

**Rehabilitation & Mental Health Counseling Program
Department of Child and Family Studies
College of Behavioral & Community Sciences University
of South Florida**

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**Student Handbook for
Graduate Studies in
Rehabilitation & Mental Health Counseling**

August 2019

PREFACE

This Student Handbook was written to assist students in understanding the requirements for the Master of Arts Degree offered by the Rehabilitation & Mental Health Counseling Program within the Department of Child & Family Studies (CFS). It does not replace the University of South Florida Graduate School Catalog. It is offered only as a supplement to the Catalog with specific information about the Degree offered by the Rehabilitation & Mental Health Counseling Program. It is the responsibility of the student to be aware of all degree requirements stipulated in the Graduate Catalog and this Handbook. Students are required to satisfy both University and Program requirements in order to graduate.

Advisors, faculty, and staff are available to guide and respond to questions from students. However, students are responsible for complying with University and Program regulations in a timely manner. If graduation requirements are not satisfied, the degree will not be granted (USF Graduate Catalog). Students must meet graduation requirements in effect during the time of their program.

Questions or comments on the content of this Handbook can be sent to the Program Assistant Office at RMHCprogramassistant@usf.edu

TABLE OF CONTENTS

I.	Faculty and Staff	4
II.	Adjunct Faculty	5
III.	Background Information	6
<i>Recruitment and Diversity Policy and Procedures</i>		
IV.	General Degree Information	8
V.	Curriculum	13
VI.	General Information	20
VII.	Appendices.....	21
	a. Appendix A: Student Readiness for Field Placement Form	21
	b. Appendix B: Certification, Licensure, and Affiliation	22
	c. Appendix C: College of Behavioral and Community Sciences Certification Form	24

I. Faculty and Staff

Lauren Baxley, PhD, LMFT	Clinical Instructor
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Chih-Chin Chou, PhD, CRC	Associate Professor and Program Director
Christina J. Diallahunt-Aspillaga, PhD, CRC, CVE	Associate Professor
Amanda DePippo, PhD, LMHC, CRC	Clinical Instructor and Field Placement Coordinator
William G. Emener, PhD	Distinguished Research Professor Emeritus
Jillian Heilman, PhD	Visiting Instructor
Ryan G. Henry, PhD, LMFT	Clinical Instructor
William D. Kearns, PhD	Research Associate Professor, Retired Meritoriously
Susan D. M. Kelley, Ph.D., CRC, LMHC	Associate Professor Emeritus
Calvin Pinkard, PhD	Associate Professor Emeritus
John D. Rasch, PhD, CRC	Professor Emeritus
Tammy Jorgensen Smith, PhD, CRC	Associate Professor
Marilyn Stern, PhD	Professor
Richard B. Weinberg, PhD, ABPP	Clinical Associate Professor
Betsy Davis, MSED	Assistant Director of Academic Services
Terry McKay	Program Assistant

II. Adjunct Faculty

John Bosworth, M.A., LMHC

Adjunct Instructor

Michael Dow, Ph.D.

Adjunct Associate Professor

Aaron Norton, LMHC, CAP, CRC

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Adjunct Instructor

III. Background Information

Introduction: Rehabilitation and Mental Health Counseling is offered at approximately 100 universities in the United States at the master's degree level. The discipline is both a separate allied health profession and specialty within the field of counseling. Graduates work in many different human service settings, including state and federal rehabilitation programs, not-for-profit rehabilitation organizations, private for-profit rehabilitation companies, mental health centers, drug and alcohol treatment programs, and public and private counseling agencies. The discipline emphasizes training in vocational, educational, psychological, social and medical aspects of disability; interpersonal counseling, addictions and substance abuse counseling, wellness, mental health and case management.

Program Mission and Outcomes: The mission of Rehabilitation and Mental Health Counseling is to promote quality behavioral health care for all, particularly people with disabilities, and to help the state and nation meet their human service and workforce needs in the area of rehabilitation and mental health counseling through teaching, research and service.

