# USC Rossier
## School of Education

# Student Handbook
## *Marriage and Family Therapy*
# 2016 - 2017

## Table of Contents

## Introduction
## A Message from the Director

Dear Students,

On behalf of the Rossier School of Education staff and faculty, I would like to welcome you to USC and the Master's Program Office.  We congratulate you on taking this important step in your academic and professional career. The Rossier School of Education is committed to providing a quality educational program that will be beneficial to you both during your time at USC and after you graduate.

USC Rossier is proud of its extensive history of preparing change agents. Our school's dedication to improving systems in urban settings will be the foundation for your coursework. Our guiding principles are learning, diversity, accountability, and leadership.  These four principles shape how we approach all aspects of education. You will be taught by distinguished faculty and practitioners who possess wide-ranging knowledge and experience. You will also learn from your peers and classmates, who will be working alongside and with you throughout the program. Every Master's student will receive a personalized experience as a part of a diverse learning community.

The Master's Program Office will be assisting you from orientation to graduation.  We are dedicated to providing helping you with navigate your degree program and can assist you with all paperwork related to your graduate studies. As needed, we will work on your behalf in coordination with other university offices.  We know you have made a significant commitment, and we will support you throughout your time at USC. We encourage you to get know the faculty and staff, especially your academic advisor.

The Rossier School of Education is invested in your success. As a USC student, you are now a part of the Trojan Family, an exclusive and valuable network comprised of USC students and alumni around the world.  This network will be a significant resource from both personal and professional standpoints. Additionally, with the USC Rossier Commitment, you can be assured that Rossier will continue to support you after completing the program. Alumni facing professional challenges who reach out to Rossier will be assisted in creating a plan for improvement and guided toward a range of resources and interventions to support their success.

Welcome to the Trojan Family and Fight on!


Kristan Venegas, PhD
Professor, Clinical Higher Education
Chair, Master's Programs Office
USC Rossier School of Education

## Handbook Purpose

The Master's Programs Office has developed our Student Handbook to introduce you to the policies, procedures, and requirements of graduate study at the Rossier School of Education at the University of Southern California. We hope it is a helpful guide as you navigate through the various sources of information regarding graduate life at USC. It serves as an introduction to your program and contains important information to help you progress through the program, including relevant department policies and procedures.

Please know that it is your responsibility to read this handbook and familiarize yourself with its content prior to the beginning of the program. Whenever you have questions about program policies, procedures, or requirements, please contact your academic advisor, the curriculum coordinator, or the director. These individuals will be able to clarify matters for you.

Please note that you should also consult other sources of information, such as the *USC Catalogue*, and the *SCampus*. All students in the Marriage and Family Therapy (MFT) program are subject to policies and procedures noted in these publications; they should be considered supplements to this handbook.

The *USC Catalogue* is the document of authority for all students. The degree requirements listed in the *USC Catalogue* supersede any information that may be contained in any bulletin or viewbook of any school or department. The university reserves the right to change its policies, rules, regulations, and course offerings at any time. The catalogue that is in effect during the semester in which you are first enrolled as a student is your guide to program requirements. It is highly recommended that you become familiar with the *USC Catalogue* and the policies that govern your particular year of entry, especially since a new version—along with program changes and updates—is issued each Fall term. USC Catalogue is available online at http://www.usc.edu/catalogue.

*SCampus*, which can be found online at http://scampus.usc.edu, is an annual publication that contains both general guidebook information for students and university policies concerning student conduct, administrative procedures, and student rights and responsibilities. Students are responsible for understanding and abiding by policies contained in *SCampus*.

## With MPO Handbook Top 10

We've included quite a bit of information to make this handbook as comprehensive—and useful—as possible.  Oftentimes, however, students may just need a quick answer or easy reference, so we've compiled a Top 10 list for some frequently used information.

10. **Department of Public Safety (DPS)**:  Suspicious activity or safety problems should be reported to DSP, USC's on campus safety department.  Emergency calls should be made to (213) 740-4321 and non-emergency calls to (213) 740-6000.

9.  **Bookstore**: The USC Bookstore carries texts and readers for many of the courses you'll take.  Call to check whether your books are in stock: (213)740-TEXT/ (213) 740-8398. (Mon – Fri: 7:45 a.m. - 8:00 p.m.; Sat 9:00 a.m. - 5:00 p.m.; Sun: 10:00 a.m. - 5:00 p.m)

8. **Disability Services and Programs (DSP)**:  DSP provides support services necessary to enable students with disabilities to develop their maximum academic potential while having the dignity to work independently.  (213) 740-0776; email ability@usc.edu.

7. **Practicum:** Practicum is an opportunity for students to gain pre-licensure hours in order to meet graduation requirements and practice their skills with clients.  For more information, please visit our blog: https://rossiermpo.wordpress.com/resources-tools/ or contact your fieldwork coordinator, Laurie Markham, at (213) 740-2362 or at lmarkahm@rossier.usc.edu

6. **Registration Department**: The Registrar can you clear holds or restrictions on your account, help with web registration, and process tuition remission insurance claims.  Email: onestop@usc.edu. Phone: (213) 740-8500 (Mon- Fri 8:30 a.m. to 5:00p.m.)

5. **Student Health Center**: The Engemann Student Health Center offers many medical services. Some of these services are: Primary care, acute care clinic, specialty care and services, and immunization requirements. Other services offered are counseling services. Some of these services are: crisis and consultation, individual counseling, group counseling, psychiatric services, stress relief treatment, and much more. Furthermore, the health center offers insurance, has a center for women and men, and promotes wellness and health.  To learn more, please contact the Engemann Student Health Center at (213) 740-9355; https://engemannshc.usc.edu/

4. **Financial Aid**: The financial aid office is there to help determine you financial needs and process your Financial Aid Summary, which will consist of monthly federal loans. In addition, USC participates in a variety of private loan programs for students. Some of these programs are: Scholarships, Fellowships, Assistantships, Work-study, Managing the student contribution, and more. For further information, please contact the financial aid office at:  (213) 740-4444 (M-F, 9a.m. to 5 p.m.) or by email: http://www.usc.edu/admission/fa/general/contact-us
And to **Pay your tuition** bill: www.usc.edu/epay

3. **Program of study**:  A Program of Study outlines the requirements each student must take to complete a particular degree program.  Students should keep track of their degree requirements and progress through OASIS (see below) and by consulting their particular Program of Study.

2. **Online Academic Student Information System (OASIS)**: Through OASIS, you can register for classes, check your student record and current/past classes, and check any holds or restrictions on your account: http://camel2.usc.edu/OASIS. (See pp. 31-35 for more information)

1. **Master's Programs Office** If you have a question about your Program of Study, or just need someone to help point you to the right resources, the Master's Programs Office is here to help! rsoempo@rossier.usc.edu (213) 740-3255

## Marriage and Family Therapy Program

### Program Overview

The Master's degree in Marriage and Family Therapy prepares students for careers as counselors in public mental health, school-based mental health, community mental health, residential treatment, specialty practice (e.g., substance abuse, domestic violence, etc.), and private practice. Students who complete this program are eligible for the State of California's Marriage and Family Therapy License.

The MFT program prepares students to deal with a spectrum of personal and professional problems facing individuals and families, including relationship difficulties, family dysfunction, parenting issues, and emotional, cognitive, and behavioral problems. The program adheres to the practice of training clinicians in empirically validated methods. Recovery Oriented Care principles are infused throughout the program. Students are trained to use a strength-based, contextual approach to helping, where respect and client-centered care are the focus.

MFT program faculty are also practicing clinicians who are devoted to teaching, advising, and mentoring students through their educational experience. They uphold high academic and clinical standards, while providing students the support they need to be successful in their courses and training. They encourage students to apply program information to their own experience, and promote exploration, self-awareness, and personal therapy.

### The Marriage and Family Therapy Specialization

Marriage and Family Therapists (MFTs) are mental health professionals trained in psychotherapy from a family systems perspective. MFTs diagnose and treat issues that impede the healthy functioning and growth of adults, children, couples, and families. A licensed MFT has distinct training, duties, and responsibilities, which differ from those of a licensed clinical social worker (LCSW), licensed psychologist (PhD or PsyD), or board certified psychiatrist (MD). Applicants should educate themselves about the different mental health professional training models before applying to the USC MFT program.

California's MFT licensing requirements reflect high standards of preparation and are among the most stringent in the country for similar licensure. If you are considering employment opportunities outside California, you should know that California requirements will meet most of the requirements for a similar license in many other states. However, each state has different regulations and demands; you must ascertain the requirements of a particular state to determine how closely the California MFT preparation will satisfy their requirements.

## Program of Study

The MFT program takes two full calendar years to complete on a full-time basis, and begins in the summer term (usually at the end of June or beginning of July, depending on the year). 60 units are required to graduate.

The program is designed to meet the requirements of the Business and Professions Code (BPC) Section 4980.36 established by the California Board of Behavioral Sciences.

Most students complete the course of study on a full-time basis, although some elect to attend part-time. Students cannot attend the program on less than a part-time basis (6 units per semester).

As a clinical training program, the curriculum follows a fixed course sequence, with students moving through the program as a cohort. First year coursework includes rigorous videotaped clinical practice in a classroom setting before students are placed in a real-world practice setting to ensure readiness for work with clients. Students also complete a full year of clinical practice in the field before they graduate.

The program includes several courses that are specifically designed to help students to apply state-of-the-art research to innovative practice—a hallmark of Master's programs in the USC Rossier School of Education.

## Research Based Courses

All students in the program complete Research Methods and Data Analysis for Counselors (EDUC 570). This introduction to research methods and data analysis allows students to critically analyze the strengths and weaknesses, as well as the applicability, of research in their field.

The Master's Seminar (EDUC 593a/b) is an advanced research course, in which students identify a problem of practice in their fieldwork and use the literature to develop an understanding of that problem in larger contexts, as well as an intervention/program to address that problem within the urban setting.

## Practice Based Courses

The Counseling Process (EDUC 500) is an interpersonal process course, in which students learn basic skills in effective communication and interviewing, so that they can develop an understanding of their clients' needs.

Fieldwork (EDUC 645a/b) is the program's advanced practice course, in which students receive supervision for their practice of Marriage and Family Therapy in the field.

**USC Rossier**
School of Education
*Master's Programs Office*

**Master of Marriage and Family Therapy**
**Curriculum Snapshot**

| | Full Time | Part Time |
|---|---|---|
| **First Year** | | |
| Summer | EDUC 508 Creating Communities of Interest (2) | EDUC 508 Creating Communities of Interest (2) |
| | EDUC 500 The Counseling Process (3) | EDUC 500 The Counseling Process (3) |
| | EDUC 507 Professional Identity, Law and Ethics for Counselors (3) | EDUC 507 Professional Identity, Law and Ethics for Counselors (3) |
| Fall | EDCO 541 Theories in Counseling (3) | EDCO 541 Theories in Counseling (3) |
| | EDUC 583 Counseling through the Lifespan (3) | EDUC 546 Psychopathology for Marriage and Family Therapists (3) |
| | EDUC 546 Psychopathology for Marriage and Family Therapists (3) | |
| | EDUC 570 Research Methods and Data Analysis for Counselors (3) | |
| Spring | EDUC 515 Theories of Marriage and Family Therapy (3) | EDUC 515 Theories of Marriage and Family Therapy (3) |
| | EDUC 544 Measurement Procedures for Counselors (3) | EDUC 635 Psychotherapy with Children and Adolescents (3) |
| | EDUC 553 Psychopharmacology and the Effects of Substance Abuse (3) | |
| | EDUC 635 Psychotherapy with Children and Adolescents (3) | |
| **Second Year** | | |
| Summer | EDUC 547 Career Development: Theory and Process (3) | EDUC 547 Career Development: Theory and Process (3) |
| | EDUC 633 Child and Elder Abuse and Domestic Violence (2) | |
| | EDUC 644 Practicum in Counseling (3) | |
| Fall | EDUC 637 Group Counseling: Theory and Process (3) | EDUC 583 Counseling through the Lifespan (3) |
| | EDUC 636 Perspectives on Human Sexuality (3) | EDUC 570 Research Methods and Data Analysis for Counselors (3) |
| | EDUC 645A Field Work in Counseling (3) | |
| | EDUC 646A Marriage and Family Therapy Capstone: Leadership Project (1) | |
| Spring | EDUC 634 Counseling Couples in Relationships (3) | EDUC 544 Measurement Procedures for Counselors (3) |
| | EDUC 638 Cross-Cultural Counseling: Research and Practice (3) | EDUC 553 Psychopharmacology and the Effects of Substance Abuse (3) |
| | EDUC 645B Field Work in Counseling (3) | |
| | EDUC 646B Marriage and Family Therapy Capstone: Leadership Project (1) | |
| **Third Year** | | |
| Summer | | EDUC 633 Child and Elder Abuse and Domestic Violence (2) |
| Fall | | EDUC 637 Group Counseling: Theory and Process (3) |
| | | EDUC 636 Perspectives on Human Sexuality (3) |
| Spring | | EDUC 634 Counseling Couples in Relationships (3) |
| | | EDUC 638 Cross-Cultural Counseling: Research and Practice (3) |
| **Fourth Year** | | |
| Summer | | EDUC 644 Practicum in Counseling (3) |
| Fall | | EDUC 645A Field Work in Counseling (3) |
| | | EDUC 646A Marriage and Family Therapy Capstone: Leadership Project (1) |
| Spring | | EDUC 645B Field Work in Counseling (3) |
| | | EDUC 646B Marriage and Family Therapy Capstone: Leadership Project (1) |

*Part-time schedules may vary.

