

# Argosy University/Sarasota

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*Academic Catalog Addendum 2004–2005*



*Effective September 1, 2004–August 31, 2005*

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# Accreditation and Programs

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## **ARGOSY UNIVERSITY/SARASOTA**

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Sarasota, FL 34235

1.941.379.0404 1.800.331.5995

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www.argosyu.edu

## **INSTITUTIONAL ACCREDITATION**

Argosy University is accredited by the Higher Learning Commission and is a member of the North Central Association (NCA) (30 North LaSalle Street, Suite 2400, Chicago, IL 60602, 1.312.263.0456, www.ncahlc.org).

## **STATE LICENSING**

Argosy University/Sarasota is licensed by the Commission of Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 2650 Apalachee Parkway, Suite A, Tallahassee, FL 32301, 1.888.224.6684.

## **ARGOSY UNIVERSITY/SARASOTA PROGRAMS** **The College of Business and Information Technology**

### *Bachelor of Science (B.S.)*

- Business Administration (Degree Completion Program)

*May choose an optional concentration in:*

Information Technology

- E-Business (Degree Completion Program)
- Organizational Management (Degree Completion Program)

### *Master of Business Administration (M.B.A.)*

- Business Administration

*May choose one of ten optional concentrations:*

Accounting

Finance

Forensic Accounting

Healthcare Administration

Human Resources

Information Technology

International Business

Leadership

Marketing

Public Administration

### *Doctor of Business Administration (D.B.A.)*

- Accounting
- Information Systems
- International Business
- Management
- Marketing

## **The College of Education and Human Development**

### *Master of Arts in Education (M.A.Ed.)*

- Curriculum & Instruction
- Educational Leadership

### *Education Specialist (Ed.S.)*

- Curriculum & Instruction

*Must choose one of two concentrations in:*

Gifted/Talented Education: K–12

K–12 Education

- Educational Leadership

### *Doctor of Education (Ed.D.)*

- Curriculum & Instruction

*Must choose one of three concentrations in:*

Gifted/Talented Education

Higher Education

K–12 Education

- Educational Leadership

*Must choose one of three concentrations in:*

General Program

Higher Education Administration

K–12

## **The Sarasota School of Professional Psychology and Behavioral Sciences**

### *Bachelor of Arts (B.A.)*

- Psychology (Degree Completion Program)

*May choose an optional concentration in:*

Criminal Justice

### *Master of Arts (M.A.)*

- Guidance Counseling
- Mental Health Counseling

### *Education Specialist (Ed.S.)*

- School Counseling

### *Doctor of Education (Ed.D.)*

- Counseling Psychology
- Organizational Leadership
- Pastoral Community Counseling

### *Doctor of Psychology (Psy.D.)*

- Clinical Psychology

# Academic Program Requirements

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## **COMPREHENSIVE EXAMINATION PETITION, APPROVAL, REGISTRATION, AND ENROLLMENT REQUIREMENTS**

After a student has successfully completed the requirements outlined in his or her degree program plan of study, and consulted with his or her advisor, he or she may petition to take the Comprehensive Examination for that degree program. Requirements for all programs include completion of at least 51 percent of the required program credit hours with Argosy University in an in-residence format. Up to 49 percent of the program may be completed in an online or distance learning format. Students completing degree course requirements without meeting the residency requirement will be required to complete additional in-residence courses to achieve this residence percentage standard.

It is the student's responsibility to ensure that his or her transcript is current and reflects all courses taken and transferred prior to submitting the Comprehensive Exam Petition. Several levels of review and approval are necessary. Therefore, students are advised to submit the petition at least six weeks prior to a regularly scheduled examination in order to assure time for obtaining full approval prior to exam dates. Students may petition when they have completed or are enrolled in their final course requirement for taking the Comprehensive Exam in their program. Students who have final grades pending at the time of submission may be conditionally approved pending successful completion of all required courses and submission of all grades prior to sitting for the Comprehensive Exam. The Comprehensive Examination Petition Form and Transfer Credit Petition Form are available from the Student Services Department and through Embanet/First Class. Completed Comprehensive Exam Petitions should be submitted to the Student Services Department for processing.

Once the student's petition is fully approved, enrollment in ADJ COMP Comprehensive Exam will be automatically processed for the semester during which the student plans to sit for the exam. No credit hours are earned for enrollment but it allows students to maintain a less-than-half-time active enrollment status for up to one semester while taking a Comprehensive Exam. It also creates a transcript record, reflecting enrollment for the Comprehensive Examination and the ultimate outcome of all attempts, with a final grade of "CR" or "NC". Enrollment in ADJ COMP does not constitute enrollment for student loan deferment purposes because it carries no credit hours. Enrollment requirements for maintaining half-time and/or full-times status are outlined in the current *Argosy University Academic Catalog*.

## **DOCTORAL PROGRAM DISSERTATION PETITION, APPROVAL, REGISTRATION PROCESS, AND ENROLLMENT REQUIREMENTS**

Students who are approaching the dissertation phase of their doctoral programs should review the *Guide to Dissertation* at Argosy University/Sarasota and complete a Petition for Establishing Candidacy and a Dissertation Committee (PECDC). Both publications are available through Embanet/First Class. The *Guide to Dissertation* contains guidelines related to forming a dissertation committee as well as detailed information regarding all dissertation requirements.

Students are expected to nominate three potential individuals to serve on their committee after securing their consent for the nomination. The dean approves the final committee in consultation with the student's faculty advisor and the approved committee may be different from the individuals nominated. Questions about the selection of committee members should be addressed with the student's academic advisor. Students should consult with their academic advisor and potential committee members to discuss tentative

research topics prior to submitting a PECDC. A copy of the student's dissertation prospectus must be attached to the PECDC and will be forwarded to each approved committee member with a copy of the petition.

Once a student has consulted with his/her advisor and prospective committee members, a completed PECDC should be submitted to the Student Services Department for review and processing. Upon receipt of the PECDC, the Student Records Department will print the transcript & financial ledger history to be sure that the student is appropriately enrolled, all required coursework is successfully completed, the student is making satisfactory academic progress and that the student's account is current. The PECDC will then be forwarded to the dean of the student's school for approvals.

If a PECDC is conditionally approved or disapproved, the student should work with his or her academic advisor to remediate deficiencies. Once all deficiencies are remediated, the student should contact Student Services for release of the PECDC to school for final approval. Once a PECDC is approved and the student has completed all the requirements to be admitted to candidacy as outlined in his or her degree program, and the student is properly registered for dissertation, the student may begin dissertation research with the assigned committee.

Students who are ready to begin the dissertation should contact the Student Services Department to complete a Dissertation Registration Plan Form in cooperation with a registration coordinator. Approved students may begin dissertation at the beginning or midpoint of a semester. All doctoral-level dissertations require a minimum of 15 semester credit hours for completion. Each student will be automatically enrolled for a portion of those credit hours (typically 3) each semester from the start of the dissertation process until passing his/her final defense. Automatic registration begins with the first semester of enrollment and commences with completion of all dissertation requirements.

If the dissertation is completed in less than five semesters, the student must still register for the required minimum of 15 credit hours before final grade for the dissertation will be granted. In other words, students who finish in less than five semesters will need to register for more credit hours in the last semester in order to earn the 15 credit minimum. Students who take longer than five semesters to complete a dissertation will be required to register for 3 additional credit hours of dissertation each semester until passing his/her final defense. Students who take more than six semesters to complete the dissertation will need the written permission of the dean to continue the dissertation past six semesters.

At the end of each semester, the dissertation chair will issue a grade of "PR" (Progressing) indicating that the student is progressing toward completion of the dissertation or a grade of "NC" (No Credit) indicating that the student should receive no credit for dissertation that semester. All "PR" grades will be changed to "CR" (Credit) once the student has successfully completed all dissertation requirements. Any grade of "NC" will be permanent and will not count toward the 15-credit hour requirement for completion of dissertation.

Continuous enrollment in dissertation credits is required from the beginning of the dissertation process until all dissertation requirements are completed unless an official leave of absence is granted. Students must maintain current enrollment in dissertation in order to work towards completion of the dissertation.

See the current *Argosy University Academic Catalog* and *Argosy University/Sarasota Dissertation Guide* for academic requirements regarding the dissertation.

## **WRITING STYLE REQUIREMENTS**

In an effort to foster a spirit of honesty and integrity during the learning process, Argosy University requires that the submission of all course assignments represent the original work produced by that student. All sources must be documented through normal scholarly references/citations and all work must be submitted using the *Publication Manual* of the American Psychological Association, 5th Edition (2001). Washington DC: American Psychological

Association (APA) format. Please refer to Appendix A in the *Publication Manual of the American Psychological Association*, 5th Edition for thesis and paper format. Students are encouraged to purchase this manual (required in some courses) and become familiar with its content as well as consult the *Argosy University Academic Catalog* for further information regarding academic dishonesty and plagiarism.

Additionally, Argosy University considers resubmission of a work produced for one course in a subsequent course or the submission of work done partially or entirely by another to be academic dishonesty. It is the student's responsibility to seek clarification from the instructor regarding how much help may be received in completing an assignment, exam or project and what sources may be used.

The faculty at Argosy University is dedicated to providing a learning environment that supports scholarly and ethical writing free from academic dishonesty and plagiarism. This includes the proper and appropriate referencing of all sources. You may be asked to submit your course assignments through Turnitin, ([www.turnitin.com](http://www.turnitin.com)), an online resource established to help educators develop writing/research skills and detect potential cases of academic dishonesty. Turnitin compares submitted papers to billions of pages of content and provides a comparison report to your instructor. This comparison detects papers that share common information and duplicative language.

Argosy University's policies call for all written work to be submitted typed and in standard written English. If necessary, students may employ an editor to assist with grammar and style, but not content. The editor's name, address, and telephone number must appear on the document, and the student's original unedited work must be attached.

### **Writing Remediation**

There is a strong emphasis placed on the ability to write professionally throughout the curricula at Argosy University/Sarasota. Students who recognize the need to strengthen their writing proficiency are encouraged to enroll in a writing skills course during their first year of enrollment. Areas for improvement may be identified by faculty members at the point of admission or during the completion of program requirements. When such issues are identified, the student will be notified in writing of the recommendation or requirement that he/she complete a writing course.

# **The Sarasota School of Professional Psychology and Behavioral Sciences**

As a school devoted to the education and training of individuals entering the human services field, the Sarasota School of Professional Psychology and Behavioral Sciences at Argosy University/Sarasota has committed itself to fostering and cultivating the attitudes, values, knowledge, and skills that understand and respect diversity in all its forms. It is committed to alleviating human suffering and enhancing human functioning in all contexts, including individuals, families, groups, organizations, the community, and society at large. We seek to promote the highest standards of professional service, contribution to the understanding of human behavior, ethical conduct, and disciplined inquiry in an atmosphere of respect, openness, freedom, and collaboration.

# Master of Arts in Guidance Counseling Program

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## PROGRAM OVERVIEW

Argosy University recognizes the need to provide human services providers with the extensive knowledge and range of skills necessary to function effectively in their profession. Programs have been developed by Argosy University faculty members to enable working professionals to pursue their personal and professional goals through completion of a master's program. Courses and curricula are designed to parallel prevailing licensure and certification requirements as closely as possible. Because of variations among states, each student should check with regional authorities to confirm such requirements.

The Master of Arts (M.A.) in Guidance Counseling Program serves adult students throughout the world. It provides a quality program in guidance counseling to meet the needs of students and the community. The focus on the program is student preparation and professional development. The program remains faithful to its mission of preparing students to function of a high professional level in a rapidly changing world. The focus of the mission will continue to promote teaching, learning and service.

The M.A. in Guidance Counseling Program faculty have developed practitioner oriented program and course objectives. The program objectives were reviewed by the faculty and administration of the Sarasota School of Psychology and Behavioral Sciences at Argosy University/Sarasota and an advisory committee made up of students, alumni, professional and business people through the local professional community. Students and faculty of the department are expected to behave in accord with the highest ethical and professional standards while engaged in accomplishing this mission.