Objectives

The objectives of the program are to:

1. Recruit and graduate a highly qualified and diverse student body from local, state, national and international regions.
2. Provide high quality teaching and inspire learning in rehabilitation and mental health counseling and related disciplines.
3. Contribute to and broaden research in the field of rehabilitation and mental health counseling and related disciplines through local, national and global collaboration.
4. Prepare rehabilitation and mental health counselors to be critical consumers of information and to encourage participation in and contribution to the expansion of knowledge in the field of rehabilitation and mental health counseling.
5. Enhance and maintain community engagement and service for the professional development of students by expanding experiential (field) training experiences.
6. Maintain and improve the ranking in U.S. News & World Report's America's Best Graduate Schools.
7. Maintain CACREP Accreditation at the highest levels of eligibility.
8. Increase the number of students who earn credentials as licensed and certified professionals.

University of South Florida: USF is committed to promoting globally-competitive undergraduate, graduate and professional programs that support interdisciplinary inquiry, intellectual development and skill acquisition. Every department and administrative unit at the university – from the cashier's office and physical plant, to academic departments and residence life – is committed to student success. Through a series of programs and initiatives, the university strives to create a positive teaching and learning environment designed to engage students and enrich all aspects of the student experience.

USF's academic programs are designed to meet the needs of all learners, including traditional learners, special needs learners, adults interested in advancing their careers, veterans and distance learners. The University offers 90 undergraduate majors and 92 degree programs at the graduate, specialist and doctoral levels, including the doctor of medicine. Undergraduates are strongly encouraged to take advantage of a wide range of undergraduate research opportunities and study abroad programs.

The University has 14 colleges falling under the Office of the Provost and Executive Vice President for Academic Affairs. From Medicine and The Arts to Marine Science and Business, each of the colleges offers an extensive range of degree and specialty programs, many allowing students to focus on a particular discipline while exploring other areas of interest across the university.

The University is accredited by the Southern Association of Colleges and Schools (SACS). The master's degree program in Rehabilitation and Mental Health Counseling is accredited by the the Council for Accreditation of Counseling and Related Education Programs (CACREP). The Rehabilitation and Mental Health Counseling Program is within the Department of Child & Family Studies (CFS) and is a member of the College of Behavioral & Community Sciences.

The Board of Regents approved the master's degree in Rehabilitation Counseling in 1972. Since then, the Program has graduated over 1,600 rehabilitation and mental health counselors. The program of study is 60 semester hours, which includes classroom as well as clinical field experiences. Graduates are eligible to take the national certification examination in rehabilitation counseling through the Commission on Rehabilitation Counselor Certification. In addition, graduates are eligible to apply for licensure in mental health counseling with the State of Florida, Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling.

IV. General Degree Information

A. Admissions Process: New students are admitted in the Fall semester only, and the deadline for completed applications are January 15th. Prospective students should access the USF Graduate Catalog online, as this publication has important information about admission to Graduate Studies and other requirements. Prospective students must submit an online application to the Graduate School indicating Rehabilitation & Mental Health Counseling as the selected program of study; send official transcripts and Graduate Record Examination (GRE) scores to USF Graduate Admissions; complete the electronic Graduate Application form, with Statement of Purpose (available at <https://www.usf.edu/cbcs/cfs/academics/rmhc/masters-program/admissions.aspx>); and provide the Program with three letters of reference. These letters should be from former professors, professionals in the human services field, or other individuals who can attest to the student's character and potential for successful completion of graduate studies. Including at least one academic recommendation from a former Professor. An individual interview is also required. All documents should be uploaded to the Graduate Admissions application. Please do not send documentation to the Rehabilitation & Mental Health Counseling Program.

The minimum requirement is a 3.0 GPA for the last 60 semester hours of course work. Admissions are extremely competitive, and meeting minimum Graduate School admission standards does not guarantee acceptance into the master's program in Rehabilitation & Mental Health Counseling.

B. Registration for Courses Prior to Acceptance into the M.A. Program: Prospective students may take up to 12 credit hours in non-degree seeking status with the permission of the Program. Students will not be allowed to register for MHS 5020 Foundations of Mental Health Counseling, RCS 6803 Practicums I & II, and RCS 6825 Internship until they have been admitted to the program. Upon acceptance into the program, students may request that credit hours be transferred into the degree program. Non-degree seeking or special student registration takes place after degree seeking student registration and continues through the first week of classes (drop/add period), while seats remain available. Graduate Studies strictly enforces the 12 hour limit, and additional hours in non-degree seeking status will not be accepted toward the master's degree. All applicants must meet Graduate Studies and program criteria for the GRE and undergraduate GPA.

