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## **Masters Program in Counselling Psychology**

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# **Program Manual**

Fall 2015



**Faculty of Graduate Studies**

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# MA CPSY Calendar of Events 2015-16

FALL SEMESTER	2015	SPRING SEMESTER	2016
Tuition payment deadline	August 7	Tuition payment deadline	December 4
CPSY New Student Orientation	Tues, September 8	First day of classes	Wed, January 13
First day of classes	Wed, September 9	Deadline for add/drop	January 26
Deadline for add/drop	September 22	Family Day (no classes)	February 8
Thanksgiving (no classes)	October 12	Last day for late course withdrawal	February 23
Last day for late course withdrawal	October 20	Independent Study Week (Practicum still meets)	February 29- March 4 (check syllabi)
SGS Graduation ceremony	Saturday, November 7	Good Friday (no classes)	March 25
Fall Reading Break (no classes)	November 11-13	Easter Monday (no classes)	March 28
Last day of classes	Tues, December 8 (check syllabi)	Last day of classes	Wed, April 18 (check syllabi)
Final Examination Period	December 9-19	Final Examination Period	April 19-28
Christmas Break (CPSY office closed)	December 24 – January 3		

SUMMER SEMESTER	2016
Summer Session Begins	May 2
Tuition payment deadline	2 weeks before the start of class
MANTCE Exam	TBA
Victoria Day (offices closed)	May 23
Canada Day (offices closed)	July 1
Deadline for 2016 Graduation applications	July 15
BC Day (offices closed)	August 1
Last day of classes	See syllabi

*CPA student representative: Sara Kier*

*CCPA student representative: Stephanie Hall*

*Spiritual growth groups: as facilitated by CPSY students*

# Introduction

Welcome to Trinity Western University and the MA Counselling Psychology Program. We are pleased that you have chosen TWU for your graduate studies in Counselling Psychology. Our program has several distinctives: it is designed to provide you with a quality training experience, a supportive learning environment, and spiritual integration with your studies and counselling. Ultimately, our goal is to help you become an effective counsellor who will have a strong impact on the community in which you will serve.

While undergoing your graduate studies, we will assist you in developing a professional focus and a sense of vision as you consider career options for your future. It is important to us that you do well in your studies and that you learn to balance your life in a manner that is honourable to your profession and to yourself.

This Program Manual is compiled for your information about the various aspects of your graduate studies and to help you know what is expected of you at different critical dates and decisional points over the next two years. Please take some time to read and become familiar with the information in this binder. To confirm that you have read this manual and have understood the responsibilities, policies, and procedures outlined herein, please sign the Student Agreement Contract included in this manual and submit it to your advisor for inclusion in your student file.



## **Welcome Students!**

Dear Students & New Colleagues:

Along with our program faculty, staff and returning students, I want to offer a warm welcome to the new students in our Graduate Program. To returning students who have taken a much needed break in August or during the summer, welcome back! It is an exciting new year with many opportunities and challenges facing us.

I look forward with great delight to new students joining our growing community of professionals and scholars. We have had the privilege of speaking with many of you over the past year, and it's wonderful to begin to share journeys and dreams in new ways as we work together. You all bring gifts from many different experiences, hopes, and aspirations. We look forward to sharing gifts with one another and to challenge and encourage us in the service of others and the community at large. Our diversity and our shared visions can be celebrated and nurtured through our joint dedication. I pray for grace and guidance for us all as these journeys intersect and unfold.

There are many exciting horizons opening up before us as a community in the coming year – growing research projects, new opportunities for clinical training, and emerging partnerships with many others across campus, in the community, and across the world. As returning students can join in welcoming our new colleagues, likewise, new students can reach out and “get to know” others in the program and across the campus community to help enrich our time together. I invite us all to support and challenge one another as we take on the privilege of walking with others on their journeys of healing and hope. The callings of scholarship, professional psychology, and counselling can be engaged in dialogue with colleagues across Canada and throughout the world!

*Marvin J. McDonald, Ph.D., R.Psych., C.C.C., Program Director*

# MA-CPSY Program Information

## OVERVIEW OF THE COUNSELLING PSYCHOLOGY PROGRAM

Since its inception in 1993, the MA in Counselling Psychology program (MA-CPSY) has grown considerably in all areas.

The program is unique in that it:

- Provides integrated training in scientific psychology and counselling skills, so students can benefit from the linkage between research and practice.
- Recognises the importance of Biblical principles and spiritual resources in the healing process.
- Develops the potential of individual students so that they can make a difference in the world.
- Fosters a community spirit through shared values, teamwork, ministry opportunities and mutual support.

Graduates from the program may pursue doctoral studies in counselling or clinical psychology, counsellor education, and related fields. They may also seek employment in counselling and related areas.

The research component provides a solid foundation for scientific research and the critical evaluation of psychological literature. It encourages the development of an analytical mind and rigorous scientific thinking, which can be applied to clinical practice. Finally, it encourages and guides students to undertake research that is creative and significantly contributes to counselling psychology.

Professional counselling training at TWU includes psychological assessment, a practicum in a community setting, and 600 hours of supervised internship in various community, agency and school settings.

Our faculty is distinguished by a unique combination of scholarship, clinical expertise and Christian commitment. In addition to having earned a doctoral degree in Psychology or Counselling Psychology, all of our full-time faculty members are licensed psychologists or therapists. The program also draws from a very talented pool of professionals and academics in the Lower Mainland to supplement our full-time faculty. Many of our faculty have taught at major universities in North America and some are internationally known for their research and publications.

Although there is a wide variety of counselling approaches and research interests represented by our faculty and students, the program is known for its meaning-centred counselling and research as well as its cross-cultural emphasis.

The program encourages creative thinking and an entrepreneurial spirit to meet the needs and challenges of a rapidly changing world. In addition to doing cutting-edge research, we also explore new frontiers in counselling. It is an exciting and stimulating environment, where each student can be a part of the action.

## **ACCREDITATION**

### **Council for the Accreditation of Counsellor Education Programs (CACEP)**

The Masters in Counselling Psychology program is fully accredited by CACEP, the accreditation body of the Canadian Counselling & Psychotherapy Association (CCPA), through to March 2018.

### **International Registry of Counsellor Education programs (IRCEP)**

The International Registry of Counsellor Education Programs (IRCEP) was developed by the Council for Accreditation of Counseling and Related Educational Programs (CACREP) to respond to growing requests for an international recognition review process for counsellor education programs around the world. The Masters in Counselling Psychology (MA-CPSY) program at TWU is an approved program included in this registry.

### **Association of Universities and Colleges of Canada (AUCC)**

Trinity Western University is chartered by the government of the Province of British Columbia to grant degrees. Graduates are accepted at virtually all colleges, universities, and professional schools around the world. TWU is a full member of the Association of Universities and Colleges of Canada, the national congress of degree-granting institutions.

### **British Columbia Ministry of Advanced Education**

The Masters Program in Counselling Psychology (MA-CPSY) is approved by the B.C. Ministry of Advanced Education. The Ministry of Advanced Education creates and develops educational, professional and economic opportunities for BC's adults by providing and supporting a wide range of post-secondary programs and encouraging relationships between educational institutions, business, and industry.

## **THE FACULTY OF GRADUATE STUDIES**

The Faculty of Graduate Studies is overseen by the Vice Provost of Research and Graduate Studies, Dr. Eve Stringham. Representatives from the School of Graduate Studies and the Graduate School of Theological Studies (at ACTS), including graduate student representatives, meet regularly as a Graduate Academic Committee (GAC) to deliberate on university policies.

## **FACULTY**

Faculty members in the Faculty of Graduate Studies are selected on the basis of academic preparation, teaching ability, and commitment to the Christian faith. All graduate full-time faculty members hold an earned doctorate. As a community of scholars, researchers, teachers and Christian leaders, they bring to Trinity Western unique talents and gifts, which help to form and guide students toward achievement of their fullest potential. In support of this, faculty members are encouraged in professional development, integration of studies, and research, especially as such studies address matters of Christian concern.

## **STAFF**

Staff members serving in all capacities also seek to model the Mission Statement of Trinity Western and to serve students in a myriad of ways. They come from various fields of business, government and Christian service, contributing their own unique talents, enabling Trinity Western University to operate as an efficient, caring community.

# MA-CPSY Mission Statement & Objectives

*To mentor future therapists and researchers  
for professional practice and scholarship in  
counselling psychology*

## **CORE PROGRAM OBJECTIVES:**

- To cultivate competent professional counsellors with a vision to address human suffering and promote human flourishing.
- To promote engagement between scholarship and practice in a faith context.
- To encourage personal and spiritual growth.
- To foster the development of community awareness and commitment to social justice.
- To actively cultivate multicultural and international dialogue among helping professionals.
- To promote scholarship, research, and publication.
- To prepare students for doctoral studies.

## **OUR COMMUNITY COUNSELLING APPROACH PROMOTES:**

- Counsellors who are equipped to function competently and professionally in community agencies and who work effectively with an increasingly diversified and pluralistic population.
- Students who understand and work with issues such as substance abuse, dysfunctional families and domestic violence.
- Students who can function competently and professionally in an environment working with children and youth, teachers, administrators, and parents.
- Students with appropriate intervention skills, such as art and play therapy techniques, so that they can competently work with children and youth who are facing issues of abuse, violence, substance abuse and other anti-social activities.
- Students' ability to network with and refer to agencies and mental health professionals in cases where further professional help is required.

# MA-CPSY Faculty & Staff

## Core Faculty

**Richard A. Bradshaw**, Associate Professor, B.A. (Victoria), M.S. (Oregon), Ph.D. (Mich. State), R. Psych. Teaching: Advanced Counselling Skills, Group Counselling, Trauma & Abuse Counselling. Research interests: Trauma therapy and neurotherapy.