## Fieldwork Experiences

Fieldwork provides students and opportunity to synthesize their knowledge and skills in relevant professional settings.  It provides the student with an opportunity to apply theory and counseling skills (under professional and competent supervision) in community mental health and other related settings.  Fieldwork provides the necessary bridge between training and professional practice. We expect our MFT Student Trainees to display enthusiasm, basic counseling skills and knowledge, and creativity and initiative while completing their required hours of fieldwork.

Candidates are expected to complete supervised field experience of two hundred and forty (240) face-to-face hours.  Fieldwork begins after successful completion of the practicum experience and all prerequisite course work.  The 240 hours gained in Practicum and Fieldwork can count towards the 3,000 hours for licensure. You must be in an approved site that offers adequate supervision, weekly individual supervision, and can provide you with an adequate caseload.

## Starting Fieldwork MFT Practicum/Fieldwork

# Initial Paperwork*

- ✓ **Letter of Affiliation:** https://drive.google.com/folderview?id=0B_UnWqtNyvV9WDREZFc5a0o0SU0&usp=sharing. This form needs to be signed by the clinical director at your site. Only one letter is needed per site (NOT per trainee).

- ✓ **4-Way Agreement:** https://drive.google.com/folderview?id=0B_UnWqtNyvV9WDREZFc5a0o0SU0&usp=sharing. This form needs to be signed by the agency director, your supervisor, you, and your practicum instructor (faculty advisor). Start by acquiring the two agency signatures. You should sign it, too. Turn it in to your practicum instructor during the first week of class, so that he/she can add his/her signature. The instructor will make two copies (one for the school to keep and one for you to give to the agency). He/she will also give you back the original. **Keep the ORIGINAL for your own records**. Store it in a safe place, so that you have it for the licensure process, if needed.

- ✓ **Supervisor's Responsibility Statement:** http://www.bbs.ca.gov/pdf/forms/mft/mfrespon.pdf. This form needs to be completed and signed by your supervisor. Make two copies. Give one to your supervisor, turn one in to your practicum instructor, and **keep the ORIGINAL for your own records.** Store it in a safe place. You will need to turn in the original when you apply for an MFT license.

    - ✓ Please remember to check that your supervisor meets all the of the BBS requirements: http://www.bbs.ca.gov/licensees/imf_supervision.shtml.

    - ✓ To check the current status of your supervisor's license, use the BreEZe system: https://www.breeze.ca.gov/datamart/loginCADCA.do;jsessionid=78137766A29B74183B7DB82A8A160265.vo25.

- ✓ **Prior to sitting down with your first client,** you will need liability insurance. *You are eligible to receive 1 year of insurance free with an AAMFT or CAMFT membership.* Please turn in a copy of your certificate of insurance to your practicum instructor.

**\*Please note:** If you are volunteering at more than one site, you will need to complete the initial paperwork for each one. If you are volunteering at one site, but you are assigned more than one supervisor, you will need signed supervisor responsibility statements from each person.

# Tracking Hours

As of January 1, 2016, a new streamlined option for the categories of supervised experience is available. You can qualify for licensure under either Option 1 *(new streamlined categories)* or Option 2 *(pre-existing categories)*. Applicants must fully qualify under Option 1 or Option 2. There is no "mixing and matching" between the two categories. For an article that explains why the BBS anticipates students will find option 1 the preferable route to licensure, please visit: http://www.psychotherapynotes.com/california-mft-intern-hours-proposal-explainer/.

Individuals who wish to qualify under Option 2 must submit an *Application for Licensure and Examination* postmarked no later than December 31, 2020.  Otherwise the applicant must qualify under Option 1.

## LMFT OPTION 1 (new streamlined categories)

Under the new option, the supervised work experience categories break down into just two overall types:

- ***Direct counseling experience (minimum 1,750 hours)***
    - A minimum of 500 of the above hours must be gained diagnosing and treating couples, families, and children

- ***Non-clinical experience (maximum 1,250 hours)***
    - May consist of direct supervisor contact, administering and evaluating psychological tests, writing clinical reports, writing progress or process notes, client centered advocacy, and workshops, seminars, training sessions, or conferences

## LMFT OPTION 2 (pre-existing multiple categories)

a. Individual Psychotherapy *(No minimum or maximum hours required)*
b. Couples, Families, and Children *(Minimum 500 hours – up to 150 hours may be double-counted)*
c. Group Therapy or Counseling *(Maximum 500 hours)*
d. Telehealth Counseling *(Maximum 375 hours)*
e. Workshops, seminars, training sessions, or conferences directly related to marriage, family, and child counseling *(Maximum 250 hours)*
f. Personal Psychotherapy Received *(Maximum 100 hours, triple counted)*
g. Administering and evaluating psychological tests of counselees, writing clinical reports and progress or process notes, client-centered advocacy *(Maximum 500 hours)*
h. Direct Supervisor Contact *(Maximum 1,000 hours)*

*Whether you Choose Option 1 or 2…*

**On an ongoing basis:**

You should document your hours using the ***Weekly Summary of Hours of Experience (Option 1 or 2)*** forms.  Both forms are available on the BBS web page: http://www.bbs.ca.gov/forms.shtml.  Be sure to fill in all of the boxes, including your MFT program enrollment date.  If you started the program last summer, your enrollment date is:  **July 1, 2015**.  Your supervisor must sign off on your hours every week.  You will NOT submit these forms to the BBS when you apply for licensure.  However, the BBS may request to see them.  **Be sure to keep your originals in a safe place.**

**As you are nearing the end of your traineeship (or changing sites and/or supervisors):**

Under each supervisor that you are assigned, you will need to document your total hours claimed using the ***Experience Verification (Option 1 or 2)*** form.  The totals can be calculated from your weekly summary of hours of experience forms.  USC will require that you turn in an experience verification form(s) prior to graduation in order to verify that you have met the minimum ***240 clinical (face-to-face) hours***.  You will also turn in your experience verification forms when you apply for an MFT license. The Board advises separating your pre- and post-degree verification forms.  All forms require a supervisor's

signature.  Option 1 and 2 forms can be found on the same BBS web page provided above: http://www.bbs.ca.gov/forms.shtml.  **Be sure to keep your originals in a safe place**.

## Supervision

To qualify for licensure, applicants must obtain a total of 3,000 hours of supervised experience and 104 weeks of supervision.  Fifty-two of those weeks must be weeks in which the applicant receives at least one hour of individual face-to-face supervision.  Keep in mind that when your site representatives sign our letter of affiliation, they agree to provide you with individual supervision (in addition to group) when your caseload increases to the point that you are in need of a second unit of supervision.

*"One unit" of supervision = 1 hour of individual supervision OR 2 hours of group supervision*

**The ratio for trainees is 5:1**—i.e., you must receive an average of at least one unit of direct supervisor contact for every five hours of client contact in each work setting.  In order to count the hours in any given week toward licensure, you must receive at least one unit of supervision during that week.  But, you do not need to meet the ratio in each week.  It is calculated based upon the average gained over the entire period of time you work in a particular work setting.

Group supervision can include no more than eight people receiving supervision, even if there are two or more supervisors present.  Group supervision can be broken into one-hour sessions, as long as both increments (the full two hours) are provided in the same week as the experience being claimed.

## Additional Information

✓ In order to meet the 240 face-to-face clinical hours requirement, you should try to earn at least 40 hours by the end of summer and 80-100 more by the end of fall.  You will need to accrue whatever is remaining of the 240 by the end of spring semester.  If you fall behind, please initiate a conversation with your supervisor, so that you can brainstorm ideas for catching up.  You should also consult with your practicum instructor and/or me.

✓ Paperwork prepared for BBS submission needs to be neat and clean.  If you make a mistake, you will need to start over.  No white out or cross outs are allowed.

✓ To review answers to frequently asked questions, please visit: http://www.bbs.ca.gov/pdf/publications/mft_faq.pdf.

✓ "Can I use Trackyourhours.com to record my hours?"  The answer is yes, BUT…

> *"The Board does not endorse, support, or affiliate with any software program for recording hours. Those programs are just tools…Applicants should be recording and calculating the hours themselves to double check their totals."* –Excerpted from e-mail sent by BBS on 5/18/2016

MFT Licensure Requirements
In addition to completing course requirements, students must also fulfill the following requirements to be eligible for MFT licensure:

- 3,000 hours of supervised clinical work (1,700 of which must be conducted after completion of the degree); and

- Passage of both the California Law and Ethics exam and the California Clinical Exam coordinated by the California Board of Behavioral Sciences.

  1) *The California Law and Ethics* <u>must be taken</u> with the first year of MFT intern registration.  It is designed to assess the applicant's ability to apply legal and ethical standards relating to clinical practice.  The key word is "take" and not "pass."

     - If—that is—*when* you pass the exam, you're done with it.  You can keep renewing your intern registration until you complete all of your supervised experience.

     - If you don't pass the test, assuming you haven't put it off to the last minute, you should get another shot (perhaps even more than one) before your registration comes up for renewal.  The BBS has a 90-day waiting period to retake the test.  If you don't end up passing the test during the first year you have your MFT intern number, you can still renew your registration, as long as you've sat for the exam at least once.  To resume testing during the second year that you have your intern number, you will need to take a 12-hour continuing education course in Law and Ethics and submit a copy of the certificate to the Board.  The Board will notify the testing vendor that you are eligible to take the Law and Ethics exam.  Remember you must take the Law and Ethics examination at least once a year to be able to renew your registration if you have not yet passed it.  *(If you do not take the test once a year, you will not be able to renew your registration.)*  The process repeats until you pass.  You must pass the Law and Ethics exam before you can sit for the licensing exam (described in #2).

**NOTE:**  <u>You CANNOT apply to take the Law and Ethics exam until you are a registered MFT intern</u>. *Wait until you get your intern number!*  The fee to take the exam is $100.  It is a 75-item, two-hour test.  When you are ready to apply for the exam, you will need to complete and submit the *Registrant Request for Initial Law and Ethics Exam* Form: http://www.bbs.ca.gov/pdf/forms/registrant_initial_law-ethic_exam_request.pdf.  You should also download the examination handbook at: http://www.bbs.ca.gov/exams/exam_plans.shtml.

  2) *The California Clinical Exam* will be taken upon completion of your 3,000 hours of supervised experience.  This test is designed to assess an applicant's knowledge and application of psychotherapeutic principles and methods in treatment, as well as the ability to make judgments about appropriate techniques, methods, and objectives.  *(More information is available on the BBS website.)*

## Professional Conduct

Master's Programs students shall demonstrate professional behavior, commitment, responsibility, and professional ethics. Professional conduct includes the demonstration of respect, tolerance, maturity, responsibility, reliability, cooperation, collaboration, and commitment. Furthermore, Master's Programs students are expected to follow University policies as described in the USC Catalogue and procedures described in this handbook. Students who are accepted for admission to the Marriage and Family Therapy program at the University

of Southern California are responsible for meeting high standards of personal conduct expected of professional educators, including, but not limited to:

- Respect for all individuals; treating others fairly and impartially;
- Commitment to working collaboratively; and
- Ethical character demonstrated by being trustworthy, having integrity, and being open minded.

