



Jan. 2010- Dec. 2011 GENERAL CATALOG

Administrative Offices

711 W. 17th Street, Suite A8, Costa Mesa, CA 92627

Ofc: 949-646.8018 Fax: 949.646.8447

www.centauruniversity.com

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Addendum to School Catalog: (Tuition and Start Dates) and (Instructor Changes). Please request any addendum for school catalog from the administration office.

CENTAUR UNIVERSITY
(A California Non-Profit Organization)

GENERAL CATALOG
2010-2011

Centaur University is located at 711 W. 17th Street, Ste. A8 Costa Mesa, CA 92627 and is in the application process for approval from the Bureau for Private Postsecondary Education. The Bureau's approval will mean that the Institution and its operation comply with the standards established under the law for occupational instruction by Private Postsecondary educational institutions. Institutional approval must be re-approved every three years and is subject to continuing review. Centaur University offers the following programs/courses: **Chemical Dependency Counseling Program, Specialization in Chemical Dependency Counseling for Marriage and Family Therapists Program, and Masters in Psychology with a Concentration in Marriage and Family Therapy and a Specialization in Addiction.**

California State requires that a student who successfully completes a course of study be awarded an appropriate diploma, certificate, or degree verifying the fact. A certificate is issued for successful completion of the complete Chemical Dependency Counseling Programs at Centaur University. A Master's Degree is awarded for graduates of the Addiction Marriage and Family Therapist Program.

Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing an enrollment agreement. Centaur University accepts Visa, MasterCard and American Express.

Persons seeking to resolve problems or complaints should first contact their instructor. Request for further action may be made to the Director of Education or Campus Directors. **Unresolved complaints may be directed to the Department of Consumer Affairs 1625 N. Market Blvd. Suite S 202, Sacramento, CA 95834 and/or P.O. Box 980818 West Sacramento, CA 95798-0818. Phone 916-574-7720.**

This institution's application for approval to operate has not yet been reviewed by the Bureau for Private Postsecondary Education.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798-0818, (Web site: www.bppe.ca.gov, E-mail: bppve@dca.ca.gov), (Phone: (916) 574-7720 Toll Free: (888) 370-7589). A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site (www.bppe.ca.gov).

All information in the content of this school catalog is current and correct and is so certified as true by Mickey Kay Troxell; CEO & Founder of Centaur University

MISSION

Centaur University is a professional, private vocational educational institution, training health care and professional personnel. It is the overall objective of Centaur to conduct business in a moral, forthright, and effective manner while providing the community with properly trained personnel who perform their duties with expertise so as to be assets to their employer.

OBJECTIVE

The program offered at Centaur University has three major objectives: 1) to provide the student with the knowledge and skills necessary for entry into the career of their choice. (2) To provide the student with an opportunity for on-site practical experience and (3) to develop in students the confidence and positive attitude that is necessary for success. To translate these goals into practice, Centaur University maintains a highly skilled and qualified instructional staff, provides the student with a comprehensive curriculum emphasizing practical techniques, realizes that each student has worthwhile aspirations and valuable contributions to make the community a better place and conducts business in an ethical and professional atmosphere.

PHILOSOPHY

Centaur University is dedicated to providing high caliber, entry-level vocational training in a relatively short period of time. The specially designed courses and curriculum are geared to quickly educate the dedicated student. As the quality of health care for our nation's citizens is of high concern, the properly trained health care professional becomes a priority. Centaur University endeavors to train and place competent persons. In addition, the staff at Centaur University assumes a responsibility with each student. As a member of the community, a representative of vocational training, and an educational institution, we are committed to uphold the basic tenets of education: honesty and integrity. To fulfill this commitment, Centaur University uses current teaching techniques, state-of-the-art equipment, an up-to-date curriculum, and a professionally qualified faculty to develop the potential and talent in each of our students. **We welcome you and encourage you to do your best!**

HISTORY

Centaur University began after the owner, Dianna Standoff, of Healthstaff Training Institute, Inc. passed away in January 2009. We opened our doors on February 23, 2009 when that organization was undergoing reorganization. Centaur was a shared dream between Dianna Standoff and Mickey Kay Troxell for years; thus, she is the Honorary Co-Founder of this University. The day Centaur opened its doors; it began as a Teach out for the CDC students enrolled at that the time Healthstaff was reorganizing. A letter of Voluntary agreement was sent to the BPPVE stating we would abide by the previous agreement with Healthstaff. Centaur University has experienced excellent growth and has started to earn an exceptional reputation with CAADAC and the community for the quality of our students.

DESCRIPTION OF FACILITY

Centaur University is located at **711 W. 17th St. Ste. A8 Costa Mesa, CA 92627**. The campus, located at 301 E 17th St #206, Costa Mesa, CA 92627 is housed in a business center centrally located near the 55/73/405 freeway interchange. There is one administrative office, a reception area and 2 classrooms. Down the hallway are the restrooms.

PROFESSIONAL ADVISORY BOARD

Centaur University has an active advisory board comprised of educators, business managers and professional personnel who are working in the industry for which training is offered. The function of the board is to keep the course programs current with innovations in the addiction and psychology community and to make recommendations regarding research, treatment and advancement in education, ethics and procedures. A list of the members serving on the advisory board can be obtained by request.

MEMBERSHIPS & AFFILIATIONS

- Better Business Bureau
- National Association of Certified Professionals of Equine Therapy
- Certified Therapy Horse Association

ACCREDITATIONS/APPROVAL MEMBERSHIP

- CAADAC California Association of Alcoholism & Drug Abuse Counselors
- California Bureau for Private Postsecondary and Vocational Education (Voluntary Agreement)

FACULTY & STAFF

Richard Larson, Chief Academic Officer/Director of Human Services Dept/CDC Senior Instructor

EDUCATION: Bachelors of Art Degree & Sociology (with a Psychology Minor)

CREDENTIALS: Specialist in Alcohol & Drug Studies, Certified Alcohol & Drug Counselor Level II (CADCII)

EXPERIENCE: Thirteen years experience in Alcohol & Drug Counseling, Clinical Supervisor & Treatment program director in both Medical Model & Social Model Residential and Outpatient Treatment setting. Instructor for Drug & Alcohol Counselor Training programs for over three years.

Rick Thomas, MFT/CDC Saturday Curriculum Instructor

EDUCATION: MS in Counseling; BS in Human Services and Community Development

CREDENTIALS: Specialist in Alcohol & Drug Studies, Certified Addiction Treatment Counselor (CATC), member of CAADE (California Association of Drug and Alcohol Counselors) and CAMFT (California Association of Marriage and Family Therapists)

EXPERIENCE: Instructor of "Co-occurring Disorders" course at Loyola Marymount and "Treatment Issues in Substance Abuse" course at Cal State University. Facilitator of addiction and psychotherapy workshops for various schools and facilities across the United States. Published by the Breining Research and Education Foundation. 16 years of experience in Alcohol & Drug Counseling. Has been a Clinical Supervisor, Alcohol Educator and Group Leader in various Addiction Treatment Facilities.

