your chair will not likely provide feedback on your project over the summer but it is expected that you work independently on this document throughout the summer.

### **Third Semester:**

Register for PSY 598. Finalize your thesis committee. Receive feedback from chair on completing the proposal. Incorporate feedback to be submitted to other committee members by the end of the third semester, but no later than the end of the fourth semester. Your literature review should be finalized this semester! Complete the IRB process after approval of your proposal. Ensure that all required forms regarding the committee and proposal are filled out and returned to the MA Psychology Graduate Coordinator. Once your proposal has been approved by your thesis committee and the IRB, you may begin to collect data, or you may have access to archival data records.

### **Fourth Semester:**

Register for PSY 598. Continue with data collection. Begin planned analyses. Begin to write your results and discussion section of your thesis. Complete a draft of your entire thesis for review by your chair. Make revisions and changes based on chair feedback.

### **Summer (Year 2):**

Continue drafting final thesis document. Please keep in mind that your chair will not likely provide feedback on your project over the summer, but it is expected that you work independently on this document throughout the summer.

### **Fifth Semester:**

Register for PSY 599. After your chair has approved the thesis draft, send it to the committee members for comment. Schedule a date to defend your thesis. Schedule your oral thesis

defense. Please be advised that students can ONLY defend theses during the fall and spring semesters, NOT during the summer.

**Thesis progression:**

Graduate students wanting to complete a thesis must show continual progression in their project at all stages. If progression is not made, a student may be required to complete the comprehensive exam in lieu of the thesis.

**Sample: Thesis Deadlines for Defense and Filing (reverse timeline):**

Set your defense date for no less than four weeks from the university due date. For example, the spring deadline is April 1. All defenses in the spring need to be completed prior to **March 1st**.

The final draft for review of all committee members must be completed at least two weeks before the defense date. In the spring, this is no later than **February 15**.

The first draft that was approved by your chair should be sent to all committee members at least four weeks prior to the final draft that has incorporated all comments from committee members. In the spring, this is **January 15**.

The draft that is to be approved by your thesis chair for review (prior to sending to committee) should be completed by four weeks prior to the draft being sent to committee members. To meet a spring deadline, you should have submitted your first complete draft to your advisor by no later than **December 15th** in the fall.

## Sample Thesis Roadmap

### **First Semester:**

Start looking at the research that professors are doing in the department. Narrow your interests by talking to professors that you may be interested in working with. Any faculty member outside the department may serve as the "working chair" but not the actual chair on your committee.

### **Second Semester:**

Finalize your selection of a chair. Start to work on your literature review for your proposal (see review guidelines for the proposal).

### **Third Semester:**

Finalize your thesis committee. Complete a draft of your proposal. Start to work with the chair on completing the proposal to be submitted to other committee members and the end of the third semester but no later than the end of the fourth semester. Complete the IRB process directly after approval of the proposal

### **Fourth Semester:**

Collect your data: Do not wait until all data is collected to begin analyses. You should begin analyses as soon as data starts to come in. After all data is collected and analyzed, write your results and discussion section of your thesis. Complete a draft of your entire thesis for review by your chair. After that draft of the entire thesis is approved, send it to the committee members for comment. Schedule a date in the summer to defend your thesis. The date must be prior to July 1st to allow for changes to be made for the final submission date of Aug 1 to the university.

### **Fifth Semester:**

Defend your thesis.

\*ALL CLINICAL OPTION STUDENTS MUST COMPLETE THEIR THESIS IN THE THIRD YEAR OF STUDY IN THE MA PROGRAM. STUDENTS NOT MEETING DEADLINES OUTLINED ABOVE TO ALLOW FOR DEFENSE OF THE THESIS IN THE THIRD YEAR WILL BE REQUIRED TO TAKE COMPREHENSIVE EXAMS.