To ensure that Master's Programs students possess the characteristics necessary to become successful practitioners, students' coursework and fieldwork/practicum are monitored by MPO (Master's Programs Office) Faculty and Staff throughout the duration of the program.

## Standards for Continued Participation

In order to continue to participate in the MFT program students must:
- Be familiar with University standards as outlined in the *USC Catalogue* and *SCampus*;
- Maintain successful academic standing by maintaining a grade point average of a B (3.0) or better; and passing all classes with a grade of Credit (CR);
- Behave in a manner expected of professional educators;
- Attend all class sessions;
- Arrive on time to fieldwork/practicum on the days assigned or agreed upon;
- Absences must be must be made up; and
- Meet the physical and mental demands of fieldwork/practicum.

Students will be considered for removal from the program if they:
- Exhibit academic dishonesty as defined by the USC Catalogue;
- Fail to meet the standards of the profession, school, university and/or program; or
- Exhibit unacceptable academic or field behaviors.

**For further information on student conduct and consideration for removal, please refer to Appendix A which is located at the end of the handbook. Please read it thoroughly, as it is a contract that much be signed by you, the student, and returned.**

**Unprofessional or Disruptive Conduct**
If the actions of a student call into question his or her professionalism, policies and procedures are in place to resolve difficulties and determine consequences.

If the behavior of a Master's Programs student is disruptive or unprofessional in a university course or with a university faculty member, the faculty member shall first try to resolve any difficulties with the student. Failing that, the faculty member shall inform the Program Chair of the Master's Programs Office.

The Program Chair will attempt resolution of any difficulties. In some cases, however, problems may be so serious as to result in dismissal from the program. If dismissal for failing to meet professional standards is being considered, the student will be notified in writing of the concerns by the Program Chair and will have seven (7) days to respond. The student may respond by requesting and keeping an appointment with the Program Chair or by submitting a written response. After seven (7) days, regardless of whether or not the student responds, the Director will review all available information and make a decision about the appropriate University response. The response may include, but is not limited to, a plan for corrective action with continuation in the EC, MFT, LDT, or PASA programs, or it may include dismissal. The decision will be provided in writing to the Master's Programs student.

The student may appeal a dismissal. To do this, please visit the USC Graduate School website at https://www.usc.edu/schools/GraduateSchool/current_student_resourc.html. Additionally, they can be reached at 213-740-9033 and are located in the Student Union (STU) room 301.

## Academic Standards

### Academic Integrity

The university as an instrument of learning is predicated on the existence of an environment of integrity. As members of the academic community, students are expected to act in a manner that will enhance this integrity by maintaining standards of academic performance and classroom behavior conducive to the learning process. A tutorial on academic integrity is available at https://sjacs.usc.edu/students/academic-integrity/

### Violations of Academic Integrity

General principles of academic honesty include and incorporate the concept of respect for the intellectual property of others, the expectation that individual work will be submitted unless otherwise allowed by an instructor, and the obligations both to protect one's own academic work from misuse by others as well as to avoid using another's work as one's own. All students are expected to understand and abide by these principles.

One violation of academic integrity of which you may be unaware is using an essay, term paper, or project in more than one course, without prior permission of both instructors. By its very nature, writing involves both individual and collaborative activity. Even when a piece of writing has but one author, that author employs a language system that is shared with others and draws upon ideas and values that are not his or hers alone. Indeed, one of the most important parts of becoming a writer within the academic community is learning how to balance the obligations of individuality and collaboration.

As a graduate student writer, you are expected to use writing to develop and assert your own ideas and beliefs—to think for yourself. But at the same time you are expected in college writing to engage the thinking of others, to place your own writing within the context of academic discourse by using or criticizing arguments from that discourse. This double obligation provides a framework in which to discuss two important issues of academic integrity: plagiarism and illegitimate assistance.

## Plagiarism

Plagiarism is the unacknowledged and inappropriate use of the ideas or wording of another writer. Plagiarism undermines the intellectual collaboration—the exchange of ideas—that should mark academic discourse because it permits the writer to avoid any genuine involvement with the concepts or opinions of others. Because the false discourse of plagiarism corrupts values to which the university community is fundamentally committed—the pursuit of knowledge, intellectual honesty—plagiarism is considered a grave violation of academic integrity and the sanctions against it are correspondingly severe.

Plagiarism can include:

A. The submission of material authored by another person but represented as the student's own work, whether that material is paraphrased or copied in verbatim or near-verbatim form.
B. The submission of material subjected to editorial revision by another person those results in substantive changes in content or major alteration of writing style.
C. Improper acknowledgment of sources in essays or papers.

**Note:** Culpability is not diminished when plagiarism occurs in drafts which are not the final version. Also, if any material is prepared or submitted by another person on the student's behalf, the student is expected to proofread the results and is responsible for all particulars of the final draft.

### Illegitimate Assistance

The obligations to individuality and collaboration can also help to distinguish between legitimate and illegitimate forms of assistance with writing. Legitimate assistance is principally directed at the writing process, at helping to improve the individual writer's abilities rather than at "fixing" any particular paper. Legitimate assistance thus does not intrude upon the writer's obligation to think and write as an individual nor upon the obligation to engage the ideas and opinions of others. But illegitimate assistance with writing subverts both obligations. Such assistance is directed not at improving the writer's abilities but at producing a paper which those abilities could not independently achieve. Moreover, such assistance constitutes a fraudulent form of collaboration, one in which the contributions of one participant dominate and conceal the contributions of the other. Illegitimate assistance is thus similar to plagiarism in serving to undermine academic discourse and the intellectual values of the university community.

### Avoiding Plagiarism and Illegitimate Assistance

Because of the serious penalties for plagiarism and illegitimate assistance at both the Program and University level, you should ensure that any writing you submit represents your own assertions and abilities and incorporates other texts in an open and honest manner. The best way to avoid plagiarism is to be careful to document your sources, even when you are only making use of data or ideas rather than an actual quotation.

To avoid having your writing marked by illegitimate assistance, ask yourself whether you would be able, on your own and without further assistance, to revise and improve the writing in question. If the answer is "No"—if you would not be able to maintain the same conceptual and

stylistic quality without outside assistance—then you should not submit the writing as your own work.

## *Examples of Academic Dishonesty*

In addition to matters of plagiarism and illegitimate assistance, there are several other types of academic dishonesty which are subject to strong university sanctions. They include, but are not limited to, the following:

- Submitting a paper written by or obtained from another;
- Using a paper or essay in more than one class without the expressed permission of the instructors involved;
- Allowing another student to use your work as though it was his or her own; and
- Acquisition of term papers or other assignments from any source and the subsequent presentation of those materials as the student's own work, or providing term papers or assignments that another student submits as his/her own work.

***Distribution or use of notes or recordings based on university classes or lectures without the express permission of the instructor for purposes other than individual or group study***
This includes, but is not limited to, providing materials for distribution by services publishing class notes. This restriction on unauthorized use applies to all information distributed or in any way displayed for use in relationship to the class, whether obtained in class, via email, on the Internet or via any other media.

- Any use of external assistance during an examination shall be considered academically dishonest unless expressly permitted by the instructor. The following are considered unacceptable examination behaviors: communicating with fellow students during an exam; copying material from another student's exam; allowing another student to copy from an exam; possession or use of unauthorized notes, calculator, or other materials during exams; and/or any behavior that defeats the intent of an exam or other class work.
- Submission of altered work after grading shall be considered academically dishonest, including but not limited to changing answers after an exam or assignment has been returned or submitting another's exam as one's own to gain credit.
- Obtaining for oneself or providing for another person a solution to homework, a project or other assignments, or a copy of an exam or exam key without the knowledge and expressed consent of the instructor.
- Unauthorized collaboration on a project, homework or other assignment. Collaboration between students will be considered unauthorized unless expressly part of the assignment in question or expressly permitted by the instructor.
- Attempting to benefit from the work of another or attempting to hinder the work of another student.
- Falsification, alteration or misrepresentation of official or unofficial records or documents including but not limited to academic transcripts, academic documentation, letters of recommendation, and admissions applications or related documents.
- Taking a course, portion of a course or exam for another student or allowing another individual to take a course, a portion of a course or exam in one's stead.

There are serious penalties for plagiarism. In most cases, students receive an F for the course, and doctoral students may be expelled. Consult "Appendix A: Academic Dishonesty Sanction Guidelines" in SCampus for a complete listing of penalties.

## Academic Warning and Dismissal of Graduate Students

The University and the Rossier School of Education require students to maintain a 3.0 minimum GPA at all times. **A student whose GPA falls below 3.0 for anyone semester will be on Academic Probation and will be subject to immediate dismissal at the discretion of the academic program until such time as the student's GPA overall rises above a 3.0**. You can check your overall GPA any time on OASIS to determine your status. Departments take factors other than satisfactory grades and adequate GPAs into consideration in determining a student's qualifications for an advanced degree. A student's overall academic performance, specific skills and aptitudes, and faculty evaluations will be considered in departmental decisions regarding a student's continuation in a doctoral degree program.

Satisfactory progress toward an advanced degree as determined by the faculty is required at all times. Students who fail to make satisfactory progress will be informed by their Program Office or committee chair or school dean. The faculty has the right to recommend at any time after written warning that a student be dismissed from a graduate program for academic reasons or that a student be denied readmission.

If faculty members are concerned about a student's grades, they may submit an Early Warning notification to the Master's Program Office and the student. Students will also have the opportunity to fill out mid-term evaluations each semester.  These evaluations give students the opportunity to rate and provide suggestions for their professors and courses.

## Definition of Grades

The following grades are used: A = excellent; B = good; C = fair in undergraduate courses and minimum passing in courses for graduate credit; D = minimum passing in undergraduate courses; F= failed. In addition, plus and minus grades may be used, with the exception of A plus, F plus and F minus. The grade of F indicates that the student failed at the end of the semester or was doing failing work and stopped attending the course after the twelfth week of the semester. The minimum passing grade is C for graduate credit. Additional grades include: CR = credit (passing grade for non-letter-graded courses equivalent to B (3.0) quality or better for graduate courses); NC = no credit (less than the equivalent of a C- for an undergraduate and a B for a graduate, non-letter-graded course); P = pass (passing grade equivalent to B (3.0) quality or better for graduate courses taken on a Pass/No Pass basis); NP = no pass (less than the equivalent of a B (3.0) for a graduate, letter-graded course taken on a Pass/ No Pass basis). Pass/no pass courses may not be applied to your EC, MFT, LDT, or PASA degree.

The following marks are also used: W = withdrawn; IP = interim mark for a course exceeding one semester; UW = unofficial withdrawal; MG = missing grade; IN = incomplete; IX = lapsed incomplete; NR = no record.

A system of grade points is used to determine a student's grade point average. Grade points are assigned to grades as follows for each unit in the credit value of a course: A, 4 points; A-, 3.7

points; B+, 3.3 points; B, 3 points; B-, 2.7 points; C+, 2.3 points; C, 2 points; C-, 1.7 points; D+, 1.3 points; D, 1 point; D-, 0.7 points; F, 0 points; UW, 0 points; IX, 0 points. Marks of CR, NC, P, NP, W, IP, NR, MG, and IN do not affect a student's grade point average.

## Grades of Incomplete (IN)

An incomplete (IN) grade is assigned only for unforeseen circumstances occurring after the deadline to withdraw the course. If the student becomes aware of an obstacle prior to the deadline to withdraw from the course, the student is expected to withdraw rather than to request an IN.

### *Conditions for Removing a Grade of Incomplete*

If an IN is assigned as the student's grade, the instructor will specify to the student and the Program Office the work remaining to be done, the procedures for its completion, the grade in the course to date and the weight to be assigned to the work remaining when computing the final grade. A student may remove the IN by completing only the portion of required work not finished as a result of illness or emergency. Previously graded work may not be repeated for credit. It is not possible to remove an IN by re-registering for the course, even within the designated time.

