



UNIVERSITY OF CENTRAL FLORIDA

Clinical Psychology MA: Thesis/Research Track

Graduate Program Handbook

Last updated October 2023

TABLE OF CONTENTS

INTRODUCTION	4
Handbook Overview	4
Program Overview	4
CURRICULUM	6
Curriculum Flow by Semester	6
Course Schedule and Registration	7
Coursework	7
Thesis	7
Practicum as an Elective	11
PROCEDURES, PROFESSIONAL DEVELOPMENT, & EXPECTATIONS	14
Working and Learning Environment	14
Academic Honesty and Ethics	14
Academic Performance	14
Student Evaluations	15
Grievances/Appeals	16
Academic Advising	16
Student Representation	16
Professional Standards	17
Personal Psychotherapy	17
Professional Practice by Trainees	18
Graduation	18
ADDITIONAL PROFESSIONAL DEVELOPMENT OPPORTUNITIES	19
Graduate Student Associations	19
Other Organizations	19
Job Search	19
FINANCIAL SUPPORT	21
International Students	21
Assistantships and Tuition Waivers	21
Graduate Teaching Assistantships	22

FORMS & USEFUL LINKS.....23
PROGRAM FACULTY.....24

INTRODUCTION

Handbook Overview

Together, the [Graduate Student Handbook](#) and your graduate program handbook serve as your main guides for understanding University and program policies and procedures. The Graduate Student Handbook includes university information, policies, requirements, and guidance for all graduate students. Your program handbook describes the details about graduate study and the requirements for your specific program. While both handbooks are wonderful resources, know that you are always welcome to speak with faculty and staff in your program and in the Graduate College.

The central activities and missions of a university rest upon the fundamental assumption that all members of the university community conduct themselves in accordance with a strict adherence to academic and scholarly integrity. As a graduate student and member of the university community, you are expected to display the highest standards of academic and personal integrity.

Here are some resources to help you better understand your responsibilities:

- [Academic-Honesty.pdf \(ucf.edu\)](#)
- [Academic Integrity Training](#) - Open to all graduate students at no cost
- [Plagiarism](#)

Program Overview

The Master of Arts Clinical Psychology Program is a terminal master's program offered at the UCF Sanford/Lake Mary Campus. The Research/Thesis Track is designed for students who wish to focus on clinical research and/or are interested in pursuing entry into a doctoral program following the completion of their Master's degree. Successful completion of the Research/Thesis Track includes successful completion of coursework and a thesis.

The Thesis Track is not eligible for accreditation by the Masters in Psychology and Counseling Accreditation Council (MPCAC) because it does not meet educational eligibility requirements for Licensed Mental Health Counselor (LMHC) licensure.

Most entering students are expected to complete the program in two years. However, a leave of absence may be granted at the discretion of the faculty based on unusual circumstances. The student has a maximum of seven years from the date of admission to the MA program to complete the requirements for graduation. No courses taken since the program entry date at UCF may be older than seven years to be applicable toward completion of the program.

UCF is an equal opportunity employer and educational provider. As set forth in the Nondiscrimination Policy (No. 2-004) and Title IX Grievance Policy (No. 2-012), the University prohibits discrimination on the basis of race, color, ethnicity, national origin, religion,

nonreligion, age, genetic information, sex (including pregnancy, parental status, gender identity or expression, and sexual orientation), marital status, physical or mental disability (including learning disabilities, intellectual disabilities, and past or present history of mental illness), veteran's status (as protected under the Vietnam Era Veterans' Readjustment Assistant Act), or membership in any other protected classes as set forth in state or federal law in all its programs and activities. The University prohibits discrimination with respect to all terms and conditions of employment and in all of its educational programs, activities, services, and related opportunities.

Useful program-related links:

- **UCF Catalog Description of Courses:**
<https://www.ucf.edu/catalog/>
- **UCF Program Web link:**
ucf.edu/degree/clinical-psychology-ma/

CURRICULUM

The Clinical Psychology MA Research/Thesis Track program requires a minimum of 38 credit hours beyond the bachelor's degree, including 32 credit hours of required didactic coursework (15 of which are electives) and 6 thesis hours. The curriculum emphasizes the development of research experience and skills. Further, the curriculum is designed to be flexible, with numerous elective courses to help the student pursue specific interests and to work towards specific goals. Students in this track work closely with a faculty mentor.

Note: This track is for students who wish to focus on clinical research and/or preparation for doctoral-level study upon graduation. Students who complete this track will not be license-eligible when they graduate. Completion of this track does not guarantee admissions into a doctoral program.