## PRACTICUM/TRAINEE PROCEDURES

### M.A. IN CLINICAL PSYCHOLOGY PROGRAM CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

#### Finding a Practicum Site

- The 550 practicum hours required for the M.A. in Clinical Psychology degree can be teaching, research, or clinical work.
- A list of all approved practicum sites is on the Psychology Department website. To complete a practicum not listed, contact the Coordinator of the M.A. in Clinical Psychology program for approval.
- **The two practicum courses (PSY 574 during Fall Semester and PSY 571 during Spring Semester) MUST be taken at the same time as *clinical* practicum hours are being completed.**

#### Practicum Hours

- *Clinical* traineeship hours cannot be started until the student has at least 12 semester units of graduate coursework completed
- During your practicum you must keep track of your hours in concert with your site supervisor and have your supervisor complete and sign the **Agency Evaluation of MA Psychology Trainee** form. Student should submit the form to the Graduate Coordinator AND retain the signed copy for your records.
- Student should also complete the **Trainee Evaluation of Practicum** form after completion of practicum (or each site, if completing hours at multiple sites).
- Upon completion of the 550 hours, the student should submit the **Request for Submission of Practicum Hours to Records Office** to the Graduate Coordinator to mark this milestone as completed.

#### Procedures and Forms

- Before beginning your practicum, give your supervisor an **Experiential Education Agreement** to complete. This must then be submitted to the Psychology Graduate Coordinator and approved by the university before you can begin your practicum hours.
- At the conclusion of your practicum experience at a site, have your supervisor fill out and sign the “Agency Evaluation of Clinical Psychology Trainee” form and make sure you return that signed form to the Coordinator of the Clinical Psychology program.

**AGENCY EVALUATION OF MA PSYCHOLOGY TRAINEE**

Date \_\_\_\_\_ Name of Trainee \_\_\_\_\_  
Name of Agency \_\_\_\_\_

This graduate student trainee has completed a total of \_\_\_\_\_ hours of clinical experience and a total of \_\_\_\_\_ hours of supervision at the above agency from \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_.

How many of these hours were direct face-to-face contact with clients that were supervised by a licensed clinician (meeting bbs requirements)? \_\_\_\_\_.

Please check the activities in which the trainee has had supervised experience at your agency:

- |  |  |
|--|--|
| <input type="checkbox"/> intake interviewing                                 | <input type="checkbox"/> professional attitude             |
| <input type="checkbox"/> mental status evaluation                            | <input type="checkbox"/> respect for differences           |
| <input type="checkbox"/> psychosocial history                                | <input type="checkbox"/> ethical and legal codes           |
| <input type="checkbox"/> current DSM   | <input type="checkbox"/> licensing laws                    |
| <input type="checkbox"/> formulating a preliminary diagnosis                 | <input type="checkbox"/> agency policies                   |
| <input type="checkbox"/> development of treatment plans                      | <input type="checkbox"/> agency programs                   |
| <input type="checkbox"/> psychological assessment                            | <input type="checkbox"/> program development               |
| <input type="checkbox"/> crisis intervention                                 | <input type="checkbox"/> program evaluation                |
| <input type="checkbox"/> individual counseling using a variety of approaches | <input type="checkbox"/> Grant-writing                     |
| <input type="checkbox"/> marital counseling                                  | <input type="checkbox"/> preventive interventions          |
| <input type="checkbox"/> family counseling                                   | <input type="checkbox"/> Training paraprofessionals        |
| <input type="checkbox"/> group counseling                                    | <input type="checkbox"/> Community advocacy                |
| <input type="checkbox"/> progress notes and record-keeping                   | <input type="checkbox"/> Consultations                     |
| <input type="checkbox"/> termination and follow-up with clients              | <input type="checkbox"/> community resources and referrals |

1. How well was the trainee able to seek and accept supervision?  
 Very effectively                       Satisfactory                       Below Average
2. How responsible and reliable is this trainee in meeting the requirements and obligations of the agency (i.e. attends required meetings, finishes required work on time, punctual for appointments, completes paperwork)?  
 Very responsible and reliable                       Average                       Below average
3. How effectively does this trainee work with the agency's client population?  
 Very effectively                       Satisfactory                       Below average
4. How effectively does this trainee work with the agency's personnel?  
 Very effectively                       Satisfactory                       Below average
5. How would you rate this trainee's potential as a future psychotherapist?  
 Potentially superior                       Potentially adequate                       Ineffective
6. Please briefly describe and evaluate this trainee's strengths and weaknesses below:

Supervisor's signature \_\_\_\_\_ Date \_\_\_\_\_  
Name \_\_\_\_\_ Degree and License Number \_\_\_\_\_  
For the Trainee: I have reviewed this evaluation with my supervisor.  
Trainee's signature \_\_\_\_\_ Date \_\_\_\_\_