C. Transfer Credit: Graduate Studies will accept coursework constituting up to 40% of the Rehabilitation and Mental Health Counseling Program at the discretion of

the Program Director. The following rules apply to all transfer credits:

- Transfer credits must be from a program accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP).
- Courses that were completed to meet the requirements for another degree cannot be counted as transfer credit toward a second degree.
- Students must petition through the Graduate Transfer Course Form to have transfer credits accepted into the graduate program, and students are responsible for providing a syllabus for each course to be considered. The Graduate Transfer Course Form can be found at <http://www.grad.usf.edu>. This must be completed and submitted to the Office of Graduate Studies preferably in the first semester, but no later than the second semester the student is enrolled in the graduate degree program.
- A grade of B or better must be earned in order for transfer credits to be approved.
- Field placement coursework will not be accepted as transfer credit under any circumstances.
- Transferred courses must be at the graduate level and acceptable to the program.
- Courses that were earned seven or more years before the student applied for admission to the program will not be accepted as transfer credit.

Can I have required courses waived in the program?

Maybe. Direct equivalent courses from the Council for Accreditation of Counseling and Related Educational Programs (CACREP) accredited graduate programs may be waived at the discretion of the Program Director.

Courses will not be waived for work experience.

D. GPA Requirements and Probation: All graduate students are required to maintain a minimum 3.0 GPA. A GPA of less than 3.0 will result in probationary status. Graduate Studies requires a written plan to remove the student from probation. Students on probation must attain a minimum 3.0 GPA by the end of the following semester to avoid continuing probation. Additional information regarding probation is available at <http://www.grad.usf.edu>. If a student remains on probation after two semesters, the department may recommend:

1. That the student withdraws from the program;
2. That Graduate Studies dismiss the student from the program

E. Academic Performance: Effective in the 2016-2017 Graduate Catalog, all core and elective courses require a grade of 3.0 or better to be accepted toward a student's program of study. Failure to achieve a grade of 3.0 will require the student to repeat the course and earn a 3.0 or better in the course. No grade forgiveness applies at the

graduate level and all grades will appear on the student's transcript. In such cases, a student may not substitute the course with one taken at another university or via an on-line program.

Any student who has earned less than a "C" in a course and/or has been notified of continued poor academic performance (missed assignments, excessive absences and/or "I" grades) will be referred to their program academic advisor. Poor academic performance may result in a written notice followed by recommendation for withdrawal or dismissal.

F. USF Graduate Catalog– Section 7 Academic Policies & Regulations More detail on the items below can be found at the following link:

<http://www.grad.usf.edu/catalog.php>

- Academic Policy Information
- Student Responsibilities
- Student Conduct
 - The program expects all students to conduct themselves in a professional manner, which includes appropriate attire in the classroom and at the field placement site, punctuality, and the like.
- Academic Integrity of Students
- Disruption of Academic Process
- Student Academic Grievance Procedure
- Academic Standards and Grades

G. Advisement: Students accepted into the graduate program will be assigned an advisor at the start of their first semester. Students should contact their advisor to discuss their educational program and career plans. A Student Advisement Record is provided in Appendix C for the purpose of tracking academic program progress. Routine questions (e.g., course availability, course schedules, prerequisites) can typically be answered by office staff. The main number for the Program is (813) 974-2855, and students with general questions should call this number. Work telephone numbers and email addresses of the full time faculty and staff are:

Betsy Davis, MEd	(813) 974-0970	edavis18@usf.edu
Dr. Vicky Buckles	(813) 974-6641	vbuckles@usf.edu
Dr. Chih-Chin Chou	(813) 974-6233	chouc@usf.edu
Dr. Christina J. Dillahunt-Aspillaga	(313) 974-1282	cdillahuntas@usf.edu
Dr. Amanda DePippo	(813) 974-1265	adepippo@usf.edu
Dr. Ryan Henry	(813) 974-0969	rghenry@usf.edu
Dr. Tammy Jorgensen Smith	(813) 974-0973	tjsmith@usf.edu
Dr. Marilyn Stern	(813) 974-0966	mstern1@usf.edu
Dr. Rick Weinberg	(813) 974-1916	weinberg@usf.edu

H. Computer Accounts: All currently registered graduate students are required to obtain USF computer accounts through Information Technologies. To obtain one, go to <https://netid.usf.edu>. There is no separate charge for these accounts.

