

## Department of Counseling Psychology, Social Psychology and Counseling Resources for Masters Students



### Sequence of Academic Activities – COUNSELING – Based on a Two-Year Timeline\*

\* Students doing a Double Major in Counseling and Social Psychology should also consult the Resources for Social Psychology Students

#### *Fall Semester, First Year*

- If you haven't already, schedule an appointment to meet with the Graduate Admissions Coordinator to create your tentative plan of study for all the semesters in which you plan to take courses.
  - If you plan to leave Indiana after graduation and plan to be a licensed counselor, you will want to find out the licensure requirements for master's level counselors in other states to ensure your curriculum includes all courses necessary for licensure.
  - If you are in the Rehabilitation Counseling program the CRC (Certified Rehabilitation Counselor) national certificate information can be found [HERE](#).
  - Students in the Counseling concentrations are advised to complete these courses in the following sequence:
    - CPSY 603 or 605: Intro to Counseling Course
    - CPSY 606: Pre-Practicum Interviewing Skills
    - CPSY 621, Theories and Techniques
    - CPSY 644, Practicum in Counseling
    - CPSY 646, Advanced Practicum \*
    - CPSY 695, Field Internship
- \*Not required for the Rehabilitation Concentration
- The ethics exam is usually taken during fall semester in CPSY 606 and must be passed before you can see practicum clients.
  - You must earn a grade of B or better in CPSY 606. Before enrolling in CPSY 644, Practicum, an application will be sent to you to be completed before permission is granted.

#### *Spring Semester, First Year*

- CPSY 644, Practicum: Practicum. Both 644 and 646 courses involve working with community clients who are served through the Departmental Counseling Practicum Clinic.
- Students need a malpractice insurance (usually through professional organizations) before they can see clients in the Counseling Practicum Clinic.
- There will be Practicum Clinic orientation meeting held on the first day of the semester.

- A grade of B or better must be earned in practicum to continue on to either advance practicum or internship.
- Early in spring semester, a mandatory meeting will be held for all students who intend to apply for internships in the fall semester. At this meeting, students receive information about potential internship sites and how to apply for internships.
- Students **should not** contact internship sites before attending the meeting or without permission from the Internship Coordinator.
- Students' performance in the CPSY MA programs is evaluated via the Annual Evaluation Form in late spring. Students will be contacted by their assigned faculty advisor/mentor to schedule this meeting around the middle of spring semester. At that time students need to attend the meeting with their vita and informal transcript.

#### *Summer Semester, First Year*

- CPSY 646: an application for CPSY 646, Advance Practicum will be sent out during the spring semester. This is a continuation of CPSY 644. Seeing clients in the Departmental Practicum Clinic.
- If after completing CPSY 646 you wish to continue counseling with a client from the clinic, you may request permission to enroll in CPSY 690, Client Carry Over, for one credit hour during the next semester. Permission must be obtained from the Practicum Clinic Director.

#### *Fall Semester, Second Year*

- CPSY 695: Field Internship: Students generally begin their field internship at this time. Attendance at weekly group supervision meetings is required. This will be with a faculty supervisor.
- Students will enroll in two semesters (6 credits) of Internship to complete 600 hours working 20 hours per week.
- Content Exam: Clinical Mental Health & Dual Social Psychology and CMH Students are required to take the Content Exam. Students must pass this exam to graduate. Before taking the exam, the students must have completed 30 credit hours in the program. The exam is offered in the Fall and Spring of the student's second year. The exam in the fall is generally offered in November and the Spring exam is offered in March. Information will be sent out to students well in advance. The exam is given electronically through the testing center. The total cost currently is \$120. (Please plan accordingly) If a student fails the exam at the first or second sitting, he or she may retake it during the next semester. Students may take the exam a maximum of three times.
- CRC or Content Exam: Rehabilitation Counseling Students are required to take either the CRC or the Departmental Content Exam and must pass to graduate. Check the CRC website for dates and register for it 6 months prior to the exam.

