

**MASTER OF ARTS PROGRAM IN
COUNSELING PSYCHOLOGY**

PROGRAM HANDBOOK

**SPECIALIZATION:
CLINICAL MENTAL HEALTH COUNSELING**

Fall 2019 to Spring 2020

**DEPARTMENT OF PSYCHOLOGY
COLLEGE OF ARTS AND SCIENCES
UNIVERSITY OF HAWAII AT HILO**

Updated: December 10, 2019

Table of Contents

I.	Information about the Master of Arts Program in Counseling Psychology	
A.	Program Description	3
B.	Mission Statement	3
C.	Program Goals	4
D.	National Accreditation	4
E.	Counseling Licensure, Specialties, and Certification	4
F.	Information about Professional Organizations	5
G.	Liability Insurance	6
H.	Employment Prospects for Graduates	6
I.	Policy and Procedures for Recommending Students for Employment	7
II.	Admission Policy	
A.	Admission Requirements	8
B.	Application Policies and Procedures	8
C.	Transfer of Credits	8
D.	Course Substitutions	8
E.	Advisor Assignment	9
III.	Program Curriculum	
A.	Program Curriculum (Mental Health Counseling Track)	10
B.	Information about Plan A and Plan B Options	10
C.	Curriculum Schedules	
1.	Plan A (Thesis Option)	11
2.	Plan B (Non-thesis Option)	11
D.	Practicum/Internship Sites	13
E.	Graduate Division Forms	14
IV.	Program Faculty	15
V.	Student Retention and Academic Appeal Policy	
A.	Student Responsibilities	18
B.	Faculty Responsibilities	18
C.	General Campus Policy on Student Retention at UH Hilo	18
D.	Additional Student Retention Policy of the Counseling Psychology Program	18
E.	Procedure for Handling Complaints	
1.	Complaints involving Other Students	19
2.	Complaints involving Faculty Members	19
F.	Dismissal of Students from the Program	20
VI.	Appendices	
A.	Appendix 1: Distance Education Information and Policy	21
B.	Appendix 2: Three Graduate Division Forms	22
C.	Appendix 3: Semi-Annual Student Evaluation Form	25
D.	Appendix 4: Description of Direct and Indirect Client Hours	26
E.	Appendix 5: Practicum/Internship Trainee Evaluation Form	27
F.	Appendix 6: Checklist for Internship and Graduation Completion	32

Master of Arts Program in Counseling Psychology

Program Description:

The Master of Arts in Counseling Psychology program is administered by the Department of Psychology in the College of Arts and Sciences at the University of Hawai‘i at Hilo. The program was established in 2005 with the full approval and support of the University of Hawai‘i System and the Hawaii State Legislature. It is a 60 semester hour program designed to provide multicultural, student-centered training in counseling psychology with a specialization in clinical mental health counseling and meets the curricular requirements for licensure as a Mental Health Counselor in Hawai‘i. The program is the only one in the University of Hawai‘i System that is designed to train Mental Health Counselors at the master’s degree level.

Beginning in Fall of 2018, the program is available to individuals who live far away from Hilo and are unable to physically attend classes at the UH Hilo campus. These students will be able to attend classes through the UH System’s Hawaii Interactive Television System (HITS) and its use of video conferencing technology. For more information about the use of distance learning technology, please see the “Distance Education Information and Policy” (Appendix 1).

Counseling Psychology as a psychological specialty aims at facilitating personal and interpersonal functioning across the life span with a focus on emotional, social, vocational, educational, health-related, developmental, and organizational concerns. Counseling psychology is unique in its attention both to normal developmental issues and to problems associated with physical, emotional, and mental disorders. (Society of Counseling Psychology, Division 17 of the American Psychological Association, <http://www.div17.org/>)

The field of Mental Health Counseling is a subspecialty within the profession of counseling. Through the integration of theory, research, and practice, and with sensitivity to multicultural issues, this specialty encompasses a broad range of practices that help people improve their well-being, alleviate distress and maladjustment, resolve crises, and increase their ability to live more highly functioning lives. For more information about the field of mental health counseling, students may visit the website of the American Psychological Association (<http://www.apa.org/>), American Counseling Association (<http://www.counseling.org/>), and American Mental Health Counselors Association (<http://www.amhca.org/>),

Mission Statement:

The mission of UH Hilo is to offer high quality undergraduate and graduate programs. For graduate training in particular, a select group of programs are offered where need warrants and the university has strong expertise. Consistent with this overarching goal, the mission of the Master of Arts Program in Counseling Psychology is to help meet the mental health service needs of Hawai‘i. The program is designed to train students to become knowledgeable, skillful, ethical counselors who will be able to help people in need of professional counseling services. For students who may wish to pursue a doctoral degree in psychology later, the program provides training in advanced statistics and research methodology. It also offers opportunities for students to gain research experience by participating in ongoing projects and/or by initiating their own research projects or by completing a master’s thesis project. The program assigns a high priority to meeting the educational and personal needs of its students

and is based on a scientist-practitioner model, with an emphasis on empirical research and evidence-based practices.

Program Goals:

The goals of the program are:

1. To provide students with the knowledge and skills to counsel clients from different ethnic, socio-economic, and educational backgrounds.
2. To provide students with a broad understanding of general counseling theory, research, and practice, within a scientist-practitioner framework.
3. To provide students with the knowledge of the unique social, psychological, health, and economic challenges that diverse populations face (including residents of Hawai‘i), along with the professional skills and multi-cultural perspective to help people cope with and manage these problems in the future.
4. To offer research training opportunities to all students, including those who are interested in pursuing future research-related careers and/or a doctoral degree in counseling psychology or a related field.