**Derrick Klaassen**, Associate Professor, B.A. (TWU), M.A. (TWU), Ph.D. (UBC), C.C.C., R. Psych. Teaching: Psychopathology, Ethics, Research Methods. Research interests: Existential meaning, bereavement and grieving.

**Janelle Kwee**, Associate Professor, B.A. (Wheaton), M.A. (Wheaton), Psy.D (Wheaton). Teaching: Theories, Child & Adolescent Counselling, Clinical Supervision. Research interests: Gender, multicultural and spirituality.

**Mihaela Launeanu**, B.A & M.A. (University of Bucharest), M.A. (UBC), Doctoral candidate (UBC). Teaching: Statistics, Research Design, Testing and Assessments, Clinical Supervision. Research interests: Existential meaning, spirituality, research methodology.

**Marvin J. McDonald**, Director and Associate Professor, B.A. (St. John's), M.S., Ph.D. (Purdue), R. Psych., C.C.C. Teaching: Foundations, Multicultural, Clinical Supervision. Research interests: Spirituality & health, Integration of Psychology and Theology.

## Cross-appointments\*

**Philip G. Laird**, Associate Professor, B.A. (UBC); M.A., Ph.D. (SFU), Thesis Supervision: Developmental Psychology, Social Psychology, Law & Psychology.

**Charles M. MacKnee**, Associate Professor & Chair of Psychology, B.A. (TWU); M.A. (TEDS); Ph.D. (UBC), Thesis Supervision: Counselling Psychology, Sexuality.

**Ronald P. Philipchalk**, Associate Professor, Sociology & Anthropology, B.A. (Victoria), M.A. (UBC), Ph.D. (Western Ont.); Thesis Supervision: Personality, Social Psychology, Psychology of Religion.

## Adjunct Faculty

**Corrina Arnold**, M.A. (Providence), M.C. (ACTS), R.C.C. Clinical Supervision, Basic Counselling Skills

**Martin Bartel**, M.T.S-C, R.C.C. Clinical Supervision, Family & Community Systems, Counselling Couples & Older Adults

**Bart Begalka**, M.A. (Seattle Pacific), M.Ed. (Boston), Ed.D. (SFU), R.C.C. Director of Fraser River Counselling & Clinical Supervisor

**Joan S. Kimball**, B.A. (Stanford), M.A. (Western Washington), Ph.D. (Seattle Pacific). Thesis supervision.

**Alex W. Kwee**, B.Sc. (USC), M.A. (NYU), M.A. (Wheaton), Psy.D. (Wheaton). Clinical Supervision.

**Rob Lees**, B.A. (Winnipeg), MSW (Manitoba), M.Div. (Vanc. School of Theology), Ed.D. (UBC), R. Psych., Thesis Supervision.

**Jennifer Mervyn**, M.A. (TWU), Ph.D. (UBC), Multicultural Counselling, Aboriginal Counselling, Thesis Supervision.

**Roberta Neault**, B.Ed. (UBC), M.A. (SFU), Ph.D. (SFU), Career Counselling.

## Emeritus

**Paul T. P. Wong**, Professor Emeritus, B.A. (Hon.) (Carleton), M.A., Ph.D. (Toronto), C. Psych.; Meaning-Centred Counselling, Stress & Coping, Cross-Culture, Positive Psychology.

## Staff

**Shirley Busby**, Program Services & Admissions Coordinator

**Laurie Donaldson**, B.A., M.B.A., Associate Program Director

**Vacant position**, Office Coordinator

\*Cross-appointment from TWU's Psychology Department



# MA-CPSY Facilities & Services

The MA Counselling Psychology department is located on the second floor of the Stanley Nelson Centre (U-SNC). Here you will find faculty and staff offices, research labs and a dedicated student lounge. Our dedicated classroom is in the adjoining Robert Thompson Building (RNT), room RNT 123. The Fraser River Counselling Centre (FRC) has 3 sites for practicum students, one on-campus and two off-campus.

## THE MA CPSY WONG CENTRE RESOURCE ROOM

MA CPSY students have a dedicated space referred to as “The Wong Centre” which includes a lounge area, a fridge, microwave, audio/visual resources and a dedicated computer lab for student research use.

## COMPUTING

The Wong Centre Resource Room houses six PC computers connected to the Student Local Area Network (LAN), allowing students access to the internet and additional specific software programs. The MA-CPSY program will provide students with an introduction to the computing resources available. Students who require further assistance are expected to arrange for their own training. Available computer resources include:

- **SPSS, Atlas.ti, AMOS, GenoPro** –Tutorials and troubleshooting are available.
- **TWU Library** – Access the TWU library catalogue online without leaving the Research Room. Other periodical indexes, including Psych Info can be accessed through the library’s periodical index on the web ([www.twu.ca/library/](http://www.twu.ca/library/)). Off-campus access to the indexes is available when students log into the library system using their TWU user name and password. The program also provides a limited (50 titles) subscription to Psychotherapy.net video resources via online streaming, available through the TWU Library log in system.

### 5 Basic Principles of Considerate Computer Use

- Please consider the needs of your colleagues in the length of use (e.g. a 2-hour maximum).
- Access is limited to MA-CPSY students and staff/faculty.
- PLEASE leave all computers and monitors ON.
- Please don’t lock the workstations, unless you will return within 5 minutes.
- Please take personal responsibility to encourage *everyone* to follow these principles.

## Computer Printing

A printer is provided in the Wong Centre Resource Room, however you must first obtain a “top-up card” from the TWU Library. Printing credits can also be purchased with a credit card on-line.

## E-mail

Each student is required to enable their own individual TWU student email address. Students who maintain off-campus e-mail accounts can, at their option, forward their TWU student e-mail to their personal account.

**NOTE: Students are responsible for maintaining and monitoring their TWU student e-mail accounts at all times as important university & program announcements are disseminated regularly to students’ TWU e-mail addresses.**

## PHOTOCOPYING

Photocopiers are located in the TWU Library as well as various locations on campus. Copy cards may be purchased at the library front desk. A \$1 deposit is required on all copy cards and may be refunded provided the card is returned in good shape.

## COUNSELLING ROOMS

The Fraser River Counselling (FRC) Centre (located next to the Fosmark building) houses a family/play therapy room, a team/observation room, three other counselling rooms, Intake Worker's office, and the FRC Director's office. All rooms have observation capacity via video recording equipment. Students wishing to use the rooms for purposes other than practicum must reserve the room(s) of their choice in advance with the FRC Intake Worker. Following are some guidelines for usage (in priority sequence):

1. FRC practicum teams & interns
2. Instructional purposes/classes
3. Research interviews (e.g. for thesis)
4. Other activities (special permission is required, as FRC is responsible for all activities on premises)

## TESTING MATERIALS

The department maintains a number of psychological tests, manuals, and related testing materials. Students may check out materials for specific course assignments to use in supervised testing experiences, and for professional use during internship when fully qualified in the use of a particular instrument. Materials are available for sign out at specific times (check with Testing Librarian – a student assistantship position). *ALL materials must be signed out with the Testing Librarian!*

**IMPORTANT NOTICE:** Students who sign out a test are responsible to return it to the Test Library. The student who has signed out the test remains responsible for its safeguard and return, even if he/she has given it to another student. **IN THE CASE OF LOSS AND/OR THEFT, THE STUDENT WILL BE HELD FINANCIALLY RESPONSIBLE FOR THE TEST MATERIALS.**

## REQUESTING PAST SYLLABI

Students interested in obtaining past syllabi can obtain these for a small processing fee through the Office of the Registrar located in Mattson Centre.

## AUDIO-VISUAL LIBRARY

Various videotapes, DVDs and CDs are available for circulation to MA-CPSY graduate students. The tapes cover a variety of topics, including program colloquia and demonstrations of therapy and consultations by established professionals. An inventory is available in the binder found in the Wong Research Centre. Materials may be checked out for a maximum of two weeks. Please contact the CPSY office for more information.

## TWU NORMA MARION ALLOWAY LIBRARY

The Norma Marion Alloway Library contains numerous volumes and journals related to counselling and psychology. The library website also has links to a number of indexes and databases, including EBSCO host (many full-text articles from counselling journals), Child Abuse & Neglect Database, ERIC, Humanities and Social Sciences Index, and PsycINFO. Off-campus access is possible through the library homepage by logging in with your student user name and password. ***\*Please note:** you will NOT be able to access any online library resources without activating your @mytwu student email account.*

### **COPPUL Card**

Each graduate student, faculty and staff who presents their student/staff card at the Reference Desk of the Norma Marion Alloway Library at TWU may receive a COPPUL card. This card grants the recipient loan privileges with all libraries, which are a part of the Council of Prairie and Pacific University Libraries. Submit your COPPUL card and TWU student/staff card to the main desk at any university in BC, Alberta, Saskatchewan or Manitoba (including UBC and SFU), for a free library card.

### **INTERLIBRARY LOANS (ILL)**

ILL's are currently limited to 5 per student per term up to a total of 20 throughout the duration of studies in CPSY. Students must pay for the articles **up-front** and may apply for reimbursement via their thesis expense account if used for thesis research. ILLs cannot be requested for articles available at SFU, UBC, UCFV or any of the on-line journals.