The Program has an internet home page which students are encouraged to visit. This page has important information about the program, including downloadable program forms, field placement sites, and information about iLINC, the program student association. The address is www.usf.edu/rmhc.

The Program maintains a listserv that may be used for academic purposes should a student need something distributed to faculty and students. Requests should be submitted via email to Betsy Davis, Academic Services Administrator at edavis18@usf.edu requests are subject to approval of the program director. Submissions should be in text format with pictures/graphics posted as an attachment. Submissions are moderated and may be edited by program staff as necessary.

I. Course Load, Access and Time Limits: The Program allows students to pursue the master's degree on a full-time or part-time basis, and to register for courses in a manner consistent with their work and/or family obligations and responsibilities. In accordance with Graduate Studies policy, all course work must be completed within a five (5) year period. Courses taken seven years before the application for degree, whether completed at USF or as transfer credit, may not be accepted as meeting degree requirements.

All graduate degree-seeking students must be continuously enrolled. Continuous enrollment is defined as completing, with grades assigned, a minimum of 6 hours of graduate credit in three contiguous semesters. However, other colleges and programs may enforce additional requirements.

Students on an approved leave of absence are not subject to the enrollment requirement for the time approved for the leave. A graduate student who is not registered and enrolled for a minimum of six (6) credits in a 12-month period is automatically placed in inactive status.

Students must be readmitted to the degree program to continue their studies.

Readmission is at the discretion of the program and is not guaranteed. Full-time enrollment requires registration for a minimum of nine (9) semester hours during fall and spring, and six (6) semester hours during summer. Students may take up to 15 credit hours per semester; however, enrollment in more than nine (9) credit hours

during any one (1) semester is strongly discouraged, and must be approved by the student's advisor. Request for approval to enroll in more than 9 credit hours must be submitted in writing to the student's advisor.

Due to CACREP accreditation standards, academic standards and limited resources, course enrollment caps may be implemented by the program. Due to demand by full-time and part-time student registration in any given semester, course access cannot be guaranteed. While the Program attempts to schedule courses consistent with projected needs, students may occasionally experience delays in accessing one or more courses needed for graduation.

V. Curriculum

- A. Course requirements:** Courses are typically offered both days and evenings and normally meet once per week in three hour blocks. The program is 60 semester hours of which 54 semester hours are required with six (6) hours of electives. For a listing of required courses see the Student Advisement Record in Appendix C. Students who began their program of study before Fall 1998 will find curriculum equivalents and a survival guide in Appendix D.
- B. Electives:** All electives outside the Program must be approved by the student's advisor and/or program director. A Course Outside of Program Approval Form is available on the Program's website and an electronic copy of the syllabus for the elective course must be submitted with the form. Advisors will review and consider electives related to social, behavioral, education, or health-related studies. **All electives must be at the 5000 level or above to be approved and accepted into the Program.**
- C. Independent Study:** Students interested in an independent study must contact a faculty member and obtain permission to register for RCS 6906 under that faculty member's direction. Independent studies are on an S/U basis and require a signed contract, which can be obtained from the Program's website. All independent studies must be fully completed, with the report(s) submitted no later than one (1) full week before the end of the semester, or earlier at the faculty member's discretion. The independent study option principally exists to assist students in expanding their knowledge and skills including conducting research in areas that build upon existing courses. Independent studies may **NOT** be used to satisfy the required 54 semester hours. No more than eight hours of RCS 6906 will be accepted toward the master's degree. Credit hours for an independent study range from 1 to 4 depending on the contact hours and the extent of the work to be pursued.

Typical Projects for Independent Study

1. An APA-style term paper of approximately 15 to 25 text pages (exclusive of title, abstract and reference pages) on a current professional topic of interest to the student. The topic should not be general or basic, or one covered by a course in the program or in a course available through another department. The student should identify one or more journals for which the paper would be suitable and contain a cover letter to the editor of one of the journals requesting consideration for publication. Actual submission of the paper is at the discretion of the student and the faculty member.
2. Continuing Education programs available through USF, a professional association, or the community at large. Continuing education programs should be approved for CEUs by one or more State of Florida professional boards (e.g., for mental health counselor licensure maintenance). One semester hour of credit equals 15 hours of classroom instruction, and a student can receive one independent study hour for two full days of training, or for two seven to eight hour programs. All programs must be approved in advance (no previously completed programs will be approved) and a copy of the program announcement must be included with the independent study contract. A final reaction paper must follow completion of each program.
3. Special projects related to the needs of an agency and requested in writing by an appropriate agency official. There must be an onsite supervisor for the project, and the project must be at an agency other than one where the student is employed. Examples of projects include a needs assessment, program evaluation study, or similar activity. All projects must include a final written document.
4. Assisting a permanent Rehabilitation and Mental Health Counseling Program faculty member with research or a special project that is individually negotiated.