## Program Objectives

The M.A. in Guidance Counseling Program is designed to provide graduates with the knowledge and skills required for successful careers in the field. Specific student learning objectives include:

- Students will explain and interpret all ethical and legal codes for guidance counselors provided by professional counseling associations and will adhere to these standards at all times.
- Students will demonstrate sensitivity to the impact of multicultural issues on the counseling relationship and on treatment by developing and applying therapeutic approaches and techniques that respect multicultural differences and meet multicultural needs.
- Students will identify and apply core theories and research of the nature and needs of individuals at all developmental levels.
- Students will apply core career developmental theories and decision making models to increase client understanding of career and educational planning and placement.
- Students will use appropriate counseling techniques to engage the client in the interviewing process, to build and maintain rapport, and to begin to establish a therapeutic alliance.
- Students will ethically and effectively conduct group counseling and understand the principles, issues, and dynamics of group work as well as the role of a group counselor.
- Students will identify and employ assessment instruments that would be most helpful in evaluating specific client problems or concerns.
- Students will use, interpret, and apply various research methods such as qualitative, quantitative, single-case designs, action research, and outcome-based research, statistical analysis, needs assessment, and program evaluation.

### **Program Formats**

Argosy University/Sarasota strives to provide an educational experience with the highest academic quality in a variety of flexible formats designed for the convenience of adult students from various geographical locations. In that respect, regular in-residence, blended residential, tutorial, and online courses are offered during 15-week and 7.5-week academic semesters throughout the year. Residential courses may also be available in intensive intersession formats that incorporate a combination of distance learning and intensive one-week or two-weekend meetings on-campus in Sarasota. The current course schedule outlines available courses for each semester.

### **Eligibility for Licensure**

Credits and degrees earned from Argosy University/Sarasota do not automatically qualify the holder to participate in professional licensing examinations to practice regulated professions in Florida or in other states. Persons interested in practicing in a regulated profession should contact the appropriate state regulatory agency in their field of interest.

### **Endorsement Policy**

Argosy University/Sarasota faculty will only endorse students for professional placement and licensure who have completed all formal course work including all practicum/internship requirements. Recommendations for job placement, both oral and written will be specific to guidance counseling, the employment for which the M.A. in Guidance Counseling student is prepared.

### **ADMISSIONS REQUIREMENTS**

Individuals interested in applying for entry into the M.A. in Guidance Counseling Program are expected to have the following:

- Strong personal character
- A bachelor's degree from a regionally accredited institution, a nationally accredited institution approved and documented by Argosy University, or an appropriately certified foreign institution.
- A grade point average of at least 3.0 (on a scale of 4.0) during the last two years of undergraduate work and any subsequent graduate study.

- Minimum TOEFL® scores of 213 (computer version) or 550 (paper version) required of applicants whose native language is not English, or who have not graduated from an institution at which English is the language of instruction.

All applications for admission must be submitted to the Admissions Department. An Admissions Representative is available to help interested applicants complete the following required documentation.

- Completed Application for Admission Form
- Application fee (non-refundable except in California).
- Personal/professional goal statement with a self-appraisal of qualifications for the profession
- Current résumé
- Three completed Applicant Recommendation Forms
- Official transcripts from all postsecondary schools attended.

### **ENROLLMENT REQUIREMENTS**

Matriculated students should be continuously enrolled in the program from the time of matriculation through graduation. Enrollment in any part of an academic semester satisfies this requirement (e.g., enrollment in a single 7.5-week session). Students who must take time off due to medical or other significant reasons may apply for a leave of absence. No more than one year of leave will be permitted from the time of matriculation through graduation in the program. Students are discouraged from taking a leave of absence as it delays their progress toward graduation. Students who do not register for the current semester, or who do not return from a leave of absence, will be considered withdrawn from the program. Students are required to enroll for each semester from their date of matriculation until completion of all program requirements.

### Satisfactory Academic Progress

Students must make satisfactory progress towards a degree by maintaining a grade point average (GPA) of 3.0 on a scale of 4.0. Students must complete this program within six years after matriculation. Students who take an approved leave of absence will have six years plus the length of time they were on the approved leave of absence, not to exceed one year, to complete the program.

#### Credit Hour Requirements for Satisfactory Academic Progress

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End of Year One	9 credit hours
End of Year Two	18 credit hours
End of Year Three	27 credit hours
End of Year Four	36 credit hours
End of Year Five	45 credit hours
End of Year Six	48 credit hours

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### GRADUATION REQUIREMENTS

Students who are admitted into the M.A. in Guidance Counseling Program will be responsible for completing the program requirements that are in effect at the time of their admission. However, the school retains the right to modify these requirements in accordance with the demands of the counseling profession. The courses will be completed in the order recommended by Argosy University/Sarasota.

- Satisfactory completion of all requirements in the program of study developed in consultation with the faculty member.
- Satisfactory completion of 48 credit hours beyond the bachelor's degree, with at least nine courses taken in a residential format.
- A grade point average of 3.0 or higher (on a scale of 4.0).
- A completed Petition to Graduate submitted to campus administration.

### PROGRAM REQUIREMENTS

Students must complete at least 51 percent of their required program credit hours with Argosy University in an in-residence format. Up to 49 percent of the program may be completed in an online or distance learning format. Students completing degree course requirements without meeting the residency requirement will be required to complete additional in-residence courses to achieve this in-residence percentage standard.

#### Core Course Requirements— Students Are Required to Take the Following

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C6035	Human Growth and Development (3)
C6036	Essentials of Interviewing (3)
C6362	Student Appraisal (3)
C6433	Theories of Personality (3)
C6436	Individual Counseling Theories and Practice (3)
C6440	Ethics in Counseling (3)
C6443	Group Guidance Counseling (3)
C6444	Counseling Exceptional Students and Families (3)
C6445	Social and Cultural Competencies for Counselors (3)
C6446	Substance Abuse Counseling (3)
C6452	Career and Lifestyle Assessment (3)
C6459	Consultation in Education (3)
C6492	Field Experience I (3)
C6493	Field Experience II (3)
C6510	Principles of Guidance (3)
R6033	Research in Education (3)

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Core Course Requirements—48 Credit Hours

### **Writing Program Requirements**

There is a strong emphasis placed on the ability to write professionally throughout the curricula at Argosy University/Sarasota. Students who recognize the need to strengthen their writing proficiency are encouraged to enroll in a writing skills course during their first year of enrollment. Areas for improvement may be identified by faculty members at the point of admission or during the completion of program requirements. When such issues are identified, the student will be notified in writing of the recommendation or requirement that he/she complete a writing course. Such identification is in the spirit of boosting the potential of a student to successfully complete his/her degree program.

### **Practicum and Practicum Seminar Requirements**

Practicum/field experience courses require the student to arrange an independent and appropriate clinical practicum in guidance counseling. The student is required to participate in the field experience for a minimum of eight hours per week for 15 weeks. While engaged in the guidance counseling practicum, the student must be directly supervised by a school guidance counselor who is either employed by the public school system or is certified as a school guidance counselor. While engaged in a mental health practicum, the student must be directly supervised by an appropriately licensed therapist. The purpose of the field experience is to practice counseling skills in an applied setting under the supervision of an experienced practitioner and under the direction of an Argosy University mentor. The activity of the student is closely monitored by the course instructor in conjunction with the field supervisor. The progress of the student is formally evaluated by the course instructor and the field supervisor. Expected student outcomes include submission of a reflective journal that chronicles the student's growth and development, and satisfactory field evaluations. In order to participate in a field experience the student must be enrolled in Field Experience I (C6492) or Field Experience II (C6493).

### **CREDIT TRANSFER POLICIES**

General graduate transfer credit criteria are outlined in the *Argosy University Academic Catalog*. In order to have transfer credits evaluated for transfer to the Guidance Counseling Program at Argosy University/Sarasota, students must submit a Graduate Credit Transfer Form to the Student Services Department for each transfer course requested. Requests for transfer credit are generally reviewed for transfer by a faculty content expert and the dean or a designee. Transfer courses cannot have been used to satisfy the requirements for a prior degree, unless that program is part of the degree being sought at Argosy University/Sarasota.

A student who desires to submit a course for transfer review should notify the Student Services Department and obtain the appropriate transfer request form. This form should be completed and returned to the Student Services Department. Only requests made in writing are reviewed. A request form is required for each course a student submits for review.

# Master of Arts in Mental Health Counseling Program

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## PROGRAM OVERVIEW

The Master of Arts (M.A.) in Mental Health Counseling Program is designed to provide students with a sound foundation for eventual practice of mental health counseling. The program introduces students to basic counseling skills that integrate individual and group theoretical foundations of mental health counseling into appropriate client interaction and intervention skills. The program emphasizes the development of attitudes, knowledge, and skills essential in the formation of mental health counselors who are committed to the ethical provision of quality services.

## Mission Statement

The M.A. in Mental Health Counseling Program serves adult students throughout the world. It provides a quality program in mental health counseling to meet the needs of students and the community. The focus on the program is student preparation and professional development. The program remains faithful to its mission of preparing students to function of a high professional level in a rapidly changing world. The focus of the mission will continue to promote teaching, learning and service.

The M.A. in Mental Health Counseling Program faculty have used CACREP standards as a guide in the development of all aspects of this practitioner oriented program including its purpose objectives and courses. The program objective were reviewed by the faculty and administration of the Sarasota School of Psychology and Behavioral Sciences at Argosy University/Sarasota and an advisory committee made up of students, former students, professional and business people through the local community. These objectives meet the standards of practice of ACA and follow the spirit outlined in the CACREP standards. Students and faculty of the Department are expected to behave in accord with the highest ethical and professional standards while engaged in accomplishing this mission.

## Program Objectives

The M.A. in Mental Health Counseling Program is designed to provide graduates with the knowledge and skills required for successfully careers in the field. Specific student learning objectives include:

- Students will be able to explain and interpret all ethical and legal codes for counselors provided by professional counseling associations and will adhere to these standards at all times.
- Students will be able to demonstrate sensitivity to the impact of multicultural issues on the counseling relationship and on treatment by developing and applying therapeutic approaches and techniques that respect multicultural differences and meet multicultural needs.
- Students will be able to identify and apply core theories and research of the nature and needs of individuals at all developmental levels.
- Students will be able to apply core career development theories and decision-making models to increase client understanding of career and educational planning and placement.
- Students will be able to use appropriate counseling techniques to engage the client in the interviewing process, to build and maintain rapport, and to begin to establish a therapeutic alliance.
- Students will be able to ethically and effectively conduct group counseling and understand the principles, issues, and dynamics of group work as well as the role of a group counselor.
- Students will identify and employ assessment instruments that would be most helpful in evaluating specific client problems or concerns.
- Students will be able to use, interpret, and apply various research methods such as qualitative, quantitative, single-case designs, action research, and outcome-based research, statistical analysis, needs assessment, and program evaluation.

### **Program Formats**

Argosy University/Sarasota strives to provide an educational experience with the highest academic quality in a variety of flexible formats designed for the convenience of adult students from various geographical locations. In that respect, regular in-residence, blended residential, tutorial, and online courses are offered during 15-week and 7.5-week academic semesters throughout the year. Residential courses may also be available in intensive intersession formats that incorporate a combination of distance learning and intensive one-week or two-weekend meetings on-campus in Sarasota. The current course schedule outlines available courses for each semester.

### **Eligibility for Licensure**

Credits and degrees earned from Argosy University/Sarasota do not automatically qualify the holder to participate in professional licensing examinations to practice regulated professions in Florida or in other states. Persons interested in practicing in a regulated profession should contact the appropriate state regulatory agency in their field of interest.

### **Endorsement Policy**

Argosy University/Sarasota faculty will only endorse students for professional placement and licensure who have completed all formal course work including all practicum/internship requirements. Recommendations for job placement, both oral and written will be specific to mental health counseling, the employment for which the M.A. in Mental Health Counseling student is prepared.

### **ADMISSIONS REQUIREMENTS**

To be considered for admission to the Master of Arts in Mental Health Counseling Program, the applicant is required to:

- Hold a baccalaureate degree from a regionally accredited institution or appropriately certified foreign institution.
- Present evidence of scholastic ability.
- Demonstrate interest in the areas of counseling and psychology.
- Be committed to graduate study.
- Show strong personal character.

### **ENROLLMENT REQUIREMENTS**

Matriculated students should be continuously enrolled in the program from the time of matriculation through graduation. Enrollment in any part of an academic semester satisfies this requirement (e.g., enrollment in a single 7.5-week session). Students who must take time off due to medical or other significant reasons may apply for a leave of absence. No more than one year of leave will be permitted from the time of matriculation through graduation in the program. Students are discouraged from taking a leave of absence as it delays their progress toward graduation. Students who do not register for the current semester, or who do not return from a leave of absence, will be considered withdrawn from the program. Students are required to enroll for each semester from their date of matriculation until completion of all program requirements.