# MA-CPSY & University Policies

## ACADEMIC & PROFESSIONAL INTEGRITY

University policies are grounded in institutional identity and are shared in written form through documents such as a mission statement, core values documents, and the academic calendar. For instance, academic freedom policies guide the search for truth as a key principle of integrity in universities and are included in TWU calendar (available on the TWU website). Principles of academic honesty are also found in the calendar. Academic honesty can be compromised whenever a member of the university community engages in any action that jeopardizes the integrity of scholarship or professional practice. In research domains, such actions could involve the deliberate misuse of data or sources in order to draw conclusions that may not be warranted by the evidence; failure to disclose potential conflicts of interest; misuse of research funds; fabrication or misrepresentation of data or of others' scholarship; misrepresentation of one's status or credentials; omission or concealment of conflicting data for the purpose of misleading other scholars; use of another's words, ideas, or creative productions without clear citation; paraphrasing, citing, or summarizing another's material in such a way as to misrepresent the author's intentions; failure to clarify responsibilities in collaborative projects; or the use of privileged material or unpublished work without permission. Closely related principles of professional integrity are often summarized in codes of professional ethics like those of the Canadian Psychological Association and the Canadian Counselling & Psychotherapy Association.

As stated on the university website, one of the core values of Trinity Western University is the integration of high standards of personal, moral, and spiritual integrity with academic excellence. As such, the University considers it a serious offence when an individual knowingly acts or fails to act in a manner in order to gain unearned academic credit. It is the student's responsibility to inform himself or herself as to what constitutes academic dishonesty, and to address any questions that he or she has in this respect to the individual professors with whom he or she is dealing. It is the instructor's responsibility to confront any student who, in the instructor's judgment, has committed an act of academic dishonesty. The penalty for an act of academic dishonesty will be assigned according to procedures listed on the TWU website. The University does not record acts of academic dishonesty on student transcripts, but does keep a permanent record of such acts indefinitely for internal purposes.

## DEGREE PLANS & ACADEMIC ADVISING

Each student admitted to the MA Counselling Psychology program is assigned an academic advisor. **Students are encouraged to meet with their advisors at least once each semester while in the program.** The academic advisor reviews the student's goals and works in cooperation with the student to complete a MA-CPSY Degree Plan. The student keeps one copy of the degree plan and one copy is placed in the student's file in the MA-CPSY Office. If a student wishes to change academic advisors, a written request must be made to the Associate Program Director.

## RETENTION POLICY

Students must maintain a B average (3.0 GPA) and obtain a satisfactory report from their practicum and internship supervisors. Accordingly, students receiving a mark below B- in a graduate course will typically be required to retake the course in consultation with the student's advisor. Students are expected to conform to the highest professional standards and to abide by their agreement with Trinity Western University's Community Covenant.

## PERMISSION TO STUDY ELSEWHERE

*Under special circumstances*, MA-CPSY students may enrol in courses at another institution in order to fulfil the requirements for the MA degree. **Prior to enrolment in any outside course, students must submit a written request along with a course syllabus to their academic advisor for program approval. A maximum of 6 semester hours of elective credit may be taken elsewhere (including at ACTS).**

The syllabus must reflect graduate level requirements. The course must be taught at an accredited institution by an instructor with doctoral training in a relevant field, and should be relevant to training in counselling psychology. A final grade of “B” or higher is required for each course completed. Students are responsible for requesting that an official transcript of their grades be sent from the host institution to Trinity Western University. Normally professional development workshops do not satisfy requirements for graduate academic credit. Nonetheless, participation in professional development workshops may be incorporated into graduate level course proposals.

## FULL-TIME STATUS

**Full-time status for TWU graduate students is defined as taking a minimum of 9 semester hours in one semester.** Students enrolled in either Thesis (CPSY 603/604), Internship (CPSY 691/692), or Continuation (CPSY 605 or 695), and who are registered for fewer than 9 semester hours *may* qualify for full-time status with student loan providers. This status requires that a student to be working at least 24 hours per week on his/her internship and/or thesis, and enables students to maintain their ‘interest-free’ status on provincial and/or federal student loans. **Students interested in taking more than 15 semester hours in one semester require special written permission from the Program Director.**

## CONTINUOUS REGISTRATION REQUIREMENT

Continuous course registration is required of all MA-CPSY students for the duration of the program, whether in Thesis or Non-Thesis track. Students who experience exceptional circumstances (e.g., medical crisis, maternity leave) may apply for a temporary leave of absence (LOA) from the program (see “Leave of Absence”). Students who wish to take a semester “off” for other reasons need to first seek permission from their Academic Advisor, and must also register in CPSY 605FE – Program Continuation Fee for any semester in which they are not registered in a CPSY course unless special permission has been granted by the Program Committee.

## LEAVE OF ABSENCE

Under exceptional circumstances (e.g., medical crisis, maternity leave), students may apply for a temporary leave of absence from the program. Application for a leave is made in writing to the Program Director by filling out an Application for Leave of Absence form. Students who require a medical/parental leave of absence are expected to do no academic work during the time of the leave. As well, students must not be engaged in full-time employment during their leave. If a Leave of Absence is granted, students will be enrolled in CPSY 000 and may also be required to enrol in CPSY 605 Program Continuation for each semester of the leave. Waiving of CPSY 605 program continuation fee is subject to the discretion of the Program Committee. Students may apply to have this fee waived by indicating their rationale on the Leave of Absence application form.

## CLASS ATTENDANCE

It is critically important that students attend and participate in all classes on a regular basis. Students who miss 2 full classes or more in one semester without providing adequate documentation of exceptional circumstances *may* receive an “incomplete” grade for that particular course. Students absent for the first two classes of a semester will be removed from the class list unless there are

extenuating circumstances. Instructors may establish additional attendance or participation requirements for their classes and will indicate any penalties for non-attendance in their course syllabus. Instructors have the right to bar students from writing the final examination in a course when students have missed 25 per cent or more of the sessions in the course, provided this potential consequence is indicated in the course syllabus.

## REFERENCES FOR STUDENTS AND GRADUATES

Program faculty normally provide references for students in the program and for graduates in the usual course of professional development, including: joining professional associations, applications for licensure, employment applications, and applications for further professional study. The student or graduate should request the references in writing and provide a copy of his or her transcript and brief description of experiences relevant to the application being pursued. In preparing references, faculty will review program documentation on the student or graduate, including both clinical and academic files. In addition to providing insight from direct experience with the applicant, references from faculty will explicitly state relevant background to the application, including the student's or graduate's current status in the program, the program track completed or declared, and the relevance of documented professional experience to the application being pursued. Faculty will endorse applications only when they are appropriate to the applicant's background and training.

## OTHER PROGRAM POLICIES

**I. Degree Completion:** A maximum of five years is allowed for degree completion from the date of admission to the program. A one-year extension may be granted upon application by the student and the recommendation of the advisor and/or thesis supervisor, and the program director. Part-time students should consult their advisor to ensure degree completion takes place within the five year timeframe, or to request an exemption to this requirement if necessary.

**II. Residency Requirement:** All students are expected to enrol in full-time studies (9 s.h.) for two consecutive semesters in order to fulfil the residency requirement. The aim of the residency requirement is so that students will have regular contact with faculty and students in the program. During residency, students may not commit to more than 15 hours per week of employment outside of the program. Part-time students should consult their advisor to request an exemption be granted based on their individual circumstances if necessary.

**III. Private Practice & Professional Employment:** Students are discouraged from engaging in private practice or professional employment in counselling psychology during training in the program. However, students may request approval from a Clinical Coordinator and the Program Director to engage in the practice of professional counselling. Documentation must be submitted demonstrating that: (a) they have obtained their own liability insurance, (b) they are under the supervision of a qualified professional counsellor, and (c) they have successfully completed their internship hours. Program approval must be completed before students may offer professional services. This policy helps to promote excellence and competence in the practice of counselling psychology (as specified by professional standards of CCPA, CPA, APA, and other associations), and to protect students, faculty, and the University from malpractice lawsuits.

**IV. Candidacy:** The Faculty of Graduate Studies does **not** allow graduate students to describe their status as "MA candidate". Instead, when wanting to designate their status, students may describe themselves as a **MA graduate student**.

## **ACADEMIC CALENDAR**

Trinity Western's Academic Calendar is a useful reference for students as it provides important information for students about the university and its policies. Each year, the official Academic Calendar is available online through TWU's main website at <http://www.twu.ca/academics/calendar/>. It is highly recommended that students familiarize themselves with the calendar and university policies included within it.

## **UNIVERSITY HARASSMENT POLICY**

### **The University's Position**

Upon joining Trinity Western University, students, faculty, and staff alike agree to accept the responsibilities of community membership. The University insists that its members refrain from biblically prohibited practices and follow biblical principles of conduct. The Community Covenant expresses some of these lifestyle expectations, which contribute to our distinctiveness as a Christian academic community and make possible the creation of a living-learning environment conducive to the accomplishment of the University's mission "to develop godly Christian leaders." Harassment, and sexual harassment in particular, are violations of the University's Community Covenant. Notwithstanding the University's commitment to protection of freedom of speech, and religious and academic freedom, harassment will not be tolerated on this Christian university campus.

### **What is Harassment?**

Harassment in general and sexual harassment in particular is any comment or conduct that is known to be, or should be reasonably known to be, unwanted and unwelcome. This may include, but is not limited to: remarks, jokes, innuendoes, taunting, sexually oriented conduct and requests, comments, gestures, or materials that are considered offensive, threatening, degrading or coercive thereby creating a hostile, intimidating or offensive work or study environment non-conducive to the accomplishment of the University's mission.

Sexual harassment can be further defined as specifically including any unwanted and unwelcome sexual attention towards another person, which has an adverse effect on the emotional well-being, work, or academic performance of the complainant.

"But among you there must not be even a hint of sexual immorality, or of any kind of impurity, or of greed, because these are improper for God's holy people. Nor should there be obscenity, foolish talk or coarse joking which are out of place, but rather thanksgiving." (Ephesians 5:3, 4, NIV)

Harassment may occur between people of the same or different sex and of the same or different status within the University community. Neither men nor women are immune from harassment by another person.