D. Field Training Component: The master's program includes three field placement courses of one semester each. The first two are Practicum I (RCS 6803) and Practicum II (RCS 6803) and each requires 14 hours per week (minimum of 200 hours each). The third is the Internship (RCS 6825), which requires 40 hours per week (minimum of 600 hours total) in an approved agency. Students must register for all field placement courses through the Program. Faculty review student readiness for initial field placement success during the term before practicum begins. A Student Readiness for Field Placement form is completed for students seeking Practicum I. See Appendix A.

The Program must have an approved affiliation agreement with an agency before a student can be placed there and the agency must be able to provide the student with one hour of individual supervision each week, counseling experiences, and the

opportunity to obtain audio tapes from consenting clients in Practicum I and II. All sites must be approved in advance by the clinical instructor (Dr. Amanda DePippo), and a semester notice is required. The Program maintains a list of approved agencies for field placement as some human service agencies cannot provide the required experiences. Students may review the list on the program website at <http://www.usf.edu/cbcs/cfs/academics/rmhc/masters-program/index.aspx>, under FIELD PLACEMENT, View Approved Field Placement Sites. Students must successfully complete RCS 5780 Legal/Ethical Issues and MHS 5020 Foundations of Mental Health Counseling and have earned a grade of 3.0 or better before registering for field placement courses.

The student must watch the Field Placement podcast under Field Placement on the website and follow application instructions. USF provides students with liability insurance coverage, free of charge. Liability insurance is required even if the site is the student's place of employment and insurance is provided. A copy of the certificate will be provided to the site supervisor at their request.

Students employed in a human service position may, with Program review and approval, use their place of employment for their internship and/or practicum. If the student's work site is used for the practicum, the student must be able to obtain counseling tapes for review and critique from that setting.

Students should discuss their practicum and internship plans with their advisor and review the Program's *Handbook for Field Supervisors and Agencies* before registering for practicum and internship. The *Handbook for Field Supervisors and Agencies* is located on the Program website. All practicum hours must be completed prior to enrolling in Internship.

E. Certificate Programs: The Rehabilitation and Mental Health Counseling Program offers two graduate level certificate programs: Addictions and Substance Abuse Counseling and Marriage and Family Therapy.

Addictions and Substance Abuse Counseling is a 15-semester hour certificate program that will afford graduate students and human service professionals who have graduate degrees, with opportunities to acquire specialized knowledge and skills in working with individuals who have addictions and substance abuse problems. The program began in the fall of 1998. Students accepted into the certificate program will be able to complete the program and receive their certificate within 15 months. This interdisciplinary program will utilize key experts in addictions and substance abuse counseling from academic and research departments within the University of South

Florida as well as from the surrounding professional community. Brochures and applications are available in the Program. For further information, please call the Program at (813) 974-2855 or Dr. Vicky Buckles, Certificate Director, at (813) 974- 6641, or email vbuckles@usf.edu.

Marriage and Family Therapy Certification Program is a 15-semester hour graduate certificate program designed for persons interested in specializing in Marriage and Family Therapy. To be eligible for licensure with the State of Florida, students must complete the master's degree in Rehabilitation & Mental Health Counseling and the graduate certificate. For further information, please call the Program at (813) 974-2855 or contact Dr. Ryan Henry, Certificate Director, at (813) 974-0969, or email rghenry@usf.edu.

F. Thesis Programs:

I. General

All students are initially admitted into the non-thesis M.A. program. However, students can be accepted into the thesis program based upon a vote of the faculty. Students will normally not be transferred back into a non-thesis program should they fail to complete or successfully defend a thesis.