National Accreditation

In March 2011, the program received the full 10-year accreditation from Masters in Psychology and Counseling Accreditation Council (MPCAC; <http://www.mpacsite.org/>). The accreditation is valid through March 1, 2021.

Counseling Licensure, Specialties, and Certification

The program curriculum meets the educational requirements for licensure as a Mental Health Counselor in the State of Hawai‘i. Additional information can be obtained from the Hawai‘i Department of Commerce and Consumer Affairs (<http://hawaii.gov/dcca/areas/pvl/programs/mental/>). Please note that, in addition to completing the M.A. program, the current law has other requirements, including earning a passing score on the National Counselor Examination for Licensure and Certification and accruing at least 3000 hours of post-graduate experience in the practice of mental health counseling.

[Mental health counseling](#), [school counseling](#), and [marriage and family therapy](#) are different, but related, specialty areas. Our program does not meet the educational requirements for certification by the Hawai‘i Department of Education as a school counselor or for licensure as a Marriage and Family Therapist (MFT). Our graduates do work as mental health counselors in Hawai‘i schools. In Hawai‘i, mental health counselors in public schools are called [School-Based Behavioral Health Specialists](#) (SBBHs). Additionally, some of our graduates do work as school counselors in private schools and charter schools that do not fall under the same regulations that apply to public schools in Hawaii. In addition, our graduates may meet requirements to practice in Hawai‘i public schools as what are called "[Complex School Psychologists](#)."

States vary in their requirements for licensure as a mental health counselor and for certification/licensure as a school counselor. If you may want to practice as a counselor in a state other than Hawaii, you should research licensure and certification requirements in the specific states you are interested in. Other states may refer to what are called LMHCs in Hawaii with different terminology, e.g., as Licensed Professional Counselors (LPCs). The [American Counseling Association](#) maintains a web page with [links to all of the](#)

[state licensing boards for mental health counselors](#). The [American School Counselor Association](#) has a page that summarizes [state requirements for certification as a school counselor](#).

Information about Professional Organizations:

As a clinical mental health counselor training program housed in a Department of Psychology, we identify with both the American Counseling Association and the American Psychological Association.

Below is information about ACA that is available on its website (<http://www.counseling.org/AboutUs/>).

The American Counseling Association is a not-for-profit, professional and educational organization that is dedicated to the growth and enhancement of the counseling profession. Founded in 1952, ACA is the world's largest association exclusively representing professional counselors in various practice settings.

By providing leadership training, publications, continuing education opportunities, and advocacy services to nearly 45,000 members, ACA helps counseling professionals develop their skills and expand their knowledge base.

ACA has been instrumental in setting professional and [ethical standards](#) for the counseling profession. The association has made considerable strides in accreditation, licensure, and national certification. It also represents the interests of the profession before congress and federal agencies, and strives to promote recognition of professional counselors to the public and the media.

The mission of the American Counseling Association is to enhance the quality of life in society by promoting the development of professional counselors, advancing the counseling profession, and using the profession and practice of counseling to promote respect for human dignity and diversity.

All of the faculty members adhere to the ethical codes of the APA and ACA and students are trained to do so as well. In addition, all of the students in the program are encouraged to join APA, ACA, and their divisions as Student Members.

In addition to APA and ACA, many of the faculty members also are members of related associations such as the Association for Psychological Science and Association of Behavioral and Cognitive Therapies. Students also are encouraged to join these organizations and participate in their professional activities.

Below is information about APA that is available on its website (<http://www.apa.org/about/>).

Who We Are: Based in Washington, DC, the American Psychological Association (APA) is a scientific and professional organization that represents psychology in the United States. With 150,000 members, APA is the largest association of psychologists worldwide.

APA Mission Statement: The mission of the APA is to advance the creation, communication and application of psychological knowledge to benefit society and improve people's lives.

APA Vision Statement: The American Psychological Association aspires to excel as a valuable, effective and influential organization advancing psychology as a science, serving as:

A uniting force for the discipline;

The major catalyst for the stimulation, growth and dissemination of psychological science and practice;

The primary resource for all psychologists;

The premier innovator in the education, development, and training of psychological scientists, practitioners and educators;

The leading advocate for psychological knowledge and practice informing policy makers and the public to improve public policy and daily living;

A principal leader and global partner promoting psychological knowledge and methods to facilitate the resolution of personal, societal and global challenges in diverse, multicultural and international contexts; and

An effective champion of the application of psychology to promote human rights, health, well being and dignity.

Organizational Purposes: The objects of the American Psychological Association shall be to advance psychology as a science and profession and as a means of promoting health, education, and human welfare by

- the encouragement of psychology in all its branches in the broadest and most liberal manner
- the promotion of research in psychology and the improvement of research methods and conditions
- the improvement of the qualifications and usefulness of psychologists through high standards of ethics, conduct, education, and achievement
- the establishment and maintenance of the highest standards of professional ethics and conduct of the members of the Association
- the increase and diffusion of psychological knowledge through meetings, professional contacts, reports, papers, discussions, and publications

thereby to advance scientific interests and inquiry, and the application of research findings to the promotion of health, education, and the public welfare.