**TRAINEE EVALUATION OF SUPERVISED EXPERIENCE**

Date \_\_\_\_\_ Name of Trainee \_\_\_\_\_

Name of Agency \_\_\_\_\_

Agency Telephone \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

Title and License of Supervisor \_\_\_\_\_

Please rate the agency and your supervisor according to the following scale:

4 = Outstanding    3 = Good    2 = Fair    1 = Poor    NA

**THE AGENCY**

- \_\_\_ Overall agency operation
- \_\_\_ Overall agency administration
- \_\_\_ Agency structure and policies
- \_\_\_ Agency policies on liability management
- \_\_\_ Agency policies on confidentiality of records
- \_\_\_ Engagement of trainee in professional rather than nonprofessional activities

**YOUR SUPERVISOR**

- \_\_\_ Availability
- \_\_\_ Responsibility and reliability (i.e. keeping appointments)
- \_\_\_ Ability to communicate in a non-defensive way with you
- \_\_\_ Communication of agency's policies
- \_\_\_ Communication of applicable ethical and legal codes
- \_\_\_ Professional orientation
- \_\_\_ Processing of professional issues

Additional comments: \_\_\_\_\_

\_\_\_\_\_

## EVALUATION OF MA PSYCHOLOGY TEACHING/RESEARCH TRAINEE STUDENT

Name of Trainee \_\_\_\_\_ Date \_\_\_\_\_

This graduate student intern has completed a total of \_\_\_\_\_ hours of teaching/research experience.

Please check the activities in which the teaching intern has had supervised experience:

- |   |  |
|---|--|
| <input type="checkbox"/> Writing educational objectives<br><input type="checkbox"/> Presenting classroom activities/lectures<br><input type="checkbox"/> Creating examination questions<br><input type="checkbox"/> Grading papers<br><input type="checkbox"/> Grading exams<br><input type="checkbox"/> Tutoring individual students<br><input type="checkbox"/> Leading discussion groups<br><input type="checkbox"/> Individualizing instruction<br><input type="checkbox"/> Preparing instructional material<br><input type="checkbox"/> Using educational technology | <input type="checkbox"/> Data Entry<br><input type="checkbox"/> Data Analysis<br><input type="checkbox"/> Subject Recruitment<br><input type="checkbox"/> Subject Informed Consent<br><input type="checkbox"/> Administration of Protocols<br><input type="checkbox"/> Abstract/paper preparation<br><input type="checkbox"/> Lab meeting participation<br><input type="checkbox"/> Literature Review ( <b>does not count toward research hours</b> )<br><input type="checkbox"/> Presentation |
|---|--|

1. How well was the intern able to seek and accept supervision?  
 \_\_\_\_\_ **Very effectively**    \_\_\_\_\_ **Satisfactory**    \_\_\_\_\_ **Below Average**
2. How responsible and reliable was this intern in meeting the requirements and obligations of the position?  
 \_\_\_\_\_ **Very effectively**    \_\_\_\_\_ **Satisfactory**    \_\_\_\_\_ **Below Average**
3. How effectively did this intern work with students?  
 \_\_\_\_\_ **Very effectively**    \_\_\_\_\_ **Satisfactory**    \_\_\_\_\_ **Below Average**
4. How would you rate this intern as a future higher education instructor?  
 \_\_\_\_\_ **Potentially superior**    \_\_\_\_\_ **Potentially adequate**    \_\_\_\_\_ **Ineffective**
5. Please briefly describe this intern's strengths and weaknesses below:

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

For the Intern: I have reviewed this evaluation with my supervisor.

Trainee's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Request for Submission of Practicum Hours to Records Office

I have completed the 550 practicum hours required for the MA Psychology degree, and I am requesting a review of my practicum forms and submission of a memo to the records office indicating that I have met this requirement.

I have attached the following:

- Clinical Practicum Evaluation Form(s)
- Teaching/research practicum forms (s)
- Trainee evaluation form

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Print Name

---

Date

---

Student ID #

---

Signature

**Master of Arts in Psychology Program: Clinical Psychology Track  
Professional Conduct Agreement**

By the very nature of the field you are entering, students are expected to display certain professional behaviors. Any students displaying deficits in one or more of the following areas will be reviewed by the faculty and may be subject to dismissal from the program.