Students must indicate in a letter to the Program Director a desire to pursue a master's thesis and request permission to form a Committee. The Program Director will present the request to the faculty and upon approval the student may organize a Committee consisting of at least four appropriately credentialed and voting members as follows:

1. A major professor;
2. Two faculty members in the Rehabilitation and Mental Health Counseling Program; and
3. One faculty member outside the Program

Upon approval of the major professor(s), a Committee may be larger and have nonvoting members as well. The major professor must be a faculty member in the Rehabilitation and Mental Health Counseling Program unless special permission is obtained from the Program Director.

II. Registration

Upon approval of the faculty to pursue the thesis, students must register for two (2) semester hours RCS 6970 (thesis) no later than the next semester. Students must continue to register for a minimum of two credit hours of thesis each fall and spring

semester until completing the thesis defense. If a student fails to register for two credit hours of RCS 6970 during any semester after attaining approval, he/she will be considered to have abandoned the thesis attempt, the Committee will disband, and he/she will need to reapply. Students who plan to complete their thesis and graduate in the summer must also be registered for two credit hours of RCS 6970 during summer semester. Credits cannot be applied toward the non-thesis program, and a minimum of 60 hours are required for the master's degree through the thesis program.

III. Committee Meetings

The student, in collaboration with the major professor(s), must schedule a minimum of two Committee meetings. The first meeting is recommended, but in some cases may be accomplished in separate discussions with committee members.

- Meeting #1. Research Area: (a) review student's program of study; and (b) discuss the proposed research area for the thesis.
- Meeting #2. Prospectus Presentation/Defense – the student must prepare a formal prospectus (research proposal) in collaboration with the Major Professor; copies of the prospectus must be distributed to Committee members a minimum of 10 calendar days prior to the scheduled Presentation/Defense, and at the meeting:
 1. The student will present the prospectus; and,
 2. The Committee will approve, disapprove the proposed study or require revisions to the prospectus before granting approval. Committee Approval of a Prospectus shall be documented in the student's file. Committee Disapproval shall be documented in the student's file and will include: (1) reasons for non- approval: and, (2) relevant recommendations for the student.

The Prospectus shall include:

1. Background and Rationale for the Study;
 2. Review of Related Literature;
 3. Methodology; and
 4. Other Related Information Relevant to the Proposed Study.
- Meeting #3. Thesis Defense. The student will be responsible for:
 1. Scheduling the Thesis Defense consistent with Graduate Studies Calendar Guidelines;
 2. Providing public notice to the University community, and forwarding invitations to:
 - a. faculty in the Rehabilitation and Mental Health Counseling Program;
 - b. the Deans in the College of Behavioral and Community Sciences;
 - c. the Dean of Graduate Studies; and,

- d. the Director of Sponsored Research at USF; and,
3. Distributing copies of the Thesis to the Committee members a minimum of 10
Note: Three Committee members must be present at the Defense to constitute a quorum; a majority of the committee members must vote to "Pass" in order for the Thesis to be approved. Upon approval, the thesis must be submitted to the Dean of Graduate Studies within the time frames specified in the Academic Calendar of the Graduate Catalog.

Copies of Thesis:

The student is responsible for depositing signed copies of the Committee

Approved Thesis:

- a. two with Graduate Studies;
- b. one with the Major Professor; and
- c. one with the Program.

IV. Preparation of Theses

Students must carefully consult the most recent edition of the Handbook of Graduate Thesis and Dissertations in preparing thesis. This publication may be obtained in the USF Bookstore. Only theses consistent with the guidelines in this publication will be accepted. Theses must also be in APA style and students should obtain a copy of the APA Style Manual (also available in the bookstore).

V. Graduate Catalog

Thesis students must follow USF Graduate School thesis requirements as well as those outlined in Program Guidelines for the Master's Thesis.

A. Final Comprehensive Examination (COMPS): In addition to the required courses and a total of 60 semester hours, all students must pass a final written comprehensive examination. Students are eligible to sit for the examination during the semester in which they will complete all program requirements, with the exception of Internship. Completion of Internship is not a requirement to sit for the examination, which is given in fall and spring semesters. Students are required to submit a signed *Comprehensive Examination: Information & Protocol* form and a *Graduation Certification* form, which are located at <http://www.usf.edu/cbcs/cfs/academics/rmhc/masters-program/comp-exam.aspx> before registering for the examination. Additionally, students must be registered for a minimum of two (2) graduate credit hours at the time they sit for the examination. Students may take the comprehensive examination a total of three times. Students who fail the examination must retake it in the semester immediately following the semester

in which they failed it or the next semester that it is offered. Students who fail the examination three times will be recommended for dismissal from the program. In keeping with Graduate Studies policy, students must enroll in two credit hours in the semester in which they retake the examination. The M.A. degree will not be awarded until the student has passed the examination. In preparation for the examination, students are strongly encouraged to retain their course textbooks and notes from all courses.