### **Examples of Harassment**

Examples of harassment include, but are not limited to, the following:

- Verbal or physical abuse of an employee/student by an employee/student
- Physical contact which makes one person feel uncomfortable
- One person stalking another
- A date ending in unwelcome sexual intimacy
- Use of sexually suggestive language especially when another person indicates that it is offensive
- The promise of reward or threat of reprisal attached to sexual favours
- Persistent teasing or leering causing embarrassment
- Repeated jokes or innuendoes about physical appearance

For more details on Trinity Western University's policy and procedures on harassment, please consult the general Student Handbook under "University Policies" at <http://www.twu.ca/studenthandbook/university-policies/harassment-policy.html>



# Student Progress & Advising

## ADVISING

Each student is assigned an academic advisor to assist with course planning and to monitor progress throughout the program. As many MA-CPSY courses have pre- or co-requisite courses, students are **strongly** encouraged to meet with their advisors to ensure they have a viable degree completion plan in place. Please note: To qualify for TWU financial awards, students must be enrolled in at least 9 semester hours in the Fall and Spring semesters. Loan companies also have requirements and restrictions regarding enrolment, so please keep this in mind when you plan your course selection.

## STUDENT SELF-EVALUATION

At least once per year, students will be given opportunities for self-examination and review of their commitment to personal and professional self-development, their fit with the program, and whether the program is meeting their needs. Students should reflect upon their experiences in the program, focusing on the following questions:

How am I doing academically? How can I grow and improve?

How am I doing interpersonally? Do I get along with other students? Do I feel like this program is a good “fit” or “match” for me?

How am I doing clinically? Am I receiving adequate instruction and supervision?

How am I doing spiritually? Am I encouraged to integrate my faith and the practice of counselling?

## EVALUATION OF STUDENT PROGRESS

Once per year, academic advisors meet to consider the progress of each student in the program. Academic advisors will communicate any encouragement, concerns, or recommendations regarding each student advisee that may have arisen during the year. The student’s reflections and concerns regarding their self-examination, and any potential concerns or comments from the department will be discussed. This collaborative process is designed to provide a more accurate and helpful evaluation of student progress.

The academic advisor then writes a letter summarizing each student’s progress to date, with copies given to both the student and the Program Director. The letter outlines the student’s academic, interpersonal, and clinical performance as discussed in advising meetings. Any disagreements about the contents of this letter should be addressed in a meeting with the academic advisor. Should this meeting not resolve the disagreement between the advisor and the student, the two parties may ask a mutually agreed-upon third party (e.g., faculty, staff, Program Director) to act as a mediator. If the student is not satisfied, s/he may follow the regular course of appeals.

Academically, students are required to maintain a GPA of 3.0 and to pass the clinical training requirements to continue in the program. Should a student not be able to maintain this standard, and/or should there be any other cause for concern (i.e., interpersonal, clinical, etc.) about the student’s continued enrolment in the program, he or she will be so notified and given opportunity for feedback and/or remediation. Continuation in the program will depend on satisfactory improvement. **When there is clear evidence of significant impairment or severe ethical violation, a student may be asked to withdraw from the program.** In such cases, the student may follow the due process of appeal.

When remediation is required, the advisor will draw up a contract specifying the goals of remediation, timelines and processes to be followed, and the evaluation procedure to be employed. The contract will be developed in consultation with program faculty. The contract must be endorsed by the advisor, the student, and the Program Director.

## **DISCLOSURE OF PERSONAL INFORMATION**

Disclosure of personal information is common in mental health professions, both formally (in supervision, training, research, etc.) and informally (in socializing, friendships, training activities, etc.). Social conventions around disclosure and discussion of sensitive personal information also apply to professionals and professional activities, however, modifications to social conventions are appropriate when self-disclosure is relevant to professional responsibilities and professional development. In some instances, professionals need to be cautious about disclosing personal information because disclosure shapes relationships. For example, disclosure of personal information to a client can possibly compromise the therapeutic relationship. In other instances, professionals need to be able to be forthcoming about personal background since personal experience can be relevant to clinical skill development and to one's capacity to function in professionally responsible ways. Examples of personally sensitive information include, but are not limited to, sexual history, history of abuse or neglect, history of psychological and medical treatments, and relationships with parents, peers, and spouses or significant others. One of the reasons MA-CPSY program faculty believe that it is beneficial for all professionals to pursue their own personal counselling is precisely to enhance awareness of sensitive aspects of our lives and to enhance our skills in discussing these sensitivities when needed.

MA students are only expected to disclose personal information when addressing that background is beneficial or necessary for professional development. Self-disclosure is appropriate, for instance, when (a) participating in activities during courses and supervision, (b) offering rationale for adjusting professional education activities; (c) professional performance as related to personal background, and so on. Whether disclosure is initiated or curbed by students, peers, faculty, or others, the safety and well-being of students is a primary consideration when meeting professional expectations.

Examples of program activities that often involve high levels of self-disclosure include video recording of counselling sessions and role play activities, personal journaling, engagement with controversial topics or situations, and stating personal positions toward professional issues. Some class assignments involving self-disclosure may be viewed and graded by graduate student Teaching Assistants (TA's) under the supervision of the professor. Students are also commonly assigned to triads or groups composed of fellow students in a number of clinical skills training courses and will be expected to work on personal (real, not fictional) issues as "clients". Since clinical training frequently involves intense working through of matters that are personally significant, MA-CPSY program faculty encourage all students to establish and rely on networks of support - both personal (friends, family, peers, personal therapists, mentors, etc.) and professional (personal therapist, program advisor, program faculty, course instructors, mentors, supervisors, TAs, etc.).

# Insurance

## **ACCIDENT INSURANCE**

Accident insurance is included in your tuition costs. If you have an accident while enrolled in the program the insurance covers any medical costs that are not fully paid by your basic Canadian (or equivalent) health insurance. For other details, please contact Student Life (local 2025).

## **MEDICAL INSURANCE**

All students must have BC-approved medical insurance. If you do not have BC-approved medical insurance, you must purchase this coverage from the Wellness Centre when you register for classes. Coverage is the same as BC medical insurance, except for pre-existing medical conditions or childbirth. More detailed information is available through the Wellness Centre (local 2024).

## **LIABILITY INSURANCE**

TWU has insurance coverage for all student activities required as part of course work. Students should clarify the status of insurance coverage with each instructor if there is any question. Off campus sites wishing to receive certification of a students' insurance may do so through the FRC director. Students are responsible for obtaining program permission and to arrange for personal insurance coverage for any professional activities pursued outside of those required by CPSY graduate courses. Every student involved in practicum and internship training must be covered by liability insurance while providing services to clients. *The University group policy covers all students while engaging in activities that are supervised by university faculty. This coverage does not extend to any professional activities engaged in outside of the training program.* Furthermore, it is advisable for students to obtain their own personal coverage in addition to the coverage provided through the university. Many professional associations recommend that due to the complexity of professional liability claims, counsellors are best served by personal coverage in addition to any coverage provided by agencies or other employers. Student membership in many professional societies offers access to insurance policies at group rates.

## **WORKERS' COMPENSATION**

For students engaged in training at off-campus sites, their Worker's Compensations coverage is provided by the university. For further information, please contact the program clinical coordinators.

# Student Employment

**ON-CAMPUS EMPLOYMENT:** The MA-CPSY program places a strong emphasis on providing its students with opportunities to become involved in the administrative and research life of the academic community. In addition to offering financial support, these positions provide experience with practical aspects of professional function in Canadian society. Interviews will be available for the various applicants for program-related employment during the first week of classes each fall. Questions about employment opportunities can be directed to one's academic advisor. Successful applicants will be integrated into administrative and research teams, where they will receive individual and group training. The MA-CPSY program places a heavy emphasis on collaboration in joint research projects, thus a research team may consist of assistants, thesis students, staff, and faculty.

**OFF-CAMPUS EMPLOYMENT:** As noted in the policy for residency requirements, students are limited in the amount of time dedicated to employment during graduate studies to provide opportunities for sufficient involvement in the support of personal and professional development. More generally, students must apply for permission to work more than 16 hours per week at off-campus employment during semesters in which they carry a full-time load. **Please note:** The MA-CPSY program has a policy in place regarding student engagement in Private Practice & Professional Employment (please refer to page 14 of this manual).

**TEACHING ASSISTANTSHIPS (TAs):** Teaching Assistantships may be available through the undergraduate Psychology Department. Please contact individual undergraduate faculty or see the Psychology Department Chair, Dr. Chuck MacKnee. Graduate level Teaching Assistantships through the MA-CPSY Department are available to 2<sup>nd</sup> year CPSY students. TAs typically work no more than 10 hours per week. Applications are available on the MA-CPSY website and should be submitted to the MA-CPSY Office Coordinator along with a résumé.

**RESEARCH ASSISTANTSHIPS (RAs):** Research Assistantships are provided by the MA-CPSY Department to develop research competence in students and enhance faculty research capabilities. RAs typically work no more than 10 hours per week. Applications are available on the MA-CPSY website and should be submitted to the MA-CPSY Office Coordinator along with a résumé.

**ADMINISTRATIVE ASSISTANTSHIPS (AAs):** Administrative Assistants provide assistance in the day-to-day operations of the program. One AA position may be available for various office support duties. Application forms are available on the MA-CPSY website and should be submitted to the MA-CPSY Office Coordinator along with a résumé.

**FRASER RIVER COUNSELLING INTAKE WORKER:** The major responsibilities of this position are to handle in-coming telephone calls for Fraser River Counselling, make screening assessments, refer to appropriate teams or services, and communicate with clinical supervisors. The position also entails assisting practicum supervisors in training students regarding referral, intake procedures, and documentation. Please note: this position is not open to 1<sup>st</sup> year MA-CPSY students.