### *Spring Semester, Second Year*

- Finish second semester of field internship.
- Check your current grades and make sure you do not have any “incompletes” or grades below a C. If you receive a C- in any course, you will need to retake it.
- Apply for Graduation if you plan to graduate at the end of the spring semester according to the Graduate School deadlines.
- Students’ performance in the CPSY MA programs is evaluated via the Annual Evaluation Form in late spring. Students will be contacted by their assigned faculty advisor/mentor to schedule this meeting around the middle of spring semester. At that time students need to attend the meeting with their vita and informal transcript.
- Students graduating in May and plan to be licensed as mental health counselors in Indiana, need to start their application for the LMHC-A license *one month* before graduation to ensure their application will be processed in time to start accumulating hours as an LMHC-A toward the LMHC license. The MA transcript can be submitted after graduation.
- Students graduating in May, need to complete two exit surveys; 1) to provide information about future career plans, and 2) to respond to questions about their training.

### *Summer Semester, Second Year*

- Finish any remaining courses and or incompletes.
- Apply for Graduation according to the Graduate School deadlines.
- Students graduating in July and plan to be licensed as mental health counselors in Indiana, need to start their application for the LMHC-A license *one month* before graduation to ensure their application will be processed in time to start accumulating hours as an LMHC-A toward the LMHC license. The MA transcript can be submitted after graduation.
- Students graduating in July, need to complete two exit surveys:
  - 1) to provide information about future career plans, and permanent email address
  - 2) to respond to questions about their training experience.
- Before leaving campus, make copies of your practicum log forms and or internship paperwork for future reference.
- Keep all of your syllabi.

### *After Graduation*

- Be on the lookout for emails including an Alumni Survey asking about your current career status and your training experience in our MA programs.

## Other Information for Masters Students

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### *ID Card*

A BSU ID card can be obtained at Bracken Library, Room 311

### *Vehicle Registration*

Office of Parking Services, in the Student Center, room L-1. Vehicle registration and a Ball State ID card are required.

### *Housing*

A variety of housing options is available on and near the Ball State campus. Information on university housing can be accessed online and to find housing off campus students can e.g. refer to the Ball State Daily News.

### *Paying Tuition and Fees*

To pay tuition and fees students can either visit the Bursar's Office, Room B-36 of Lucina Hall, or pay online via eBill.

### *Important Dates*

A university calendar with information on important dates and events can be found online.

### *Textbooks and School Supplies*

Students can buy textbooks and school supplies at the Ball State Bookstore, located on the first floor of the Arts and Journalism Building. Graduate Assistants are eligible for a discount on items purchased. (Go to the service desk for Special Accounts.) Textbooks can also be purchased at TIS Bookstore.

### *Student Health Insurance*

Ball State University offers a relatively low cost health insurance to students while they are enrolled in classes. A brochure describing health insurance policies for students can be obtained in the office of Business Affairs, Administration Building, Room 103, for more information 765-285-2527.

### *Verification of Citizenship Status/Tax Withholding Forms*

If you are employed as a graduate assistant, you must have your citizenship status verified and submit tax-withholding forms before you begin employment. Verification of citizenship is done at Human Resources, AD Room G-29, to complete tax forms. Your paycheck will be withheld if these procedures are not done. Paychecks are distributed at the department office in which you are employed and usually are issued on the last working day of each month or on a biweekly schedule.

### *Address Change*

If you have a current address that is different than the one you had when you applied to the program, please notify the CPSY Department so we can keep our records current and ensure that you receive any important notices that the department mails to your home address. To change your address with the university, you must update your information through [my.bsu.edu](http://my.bsu.edu).

### *Research and Travel Funding*

Awards from the Joseph W. and Marcella S. Hollis Fund are available for studies in the area of psychology. Recipient may receive up to \$500 for supplies and expenses, equipment, and travel needs associated with the proposed project. For more information please contact the Grant Administrator James L. Pyle, Assistant Vice President for Research, at (765) 285-1600 or at [jlpyle@bsu.edu](mailto:jlpyle@bsu.edu).