Curriculum Flow by Semester:

Fall First Year

- CLP 6195C Introduction to Psychotherapy (3 credit hours)
- CLP 5166 Advanced Psychopathology (3 credit hours)
- CLP 6527C Measurement, Research Design, and Statistical Analysis in Clinical Psychology (4 credit hours)

Total credit hours: 10

Spring First Year

- CLP 6932: Ethical and Professional Issues (3 credit hours)
- CLP 6528C Measurement, Research Design, and Statistical Analysis in Clinical Psychology II (4 credit hours)
- Elective (3 credit hours) (Recommended: CLP6441C Individual Psychological Assessment I (3 credit hours))

Total credit hours: 10

Summer (optional)

Summer courses are optional the thesis track. If interested in summer coursework, please discuss with academic advisor.

Fall Second Year

- PSY 6971 Thesis I (3 credit hours)
- Elective (3 credit hours)
- Elective (3 credit hours)

Total credit hours: 9

Spring Second Year

- PSY 6971 Thesis II (3 credit hours)
- Elective (3 credit hours)
- Elective (3 credit hours)

Total Credit hours: 9

Summer Second Year (optional)

Summer semester is necessary only if thesis is not completed by the end of the second spring semester in the program. Students who have not completed their thesis in the spring will be required to take at least one credit hour of PSY 6971 during the summer semester and every subsequent semester until thesis is completed.

Note: Students may wish to take a clinical practicum CYP 6942: Practicum in Psychological Counseling. See *Practicum as an Elective Section* below.

Course Schedule and Registration

Registration codes are required for students to register for their courses. These codes are provided after the schedule for the semester has been solidified, which is typically in the middle of the preceding semester (e.g., registration codes will likely be available for the Spring 2023 semester around the middle of the Fall 2022 semester). These codes are provided by administrative support staff. In terms of specific schedule, we attempt to schedule classes on two days per week, subject to availability of faculty members and classroom spaces. Additionally, some courses taken by students on this track are only offered on main campus, and we do not have control over the scheduling of those courses. Students can view the specific days and times of course offerings by visiting the following link: [View Schedule of Classes \(ucf.edu\)](#) When visiting this site, make sure to uncheck “open classes only”. Student often ask about the specific days and times of courses before the schedule is released. Although the schedule is subject to change, the schedule from the previous year is typically a very good indicator of the specific days and times in which courses will be offered.

Coursework

Coursework includes 6 hours of thesis credits, 17 hours of required didactic coursework, and 15 hours of electives. Students work with their academic advisor and the program director to select electives for this program.

Thesis

The college of graduate studies describes the thesis as the culminating or comprehensive experience for those who conduct an original research study as part of a thesis-option program. The thesis consists of a common theme with an introduction and literature review, details of the study, and results and conclusions. Since the work is original, it is very important

that care is taken in properly citing ideas and quotations of others. Academic dishonesty in a thesis, research report and dissertation work may result in termination from the degree program.

Students in the Research/Thesis track conduct a project relevant to the field of clinical psychology. This project is an immersive research experience in which students provide a unique contribution to the research literature. Throughout the project the student is asked to work in close collaboration with a research mentor, who will serve as the chair of the student's thesis committee. Although the program has specific requirements for the thesis, the program defers to graduate studies policy. Students are expected to familiarize themselves with these policies and to abide by these policies (see the graduate catalogue).

Oral Defense

Per College of Graduate Studies, an oral defense of the thesis is required. The approved thesis must be written and prepared in accordance with the program, college, and university requirements. [Thesis and Dissertation \(ETD\)](#) describes university requirements and formatting instructions for theses and outlines the steps that graduate students must follow to submit their theses electronically to the UCF College of Graduate Studies.

Additionally, the Thesis and Dissertation Office offers workshops to inform graduate students about procedures, deadlines, and requirements associated with preparing a thesis.

Electronic Submission

Thesis students are required to submit their thesis electronically. Electronic thesis/dissertation (ETD) submissions are archived by the UCF library in digital format that is widely accessible. The electronic thesis may include video and audio clips as well as other formats that are appropriate for the field of study.

Human Subjects Research and IRB Submission

All theses that use research involving human subjects, including surveys, must obtain approval from an independent board, the Institutional Review Board (IRB) prior to starting the research. Graduate students and the faculty that supervise them are required to attend training on IRB policies, so this needs to start well in advance of the research start date. It is imperative that proper procedures are followed when using human subjects in research projects. Information about this process can be obtained from the Office of Research and Commercialization (www.research.ucf.edu). In addition, should the nature of the research or the faculty supervision change since the IRB approval was obtained, then new IRB approval must be sought. Failure to obtain this prior approval could jeopardize receipt of the student's degree.