**OTHER STUDENT WORK:** All other student campus work positions are advertised through the TWU Student Success Centre, Reimer Student Centre (RSC), 2nd Floor. Consult the on-line employment database for a listing of on and off-campus work at <http://www.twu.ca/life/career/>

# Financial Aid & Awards

## TWU BURSARIES & SCHOLARSHIPS

Graduate students who are enrolled in 9 or more semester hours during a fall or spring term are eligible for general TWU bursaries/scholarships and government student loans. The amounts of the bursary awards vary and are need-based. Academic scholarships require at least a 3.30 GPA in order to qualify. These awards range from \$1,000 to \$2,000 per year. Please check the TWU Financial Awards & Aid webpage for application deadline information at <http://www.twu.ca/admission/awards/>

## ENDOWED AWARDS

In addition to academic scholarships and bursaries, a number of endowed awards are available to full-time MA-CPSY students (minimum 9 semester hours/term). Applications are filled out online at [www.twu.ca/awards/funding](http://www.twu.ca/awards/funding). While students may apply for any or all scholarships, only one MA-CPSY endowed scholarship will be granted per student. (Note that there may be other endowed awards for which a graduate student may be eligible. Please check with the TWU Financial Awards Office for details.)

## EXTERNAL AWARDS

TWU students are eligible for many provincial and national awards and scholarships. Students also qualify to compete with graduate students from other universities for a number of scholarships and awards provided by government agencies, foundations, and corporations. Information for these external awards is available at the Graduate Studies office or ask your Advisor. Please visit the TWU Financial Awards home page at <http://www.twu.ca/admission/awards/> and click on “External scholarships”.

A relatively new award is available from CCPA – The Bev Abbey Service Award, specifically for counseling psychology graduate students in BC. Please check out their website at: <http://www.ccacc.ca/en/memberbenefits/awards/#chapter> for more information.

Students who are interested in pursuing substantive graduate research or those writing a Master’s thesis are strongly encouraged to apply for provincial (e.g., Michael Smith Foundation for Health Research) and federal (e.g., Social Sciences and Humanities Research Council of Canada [SSHRC] or the Canadian Institutes of Health Research [CIHR]) research scholarships. Applications should be prepared in collaboration with a faculty member. Students are strongly encouraged to start the application process well in advance of the submission deadlines to allow time for review and revision. Further information about these awards can be found on the TWU Financial Awards home page under “External scholarships” and “Research Grants & Assistantships”.

CPSY students are required to submit their applications first to the CPSY program for review and feedback, prior to forwarding them to the Office of Research and Faculty Development. Once the student has made the required changes, s/he may submit the application to the Office of Research and Faculty Development. The CPSY and Office of Research and Faculty Development deadlines for SSHRC and CIHR application will be circulated in advance each year.

**International students** should search in their home countries for awards tenable in Canada. Students should also contact the TWU Financial Awards office for possible scholarships. The Government of Canada also provides information about some international scholarship programs at <https://w01.scholarships-bourses.gc.ca/scholarshipnoncdn-boursenoncdn.aspx?lang=eng>

## **LOANS**

A variety of provincial and federal programs provide loans available to university students. TWU urges students to evaluate their personal financial situation carefully with a view to avoiding accumulation of educational debts. However, for many students responsible borrowing is an important means of meeting educational costs, and the University's Financial Aid and Awards Office is prepared to offer students counsel and assistance in applying for aid under applicable government programs. Please go to their website at <http://www.twu.ca/admission/awards/> for more information.

## **CONFERENCE PRESENTATION AWARDS**

An amount of \$1000 per year is available to support graduate students giving presentations at academic conferences. The maximum award for each student per year is \$250. To qualify for a conference award, the student must be a presenter or co-presenter, and the conference award must be used towards registration, travel, and accommodation expenses. Conference Presentation awards can be applied for by submitting the "Conference Presentation Award Application" form to the Program Committee for approval. Proof of acceptance for the presentation by the conference organisers must accompany this application. Once an award has been approved, the student needs to submit their receipts to the CPSY Program Office for approval in order to receive reimbursement.

# MA-CPSY Activities

## COLLOQUIA

Participation in extracurricular activities that expand your field of knowledge is essential to professional development. Throughout the year, special guest lecturers are invited to speak on various topics of interest. These events provide an excellent opportunity to hear about current research and to meet with other professionals. Notices of upcoming colloquia will be sent out via email and posted in the MA-CPSY Wong Centre Resource Room.

## INTERNATIONAL NETWORK ON PERSONAL MEANING (INPM)

INPM is a multidisciplinary network of researchers, practitioners, graduate students, and lay people interested in promoting health, spirituality and peace through personal meaning. Students can get involved by contributing ideas and insights to the meaning web site at [www.meaning.ca](http://www.meaning.ca). Please contact Dr. Marvin McDonald for more information.

## INTERNATIONAL COLLABORATION

The MA-CPSY program has been, or is currently involved in the following international counselling projects, either through formal program collaborations, or through the scholarly activity of faculty members:

- Counselling program development in two Indonesian universities.
- The development of an integrated services clinic serving lower-income families in Indonesia.
- Assisting a Chinese university in developing clinical training within their counselling program.
- Helping to create a lay counsellor training program in India.
- Trauma counselling training in Java, Sumatra, Bali and Bulgaria.
- On-line mentoring of international counselling students in North America and counselling students in non-Western countries. (<http://www.iac-irtac.org/node/34>)
- Consultancy to the Executive Committee of the International Association for Counselling.

As well, the program supports alumni in their desire to serve internationally, with projects pending in Southeast Asia and in Africa. Efforts are made to involve students and alumni in these projects, creating internships and creating jobs.

## PROGRAM EVENTS

**Fall Graduation** – The School of Graduate Studies hosts a graduation ceremony for all MA graduates from TWU graduate programs, usually in early November. Family members and fellow students are encouraged to attend.

**Workshops/Symposia** - Occasionally, the program sponsors integrative symposia to critically examine issues of vital importance to counselling and the Christian community.

**Brown-Bag Lunches** - The MA-CPSY department regularly sponsors lunch meetings. A wide variety of topics are covered including departmental concerns, joining a professional association, to academic lectures on counselling-related matters. Students and staff customarily bring their lunches and use these opportunities to get to know each other better.

# Counselling Services for Students

The MA-CPSY faculty believe that participating as a client in individual and/or group therapy promotes personal growth and education as a professional counsellor. Therefore, experience as a client in personal therapy is ***strongly recommended*** for MA-CPSY students.

Counselling is available to students through the Wellness Centre at Trinity Western University, as well as other good counsellors in the area willing to see MA-CPSY students at a reduced rate. You may contact your advisor, your practicum supervisor, or a member of the Clinical Team for additional recommendations or referrals.

## PROFESSIONAL COUNSELLORS IN THE LANGLEY/ABBOTSFORD AREA

Brenda DeVries	Langley	778-995-4014	Individuals, couples
Brookwood Counselling		778-278-3411	Individuals, couples, children
Jake Khym	Abbotsford	604-755-4294	Individuals, couples
Jay Timms	Langley	604-539-5277	Couples
Jessica Lauder	Langley	604-644-4437	Individuals, couples, children
Kristelle Heinrichs	Langley	604-514-2332	Individuals, couples
Lindsay Faas	Langley	778-239-2962	Individuals, couples
Neil Mercer	Langley	778-549-8354	Individuals, couples
Sandy Jones	Richmond & Abbotsford	604-345-1265	Individuals, couples, children
Sean Latimer	White Rock	604-505-5244	Individuals, couples
Peter White	Langley & Abbotsford	778-551-2896	Individuals, couples



# Practicum & Internship

## PRACTICUM

The practicum experience (CPSY 591/592) is crucial in the development of clinical skills. Practicum teams of approximately five students meet weekly with a faculty supervisor over two consecutive semesters. Students are required to complete a minimum of 30 “direct contact” hours with clients, and are encouraged to complete 10 hours of group counselling. At least 60 indirect hours are required, which encompass supervision, writing progress notes, video review, and group debriefing.

Please note that students are required to take Advanced Counselling Skills (CPSY 590) and Theories of Counselling (CPSY 506) either before, or at the same time as, practicum. For most students, practicum provides the first opportunity for counselling real clients. Therefore, the first few weeks of practicum are dedicated to team-building and practising intakes.

Practicum provides a safe and supportive climate for students to learn and work together as a team. Team members get a chance to observe their peers, reflect on their observations and suggest alternative ideas for intervention. Supervisors provide feedback and introduce students to a variety of approaches.

Each student team member receives one-to-one direct supervision from a program faculty member. Some sessions may be videotaped to focus on micro or macro skill development. Students are responsible to make a learning plan and to critique their own learning each semester. Supervisors provide oral and written feedback to students throughout the practicum. Students receive a pass or fail grade based on the Supervisor’s evaluation (for appeals, see Grade Appeals Policies).

To determine practicum placements, students submit their preferences to the Director of Fraser River Counselling upon admission to the program. Decisions concerning practicum placements are made before September. Students are then notified of their placements. An orientation meeting is held at the beginning of the Fall semester.

All practicum sites operate under the auspices of Fraser River Counselling (FRC). Clients are referred to Fraser River Counselling from a variety of professional and community sources. They can contact FRC at **604-513-2113**. The FRC Intake Worker will respond to each call and conduct a brief phone intake and then refer the client either to one of the practicum teams or to another agency if necessary. Prior to counselling, students must sign an agreement that they have read and will follow the FRC Counsellor's Manual.