Mickey Kay Troxell, President/CEO and CDC Practicum Instructor

EDUCATION: MS in Psychology; BA Behavioral Science; AA in Human Services

CREDENTIALS: Continuing Education Provider (BBS, CAADAC, CAADE, NAADAC), Certified Equine Assisted Therapist I & II, Equine Assisted Growth & Learning Level I & II Certification, Registered Addiction Specialist, Basic Relapse Prevention Certification, Certified Addictions Treatment Counselor (CATC), Member of CAADE (California Association for Alcohol/Drug Educations).

EXPERIENCE: 18 years experience in Alcohol and Drug Counseling and Addiction Therapy including Executive Director, Assistant Director, Business Director, Clinical Director, Program Director, Primary Counselor and Case Management. Facilitation of Individual and Group sessions; as well as, Workshops, Clinical Assessments, Treatment Planning, Charting, Dual Diagnosis, Treatment and Discharge Planning.

Tim Williams, Online CDC Instructor

EDUCATION: Bachelors of Science in Psychology and Sociology

EXPERIENCE: Mr. Williams has been Director of business development for a major medical-model treatment program where he was responsible for admissions, manager of two sober-living facilities, has personal experience in the field of recovery. Tim's past includes managing a national hospital and medical group contracting in managed care and consulting with hospitals on strategic marketing projects.

ADMISSIONS INFORMATION FOR CDC PROGRAM

Admission Requirements & Procedures

Students are encouraged to audit Centaur University facility prior to enrollment to gain a better understanding of the program offered by the university and to view all its facilities and equipment. Applicants are required to have obtained a high school diploma or its equivalent and submit proof thereof, or pass a Wonderlic Examination with a minimum passing recommended by the publisher.

WONDERLIC T – 71 Entrances Exam

Testing Program Name	Minimum	D.O.T.	Wonderlic
CENTAUR UNIVERSITY Training Program Occupational Program			Passing

	Score	Code	Code
Social Worker CU Course Name: Chemical Dependency Counselor	21	195.107.018	91008

- Entrance test scores are valid for one year.
- Centaur University will provide admission testing in English only.
- Centaur requires that any students who do not speak English as their first language possess a level of English language proficiency needed to succeed in our program. Documentation in the form of the Test of English as a Foreign Language (TOEFL) will be required to make this determination.
- Centaur University does not provide English-as-a-Second Language and Spanish.
- Visa services are not provided for, although the institution will vouch for student status, and any associated charges.
- All applicants are required to complete an enrollment application and engage in a personal interview with the Admissions Office.
- All applicants must be at least 18 years old.
- Upon enrollment, all applicants are required to complete an enrollment package that includes: reading, signing and dating required disclosures.
- A registration fee is of \$250.00 is required upon enrollment.

CREDIT FOR PREVIOUS EDUCATION

Centaur University may accept educational credits, provided that a 2.0 GPA or above was awarded to the student. Both the CDC Certificate and the Masters in Psychology will review official transcripts on a case by case basis.

Centaur University will accept credit from other institutions accredited by an agency and WACS recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA). However, because of the nature of the programs offered at Centaur University, credit for education received more than three years ago will not be accepted. Transfer credits from Centaur University to other institutions are regulated by the rules governing those institutions.

Official transcripts and documentation of previous experience must be received no later than 15 days after enrollment. The school reserves the right to accept or reject any and all previous credit and/or experience. Applies to veteran students, also refer to the "Notice to Veteran Students" section in the catalog.

The Masters' program in Psychology with specialization in Addiction can grant credit for previous education up to six units of credit by regulation. The program can also grant six units of experiential credit which would include educational opportunities outside of the classroom. The applicant is asked to pay a onetime only fee of \$50.00 for the Transcript and experiential learning assessment. The policy for awarding credit is based upon classroom, or CEU experiences, which can be shown to be readily equivalent to class content. The CEU experiences must have a depth of material which is not covered in a 3, 6, or perhaps even a 12 hour workshop.

AFFIRMATIVE ACTION STATEMENT

Centaur University is firmly committed to providing educational programs for all eligible applicants without regard to race, creed, color, religion, national origin, sex, age, or medical condition, except where a medical condition constitutes an occupational limitation. Federal Sexual Harassment guidelines have been adopted as a part of school policy. Centaur University, also complies with the equal Opportunity Act of 1972, Title VII of the Civil Rights Act of 1964, and Section 504, Rehabilitation Act of 1973. This policy of non-discrimination applies to all students, employees, applicants for admission and employment and not to all participants in institutionally sponsored activities.

STUDENT INFORMATION & SERVICES

ACADEMIC FREEDOM

Centaur University is dedicated to ensuring that all students and faculty enjoy academic freedom during their education process. In keeping with the desire to foster inquiry and critical thinking, the faculty is free to address, significant issues, provided that their opinions offered are clearly presented as those of the individual, not those of Centaur University.

HOUSING

Centaur University does not offer housing arrangement services for students.

TRANSPORTATION

Regular bus and Metro line services offering multiple connections are available near the Centaur University campus. MTA riders may be eligible for student discount by providing proof of enrollment.

GRIEVANCE/COMPLAINT PROCEDURES

Problems don't usually occur but if one does arise, you are encouraged to first bring the matter in writing to the student's instructor or any administrator. Requests for further action may be made to the School Director. The person authorized to resolve complaints will attempt to resolve the complaint within 10 days from the date in which it was received. Students, who are unable to resolve their complaint with the school, are encouraged to contact us by telephone and/or mail:

Centaur University
711 W. 17th Street, Ste. A8 Costa Mesa, CA 92627
O: 949.646.8018 F: 949.646.8447

If there is no resolution at the school after 30 days, you have the right to contact the appropriate agency:

**Department of Consumer Affairs
1625 N. Market Blvd. Suite S 202
Sacramento, CA 95834**

**Bureau for Private Postsecondary Education (B.P.P.E.)
P.O. Box 980818
West Sacramento, CA 95798-0818
916.574.7720**

STUDENT CONDUCT

Students must adhere to the standards set by Centaur University. Those whose conduct reflects discredit upon them or the school may be subject to termination. Proper safeguards for the welfare, safety and educational opportunity for all students will be provided. Students must conduct themselves in a way that will not interfere with the learning process of any other student, the classroom presentation by the instructor or the progress of the class in general.