Completion of Thesis: Final Semester

Students who wish to complete their degree requirements in a given semester must take their oral defense and submit their final electronic copy to the UCF College of Graduate Studies by the dates shown in the [Academic Calendar](#).

The College of Graduate Studies coordinates the format review and final submission process for ETDs (Electronic Theses and Dissertations), establishes the university's thesis and dissertation deadlines, and administers thesis and dissertation related policies. Students should familiarize themselves with the formatting requirements: <https://graduate.ucf.edu/thesis-and-dissertation/>

Thesis Committee Policies and Requirements

Thesis students, in conjunction with their mentors, form a thesis advisory committee. Per graduate studies, the committee consists of least three members who are approved members of the Graduate Faculty. This committee will provide continual guidance for the student and will be the principal mechanism for the evaluation of the student's thesis and performance in any general examinations. At least two members of the Thesis Advisory Committee must be Graduate Faculty, one of whom must serve as the chair of the committee. Graduate Faculty Scholars may serve as a member or co-chair of a thesis advisory committee but may not serve as the chair. Master's Program Thesis Requirements can be found in the Policies section of the [Graduate Catalog](#).

Program-specific committee requirements:

- Students select a mentor who serves as a thesis chair and an advisory committee.
- The chair of the committee must be a member of the UCF Department of Psychology Faculty, designated as Graduate Faculty by the College of Graduate Studies, and have been granted permission from Graduate Studies to chair thesis projects. Co-chairs are permissible; however, at least one of the two co-chairs must meet the previously mentioned criterion.
- At least one member of the thesis committee must be a member of the Terminal Master's in Clinical Psychology Program at UCF.
- At least two of the members of the committee must graduate faculty in the psychology department and have been designated as graduate faculty by graduate studies.
- The thesis committee may include one member outside of the psychology faculty at UCF (i.e., a department at UCF other than psychology or member from outside of the university). This individual will need approval from graduate studies. It acceptable for all committee members to be faculty in the Psychology Department at the University of Central Florida.
- The committee must be approved by the program director and by graduate studies.

Timeline & Deadlines

Students are to pay close attention to deadlines and to formatting requirements. Near the beginning of their first semester, it is recommended that students complete the Thesis and Dissertation Webcourse, provide by graduate studies (see link below). This is a free, non-credit Webcourse intended for students planning to complete a thesis or dissertation (see following link): <https://webcourses.ucf.edu/enroll/EREPT7Y>

A general timeline is provided below. In considering a timeline for a thesis, a few points are important to consider. Thesis projects often take longer than anticipated, and it is important to

note that timelines will vary based on the nature of the study and sometimes based on unanticipated factors. As a result the below timeline should be considered a reflection of the latest dates to be on track for a timely graduation, and it recommend that, when possible, students should try to reach thesis milestones as early as possible. Related to this point, it is not required, but students may benefit from working on thesis projects during their first summer semester in the program.

Recommended Thesis Timeline

<p>First Fall Semester</p>	<p>Select mentor, begin discussing formulating thesis ideas. Become familiar with College of Graduate Studies thesis policies and procedures.</p> <p>Review Graduate Studies Thesis/Dissertation Webpage: https://graduate.ucf.edu/thesis-and-dissertation/</p> <p>Complete student orientation to thesis: https://webcourses.ucf.edu/enroll/ERE7Y</p>
<p>First Spring Semester</p>	<p>Begin formulating thesis ideas, thesis proposal, and IRB submission.</p>
<p>First Summer</p>	<p>Although it is not required for students to enroll in thesis credit hours during the summer semester, it is recommended that students utilize the summer months to continue to make progress on their thesis to maximize the probably of timely graduation.</p>
<p>Second Fall Semester</p>	<p>For timely graduation, thesis proposal and submission of the project to the IRB is recommended by the beginning of the fall semester. Note IRB submissions may take several weeks (possibly months) for approval.</p>
<p>Second Spring Semester</p>	<p>Visit the following site (intended for students in their last semester of thesis work): https://apps.graduate.ucf.edu/ETD_student_services/</p> <p>Electronic submission required: https://graduate.ucf.edu/thesis-and-dissertation/</p> <p>Also, remember to be aware of deadlines in your final semester. There are specific deadlines for format review, defense, and final submission: Academic Calendar</p>

Second Summer	For those who have not completed thesis, additional thesis hours will be required.
---------------	--

Relevant Links

- [Master's Program Policies \(includes thesis information\)](#)
- [Thesis Information \(including information on Electronic Theses & Dissertations \(ETDs\) submission\)](#)
- [Thesis training for students](#)
- [Information for final thesis term](#)
- [Guide for mentors](#)
- [General link for training opportunities](#)

Practicum as an Elective

Students in the Research/Thesis Track have the option of selecting Practicum as an elective in either spring semester in the program. The following policies and procedures apply to students who decide to take practicum as an elective.