Liability Insurance:

Liability insurance must be maintained throughout the practicum and internship. The requirement is for the students' protection, and applies to all students. Liability insurance can be obtained when a student becomes a Student Member of the American Counseling Association

(<http://www.counseling.org/Students/>) or through a separate purchase from the Healthcare Providers Service Organizations (<http://www.hpsso.com/>).

Employments Opportunities for Graduates:

Graduates of the program will be able to seek employment as professional counselors. Employment prospects for mental health counselors are currently good in Hawai'i and in many other areas of the United States. Employment opportunities in this field are expected to grow at a faster than average rate over the coming years. Professional counselors may find employment in a wide variety of settings, including the following:

- Community mental health clinics
- Public and private elementary and secondary schools
- Colleges and universities
- Correctional facilities

- Vocational rehabilitation centers
- Job training and career counseling centers
- Residential care facilities
- Drug and alcohol rehabilitation programs and agencies
- Private practice settings
- Mental hospitals and psychiatric wards
- General medical hospitals, clinics, and other healthcare facilities
- Employee Assistance Programs
- Child welfare and other family assistance agencies
- Military settings

Policy and Procedures for Recommending Students for Employment:

While the employment prospects for mental health counselors appear to be good, the program cannot provide any guarantees that its graduates will be employed in the field of mental health counseling. Graduates seeking employment may ask faculty members for letters of recommendation. It is then up to the individual faculty members to determine whether they will or will not write the letter of support.

Admission Policy

Admission Requirements:

To be eligible for admission to the Master of Arts in Counseling Psychology program, students must meet the following minimum requirements:

1. A baccalaureate degree from a regionally-accredited institution;
2. A cumulative GPA of 3.0 on a 4.0 scale OR a GPA of 3.0 on a 4.0 scale during the last 60 semester credits (or equivalent);
3. A strong background in psychology or a closely related field, with a minimum of 15 semester hours of course work in psychology, strongly recommended are an introductory or survey of psychology, statistical techniques, research methods, and at least two 300-level or higher psychology courses. For these 15 semester hours, similar courses in closely related fields of study may also be acceptable;
4. At least one 3-credit course in statistics and one 3-credit course in research methods from any discipline;
5. Completion of the Graduate Record Examination (General Test);
6. For International Applicants: A score of 550 (paper based) on the TOEFL (other equivalent TOEFL scores: 79 internet based and 213 computer based; the IELTS equivalent is 6.0.

Meeting the minimum requirements does not guarantee admission. Eligible applications are reviewed by the Psychology Graduate Admissions Committee which uses multiple criteria for the assessment of applicants. Admission is selective and is based on the following five factors: (1) Undergraduate GPA (last 60 semester hours), (2) GRE Scores, (3) Letters of Recommendation, (4) Statement of Interest, and (5) Resume/Curriculum Vitae. Priority will be given to students applying for full-time enrollment. Depending on program needs, a few outstanding applicants for part-time enrollment may be admitted.

Application Policies and Procedures:

Please visit the following webpage to view the full Admission Policies and Procedures document:
<http://counseling.uhh.hawaii.edu/documents/AdmissionPoliciesandProcedures4.16.19Website.pdf>

Transfer of Credits:

Requests for transfer of credits must be made during the first semester in which the student is enrolled in the program. Students need to obtain departmental approval for all credit transfers. Only credit hours with a grade of B or better from accredited universities are transferable. Credit hours for practicum and internship courses are not transferable. Transfer credit hours must have been completed within five years prior to admission. Students may transfer a maximum of 12 semester hours (or the equivalent). On rare circumstances, requests for an exception to the 12-credit limit could be considered by the program faculty. All requests for transfer of credits must be accompanied by a transcript and course syllabi.

Course Substitutions:

With permission from the program, students may enroll in up to two 400-level psychology courses and use these courses to meet graduate elective requirements.

Advisor Assignment:

All students will be assigned to a faculty advisor during the first week of their first semester. An effort will be made to pair the student with an advisor whose scholarly interests match. A change in student-advisor pairing may be considered by the program faculty if there is a reasonable justification. The advisor's role is to ensure that the student is progressing through the program in a timely manner and the program is meeting the needs of the student. The advisor also serves as the person who delivers formal feedback to students from the program and vice versa.

Program Curriculum

Program Curriculum (Clinical Mental Health Counseling Specialization):

The curriculum was designed to meet the requirements of the State of Hawai'i licensure for mental health counselors. The number of required credits (60) is similar to other programs of its kind.

IMPORTANT: For each course you complete, remember to save your syllabus. You will need to submit a copy of all of your syllabi to the state licensing board when you apply for the licensure.

Total semester hours required: 60

Required courses (51 semester hours):

- PSY 601 (4) Applied Multivariate Statistics
- PSY 602 (3) Research Methodology and Program Evaluation
- PSY 603 (4) Psychological Assessment
- PSY 604 (3) Professional Identity, Ethics, and Legal Issues
- PSY 611 (3) Lifespan Human Development
- PSY 612 (3) Career Development
- PSY 613 (3) Psychopathology over the Lifespan
- PSY 620 (3) Counseling Theories
- PSY 622 (4) Group Work and Counseling
- PSY 623 (3) Social and Cultural Foundations
- PSY 624 (3) Counseling Skills
- PSY 640 (3) Practicum Supervision
- PSY 640F (3) Practicum Fieldwork
- PSY 659 (3) Internship Supervision
- PSY 659F (6) Internship Fieldwork

Electives (9 semester hours required):

- An additional 9 credits of PSY courses at the 600 or 700 level, not included in the list above. For PSY 699 (Directed Studies), it is recommended that students complete no more than one Directed Studies during their tenure in the program. This does not apply to a situation where, in order to partially fulfill the 9-credit electives, students take a 400-level course but enrolls in it as a 699 (with additional graduate-level assignments) so that it is counted as a graduate-level course.