CODE OF CONDUCT INFRACTIONS

The administration reserves the right to dismiss a student on any of the following grounds:

- Non-conformity with the school's rules and regulations
- Failure to abide by the rules and regulations of all clinical sites
- Possession of illegal drugs or alcohol upon school premises
- Incidents of an intoxicated or drugged state or behavior
- Possession of weapons or instruments constructed as weapons upon school premises
- Behavior creating a safety hazard to other persons or to the facilities
- Disrespectful or lewd behavior and/or illicit sexual advancements
- Defacing or destruction of school property
- Stealing: evidence of acting in a conspiracy or as an accomplice in a crime on school property
- Cheating or changing grades on a test

DRESS CODE

Students are preparing for careers. Preparation includes developing the habit of wearing appropriate professional attire. All students are required to wear a standard uniform during class session. Students are required to purchase appropriate attire within 30 days of starting class. Centaur wants to encourage students to wear business casual attire, which may be jeans, and allows "Casual Friday". No "wife beaters", miniskirts, or flip flops are allowed!

HEALTH & SAFETY

It is the policy of Centaur University to maintain a safe environment for its students and staff members, and as such has annual fire and safety inspections. Exit signs are posted prominently throughout the classrooms and a first-aid kit is located in the administrative office.

DRUG-FREE ENVIRONMENT

It is the policy of Centaur University to maintain a drug-free environment. In accordance with the Drug Free School and Communities Act: Centaur University prohibits the unlawful possession, use or distribution of illicit drugs and alcoholic beverages by students on its property or as part of any of its activities. Any student or employee who is involved with the unlawful possession, use or distribution of illicit drugs or alcohol will be subject to termination. Information concerning use and misuse of chemical (including drugs and alcohol) shall be available as well as resource information of a chemical dependency program in the community. Anyone seeking information or help please contact an Administrator or Director of Campus. All conversations are held in strict confidence.

STUDENT RECORDS

Student record hard copies are maintained for five years from the date of student's graduation, termination or withdrawal. For security purposes, all hard copy records are destroyed after the five year term but are kept electronically for 45 years. The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law, which prohibits an institution from releasing the school records or any other information about a student to any third party without consent of the student.

EDUCATIONAL & CAREER ASSISTANCE

Students may seek personal assistance to meet their individual educational needs. Help with academics and practical procedures are available from a variety of staff members. Contact the Program Coordinator or Director to make arrangements.

JOB PLACEMENT ASSISTANCE

Centaur University offers advice to assist graduates in career planning and job placement. Employment preparation begins the first week of class. Techniques such as networking, finding the hidden job market, and interviewing techniques are taught in a practical classroom approach. Centaur University does not guarantee employment.

Note: The State of California is revising the requirement of all persons performing Drug and Alcohol Counseling. Please check with Administration for recent updates.

Certification Criteria for a Certified Alcohol and Drug Counselor (CAADAC)

Registered Student (RS) = Enrolled in alcohol and drug studies program / Sign a Code of Ethics / Submit appropriate fees.

Recovery Worker - Certified Alcohol and Drug Counselor Associate (RRW) = Currently working in an DADP licensed facility / Sign a Code of Ethics / Submit appropriate fees.

Certified Alcohol & Drug Counselor Associate (CADCA) (formerly RADI) = 315 hours of approved alcohol and drug formal education / Supervised Practicum – (supervised by at least a CADC-I) including classroom participation (45 hours) and completion of 255 hours at an approved agency / Pass ICRC written examination / Signed Code of Ethics and Scope of Practice (see manual for additional information and requirements) / Submit appropriate fees.

California Certified Prevention Specialist (CCPS) = 100 hours approved prevention training (50 hours ATOD specific) / 120 hour practicum experience / 2,000 hours of supervised ATOD prevention experience / Signed Code of Ethics and / Pass ICRC written

examination (see manual for additional information and requirements) / Submit appropriate fees (supervision by a qualified prevention professional).

Certified Alcohol and Drug Counselor-I (CADC-I) = Meet all requirements of a CADCA/ Provide documentation of 4,000 hours or two (2) years full-time supervised work experience / Pass ICRC Case Presentation Method of Oral Review Examination (see manual for additional information and requirements) / Submit appropriate fees.

Certified Alcohol and Drug Counselor-II (CADC-II) = Meet all requirements of CADC-I / Provide documentation of 6,000 hours or three (3) years full-time supervised work experience (supervised by at least a CADC-II) / See manual for additional information and requirements / Submit appropriate fees.

Certified Clinical Supervisor (CCS) = Meet all requirements of CADC-II / Provide documentation of 10,000 hours or five (5) years of counseling experience as a CADC-II / Provide verification of 4,000 hours or two (2) years of clinical supervisory experience in the AODA field (these two (2) years may be included in the five (5) years counseling experience) / Verification of 30 hours didactic training in clinical supervision / Pass ICRC written examination / See manual for additional information and requirements / Submit appropriate fees.

Licensure Requirements for M.F.T. Board of Behavioral Sciences (B.B.S.)

Education Requirements

The Board requires applicants to possess a qualifying Doctor's or Master's degree. Please see Business and Professions Code sections 4980.36, 4980.37, and 4980.41 of the Board's Statutes and Regulations for more information on degree qualifications.

Additional Coursework Required Prior to Licensing Examination:

- Child Abuse Assessment and Reporting (7 hours)
- Human Sexuality (10 hours)
- Alcoholism and Chemical Substance Abuse Dependency (15 hours must be taken in qualifying degree program)
- Spousal/Partner Abuse Detection and Intervention (15 hours for those who entered degree program on after 1/1/2004; Course can be any length for those who entered a qualifying degree program between 1/1/1995 to 12/31/2003 Must be taken in qualifying degree program).
- Psychological Testing (2 semester units or 3 quarter units only for those who entered a qualifying degree program on or after 1/1/2001)
- Psychopharmacology (2 semester units or 3 quarter units only for those who entered a qualifying degree program on or after 1/1/2001)
- California Law and Professional Ethics (2 semester units or 3 quarter units)
- Aging and Long Term Care (10 Hours only for those who entered a degree program on or after 1/1/2004; For all others this is not a pre-licensure requirement)

Experience Requirements

- 104 weeks of supervision
- 3,000 hours of supervised work experience.

STUDENT-TEACHER RATIO

In evaluating the needs of the student attending class, it has been determined that the student-teacher relationship is one of the greatest tools in assuring student progression. To maintain a realistic student-teacher ratio, and to support the commitment of the instructor to work in close unison with the student, Centaur University has established a maximum student-ratio of 12:1 students.