B. Graduation: Students must apply for graduation at the start of the semester in which they will complete all requirements for the degree. The application is very important, and some students have found their graduation delayed a semester because they did not apply for their degree by the University deadline. Students are strongly encouraged to review the USF Graduate Catalog regarding graduation application deadlines.

IV. General Information

- A. First Day Class Attendance:** First day class attendance is mandatory for all students. At the discretion of the instructor, poor attendance may result in a letter grade penalty.
- B. Confidentiality and Ethics:** Students are expected to maintain the highest level of ethical standards in accordance with the Code of Ethics of the Commission on Rehabilitation Counselor Certification. Students are obligated to keep information of a personal nature that they may hear in interpersonal courses and practica confidential. Audiotapes obtained during practica and internship must be erased after they are reviewed and critiqued. Confidentiality and other ethical standards will be addressed in practica and internship. Academic dishonesty will not be tolerated and may result in discipline including suspension or dismissal from the program.
- C. Licensure:** Students who desire to be licensed after graduation can find information about time requirements, examination schedules, and costs by reading Appendix B. Further information may also be obtained by visiting the state of Florida's website at <https://floridasmentalhealthprofessions.gov/licensing/>.
- D. Financial Aid:** The Department/Program supports two to four students with graduate assistantships each semester. These assistantships generally require 10-20 hours of work per week. Additional information about financial aid and student loans can be obtained by contacting: Office of Financial Aid, SVC 1102, University of South Florida, 4202 East Fowler Avenue, Tampa, Florida, 33620-8100 or by telephoning (813) 974-4700.

Social Media Policy: In regard to social media, disclosing any information pertaining to yours or others experiences, class discussion, instructor comments, and the like is inappropriate. Doing so is inconsistent with the highest level of professionalism. It creates an emotionally unsafe learning environment and the behavior is strongly discouraged. Please refer to the Certified Rehabilitation Counselor Code of Ethics for standard practices regarding privileged communication, confidentiality, and sharing of information. The CRC Code of Ethics may be found at: <https://www.crc certification.com>

VII. Appendices

Appendix A – Student Readiness for Field Placement Form

Rehabilitation & Mental Health Counseling
program Clinical Staff Meeting

Student Readiness for Field

Placement Student: _____

1. Strongly Disagree 2. Disagree 3. Somewhat agree 4. Agree 5. Completely Agree

- _____ Student demonstrates maturity and professionalism.
- _____ Student appears willing and open to feedback.
- _____ Student is proactive in asking for help when needed.
- _____ Student demonstrates good listening skills.
- _____ Student demonstrates the ability to work with others.
- _____ Student demonstrates the capacity for self-awareness and insight.
- _____ Student demonstrates the capacity for reliability and self-direction.

1. Poor 2. Fair 3. Average 4. Above Average

- _____ Overall student progress
- _____ Grades / progress in coursework
- _____ Dispositional fit to engage in field experience
- _____ Proceed with field placement
- _____ Needs further review

Comments:

Appendix B – Certification, Licensure, and Affiliation

- i. **Mental Health Counselor Licensure:** Many students in the Program are interested in obtaining a license as a mental health counselor with the State of Florida. Two years of appropriate and supervised post masters work experience and passing a state examination are required for licensure under Florida statute. Licensure is required for independent practice. Students should retain all course syllabi, as these may be required by the Florida Board; the Department/Program will not be responsible for providing them. Licensure packages are available online at <http://floridasmentalhealthprofessions.gov/>.
- ii. **Rehabilitation Counselor Certification:** Graduates of the program are eligible to sit for Certified Rehabilitation Counselor (CRC) national examination. Students may apply for the examination with the Commission on Rehabilitation Counselor Certification. Due to advanced application deadlines, students may apply for the examination after completing 75% of their course work. After passing the examination and completing the M.A. degree, the CRC designation will be awarded. The CRC is an important credential in many agencies such as the Division of Vocational Rehabilitation and facility settings such as those accredited by the Commission on the Accreditation of Rehabilitation Facilities (CARF). <http://www.crccertification.com/>
- iii. **National Board of Certified Counselors:** This organization offers the National Counselor Examination for Licensure and Certification (NCE) and the National Certified Counselor (NCC) credential. At the time of this writing 33 states, including Florida, have adopted this examination as part of their credentialing process.