Information about Plan A and Plan B Options:

To complete the 60 required semester hours, students may choose Plan A (thesis) or Plan B (non-thesis) option. Students who choose Plan B will accumulate the 60 credits via traditional coursework. For students who choose Plan A, they may sign up for PSY700, a repeatable 3-credit course, during the time they complete their thesis research. Please note that the credits earned through PSY700 will not become official until the thesis has been completed.

Curriculum Schedules (Total Number of Credits = 60):

Plan A: Thesis Option

YEAR 1:

Summer Semester:

PSY 601 (4) Applied Multivariate Statistics (online)

Fall Semester:

PSY 602 (3) Research Methodology and Program Evaluation

PSY 604 (3) Professional Identity, Ethics, and Legal Issues

PSY 613 (3) Psychopathology over the Lifespan

PSY 620 (3) Counseling Theories

Spring Semester:

PSY 603 (4) Psychological Assessment

PSY 622 (4) Group Work and Counseling

PSY 624 (3) Counseling Skills

Optional: PSY 699 (3) Directed Studies

YEAR 2:

Summer Semester:

PSY 611 (3) Lifespan Human Development (online)

PSY 612 (3) Career Development (online)

If no Directed Studies in Spring, complete an Elective (3) (either 600-level or 400-level course) (online)

Fall Semester:

PSY 623 (3) Social and Cultural Foundations

PSY 640 (3) Practicum Supervision

PSY 640F (3) Practicum Fieldwork

PSY 700 (3) Thesis Research

Spring Semester:

PSY 659 (3) Internship Supervision

PSY 659F (6) Internship Fieldwork

PSY 700 (3) Thesis Research

Plan B: Non-Thesis Option

YEAR 1:

Summer Semester:

PSY 601 (4) Applied Multivariate Statistics (online)

Fall Semester:

PSY 602 (3) Research Methodology and Program Evaluation

PSY 604 (3) Professional Identity, Ethics, and Legal Issues
PSY 613 (3) Psychopathology over the Lifespan
PSY 620 (3) Counseling Theories

Spring Semester:

PSY 603 (4) Psychological Assessment
PSY 622 (4) Group Work and Counseling
PSY 624 (3) Counseling Skills

YEAR 2:

Summer Semester:

PSY 611 (3) Lifespan Human Development (online)
PSY 612 (3) Career Development (online)
Elective (3) (either 600-level or 400-level course) (online)

Fall Semester:

PSY 623 (3) Social and Cultural Foundations
PSY 640 (3) Practicum Supervision
PSY 640F (3) Practicum Fieldwork
Elective (3) (either 600-level or 400-level course)

Spring Semester:

PSY 659 (3) Internship Supervision
PSY 659F (6) Internship Fieldwork
Elective (3): Cognitive Behavior Therapy

For students who choose the Plan A option, below is a suggested timeline for completing the thesis.

YEAR 1: Fall Semester:

1. A student interested in completing a research thesis should explore the areas of expertise of each faculty member in the department and identify appropriate persons to serve as chair and committee members. This should be done in consultation with the program director. Typically, there are three members in a thesis committee, two of whom must be tenured or tenure-track faculty members at UH Hilo. At least one of the committee members also must be a core faculty member of the counseling psychology program. With the approval of the chair, a committee may consist of more than three members.

YEAR 1: Spring Semester:

2. With supervision from the chair, the student completes a draft of the thesis proposal and submits it to the committee members two weeks before the defense date. To complete the literature review section of the thesis proposal, the student may complete a directed studies course under the direction of the chair.
3. The student defends the proposal.

YEAR 1: Summer:

4. The student obtains approval from the UH's Institutional Review Board.

YEAR 2: Late Fall Semester

5. With on-going supervision from the chair, the student completes data collection.

YEAR 2: Spring Semester

6. With close supervision from the chair, the student completes data analysis and a draft of the thesis. The draft should be sent to the committee members for their review two weeks before the defense date.

YEAR 2: Late Spring Semester

7. The student defends the thesis.

Practicum/Internship Sites:

Practicum (PSY640 and PSY640F) and internship (PSY659 and PSY659F) are advanced courses designed to facilitate the student's integration of theory and practice in the therapeutic context. Through direct client contact at a Program-approved field placement, students will develop a sound conceptualization of client issues and counseling process, mastery of skills to apply their theoretical orientation, understanding of the role and function of professional counselors, and awareness of ethical and professional behavior. Issues related to counseling individuals from various cultural groups also will be a main area of focus. Evaluation of student trainees, supervisors, and training sites is another essential component to the experiential training sequence. The Practicum/Internship Trainee Evaluation Form can be found in Appendix 5.

Hawaii State licensing law requires a minimum of 300 hours of supervised client contact. Hence, students in Practicum are required to complete a minimum of 100 hours of supervised client contact and students in Internship are required to complete a minimum of 200 hours of direct service. If possible, students are encouraged to complete more hours during practicum so that there will be less pressure to reach the necessary 300 hours during internship. In addition to these direct hours, students are required to complete a minimum of 300 hours of indirect hours (100 hours in Practicum and 200 hours in Internship). For more information about the definitions of direct and indirect hours, please refer to Appendix 4.