Practicum sites currently include:

- **Langley School District-Nicomel Elementary**, Langley
- **Trinity Western University-FRC portable**, Langley
- **Sweeney Neighbourhood Learning Centre at Abbotsford Senior Secondary**, Abbotsford

## INTERNSHIP

The internship (CPSY 691/692) is regarded as a summative clinical experience leading to the MA degree in counselling psychology. Students are required to complete at least 240 hours of counselling directly with clients, 40 hours of which involve group counselling. At least 360 additional hours of supervision, paperwork, and other professional responsibilities are required (600 hours total). Contact hours accumulated for an alternate purpose (i.e. completing testing assignments for CPSY 622 with 'real' clients) do not count simultaneously for internship. Practicum hours not completed will be added to the requirements for internship.

Students are encouraged to seek internship placements during or immediately after their second semester of practicum for either the summer or fall term. **The program's Clinical Team must approve all internship placements.**

The following list contains some sites that have previously accepted CPSY interns:

- Abbotsford Counselling Services & Associates
- Abbotsford Mental Health
- Abbotsford Women's Support Services
- Abbotsford Regional Health Centre
- Agassiz-Harrison Community Services
- Apex Secondary School
- Ann Davis Society, Chilliwack
- Boulder Bay Youth Custody Centre
- Brenson Family Program, Inc., Langley
- Burnaby Family Justice Centre, Burnaby
- Catholic Family Services, Vancouver
- Chilliwack Alcohol & Drug
- Columbia Christian Counselling Group, Abbotsford
- Cordova Detox
- Cornerstone Counselling
- Corrections Canada
- Delta School Board
- Delta Youth Services
- Dennis Boyd & Associates
- Exodus Substance Abuse Program, Langley
- Family Services of Greater Vancouver
- Fraser Health Authority
- Fraser River Counselling, TWU
- Fraser Valley Christian High School
- Hillcrest Community Services, Bellingham, WA
- Irene Peterson & Associates, Abbotsford
- Kwantlen Polytechnic University
- Langley Christian School
- Langley Community Services Society
- Langley Hospice Society
- Langley Memorial Hospital
- Langley Mental Health
- Maple Ridge Treatment Centre, Maple Ridge
- Ministry of Children & Family Development (Abbotsford, Chilliwack, Delta, Langley, Mission, and Surrey)
- Mennonite Educational Institute (MEI), Abbotsford
- New Life Clinic, Langley
- Pacific Assessment Referral & Counselling (PARC), Langley
- Peace Arch Community Services, White Rock
- Peardonville House, Abbotsford
- Professional Psychological Assessments, Ltd.
- Resurrection House, Port Coquitlam
- Richmond Hospital
- Richmond School Child & Family Program
- Riverside Therapists, Richmond
- Salvation Army Homestead Alcohol and Drug Treatment Centre, Vancouver
- Seaquam Secondary, Delta, BC
- Semiahmoo Family Services
- Sevenoaks Counselling Centre, Sevenoaks
- Alliance Church, Abbotsford
- SHARE Counselling Centre, S.H.A.R.E. Family & Community Services, Pt. Coquitlam
- South Delta Secondary School
- Surrey Memorial Hospital
- TWU Counselling Centre, Langley
- Union Gospel Mission, Vancouver
- Vancouver Coastal Health Authority

### Public Service Commission of Canada- Post-secondary Co-op/Internship Program

The Public Service Commission of Canada (PSC) is responsible for approving co-op/internship programs from which managers in the public service may recruit students. Accordingly, the PSC has established approval criteria against which co-op/internship programs are assessed. These criteria seek to ensure that the programs approved by the PSC are those which formally integrate, in a structured manner, academic learning with development, through work experiences. The MA Counselling Psychology Program at TWU is an approved program.

You must consult the notice boards at your campus career center or co-op/internship placement office for federal government placement opportunities. You must be registered in a Co-op/Internship Program with your academic institution prior to applying for a federal government placement.

### Fraser Valley Regional Health Board Agreement

The MA Counselling Psychology Program at TWU has a Clinical Placement agreement with the Fraser Valley Regional Health Board. This agreement allows MA Counselling Psychology students to receive part of their clinical instruction (internship) at a hospital or agency that is under the authority of the Fraser Valley Regional Health Board.

For further information regarding Internships, please contact Dr. Bart Begalka, Director of Fraser River Counselling.

# Thesis Track

Students admitted into the thesis track are required to complete a research thesis as part of their MA degree requirements. Permission to begin a thesis is dependent upon (a) successful performance in CPSY 501, 502, and 518; and (b) finding an approved supervisor who is willing and able to supervise a specific project. Generally, thesis projects will be negotiated to fit with on-going programs of research for specific faculty or the MA program. Even though students cannot formally apply to start thesis work until they have taken CPSY 518, it is strongly encouraged that each student start thinking and planning for a thesis project as early as possible in order to maximize your chances of finding a suitable topic & supervisor and completing the project in a timely manner. For students admitted in January, the first and second semesters in the program are an ideal period for exploring areas of research interest and potential supervisors. Students are strongly encouraged to talk to current thesis students about their research as one set of opportunities to explore and also to talk to core faculty about their on-going research and supervision interests.

Students are also required to complete and submit an **Application to enter Thesis track** upon successful completion of CPSY 518. This application must be approved by the program committee before the student can proceed with enrolment in Thesis I & II (CPSY 603/604).

This section provides you with some of the basic information that you will need to start thinking planning your thesis research. A complete set of guidelines will be provided to students in the thesis seminar (CPSY 518). Another place to find information is in the thesis section of the MA Counselling Psychology web-site: [www.twu.ca/cpsy](http://www.twu.ca/cpsy)

## **POSSIBLE SUPERVISORS AND THEIR AREAS OF RESEARCH SUPERVISION:**

*Derrick Klaassen*- Existential and spiritual issues in psychology and psychotherapy; Bereavement and grieving

*Alex Kwee* – Human sexuality, process addictions, and positive psychology

*Janelle Kwee* – Contextualization of psychology in regards to multicultural, gender, and spirituality issues

*Marvin McDonald*- Trauma therapy; multicultural identity development; spirituality, culture and health; family development; thriving in caregiving

*Mihaela Launeanu*- Existential and spiritual issues; Research methodology

More detailed descriptions of core faculty's current research projects and their research teams can be found on the MA-CPSY website. Samples of theses previously completed in the program are available for download on the program website and hard copies are available for sign-out from the CPSY Office.

Students are expected to find a fit between their own research interests and the areas of research that core faculty are willing to supervise. This usually involves some modification of students' initial ideas.

Occasionally, it may also be possible for students to work with other TWU faculty or with external experts for their theses. In such cases, students are required to recruit a core faculty member to be on the thesis committee as co-supervisor (in place of the role of a "second reader"). Note, however, that core faculty have limited availability in their workload to serve as co-supervisor for external supervisors. If no core faculty member is currently available to serve on the committee, the student must find an alternate topic and/or supervisor.

# Non-Thesis Track

The Non-Thesis Track is recommended for those who wish to seek employment in counselling and related areas. The Non-Thesis MA degree is as academically rigorous as the thesis-based option, with an equivalent number of credit hours required. However, instead of thesis research-related courses, students will be required to complete additional content-area courses and write a comprehensive exam.

## **MA NON-THESIS COMPREHENSIVE EXAMINATION (MANTCE)**

Each student in the MA Counselling Psychology Non-Thesis Track is required to write a comprehensive examination (CPSY 640). The comprehensive examination should be written during the final semester in which the student completes his or her course work or thereafter. The MANTCE will be scheduled once per semester, and the examination date will be posted on the online course timetable before the start of each semester.

The questions for the examination will be set by the MA-CPSY faculty and will have two components: (a) ethics, and (b) professional practice. Part (a) will involve a written analysis of material involving ethical problems; part (b) will involve written responses to at least two questions based on the student's course of studies and their internship counselling experiences.

The comprehensive is a take-home written exam and the student has 72 hours (usually over a weekend) to prepare the responses. The date and time the student receives and returns the exam is recorded. A student may consult any resource except another living person in preparing the answers.

Answers to Frequently Asked Questions about the MANTCE exam can be found on the MA-CPSY website.

# MA-CPSY Grading Policies

In an effort to ensure consistency in our assignment of grades to students and to inform graduate students of the differences in expectations at the graduate level, the following interpretation of grades in individual courses offers an **unofficial guideline**.

Letter Grade	%	Grade Point Value	Meaning in Graduate Work
A+	95-100	4.3	<ul style="list-style-type: none"> <li>outstanding work</li> <li>displays deep understanding, insight</li> <li>reveals critical analytical ability and the creative ability to synthesize</li> <li>stylistically superior</li> <li>makes an original contribution and is potentially publishable</li> </ul>
A	89-94	4.0	<ul style="list-style-type: none"> <li>very good work</li> <li>reveals a good understanding of issues and critical analytical ability</li> <li>writes clearly, competently and fluently</li> </ul>
A-	80-88	3.7	<ul style="list-style-type: none"> <li>good work</li> <li>shows a depth of knowledge and analytical ability</li> <li>writes clearly and competently</li> </ul>
B+	77-79	3.3	<ul style="list-style-type: none"> <li>average work</li> <li>shows an average level of knowledge and competence in the area</li> <li>writes clearly and correctly</li> </ul>
B	73-76	3.0	<ul style="list-style-type: none"> <li>acceptable work</li> <li>average knowledge and competence in the area</li> <li>writes correctly with some minor flaws</li> </ul>
B-	70-72	2.7	<ul style="list-style-type: none"> <li>below average graduate work</li> <li>shows some lack of knowledge, competence in the area. (Since the selection process is rigorous, very few of our graduate students work consistently at this level)</li> <li>writes adequately, but lacks clarity and coherence to some extent</li> </ul>
C+	67-69	2.3	<ul style="list-style-type: none"> <li>unacceptable graduate level work</li> <li>indicates severe lack of knowledge &amp; competence in the area</li> <li>requires immediate review – may indicate that the student is not suited for graduate work in the field</li> <li>writing flawed</li> </ul>
C	63-66	2.0	<ul style="list-style-type: none"> <li>unacceptable graduate level work</li> </ul>
C-	60-62	1.7	<ul style="list-style-type: none"> <li>unacceptable graduate level work</li> </ul>

**Note:** Faculty members choosing **not** to adopt this system are obliged to indicate this in their course syllabi and to ensure students are informed of their alternative grading systems.