NOTICE OF STUDENT RIGHTS

You may cancel your contract for school, without any penalty or obligation, by midnight the third business day following your first class session as described in the Notice of Cancellation form that will be given to you at the first class you attend. Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a simple copy. After the end of the cancellation period, you may also have the right to stop school at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy. If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address and phone number printed below for information. If you have any complaints, questions or problems, which you cannot work out with the school, write or call:

**Department of Consumer Affairs
1625 N. Market Blvd. Suite S 202
Sacramento, CA 95834**

**Bureau for Private Postsecondary Education (B.P.P.E.)
P.O. Box 980818
West Sacramento, CA 95798-0818
916.574.7720**

CANCELLATION POLICY

You have the right to cancel this agreement for educational service, any requirement or other goods and services. Cancellation occurs when you give written Notice of Cancellation at the school address shown on the front page of this catalog. You can submit your cancellation by mail, in person, faxing or telegram. The Notice of Cancellation, if mailed, is effective when deposited in the mail, properly addressed with postage prepaid. You will be given one Notice of Cancellation form on the first day of class.

ACADEMIC INFORMATION:

ACADEMIC CALENDAR

Centaur University operates on a continuous basis throughout the year. Class start and end dates can be found as an attachment to this catalog. The following holidays are observed for the student population: **President's Day / Memorial Day / Independence Day / Labor Day / Veterans Day / Thanksgiving Day (and day after) / Christmas (the 24th – Jan. 2nd) / and New Year's Day.**

SEMESTER UNIT

Centaur University has adopted the semester unit basis of measuring student progress. One reason for adopting this system is that it makes it clearer when calculating a student's Grade Point Average (GPA). A semester unit is based on the following:

1 semester unit/15 hours of classroom instructor-lecture

1 semester unit/30 hours of supervised laboratory-practical instruction

1 semester unit/45 hours of supervised internship at an approved facility

Grades are based on the result of written tests, laboratory final exams, daily classroom assignments, practical check-off and completion of homework assignments. Final grades are reported at the end of each course and posted to the student's permanent academic record.

ATTENDANCE PROCEDURE

Students are expected to attend all regularly scheduled classes. It is the responsibility of a student to telephone in advance to advise the school when he/she will be absent or late. All students are considered full-time status, which is defined as the enrollment of at least 12 hours per week. Students may not be absent more than 3 consecutive days in a phase/class. After 3 days of absences, the student will be counseled and/or placed on probation status. A student absent for three consecutive weeks (15 scheduled class days) will be terminated.

At midpoint of the program a student's overall attendance percentage is determined. If the minimum is not achieved, the student will be counseled and/or placed on probation. A class may be cancelled or rescheduled if there is insufficient enrollment in the first session not to exceed thirty days. If a class reschedule date exceeds thirty days, the students enrollment will be terminated. Students will be required to complete a new enrollment agreement.

DAILY ATTENDANCE

Instructors will take student attendance on a daily basis. Daily attendance records become part of the student's permanent record. The student may make arrangements with the instructor(s) to make up the work and/or time missed during this period. Online students: Attendance during each "live class session is expected. Each phase/class is presented in monthly lessons with weekly assignments. Be prompt and prepared to spend the entire time in class. A student may enroll at a later date. If authorized by the instructor and School Director and Career Counselor, if applicable. To re-enroll, the student must submit a written request for re-admittance to the School Director. The student will be notified of his/her re-admittance status within forty-eight hours after receipt of the written request. Students who are re-admitted must sign a new Enrollment Agreement and will receive credit only for courses in which a 2.0 GPA was received for the CDC Program ONLY and a 2.67 GPA for the Masters Program. The time attended is counted towards maximum time frame.

TARDINESS

Centaur University understands that an occasional tardy may be unavoidable; however, excessive tardiness will cause the student to be counseled and/or placed on probation status. Online Students: Attendance during each "live class" session is expected. Tardiness is disruption to a good learning environment. Students in attendance less than 50% of any scheduled "live class" may be considered absent. Be prompt and prepared to spend the entire time in class.

LEAVE OF ABSENCE POLICY

The school must approve all Leave of Absence requests. If approved, a leave may be granted for a period of up to 60 calendar days for one 12-month period. **Students may not return in the middle of any given module. Return dates must fall on the first day of a scheduled module date. (To be determined by administration.)** This may extend the 60 days but must comply with BPPE rule set by the Department of Education maximum of 180 days.

MAKE-UP EXAMINATIONS

If a student has an excused absence on the day a test is given, he/she will take the exam on the day return with no penalties. Students who wish to retake a failed test will be given one opportunity to re-take the test. A maximum score of 70% will be recorded for any re-take examinations.

COURSE INCOMPLETES

An "Incomplete" will not be considered as a final grade. If students do not complete the required course work, that "Incomplete" will be converted to a "F". The "F" will be averaged in with the other grades in determining the average grade and the overall GPA.

TRANSCRIPTS

Upon written request, the student may receive, or have issued on his/her behalf, one official transcript of grades completed at Centaur University at no charge. A fee of \$5.00 will be charged for each additional transcript requested.

COURSE EVALUATION

At various intervals, students are requested to participate in a confidential evaluation of different aspects of their education, including instructor's efforts. For purposes of self-improvement, instructors are provided with a summary of the results from the Director, but have no access to individual student evaluations.

ACADEMIC STANDARDS

COURSE COMPLETION

A course completion is defined as:

- Minimum of 2.0 G.P.A. for the CDC program and a minimum of 2.67 for the Masters program, which is an indication of successful academic performance, as measured by passing examinations with 70% accuracy or better, timely completion of assignments and acceptable performance of pertinent skills.
- Achieved the minimum number of semester credits
- Achieved the minimum number of course hours required
- Successful completion of preceding courses in the Masters program

MONITORING OF PROGRESS FOR CDC PROGRAM

Progress Reports are reviewed, the 1st of every month by Director, Instructor and Student. During the first increment (25%) of the program, a minimum of 67% of the attempted clock hours and "C" average (70%) are required. If the minimums are not achieved, the student will be placed on academic probation. The second increment is received at (50%) of the program, which requires a minimum of (67%) of the attempted clock hours and "C" average (70%). If the minimums are not achieved, the student will be placed on probation for 30 days. If unsuccessful, the student will be terminated from the program. Students who are placed on probation will be notified in writing that they are being placed on academic probation, which will begin at the start of the next module. Students on probation will be considered to be making satisfactory academic progress.

MONITORING OF PROGRESS FOR MASTERS PROGRAM

During the initial four month probationary period the students will be monitored for a variety of attributes which coincide with the persona of the helpful counselor. Attributes such as Trust, Empathy, Authenticity, Openness, Calm, and an ability to hold opposites are only some of the attitudes which will be considered. The student only need look at the opposite of these qualities to understand some of the attitudes which could place a student in difficulty. Mistrusting, Lack of empathy, Inauthentic, Closed mindedness, Easily agitated, and a tendency to see things in black and white terms may be indicators of people who might struggle with our program.