For both practicum and internship, students are required to receive a minimum of one hour per week of individual supervision from the onsite supervisor. In order to ensure a good practicum/internship experience, the instructor also will be consulting with the onsite supervisor periodically during the practicum and internship courses.

Below is a list of local agencies that recently have provided practicum and internship placements for the students:

Big Island Substance Abuse Council (BISAC)
CARE Hawaii
Catholic Charities – Na 'Ohana Pulama (Hilo)

Child and Adolescent Mental Health Division (CAMHD), Hilo Family Guidance Center
 Child and Family Service (Hilo and Kona)
 Community Assistance Center (Sex Offender Treatment Program for inmates at Halawa and
 Kulani)
 Hawaii Behavioral Health
 Hospice of Hilo
 Hui Malama Ola Na Oiwi (Hilo)
 I Ola Lahui (Oahu)
 iCAN Program, Waipahu Community School for Adults (Hilo, Kona, Honolulu)
 Kanu o ka `Āina NCPCS (Charter School, Waimea)
 Ka`u High School
 Kealakehe High School
 Konawaena Elementary School
 Office of Social Ministry/HOPE Services
 Pahala Elementary School
 Pahoia Intermediate and High School FSC Classes
 Parents and Children Together (PACT) (Oahu)
 Queen Lili`uokalani Trust (all islands)
 The Veterans' Center (Hilo, Kona)
 Tripler Army Medical Center, School-Based Programs (Oahu)
 University of Hawai`i at Hilo Counseling Center
 University of Hawai`i Manoa Counseling and Student Development Center
 YWCA Kauai
 YWCA of Hawaii Island

Graduate Division Forms:

UH Hilo Graduate Division has three forms that must be completed before you can graduate from our program. Below is a description of each of these forms. These forms are shown in Appendix 2

- Form 1: This form should be completed and signed by your advisor and the director of the program during the Fall semester of your first year. If you will be completing a thesis (Plan A) and have identified your committee members, you may have your committee members sign the form as well.
- Form 2: If you are completing a research thesis (Plan A), this form should be completed after you defend your thesis proposal (typically late Spring semester of your first year). If you are not conducting a research thesis but completing your 60 credits via coursework (Plan B), you do not need to complete this form.
- Form 3: This form must be completed when you have completed all of the program's requirements (60 credits including practicum and internship). If you are completing a research thesis (Plan A), this form should be completed after you defend your thesis (typically during the Spring semester of your second year).

The three forms can be found in Appendix 2 near the end of this handbook and also at <https://hilo.hawaii.edu/registrar/forms.php>.

Faculty Members of the Program

Core Faculty:

Bryan S. K. Kim, Ph.D., Professor of Psychology and Program Director

Dr. Kim received the Ph.D. in Counseling, Clinical, and School Psychology with an emphasis in Counseling Psychology from the University of California, Santa Barbara in June of 2000. He also has a Master of Education in School Counseling (1995) and a Bachelor of Education in Secondary Science Education (1992), both from the University of Hawai'i at Manoa. Dr. Kim is a Licensed Mental Health Counselor (MHC196) in the State of Hawaii. Prior to joining UH Hilo, Dr. Kim was a tenured Associate Professor position at UC Santa Barbara and a tenure-track Assistant Professor position at the University of Maryland. Dr. Kim has over 85 publications (including 9 psychological instruments) and 95 presentations in the areas of multicultural counseling process and outcome, measurement of cultural constructs, counselor education and supervision, and immigrant experiences. His current research examines the effects of culture-specific counseling interventions and client enculturation/acclimation (e.g., cultural values) on counseling process and outcome. Dr. Kim's interest in multicultural counseling psychology largely stems from his experiences growing up in Hawai'i as a 1.5-generation Asian American. Dr. Kim is Editor-Elect of *The Counseling Psychologist*, Outgoing Editor of *Asian American Journal of Psychology*, and Associate Editor of *Measurement and Evaluation in Counseling and Development*. He also serves on editorial boards of several other journals. In 2003, Dr. Kim received the "Early Career Award for Distinguished Contributions" from the Asian American Psychological Association (AAPA). In 2005 and 2010, Dr. Kim received the "ACA Research Award" from the American Counseling Association and "The MECD [Measurement and Evaluation in Counseling and Development] Editor's Award" from the Association for Assessment in Counseling and Development. In 2006, Dr. Kim received "The Fritz and Linn Kuder Early Career Scientist/Practitioner Award" from the Society of Counseling Psychology (Division 17 of American Psychological Association). In 2008, Dr. Kim received the "Emerging Professional Award" from the Society of the Psychological Study of Ethnic Minority Issues (Division 45 of American Psychological Association) and was awarded "Fellow" status by the American Psychological Association (2008 - Society for the Advancement of Psychotherapy, Div 29; 2011 - Society of Counseling Psychology, Div 17; 2011 - Society of the Psychological Study of Ethnic Minority Issues, Div 45). In 2010, Dr. Kim was awarded "Fellow" status by the Asian American Psychological Association.