### *Time Limit for Removal of an Incomplete*

One calendar year is allowed to remove an IN in courses numbered 500 and higher. Individual academic units may have more stringent policies regarding these time limits. If the IN is not removed within the designated time, the course is considered "lapsed," the grade is changed to an "IX" and it will be calculated into the grade point average as 0 points. Courses offered on a Credit/No Credit basis or taken on a Pass/No Pass basis for which a mark of Incomplete is assigned will be lapsed with a mark of NC or NP and will not be calculated into the grade point average.

### *Extension of Time for Removal of an Incomplete*

A student may petition the Committee on Academic Policies and Procedures (CAPP) for an extension of time for the removal of an IN. **Extensions beyond the specified time limit are rarely approved if the student has enrolled in subsequent semesters, since the removal of the IN should be the student's first priority.**

In all cases, a petition for an extension of time for removal of an IN must have departmental approval and include a statement from the instructor explaining what is needed to complete the course and why the instructor feels the student should be given even further time for completion. These petitions are initiated by the department.

## Missing Grades

All missing grades on a student's record should be resolved before his or her degree is posted. Missing grades can be resolved by the instructor of the course through the correction of grade process initiated by the student in the Academic Review office in Student Administrative Services (JHH) 113. A student may petition for a retroactive withdrawal if he or she did not complete the course. After one year, all MG grades will revert to UW's worth zero grade points.

## Commencement

USC has one commencement ceremony each year in the spring and provides a program listing all eligible candidates for that year. Students who are eligible for graduation during the fall, spring and summer semesters are listed in the May program.

## Diplomas

Your diploma will be mailed to you upon verification of completion of all requirements. You will receive the diploma approximately four to six weeks after the end of your last semester at the permanent address you have listed on OASIS. If you have concerns regarding your diploma, you may telephone the Degree Progress Department at (213) 740-7070.

Your diploma will show your name exactly as it appears on OASIS. If you wish your diploma name to read differently, you can change your name at the Student Administrative Services building prior to completing all degree requirements. Please contact the Office of Academic Records and Registrar at (213) 740-7070. Once you have been awarded the degree, the university cannot change your name for the diploma.

# Academic Resources

## Academic Policies

Students are expected to be familiar with university policies and to monitor their own academic progress.  They should keep all records of official grades earned, degree requirements met, transfer credits accepted, and actions take on requests for substitutions or exceptions to university policies and regulations.  Please refer to the *USC Catalogue* and *SCampus*.

## Conditions of Admissions

Some students have been admitted with conditions attached to their admission. Students are to satisfy the conditions outlined in their letter of admission. Please review the conditions below:

- Enroll in a course of study approved by your Program Office, and earn a grade of at least 'B' (3.0 on a 4.0 scale) in all courses of enrollment during the first term of study. If you enroll on a part-time basis, you must earn at least a grade of 'B' in all courses of enrollment during the first two terms of study, and complete at least six units.

If conditions are not met, students will have an ADM 20 code placed on their Restrictions/Holds section their OASIS account. That code warns students that conditions have been attached to their admission. If students are unsure of what their conditions of admission are, they should confer with their appropriate Student Services Advisor to ensure they take as many of the courses as possible during their first semester so that they satisfy the conditions of admission.

The ADM-20 code will be removed once the condition is met. If the condition is not met within the specified timeframe, the hold will turn into ADM-21 and students are subject to dismissal from their degree program. Dismissal decisions are made by the Program Chair.

The Master's Program Offices offers in-house resources, such as co-curricular, to help throughout the students time at USC. We highly encourage each student to take advantage of the workshops. They come in many forms, such as writing workshops, resume and cover letter workshops, Brown-bag lunches, coffee with your advisor, and many more. These workshops aim to keep the student, faculty, and staff on one accord and invested throughout their academic career at USC.

## Satisfactory Academic Progress

### Continuous Enrollment

Students admitted to a graduate degree objective are required to be enrolled at USC for fall and spring semesters each year until all degree requirements have been satisfactorily completed within the time limit. Graduate students who fail to register in any fall or spring semester are no longer considered to be enrolled in a graduate degree program. After an unauthorized absence, formal readmission is required. Students who have been granted a leave of absence do not need to apply for readmission following the approved leave if they return for the semester immediately following the approved leave period.

Summer session is **NOT** a requirement. Therefore, if a student wishes to not attend summer classes during their program, they do **NOT** need to submit a leave of absence.

### Leave of Absence

Interruptions of enrollment can cause problems in the continuity of coursework within a student's graduate program and, therefore, leaves of absence are generally discouraged. A student in good standing and making satisfactory progress toward a degree who must interrupt studies for compelling reasons (e.g. sustained ill health) may petition for a leave for a stated period, usually not to exceed one year. Students who find it necessary to be excused from registration must request a leave of absence by the last day to drop or add courses for that semester. A student is not entitled to assistance from the faculty or use of university facilities during the period of leave. If granted, the leave is recorded on the student's transcript and the period of leave is not counted in the time allowed for the completion of degree requirements. A maximum of four semesters may be allowed for leaves of absence within the degree time limit. A student who does not return to enrolled status at the end of an approved period of leave is no longer considered to be pursuing an advanced degree. Students who fail to apply for a leave of absence or for whom a leave has been denied (or has expired) are subject to policies governing continuous enrollment and readmission. All leaves of absence applications must be submitted to the Director for review and approval. Please note that Withdrawing from all courses in a semester, even if you were once registered for that semester, will cause you to break continuous enrollment.

If a student feels as if a Leave of Absence is best, the Master's Program will do their best to accommodate the request. However, before going through the process, please, contact MPO at 213-740-1518 or by emailing the office at rsoempo@rossier.usc.edu.

### Readmission

A student who leaves the university without obtaining a formal leave of absence from graduate study is not automatically readmitted. A student wishing to apply for readmission must submit a

Petition to the Master's Programs Office at least four weeks before the first day of registration for the term in which resumption of studies is sought. If readmitted, the student will be subject to all of the current requirements for the degree in effect at the time of readmission. Contact your academic advisor to begin the petition process.

### Concurrent Enrollment

Students may not register for credit at USC and another institution simultaneously without receiving permission in advance from their academic advisor and the Office of Academic Records and Registrar. Students may obtain a form to request permission for concurrent registration from the Transfer Credit Evaluation Office. They must then initiate an evaluation of credit transferability and obtain their academic advisor's prior approval of the form to assure the acceptance of credit toward the degree for any courses taken at another institution. A credit evaluator in the Transfer Credit Evaluation Office can answer questions about this process. Students in the Graduate School must seek advance permission from the Graduate School. For more information, please visit http://web-app.usc.edu/ws/soc_archive/soc/term_20122/reg_info/enrollment.html

## Transcripts

Admitted students who have just completed their bachelor's degrees can send their final official transcripts directly to the central USC Admissions Office at the following address: File No. 51158, Los Angeles, California 90074-1158. Additionally, students can request their transcripts online for a small fee. For more information, please visit the USC Office of Academic Records and Registrar online at http://www.usc.edu/dept/ARR/services/transcripts/generalinfo.html

### Additional Consideration for Graduate Students

Our Rossier School of Education student body includes a significant percentage of *international students.* The Master's Programs Office team understands that you will need to navigate additional processes when you arrive in the United States to begin your experience at Rossier. It is important that you reach out to us when you need assistance so that we can assist you in along the way.

### Visa Status

If you have any questions regarding your status as an international student (such as visa-related issues), please contact the Office of International Services (OIS) at (213) 740-2666. This office is located in Temporary Research Facility (TRF) Building N, 151 (ois@usc.edu). Most importantly, know that you must maintain full-time enrollment each semester to keep your immigration status. You may not drop your courses or take a leave of absence without advance approval from OIS. For more information, visit the Office of International Services website at http://sait.usc.edu/ois/intl-students/maintaining-status/guidelines.aspx

### Full-time Enrollment Requirement

*International students* on student visas must be enrolled as full-time students as determined by the Office for International Services and the department advisor. Such students are in violation of immigration laws when not properly enrolled. Any international student having questions about his or her immigration status should consult the Office for International Services at (213) 740-

2666. There are a few acceptable reasons for requesting a reduced course load in a semester, and there is a special form for requesting this special dispensation. International students can complete and submit a Reduced Course Load (RCL) form to OIS (forms can be found here: http://sait.usc.edu/ois/Upload/form/RCL.pdf).

### Language Assistance

Students who are concerned with their English proficiency are strongly advised to take advantage of USC's International Academy. You can learn more about the Language Academy at their website at http://www.usc.edu/dept/education/langacad/. English as a Second Language (ESL) courses are also available at USC's American Language Institute (ALI). Additional information can be found on the ALI website at http://www.usc.edu/dept/LAS/ALI/. You can also get additional help with writing skills from the USC Writing Center in Taper Hall of Humanities (THH) Room 216, and learn more about their services at their website http://college.usc.edu/writingcenter. Some international students may be required by the University to take ALI classes in addition to their Rossier coursework. These requirements are based on the student's scores on language exams and Rossier is unable to waive these requirements.

## Registration

### Registration

Students must be responsible for monitoring their own registration, including knowledge of applicable deadlines. We recommend you check OASIS frequently to confirm your course list, drop deadlines, grades, and account balance. Pay particular attention to your activity restrictions and how to remove them. Check your course schedule on OASIS before the add/drop deadline of each semester and check again at the end of each semester to confirm that your grades were recorded as you expected.

### Registration Process

Your registration time and date will be provided to you by your Academic Advisor. To register for classes, you will need to go to the Web Registration site by following these simple instructions:

1. Log on to http://my.usc.edu using your USC email username and password.
2. Scroll down to the box of "Single Sign-In Quicklinks" and select: Web Registration.
3. Select Term: Fall 2014.
4. You are now viewing the "Department List," select Education (EDUC) from the list of USC departments. It is listed under Rossier School of Education, but alphabetized under "E" for Education.
5. When you click on Education (EDUC), it will take you to the full list of courses offered to all EDUC students.
6. The Course Number (i.e. EDUC 500) is listed on the left. Next to each course, you will find the COMPLETE list of sections and corresponding class times.
7. To add a section, click on "Add to myCourseBin."
8. Repeat this process for all the courses for which you need to register. Keep in mind, the system will only allow you to register for the courses indicated for your specific term/cohort.

9.  Once you have added all of your desired sections, go to the top of the page and click "myCourseBin."
10. You will be directed to another page where you will see all of the classes you selected to add.
11. You will need to schedule each class into your calendar by pressing "Schedule" next to each section in the "Current Course Selection" area. You must press "Schedule" before you can register.
12. Next, you will click "Add This Class."
13. Now you will need to click "Submit" to register for your classes. If you do not click "Submit," you will NOT be officially registered for your classes.

### Medical Withdrawal Refunds Tuition Refund Insurance

USC offers an elective insurance program which is available to provide full coverage of tuition and mandatory fees, (excluding health insurance) for students who suffer a serious illness or accident, which makes it necessary for them to leave the university before the semester is completed. The Tuition Refund Plan is offered through a private insurance carrier, A.W.G. Dewar, Inc. We urge you to carefully read the information concerning the plan, found at http://www.collegerefund.com/usc/. You must accept or decline the insurance at the time you register each semester. If you accept the insurance, a small charge will be added to your student account. The rate charged can vary by a small amount each academic year. If you change your mind after you register, you must contact the Student Health Center before the end of the third week of classes. If you decline the insurance, and later need to withdraw from classes for medical reasons after the drop deadline, you will not be eligible for a refund of your tuition costs. For more information about Tuition Refund Insurance, please visit the following link: http://www.usc.edu/dept/ARR/tuitionrefund/.

### Information Privacy

Students can request that the University not release any directory information about themselves. Institutions must comply with this request, once received, if the student is still enrolled at USC. Students who wish to restrict the release of directory information about themselves must complete a "Request to Restrict Directory Information." The information for that request can be found at https://www.usc.edu/dept/ARR/forms/RestrictDirectoryInformation.pdf

Students have the choice of restricting online student directory information, or they can restrict the release of all of their directory information. The completed form must be submitted in person to the Registrar's Office and must be accompanied by a photo ID. Students will be required to renew the request at the beginning of each academic year. Students who wish to restrict directory information should realize that their names will not appear in the official USC Commencement Program and other university publications. Also, employers, credit card companies, loan agencies, scholarship committees and the like will be denied any of the student's directory information and will be informed that we have no information available about the student's attendance at USC. Students who wish to have specific directory information released may do so by providing a written authorization to the Registrar's Office.