ACADEMIC PROBATION FOR CDC PROGRAM

Students who fail to comply with the standard of attendance or satisfactory academic progress will be placed on probation and given written notification of their probationary standing. One or more of the following may determine unacceptable progress assessment: **Poor attendance (See Daily Attendance) / Below academic standing / and Unsatisfactory mastery of pertinent skills.** If a student falls below the standards set by the institute, a consultation between the student and the instructor(s) and the Program Coordinator will be scheduled. At this time, arrangements will be made to re-establish satisfactory progress through makeup work and/or tutorial sessions. Within thirty days, all missed course work and/or time is to be made up to be removed from probation status.

If after thirty days of probation period, the student has violated the standards set in probation agreed by the student, the student will then be terminated from the program. Students on probation will be considered to be making satisfactory academic progress.

ACADEMIC PROBATION FOR MASTERS PROGRAM

Students who fail to comply with the standard of attendance or satisfactory academic progress will be placed on probation and given written notification of their probationary standing. One or more of the following may determine unacceptable progress assessment: **Poor attendance (See Daily Attendance) / Below academic standing / and Unsatisfactory mastery of pertinent skills.**

Assessment of academic progress for the Masters' in Psychology specialization in Addiction program will entail a probationary period during the first four academic classes. At this time the student may be asked to withdraw from Centaur University. Because students are only asked to pay for four months at a time there will be no refund of fees or any further fees required.

At any time during the Masters' program if the student receives a grade of C for a class they are automatically placed on academic probation. This probation will last at least for the next four class sessions.

ACADEMIC WITHDRAWALS FOR CENTAUR UNIVERSITY

Students have the right to withdraw from their training program at any time. To officially withdraw from school, a student must initiate withdrawal procedures by informing the administration in writing. Refunds will be calculated in accordance with State and Federal refund policies. Unpaid charges resulting from these calculations will be billed to the student.

GRADING SYSTEM

Percentages	Letter Grade	Significance	Grade Point Average (GPA)
93-100%	A	Exceptional	4.00
90-92%	A-		3.67
87-89%	B+		3.33
83-86%	B	Good	3.00
80-82%	B-		2.67
77-79%	C+		2.33
73-76%	C	Satisfactory	2.00
70-72%	C-		1.67
67-69%	D+		1.33
63-66%	D	Poor	1.00
60-62%	D-		0.67
0-59%	F	Failure	0.00
W	Withdrawal		Not Applicable

ACADEMIC REINSTATMENT

Students failing a module must retake that module in order to continue the program. Repeating the module may not exceed 1.5% or 150% of the program length. A failed module may only be retaken once.

APPEALS PROCESS

Students who wish to appeal the determination of satisfactory progress probation; a grade, a suspension or a dismissal must submit a letter to the office of the Director. A two-person committee appointed by the Director will make an appeal recommendation. The appeal process may occur only once and any decision shall be deemed final. The committee will notify the student within 48 hours regarding the course of action recommended. The appeal may be denied in cases of drug-alcohol, use/possession, carrying a concealed weapon or physical violence.

SATISFACTORY ACADEMIC PROGRESS GUIDELINES

Satisfactory progress is expected of each student to remain in school. Satisfactory progress is determined by the following criteria:

- Maintaining a 2.0 G.P.A., which is an indication of successful academic performance, as measured by passing examinations with 70% accuracy or better, timely completion of assignments and acceptable performance of pertinent skills.
- Achieving the minimum number of semester credits.
- Meeting standards specified on probation agreement.
- Meet the specified conditions for incompletes, withdrawals, or probation status.
- Tutoring is available each week to help students meet these guidelines.

If a student falls below the criteria listed above, consultation with a school official will be scheduled. The student will receive a written notice of probation. At the end of probation period, if the student has not satisfied probationary status, checks will be held. Any student, whose training has been interrupted for academic reasons, or administrative withdrawals, may be reviewed for reinstatement. Request must be in writing and submitted to the campus Director. Centaur University does not have: Non-credit, remedial courses, or non-punitive grades on satisfactory progress.

PLAGARISM POLICY

Centaur University considers academic honesty to be of the highest values. Students are expected to be the sole authors of their work. Examples of dishonesty or unethical behavior:

- Copying and pasting text from on-line media
- Copying and pasting text from any web site
- Transcribing text from any printed material such as books, magazines, journals and encyclopedias
- Using another student's work and claiming it as your own, even with permission from the other student. Any time you quote, summarize or paraphrase, you must acknowledge the original source.

MAXIMUM TIME FRAME FOR PROGRAM COMPLETION

All students are required to complete their program within a maximum time. (All programs must be completed within 150% times the normal duration of time required to complete the program). A Leave of Absence is not counted in the maximum time frame.

REFUND POLICY

Any courses that have to be retaken due to an "I", "W" or "D" and below, the student will have to reenroll and repay for any books, fees and tuition for that course or courses.

A refund of tuition and fees, less an administrative fee of \$250.00 and any money paid for books/equipment, will be returned to payer within 45 days of official written notification of withdrawal. Late fees are non-refundable. The refund will be calculated in accordance with the following formula: The formula is based on a percentage of time completed vs. time unfinished in the program. Any student that completes **more than 60%** of an offered program and/or course **will not receive any refund** with accordance to this policy.

• Cancellation Prior to the first session of Classes:	100%
• Withdrawal after 10% of program has been completed:	80%
• Withdrawal after 20% of program has been completed:	60%
• Withdrawal after 30% of program has been completed:	40%
• Withdrawal after 40% of program has been completed:	20%
• Withdrawal after 50% of program has been completed:	10%
• Withdrawal after 60% of program has been completed:	0%

The date of withdrawal for purposes of calculating the refund is the date upon which the student makes a formal written application for withdrawal to the registrar's office. The refund schedule listed above is applied regardless of the reason for withdrawal (including medical reasons).

Library and Other Learning Resources

Centaur University does not have a library facility but will provide students with a list of all textbooks required to complete the CDC and Masters Program. Additional research and library resources will be offered as needed to the student by our Information Specialists, Cameron Arndt. If requested or if needed, our outside resources for additional research is: The Costa Mesa Public Library is our outside resource for additional research, which is located at: 1855 Park Avenue, Costa Mesa, CA 92627 (949-646-8845 www.ocpl.org). Any questions pertaining to purchasing required textbooks and any other learning/research resources can be directed to Cameron Arndt at Centaur University (949-646-8018).

INTERNSHIP INFORMATION FOR THE CDC PROGRAM

Internship (Practical Training) Assignment

Off-site training is scheduled to begin after the didactic and laboratory portions of the program are successfully completed and when the student has met the stated requirements.