## Other Designated Grades

**P = Pass** (not calculated into GPA)

**F = Failure** (Below 50%, no grade points); no credit will be given except by repeating the failed course successfully at the University. If such repetition is successful, the failure remains on the student's permanent record but is not calculated into the GPA.

**INC = Incomplete.** A grade may be incomplete if assignments remain outstanding in a course or if the instructor has not submitted a grade. Incomplete Grade forms are available in the MA-CPSY Office and must be signed by the instructor and the CPSY Director.

**W = Withdrew.** After the second week of classes up to the end of the sixth week.

**WP = Withdrew Passing.** After the sixth week of classes and up to the eleventh week the grade of 'WP' is assigned on the student's permanent record upon withdrawal from a course.

**WF = Withdrew Failing.** See note under "WP." WP/WF grades are not computed into the GPA. A student may withdraw from a course between the seventh and eleventh week with a WP or

WF only because of severe extenuating circumstances and if approval is granted by the MA-CPSY Director and the Dean of Graduate Studies. **No course withdrawals are permitted after the eleventh week in a semester.**

## APPEAL POLICIES

A) **Grade Appeals** - If a student has objections with a grade in a particular course, the appeal process is as follows:

1. The student appeals to the individual faculty member.
2. If not satisfied, the student can appeal to the MA-CPSY Director in writing within 30 days of the student's receipt of grades. The Director and one other appointed member of the MA-CPSY department will consider the appeal.
3. If still not satisfied, the student can appeal to the Vice Provost of Graduate Studies and finally to the Office of the Academic Provost.
4. Any formal evaluation may result in upward or downward revision, or no change. A resulting change of grade will then be submitted to the Office of the Registrar accompanied by a rationale for the change, along with signatures of the instructor and the Director.

B) **Clinical Skills** - If a student is not satisfied with the assessment of his/her clinical skills, the appeal process is as follows:

1. The student appeals to the practicum or internship supervisor.
2. If not satisfied, the student can appeal to the Clinical Counselling Co-ordinator.
3. If still not satisfied, the student can appeal to the MA-CPSY Director in writing within 30 days of the student's notification.
4. When there is sufficient ground for appeal, the Director may appoint a review committee. The supervisor will not sit on this review committee.
5. If the student remains unsatisfied with the decision of the review committee, he or she may appeal to the Vice Provost of Graduate Studies and finally to the Office of the Academic Provost.

C) **Termination** - If a student is terminated on the basis of severe deficiencies, ethical violations, or plagiarism, the appeal process is as follows:

1. The student appeals to the Vice Provost of Graduate Studies in writing within 30 days of notification.
2. In some cases when there is sufficient ground for appeal, the Vice Provost of Graduate Studies may appoint a review committee.
3. If the student remains dissatisfied with the committee's decision, he or she may appeal to the Academic Provost, whose decision will be final.

## INCOMPLETE GRADES

Class assignments not completed by an established deadline due to extenuating circumstances must be completed by an agreed-upon deadline (Internship and Thesis requirements are exceptions). The student is responsible to complete an Incomplete Grade Form and secure the signatures of the instructor and the Program Director prior to submitting it to the Office of the Registrar. Forms are available through the Office Coordinator of the MA-CPSY program.

# Graduation Requirements

***Note: It is the sole responsibility of the student to ensure that the courses required for the granting of a degree have been satisfactorily completed. Students are therefore cautioned to make absolutely certain that the number and combination of their courses meet all program requirements. Any questions should be addressed by making an appointment with their academic advisor.***

Graduation requires that each MA-CPSY student complete the 63 semester hour curriculum with a minimum cumulative GPA of 3.0. Any course with a mark of B- or lower may be retaken to improve the student's overall GPA. **Any course mark below a B- (B minus) is considered unacceptable performance for graduate studies.** If an unacceptable mark is obtained for a required course, the course will normally be retaken in order to obtain an acceptable level of performance in that course. A student may apply to the Program Director to allow the mark to stand, as long as the minimum overall GPA of 3.0 is maintained. All practicum and internship hours must be completed and approved by the Clinical Counselling Team and the thesis must be bound and accepted by the Vice Provost of Graduate Studies. All outstanding student accounts, including any departmental printing charges or charges for missing keys must be paid prior to the conferral of degrees. Transcripts will also be withheld until the student's account is paid in full.

## APPLYING FOR GRADUATION

The following steps are to be followed:

- The student meets with his/her Academic Advisor to update his/her Degree Plan/Checklist.
- The student applies for graduation online through the Student Portal – Graduation Application <https://www1.twu.ca/services> . Applications need to be submitted no later than **July 15<sup>th</sup>** for Fall graduation of that year.
- The Office of the Registrar then completes an audit on the student's program of study. The results of the audit are distributed to the student in August via email.
- The MA-CPSY Program Director reviews the list of students eligible for graduation and notifies the Registrar of the University whether to grant the student a diploma for the degree of Master of Arts in Counselling Psychology.
- The annual deadline to be deemed eligible for full graduation (all requirements completed) is five weeks prior to the Fall graduation ceremony date. Students who have not completed ALL degree requirements by the deadline date will not be permitted to participate in that year's graduation ceremony (usually in early November), but should be eligible for the next year's ceremony.
- Degrees are conferred twice per year, on December 31 and May 31. Students completing all graduation requirements prior to, or in between, these dates can request a letter from the Office of the Registrar stating the student's graduate status for employment or other purposes.

## INTERNSHIP EXIT INTERVIEW

Once the minimum number of internship hours has been documented, each student will meet with one of the clinical co-ordinators from the Clinical Counselling Team to discuss her or his clinical experience, counselling model, professional identity, and related topics.



## **COMPREHENSIVE EXAMINATION (CPCE)**

**Effective January 1, 2015**, the MA-CPSY graduation requirement (successful passing of the CPCE exam) will no longer be required of students in the program, but instead will become “optional”.

However, as the CPCE offers valuable experience in writing a credentialing exam, especially for those students who plan to practice in jurisdictions which require a credentialing exam as part of the licensure/registration process (e.g. Alberta, etc.), it may be advisable for students to choose to write the CPCE. The Counselor Preparation Comprehensive Examination (CPCE) was developed by the Research & Assessment Corporation for Counseling, Inc. (RACC), an affiliate of the National Board for Certified Counselors, Inc. (NBCC). Students may apply to the Program Committee for permission to take the Examination for the Professional Practice of Psychology (EPPP) or the National Counselor Exam (NCE) in lieu of the CPCE.

Please consult your Academic Advisor if you have any questions or would like to write the CPCE.

# Professional Organizations

Students are encouraged to be aware of professional associations and to become professionally involved. Many of the following associations have student memberships. Further information and application forms for many of these professional organizations are located in the Wong Centre Resource Room.

## **Canadian Counselling & Psychotherapy Association (CCPA/ACCP)**

114-223 Colonnade Rd S  
Ottawa, ON K2E 7K3  
<http://www.ccpa-accp.ca/en/>

The Canadian Counselling & Psychotherapy Association (CCPA) is a national and bilingual organization dedicated to the enhancement of the counselling profession in Canada.

In striving to fulfil this mandate, the CCPA promotes policies and practices which support the provision of accessible, competent, and accountable counselling services throughout the human lifespan, and in a manner sensitive to the pluralistic nature of society. CCPA strives to understand the needs of the diverse community of counsellors in Canada and aspires to being inclusive in its membership and to being a strong voice for the promotion of counselling.

## **British Columbia Association of Clinical Counsellors (BCACC)**

#14 – 2544 Dunlevy Street Victoria, BC V8R 5Z2  
1-800-909-6303  
<http://www.bc-counsellors.org/>

The B.C. Association of Clinical Counsellors is a society of regulated Clinical Counsellors dedicated to providing the highest standard of professional counselling, consulting, assessment, testing and training services. Members of the society act to enhance mental health by providing responsive, accountable, and ethical counselling, consulting, assessment, testing, and training services to individuals, couples, families and groups.