- 1) Sensitivity and respect for others' differences, experiences, culture, values, ideas and opinions.
- 2) Flexibility and openness to ideas and thoughts different from your own, which includes being able to receive feedback from others.
- 3) Maintaining psychological and emotional health. Psychologists and counselors are ethically bound to take care of themselves emotionally in order to provide the best care to clients. Therefore, clinical psychology students are expected to display self-awareness of one's strengths and limitations, and work to overcome personal issues that may impede success as a clinician. If you become aware (or are made aware) of a personal limitation that can affect your effectiveness as a clinician, you are responsible for informing your clinical supervisor and program coordinator, and you are strongly encouraged to arrange for personal psychotherapy to address the issues.
- 4) Displaying professional behavior to faculty, staff, and your peers. This includes giving instructors full attention, behaving respectfully when there are disagreements, not being disruptive in class (e.g., inappropriate use of electronic devices), not leaving class early without permission, being on time to class, and not having more than one absence per class.
- 5) Demonstrating ethical behavior and abiding by the ethical standards of the American Psychological Association.
- 6) Acting with integrity and honesty in your academic work, research, practicum, dealings with peers, faculty and supervisors, and the manner in which you advance in the program.

I have read the above agreement and understand that I am responsible to uphold them during my time in the Master of Arts in Psychology – Clinical Psychology program at CSUDH. I understand that if I display deficits in any of these areas, possible outcomes may include participation in a remediation plan prior to advancing in the program or disqualification/dismissal from the program altogether.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## Important Websites

CSUDH - Psychology

<http://www.psychology.csudh.edu/>

CSUDH-Psychology – MA Psychology (link for current students)

<http://www.nbs.csudh.edu/psychology/students.htm>

CSUDH Office of Graduate Studies - <http://www.csudh.edu/graduatestudies/>

CSUDH Thesis and Project Guide - <http://www.csudh.edu/graduatestudies/thesis/guide.shtml>

CSUDH – Graduation Information

<http://www.csudh.edu/graduatestudies/graduation.htm>

CSUDH- Financial Aid

<http://www.csudh.edu/graduatestudies/financialaid.htm>

CSUDH- Library

<http://library.csudh.edu/>

The Board of Behavioral Sciences (BBS)

[www.bbs.ca.gov](http://www.bbs.ca.gov)

The Trust Insurance Plans – Re: Student Liability Insurance

[www.apait.org](http://www.apait.org)

American Psychological Association – Student Site

<http://www.apa.org/students>

APA - Office of Ethnic Minority Affairs

<http://www.apa.org/pi/oema>

[Los Angeles Chapter of the](http://www.lacamft.org) California [Assn. for](http://www.lacamft.org) Marriage and Family Therapy

<http://www.lacamft.org>

NIH Office of Extramural Research - <http://phrp.nihtraining.com/users/login.php>

## Important Numbers

<b>CSAC (California Student Aid Commission)</b>	<i>Cal Grant or State Graduate Fellowship Application Status</i>	(888) 224-7268
<b>Federal Student Aid Information Center</b>	<i>Duplicate Student Aid Report &amp; Application Status</i>	(800) 433-3243 Hearing Impaired? Call TDD (301) 419-3518
<b>INS (Immigration and Naturalization Services)</b>	<i>Replace lost Alien Registration Cards</i>	(213) 894-6285 (213) 894-6660 fax
<b>IRS (Internal Revenue Service)</b>	<i>To request federal tax transcripts or copies of federal tax returns</i>	(800) 829-1040
<b>Selective Service</b>	<i>For registration requirements &amp; status</i>	(847) 688-6888
<b>Ed Fund</b>	<i>Stafford Loans</i>	(888) 294-0105
<b>Direct Loan Servicing Center</b>	<i>Deferment Payments</i>	(800) 848-0979

**You may also need to contact these CSU Dominguez Hills Offices:**

<b>Psychology Department</b>	<i>SBS A232</i>	(310) 243-3427
<b>Psychology Laboratory</b>	<i>SBS A240</i>	(310) 243-3517
<b>Admissions Office</b>	<i>Status of Admission Application or Transfer Applicability Request Form</i>	(310) 243-3600
<b>Campus Housing</b>	<i>Availability</i>	(310) 243-2228
<b>Cashier's Office</b>	<i>Fee payment deadlines, parking fees.</i>	(310) 243-3812
<b>Financial Aid Accounting</b>	<i>Receipt of Perkins Reference Sheet &amp; Short Term Loan Disbursements</i>	(310) 243-3780
<b>Registrars Office</b>	<i>Processing of Loan Deferment Forms, Add &amp; Drop Classes, Grade changes</i>	(310) 243-3608