The first field experience is the practicum following successful completion of the following didactic courses: Introduction to Psychotherapy (CLP 6195C) and Advanced Psychopathology (CLP 5166). The practicum course, typically taken in the spring of students' first year, is a unique course that combines on-campus classroom training with fieldwork. The practicum totals a minimum of 150 hours. This experience provides students with their initial exposure to mental health agencies and provides them with an appreciation for the complexity of agency administration and the scope of agency work. The following are typically included in the practicum experience:

- Exposure to agency work through shadowing and interacting with designated agency employees, e.g. attending staff meetings, records keeping, attending administrative meetings, etc.
- Exposure to agency run mental health programs conducting direct clinical services to clients, e.g., inpatient, outpatient, school-based, community out-reach, etc. through shadowing and interacting with designated agency employees.
- Opportunity to participate in the direct services of the program, e.g. shadowing appropriate service providers, co-facilitating individual, couple, or group therapy, conducting intake interviews, etc.
- Weekly interaction with an average of one (1) hour per week of individual and/or triadic supervision (2 students, 1 supervisor) by agency designated licensed supervisor(s) (either a LMHC or Licensed Psychologist).
- Weekly group supervision provided in the classroom by the program faculty/instructors.
- Evaluation of student's performance by both an agency designated supervisor and classroom instructor throughout the practicum experience, which includes a formal evaluation upon the completion of the field placement.

Supervision

All internship and practicum students receive regular and direct supervision from selected licensed professionals from their sites/agencies who meet criteria established by the Department. The format of the supervision may vary across supervisors, but one-hour per week contact with each student through weekly individual and/or triadic (2 students and one supervisor) is required. Students also receive supervision from the program faculty who teach their internship and practicum sections. The purpose of this supervision is to maintain close contact between program faculty and students in a clinical context, to encourage the adoption of a scientist-practitioner model in clinical practice, and to facilitate the development of clinical skills. Note that primary supervision is provided by site supervisors.

Additional Policies

Practicum site selections are coordinated during the semester prior to the practicum experience. Selections are made based on collaborative decision-making. This decision-making typically involves the student, program faculty (including the student's faculty advisor, the internship/practicum coordinator, and/or the program director), and the selection process used by the practicum site. Site supervisors are required to be Licensed Mental Health Counselors (LMHCs) or Licensed Psychologists in the State of Florida, who have agreed to supervise graduate student activities. Students register for 3 hours of Practicum in Psychological Counseling (CYP 6942) in the spring semester during which the practicum experience is being completed. Students turn in weekly timesheets to the Practicum/Internship Coordinator that have been signed by their supervisors each week. Forms will be provided by the program's Practicum/Internship Coordinator. The procedures, paperwork, and policies regarding submission of documentation will be described in detail during the first supervision class. Student cooperation with internship paperwork requirements is essential and considered an issue of professionalism. Practicum sites are required to sign and accept a University of Central Florida Affiliation Agreement that specifies the responsibilities of each party to ensure a successful internship that meets professional standards.

A formal evaluation of the student's performance during the practicum experiences is conducted by the site supervisor. More specifically, at the end of the semester, each trainee is evaluated by their on-site supervisor(s), using the appropriate practicum evaluation form provided by the program. These forms provide feedback to the students about their progress in the program and are used in student evaluations. Further, site supervisors are asked to provide direct feedback to the student and to confirm that direct feedback has been provided. If the site supervisor does not confirm that the feedback has been provided to the student, the Practicum/Internship Coordinator will meet with the student to review the feedback. In addition, at the end of each semester, students evaluate their respective training site. This information is used to monitor the type and quality of training experiences and to aid in the future placement of students.

Liability Insurance

All students who take practicum are required to procure and maintain liability insurance before they can be involved in any assessment, therapy, or consultation activities in the community. Students must provide proof of insurance to the program administrative assistant before beginning practicum. Copies will be kept in the students' academic file.

PROCEDURES, PROFESSIONAL DEVELOPMENT, & EXPECTATIONS

Working and Learning Environment

It is the intent of the UCF Psychology Department to provide safe, comfortable, and positive learning and working environments for students, faculty, and staff. Any discrimination or harassment based on gender/gender identity, race and culture, ethnicity, sexual orientation, religious preference, disability, or age will not be tolerated. More information is provided through the Office of Institutional Equity: <https://www.oie.ucf.edu/>. Additionally, interactions amongst students, faculty, and staff should occur in a professionally responsible manner and be consistent with ethical guidelines.