### **Academic Academic Standards**

Students must make satisfactory progress towards a degree by maintaining a grade point average (GPA) of 3.0 on a scale of 4.0. Students must complete this program within seven years after matriculation. Students who take an approved leave of absence will have seven years plus the length of time they were on the approved leave of absence, not to exceed one year, to complete the program.

#### **Credit Hour Requirements for Satisfactory Academic Progress**

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End of Year One	9 credit hours
End of Year Two	18 credit hours
End of Year Three	27 credit hours
End of Year Four	36 credit hours
End of Year Five	45 credit hours
End of Year Six	54 credit hours
End of Year Seven	60 credit hours

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## GRADUATION REQUIREMENTS

Students who are admitted into the M.A. in Mental Health Counseling Program will be responsible for completing the program requirements that are in effect at the time of their admission. However, the school retains the right to modify these requirements in accordance with the demands of the counseling profession. The courses will be completed in the order recommended by Argosy University/Sarasota.

To be eligible for graduation, students must meet the following requirements:

- Completion of 60 credit hours by the end of the seventh year of matriculation. The total credit hours must include:
  - 6 credit hours of practicum and seminar
- Successful completion of the Counselor Presentation Evaluation (CPE)
- A grade point average of at least 3.0 on a 4.0 scale
- Submission of Petition to Graduate
- Completion of at least 11 courses in residential format.

## PROGRAM REQUIREMENTS

### In-Residence Course Requirements— Students Are Required to Take the Following

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C6432	Diagnosis and Tx of Psychopathology (3)
C6435	Individual Evaluation and Assessment (3)
C6036	Essentials of Interviewing (3)
C6438	Group Theories and Practice (3)
C6440	Ethics in Counseling (3)
C6445	Social and Cultural Comp for Counselors (3)
C6452	Career and Lifestyle Assessment (3)
C6460	Supervision for Counselors (3)

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In-Residence Course Requirements—24 Credit Hours

### Online Requirements— Students Are Required to Take the Following

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C6431	Counseling in Community Settings (3)
C6433	Theories of Personality (3)
C6035	Human Growth and Development (3)
C6436	Individual Couns. Theories and Practice (3)
C6439	Human Sexuality (3)
C6041	Foundations of Mental Health Counseling (3)
C6446	Substance Abuse Counseling (3)
R6032	Research and Program Eval in Couns (3)

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Online Course Requirements—24 Credit Hours

## Elective Requirements

Students identify appropriate electives in consultation with their advisors.

### Practicum and Internship Requirements— Students Are Required to Take the Following

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C6494	Practicum/Internship (3)
C6495	Internship (3)

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Practicum and Internship Requirements—6 Credit Hours

## Writing Program Requirements

There is a strong emphasis placed on the ability to write professionally throughout the curricula at Argosy University/Sarasota. Students who recognize the need to strengthen their writing proficiency are encouraged to enroll in a writing skills course during their first year of enrollment. Areas for improvement may be identified by faculty members at the point of admission or during the completion of program requirements. When such issues are identified, the student will be notified in writing of the recommendation or requirement that he/she complete a writing course. Such identification is in the spirit of boosting the potential of a student to successfully complete his/her degree program.

## Practicum Requirements

The beginning practicum/internship for students in the M.A. in Mental Health Program requires that students complete a separate practicum of at least 100 clock hours at the beginning of Practicum/Internship (C6494). This practicum experience is designed to provide for the development of supervised individual and group counseling skills. It is also designed to introduce basic skills and concepts involving clinical reasoning, relationship-building, assessment and evaluation, clinical interventions, and professional and ethical awareness. Practicum students will shadow and observe experienced counselors at their clinical sites. Students are required to complete the practicum, which is the first part of a 500-hour practicum/internship experience prior to engaging in the clinical internship.

All practicum students are expected to complete a minimum of 40 hours of direct service with clients including experience in individual counseling and group work. Students are expected to maintain weekly clinical journals of all aspects of their practicum experience and to log these hours. It is expected that both faculty and site supervisor will regularly read, discuss and sign these journals. Students are expected to participate in weekly online and telephone seminars with a designated seminar leader. Evaluation of the student's performance will occur throughout the practicum and will include a formal evaluation at the completion of the 100 hour practicum.

### **Capstone Examinations**

Students are required to take the Counselor Preparation Comprehensive Examination (CPCE) for the first time at the mid-point of their graduate study or as soon as they complete the ten core courses on which it is based. All students must successfully complete the CPCE no later than the semester before the semester in which they plan to graduate.

### **Internship Requirements**

After successful completion of all practicum requirements the student is then permitted to move on to the internship, which requires an additional 400 clock hours.

During the internship students will continue to develop and refine competencies related to clinical reasoning, relationship skills, assessment skills, and interventions skills. In addition, students will continue to increase their knowledge base of core counseling competencies, as well as to improve their abilities to write clear, well organized reports, and refine their communication skills. Internship students will be expected to enhance their recognition of the rights, responsibilities and ethical guidelines of the profession. They will also be required to demonstrate knowledge of, and sensitivity to, diversity issues in interactions with clients and other professionals.

### **CREDIT TRANSFER POLICIES**

General graduate transfer credit criteria are outlined in the *Argosy University Academic Catalog*. In order to have transfer credits evaluated for transfer to the Guidance Counseling Program at Argosy University/Sarasota, students must submit a Graduate Credit Transfer Form to the Student Services Department for each transfer course requested. Requests for transfer credit are generally reviewed for transfer by a faculty content expert and the dean or a designee. Transfer courses cannot have been used to satisfy the requirements for a prior degree, unless that program is part of the degree being sought at Argosy University/Sarasota.

A student who desires to submit a course for transfer review should notify the Student Services Department and obtain the appropriate transfer request form. This form should be completed and returned to the Student Services Department. Only requests made in writing are reviewed. A request form is required for each course a student submits for review.

# Doctor of Education in Counseling Psychology Program

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## **PROGRAM OVERVIEW**

The Doctor of Education (Ed.D.) in Counseling Psychology Program is designed to meet the special requirements of working professionals motivated to develop their knowledge and skills to handle the changing needs of modern organizations. The program is designed to provide working professionals with the opportunity to pursue their personal and professional goals through the completion of a graduate program.

### **Program Formats**

Argosy University/Sarasota strives to provide an educational experience with the highest academic quality in a variety of flexible formats designed for the convenience of adult students from various geographical locations. In that respect, regular in-residence, blended residential, tutorial, and online courses are offered during 15-week and 7.5-week academic semesters throughout the year. Residential courses may also be available in intensive intersession formats that incorporate a combination of distance learning and intensive one-week or two-weekend meetings on-campus in Sarasota. The current course schedule outlines available courses for each semester.

### **Eligibility for Licensure**

The Ed.D. in Counseling Psychology Program is not designed to produce licensed psychologists, but rather to help in the development of the highest level of professional counselor and leaders in the fields of human services, consultation, and education.

## **Endorsement Policy**

Argosy University/Sarasota faculty will only endorse students for professional placement and licensure who have completed all formal course work including all practicum/internship requirements. Recommendations for job placement, both oral and written will be specific to counseling psychology, the employment for which the Ed.D. in Counseling Psychology student is prepared.

## **ADMISSIONS REQUIREMENTS**

To be considered for admission to the Doctor of Education in Counseling Psychology Program, the applicant is required to:

- A master's degree in counseling or related field from a regionally accredited institution, a nationally accredited institution approved and documented by Argosy University, or an appropriately certified foreign institution. Incoming students may be required to complete additional prerequisite courses and/or complete a practicum/internship.
- A grade point average of at least 3.0 (on a scale of 4.0) in work leading to a master's degree and in any subsequent graduate study.
- Minimum TOEFL® scores of 213 (computer version) or 550 (paper version) required of applicants whose native language is not English, or who have not graduated from an institution at which English is the language of instruction.
- Other requirements as determined by the program of study.

## ENROLLMENT REQUIREMENTS

Matriculated students should be continuously enrolled in the program from the time a matriculation through graduation. Enrollment in any part of an academic semester satisfies this requirement (e.g., enrollment in a single 7.5-week session). Students who must take time off due to medical or other significant reasons may apply for a leave of absence. No more than one year of leave will be permitted from the time of matriculation through graduation in the program. Students are discouraged from taking a leave of absence as it delays their progress toward graduation. Students who do not register for the current semester, or who do not return from a leave of absence, will be considered withdrawn from the program. Students are required to enroll for each semester from their date of matriculation until completion of all program requirements.

### Academic Academic Standards

Students must make satisfactory progress towards a degree by maintaining a grade point average (GPA) of 3.0 on a scale of 4.0. Students must complete this program within seven years after matriculation. Students who take an approved leave of absence will have seven years plus the length of time they were on the approved leave of absence, not to exceed one year, to complete the program.

#### Credit Hour Requirements for Satisfactory Academic Progress

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End of Year One	9 credit hours
End of Year Two	18 credit hours
End of Year Three	27 credit hours
End of Year Four	36 credit hours
End of Year Five	45 credit hours
End of Year Six	54 credit hours
End of Year Seven	60 credit hours

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## GRADUATION REQUIREMENTS

Students who are admitted into the Ed.D. in Counseling Psychology Program will be responsible for completing the program requirements that are in effect at the time of their admission. However, the school retains the right to modify these requirements in accordance with the demands of the counseling profession. The courses will be completed in the order recommended by Argosy University/Sarasota.

To be eligible for graduation, students must meet the following requirements:

- Satisfactory completion of all requirements in the program of study developed in consultation with the faculty members.
- Satisfactory completion of 60 credit hours beyond the master's degree, including 45 credit hours of coursework and 15 credit hours of dissertation.
- Satisfactory completion of a minimum eight in-residence courses.
- A grade point average of 3.0 or higher
- Satisfactory performance on the Comprehensive Examination.
- Successful completion and defense of the dissertation.
- A completed Petition to Graduate submitted to campus administration.

## PROGRAM REQUIREMENTS

Students must complete at least 51 percent of their required program credit hours with Argosy University in an in-residence format. Up to 49 percent of the program may be completed in an online or distance learning format. Students completing degree course requirements without meeting the residency requirement will be required to complete additional in-residence courses to achieve this in-residence percentage standard.

All students must register for the following online course first as they begin the program of study. With the approval of their faculty advisor, they may also register for in-residence courses concurrently.

**Professional Orientation Requirements—  
Students Are Required to Take the Following**

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C7452 Professional Development in Counseling (0)

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Professional Orientation Requirements—0 Credit Hours

**Concentration (In-Residence) Requirements—  
Students Are Required to Choose Six of the Following**

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C7432 Advanced Individual Counseling (3)

C7433 Advanced Group Counseling (3)

C7440 Marriage and Family Therapy (3)

C7443 Multicultural Issues in Counseling (3)

C7454 Models of Clinical Supervision (3)

C7445 Brief Psychotherapies (3)

C7455 Addictions Counseling (3)

C7458 Diagnosis and Treatment Planning (3)

C7460 Techniques of Child and Adolescent Counseling (3)

C7462 Ethics in Practice (3)

C7471 Treatment of Sexual Dysfunctions (3)

C7537 Special Topics in Counseling (3)

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Concentration Requirements—36 Credit Hours

**Research (In-Residence and Online) Requirements—  
Students Choose Four of the Following**

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R6034 Introduction to SPSS (3)

R7031 Descriptive Research Methods (3)

R7032 Experimental Research Methods (3)

R7034 Advanced Statistical Methods (3)

R7035 Qualitative Research Methods (3)

R7036 Program Evaluation Methods (3)

R7037 Survey Techniques (3)

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Research Requirements—21 Credit Hours

One of the following theory online courses will be required as a prerequisite for Advanced Individual Counseling (C7432).

**Online Requirements—  
Students Choose One of the Following**

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C7434 Cognitive-Behavioral Theories of Counseling (3)

C7435 Existential-Humanistic Theories of Counseling (3)

C7436 Psychodynamic Theories of Counseling (3)

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Online Requirements—9 Credit Hours

**Online Elective Requirements—  
Students Choose One of the Following**

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C7421 Etiology of Mental Illness (3)

C6431 Counseling in Community Settings (3)

C7439 Dynamics of Marriage and Family Systems (3)

C7451 Theories of Child and Adolescent Counseling (3)

C7453 Clinical Consultation (3)

C7459 Psychopharmacology for Counselors (3)

C7834 Directed Independent Study in Counseling (3)

R7039 Directed Independent Study in Research (1 – 3)

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Online Elective Requirements—22 –24 Credit Hours

**Writing Program Requirements**

There is a strong emphasis placed on the ability to write professionally throughout the curricula at Argosy University/Sarasota. Students who recognize the need to strengthen their writing proficiency are encouraged to enroll in a writing skills course during their first year of enrollment. Areas for improvement may be identified by faculty members at the point of admission or during the completion of program requirements. When such issues are identified, the student will be notified in writing of the recommendation or requirement that he/she complete a writing course. Such identification is in the spirit of boosting the potential of a student to successfully complete his/her degree program.