### *Graduate Assistantships*

If you are seeking a graduate assistantship for the fall semester, you should start looking for a position in the spring. Students are advised to contact several departments on campus to inquire about any available assistantships and how they can apply for the positions. A list of departments that have offered graduate assistantships can be found on page 11 of the Masters Program Handbook. Information on assistantships is also available at the Cardinal View Jobs website.

### *Substitution/Transfer Courses*

To substitute a course to meet a program requirement or use a course for transfer credit from another university, students must complete a Substitution/Transfer Request form. An official transcript indicating the courses for consideration must be sent to Master's Admissions at the Graduate School for evaluation. The transcript must be sent either directly from the transfer university or from the CPSY Department if there is one on file. Undergraduate courses or graduate courses completed within another program in which a degree was earned are not eligible. The research requirement (CPSY 653) **must** be completed at Ball State University. Up to 15 semester hours are allowed to transfer to Ball State. A request form must be filled out to request this transfer.

### *Masters Program Advisors*

Masters students are advised by the director of their respective masters programs regarding general career or professional development or progress in the program. Specific advising activities (e.g., course selection, graduation planning) are handled by the graduate admissions coordinator. Masters students are also assigned a faculty mentor/advisor, who may also serve as a resource for educational and career planning.

The graduate admissions coordinator is located in the CPSY departmental office in HB 434. It is recommended that you make an appointment before coming for advising. To make an appointment please call 285-8040 or email [cpsy@bsu.edu](mailto:cpsy@bsu.edu).

### *Registration for Courses*

To register for classes, go to [my.bsu.edu](http://my.bsu.edu) and login using your BSU username and password, then select Self-Service Banner.

Courses can be added and dropped via the Add/Drop Registration website until the first days of classes. Any attempt to register after the registration deadline (after the first five days of a semester or the first three days of a summer term) must be accompanied by a form approving late registration.

### *Course Permission*

An application form is required for practicum, advanced practicum, internship, independent study, thesis, research project, and courses that are closed due to reaching enrollment limits. These forms can be requested from the graduate admissions coordinator. After the requests are turned in, permission is given and students will be contacted and allowed to register. All courses have an enrollment limit; therefore you are encouraged not to delay in registering for courses, especially practicum. Enrollment in courses that have reached the enrollment limit require permission from the instructor.

### *Registering for practicum (CPSY 644 & CPSY 646)*

Registration for practicum is by departmental permission only. Students in pre-practicum classes will be notified of the application deadline each semester and other students can contact the graduate admission coordinator at [cpsy@bsu.edu](mailto:cpsy@bsu.edu) for information on the deadline. The application forms should not be turned in until a notification has been given about the deadline.

After approval by the clinic director, all permission will be given online through the university computer system. You will be notified via email which practicum section you were placed in when you have been given permission and can register for practicum. You will still need to register through the online registration system.

### *Credit Hours Limit*

If you hold a graduate assistantship, you are required to enroll in at least 9 hours of course work per semester and may take up to 12 hours. Enrollment in more than 12 hours while in an assistantship designates an overload. To enroll in more than the maximum number of hours, you must complete a Request to Register for Course Overload form, which must be approved by the department chair and the Graduate School.

### *Course overload*

Course overloads have to be approved of by the Department Chairperson (or designate) of the student's major department and the Graduate School before registration is allowed under the following circumstances:

#### Without Graduate Assistantship

- More than 15 credit hours in one semester (Fall or Spring)
- More than 6 credit hours in a Summer Session

- More than 12 credit hours in an entire Summer Semester

#### With Graduate Assistantship

- More than 12 credit hours in one semester (Fall or Spring)
- More than 3 credit hours in a Summer Session
- More than 6 credit hours in an entire Summer Semester

If you need an approval for course overload you must fill out Course Overload form and turn it in to the CPSY department. This form must accompany the registration form in order to be allowed to enroll for an overload.