Academic Honesty and Ethics

Students in Clinical Psychology shall abide by the APA Ethical Principles of Psychologists and Code of Conduct, the American Counseling Association Code of Ethics, UCF Student Conduct Code, and Florida State Laws and Ethical Regulations for Mental Health Providers. Ethical conduct issues include responsibility to the public, conduct of research, dissemination of information, confidentiality, client welfare and professional relationships, and academic honesty.

Due to regulations and ethical principles concerning research and the use of human and/or animal subjects, all research proposals and protocols must be approved by the Institutional Review Board (research.ucf.edu/Compliance/irb.html) prior to beginning any research investigation. Students are expected to familiarize themselves with UCF and APA guidelines regarding the conduct of research, the dissemination of results, etc.

Students are advised that it is prudent to discuss and reach agreements regarding roles, responsibilities and publication credit prior to engaging in collaborative research. The authorship of a thesis should reflect the student's primary responsibility for the project, i.e., students should be the first author. However, students may choose to relinquish their right to first authorship. For example, they may decide not to publish their findings in a timely manner yet make arrangements with a collaborator to do so. In any case, publication credit is assigned to those who have contributed to a publication in proportion to their professional contribution.

Academic Performance

Successful completion of the Clinical MA program requires demonstration of academic and clinical excellence. The primary responsibility for monitoring academic performance standards rests with the degree program. However, the college and UCF Graduate Studies will monitor a student's progress and may dismiss any student if performance standards or academic progress, as specified by the program, college, or university, are not maintained. Satisfactory academic performance in a program includes maintaining at least a 3.0 graduate status GPA in all graduate work taken since admission into the program. Satisfactory performance also

involves maintaining the standards of academic progress and professional integrity expected in a particular discipline or program. Failure to maintain these standards may result in dismissal of the student from the program.

Students who earn grades lower than B (including B- and grades of U in courses graded satisfactory/unsatisfactory) in six semester hours or more will be dismissed from the program. It is a program requirement that all course work with a grade lower than B be retaken and completed successfully, although both grades are still calculated in the GPA.

Student Evaluations

Student progress will be evaluated at the end of each semester by the program faculty. Evaluations are based on academic performance, clinical proficiency, ethical and professional conduct, response to supervision, interpersonal behavior, and intrapersonal functioning. Specific examples of exceptional performance standards in these areas are as follows:

- **Academics:** Uniformly outstanding academic achievement in coursework.
- **Progress:** Timely progress toward the completion of a degree.
- **Clinical Work:** Demonstrated excellence in clinical skills in assessment, diagnosis, therapy and/or consultation as reflected through practicum and internship experiences.
- **Professionalism:** Positive professional demeanor and presentation in interpersonal relations and professional activities with faculty, supervisors, clients, peers, and colleagues.
- **Adjustment:** Positive personal and professional behaviors such as self-confidence, maturity, sensitivity, responsibility, cooperation, etc.
- **Ethics:** Personal behaviors that reflect adherence to American Psychological Association (APA) Ethical Principles of Psychologists and Code of Conduct, American Counseling Association (ACA) Code of Ethics which governs the field of Mental Health Counseling, and Florida state rules, regulations, and ethical standards for mental health providers.

At the end of each semester, students will receive written feedback from the faculty on the extent to which they are meeting the program requirements and performance expectations. Student progress will be rated as satisfactory or unsatisfactory. Students who receive an unsatisfactory rating will be asked to complete a remediation plan, as determined by the faculty. If students receive a second unsatisfactory rating, this will result in dismissal from the program. Remediation can include, but is not limited to, the following: retaking courses in which the student received a failing grade, psychotherapeutic intervention to address issues related to functioning that may impede performance as clinician, a recommendation for academic probation submitted to Graduate Studies, and/or a referral to Student Conduct. Students review the plan with the program director and/or program advisor.

Once a remediation plan is developed, at least one member of the program faculty will meet with the student regularly to determine if the student is following the plan, and to determine if the student is making adequate progress. The student will be required to provide documentation of compliance with the remediation plan. Adequate progress is defined by

criteria established by the faculty. When the prescribed period for the written remediation plan has been completed, a recommendation will be made. Examples for recommendations include: satisfactory completion, continuation of probation, or termination from the program.