**Practicum and Practicum Seminar Requirements**

There are no practicum/internship requirements in the Ed.D. in Counseling Psychology program.

**Capstone Examinations**

Argosy students are required to complete the Comprehensive Examination as part of their graduation requirement. Students may sit for the Comprehensive Examination upon completion of their coursework as indicated on their program of study. All students must successfully complete the Comprehensive Exam prior to starting the dissertation.

**Dissertation Requirements**

Students matriculated in the Ed.D. in Counseling Psychology Program are required to have a minimum of 3.0 GPA, complete all coursework required for the degree, pass the Comprehensive Exam, obtain an

approved Petition for Establishing Candidacy and a Dissertation Committee, and register for dissertation in order to begin dissertation. Students who are approaching the dissertation phase of their doctoral programs should review the *Guide to Dissertation at Argosy University/Sarasota* and complete a Petition for Establishing Candidacy and a Dissertation Committee (PECDC). Both publications are available through EMbanet/First Class.

Enrollment in ADJ COMP will occur when a student completes all coursework required to take the Comprehensive Exam as defined by their program of study and submits a Comprehensive Exam Petition to the Student Services Department. No credit hours are earned for enrollment but it allows students to maintain a less-than-half-time active enrollment status for up to one semester while taking Comprehensive Exams. It also creates a transcript record, reflecting enrollment for the Comprehensive Examination and the ultimate outcome of all attempts, with a final grade of “CR” or “NC.”

### **COURSE/CREDIT TRANSFER POLICIES**

General graduate transfer credit criteria are outlined in the *Argosy University Academic Catalog*. In order to have transfer credits evaluated for transfer to the Ed.D. in Counseling Psychology Program at Argosy University/Sarasota, students must submit a Graduate Credit Transfer Form to the Student Services Department for each transfer course requested.

Requests for transfer credit are generally reviewed for transfer by a faculty content expert and the dean or a designee. Transfer courses cannot have been used to satisfy the requirements for a prior degree, unless that program is part of the degree being sought at Argosy University/Sarasota.

A student who desires to submit a course for transfer review should notify the Student Services Department and obtain the appropriate transfer request form. This form should be completed and returned to the Student Services Department. Only requests made in writing are reviewed. A request form is required for each course a student submits for review.

# Doctor of Psychology in Clinical Psychology Program

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## PROGRAM OVERVIEW

The Doctor of Psychology (Psy.D.) Clinical Psychology Program at Argosy University/Sarasota has been designed to educate and train students so that they may eventually be able to function effectively as clinical psychologists. To ensure that students are prepared adequately, the curriculum provides for the meaningful integration of theory, training and practice. The Psy.D. in Clinical Psychology Program emphasizes the development of attitudes, knowledge and skills essential in the formation of professional psychologists who are committed to the ethical provision of quality services. Specific objectives of the program include the preparation of practitioners of psychology who:

- Are capable of delivering diagnostic and therapeutic services effectively to diverse populations of clients in need of such treatment
- Understand the biological, psychological and social bases of human functioning
- Are capable of exercising leadership both in the health care delivery system and in the training of mental health professionals
- Are capable of expanding the role of psychologists within society
- Are capable of working with other disciplines as part of a professional team
- Are prepared to evaluate and use clinical research to enhance applications of psychology

The coursework at the Sarasota School of Professional Psychology and Behavioral Sciences at Argosy University/Sarasota is offered in a unique blended format, with a combination of online and residential components. Curriculum within the doctoral program consists primarily of courses that are required of all graduate students. Some of these required courses cover the major theories of modern psychology and

their application in current practice; the stages of the development process, and the basis for behavior; psychopathology; and a series of courses dealing with the administration and interpretation of various forms of assessment.

Additionally, students are required to participate in at least two years of practicum field experience as well as the seminar that accompanies each practicum. Various elective courses cover a wide range of areas including courses in advanced therapy and the treatment of special populations. A one-year internship is the final stage in the training process. Program specific requirements and options may change from time to time.

## Professionalization Groups

Doctoral students participate in Professionalization Groups that focus on topics related to professional psychology. Through independent reading and discussions led by faculty members, students begin to develop a professional identity and become familiar with current issues in clinical psychology. The groups provide a comfortable environment in which students can freely exchange concerns, questions, and issue relevant to their studies. These groups will also facilitate and deepen the cohort and advising/modeling relationships within this program.

## Practicum

Students in good academic standing participate in the practicum, as approved by faculty and staff responsible for field training. The practicum is a field experience that generally begins in the first semester of the student's second year and continues throughout the remainder of their plan of study. Students can expect to devote approximately 16 to 20 hours per week to their practicum experience. The specific clinical focus of the practicum varies according to the student's program, training needs, interest, and the availability

of practicum sites. Because of the critical nature of practicum experience in the training of a clinical psychologist, students are not released from the practicum requirement, regardless of prior work experience. In addition, to assure that the practicum experience is dedicated exclusively to training, students may not complete the practicum in their place of employment.

### **Practicum Seminar**

Students participating in the practicum are enrolled concurrently in a regularly scheduled practicum seminar that meets throughout the academic year. The content and emphasis of the seminars vary according to the practicum setting of the enrolled student and the professional expertise of the faculty member leading the group.

### **Comprehensive Clinical Evaluation**

The Comprehensive Clinical Evaluation (CCE) is a two-part process which allows students to demonstrate that they can integrate the material they have learned into a cohesive and demonstrable form, characterized by breadth, depth, refined organization, and differentiated thinking. The first part of this exam, the Clinical Presentation Evaluation (CPE), consists of a clinical case presentation, in which the student will be required to demonstrate knowledge and skills in the areas of case conceptualization, psychological assessment, and intervention approaches, as well as the ability to use theoretical and empirical literature to guide their case presentation and interventions. Part Two is the Clinical Competency Examination, and will consist of a Comprehensive Examination that will assess the student's mastery of the core academic areas. The successful passage of this examination marks the official acceptance of the matriculated student as doctoral candidate.

### **Internship**

Designated faculty and staff members assist the student in identifying an appropriate location for internship, and to prepare the documentation necessary for internship application. During the course of the internship, those responsible for training

continue to monitor the progress of the student and maintain contact with the student and the student's internship supervisors.

Since the needs of students differ during the internship process, all internship sites must receive the approval of the training staff. While an internship may be a paid position, the internship site may not be the student's regular or prior place of employment.

### **Clinical Research Project**

Each doctoral student is required to develop a Clinical Research Project (CRP) as a requirement for graduation. The CRP is intended to be a scholarly work that provides students an opportunity to deepen their knowledge and thought about a particular clinical area; to demonstrate the ability to analyze methodological issues, critically review and integrate related empirical literature, and to produce an original piece of scholarly work in the field of clinical psychology. Assisting the student in this process is a committee of faculty members who will review the material and make recommendations and suggestions to the student. The student should plan to spend a minimum of 9 to 12 months in completing the CRP. Most campuses require the initiation of the CRP prior to the start of internship, although the required dates for completion may vary.

## **CLINICAL TRAINING OVERVIEW**

Doctoral candidates in Argosy University/Sarasota's clinical psychology program pursue the Doctor of Psychology degree (Psy.D.). The Psy.D. in Clinical Psychology degree is a well-established and recognized service-oriented degree. The training program adheres to the practitioner-scholar model, with an emphasis on clinical skills. A primary focus of the Sarasota School of Professional Psychology program is on the training of students to be prepared for the expanding and changing roles of psychologists in today's mental health field. In addition to establishing competency in the fundamental areas of psychology, students will be exposed to curriculum that will allow them to be more flexible in today's marketplace. Curriculum focuses on core scientific knowledge areas, including biological, cognitive/affective, and

social aspects of behavior, history and systems of psychology, psychological measurement, and research methodology and data analysis. Clinical areas of focus include individual differences, psychopathology, psychological assessment, clinical interventions, professional ethics and standards, consultation, supervision and management, research and evaluation, and working with diverse populations. Training in specialty areas will also be offered through elective courses (e.g., child and adolescent, geriatric, forensic, industrial-organizational).

The Psy.D. in Clinical Psychology Program at Argosy University/Sarasota offers a unique blended learning format. This format allows for students to complete courses in a variety of formats, including intensive in-resident courses, weekend seminars, online courses, as well as supervised experiences in diagnosis, psychological testing, counseling, therapy, and research. The training philosophy of the program emphasizes a generalist approach, therefore, the curriculum, practicum and faculty at the Sarasota School of Professional Psychology will provide students with a broad exposure to theories, models and clinical skills that will best prepare them for professional participation in the field of mental health care. After graduating from the Psy.D. in Clinical Psychology Program, students should be prepared to hold positions in various settings, including, but not limited to, independent practice, mental health centers, hospitals, medical centers, and managed care systems. In addition to these more traditional settings, our graduates will be prepared for utilizing their clinical skills in innovative ways in order to be more competitive in the field today. Such positions may include consulting in various corporate, governmental, academic, multimedia, law, scientific, marketing and industrial settings.

### **ADMISSIONS REQUIREMENTS**

Applicants to the Psy.D. in Clinical Psychology Program are invited to apply online at <http://www.Argosyu.edu> or by completing the traditional paper application.

Application materials submitted to at Argosy University/Sarasota should include:

- Completed Application for Admission Form
- All official postsecondary transcripts
- Personal Statement expressing your interest in clinical psychology, experiences, etc. If applicable, please address any outstanding issues in your academic history that you would like to explain.
- Three letters of recommendation. Please be sure that, in addition to the Recommendation check box form, that your reference also writes a personal letter of recommendation on your behalf. These two pieces comprise one completed letter of recommendation.
- Current résumé
- Official Graduate Record Examination (GRE) report or Miller Analogies Test (MAT) score. This is not required, but is recommended.

Application materials (excluding the official GRE or MAT report) may be collected by the applicant and then sent directly to the Admissions Department. The applicant may also choose to have the application materials sent directly to Argosy University/Sarasota. The Admissions Department will collect materials as they are received and assemble the applicant's materials together into a central file.

Argosy University/Sarasota admits students during the Fall, Spring, and Summer Semesters. Applications are accepted on a continual basis.

Once an application packet has been completed, the Admissions Committee will review the application materials and notify the applicant if he/she is invited for an interview.

Qualified applicants will be invited to attend a scheduled Interview Day where he or she will be able to meet with current faculty, administration, and a representative from Student Services.

If approved by the program chair, individual interview days may be coordinated by special request. It is strongly recommended, however, that the applicant attend the formal Interview Day if invited. If you

have any questions about the admissions process, or need to discuss special accommodations, please contact the Admissions Department toll-free at: 800.331.5995.

Applicants must have graduated with a baccalaureate or advanced degree from a regionally accredited institution or appropriately certified international institution.

Applicants are expected to have a minimum grade point average (GPA) of 3.0 on a 4.0 scale, or the equivalent for one of the following:

- Cumulative coursework
- Junior/senior coursework
- Coursework in psychology
- Highest degree attained

### **Prerequisites for Admission**

Applicants should have completed the following five undergraduate foundation courses, or their equivalent:

#### **Students Must Have Completed the Following Prior to Admission or by the End of the First Year**

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PC6003	Abnormal Psychology (3)
PSY101	General Psychology (3)
PSY102	Tests and Measures (3)
PSY210	Statistics (3)
–or–	
PSY302	Research Methods (3)
PSY361	Personality Theories (3)

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Students who have not completed these courses prior to admission must complete them prior to the completion of their first year of coursework or beginning practicum, and before taking courses for which they are a prerequisite.

Individuals interested in applying for entry into the Psy.D. in Clinical Psychology Program must submit the following materials:

- Recent GRE or MAT scores are recommended
- A minimum score of 550 (213 computer-based) on the Test of English as a Foreign Language (TOEFL®) for applicants whose native language is not English.
- Completed Application for Admissions Form, application fee, personal statement, resume, official transcripts, personal statement.

- Three completed Applicant Recommendation Forms/letters of recommendation (for current Argosy University/Sarasota students, at least one of these letters should be from an Argosy University instructor or advisor.
- Interview

### *Application Deadlines*

Admissions applications are processed on a continuous basis. Applicants should submit their materials in accordance with the deadlines set by the Admissions Department.