#### *Changing Tracks in the Masters Programs*

Masters students may request to change concentration between one counseling track to another, or one social psychology track to another, by completing the Request form. The student must include a rationale for the program change. The program director of the new program will review the request; if she or he approves it, it must then be approved by the Department Chair before the student will be coded into the new program. If a student requests a change from social psychology to counseling or vice versa, the request must be approved by director of the new program before the Chair will review it. The Student will have to reapply to the Graduate School to switch programs.

#### *Cancelling/Withdrawing from all Classes*

If you do not wish to attend any university classes and it is before the official start date of all university classes, you should cancel your entire registration on or before the close of business the Friday prior to the beginning of the term by calling the Registrar's Office at (765) 285-1722.

If you do not wish to attend any university class, and it is after the official start date of the university, you may withdraw from all your classes by contacting the Assistant to the Dean of Student Affairs in the Administration Building, Room 238 or by calling (765) 285-1545.

#### *Work Room & Mail Boxes*

There is a refrigerator, microwave, toaster oven and sink located in the main office, HB 434. The office is only open from 8-5p.m., if you wish to use this until the Graduate work room is furnished. The Master's mail boxes are also located in the main office. Mail is filed by last name. Course papers, general announcements, etc., are put in the boxes for students. You can check your mail box from 8-5 p.m. when classes are in session. Students are encouraged to check their box frequently.

#### *Liability Insurance*

The American Counseling Association (ACA) Student membership includes liability insurance to ACA student members enrolled and engaged in a master's degree counseling curriculum at a post secondary institution. Coverage is solely while performing counseling services (e.g., practicum and internship) related to such curriculum. Students enrolled in a doctoral degree program or other post master's program are not covered through this program. For additional

questions regarding the program, contact ACA Member Services toll free at 1-800-347-6647, ext. 222 or 703-823-9800, ext. 222.

### *Research Opportunities*

If you wish to get involved in faculty research, you are encouraged to find out which faculty have interest similar to yours and approach those faculty members for possible research collaboration. Research interests are also listed in the departmental Master's Program Handbook. To obtain course credit for research involvement, you can request permission to enroll in CPSY 690, Issues in Counseling, which can be used as an independent study course.

### *Thesis or Research Paper*

If you intend to write a thesis or research paper, you must receive committee approval of your proposal in the semester prior to enrolling for THES 698 or RES 697. You cannot register until the approval form has been signed by your committee and by the Graduate School. After approval, you should obtain a permission form from an individual section from the administrative coordinator. If you wish to use the CPSY Department research pool for subjects (undergraduate students enrolled in CPSY courses), you must submit an application to the Institutional Review Board for approval of your study and then submit a Request for Use of CPSY Research Pool to the department.

### *Grievance Policy*

The departmental [Grievance Policy](#) was developed to guide students in resolving problems that may encounter with faculty or departmental policy. The department has a Graduate Studies Committee, made up of program directors, other faculty, and student representatives, to develop academic policy and respond to student issues.

### *Student Remediation Policy*

The [Student Remediation Policy](#) was developed to delineate the procedures used by the Masters training program to (a) evaluate student performance, (b) respond to problematic or inadequate student performance, and (c) ensure that due process is accorded all parties during the evaluative and review process.

### *Graduation*

There is an application to graduate required by the Graduate School. There are specific deadlines for application each semester, you must meet these deadlines or your graduation may be postponed. Usually, the deadlines are early in the semester. You are also advised to make an appointment with the graduate admissions coordinator in the department to verify that you have completed all course requirements for graduation. This meeting is helpful in case there are questions about your curriculum or if it appears you have not completed all the requirements. Before graduation, a copy of your research paper or thesis must be submitted to the Graduation Office according to their instructions, and requirements remaining to clear up any incomplete or enrollment continued grades must be completed. The Graduate School will not let you graduate if there are any incomplete or enrollment continued grades on your record. You will also not



graduate if you have not successfully completed the content exam or received a grade of B or better in pre-practicum, practicum, and internship.

Note: This information is intended to supplement, not replace, the departmental Masters Program Handbook and the University Graduate Catalog. A catalog may be obtained at the Graduate School and contains course descriptions and important university policies regarding graduate study.

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