Steve Herman, Ph.D., Associate Professor of Psychology

Dr. Herman received his Ph.D. in Counseling Psychology from Stanford University in 1998 and is licensed to practice as a psychologist in Hawaii. His areas of clinical and research interest include the study of judgments about the validity of allegations of child sexual abuse evaluations, juror decision making in criminal trials, behavioral medicine (especially psychosocial interventions for cancer and heart disease patients), mitigating the impact of financial catastrophes such as foreclosure and bankruptcy on mental health, career counseling, group counseling, and positive psychology. He has two major current research projects focusing on a) mental health professionals' judgments about the validity of child sexual abuse allegations and b) the accuracy of jury verdicts in criminal trials. Dr. Herman teaches courses on counseling theories and skills, career counseling, group counseling, child maltreatment, and personality psychology. He also supervises our master's students' practicum and internship experiences. In 2010, Dr. Herman was invited to Seoul, Korea to present a workshop on the science and practice of child sexual abuse evaluations to Korean child interviewers, psychologists, law enforcement personnel, and policy-makers. He also presents workshops on this topic for American psychologists at the annual conventions of

the American Psychological Association. He has authored or co-authored numerous professional publications.

Charmaine Higa-McMillan, Ph.D., Associate Professor of Psychology

Dr. Higa-McMillan received her B.A. in Psychology at the University of Hawaii at Manoa in 1999 and her Ph.D. in Clinical Psychology from the University of Tulsa in 2004. Dr. Higa-McMillan is licensed to practice as a psychologist in the State of Hawaii. Her clinical and research interests include childhood stress and anxiety, implementation of evidence-based services, training and professional development, and improving access to quality care in rural, underserved schools and communities. Dr. Higa-McMillan has over 50 publications and 80 presentations in her areas of research, serves on several editorial boards and is a board member of the Hawai'i State Rural Health Association. Dr. Higa-McMillan regularly teaches the following courses in the graduate program: PSY 611 Lifespan Human Development, PSY 640 Counseling Practicum and PSY 695 CBT for Children and Families.

Sunyoung Kim, Ph.D., Associate Professor of Psychology

Dr. Kim received her Ph.D. in Clinical Psychology from Boston University in 2004. She also has a Masters in Women's Studies from Ewha Womans University in Korea. She received her B.S. from the Seoul National University in Korea. Previous to joining at UH Hilo, Dr. Kim was a social science research associate at Stanford University School of Medicine, Department of Psychiatry and Behavioral Sciences, where she directed several treatment outcome studies on anxiety disorders funded by National Institute of Mental Health (NIMH) and Veterans Affairs (VA). Dr. Kim's research projects at Stanford investigate efficacy of capnometer-feedback assisted breathing therapy for PTSD, panic disorder and other anxiety disorders. These projects measure psychological and physiological effects of the breathing therapy. Before she came to the U.S. to attend the graduate school in psychology, she taught women's studies at several universities in Korea. While in Korea, Dr. Kim worked at a research institute in which she carried out government funded research projects on sexual violence and crime. She co-founded the first rape crisis center in Korea (The Korean Sexual Violence Relief Center) with her colleagues, and volunteered at the center as a counselor. Dr. Kim's bi-cultural and interdisciplinary background shaped her interests in improving lives of marginalized individuals and cultivating diversity. Dr. Kim's research and clinical interests include treatment outcome of anxiety disorders including PTSD and panic disorder; cross-cultural approaches to trauma, resilience and mental health behaviors; women and minority issues in clinical psychology. She has received a number of fellowships and grants which include the international fellowship of the AAUW (American Association of University Women) that funded her research on child abuse in Korea. She is licensed to practice as a psychologist in the states of New York and California.

Other Individuals who have contributed to the Program through Teaching or Service:

Cheryl Ramos, Ph.D., Associate Professor of Psychology

Dr. Ramos received her Ph.D. in Community Psychology from the University of Hawaii at Manoa. She teaches courses in community psychology, industrial and organizational psychology, program evaluation, undergraduate practicum, and psychology and cancer. Her teaching and leadership have been recognized through several awards including: 2010 Saint Joseph School Outstanding Alumni Leadership Award, 2008 Taniguchi Award for Excellence and Innovation, 2007 Excellence in Teaching Award from the UHH Chapter of the National Society for Leadership & Success, 2007 Chancellor's Award for Outstanding Advising & Mentoring, and 2000 Chancellor's Award for Excellence in Teaching. Dr. Ramos' research activities have focused on the evaluation of community-based programs and issues

related to health and education in rural Hawai‘i communities. She is currently conducting research to examine factors that influence the quality of life of cancer survivors. Dr. Ramos is a four-time cancer survivor. Dr. Ramos is a member of the Community Psychology Practice Group; reviewer for the *Computers & Education*, *Ethnicity & Health*, *Global Journal of Community Psychology Practice*, and *Journal of Healthcare for the Poor and Underserved*. She is a member of the Hawai‘i – Pacific Evaluation Association, and member and former President of the Board of Directors of the Hawai‘i Island Portuguese Chamber of Commerce. Dr. Ramos was born and raised in Paauilo, Hawai‘i.