### **Deferral Policy**

Students who do not wish to start their studies at the beginning of the semester for which they were originally accepted may defer their enrollment. A deposit of \$100 is required within 10 days to solidify their commitment to the program. This \$100 will be applied toward the cost of the student's first class. Deferrals of enrollment are valid for up to 12 months from the student's acceptance date.

### **Minimum System Requirements**

Given the reliance on computer technology in the Psy.D. in Clinical Psychology Program, all students admitted to this program are required to meet (and have the ability to effectively use) the following system capabilities:

- Pentium3 1 Ghz (or athlon equivalent)
- 256 MB RAM
- Windows 2000 or Windows XP Professional
- Up-to-date anti-virus software
- Microsoft Office 2000 (or higher)
- DSL or cable internet connection (must have in place by Fall 2004)
- Web Cam, compatible with Microsoft NetMeeting

## **ENROLLMENT REQUIREMENTS**

### **Continuous Enrollment**

Matriculated students must be continuously enrolled in the program from the time of matriculation through graduation. Enrollment in any part of an academic semester satisfies this requirement (e.g., enrollment in a single 7.5-week session). Students who must take time off due to medical or other significant reasons may apply for a leave of absence. No more than one year of leave will be permitted from the time of matriculation through graduation in the program. Students are discouraged from taking a leave of absence as it delays their progress towards graduation. Students who do not register for the current semester, or who do not return from a leave of absence, will be considered withdrawn from the program.

### **Additional Continuous Enrollment Requirements for Sarasota Campus**

Enrollment as a regular student and adjunct enrollment can be used to satisfy the continuous enrollment requirement. Students are permitted to take only one semester of adjunct enrollment per academic year. Students who need to take more than one semester off should request an official leave of absence from Argosy University. Adjunct enrollment consists of registration in ADJ900, for which an administrative fee is charged. "No credit" is earned for adjunct enrollment, but it allows students to maintain their status in the degree program. Adjunct enrollment serves both students who have finished their course work but have not yet met all degree requirements and those who choose not to enroll in regular classes for a given semester. Any student who chooses to take ADJ900 are responsible for making sure to meet the incremental maximum timeframe requirements of his or her degree program, taking into account that ADJ900 does not excuse the student from those requirements.

### **Continuous Enrollment Requirements for International Students**

The campus coordinator of International Student Affairs is available to advise students with regard to enrollment on an F-1 Visa. International students must maintain continuous full-time enrollment as outlined in the current *Argosy University Academic Catalog*. It is the student's responsibility to stay abreast of requirements for maintaining appropriate student status for F-1 Visa purposes.

### **Enrollment Requirements for Students in CRP**

Continuous enrollment is required from the beginning of the dissertation process until all dissertation requirements are completed unless an official leave of absence is granted. Students must maintain current enrollment in dissertation in order to work towards completion of the dissertation.

### **Failure To Meet Continuous Enrollment Requirements**

Students who fail to meet continuous enrollment requirements will receive a written warning letter from the Student Services Department. Students will be given a deadline to come into compliance with continuous enrollment policies. Students who fail to come into compliance will be withdrawn from the school.

### **Reinstatement After Withdrawal (Less Than One Year)**

Students withdrawn from Argosy University for failure to meet continuous enrollment requirements may seek reinstatement for up to one year after their last date of attendance at Argosy University by submitting a written statement to the director of Student Services in support of their request. The request must contain a reasonable explanation for the lapse in enrollment and a timeline for completion of all program requirements. Maximum time-frame requirements for program completion are measured from the date of the student's original matriculation into the degree program. Reinstatement is not guaranteed. If reinstatement is granted, the director of Student Services in conjunction with the campus dean and the student's advisor, will determine the conditions under which the student may re-enroll and will convey those conditions to the student in writing.

A student may resume a program of study only with written approval from the director of Student Services or campus dean.

### **Readmission After Withdrawal (One Or More Years)**

Students who have been withdrawn from Argosy University for one or more years must re-apply for admission. These applicants must submit the materials required by the campus dean and program to which they are reapplying, including application fee. Students seeking readmission must also submit a written statement to the director of Admissions in support of their request. The request must contain a reasonable explanation for the lapse of enrollment and a timeline for completion of all program requirements. Prior time in the program will count towards the maximum time-frame requirements for program completion. Students who are readmitted must complete all degree requirements for the program of study in effect at the time of readmission. Readmission is not guaranteed. If readmission is granted, the director of Admissions and the director of Student Services in conjunction with the campus dean and the student's advisor, will determine the conditions under which the student may re-enroll and will convey those conditions to the student in writing. A student may resume a program of study only with written approval from the director of Admissions or the director of Student Services.

### **Readmission after Extended Absence**

Students who have been withdrawn from the school for three years or more will be required to have all prior course work reevaluated for determination of relevancy to current practice. Faculty members appointed by the program chair/dean will conduct the evaluation of course work.

### **Satisfactory Academic Progress**

Students must complete the program within seven years after matriculation, with all coursework and practicum completed by the end of the sixth year. Students who take an approved leave of absence will have seven years plus the length of time that they were on the approved leave of absence, not to exceed one year, to complete the program.

### *Incremental Maximum Timeframe Schedule*

The minimum amount of academic work that a student must complete by the end of each year in the program following matriculation to successfully complete the program appears below. Curriculum changes may result in a change in the completion schedule necessary to meet maximum timeframe requirements. Students are required to complete 90 hours. To successfully complete the program in the seven-year maximum time-frame, following is the minimum amount of academic work that must be completed by the end of each year in the program.

#### **Credit Hour Requirements for Satisfactory Academic Progress**

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End of Year One	12 credit hours
End of Year Two	24 credit hours
End of Year Three	36 credit hours
End of Year Four	48 credit hours
End of Year Five	60 credit hours
End of Year Six	87 credit hours
End of Year Seven	90 credit hours

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### **Retaking Courses**

When students retake a course, the former grade remains on the student's transcript and is used in assessing the student's academic progress. This includes evaluation for satisfactory academic progress, academic probation, and academic dismissal. However, after students retake a course, only the latter grade is used in the calculation of the GPA.

### **Satisfactory Academic Progress Review**

Performance Evaluations: Students are encouraged to utilize the process of continuous feedback to enhance both their academic learning and professional development.

End of Course Evaluations: At the completion of each course, students are given an End of Course Evaluation in addition to their course grade. Feedback regarding mastery of information, clinical application, and classroom behavior is provided.

End of Year Evaluations: At the end of each academic year, faculty are given the opportunity to present students for an End of Year Evaluation. During the End of Year Evaluation, student progress is discussed by the core academic faculty with special attention to

any area(s) of concern identified. Students presented for discussion receive written feedback during a meeting with their academic advisor in the Fall semester. The purpose of this feedback is to review general progress as well as to highlight areas in need of attention. Students may additionally be referred to the Evaluation Committee when necessary based on the magnitude or nature of the concerns raised.

**Academic Evaluations:** Each student will be reviewed each semester to ensure satisfactory academic progress. For the purpose of determining satisfactory academic progress, a grade of “NC” is considered the equivalent of an “F.”

**Academic Warning:** A student will receive a letter of academic warning for:

- Receipt of a grade of “F” in any course
- Receipt of a second grade below “B-“ in any course

**Academic Probation:** A student will be placed on academic probation if:

- The student’s cumulative GPA is below 3.0
- The student has failed to earn 67 percent of credit hours attempted within the required incremental timeframe.

A student may be placed on academic probation for two semesters immediately following the semester in which satisfactory progress was not met. In the first semester of probation, eligible students can continue to receive financial aid. If at the end of the first semester of probation a student does not meet the terms of satisfactory academic progress, the student becomes ineligible to receive financial aid.

**Academic Dismissal:** A student will be dismissed if:

- The student has failed to make satisfactory academic progress by the end of the second semester of probation.
- Receipt of a second grade of “F”
- Receipt of two grades below “B-“ in the same semester.
- Receipt of a third grade below “B-”

Students may be dismissed from Argosy University for other reasons than those stated above, if the institution determines that they cannot meet the academic expectations, professional expectations, ethical expectations, expectations as detailed in the student responsibility policy (see Catalog), or other expectations of the program satisfactorily. Dismissal normally occurs when the Student Conduct Committee or Academic Affairs Committee makes a decision for dismissal and communicates that decision to the student.

**General Probation:** The administration and faculty may refer to the Departmental Evaluation Committee students whose professional performance indicates deficiencies in performing the work. The Departmental Evaluation Committee may recommend general probation and such remediation steps as may be deemed appropriate. The student must agree to all reasonable conditions in order to remain enrolled.

## **GRADUATION REQUIREMENTS**

To be eligible for graduation, students must meet the following requirements:

- Successful completion of all required coursework.
- Successful completion of all sections of the Comprehensive Clinical Evaluation (CCE)
- Successful completion of a one-year, 2000 hour, full-time predoctoral internship or its equivalent.
- Successful completion of the Clinical Research Project (CRP).
- Grade Point Average (GPA) of at least “B” (3.0 on a 4.0 scale) with no final grades below “B-.”
- Completion of these requirements within seven years of matriculation into the program.
- Submission of Petition to Graduate Form

## PROGRAM REQUIREMENTS

Students in the Psy.D. in Clinical Psychology Program will be required to complete the following 90 semester credit hours, distributed as follows:

### **Cultural Diversity Requirements— Students Are Required to Take the Following**

PP7340 Issues in the Assessment and Treatment of Diverse Populations (3)

Cultural Diversity Requirements—3 Credit Hours

### **Individual Differences Requirements— Students Are Required to Take the Following**

PP7010 Life-Span Development (3)

PP7300 Psychopathology I (3)

PP7301 Psychopathology II (3)

Individual Differences Requirements—9 Credit Hours

### **Interpersonal Skills/Clinical Interventions/Psychotherapy Requirements—Students Are Required to Take the Following**

PP8041 Integrative Approaches to Therapy (3)  
*prerequisite: PP8072 and PP8073*

Intervention Elective(s) (3)  
*prerequisite: permission of instructor*

PP8060 Group Psychotherapy (3)  
*prerequisite: PP8072 and recommend PP8073 or  
permission from instructor*

PP8072 Interventions I: Interviewing and Beginning Clinical Skills (3)  
*prerequisite: abnormal psychology foundations course  
or permission of instructor*

PP8073 Interventions II: Advanced Clinical Skills (3)

Interpersonal Skills/Clinical Interventions/Psychotherapy Requirements—15 Credit Hours

### **Orientation/Professional Identity and Development Requirements— Students Are Required to Take the Following**

PP7112 Professionalization Group I (0)

PP7113 Professionalization Group II (0)

PP7114 Professionalization Group III (0)

Orientation/Professional Identity and Development Requirements—0 Credit Hours

### **Professional Ethics, Standards and Conduct Requirements— Students Are Required to Take the Following**

PP7100 Professional Issues: Ethics, Conduct and Law (3)

Professional Ethics, Standards and Conduct Requirements—3 Credit Hours

### **Professional Issues Requirements— Students Are Required to Take the Following**

PP7350 Consultation and Supervision (3)

#### **Students Choose Two Electives from the Following**

PP7203 Research Methods (1.5)  
*prerequisite: PP7200*

PP7550 Consultation in Diverse Settings (1.5)

PP8155 Practice Development and Marketing for Psychologists (1.5)

TBA Psychological Applications In Administrative Settings (1.5)  
*prerequisites: PP7100 and PP8072*

Professional Issues Requirements—6 Credit Hours

### **Psychological Foundations Requirements— Students Are Required to Take the Following**

PP7000 History and Systems of Psychology (3)

PP7040 Cognition and Affective Processes (3)

PP7050 Physiological Psychology (3)

PP7060 Social Psychology (3)

Psychological Foundations Requirements—12 Credit Hours

### **Psychological Assessment Requirements— Students Are Required to Take the Following**

PP7370 Cognitive Assessment (3)

PP7371 Objective Personality Assessment (3)

PP7372 Projective Personality Assessment (3)

PP7373 Integrative Assessment (3)

PP7378 Objective Personality Assessment Lab (3)

PP7379 Projective Personality Assessment Lab (3)

PP7380 Cognitive Assessment Lab (3)

*prerequisite for any assessment course: tests and  
measures, statistics, and abnormal psychology  
foundations course*

Psychological Assessment Requirements—15 Credit Hours

### **Research Methods/Scientific Inquiry Requirements— Students Are Required to Take the Following**

PP7200 Statistics and Research I (3)