- All make-up work and missed time must be completed prior to placement in an internship facility
- Any student removed or terminated from an internship site for absenteeism, attitude or unprofessional behavior will forfeit his/her participation in the program
- Students may only be reinstated once for the internship rotation portion of the program
- The Program Coordinator/Instructor will make the final decision as to the internship placement and will visit each training site
- Student must have a minimum of 70% G.P.A. (Grade Point Average)

Internship Attendance

The internship facility will place the same demands on the student that they face with any employer on the job. Centaur University attendance policy applies (See Attendance) Students are encouraged to participate in their internship training on a full-time basis (30-40 hours per week) but must participate a minimum of twelve hours per week. **Chemical Dependency Counselors must complete the entire required 255 hours of Internship within 12 months from beginning their 45 hours of Practicum to be recognized by CAADAC, in order to apply for testing or certification. The 255 hours of Internship cannot begin until students have enrolled in their Practicum Class. Students must start an internship during their 45 hours of Practicum, in order for their 255 hours of internship to count for CAADAC.** Students may be required to participate on various days, hours and/or shifts that may or may not rotate at their internship site. This is due to the fact that tasks are divided throughout the day; therefore, a student may need to rotate in order to adequately complete his/her training. Internship hours will be determined between the site and the student. Students are required to adhere to the set schedule of the facility. If the student requests a change of scheduled hours or days, he/she must comply with the procedures set forth by the internship site. It is the student's responsibility to complete the timesheets at the internship facility on a daily basis, and obtain the signature of a staff member of the facility. While at the internship facility, students are required to submit timesheets as defined in the internship policy.

Internship Completion

All required paperwork must be returned to Centaur University prior to graduation from the program. Completion is determined by:

- ✓ All hours of participation documented and verified
- ✓ Intern completion summary form (from supervisor of facility)
- ✓ Original documentation

CHEMICAL DEPENDENCY COUNSELING COURSE

Catalog Description

Chemical Dependency Counselor

570 Clock Hours / 26.5 Semester Units

The five hundred seventy hour program prepares the student for entry-level employment as a Drug and Alcohol Counselor in different treatment settings. Students receive instruction in the basics of addiction and drug pharmacology, the 12 core functions of counseling including case management, basic counseling skills and methods, chemical dependency and the family, ethics and the law, treating special populations, counselor growth and burnout prevention, therapeutic theories and techniques, relapse prevention. They are required to write and present in class, a written report on various topics for each Phase of the complete course. Students will be required to participate in a 255-hour internship at an approved facility, and 45 hours of concurrent educational classroom coursework including TAP 21 - "Addiction Counseling Competencies", and the 12 Core Functions, as well as a review of their progress in the internships. Upon successful completion of this program, the student will receive a Certificate of Completion and Transcript of completed courses. The graduate of the program qualifies to apply for Counseling Certification and is strongly encouraged to do so with CAADAC, since the course is designed to meet CAADAC's exact requirements.

Course/Phase Name	Clock Hrs	Units
CDC 101 Addiction Basics & Drug Pharmacology	45	3.0
CDC 102 The Counseling Core Functions	45	3.0
CDC 103 Building Basic Counseling Skills	45	3.0
CDC 104 Ethics, Special Populations & Other Treatment Issues	45	3.0
CDC 105 Counseling Families	45	3.0
CDC 106 Advance Counseling Theories & Techniques	45	3.0
CDC 107 Supervised Practicum TAP 21	45	3.0
CDC 108 Clinically Supervised Internship	255	5.5
TOTAL	570	26.5

Centaur University is an Approved Institution by CAADAC: (California Association of Alcoholism and Drug Abuse Counselors)

Requirements: Certificate of Completion from an approved Institution. Completion documentation or transcript must state: 270 Core Classroom/45 classroom practicum/255hours in the field experience. CAADAC membership and application for testing required.

COMPREHENSIVE COURSE DESCRIPTION

Chemical Dependency Counselor

570 Clock Hours/26.5 Credit Units

CDC 101 Addiction Basics & Drug Pharmacology 45 Clock Hours/3.0 Credit Units

This Phase of the comprehensive course gives the student basic knowledge and skills to understand the various aspects of chemical addiction, its' processes, signs, symptoms and addictive behavior. Students will learn the pharmacology and characteristics of cocaine, heroin, marijuana and other commonly abused substances and their sources, methods of ingestion, addictive properties, and withdrawal. Various approaches to substance abuse treatment and recovery will be included.

CDC 102 The Counseling Core Functions 45 Clock Hours/3.0 Credit Units

This Phase of the comprehensive course covers the 12 Core Functions of Counseling. In addition the student will learn about the DSM-IV TR (Diagnostic and Stoical Manual of Mental Disorders), its classifications of substance abuse disorders, limits on parameters in identifying substance abuse disorder vs. substance dependency and other disorders. The students will learn how to perform each core function, how they overlap, and will prepare a written Case Presentation applying what they have learned.

CDC 103 Building Basic Counseling Skills 45 Clock Hours/3.0 Credit Units

This Phase of the comprehensive course helps the students understand the basic counseling skills including active listening, attentiveness, reflection, questioning, paraphrasing, and summarization. They will also cover the basics of group process and group dynamics as well as basic ground rules for group process. After each skill set is learned, the students practice them by role-playing with each other while being videotaped for review to enhance the learning process and prepare them for counseling participation during their externships.

CDC 104 Ethics, Special Populations & Other Treatment Issues 45 Clock Hours/3.0 Credit Units

This Phase of the comprehensive course covers the legal and ethical guidelines that pertain to the substance abuse counseling field. Critical topics include confidentiality, informed consent, clients rights and privilege, dual relationships, peer confrontation, and more. It also includes special issues relevant to chemical dependency counseling such as HIV – AIDS, TB, and hepatitis awareness, gambling and sex addiction, multi-cultural awareness and sensitivity, counseling special populations, women's issues, and the importance of addressing spirituality, cross-addictions, anger, resentments and forgiveness as brief grief and loss counseling, counselor growth and burnout prevention.

CDC 105 Counseling Families 45 Clock Hours/3.0 Credit Units

This Phase of the comprehensive course covers the role and dynamics of counseling the family of chemical dependency. Relevant issues include stages of the family illness, stages and signs of family recovery, co-dependency, enabling, detachment, Al-Anon, family-of-origin issues, counseling in co-joint sessions with patients and their family members(s), and family group educations and group process.