Errol Yudko, Ph.D., Associate Professor of Psychology

Dr. Yudko received a B.A. in biological sciences from the University of California at Irvine in 1991, and both M.A. (1994) and Ph.D. (1997) degrees in behavioral neuroscience from the University of Hawaii at Manoa. Dr. Yudko’s post-doctoral research was spent in the Laboratory of Psychopharmacology at the University of Hawaii at Manoa. Dr. Yudko has worked as a research assistant for the Center for Memory and Learning at the University of California Irvine, research pharmacologist for the Department of Cognitive Neuroscience for Wyeth Research in the U.K., and as an ethopharmacologist for the Pacific Biomedical Research Center at the University of Hawaii at Manoa. Dr. Yudko’s research interests include the effects of pharmacological agents on aggressive and defensive behavior in both humans and animals, the psychoneuroendocrinology of addiction, models of substance abuse prevention in adolescents, and the effectiveness of distance education. His interest in distance education led to his being the first recipient of the Taniguchi Award for Excellence and Innovation. His interest in substance abuse has led to his developing several substance abuse prevention programs targeted at adolescents of the Big Island of Hawaii. These interests have also led to his being PI on a \$750,000 grant from the DHHS that funds a program for Native-Hawaiian and part-Hawaiian at-risk youth who are attempting to finish high school. He co-authored a book on methamphetamine which is currently in its second edition. Dr. Yudko is a reviewer for the *Journal of Computing in Higher Education*, and has been an ad-hoc reviewer for the *Journal of Studies on Alcohol*, *Journal of Substance Abuse Treatment*, *Addictive Behaviors*, *Journal of Traumatic Stress*, *Substance Abuse Treatment, Prevention and Policy*, *Cultural Diversity & Ethnic Minority Psychology*, and *Computers & Education*. Dr. Yudko is the author or co-author of 50+ peer reviewed publications, book chapters, and/or conference presentations.

Student Retention and Academic Appeal Policy

Student Responsibilities:

The student is responsible for acting in a manner consistent with the high ethical, legal and professional standards of the counseling field. It is expected that students will attend classes and perform assignments on time. The student is responsible for finding out about information missed due to absence from classes. Responsibility for assuring that performance remains within acceptable guidelines and that progress toward graduation is acceptable remains with the student, although the faculty advisor can provide helpful assistance. An active contribution to a positive climate, through good attitude and active participation in the Program and Department, are valued.

Faculty Responsibilities:

The faculty has the responsibility to treat students with respect, to provide a high quality curriculum, examination process, and training environment that fosters both competence in skills and in attitudes that approach counseling practice as the application of the scientific theories, methods, and results of scholarly investigations. Course requirements and grading considerations should be clearly stated in the course syllabus, and evaluations should be fair and should reflect the course material and stated objectives. Faculty should be available to students and should encourage the close involvement needed to provide mentoring relationships.

General Campus Policy on Student Retention at UH Hilo

According to the University of Hawaii at Hilo catalog (<http://www.uhh.hawaii.edu/catalog/>), policies governing graduate programs are as follows:

A cumulative grade point average (GPA) of at least 3.0 (on a scale where A = 4.0) in courses required by the graduate program is required in order to maintain satisfactory academic standing and graduate degree certification. When the cumulative GPA falls below 3.0, the student will be placed on academic probation. Once a student is placed on probation, the student has two semesters to attain a cumulative GPA of 3.0 or higher, or the student will be dismissed.

No credit is granted for graduate courses in which a grade lower than a B- has been received. Grades lower than a B-, however, will appear on the student's transcript and will be computed into the student's GPA, although the student may **NOT** use the course for degree requirements.

Graduate students who do not meet other academic/program standards will be dismissed from their graduate program. This process entails a warning letter from the chair of the graduate program to the student. If the necessary academic standards are not attained within a period specified by the graduate program, the graduate program's chair will recommend to the appropriate Dean that the student be dismissed from the program. Students will be notified of the intended action. **Appeals of such action may be made in writing to the Vice Chancellor for Academic Affairs (VCAA) within ten business days.**

Additional Student Retention Policy of the Counseling Psychology Program

In addition to terminating students for academic reasons, students may be terminated from the Counseling Psychology Program for ethical violations and/or personal unsuitability for the profession. Faculty members provide students feedback about their performance, growth, and areas for improvement. Feedback from

faculty members can be formal and informal. Formal feedback by way of written evaluations include Semi-Annual Student Evaluation (see Appendix 3) and Practicum/Internship Trainee Evaluation (Appendix 5). Informal feedback can be verbal or written, based on class assignments, discussions, etc. When intended for improvement, feedback should contain guidance on how to improve. Areas for feedback are teaching and training, research and scholarly activity, course work, clinical work, and service. Both faculty and students should be cognizant that the process of providing feedback is not to be malicious but to provide guidelines and goals to help students grow and develop.

All students are routinely evaluated in a formal manner on a semi-annual basis by the entire program faculty using the Semi-Annual Student Evaluation form (Appendix 3). This evaluation includes an evaluation of student's academic, professional, personal functioning. The results of this evaluation will be shared with the student and, if necessary, the faculty may decide that further monitoring is needed and a committee will be formed which will consist of the student's faculty advisor and two other faculty members who are familiar with the student. A meeting will be held with the student, where the concerns and recommendations of the faculty are clearly explained (both verbally and in written form) to the student. The student will have an opportunity to discuss her or his thoughts, feelings, and reactions.

A written plan for remediation will be approved by the full counseling psychology faculty and presented to the student (with a filed copy signed by the student). This plan will clearly specify what changes are expected and what time limits are operative. It will also include a statement indicating that failure to remediate may result in termination from the program.

Procedures for Handling Complaints:

Complaints involving other Students:

- Step One: In general, the Program expects that a student will attempt to first resolve disagreements or problems with other students by talking directly with them. This is consistent with APA and ACA ethical guidelines.
- Step Two: If this is not possible or successful, the student indicating the complaint will inform the Director of the Program of the conflict. An informal meeting of all students involved will be scheduled within fifteen days of the Director's notification of the conflict. All relevant materials will be presented at that time, including the nature of the complaint and any related issues. It is hoped that the problem will be resolved to the satisfaction of all participants during this meeting.
- Step Three: If the informal process proves unsatisfactory, a formal grievance, as specified by UH Hilo policies can be pursued.