## **American Counseling Association (ACA)**

The program has achieved accreditation for its Community Counselling stream through the Council for Accreditation of Counseling and Related Educational Programs (CACREP). CACREP is the accrediting body of the American Counseling Association (ACA). Information on CACREP can be obtained at <http://www.counseling.org>

Students are encouraged to become active members of the ACA. Information about the ACA and student memberships can be obtained at the address below:

American Counseling Association (ACA)  
5999 Stevenson Avenue  
Alexandria, VA  
22304-3300  
[www.counseling.org](http://www.counseling.org)

Program faculty are also involved and encourage membership in the following divisions of ACA:

**American Mental Health Counselors Association (AMHCA)**

Chartered in 1978, AMHCA represents mental health counselors, advocating for client-access to quality services within the health care industry. [www.amhca.org](http://www.amhca.org)

**American School Counselor Association (ASCA)**

Chartered in 1953, ASCA promotes school counseling professionals and interest in activities that affect the personal, educational, and career development of students. ASCA members also work with parents, educators, and community members to provide a positive learning environment. [www.schoolcounselor.org](http://www.schoolcounselor.org)

**International Association of Marriage and Family Counselors (IAMFC)**

Chartered in 1989, IAMFC members help develop healthy family systems through prevention, education, and therapy. [www.iamfc.org](http://www.iamfc.org)

**Association for Spiritual, Ethical, and Religious Values in Counseling (ASERVIC)**

ASERVIC explores spirituality and values in counselling. [www.aservic.org](http://www.aservic.org)

**National Board for Certified Counselors, Inc. (NBCC)**

NBCC is an independent credentialing body with close ties to the ACA. NBCC recognises counsellors who have met predetermined NBCC standards in their training, experience, and performance on the National Counselor Examination for Licensure and Certification (NCE), the most portable credentialing examination in counseling. NBCC certified counsellors carry the designation National Certified Counsellor (NCC). NBCC certifies more than 28,000 counsellors to date, and 37 states and the District of Columbia have adopted the NCE as part of their statutory credentialing processes. Currently, the Province of British Columbia is considering the use of the NCE in the credentialing of counsellors in B.C.

## **OTHER INTERNATIONAL & NATIONAL ASSOCIATIONS**

**Canadian Psychological Association (CPA)**

151 Slater Street, Suite 205  
Ottawa, ON K1P 1H3  
[www.cpa.ca](http://www.cpa.ca)

**American Association for Marriage and Family Therapy (AAMFT)**

1133 15<sup>th</sup> Street, NW  
SUITE 300  
Washington, DC 20005-2710  
[www.aamft.org](http://www.aamft.org)

**American Psychological Association (APA)**

750 First Street NE  
Washington, DC 20002-4242  
[www.apa.org](http://www.apa.org)

**International Network on Personal Meaning (INPM)**

[www.meaning.ca](http://www.meaning.ca)

## **OTHER PROVINCIAL ASSOCIATIONS**

**British Columbia School Counsellors' Association (BCSCA)**

Box 2680  
Golden, BC V0A 1H0

**British Columbia Psychological Association (BCPA)**

1755 West Broadway  
Suite 202  
Vancouver, BC V6J 4S5  
(604) 730-0501

## **CHRISTIAN ASSOCIATIONS**

**American Association of Christian Counselors (AACC)**

[www.aacc.net/](http://www.aacc.net/)

Local Contact: Dr. Ian Verseveldt, ACTS, 513-2121, ext. 3136, [versevel@twu.ca](mailto:versevel@twu.ca)

**Christian Association for Psychological Studies (CAPS)**

P.O. Box 310400  
New Braunfels, TX  
78131-0400  
<http://www.caps.net>

Local Contact: Dr. Marvin McDonald, TWU, 513-2121, ext. 3223, [mcdonald@twu.ca](mailto:mcdonald@twu.ca)

# Student Government & TWUGSA

## ABOUT TWUGSA

On May 14th, 2004, students from the School of Graduate Studies and ACTS voted to approve the formation of the Trinity Western University Graduate Student Association (TWUGSA). View their webpage at <http://www.twu.ca/students/twugsa> for more information.

Student involvement is very important to the success of our program and so it is hoped that a MACPSY Student representative will stand for election to TWUGSA each year to:

- provide a forum to discuss issues of common concern to students
- facilitate a strong student presence in the decision-making process in our program.
- enhance the lines of communication among faculty, staff, and students.
- encourage and facilitate professional development opportunities for students.

## MEETINGS

All full Council meetings are open to Graduate Students, please feel free to attend. More information can be found on the TWUGSA webpage.

## SOCIAL EVENTS

The TWUGSA hosts numerous events throughout the year. These are usually held in the Graduate Collegium in the Fosmark building. All SGS students are welcome to attend.

## GRADUATE COLLEGIUM

The Graduate Collegium, intentionally designed to meet both the physical and social needs of the commuting graduate student, allows grad students to connect with program directors, faculty, and peers among the elements of home and office. Membership is available for a nominal annual fee. Please visit their website at <http://twu.ca/life/community/commuter/marlie-snider-collegia-program/graduate.html> for more information.

# Directories

## CAMPUS SERVICES

**University Switchboard** .....604-888-7511 or 604-513-2121 (after-hours)  
(Note that for after-hours, call the switchboard and dial # and the local to leave a voicemail.  
Callers from Abbotsford can dial 857-1200-7511 to call the University free of long distance charges.)

## LOCAL

**Bookstore** (Reimer Student Centre) .....604-513-2005  
Open Mon-Fri 9:30-5:00; Sat & Sun - Closed

**Computing Services** (Mattson Centre).....604-513-2121, ext. 3284

**Faculty of Graduate Studies** (Fosmark Building).....604-513-2121, ext. 3394

**Financial Aid & Awards** (Mattson Centre) .....604-513-2031

**Food Services /Sodexo**.....604-513-2121, ext. 2009

**Graduate Collegium** (Fosmark Building) .....604-513-2121, ext. 3800

**Gymnasium** (call for hours) .....604-513-2121, ext. 2125

**Housing Services** (Reimer Student Centre) .....604-513-2032  
Student Cards supplied here

**Norma Marion Alloway Library** ([www.twu.ca/library](http://www.twu.ca/library)) .....604-513-2023

**Office of the Registrar** (Mattson Centre).....604-513-2070

**Parking** (Welcome Centre at the entrance to the campus).....604-513-2121, ext. 3518  
Commuters park in "C" lots only. Dispensers provide 1-day permits.

**Security** (Welcome Centre).....604-657-9911  
For non-emergency, call local 2099.

**Student Life** (Reimer Student Centre) .....604-513-2121, ext. 2025

**Student Success Centre** (Reimer Student Centre).....604-513-2017

**TWU Graduate Student Association** (Gym Portable).....604-513-2121, ext. 2130

**Wellness Centre** (Douglas Centre).....604-513-2121, ext. 2024

## MA-CPSY PROGRAM DIRECTORY

**MA in Counselling Psychology Reception .....604-513-2034**  
(note: if the Office Coordinator is not in, or if after hours, please leave a voicemail)..... **Fax: 604-513-2150**

**Marvin McDonald, Ph.D., Director .....604-513-2121, ext. 3223**  
([mcdonald@twu.ca](mailto:mcdonald@twu.ca))

**Laurie Donaldson, M.B.A., Associate Director.....604-513-2121, ext. 3898**  
([laurie.donaldson@twu.ca](mailto:laurie.donaldson@twu.ca))

**Rick Bradshaw, Ph.D., Faculty .....604-513-2121, ext. 3382**  
([rick.bradshaw@twu.ca](mailto:rick.bradshaw@twu.ca))

**Derrick Klaassen, Ph.D., Faculty .....604-513-2121, ext. 3881**  
([derrick.klaassen@twu.ca](mailto:derrick.klaassen@twu.ca))

**Alex Kwee, Psy.D., Faculty .....604-513-2121, ext. 3862**  
([alex.kwee@twu.ca](mailto:alex.kwee@twu.ca))

**Janelle Kwee, Psy.D., Faculty .....604-513-2121, ext. 3870**  
([janelle.kwee@twu.ca](mailto:janelle.kwee@twu.ca))

**Mihaela Launeanu, M.A., Ph.D. cand., Faculty.....604 513 2121, ext. 3351**  
([mihaela.launeanu@twu.ca](mailto:mihaela.launeanu@twu.ca))

**Bart Begalka, Ed.D., Director of FRC, Faculty.....604-513-2121, ext. 3410**  
([bart.begalka@twu.ca](mailto:bart.begalka@twu.ca))

**Shirley Busby, Program Services Coordinator.....604-513-2121, ext 3909**  
([shirley.busby@twu.ca](mailto:shirley.busby@twu.ca))

**Vacant Position, Office Co-ordinator.....604-513-2034**

**Fraser River Counselling Intake Line .....604-513-2113**

# Program Forms (On the CPSY website under “Student Forms”)

## Common Forms for Practicum and Internship

- Clinical Training Records Form
- Supervision Functions Questionnaire
- Group Experience Form
- Exit Interview Form
- Exit Interview Outline (Self-Assessment for Professional Development)
- Student Clinical Contract
- Critical Incident Form

## Practicum Forms

- Practicum Summary Log
- Practicum Interim Progress Report
- Group Experience Form
- Practicum Performance Evaluation Form

## Internship Forms

- Internship Requirements Checklist
- Internship Agreement
- Professional Background for On-Site Clinical Supervisors
- Internship Summary Log
- Internship Interim Progress Report
- Internship Performance Evaluation Form
- Internship Site: Ratings on Important Factors

## Thesis Forms

- Thesis Track Degree Plan
- Thesis Expenses Re-Imbursement Request Form
- Thesis Comprehensive Checklist
- Thesis Electronic Waiver Form
- Thesis Procedure Checklist
- Thesis Proposal Form
- Thesis Submission Checklist
- Thesis Supervisor Evaluation
- Thesis Supervisory Agreement Form
- Thesis Supervisory Committee Approval Form
- Thesis Guidelines

## General Program Forms

- Student Program Agreement Contract
- Advising Degree Plan Blank Worksheet
- Thesis Track Checklist
- Non-Thesis Track Checklist
- Research/Teaching/Administrative Assistantship Application
- Application for Full-Time Status Form
- Application for Leave of Absence Form
- Application for Entry into Thesis/Non-Thesis Form
- Application for Conference Award

## Program Manuals

- CPSY Program Manuals from previous years

## FRC Counsellor and Practicum Manual

- FRC Counsellor and Practicum Manual from previous years

## Codes of Professional Ethics

- CPA's Code of Ethics-.pdf download
- CCPA's Code of Ethics-.pdf download
- ACA's Code of Ethics-.pdf download