CDC 106 Advance Counseling Theories & Techniques 45 Clock Hours/3.0 Credit Units

This Phase of the comprehensive course addresses the major theories of personality development -- from Freud through Lazarus and Pears to Glasser -- and how each method of therapy originated. The 11 phases of relapse, particularly the work of renowned relapse preventions Terence T. Gorski, will be studied along with the tools and coping skills necessary to deal with major relapse triggers. Students will finalize their written Case Presentations. A systematic review for the written and oral CCBADC exams will also be conducted.

CDC 107 Supervised Practicum**45 Clock Hours/3.0 Credit Units**

This portion of the program is designed to meet the practicum of study requirements as outlined by CAADAC /CCBADC. These 45 hours of educational study and course work provide the student with the guidelines under the TAP-21 "The knowledge, skills and attitudes of professional practice", more on the 12-Core Functions of a counselor, reports home study work, and a review of externship issues to prepare the student for the environments and populations in treatment.

CDC 108 Clinically Supervised Internship**255 Clock Hours/5.5 Credit Units**

During this Phase of the comprehensive course, the student participates in supervised on-the-job training experiences at approved treatment providers. This is a combined effort between the school and internship facility. Students are able to apply the knowledge acquired in the classroom to real life situations while they experience all 12 counseling core functions. Evaluations occur routinely to provide the student the opportunity to discover any apparent weakness while receiving support from the externship supervisor and our instructor. The students must have all paperwork completed and signed evidencing the required 255 hours of supervised internship work.

NOTE: Upon completion, the students receive a Certificate of Course Completion, as well as complete transcripts. Upon student request when applying for CAADAC Certification, we will forward the transcript directly to the CCBADC on the student's behalf.

MARRIAGE AND FAMILY THERAPY COURSE

Catalog Description

Masters in Counseling Psychology

1075 Clock Hours / 60.0 Semester Credit/Units

The one thousand and seventy five hour program prepares the student for entry-level employment as an MFT Intern in the field of Mental Health, specifically in addiction in different treatment settings. Students receive instruction in the basics of addiction, relapse prevention, intervention, and drug pharmacology, the 8 practice dimensions in the TAP 21"Addiction Competencies. Concentration in Marriage and Family Therapy prepares students to be familiar with a broad range of matters that may arise within marriage, family and child relationships functional and dysfunctional. This course trains students in diagnosis (DSM IV-TR), assessment, and prognosis, psychological testing, psychopharmacology, treatment of mental disorders (including co-occurring disorders), counseling skills, prevention, intervention, theories and techniques, professional ethics (including child abuse assessment and reporting), cultural diversity and special populations. The course will also cover the development and life span from human sexuality, conception, birth, childhood, adolescence, early adulthood, aging, to grief and loss. All students must complete two practicum classes that will begin after the completion of the second quartet. Each Practicum will consist of 45 hours of class and 125 hours of Clinically Supervised Internship at an approved site. Upon successful completion of this degree program, the student will receive a Masters Degree in Psychology and Transcript of completed courses. The graduate of the degree program qualifies to the student to apply for Licensure by the Board of Behavioral Science and is strongly encouraged to do so with BBS, since the course is designed to meet BBS's requirements. **Student must register with the BBS within 90 days of course work completion/graduation, in order for their 250 Practicum/Internship hours to go towards their Licensure.**

Course/Class Name	Clock Hrs	Units
PSY 505 Introduction to Counseling/History and Development	45	3.0
PSY 510 Systems of Psychotherapy for M F T's	45	3.0
PSY 515 Group Process and Techniques	45	3.0
PSY 520 Research and Bibliographic Methods I	45	3.0
PSY 525 Theory of Addiction	45	3.0
PSY 530 The Counseling Process/Basic Counseling Skills	60	4.0
PSY 535 Development During the Life Course	45	3.0
PSY 540 Research and Bibliographic Methods II	45	3.0
PSY 605 Multiculturalism and Special Populations	45	3.0
PSY 610 Emotion Focused Therapy	45	3.0
PSY 615 Advanced Psychopathology and Diagnosis	45	3.0
PSY 620 Practicum I/Clinically Supervised Internship	170	5.5
PSY 625 Motivational Interviewing / Harm Reduction	45	3.0
PSY 630 Ethical and Professional Issues for M F T's	45	3.0
PSY 635 Ingestive vs. Process Addictions	45	3.0
PSY 640 Practicum II/Clinically Supervised Internship	170	5.5
PSY 655 Master's Project Research I	45	3.0
PSY 660 Master's Project Research II	45	3.0
TOTAL	1075	60.0

COMPREHENSIVE COURSE DESCRIPTIONS – COUNSELING PSYCHOLOGY

Graduate standing is required for all 500 and 600 level courses

Masters in Counseling Psychology (MFT) 1075 Clock Hours/60.0 Credit Units

PSY 505 Intro to Counseling/History & Development 45 Clock Hours/3.0 Credit Units

This course begins in antiquity and ends with the triumvirate of Freud, Adler, and Jung. The influences and eventual impact of philosophy, religion, and medicine will be explored as the student is exposed to how these three major views of the human condition come together.

PSY 510 Systems of Psychotherapy for MFT's 45 Clock Hours/3.0 Credit Units

This course begins to acquaint the student with many of the major theoretical approaches used in therapy and counseling today. It is hoped that students will have enough familiarity with the differing schools to begin choosing one or two that will eventually become the basis for their counseling style.

PSY 515 Group Process and Techniques 45 Clock Hours/3.0 Credit Units

This class begins to raise the students' awareness of who they are as an individual and familiarize them with how the group process can be used as a force for change in the clients life. Students will be asked to write a reflection paper to be turned in at the beginning of each class. The paper will address their views on the upcoming topic and reflect on how, or if, their view of the previous topic has changed. This class will help the student become familiar not only with group process variables but will also get the student writing on a regular basis.

PSY 520 Research and Bibliographic Methods I 45 Clock Hours/3.0 Credit Units

This course is designed to get the student into the habit of researching. Staying current with research brings the addiction counselor into developing, and honing, the cutting edge skills needed as a basis for Evidence based practice. As Addiction counseling moves into the demand for greater professionalism the ability to take in and digest the newest research will become ever more vital. Students will be taught how to read, and identify, strengths and weakness in the research they read.

PSY 525 Etiology of Addiction 45 Clock Hours/3.0 Credit Units

This class will acquaint the student with every major theory related to the initiation and development of the addictive process. This will be a class to challenge the assumptions and beliefs that are prevalent in much of addiction treatment today. This class will help the student identify more about the processes that eventuate in what we call addiction. Portions of this class will present the topics of antecedent, coincident, and consequent.

PSY 530 Basic Counseling Skills and Process 60 Clock Hours/4.0 Credit Units

This class begins the students' introduction to basic counseling behaviors and how continuing those behaviors will allow the client (and counselor) a fuller realization of self. Utilizing a series of role play and feedback exercises the student gains familiarity with using specific orientations and how to deal with differing client styles. Basic skills such as attending, establishing rapport, authenticity, unconditional positive regard, along with their basic attitudes like flexibility, compassion, and integrity will be presented and practiced.