*prerequisite: foundations statistics course*

PP7201 Statistics and Research II (3)

Research Methods/Scientific Inquiry Requirements—6 Credit Hours

**Supervised Practicum Requirements—  
Students Are Required to Choose Three of the Following**

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PP8201	Practicum I (3) <i>prerequisites: PP8072, PP7100, PP7300, PP7370, PP7380, PP7371, PP7378, PP7112, PP7113 and PP7114</i>
PP8202	Practicum II (3)
PP8203	Practicum III (3)
PP8204	Practicum IV (3)
TBA	Summer Practicum I (3)

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Supervised Practicum Requirements—15 Credit Hours

**Research Requirements—  
Students Are Required to Take the Following**

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PP8501	Clinical Research Project I (1) <i>requires permission of the faculty and advisor</i>
PP8502	Clinical Research Project II (1)
PP8503	Clinical Research Project III (1)

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Research Requirements—3 Credit Hours

**Possible Electives Requirements—  
Students Are Required to Choose One of the Following**

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PP7330	Child and Adolescent Psychopathology (3)
PP7331	Child and Adolescent Assessment (3)
PP7349	Career Assessment and Counseling (1–3)
PP7360	Clinical Psychopharmacology (3)
PP8010	Cognitive Behavioral Theory and Therapy (3)
PP8020	Person Centered and Experiential Theory and Therapy (3)
PP8030	Psychodynamic Theory and Therapy (3)
PP8050	Family and Couple Therapy (3)
PP8175	Child and Adolescent Therapy or (3)
PP8206	Practicum and Seminar V (3)
PP8207	Practicum and Seminar VI (0)
PP8705	Child Assessment (3)
PP8710	Child Assessment (3)
PP8300	Advanced Practicum (1–3)
PP8601	Clinical Health Psychology (3)
PP8605	Issues in Pediatric Psychology (3)
PP8620	Introduction to Forensic Psychology (3)
PP8650	Assessment and Treatment of Substance Use Disorders (3)
PP8670	Human Sexuality (3)
PP8690	Brief Therapy (3)
PP8801	Directed Study (1)
PP8802	Directed Study (2)
PP8803	Directed Study (3)
PP8645	Introduction to Neuropsychology (3)
PP8646	Introduction to Neuropsychological Assessment (3)
PP8715	Geropsychology (3)
PP8950	Special Topics (1–3 credit)

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Elective Requirements—3 Credit Hours

Students may take additional elective courses for further specialization.

**Writing Program Requirements**

There is a strong emphasis placed on the ability to write professionally throughout the curricula at Argosy University/Sarasota. Students who recognize the need to strengthen their writing ability are encouraged to enroll in a writing skills course during their first year of enrollment. Students who are identified to have a potential weakness in the area of professional writing may be required to complete a writing course. Weaknesses may be identified by faculty members at the point of admission or during completion of program requirements. When such weaknesses are identified, the student will be notified in writing of the recommendation or requirement that he/she complete a writing course. Such identification is in the spirit of boosting the potential of a student to successfully complete his/her degree program. Any student receiving two or more recommendations for a writing course will be required to complete a writing course or seminar. Typically, these referrals will occur during the course grading process. Students may be required to complete the writing course requirement before resuming coursework.

**Professionalization Group Requirements**

The Professionalization Groups, which meet on a weekly basis during each of the three semesters, provide first year students with important direction and assistance as they begin their education and training. These groups provide students with an orientation to the field of professional psychology as well as an introduction to key issues in the training and professional development of a clinical psychologist. For highly experienced students, Professionalization Group III (PP7114) may be waived by permission of the program chair.

**Practicum and Practicum Seminar Requirements**

Clinical training is the supervised out-of-class contact of students with a clinical population. Through the contact, students apply their theoretical knowledge, implement clinical techniques based on this knowledge, and develop the professional and personal attitudes important to the identity of a professional

psychologist. By the end of clinical training, SSPP students are competent clinicians, possessing effective assessment and intervention skills, and practicing in a highly ethical manner.

During their clinical training, students advance through progressively more challenging levels of training. At each level, a student's progress is assessed in multiple ways by multiple faculty members and field supervisors. In order to advance to the next level of clinical training, the student must pass certain courses, complete practicum and internship, and demonstrate competency in specific clinical tasks. The *Clinical Training Manual* describes the progression in training and specifies how the student's progress in training is monitored.

All students must be covered by professional liability insurance, purchased through the APAIT Insurance. The coverage is mandatory and applies to course work and practicum, even if the student is otherwise insured. It is the student's responsibility to obtain, document, and maintain the insurance coverage. The coverage must be at the \$1,000,000/\$3,000,000 level.

#### *Practicum Experience*

All students in the Psy.D. in Clinical Psychology Program must complete a practicum sequence with a minimum of 1500 hours (usually 20 hours per week for at least 75 weeks). Pre-practicum and additional practicum experiences are also available. All practicum students are also enrolled in a weekly practicum seminar which meets throughout the academic year throughout the training experience. Attendance at practicum seminar is mandatory.

SSPP at Argosy University/Sarasota places students in a wide variety of clinical field sites, according to the interests and needs of the students and availability of practicum sites. The practicum sequence generally begins in the student's second year of training. Training sites are selected which teach students clinical skills, expose students to relative treatment populations, and provide supervision by experienced clinicians. The emphasis in training is on the development of the student as a well-rounded and balanced professional. Each practicum takes place in a single agency. However, if multiple opportunities are avail-

able within one agency with different supervisors for each program or component, a student may request approval from the Training Committee to remain within the same agency. All practicum sites will be evaluated and approved by the director of Clinical Training (DCT).

Doctoral students accumulate a minimum of 1,500 hours of supervised clinical experience before starting the internship. However to be competitive for internship sites, all students are strongly encouraged to accumulate as many hours as possible. Students are strongly encouraged to pursue additional training through pre-practicum or specialty practicum experiences in order meet the student's specific interests in specialized settings.

#### *Practicum Evaluation*

Practicum requirements are not waived for any student. All Psy.D. in Clinical Psychology students are encouraged to seek practicum sites that provide varied experiences in order to enhance the diversity of their training. Students are evaluated in writing once each semester by both the practicum supervisor and the faculty seminar leader. Progress is assessed in four basic areas of clinical functioning:

- Theoretical knowledge base
- Clinical skills
- Ethical and professional attitudes
- Personal and interpersonal skills

Supervisors are encouraged to review their written evaluations with the student and provide feedback regarding the student's clinical strengths and areas needing strengthening.

#### *Eligibility Requirements*

All students entering the practicum application process must be in good academic standing (GPA = 3.0–4.0). Students should carefully plan to complete all required courses before the beginning of practicum. Students must have attended SSPP at Argosy University/Sarasota for a minimum of two semesters before beginning a practicum. In order to remain on practicum during the year, a student must maintain a GPA of 3.0–4.0.

All practicum prerequisites must be passed with a grade of “B-” or better.

In addition to all of the required undergraduate foundation courses, the following courses are prerequisites for practicum:

**Practicum Prerequisites—  
Students Must Have Completed the Following**

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PP7100	Professional Issues: Conduct, Ethics and Law (3)
PP7112	Professionalization Group I (0)
PP7113	Professionalization Group II (0)
PP7114	Professionalization Group III (0)
PP7300	Psychopathology I (3)
PP7370	Cognitive Assessment (3)
PP7371	Objective Personality Assessment (3)
PP7378	Objective Personality Assessment Lab (1)
PP7380	Cognitive Assessment Lab (1)
PP8072	Interventions I: Interviewing and Beginning Clinical Skills (3)

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*Pre-Practicum Training*

The pre-practicum experience is designed to offer direct clinical training experiences to students with limited mental health exposure prior to applying for regular practicum training. Additionally, direct observational experience is possible. The out-of-class training is with a clinical population in an approved mental health setting. The goal of the training experience is to allow students who have completed a portion of their assessment classes an opportunity to interview clients, administer formal assessment instruments, score and interpret data, and complete written reports. Therapy experiences may also be arranged. The work will be supervised by a licensed clinical psychologist. More experienced students may serve as coaches to the pre-practicum student during the training.

The pre-practicum experience will usually be completed during a single semester. It generally consists of 5–10 hours per week on site. Pre-practicum experiences are requested by the student, or may be recommended or required by the Clinical Training Committee. The student will be evaluated by the supervisor using the same form that is listed in the *Clinical Training Manual* for practicum students. Students will also attend a concurrent seminar

during the training. Required prerequisites for the pre-practicum placement and additional policies and procedures related to pre-practicum training are described in the *Clinical Training Manual*.

**Clinical Evaluation Sequence (CES)**

The CES is a series of competency-based examinations designed to evaluate the student’s mastery of major clinical assessment and therapeutic skills. The examinations take place at designated times prior to the student becoming eligible for progression in the program and internship. The CES monitors the growth and development of the student’s acquisition of appropriate skill levels for clinical practice. Demonstrating competency on each section of the CES is a prerequisite for advancing to the next level of training.

Students prepare to demonstrate competency by integrating classroom theoretical work with clinical experience acquired during the practicum. The three sections of the CES and procedures for their passage are as follows:

- **Diagnostic Scoring Competency:** Students meet the requirement by passing three SSPP at Argosy University/Sarasota assessment courses with a grade of “B-” or better and demonstrating adequate competency on specific skills in each class (Cognitive Assessment and Lab (PP7370 and PP7380), Objective Personality Assessment and Lab (PP7371 and PP7378), and Projective Personality Assessment and Lab (PP7372 and PP7379).
- **Diagnostic Interpretation Competency:** Students meet the requirement by passing Integrative Assessment with a grade of “B-” or better and demonstrating adequate competency on specific skills in the class.
- **The Comprehensive Clinical Evaluation (CCE)** is a two-part process which allows students to demonstrate that they can integrate the material they have learned into a cohesive and demonstrable form, characterized by breadth, depth, refined organization, and differentiated thinking. The first part of this exam, the Clinical Presentation Evaluation (CPE), consists of a clinical case presen-

tation, in which the student will be required to demonstrate knowledge and skills in the areas of case conceptualization, psychological assessment, and intervention approaches, as well as the ability to use theoretical and empirical literature to guide their case presentation and interventions. Part Two is the Clinical Competency Examination, and will consist of a Comprehensive Examination that will assess the student's mastery of the core academic areas. The successful passage of this examination marks the official acceptance of the matriculated student as doctoral candidate.

### **Clinical Research Project**

All students in the clinical psychology doctoral program are required to develop a Clinical Research Project (CRP) as a requirement for graduation. The CRP is intended to be a scholarly work that provides students an opportunity to deepen their knowledge and thought about a particular clinical area; to demonstrate the ability to analyze methodological issues, critically review and integrate related empirical literature, and to produce an original piece of scholarly work in the field of clinical psychology. Students are expected to apply theoretical and scientific knowledge to the examination of a meaningful question related to the clinical practice of psychology. Assisting the student in this process is a committee of faculty members who will review the material and make recommendations and suggestions to the student. Specific policies and procedures for all components of the CRP process can be found in the *CRP Manual*.

#### *Registration for the Clinical Research Project*

Students must obtain permission from their academic advisor prior to being allowed to register for CRP.

### **Internship Requirements**

Successfully completing an SSPP at Argosy University/Sarasota approved predoctoral internship is required to graduate with a Doctor of Psychology in Clinical Psychology degree. The internship is a year long (2000 hours), organized training experience which is completed at a site within the United States or Canada. SSPP at Argosy University/Sarasota

encourages all of its students to obtain internships affiliated with the Association of Psychology Postdoctoral and Internship Centers (APPIC) and, where possible, American Psychological Association (APA) approved internships. The SSPP at Argosy University/Sarasota Training Committee must approve all other internship programs.

For full-time students, the internship is completed during the fourth or fifth year. Successfully completing the internship by the end of the seventh year after entrance is required for graduation. The internship is a post-practicum level training experience. The following are internship prerequisites:

- Completed all course work with no incomplete grades.
- Successfully completed all parts of the CES.
- Have a GPA of 3.0 on a 4.0 scale
- The DOCT must approve all proposed internship sites.

#### *Internship Application Procedures*

Before a student applies for internship, the DOCT reviews the student's academic and training file. The review focuses on an intern applicant's strengths and training needs, as stated by practicum supervisors, practicum seminar leaders, and course instructors. The DOCT assesses whether the student has acquired solid theoretical knowledge, effective clinical skills, and appropriate professional attitudes.