National Board of Certified Counselors

<http://www.nbcc.org/>

- iv. **Professional Associations:** It is strongly recommended that students join one or more professional associations in the counseling field. Membership in the associations is of critical importance to the profession at large, and has many important individual benefits including professional journals, professional meetings, in-service training information, newsletters on current developments in the profession, malpractice and other forms of insurance. The major professional associations in the field are the American Counseling Association (ACA) and National Rehabilitation

Association (NRA). Both organizations have divisions for rehabilitation counselors. The American Rehabilitation Counseling Association (ARCA) is a division of ACA, and the National Rehabilitation Counseling Association (NRCA) is a division of NRA. Applications and additional information may be obtained from their respective websites:

American Association for Marriage & Family Therapy

<http://www.aamft.org>

American Counseling Association

<http://www.counseling.org/>

American Family Therapy Academy

<http://www.afta.org>

Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling

<http://floridasmentalhealthprofessions.gov/>

International Family Therapy Association

<http://www.ifta-familytherapy.org/>

National Rehabilitation Association

<http://www.nationalrehab.org/>

Appendix C
College of Behavioral and Community Sciences

Certification Form

MASTERS OR DOCTORAL DEGREE CANDIDATE CERTIFIED FOR GRADUATION SEMESTER

(enter Fall/Spring/Summer 20XX) _____

1. Student's Name _____ U# _____

Degree Program M.A. Major Field Rehabilitation & Mental Health Counseling

2. Date of Admittance to Program as Degree-Seeker _____
If graduating under of a subsequent catalog, indicate year of catalog _____

3. Prescribed Curriculum (for students admitted under Fall 2017 catalog & after)

Courses Required Pfx.-No.-Title	Indicated Waiver or Course Substituted	Hrs.	Sem. Grade
MHS 5020 FOUNDATIONS OF MENTAL HEALTH COS.		3	
MHS 5480 HUMAN GROWTH & DEVELOPMENT		3	
RCS 5035 RC: CONCEPTS & APPLICATIONS		3	
RCS 5080 MEDICAL ASPECTS OF DISABILITY		3	
RCS 5450 FUNDAMENTALS OF SUBSTANCE ABUSE COUNSELING		3	
RCS 5780 LEGAL/ETHICAL ISSUES		3	
RCS 6220 INDIVIDUAL EVALUATION & ASSESSMENT		3	
RCS 6301 CAREER & LIFESTYLE ASSESSMENT		3	
RCS 6407 COUNSELING THEORIES & PRACTICE		3	
RCS 6408 DIAGNOSIS & TX OF PSYCHOPATHOLOGY		3	
RCS 6440 SOCIAL AND CULTURAL FOUNDATIONS		3	
RCS 6476 HUMAN SEXUALITY		3	
RCS 6510 GROUP THEORIES AND PRACTICE		3	
RCS 6740 RESEARCH AND PROGRAM EVALUATION		3	
RCS 6803 PRACTICUM (course taken twice)		3	(x2) /
RCS 6825 INTERNSHIP		6	

ELECTIVES (MINIMUM 6 HOURS) :

_____ 3
_____ 3

4. Total Number of Graduate Hours required:

a) Overall 60 b) at 6000 level 16

If this student has less than the required number of hours at the 6000 level, give the prefix and number of the course(s) substituted and state who authorized the substitution.

5. Comprehensive Examination: Date successfully passed: _____

6. Thesis/Dissertation Required: Yes _____ No X () Other Project?

7. If thesis/dissertation required: (1) Title: _____

(2) Has student successfully passed oral defense of thesis/dissertation? Yes _____ No _____ Not required

(3) Has student presented thesis/dissertation to Dean of Graduate School? Yes _____ No _____

8. Language/Tools of Research _____

9. Major Professor, Advisor, or Committee Chair's name: _____

Approval of program by same: (Signature) _____ 10. Approved for

Degree: _____

Date _____ Program Director, Chih Chin Chou, PhD