The faculty reserve the right to recommend immediate dismissal for students who exhibit severe violations of ethical standards and behaviors, based on ethical codes and state rules and regulations, or violate university rules of academic conduct. University expectations of student conduct are summarized in the Golden Rule Handbook:

<https://goldenrule.sdes.ucf.edu/>

Grievances/Appeals

All students have the right to petition program decisions. As a first step, students should take a grievance/appeal directly to the individual involved. If unresolved, the student can take the grievance/appeal to the Clinical Psychology MA Graduate Program Committee. All grievances must then go through the Psychology Department grievance procedure before they can go through the College of Sciences procedure. Grievances must have gone through the Department and College grievance before going to the Graduate School grievance committee. Grievances may include, but are not limited to, the following areas: academic provisional status, training assignments, practicum, evaluation, departmental policies, thesis, and quality of teaching. It is hoped that grievances will rarely arise and that when they do occur, they can be satisfactorily resolved during the initial steps of the procedures. The Student Golden Rule Handbook Provides information about University appeal procedures:

<https://goldenrule.sdes.ucf.edu/>

Academic Advising

Students are assigned to an advisor, who is a member of the program faculty. Each student is asked to meet at least once per month with his or her advisor to discuss progress through the program, professional development, and other training-relevant activities and concerns. Students are free to request a change of advisors if their research and clinical interests change to resemble more closely those of another faculty member. Although students have a primary advisor, students are encouraged to seek interaction with other members of the faculty.

Student Representation

All students are encouraged to be involved in the program decision-making process when feasible. Related to this point, twice per semester we will hold program-wide meetings with all students and faculty. In addition, each cohort is encouraged to select a representative to take on a leadership role in expressing their cohort's issues and needs to the faculty. This provides students in each cohort with a voice in the operation of the clinical graduate programs and is a means for collaboration and open communication between professors and students that will foster a spirit of collegiality.

Professional Standards

Clinical Psychology is a profession in which competence and sensitivity in dealing with clients, research participants, colleagues, and supervisees is essential. Students in the Clinical Psychology MA program are expected to uphold the ethical principles of conduct and practice as outlined in the current APA code of Ethics, ACA Ethical Code, Florida State Rules and Regulations, and the UCF Code of Conduct. Students in clinical psychology have a personal responsibility to monitor and evaluate behaviors that may compromise their ability to function as mental health counselors-in-training and to take steps to address any problems that arise. Similarly, clinical psychology faculty members have a professional responsibility to monitor student development in areas that go beyond performance on examinations or other traditional academic measures. Such monitoring includes, but is not limited to, personal impediments which may hinder professionalism; appropriate relations with co-workers; and/or competent and sensitive work with clients, research participants, and students.

Personal Psychotherapy

Clinical psychology graduate students often seek psychotherapy for concerns that may or may not be related to their professional development. Many clinical psychology and counseling training programs highly recommend psychotherapy for all their students. This recommendation is based on the view that psychotherapy can remove barriers to personal and professional growth and that it provides a student with invaluable insight into the client's perspective of therapy. When a graduate student seeks psychotherapy, the Clinical Psychology MA program recommends that it be undertaken with credentialed and licensed mental health service providers.

Personal psychotherapy undertaken in these circumstances requires that everyone associated with the Clinical Psychology MA program be sensitive to potentially confidentiality-compromising situations. Therefore, the Clinical Psychology MA Program faculty must avoid multiple roles, and thus they do not conduct personal psychotherapy with program trainees. Having said this, members of the Clinical Psychology MA program faculty are a good resource to help trainees identify highly qualified and low-cost licensed therapists in the area. Students will be provided a list of providers at their request.

Psychotherapy is sometimes suggested by the Clinical Psychology MA program as a condition of remediation or continued enrollment for a professional or academic deficit. If psychotherapy is suggested by the training program, the student may be required to provide documentation of compliance. However, when a graduate student initiates psychotherapy, it is their prerogative whether to discuss it with their advisors and/or classmates.

Professional Practice by Trainees

A student must not engage in professional practice except under immediate supervision in a graduate course in which he or she is formally registered, or under the direct supervision of a qualified person designated by the program. Any activity, paid or otherwise, involving psychological counseling, psychotherapy or other graduate-level professional skills must receive prior approval from the faculty.

Graduation

Students who intend to graduate must complete the online Intent to Graduate Form by logging into myUCF and navigating to the Student Center – Academics > Undergraduate and Graduate Careers > Intent to Graduate: Apply.

Once the online form is completed, students will receive e-mail communications from the College of Graduate Studies at various stages of the review process. Students can also log in to myUCF and check the status of their Intent to Graduate at any time by navigating to the Student Center - Intent to Graduate: Status.

ADDITIONAL PROFESSIONAL DEVELOPMENT OPPORTUNITIES

Graduate Student Associations

Psi Chi, The International Honor Society in Psychology

Our campus has its own Chapter of Psi Chi. Graduate students in psychology must have completed 9 semester hours with at least a 3.5 GPA, and no grades less than a “B” to be eligible for membership. See the Psi Chi Faculty Advisor for application materials.