## Full-Time Enrollment

To be considered full time, a graduate student must be enrolled in a minimum of six units of 500-Level or above course work.

*International students* on student visas must be enrolled as full-time students as determined by the Office for International Services and the department advisor. Such students are in violation of immigration laws when not properly enrolled. Any international student having questions about his or her registration should consult the Office for International Services at (213) 740-2666.

## Dropping and Adding Courses

All changes must be processed by web registration or through the Registration Department. Failure to withdraw officially will result in the mark of "UW," which is computed in the GPA as zero (0) grade points drop and add deadlines. It is the student's responsibility to learn and monitor those deadlines for each course in which the student is registered. These special session dates can be found in the calendar icon next to each course on the Online Schedule of Classes and on the student registration memo. A student may not withdraw from a course in which he or she committed or was accused of committing an academic integrity violation.

For a tutorial to add or drop courses, please see the website here:
http://www.usc.edu/dept/ARR/forms/WebRegistrationInstructions2015.pdf

## Department Clearance

D-Clearance is the process by which the academic advisors reserve specific Master's Programs courses for students in the program. If you have any questions or concerns you will need to contact the academic advisor assigned to you.

## Online Schedule of Classes

The most current version of the Schedule of Classes is available online from USC's main web page or directly at http://web-app.usc.edu/soc/ . The Schedule of Classes is one source, in addition to the registration memos provided by the Program Office, of classes offered in a given semester, when the classes meet, the section and session numbers you need for registration, the faculty members assigned to classes, the meeting location, the capacity in the courses and the current enrollment numbers (so you can see how many spaces are left in a class). You may also find the course syllabus and the start and end dates of the session in icons to the right of each course listing. Most Rossier School of Education courses are department restricted; needing what is called a "D-Clearance" from your Program Office before you can register. The Program Office will send you an email prior to each semester with registration and D-Clearance information.

## My USC Web Portal

MyUSC is the university's portal, designed to give students, faculty and staff personalized access to wide-ranging campus resources in a single location, including announcements, email, Blackboard, OASIS, and Web Registration. It can be accessed from USC's main web page or directly at http://my.usc.edu. Your USC username and password are the same ones you would use to access email using the USC E-mail system.

## Online Academic Student Information System (OASIS)

OASIS can be accessed via http://camel2.usc.edu/OASIS. By using OASIS, you can monitor your student record, including registration, current and past courses, account balance, activity restrictions, address change, and more. It is your responsibility to review OASIS prior to registering for courses each semester and to notify your academic advisor of any discrepancies. You are encouraged to also check OASIS periodically throughout the semester, especially after each time you add/drop or make any changes to your classes. When you first login, you will be asked for your 10-digit USC Student ID Number, which can be found on any letters you received from Admissions, and a Pin Number, which is your 6-digit birth date. For example, if you were born on January 1, 1980, your pin would be 010180. You will be required to change your password after your first login.

## How to View USC STARS Reports

The **ST**udent **A**cademic **R**ecord **S**ystem report (**STARS**) reflects students' academic progress toward degree completion of their declared majors. This report contains all USC coursework and a comprehensive evaluation of progress toward degree completion including time limitations and continuous enrollment requirements. Students may access their STARS reports on OASIS, as well as an abbreviated version called the STARS Audit. You can access your STARS report through MyUSC or OASIS.

**To view via MyUSC** (https://my.usc.edu)

**Step 1**: Log in on the upper right hand corner.
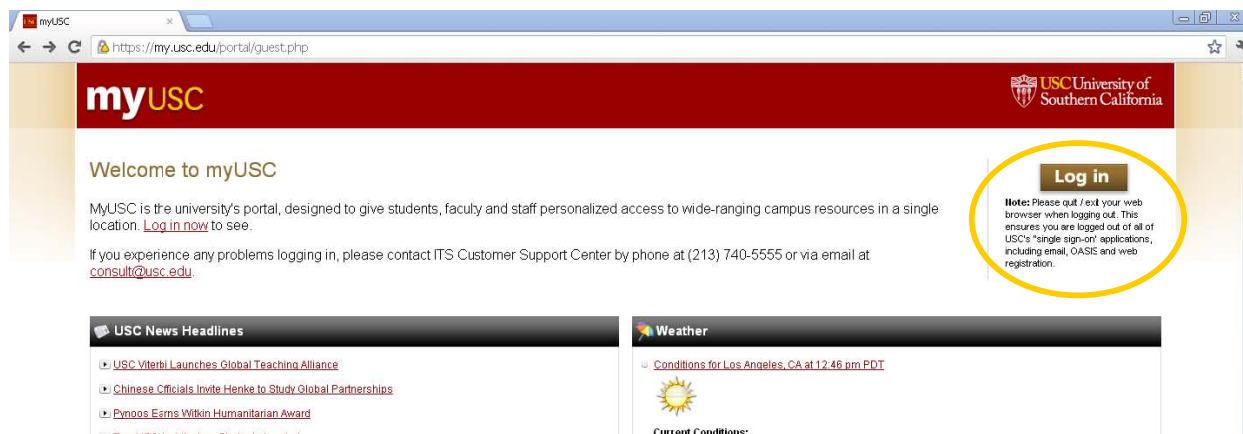


**Step 2**: Enter the USC ID and password you use to access USC email. Proceed by clicking **Login**.
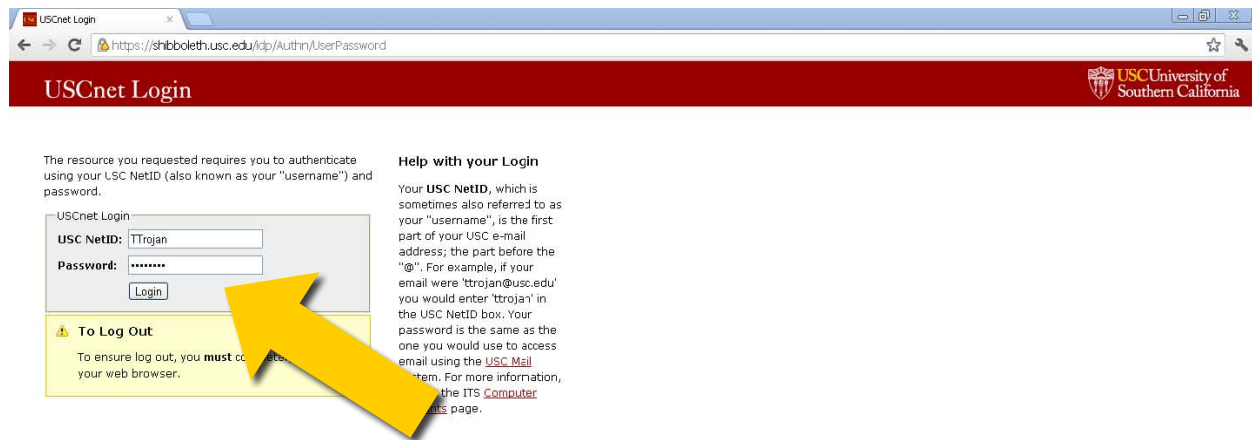
**Step 3**: Scroll to Student Links and click on the **OASIS** icon



OR
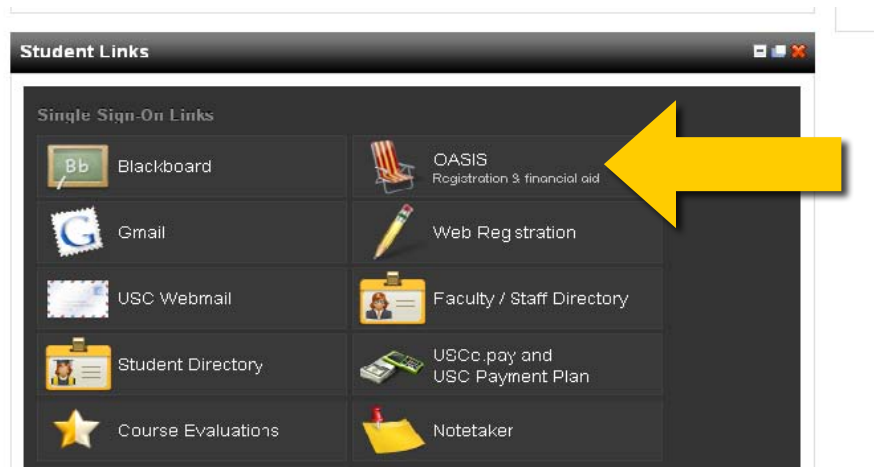
**To view via OASIS** (https://camel2.usc.edu/OASIS/):

**Step 1**: Log in with your 10-digit USC ID and your 6-digit PIN, then click ENTER

**Step 2**: Once logged in to **OASIS**, you may view your **STARS Report** or **STARS Interactive Audit Report**



Your **STARS Report** will show information about the courses you have taken, as well as the number of units needed to complete your program.

```
NO     A MINIMUM OF 128 UNDERGRADUATE UNITS IS
       REQUIRED FOR THE DEGREE:
    EARNED: 66.00 UNITS
--> NEEDS: 62.00 UNITS
```

Displays the number of units you still need to complete for degree.

```
    19983 EDPT110      4.0 C    Motivation and Learning Strat
    19983 PHED165      1.0 A  >R Varsity Athletics
    19983 PHIL140   G  4.0 B-   Contemporary Moral and Social
    19983 WRIT140      4.0 C+   Writing and Critical Reasonin
    19991 ARLT100   G  4.0 C    Arts and Letters
    19991 CLAS280   G  4.0 C-   Classical Mythology
    19991 ITP 101   X  4.0 D    Introduction to Information T
    19991 PHED165      1.0 A  >R Varsity Athletics
    19993 ANTH263   G  4.0 C    Exploring Culture Through Fil
    19993 EXSC203      2.0 C+   Individualized Exercise Presc
    19993 GEOL107  L G 4.0 B    Oceanography
    19993 PHED104A     1.0 P    Self-Defense
    19993 PHED165      1.0 A  >R Varsity Athletics
    20001 GERM101      0.0 F    German I
    20001 IR  303      4.0 D    Leadership and Diplomacy
    20001 IR  305      4.0 B-   Managing New Global Challenge
    20002 GEOG255      4.0 C    American Environmentalism
    20002 THTR184B     2.0 A    Jazz Dance
    20003 IR  210      4.0 C+   International Relations: Intr
    20003 IR  383      4.0 C    Third World Negotiations
    20003 THTR121A  X  2.0 B    Fundamentals of Acting
    20003 WRIT340      4.0 C    Advanced Writing
    20012 CTCS469      0.0 UW   Film and/or Television Style
```

The STARS Report will list all courses you have taken with grades and credits you received.

```
OK     A MINIMUM OF 64 UNDERGRADUATE UNITS MUST COMPLETED AT USC:↵
    EARNED: 64.00 UNITS
```

```
NO     A MINIMUM OF 32 UPPER DIVISION UNITS IS REQUIRED FOR     ↵
       GRADUATION:
    EARNED: 16.00 UNITS
--> NEEDS: 16.00 UNITS
```