All intern applicants review their training interests and needs with the DOCT. The DOCT completes the eligibility and readiness section of the APPIC Psychology Internship Application or where applicable, writes a letter of eligibility, based on the review of the student's files and the student's assessment of his/her own strengths and weaknesses.

All students who wish to apply for internship must attend mandatory internship meetings with the DOCT.

Students submit a list of internship preferences to the DOCT for review and approval. In cases where the DOCT has reservations about the student's readiness for internship, or the appropriateness for a particular internship, the DOCT discusses the situation with the student, the student's advisor, and the student's seminar leader. In those cases where there is a shared concern about a student's overall readiness for internship training, the student is referred to the Training Committee, where a remediation plan is developed.

The student initiates and follows through with all internship application procedures. The DOCT assists in the process in a number of ways:

- Supplying internship information and resource materials.
- Advising students on choice of sites.
- Providing documentation of eligibility.
- Providing students with the APPIC internship selection procedures.
- Coaching and providing workshops in all areas of the application, interview, and selection process.
- Reviewing intern application materials including vitae and the AAPIC.

#### *Evaluation and Remediation*

The DOCT maintains contact with internship sites. Where distance prohibits the actual site visitation, the DOCT calls both the intern and the internship training director. Students are required to provide the DOCT with updated contact information upon relocation for internship including the student's new address, phone number, email address and any changes to internship, including training director, site address and phone number.

Twice a year, the DOCT sends an evaluation form to the internship supervisor. The supervisor assesses the student's progress, competence, and performance in terms of the learning objectives and other factors of importance to the internship site. The DOCT reviews these forms and monitors ratings, progress, and areas of difficulty. All evaluations are kept as part of the student's permanent training record.

At the midterm and at the end of the internship, interns evaluate their internship across a number of criteria in order to assess the quality of the training experience they received.

The DOCT periodically reports to the Training Committee on internship remediation needs, either in intern functioning or in the internship site training. The process of consultation and approval by the Training Committee and final approval and/or hearing of student appeal by the Evaluation Committee applies to internship remediation.

Students who receive a grade of "NC" for any portion of internship must repeat the entire 2,000 hour internship.

Interns are reminded to pay careful attention to ethical issues while on internship and to consult the DOCT for guidance should any ethical concerns arise. Interns are also reminded that the use of the title "doctor" orally and/or in writing in the absence of an earned doctorate is a violation of The Ethical Principles of Psychologists.

**RECOMMENDED COURSE SEQUENCE FOR THE DOCTOR OF PSYCHOLOGY IN CLINICAL PSYCHOLOGY PROGRAM — SIX-YEAR CURRICULUM**

Student progress through the Clinical Psychology program is intended to be sequential. Certain courses are offered which provide a theoretical and practical foundation for the courses that will follow in subsequent years. In addition, certain advanced courses require the student to have the background of more basic courses in order to benefit fully from the course experience. Students must satisfy all stated prerequisites for a course (or seek permission of the instructor) before a registration for that course can be considered official.

**Year One**

Fall Semester		Spring Semester		Summer Semester	
PP7100	Professional Issues: Ethics, Conduct and Law (3)	PP7010	Life-Span Development (3)	PP7340	Issues in the Assessment and Treatment of Diverse Populations (3)
PP7300	Psychopathology I (3)	PP7301	Psychopathology II (3)		
PP7112	Professionalization Group I (0)	PP7113	Professionalization Group II (0)	PP7114	Professionalization Group III (0)

**Year Two**

Fall Semester		Spring Semester		Summer Semester	
PP7060	Social Psychology (3)	PP7371	Objective Personality Assessment (3)	PP8072	Interventions I: Interviewing and Beginning Clinical Skills (3)
PP7000	History and Systems of Psychology (3)	PP7378	Objective Personality Assessment Lab (1)		
		PP7050	Physiological Psychology (3)		

**Year Three**

Fall Semester		Spring Semester		Summer Semester	
PP7370	Cognitive Assessment (3)	PP7201	Statistics and Research II (3)	PP7372	Projective Personality Assessment (3)
PP7380	Cognitive Assessment Lab (1)	PP7350	Consultation and Supervision (3)	PP7379	Projective Personality Assessment Lab (1)
PP7200	Statistics and Research I (3)				

**Year Four**

Fall Semester		Spring Semester		Summer Semester	
PP7040	Cognition and Affective Processes (3)	PP8501	Clinical Research Project I (1)		Elective—7.5 weeks (1.5)
PP8073	Interventions II: Advanced Clinical Skills (3)	PP8202	Practicum II (3)	TBA	Summer Practicum I—7.5 weeks (1.5)
PP8201	Practicum I (3)	PP7373	Integrative Assessment (3)		
		PP7550	Consultation In Diverse Settings (3)		
			—or—		
		TBA	Psychological Applications in Administrative Settings (3)		
			—or—		
		PP8155	Practice Development and Marketing for Psychologists (3)		
			—or—		
		PP7203	Research Methods (3)		

## Year Five

Fall Semester	Spring Semester	Summer Semester
PP8041 Integrative Approaches to Therapy (3)	PP8060 Group Psychotherapy (3)	Elective Seminar—7.5 weeks (1.5)
PP8502 Clinical Research Project II (1)	Intervention Elective (3)	PP8202 Summer Practicum II (1.5)
PP8202 Practicum III (3)	PP8204 Practicum IV (3)	
	PP8503 Clinical Research Project III (1)	

## Year Six

Fall Semester	Spring Semester	Summer Semester
2000 Hour Clinical Internship		

## COMPLETING THE DOCTOR OF PSYCHOLOGY IN CLINICAL PSYCHOLOGY PROGRAM IN FIVE YEARS

Student progress through the Clinical Psychology program is intended to be sequential. Certain courses are offered which provide a theoretical and practical foundation for the courses that will follow in subsequent years. In addition, certain advanced courses require the student to have the background of more basic courses in order to benefit fully from the course experience. Students must satisfy all stated prerequisites for a course (or seek permission of the instructor) before a registration for that course can be considered official.

## Recommended Course Sequence for the Doctor of Psychology in Clinical Psychology Program—Five-Year Curriculum

### Year One

Fall Semester	Spring Semester	Summer Semester
PP7100 Professional Issues: Ethics, Conduct and Law (3)	PP7010 Life-Span Development (3)	PP7372 Projective Personality Assessment (3)
PP7300 Psychopathology I (3)	PP7301 Psychopathology II (3)	PP7379 Projective Personality Assessment Lab (1)
PP7000 History and Systems of Psychology (3)	PP7371 Objective Personality Assessment (3)	PP7113 Professionalization Group III (0)
PP7112 Professionalization Group I (0)	PP7378 Objective Personality Assessment Lab (1)	
	PP7113 Professionalization Group II (0)	

### Year Two

PP7370 Cognitive Assessment (3)	PP7050 Physiological Psychology (3)	PP8072 Interventions I: Interviewing and Beginning Clinical Skills (3)
PP7380 Cognitive Assessment Lab (1)	PP7350 Consultation and Supervision (3)	PP7340 Issues in the Assessment and Treatment of Diverse Populations (3)
PP7060 Social Psychology (3)	PP7373 Integrative Assessment (3)	

### Year Three

Fall Semester	Spring Semester	Summer Semester
PP7200 Statistics and Research I (3)	PP7550 Consultation In Diverse Settings (3) –or– TBA Psychological Applications in Administrative Settings (3) –or– PP8155 Practice Development and Marketing for Psychologists (3) –or– PP7203 Research Methods (3)	Elective—7.5 weeks (1.5)
PP8073 Interventions II: Advanced Clinical Skills (3)	PP7201 Statistics and Research II (3)	TBA Summer Practicum I—7.5 weeks (1.5)
PP8201 Practicum I (3)	PP8202 Practicum II (3) PP8501 Clinical Research Project I (1)	

### Year Four

Fall Semester	Spring Semester	Summer Semester
PP8041 Integrative Approaches to Therapy (3)	PP8060 Group Therapy (3)	Elective Seminar—7.5 weeks (1.5)
PP7040 Cognition and Affective Processes (3)	Intervention Elective (3)	TBA Summer Practicum II (1.5)
PP8203 Practicum III (3)	PP8204 Practicum IV (3)	
PP8502 Clinical Research Project II (1)	PP8503 Clinical Research Project III (1)	

### Year Five

Fall Semester	Spring Semester	Summer Semester
2000 Hour Clinical Internship		

## COMPLETING THE DOCTOR OF PSYCHOLOGY IN CLINICAL PSYCHOLOGY PROGRAM IN FOUR YEARS

First-year students may be eligible for a four-year curriculum that will require three years of coursework followed by an internship rather than four years of coursework and an internship. Curriculum guidelines for the four-year program are available from the Student Services Department. Generally, no additional approval is necessary prior to beginning the four-year program. Students will need to gain the consent of their advisors prior to applying for a fourth-year internship.

## Recommended Course Sequence for the Doctor of Psychology in Clinical Psychology Program—Four-Year Curriculum

### Year One

Fall Semester	Spring Semester	Summer Semester
P7100 Professional Issues: Ethics, Conduct and Law (3)	PP7010 Life-Span Development (3)	PP8072 Interventions I: Interviewing and Beginning Clinical Skills (3)
PP7300 Psychopathology I (3)	PP7301 Psychopathology II (3)	PP7000 History and Systems of Psychology (3)
PP7370 Cognitive Assessment (3)	PP7371 Objective Personality Assessment (3)	PP7372 Projective Personality Assessment (3)
PP7380 Cognitive Assessment Lab (1)	PP7378 Objective Personality Assessment Lab (1)	PP7379 Projective Personality Assessment Lab (1)
PP7112 Professionalization Group I (0)	PP7113 Professionalization Group II (0)	PP7114 Professionalization Group III (0)

*Year Two*

Fall Semester		Spring Semester		Summer Semester	
PP7060	Social Psychology (3)	PP7050	Physiological Psychology (3)	PP7340	Issues in the Assessment and Treatment of Diverse Populations (3)
PP8073	Interventions II: Advanced Clinical Skills (3)	PP7350	Consultation and Supervision (3)		Elective—7.5 weeks (1.5)
PP7373	Integrative Assessment (3)	PP8060	Group Therapy (3)	TBA	Summer Practicum I—7.5 weeks(1.5)
PP8201	Practicum I (3)	PP8202	Practicum II (3)		

*Year Three*

Fall Semester		Spring Semester		Summer Semester	
PP7040	Cognition and Affective Processes (3)	PP7550	Consultation In Diverse Settings (3)	TBA	Summer Practicum II (1.5)
			—or—		
		TBA	Psychological Applications in Administrative Settings (3)		
			—or—		
		PP8155	Practice Development and Marketing for Psychologists (3)		
			—or—		
		PP7203	Research Methods (3)		
PP8041	Integrative Approaches to Therapy (3)	PP7201	Statistics and Research II (3)		Elective Seminar (1.5)
PP7200	Statistics and Research I (3)		Intervention Elective (3)	PP8503	Clinical Research Project III (1)
PP8203	Practicum/Practicum Seminar III (3)	PP8204	Practicum IV (3)		
PP8501	Clinical Research Project I (1)	PP8502	Clinical Research Project II (1)		

*Year Four*

Fall Semester		Spring Semester		Summer Semester	
2000 Hour Clinical Internship					

## **NON-DOCTOR OF PSYCHOLOGY STUDENT COURSE REGISTRATION POLICY**

Non-Psy.D. in Clinical Psychology students wishing to register for a Psy.D. in Clinical Psychology course must first obtain permission from the Psy.D. in Clinical Psychology Program chair. They will be required to submit documentation of the following:

- The degree program in which they are currently enrolled.
- Graduate courses completed and grades.
- Prior or current work experience within the field.
- If the Psy.D. in Clinical Psychology course has a prerequisite requirement, the student will need to provide documentation that they have met this requirement.
- A signed agreement regarding the student's understanding and acceptance of the course format and level of rigor. The student must also include a statement describing the resources they have available to them that will assist them in succeeding in the course.

## **COURSE/CREDIT TRANSFER POLICIES**

### **Application for Transfer From Another Argosy University Campus**

A student who wishes to transfer to the Argosy University/Sarasota from another Argosy University campus may apply for an internal transfer if the student is currently enrolled and in good standing at the time the transfer is requested. The student must submit a completed transfer application, a personal statement, and three letters of recommendation. At least two of the letters of recommendation must come from a faculty or administrator of the original Argosy University campus.

Internal transfers are not guaranteed. The Admissions Committee will review criteria including space availability, performance at the current program, and other relevant factors to determine if the transfer is approved or denied.

Students must fulfill all financial obligations at their previous institution before a transfer is complete.