Psy Squared

Membership in this club is restricted to current students in our Clinical Psychology M.A. program. It is the mission of this organization to provide leadership and educational opportunities for its members and to promote student interest and involvement in sponsored events and conferences. See the Psy Squared Faculty Advisor for more information on becoming involved.

Other Organizations

Students are eligible and encouraged to join the following organizations to enhance their professional development:

Southeastern Psychological Association (SEPA)

SEPA is a regional division of the American Psychological Association. It hosts an annual conference in the spring semester, which is a prime outlet for our students to present their research and attend clinically related seminars. They offer discounted membership and conference registration for graduate students. For more information, visit their website:

<http://sepaonline.com/>

American Psychological Association (APA)

APA is the leading scientific and professional organization representing psychology in the United States. They offer discounted membership and conference registration for graduate students. For more information, visit their website: <https://www.apa.org/>

American Counseling Association (ACA)

ACA is the leading national scientific and professional organization representing counseling in the United States. A discounted membership fee is offered for students and discounts are also offered for the annual conference and resources consistent with counselor education, training, and practice. For more information, visit their website: <https://www.counseling.org>

Job Search

UCF’s Career Services department offers a wide range of programs and services designed to assist graduate students. These services include evaluation and exploration of career goals,

preparation for the job search and job search resources. To learn more, visit their website at career.ucf.edu/.

FINANCIAL SUPPORT

The Department of Psychology makes every effort to obtain financial support for graduate students to the extent that funds are available. However, funding is limited. The primary source of funds is the departmental assistantship. As funds are often limited, financial support cannot be guaranteed to all students, regardless of year in the program or excellence of performance. The Program Director in collaboration with the program faculty examines the availability of assistantships and other sources of financial support (e.g., fellowships) each year. Full-time graduate assistants may be eligible to receive tuition waivers for part of their tuition costs. Tuition waivers are monies used to assist graduate students to progress toward their degrees. Both in-state and out-of-state waivers are possible.

Students with assistantships may be assigned to assist a faculty member with teaching- or research-related duties. Assistantship assignments are determined based upon departmental and faculty need.

In addition to assistantships, graduate students may be eligible for fellowships, awards, loans, and work/study programs. Students should consult the graduate catalog (<https://www.ucf.edu/catalog/>) or the financial aid office (<https://www.ucf.edu/financialaid/>) for descriptions and requirements of graduate financial support.

International Students

Several types of employment are available to international students, including on-campus employment. For more information about the types of employment available to international students, and the requirements and restrictions based on visa-type, please see UCF Global's website <https://global.ucf.edu/international-students-scholars-and-professionals/employment/>.

Assistantships and Tuition Waivers

For complete information about university assistantship and tuition waivers, please see the UCF Graduate Catalogue: <https://www.ucf.edu/catalog/> > Graduate Catalog > Financial Information. To be employed and to maintain employment in a graduate position, the student must be enrolled full-time and meet all of the training requirements and/or conditions of employment.

To be awarded and continue receipt of a tuition waiver, the student must be enrolled full-time and either employed in a graduate position (GTA, GRA, GA), receiving a University fellowship, or (if employed off-campus) employed in a position where payment is processed through Graduate Studies.

Graduate Teaching Assistantships

GTA Selection Process

Students are eligible for graduate teaching assistantships upon admission to the program. This includes all admitted and currently enrolled students. To select students for graduate teaching assistantships, a faculty meeting is held where we review overall academic performance and demonstrated track record of ethical behavior, responsibility, and professionalism. We work to have an equitable distribution of support across cohorts and tracks. We rank order candidates according to the above criteria and make offers based on availability of assistantships. Assistantships are not guaranteed and are based on department allotted funding.

GTA Training Requirements

If the student is hired in the position of Graduate Teaching Associate, Assistant, or Grader, there are training requirements that must be met in order for the contract to be processed. Associates and Assistants must complete a minimum two-day training and an online legal module. Associates must also have completed at least 18 hours of graduate courses in the discipline they will be teaching. Students who are employed as Graders are required to complete the online legal module. These services are offered by the Faculty Center for Teaching and Learning (FCTL) and more information can be found at the following website: fctl.ucf.edu/ > Programs > GTA Programs.

International students who will be hired in GTA positions must be proficient with the English language. This is determined by receiving a passing score on the Versant English Speaking Test. More information about this policy and other GTA policies is provided on the graduate studies website: <https://graduate.ucf.edu/graduate-teaching/>

GTA Performance Assessment

At the completion of each semester the student is employed as a GTA, the student's performance will be evaluated by the faculty supervisor. These assessments will be used to review strengths and weaknesses in the student's performance in preparation for future employment.