The **STARS Interactive Audit Report** (available via **OASIS**) will provide the same information as well as charts and graphs of your academic progress.
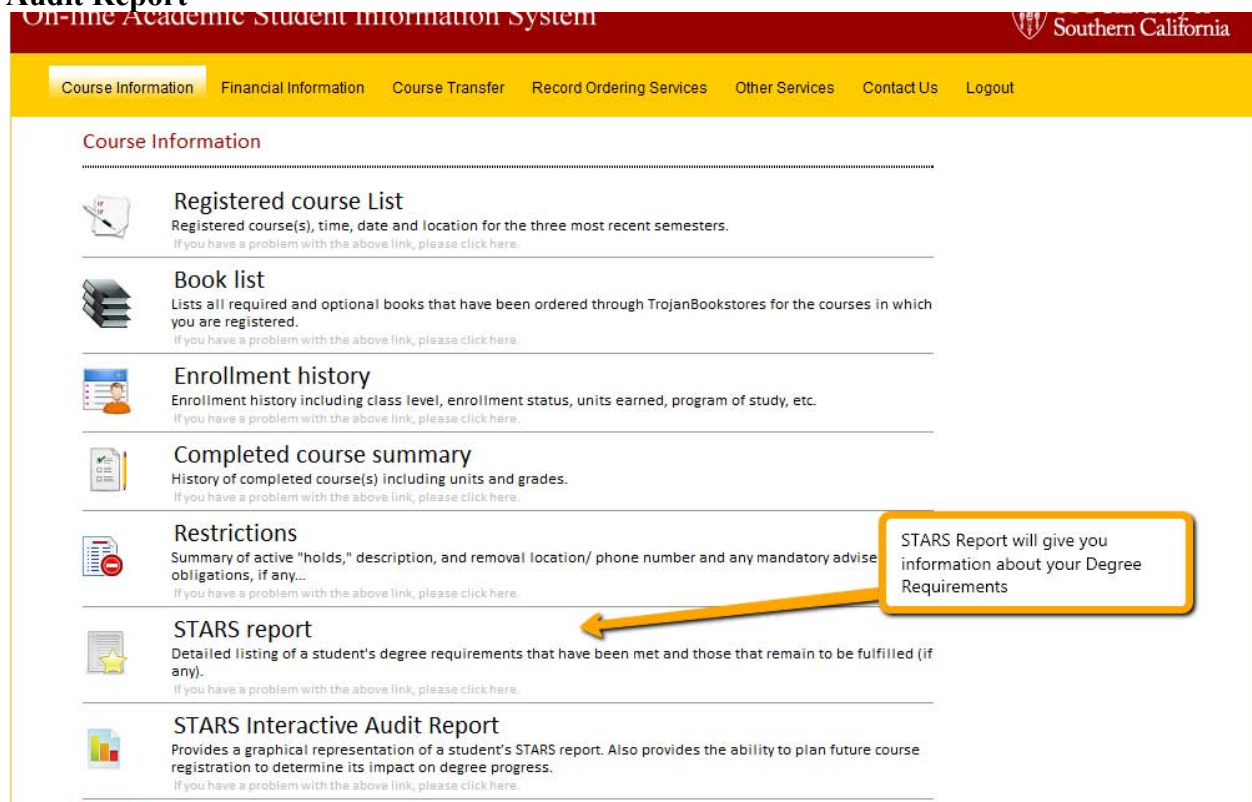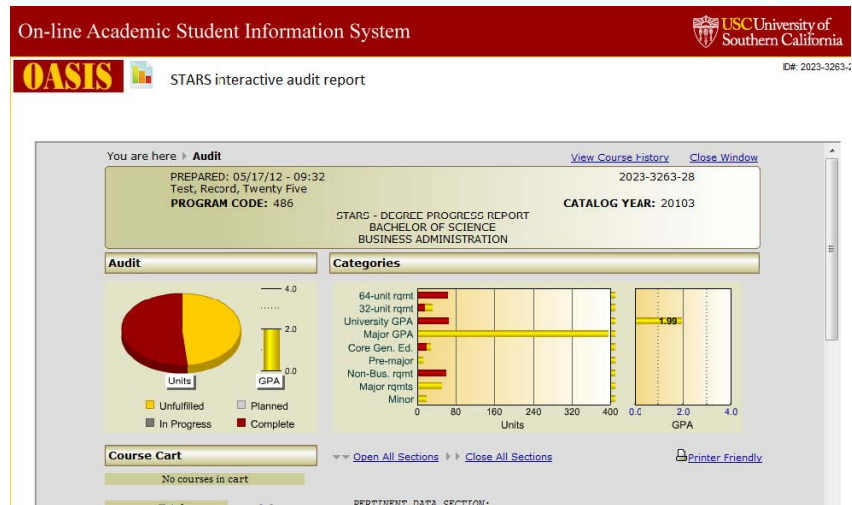
History of completed course(s) including units and grades.
If you have a problem with the above link, please click here.

**Restrictions**
Summary of active "holds," description, and removal location/ phone number and any mandatory advisement obligations, if any...
If you have a problem with the above link, please click here.

**STARS report**
Detailed listing of a student's degree requirements that have been met and those that remain to be fulfilled (if any).
If you have a problem with the above link, please click here.

**STARS Interactive Audit Report**
Provides a graphical representation of a student's STARS report. Also provides the ability to plan future course registration to determine its impact on degree progress.
If you have a problem with the above link, please click here.

Interactive STARS Audit also gives you information about the courses you need to complete your degree

**Grade Report**
Course, unit, grade and term grade point average for the two most recent semesters.
If you have a problem with the above link, please click here.

Permit to register

# University Resources and Services

## Student Health and Counseling Services

Student Health Services, located at the Engemann Student Health Center, 1031 West 34th Street Los Angeles, CA 90089-3261, is structured for students registered for classes on the University Park Campus. A wide range of medical services are offered to help students maintain an optimum level of physical and mental health and to guide them in the prevention of illnesses. Students with immunization holds on their registrations can have proof of immunization recorded at the Student Health Center or can be immunized at the Student Health Center. All students will be charged a Student Health Center fee each semester whether or not you indeed use the Health Center during that semester. If your classes are not on the Los Angeles campus, or if you are a USC staff member, you should request a waiver of the Student Health Center fee each semester by picking up a form on campus at 1031 West 34th Street. You can contact them by phone at (213) 740-9355 for more information.

**The University requires all new students to provide proof of measles immunity prior to registering for class. International students are also required to provide a tuberculosis test. More information can be found at: [http://engemannshc.usc.edu/](http://engemannshc.usc.edu/).**

The University requires that ALL students have supplemental health insurance. This will help to cover the cost of health care that cannot be obtained at the Health Centers, especially in emergency situations where hospitalization may be required. All students carrying six units or more, international students and Health Sciences campus students are automatically enrolled in the USC Student Health Insurance Plan. The Health Insurance Plan works in conjunction with the University's Student Health Centers. For this reason, all students enrolled in the USC Student Health Insurance Plan are required to pay the Student Health Center Fee. Enrollment in the Health Insurance plan may be waived only if documented proof of adequate health coverage from another plan is presented to the Student Health Services Office at the Student Health Center on campus, and the waiver must be submitted each fall semester.
For additional information on student health insurance, please call (213) 740-0551 or go to: [http://engemannshc.usc.edu/insurance/](http://engemannshc.usc.edu/insurance/) .

## Bookstore

The USC Bookstore provides texts and readers for some courses, as well as general interest books, USC clothing and gift items. The University book store is located at 840 Childs Way Los Angeles, CA 90089. Hours are Monday through Friday 7:45 a.m. - 8:00 p.m., Saturday 9:00 a.m. - 5:00 p.m., and Sunday 10:00 a.m. - 5:00 p.m. Booklists for your registered courses can be obtained on OASIS and from your academic advisor. To save a trip to campus, you can request that the Bookstore mail your course material purchases to your home for an additional fee. If you do plan a trip to campus to purchase your course materials, call the Bookstore first to ensure copies are available at (213)740-TEXT/ (213) 740-8398.

## Disability Services and Programs

Disability Services and Programs (DSP) is located at the USC University Park Campus in the Student Union 301, Los Angeles, CA 90089. Disability Services and Programs provides support

services necessary to enable students with disabilities to develop their maximum academic potential while having the dignity to work independently.

As part of the Division of Student Affairs, DSP is dedicated to fostering the independence of students with disabilities. This primary focus on mainstreaming and self-advocacy encourages students with disabilities to achieve and maintain a high level of autonomy in the campus community

DSP services include

- Assistance in providing tutors, learning assistants, readers, scribes, note-takers and/or interpreters
- Advocacy with faculty
- Special accommodations for test taking needs
- Assistance with architectural barriers
- Assistance in obtaining books and supplies from the University Bookstore
- Information regarding accessible seating at USC sporting events
- Auxiliary aid equipment loans
- Assistive Technology
- Support for individual needs that are unique to a student's disability

For more information, please contact them at (213) 740-0776 or via email at ability@usc.edu. Please visit their website at:
http://sait.usc.edu/academicsupport/centerprograms/dsp/home_index.html .

## USC Center for Women & Men

The USC Center for Women & Men exists to facilitate the success of students, faculty, and staff by providing innovative opportunities for leadership and scholarship and by offering advocacy and confidential counseling to those who have experienced gender-related harm. Through its educational programs, the Center fosters a better understanding of feminism, healthy masculinity, and gender equity. Above all, The USC Center for Women & Men serves as a haven for students, staff, and faculty. For more information, visit their web page at http://www.usc.edu/student-affairs/cwm/ or contact them at (213) 740-4900.

## Information Technology Services

As a new student at USC, you will want to access the Internet, e-mail, and print and digital library resources as soon as possible. The Information Technology Services Division provides these and many other means to access and use information. Before you can take advantage of what ITS has to offer, you need to have an USCard, the standard identification card for all USC students. Once you have your USCard, you will be able to activate your USC computer account and library privileges. For additional information about any of the resources and services offered, visit ITS's Web page for new students at http://itservices.usc.edu/help/students/ .

## Computer Account

As a USC student, you will receive a USC user name and password that provide you with access to the following information services:

- Free e-mail, by which you will receive most official University and Ed.D. communications;
- Access to library catalogs and databases from locations outside the libraries and public user areas; and
- Access to computers in all ITS public computing centers.

To take advantage of these services, you need to activate your USC user name at the "First Login" website at https://secweb.usc.edu/cgi-local/firstlogin/showform?form=activate . Complete the online form, read the policies and choose a secure password to activate your account. Once your account is activated, you will be able to use the public computers. For more information regarding your account, including changing your password, account quotas, or renewal, please go to http://itservices.usc.edu/usc-accounts/.If you need assistance, please call the ITS Customer Support Center at (213) 740-5555 to speak with a computer consultant or ask for assistance at the service desk of any public computing center.

## USC Email

Email has been adopted as the primary mechanism for sending official communications to USC students. Students, therefore, must check their USC email accounts regularly in order to stay abreast of important messages and notifications. Failure to read official university communications sent to students' official email addresses does not absolve students from knowing and complying with the content of official communications. Instructors may use students' USC email addresses as the official out-of-class means of communicating with students registered in their classes. Students must comply with course requirements communicated to them by email.

Check your USC email account regularly for messages from the Master's Programs Office concerning registration, news, and events. Faculty will send important assignments, changes and announcements for class meetings, and other notices to your USC email address only. Instructors and Master's Programs Office staff will not send email to non-USC accounts (e.g. hotmail, gmail, yahoo, AOL, .k12.ca.us). Instructions on how to forward your USC e-mail account to another account that you use more frequently can be found on the iPlanet website at https://email.usc.edu/ . You will also need to be aware of whether your account is approaching its storage quota—if your account goes over quota you will not be able to receive essential emails from instructors and USC administration.

## Identification Cards

**USCard**

Your USCard may be obtained from the USCard Customer Service Offices located in first floor of Parking Structure X (PSX) adjacent to McCarthy Quad. Students are required to obtain a student ID card during his/her first semester at USC. Cards issued after a student's initial semester of enrollment are subject to a service fee.

A USC ID card is a must for all USC students and should be carried at all times while on campus. The card, which identifies you as a currently enrolled student, also entitles you to various other privileges and potential uses on and off campus. Your student ID entitles you to use the University Library System, the Lyon Center and other recreational facilities.

You may open an account with the USCard Office, which will enable your ID card to function as a debit card. The debit card can be used to purchase a variety of products and services the university offers. For more information on your ID card, visit http://www.usc.edu/uscard.

## Libraries

USC has more than a dozen libraries that feature specialized collections and archives. If you are not sure where to start, USC's gateway library, Thomas and Dorothy Leavey Library, is the place to go. The staff at Leavey Library can help you with your research needs and provide referrals to the other libraries on campus. For a complete list of all USC libraries and links to their homepages, visit the ITS's "Libraries at USC" Web page: http://www.usc.edu/libraries/locations/ . For an updated list of library hours, visit the "Hours and Locations" Web page at http://www.usc.edu/libraries/hours/all_libraries/.