Students transferring internally within Argosy University will receive credit for courses taken at the previous campus based on the following:

- Courses may only be accepted for transfer if the course is included in the Sarasota curriculum.
- Certain courses may not automatically be accepted for transfer to the SSPP at Argosy University/Sarasota campus. The following courses will require review by the program chair prior to acceptance of credits:
  - Assessment series
  - Interventions series
  - Professional Issues: Ethics, Conduct and Law
  - Practicum series
- Courses taken at another campus and accepted by SSPP at Argosy University/Sarasota will be applied to the student's overall GPA and will be used in determination of satisfactory progress.

Transferring students are required to complete a minimum of 30 credit hours of coursework and spend two years enrolled in the Sarasota program prior to going on internship. Transferring students will also be required to fulfill specific requirements of the degree program including successfully passing both portions of the CCE. In addition, transferring students will be required to complete all necessary practicum prerequisites as outlined in the *Clinical Training Manual* prior to being placed on practicum. Immediate placement on practicum is not guaranteed and will be determined at the discretion of the Clinical Training Committee.

### **Transfer of Credits to the Doctor of Psychology in Clinical Psychology Program**

The clinical psychology programs do not automatically accept graduate credit from other institutions. Students who have taken graduate courses elsewhere may petition to have these courses apply toward the clinical curriculum. Transfers are not reviewed or granted until the student has been accepted and paid the initial deposit.

Transfer of a course implies that both the requirements to take that particular course have been met and that the credit for the course will be applied to the doctoral degree. Transfers will be considered only for courses that are offered in the clinical psychology program. The total number of hours of a course submitted for transfer must meet or exceed the total number of hours of the Argosy University course. Requests for course transfers must be submitted during the student's first year of study.

A maximum of 24 credit hours may be transferred and applied to the Psy.D. in Clinical Psychology degree. Students are advised, however, that only under unusual circumstances would more than a few courses be transferred.

Transfer will be considered for graduate courses:

- Completed with a grade of “B” or higher
- Completed prior to admission to Argosy University
- Earned within five years of matriculation in the clinical program
- The program does not accept for transfer any credit earned as military credit, credit by examination, credit by correspondence, credit for life experience, or graduate credit from schools not regionally accredited

Transfer of credits will not be considered for courses completed elsewhere after admission to Argosy University.

Please consult the *Argosy University Academic Catalog* for additional policies regarding the transfer of credits.

The following is a list of courses that are not considered eligible for transfer:

**Non-Transfer Courses**

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PP7100	Professional Issues: Conduct, Ethics and Law (3)
PP7112	Professionalization Group I (0)
PP7113	Professionalization Group II (0)
PP7114	Professionalization Group III (0)
PP7370	Cognitive Assessment (3)
PP7371	Objective Personality Assessment (3)
PP7372	Projective Personality Assessment (3)
PP7373	Integrative Assessment (3)
PP7378	Objective Personality Assessment Lab (1)
PP7379	Projective Personality Assessment and Lab (1)
PP7380	Cognitive Assessment Lab (1)
PP8072	Interventions I: Interviewing and Beginning Clinical Skills (3)
PP8073	Interventions II: Advanced Clinical Skills (3)
PP8201	Practicum and Seminar I (3)
PP8202	Practicum and Seminar II (3)
PP8203	Practicum and Seminar III (3)
PP8204	Practicum and Seminar IV (3)
TBA	Summer Practicum and Seminar I (1.5)
TBA	Summer Practicum and Seminar II (1.5)

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*Note:* Students who transfer from another Argosy University School of Professional Psychology may have these courses transferred at the discretion of the program chair.

**Transfer Procedures**

Petition for Course Transfer Forms are available from the Student Services Department, or can be downloaded from Embanet. A student must complete one form for each course for which transfer consideration is requested. When completing a Petition for Course Transfer Form, a student should attach documentation that will facilitate a determination as to whether the submitted course is consistent with a course required in the clinical program. Please consult the Catalog for additional information regarding course transfers.

## PSY.D. IN CLINICAL PSYCHOLOGY PROGRAM ACADEMIC CALENDAR AND TENTATIVE COURSE SCHEDULE

### Fall 2004

*September 17–December 18, 2004*

<b>Course Name and Number</b>	<b>Dates</b>	<b>On-Campus</b>
PP7000 History and Systems of Psychology	September 7–December 18	None
PP7122 Professionalization Group I	September 7–December 18	September 25–26
PP7300 Psychopathology I	September 7–December 18	September 27–30
PP7100 Professional Issues: Ethics, Conduct and Law	September 7–December 18	October 1–3
PP7340 Issues in the Assessment and Treatment of Diverse Populations	September 7–December 18	November 6–7
PP7370 Cognitive Assessment	September 7–December 18	November 8–12
PP7380 Cognitive Assessment Lab	September 7–December 18	November 13–14

### Spring 2005

*January 10–April 23, 2005*

<b>Course Name and Number</b>	<b>Dates</b>	<b>On-Campus</b>
PP7010 LifeSpan Development	January 10–April 23	None
PP7301 Psychopathology II	January 10–April 23	February 14–18
PP7113 Professionalization Group II	January 10–April 23	February 19–20
PP7371 Objective Personality Assessment	January 10–April 23	April 4–8
PP7378 Objective Personality Assessment Lab	January 10–April 23	April 9–10

### Summer 2005

*May 9–August 20, 2005*

<b>Course Name and Number</b>	<b>Dates</b>	<b>On-Campus</b>
PP7000 History and Systems of Psychology	May 9–August 20	None
PP7340 Issues in the Assessment and Treatment of Diverse Populations	May 9–August 20	June 9–10
PP7114 Professionalization Group III	May 9–August 20	June 11–12
PP7372 Projective Personality Assessment	May 9–August 20	June 13–17
PP7379 Projective Personality Assessment Lab	May 9–August 20	June 18–19
PP8072 Interventions I: Interviewing and Beginning Clinical Skills	May 9–August 20	July 18–22

# Schedule of Tuition and Fees

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The following schedule of tuition and fees will become effective September 1, 2004. Argosy University reserves the right to add or change any of the fees or charges listed below at any time without prior written notice.

## TUITION

<b>Business Programs</b>	<b>Cost Per Semester</b>	<b>Credit Hour</b>
Bachelor of Science (B.S.) in Business Administration Degree Completion Program .....	\$ 380.00	
Bachelor of Science (B.S.) in E-Business Degree Completion Program .....		
Bachelor of Science (B.S.) in Organizational Management Degree Completion Program .....	380.00	
Master of Business Administration (M.B.A.) Program .....	475.00	
Doctor of Business Administration (D.B.A.) Program .....	600.00	
<b>Education Programs</b>		
Master of Education (M.A.Ed.) in Curriculum & Instruction Program .....	475.00	
Master of Education (M.A.Ed.) in Educational Leadership Program .....	475.00	
Education Specialist (Ed.S.) in Curriculum & Instruction Program .....	600.00	
Education Specialist (Ed.S.) in Educational Leadership Program .....	600.00	
Doctor of Education (Ed.D.) in Curriculum & Instruction Program .....	600.00	
Doctor of Education (Ed.D.) in Educational Leadership Program .....	600.00	
<b>Psychology Programs</b>		
Bachelor of Arts (B.A.) in Psychology Degree Completion Program .....	380.00	
Master of Arts (M.A.) in Guidance Counseling Program .....	475.00	
Master of Arts (M.A.) in Mental Health Counseling Program .....	475.00	
Doctor of Education (Ed.D.) in School Counseling Program .....	600.00	
Doctor of Education (Ed.D.) in Counseling Psychology Program .....	600.00	
Doctor of Education (Ed.D.) in Organizational Leadership Program .....	600.00	
Doctor of Education (Ed.D.) in Pastoral Community Program .....	600.00	
Doctor of Psychology (Psy.D.) in Clinical Psychology Program .....	750.00	

## TRAINING AND PROGRAM FEES

Psychology Program Fees	Cost Per Semester
Professionalization Group Fee—Clinical Psychology (per term) .....	\$ 750.00
<b>Clinical Psychology Program Fees</b>	
Testing Resource Fee—Clinical Psychology (added to first testing course) .....	100.00

## OTHER NON-REFUNDABLE STUDENT CHARGES

Item	Cost
Adjunct Enrollment Fee <sup>1</sup> .....	50.00
Application for Admission Fee <sup>2</sup> .....	50.00
Course Add/Drop Fee <sup>3</sup> .....	50.00
Graduation Fee <sup>4</sup> .....	150.00
Installment Plan Fee .....	50.00
Late Registration Fee <sup>5</sup> .....	50.00
Late Payment Fee .....	25.00
Returned Check Fee .....	35.00
Technology Fee (per credit) .....	10.00
Transcript Fee .....	No Charge
Express Transcript Fee <sup>6</sup> .....	20.00

<sup>1</sup> Adjunct enrollment serves both students who have finished their course work but have not yet met all degree requirements and those who choose not to enroll in regular classes for a given term.

<sup>2</sup> Non-refundable, except in California

<sup>3</sup> The Add/Drop Fee is charged for dropped courses, or courses added after the first day of class.

<sup>4</sup> A Graduation Fee is assessed to all degree-seeking students upon completion of their program of study and prior to the receipt of their diploma.

<sup>5</sup> The Late Registration Fee is charged any time a student registers after the closing date for enrollment. Late Registration Fees do not apply to tutorial courses.

<sup>6</sup> An Express Transcript Fee is charged for transcripts requested to be sent via an overnight carrier.

# Faculty Descriptions

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## CORE FACULTY

The members of the teaching faculty of Argosy University/Sarasota are carefully chosen educators and practitioners with proven ability to provide students with a meaningful and stimulating learning experience. All members of the faculty possess a mastery of the theoretical framework that surrounds their disciplines and a practical, hands-on grasp of the implications of that theory for the modern world. They are able to communicate clearly with today's working professional. Argosy University/Sarasota is proud of the capabilities and quality of its faculty members, all of whom possess a combination of solid academic preparation and relevant professional experience.

### **Curtis P. Ames, Ed.D.**

Argosy University  
*Associate Professor, The College of Education and Human Development*

### **Calvin Berkey, D.B.A.**

Southern Illinois University  
*Associate Professor, The College of Business and Information Technology*

### **Gary Boyles, Ed.D.**

University of North Dakota  
*Assistant Professor, The Sarasota School of Professional Psychology and Behavioral Sciences*

### **William R. Clough, D.Min.**

Louisville Presbyterian Seminary  
*Program Chair, Pastoral Community Counseling, Associate Professor, The Sarasota School of Professional Psychology and Behavioral Sciences*

### **Carlotta Cooley, Ed.D.**

University of Southern Mississippi  
*Assistant Professor, The College of Education and Human Development*

### **Dale Covert, Ph.D.**

University of South Florida  
*Associate Professor, The Sarasota School of Professional Psychology and Behavioral Sciences*

### **Carl S. Davis, Ph.D.**

Syracuse University  
*Professor, The Sarasota School of Professional Psychology and Behavioral Sciences*

### **Michael Dubi, Ed.D.**

Argosy University  
*Associate Professor, The Sarasota School of Professional Psychology and Behavioral Sciences*

### **Celia Lee Edmundson, Ed.D.**

Pepperdine University  
*Program Chair, Organizational Leadership Programs, Associate Professor, The Sarasota School of Professional Psychology and Behavioral Sciences*

### **Joseph Grimaldi, Ph.D.**

St. John's University  
*Associate Professor, The Sarasota School of Professional Psychology and Behavioral Sciences*

### **Marilyn M. Highland, Ph.D.**

University of Florida  
*Associate Professor, The Sarasota School of Professional Psychology and Behavioral Sciences*

### **Nancy Hoover, Ed.D.**

University of Louisville  
*Associate Professor, The College of Education and Human Development*

### **Stanley Imhulse, Ph.D.**

Miami University (Ohio)  
*Assistant Professor, The College of Education and Human Development*

### **J. Maxwell Jackson, Ed.D.**

Lehigh University  
*Professor, The Sarasota School of Professional Psychology and Behavioral Sciences*

### **Ronald Kar, Ph.D.**

Wayne State University  
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**Paula Klanot, Psy.D.**

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**Marty McAuliffe, J.D.**

Suffolk U Law School  
*The College of Business and Information Technology*

**MaryAnn McGrath, Psy.D**

Nova Southeastern University  
*Chair of Undergraduate Programs, The Sarasota School of  
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The College of Business and Technology*

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**Russell Yerkes, Ph.D.**

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