FORMS & USEFUL LINKS

- [College of Graduate Studies Forms and References](#)
A complete listing of general forms and references for graduate students, with direct links, may be found here.
- [Graduate Petition Form](#)
When unusual situations arise, petitions for exceptions to policy may be requested by the student. Depending on the type of appeal, the student should contact his/her program advisor to begin the petition process.
- [Traveling Scholar Form](#)
If a student would like to take advantage of special resources available on another campus but not available on the home campus; for example, special course offerings, research opportunities, unique laboratories and library collections, this form must be completed and approved.
- [Clinical Psychology MA](#)
- [College of Sciences](#)
- [College of Graduate Studies](#)
- [Academic Calendar](#)
- [Bookstore](#)
- [Campus Map](#)
- [Counseling Center](#)
- [Financial Assistance](#)
- [Golden Rule Student Handbook](#)
- [Graduate Catalog](#)
- [Graduate Student Association \(Facebook group\)](#)
- [Graduate Student Center](#)
- [Housing and Residence Life](#)
- [Housing, off campus](#)
- [Knights Email](#)
- [Library](#)
- [NID Help](#)
- [Pathways to Success](#)
- [Recreation and Wellness Center](#)
- [Parking Services](#)
- [Student Health Services](#)
- [Student Scholar Symposium](#)
- [UCF CARES](#)
- [Thesis and Dissertation \(ETD\)](#)
- [UCF Global](#)
- [UCF IT](#)
- [University Writing Center](#)

PROGRAM FACULTY

Steven Berman, Ph.D., Associate Professor

Program Courses: Developmental Psychology; Ethical and Professional Issues.

Research and Clinical interests include identity development, identity distress, existential anxiety, adolescent development, and interventions aimed at positive youth development.

Email: steven.berman@ucf.edu

Webpage: <https://sciences.ucf.edu/psychology/person/berman-steven-l/>

Phone: 407-708-2827

Brian Fisak, Ph.D. Associate Professor

Program Courses: Psychology Internship, Cognitive-Behavioral Therapy, Research Methods.

Research and Clinical interests include anxiety disorders, worry prevention, evidence-based interventions, and child clinical psychology.

Email: brian.fisak@ucf.edu

Webpage: <https://sciences.ucf.edu/psychology/person/fisak-brian/>

Phone: 407-708-2822

Karen Mottarella, Psy.D., Senior Lecturer

Program Course: Career and Lifestyle Assessment.

Research interests include teaching of psychology, advising and mentoring college students.

Email: karen.mottarella@ucf.edu

Webpage: <https://sciences.ucf.edu/psychology/person/mottarella-karen/>

Phone: 321-632-5598

Raymonde Neal, Psy.D., Lecturer

Program Courses: Multicultural Psychotherapy; Group Psychotherapy; Psychotherapy in Community Settings.

Research and Clinical interests include working with children and adolescents, Caribbean community, therapy and assessments for neurodivergent disorders, and building a diverse and inclusive environment within the field of psychology (multiculturalism).

Email: raymonde.neal@ucf.edu

Webpage: <https://sciences.ucf.edu/psychology/person/raymonde-neal/>

Phone: 407-823-5861

Kimberly Renk, Ph.D., Professor

Program Course: Introduction to Child, Adolescent, and Family Therapies.

Research and Clinical interests include attachment, parent-young child interactions, trauma in young children, Early Childhood Court, preschool expulsion, and infant/early childhood mental health.

Email: kimberly.renk@ucf.edu

Webpage: <https://sciences.ucf.edu/psychology/person/kimberly-renk/>

Phone: 407-823-2218

Megan Sherod, Ph.D., Clinical Professor, Associate Director of Clinical Training

Program Courses: Physiological Psychology; Practicum in Psychology; Psychology Internship.
Clinical interests include stroke, traumatic brain injury, and neurogenerative disorders. Dr. Sherod is the founder of the UCF Adaptive Community, which focuses on adaptive performing arts and social/recreational activities.

Email: megan.sherod@ucf.edu

Webpage: <https://sciences.ucf.edu/psychology/person/sherod-megan/>

Phone: 407-708-2834

Jessica Waesche, Ph.D., Associate Lecturer, Program Director

Program Courses: Advanced Psychopathology, Psychological Theories of Substance Use Treatment; Individual Psychological Assessment I; Psychology Internship.
Clinical interests include adult assessment and diagnosis, treatment of mood and anxiety disorders.

Email: jessica.waesche@ucf.edu

Webpage: <https://sciences.ucf.edu/psychology/person/waesche-jessica/>

Phone: 407-708-2851