The USC library catalog, which is available on the Web at http://www.usc.edu/libraries/, will help you locate books, periodicals, government documents, and dissertations held in libraries on the University Park campus. For digital library resources, including a vast collection of article indexes, catalogs, dictionaries, encyclopedias, electronic journals, visual materials, and much more, visit USC's "Subject Resources" page at http://www.usc.edu/libraries/index.php.

It is possible to configure your home computer to access the USC Library electronic resources. To find out more information call (213) 740-5555.

Rossier's own **Education Information Center** provides access to library services for the Rossier School of Education. The Information Center is exclusively for graduate students in the Rossier School of Education. It is equipped with computer work stations and study space. Books and journals in the field of education are housed in the Doheny Memorial Library. For assistance, please contact Melanee Vicedo, Head of Education and Social Work Library Services at (213) 740 0545 or by email at vicedo@usc.edu.

## Campus Security

The Department of Public Safety is located on the first floor of Parking Structure A. Emergency calls should be made to (213) 740-4321 and non-emergency calls to (213) 740-6000. In addition, emergency phones are located strategically throughout the campus. Many are marked by a blue light to aid in nighttime identification. The phones are connected directly to Public Safety and identify the location of the phone in the event the caller is unable to talk. The phones can be used to request an escort, to report suspicious persons or activity, and to report crimes.

When an emergency occurs, authorized senders can instantly notify you using TROJANS ALERT. TROJANSALERT is your connection to real-time updates, instructions on where to go, what to do, or what not to do, who to contact, and other important information. You can be

notified via text messages to your email account (school, home, office, etc.), cell phone, pager, Smart Phone or handheld device, or land line. Register at https:trojansalert.usc.edu.

## Athletic Facilities

Recreation facilities are open to USC students with current USC identification. The Lyon Center, located near the northwest corner of campus, houses a 21,800 sq. ft. gym (basketball, badminton, volleyball), conference rooms, sauna and Jacuzzi, equipment rental and sales, men's and women's locker rooms, weight room, four racquetball courts, a squash court, stretching and punching bag areas, SCycling/multi-purpose room, group exercise studio, basketball, volleyball, wrestling, and cardiovascular equipment.

Effective August 2006, to access any Lyon Center, McDonald's Swimming Pool, HSC Fitness Center privileges and services USC Students must complete a General Release of Liability Waiver. This waiver only needs to be submitted once and will remain in effect until you leave USC. You can sign the waiver online at https://elmer.uscard.usc.edu/

## Dining Facilities

USC's Hospitality Services offers a variety of dining options, including The Tutor Center, Cafe 84, Trojan Grounds, LiteraTea, and Popovich Cafe. A schedule of operating hours is available at http://hospitality.usc.edu/restaurants/retailcafes.aspx . Your USCard can be used at all retail campus dining facilities. No personal checks are accepted, and credit cards are accepted only at limited locations.

## USC Transportation| USC Auxiliary Services

 USC Transportation provides its students with parking permits, bus transportation, as well as campus cruiser accessibility. Students are eligible for AAA membership, discount on rental cars, zip cars, airport shuttles, and free Uber rides within a certain radius. Transportation has also equipped their students with a USC gas station and much more! For further information, please visit their website at http://transnet.usc.edu/  and to purchase a parking permit, please visit http://transnet.usc.edu/index.php/how-to-purchase-a-permit-2/.

## USC Student Affairs

The Division of Student Affairs is devoted to creating an integrated learning experience that helps students reach their educational, personal, and professional aspirations. We help create a campus community where students are prepared to contribute to a changing world. For further information, please visit https://studentaffairs.usc.edu/

## Diversity Resources

- Asian Pacific American Student Services (APASS)
- Center for Black Cultural & Student Affairs (CBCSA)
- El Centro Chicano
- USC LGBT Resource Center

## USC Kortschak Center for Learning and Creativity

The USC Kortschak Center for Learning and Creativity offers an innovative approach to assisting student's dyslexia, ADHD, and other identified learning differences. Equipped with state-of-the-art assistive technology and enhanced academic support services, the center provides insight and guidance into your preferred method of learning. For more information, please visit https://kortschakcenter.usc.edu/

## Housing Information

**USC Housing**

The goal of the university is to offer applicants housing in a variety of settings. More specifically, graduates reside in 20 university-owned and university-managed facilities, which are located on or near campus. The apartment style of living does require more independence, and the apartment units are furnished, with most having standard kitchens, bathroom facilities, and living areas. Units are designed to house two to five students per apartment, depending on the number and size of bedrooms. A limited number of furnished apartments for students with families are also available. For more information, including application information and financial facts, please visit http://housing.usc.edu.

**Alternative Housing Resources**

USC offers students a subscription that provides housing details, including property listings, photos, descriptions, prices, floor plans, and much more to help students look for off-campus housing. For more information please visit http://www.housing4students.com/colleges/usc/.

You also can search for housing by reviewing the classified section of the Daily Trojan, USC's student newspaper by visiting http://www.dailytrojan.com/classifieds. Click on the classified link.

**USC Office of International Services - Housing Information**

The Office of International Services (OIS) is a resource center that serves the needs of international students and visiting scholars at USC through a variety of advising services, programs, and information resources. In the "Housing" section of their website, which can be accessed via http://sait.usc.edu/ois/housing.aspx, incoming and current students can find information related to temporary accommodations, university housing, off-campus housing, and OIS off-campus housing postings.

**For other campus resources, please visit http://careers.usc.edu/students/info/diversity**

# Student Financial Information

USC Financial Aid encourages students to apply for financial aid when you submit your application for admission. Graduate students must meet the deadline, and all eligibility

requirements to be considered for all forms of financial aid.  Applications received after this date is considered for Federal Direct Stafford and Federal Direct Graduate PLUS loans only.

Students must also be registered at USC at least half-time each semester to be eligible for Federal Direct Loans.  Specifically, graduate students must be registered for four (4) or more units.

You should have:
- Completed the Free Application for Federal Student Aid (FAFSA) online at http://www.fafsa.ed.gov
  - Use your best estimate of 2015 student income.
  - USC's Federal School Code is: 001328.
- Please check with Financial Aid for the FAFSA deadline for 2016
- Completed the Supplemental Form online by logging into "My Financial Aid and Documents" on the Financial Aid website.  This form requires you to enter the range of academic units for which you will enroll each semester.  If you are unsure how many units you will take, please contact your academic advisor prior to submitting this form.  The enrollment units you select on this form MUST match your actual enrolled units in order for your financial aid to be properly disbursed.

For more information about Financial Aid, please visit the USC Financial Aid website at http://www.usc.edu/admission/fa/.

In order to access more frequently asked question regarding topics such as charges, student account, and payment plans, consider visiting Student Financial Services website: http://fbs.usc.edu/depts/sfs

|  |  |
|---|---|
| **Contact**: | USC Financial Aid Office |
|  | John Hubbard Hall (JHH) Lobby |
|  | 700 Childs Way |
|  | Los Angeles, CA 90089-0914 |
|  | (213) 740-4444 |
|  |  |
| **Hours**: | Monday-Friday: 9:00am-5:00pm |

## Paying your Fee Bill

The easiest way to pay is through USC e.pay online at www.usc.edu/epay. You can also visit the Cashier on the in the USC Credit Union branch at Student Union 106 (facing the Tutor Campus Center International Plaza) from 9am-5pm Monday through Friday. The USC Tuition Payment Plan allows settlement of a student account (one semester at a time), through a line of credit established with the USC Student Financial Services Office. You may use your USC Payment Plan account to pay for tuition, fees, university housing, meal plans, and other miscellaneous university charges in monthly installments. You must apply each year to participate in the USC Payment Plan. A non-refundable application fee is due with your application. In order to apply for the USC Payment Plan, you must accept the Terms and Conditions, and complete and return

the USC Payment Plan Application form located at:
http://fbs.usc.edu/depts/sfs/page/1562/payment-plan/ .

## Scholarships, Fellowships, & Grants

At USC Rossier, we are committed to helping students identify resources to fund their education. Both general and program-specific scholarships are available. Review our list below, and consult your program admissions director about additional resources you may qualify for. For more information, please visit http://rossier.usc.edu/admissions/financing/scholarships-fellowships-grants/

## Additional Resources and Organizations

## Career Services

The USC Career Center, which is located on the University Park Campus, provides exceptional career services to all members of the Trojan Family.  Its array of programs include career counseling, workshops, company profile events, career panels, internships, job listings and searches, Trojan Network, and Career Fairs.  Please be prepared to show or swipe your USCard upon checking in at the Career Center front desk or any Career Center-related programs.

> Contact:      USC Career Center
> 3601 Trousdale Parkway
> Student Union 110
> Los Angeles, CA 90089-4897
> Phone: 213-740-9111
> http://careers.usc.edu

> Hours:      Monday-Friday: 8:30am-5:00pm

## Rossier Student Organizations

## USC Graduate Student Government

The GSG mission is to enhance the University of Southern California graduate and professional student experience by serving as the face of the student body. To accomplish this, GSG is responsible for managing student resources efficiently, providing a voice for the student community, building a community that fosters interdisciplinary exchanges, and informing students about their rights, resources, and opportunities. For more information, please visit https://gsg.usc.edu/

## SHiEC

The Students of Higher Education Counseling (SHiEC) is a graduate student organization for students in the Master of Education (M.Ed.) in Educational Counseling (EC) program at USC. Our organization strives to promote the academic and professional development of graduate students in the field of educational counseling. SHiEC aims to engage members with the community and current events through programming and networking, both within the USC campus and other higher education institutions. As an organization, SHiEC also unites its

members and alumni as a support system and professional network for each other throughout their time at USC and beyond.  http://shiecusc.wix.com/usc-shiec

## PASA Network

The PASA Network is a student run organization for the PASA program that works to promote the academic and professional development of graduate students in the field of postsecondary administration and student affairs. We also coordinate social networking opportunities aimed to develop connections between students within the program, program faculty and staff, alumni and prospective students. http://uscpasanetwork.strikingly.com/

## Marriage and Family Therapy Student Organization (MFT-SO)

The Marriage and Family Therapy Student Organization (MFT-SO) was founded as way to bridge the gap between the first-year cohort, second-year cohort and third-year cohort. The organization strives to be four things-a social organization, a professional organization and a community organization and most importantly to have a great time with our fellow classmates.

## Educators for Queen Alliance (EQuAL)

The graduate organization Educators for Queer Alliance was created in the Fall of 2008. EQuAl is a graduate organization for anyone interested in promoting Lesbian, Gay, Bisexual, Transgendered, Queer, and Intersexed (LGBTQI) awareness on campus and among fellow educators. We work alongside the LGBT Resource Center and other organizations on campus, including other LGBT graduate organizations, to promote this awareness. http://sites.google.com/site/uscequal

## RSO

The Rossier Student Organization (RSO) was formed in 1968 as a forum for the exchange of student ideas and for the planning of student activities. All graduate students in Rossier School of Education are automatically members of the organization and are encouraged to participate in its activities and programs. Our goal is to promote research efforts of education students through reimbursements for conferences, and sponsor social activities for graduate students to come together, so they can make the most of their experience at USC.

The mission of RSO is to explore and promote academic issues and support a feeling of collegiality and community at the Rossier School of Education by assisting all students in every aspect of academic and social life at the University of Southern California.