PSY 535 Development During the Life Course 45 Clock Hours/3.0 Credit Units

Theories related to the entire life span from conception through childhood, adolescence, young adulthood, middle age, and late adulthood is reviewed. Students focus on issues of healthy development at different ages in domains such as play, school, relationships, sex, parenting, work and retirement. Students also focus on issues that are salient to the aging population, including long-term care. Development for individuals and relationships will be presented with a special focus on Resilience. In depth interviewing of one developmental stage is required.

PSY 540 Research and Bibliographic Methods II 45 Clock Hours/3.0 Credit Units

This class continues to build on the foundation of Section I. Students are encouraged to begin the search for research to be used in their final project. The completion of this course is the student submission of a formal research proposal.

PSY 605 Multiculturalism and Special Populations 45 Clock Hours/3.0 Credit Units

This course will introduce the student to the diversity, and difference, which exist in the world today. Various forms of prejudice will be examined as they relate to special populations of race, gender, disability, sexual orientation, ethnicity, age and religion. Another area which will be looked at in relation to special populations is the concept of Socio-economic status (SES). Stigma, in particular, will be examined as it relates to addiction, mental health, and "ableness". Finally, the treatment of the severely mentally ill subsequent to the closing down of state operated mental institutions will be examined.

PSY 610 Emotion Focused Therapy 45 Clock Hours/3.0 Credit Units

The central importance of emotion to begin a process of change will be introduced and explored in this class. Very few of the individuals who come to therapy do not have problems with emotions. Emotion concepts as they relate to both mental health and addiction will be explored. Evidence will be presented which shows that overload emotions can lead to particular mental health problems. The Emotion focused therapy systems of Greenberg, Johnson, Safran, Plutchik, and many more will be explored.

PSY 615 Advanced Psychopathology and Diagnosis 45 Clock Hours/3.0 Credit Units

Advanced Psychopathology and Diagnosis introduces the student to the DSM system and how that system has implications for treatment and prognosis. A major focus of the class will be how the Family can begin to cope with mental health and addiction diagnosis. One area of emphasis in this course will be the impact of clinical versus subclinical levels of symptoms. Dual diagnosis – or what has come to be called co-occurring disorders – will be another area of emphasis.

PSY 620 Practicum I**170 Clock Hours/5.5 Credit Units**

This portion of the program is designed to meet the practicum of study requirements as outlined by the BBS. These 45 hours of educational study and course work provide the student with the guidelines under the TAP-21 "The knowledge, skills and attitudes of professional practice", reports home study work, a book review, and a review of internship issues to prepare the student for the environments and populations in treatment. The student obtains an internship working in the field and starts the practice dimension of the theoretical background they have acquired for 125 hours of Supervised Clinical Internship. Students must work at a site which has a Licensed Clinical Social Worker, Licensed Marriage and Family Therapist or a Doctoral Supervisor to provide the work site supervision.

PSY 625 Motivational Interviewing/Harm Reduction 45 Clock Hours/3.0 Credit Units

This specialized clinical course is designed to bring the newest methods of working with addicted populations into the scope of the students' current clinical practice. The course will provide the student with major concepts which will be developed with role play techniques. Research showing that Motivational Interviewing (MI) is the best method for use with anger management clients will be incorporated in to the class. Harm Reduction has been another challenging concept for many alcohol and drug counselors. This introduction will show how to use the principles involved as a method to avoid burnout.

PSY 630 Ethical and Professional Issues for MFTs 45 Clock Hours/3.0 Credit Units

This course examines ethical, legal, and professional issues relevant to the practice of marriage and family therapy. Ethical responsibilities and legal responsibilities are discussed within the context of relevant state laws/regulations, professional ethical codes, and the importance of interdisciplinary cooperation. The course also emphasizes the development of ethical decision-making skills that address issues commonly seen in individual, couples, and family therapy. Explorations of how ethics can change from one workplace to another will be explored.

PSY 635 Ingestive vs. Process Addictions 45 Clock Hours/3.0 Credit Units

Students will be introduced to the two major classifications of addictions along with similarities and differences. Concepts related to negative and positive addictions will engage students in a debate about what is recovery? The work of Patrick Carnes on Addiction Interaction Disorder will also be presented.

PSY 640 Practicum II**170 Clock Hours/5.5 Credit Units**

Practicum II continues the work begun in Practicum I and may allow the student to change sites so as to get a different experience of client population and supervision style or theory. It is designed to meet the practicum of study requirements as outlined by the BBS. These requirements include, 45 hours of educational study. The student will submit a case study, a book review and a series of reflection papers. The student obtains or continues with a internship working in the field and starts the practice dimension of the theoretical background they have acquired for 125 hours of Supervised Clinical Internship. Students must work at a site which has a Licensed Clinical Social Worker, Licensed Marriage and Family Therapist or a Doctoral Supervisor to provide the work site supervision.

PSY 550 Independent Study **15-45 Clock Hours/1.0-3.0 Credit Units**

Independent study is a method for students to do work which was missed because of a medical emergency or family emergency. Whenever a student asks for Independent Study the nature of the emergency leading to the request must be documented. (Offered as needed. OPTIONAL)

PSY 650 Research Design and Analysis **15-45 Clock Hours/1.0-3.0 Credit Units**

Supervised individual study or research on a special problem or in a selected area of psychology. (Offered as needed. OPTIONAL)

PSY 655 Master's Project Research I **45 Clock Hours/3.0 Credit Units**

A project involves the completion of a professional creative product. Applied research to address practical questions (such as how to carry out an advertising campaign) may be involved. A project differs from a thesis in one major way: A thesis presents original research that contributes to the scholarly literature of psychology or behavioral studies. A project, in contrast, contributes to the mental health professions via qualitative research. As one faculty member puts it, a professional project is a work of specialized interest and theory; a thesis is a study of generalized interest and theory. The project is the culmination of your studies here and should reflect what you have learned in the program. In this Class, students will establish a research question, begin a literature search, identify and interview experts related to the project.

PSY 660 Master's Project Research II **45 Clock Hours/3.0 Credit Units**

In this class, the student will begin to put together all the pieces of the project that they have worked on in the three previous quartets. Research, as well as the project work itself, certainly involves methodologies — e.g., of interviewing, of library research, of examining similar projects, and of carrying out the project.

Students must have a cumulative GPA of 2.67 (B) to meet the minimum eligibility requirements to enroll in the project. (See the Academic Policies and Procedures section for additional guidelines.) (660 is offered as needed after the initial session.)