## Important Contact Information

**USC Master's Programs Office Address**
3470 Trousdale Parkway, WPH 304
Los Angeles, CA, 90089-4033
213-740-3255
rsoempo@rossier.usc.edu

**Master's Programs Staff**

| | |
|---|---|
| Kristan Venegas, Director | kristanv@usc.edu |
| Julienne Jose Chen, Associate Director | julienne.jose@usc.edu |
| Danielle Clark, Academic Advisor | clarkd@rossier.usc.edu |
| James Hayashi, Writing Advisor | jhayashi@usc.edu |
| Laurie Markham, Placement Coordinator | lmarkham@rossier.usc.edu |
| Solomon Matthews, Graduate Intern | rsoempo@rossier.usc.edu |
| Crystal Quater, Graduate Student Worker | rsoempo@rossier.usc.edu |
| Neva Wallach, Graduate Student Worker | nwallach@usc.edu |
| Patricia Lara | plara@usc.edu |

**Course Curriculum Coordinators**

*Educational Counseling*
Kristan Venegas, Professor of Clinical Education          kristanv@usc.edu

*Marriage and Family Therapy*
Ruth Chung, Assoc Professor of Clinical Education          rchung@usc.edu

**USC Departments and Offices**

| | | |
|---|---|---|
| *Career Center* | (213) 740-9111 | http://careers.usc.edu |
| *Financial Aid* | (213) 740-4444 | http://www.usc.edu/admission/fa / |
| *Housing* | (800) 872-4632 | http://housing.usc.edu |
| *Health Center* | (213) 740-9355 | https://engemannshc.usc.edu/ |
| *Counseling Services* | (213) 740-7711 | Call during business hours of 8:30am-5:00pm |
| *Center for Women & Men* | (213) 740-4900 | http://www.usc.edu/student-affairs/cwm/index.html *24-hour crisis counseling available by telephone.* |
| *Disability Services* | (213) 740-0776 | http://sait.usc.edu/academicsupport/centerprograms/dsp/home_index.html |
| *Office of International Services* | (213) 740-2666 | http://sait.usc.edu/ois/ |
| *Registration Department* | (213) 740-8500 | http://www.usc.edu/dept/ARR/registration/index.html |
| *Degree Progress* | (213) 740-7070 | http://www.usc.edu/dept/ARR/degreeprogress/ |

- For **life threatening emergencies on or near campus**, please call DPS (Department for Public Safety) at 213-740-4321 to expedite ambulatory services. For all other locations, please call 911.

- For **all other after-hours emergencies**, such as feeling emotionally overwhelmed, please call 213-740-7711 and follow the prompt to be connected to the after-hours provider.

# 2016-2017 Important Dates

Summer 2016:                        May 18, 2016 – August 9, 2016
Fall 2016:                          August 22, 2016 – December 2, 2016
Spring 2017:                        January 9, 2017 – April 28, 2017

**Breaks/Holidays**
Memorial Day:                       May 30, 2016
Independence Day:                   July 4, 2016
Labor Day:                          September 5, 2016
Thanksgiving:                       November 23-27, 2016
Winter Recess:                      December 15, 2016 - January 8, 2017
Martin Luther King's Birthday:      January 16, 2017
Presidents' Day:                    February 20, 2017
Spring Recess:                      March 12-19, 2017
Commencement:                       May 12, 2017

## Master's Program Office Calendar Events

### Assessment Bootcamp

The Assessment Bootcamp is a one-day event that will provide knowledge base in basic assessment planning and design. Participants will focus on planning, implementation, and presenting assessment results. Participants who complete the full boot camp will receive an Assessment Certificate of Completion.

### Master's Program Office Newsletter

The Master's Program Office Newsletter is published every other month and sent out to prospective students, faculty, students, alumni, and the Trojan community.  Inside are messages from our faculty, staff, and student highlights.  Important dates and events are also noted for students' convenience. The newsletter was created by MPO to help create a presence for graduate students within the university and keep each person up-to-date with the latest information that flows through the office and department.

### Finals Study Break Lounge

The Study Break Lounge is a place for all Master's Program students to come throughout the day to have a safe space to study, refuel on snacks, and take a breather. We hope that this designated area can help with the stressors that comes along with finals. There is no need to RSVP for this event. All are invited.

### Pinning Ceremony

The Pinning Ceremony is something new that we feel is the perfect way to say farewell to our beloved students, and a passing of the torch to the arising second year students. For this event, representatives from the graduating class will come and pin the first years as they begin their quest towards graduation. Participants from all master programs are welcome (LDT, MFT, EC, and PASA). Those who attend will receive a pin with their graduating year on it, which may be worn during their graduation ceremony the following year! More information will come soon!

### Town Hall Meetings

The Town Hall Meetings will serve as a way for students in the Master's Programs to raise their concerns, as well as for our office to bring to presentations or workshops that the students have either missed or have inquired about. There will be two town hall meetings a year (one being in October and the other being in March). Because we serve a diverse population, we understand that all questions, comments, and/or concerns cannot be addressed the same. The town hall meeting will become an outlet for all voices to be heard and our students to become a hands on part of both their education and the evolving of their program.

### New Student Orientations

New Student Orientations serve as an introduction of USC as an intuition and Rossier as a department to accepted students. Each Program (LDT, MFT, EC, and PASA) each participate in their own orientation. During the orientation, students are given the opportunity to meet their cohort peers, faculty, staff, and other special guest.

# Appendix A

## Master's Programs Student Conduct Agreement

USC Academic Policies allow faculty and academic advisors to consider factors other than passing grades  and adequate GPAs in determining whether or not a student is making satisfactory academic progress.  These factors are included in the program's Conduct Standards, which are described in detail below.  All students are required to abide by these Conduct Standards as a condition of enrollment  in the program.

Students who do not uphold the Program Conduct Standards are subject to dismissal from the program,  even if they are earning passing grades.  In less severe situations, however, a student who is not meeting  the Program Conduct Standards may be offered the opportunity to remain in the program by working with  program staff to develop a remediation plan which may include, but is not limited to, repeating a course,  doing extra work to become proficient in an area of weakness, obtaining personal counseling where  appropriate, etc.

## Conduct Standards Agreement

I understand that I am enrolling in a graduate program, and that graduate school requires a high level of  maturity, flexibility, dedication, and personal responsibility.  I understand that training programs require an especially high level of these behaviors, and agree to conduct myself accordingly at all times  during my training. I understand that failure to adhere to these standards may result in remediation or, in  severe cases, be grounds for dismissal from the program.

## As a student of the Rossier School of Education program at USC, I agree to abide by

## the following conduct standards.  I will:

**Demonstrate Commitment to the Academic Process.** I will treat my training program as I would any  other professional position.  I will conduct myself appropriately during class or training sessions. I will   be prompt and attend class sessions in their entirety.  I will submit my work on time.  I will participate in  class discussions and will be prepared to give constructive feedback.  I will turn in only my best work.  I  will come to class prepared and ready to discuss the readings/topics.   I will refrain from inappropriate  computer or cell phone use during class. I will carefully consider how my dress and appearance impact  my professional credibility. I will refrain from distracting behaviors. If I am unable to meet these  standards, I will inform my instructor.

**Demonstrate Commitment to Field Work.** I will, at all times, adhere to the professional, legal and ethical guidelines put forth by the California Board of Behavioral Sciences (http://www.bbs.ca.gov/pdf/publications/lawsregs.pdf) and the laws put forth in the  business and professional codes of the state of California, as they relate to MFT candidates. I will also  abide by all rules for professional conduct established by the schools or other institutions in which my  field work takes place.

**Proactively Manage my Academic Program.** I will familiarize myself with university policies, procedures, dates, and registration deadlines by consulting the university catalogue issued my first year

of  enrollment and the schedule of classes for each semester (http://www.usc.edu/academics/classes/).

**Uphold USC Academic Integrity Standards.** I will familiarize myself with the university policy on academic dishonesty (http://www.usc.edu/student-affairs/SJACS/acadresources.html), and will abide by the proper writing and citation methods outlined in the APA Publication Manual

**Accept and Act upon Personal and Professional Feedback**. I will be open to constructive personal and  professional feedback, and will incorporate suggestions made by faculty and peers that will improve my  work as a therapist.

**Proactively Manage Personal Issues**. When I am dealing with a personal issue that impedes my progress in the program, I will inform my professors and advisors as soon as reasonably possible to develop a plan to continue or suspend my work in the program until the issue is resolved, so that I am not  penalized for poor performance as a result of the stress I am experiencing.

**Respect Others.** I will always be respectful to others by maintaining a professional demeanor in my interactions with other therapist candidates, staff, faculty, students, and mentors.  Consistent with USC's Policy on Non-Discrimination, I will, at all times, refrain from discriminatory behaviors toward others regarding race, color, ancestry, religion, sexual orientation, national origin, age, marital status, or disability.

**Seek to Resolve Grievances**. Should I have a grievance that affects my work in my program, I will first approach the person with whom I have a grievance and try to settle the dispute on my own.  Should I  be unsuccessful in settling the dispute on my own (or feel intimidated in any way), I will notify my Academic Advisor.  I understand that if the dispute is not adequately settled, the next steps in my recourse  are available in SCampus, which I can obtain on-line at http://www.usc.edu/dept/publications/SCAMPUS/.

**Proactively Seek Disability Assistance.** Should I have a disability and need reasonable modifications, special assistance, or accommodations in my courses, I will promptly register with Disability Services and Programs on campus, and direct my request to my professors at the *beginning* of the semester.  If I think that the modifications, special assistance, or accommodations offered are inappropriate or insufficient, I will seek the assistance of the Director of DSP.

Name: _____

Signature: _____

Date: _____

# Appendix B

# Marriage and Family Therapist Intern Form B

STATE OF CALIFORNIA – BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY                                    Governor Edmund G. Brown Jr.

**BBS**

**Board of Behavioral Sciences**
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## MARRIAGE AND FAMILY THERAPIST INTERN
## <u>IN-STATE</u> DEGREE PROGRAM CERTIFICATION
## FORM B

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**This form is for use by the following applicants**:

1) You began graduate study <u>on or after</u> August 1, 2012 **OR**

2) You began graduate study <u>before</u> August 1, 2012, AND did <u>not</u> complete the degree on or before December 31, 2018.

**Contact your school if you have questions about which form to use**

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*Type or print clearly in ink*

| Applicant Name:     Last | First | Middle |
|---|---|---|
| SSN or Individual Taxpayer ID Number | Enrollment Date<br><br>07/02/2015 | Degree Award Date<br><br>05/13/2016 |

**APPLICANT:**  The purpose of this form is for your school to verify completion of a degree program that complies with California law.  Enclose it with your application in an envelope that has been <u>sealed by your school</u>.

**SCHOOL:**  This applicant is applying for a MFT license or registration.  Please complete this form including the certification on the next page, and provide applicant with the original form IN A SEALED ENVELOPE.

The full legal text of the educational requirements can be found in the Business and Professions Code (BPC), available on the Board's website under *Statutes and Regulations*.

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1.  Has this specific degree program been reviewed and accepted by the Board?  ..Yes ☒   No ☐

    - *If NO, contact the Board for information on how to proceed.*
    - *If YES, answer the questions below and indicate in question #5 how the applicant's program differs from the Board-accepted program.*

2.  Did this student complete the program as accepted by the Board? ......................Yes ☒   No ☐

    - *If NO, contact the Board for information on how to proceed.*
    - *If YES, answer the questions below and indicate in question #5 how the applicant's program differs from the Board-accepted program.*

37A-601 (Rev. 12/2015)                                    1 of 2

| Applicant Name:      Last | First | Middle |
|---|---|---|
|  |  |  |

3. Was the student notified by means of public documents or otherwise in writing that the degree program was designed to meet the requirements of BPC section 4980.36?

Yes ☐  No ☐

4. The degree program contained:

   a. TOTAL UNITS: At least <u>60 semester or 90 quarter units</u> of instruction: .........Yes ☐  No ☐

   b. MFT COURSEWORK: <u>12 semester or 18 quarter units</u> as specified in BPC section 4980.36(d)(1)(A): ..................................................................Yes ☐  No ☐

   c. PRACTICUM: At least <u>6 semester or 9 quarter units</u> that included a minimum of <u>225 hours</u> as defined in BPC section 4980.36(d)(1)(B):................................Yes ☐  No ☐

   d. ALL OTHER CONTENT: as required by BPC section 4980.36(c), (d) & (e).......Yes ☐  No ☐

5. If you answered NO to any of the prior questions, mark the area where the program differed and specify how it differed:

   ☐ Total Units: _____

   ☐ MFT Coursework: _____

   ☐ Practicum: _____

   ☐ All Other Content required by BPC section 4980.36(c), (d) & (e): _____

   _____

   ☐ Other (explain): _____

   _____

   _____

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**CERTIFICATION**

*I hereby certify that all of the foregoing is true and correct*

| Signature of Chief Academic Officer or Authorized Designee | Name of Institution |
|---|---|
| Print Name | Institution Accredited or Approved by |
| Date Signed | |

37A-601 (Rev. 12/2015)                    2 of 2