Complaints involving Faculty Members:

- Step One: In general, the Program expects that a student will attempt to resolve disagreements or problems by the first meeting with the faculty member to discuss their concerns.
- Step Two: If resolution of the problem between the student and faculty member is not possible or successful, the student will then inform the Director of the Program of the conflict. If the complaint involves the Director, the student will inform the Department Chair. Notification of the conflict can be done verbally or in writing. An informal meeting of the student and faculty member will be scheduled with the Director, or with the Department Chair for

conflicts involving the Director. The meeting will be scheduled within fifteen days of notification of the conflict to the Director, or to the Department Chair for conflicts involving the Director. All materials will be presented at that time, including the nature of the complaint and any related issues. It is hoped that the problem will be resolved to the satisfaction of all participants during this meeting.

*In some cases, it may not be prudent for the student and faculty member to meet together with the Director (or the Department Chair). In this situation, the Director (or the Department Chair) will meet separately with the student and faculty to try to resolve the problem.

Step Three: If the informal process proves unsatisfactory, a formal grievance, as specified by UH Hilo policies can be pursued.

Dismissal of Students from the Program:

The program seeks to graduate all matriculating students. Therefore, every reasonable effort will be made to help students succeed, including those who encounter difficulties. However, it is understood that some students may not be successful, and in some cases, dismissal from the program may be necessary. Dismissal may be due to one or more of several problems, including but not limited to the following: inadequate academic performance; inadequate clinical performance; illegal or ethically inappropriate behavior; academic dishonesty (e.g., plagiarism, falsifying clinical hours), and mental health concerns that render service provision and/or academic success implausible.

Whenever a serious concern is raised about a student by another student, faculty member, or outside clinical supervisor, a judicious process will be followed to determine first the seriousness of the concern and, if necessary, an intervention to remediate the student or dismiss the student from the program. The following steps will be undertaken:

Step One: The faculty initially will discuss the case with the Program Director.

Step Two: The student will be informed by the Program Director that a meeting will be set to discuss the concern.

Step Three: The student will meet with the Program Director, the student's academic advisor, and any other individual involved in the case. The intent will be to achieve an informal resolution.

Step Four: If no informal resolution is achieved, the case will be reviewed by the program faculty as a whole.

Step Five: The program faculty will meet to review the case and offer a disposition. In most cases, a remediation plan will be developed prior to a student's dismissal from the program.

Step Six: Students have the right to appeal the committee's action through the university grievance procedures.

Appendix 1: Distance Education Information and Policy

Master of Arts in Counseling Psychology Department of Psychology University of Hawai'i at Hilo

Distance Education Information and Policy

1. In order to enable applicants who live in areas far from Hilo (e.g., Kailua-Kona, Waimea, Ka'u, Honolulu, Lahaina, Hanapepe) to enroll in our program without having to physically relocate to Hilo, the program courses will be taught through the use of distance education technologies such as Hawaii Interactive Television System (HITS) and Polycom. These technologies allow for the use of **videoconferencing** in which students may attend classes in live synchronous fashion without having to physically be on the Hilo campus.
2. To be eligible to enroll in the program through the distance education modality, a student must live a minimum of 25 miles away from the UH Hilo campus. Those students who live within the 25 mile radius must attend the classes on campus.
3. For students who are enrolled in the program using the distance education modality, here are the requirements.
 - a. All students, including those who are enrolled through the distance education modality, must attend *in-person* the program orientation session that is held during the first Fall semester of their study. The orientation session usually is held during the week before the first week of Fall instructions.
 - b. Some of the program's courses will require students who are enrolled through the distance education modality to attend class *in-person* with the other students twice during the two Spring semesters. For Spring semester of the first year, the distance education students will be required to travel to Hilo to participate in two weekend-long learning experiences, one early in the semester and another later in the semester, for the following three courses: PSY603 (Psychological Assessment), PSY622 (Group Work and Counseling) and PSY624 (Counseling Skills). Courses will run from 9AM to 4PM on Saturday and from 9AM to 1PM on Sunday. For Spring semester of the second year, the distance education students will be required to travel to Hilo for a one-day intensive learning on two occasions, one early in the semester and another later in the semester, for the following two courses: PSY693/695 (Cognitive Behavior Therapy with Adults or with Children and Families) and PSY659 (Internship Supervision).
*NOTE: Students attending the program in person also are required to attend these learning activities.
 - c. All together students who are enrolled through the distance education modality will be required to be in Hilo for seven days during their two years in the program (i.e., 1 day in Fall semester of 1st year, 4 days (2 weekends) in Spring semester of 1st year, and 2 days in Spring semester of 2nd year). All students are responsible for covering their travel cost to Hilo.
 - d. Students using the distance education modality are required to participate in advising meetings with their program advisor at least two times each semester via teleconference.

Appendix 2: The Three Graduate Division Forms described on page 14.

Form 1: **INSERT FORM 1 FROM**

<https://hilo.hawaii.edu/registrar/documents/Form1GraduateComitteeFormationRevApr2016.pdf>

Form 2: **INSERT FORM 2 FROM**
<https://hilo.hawaii.edu/registrar/documents/Form2ThesisProjectDissertationProposalRevApr2016.pdf>

Form 3: **INSERT FORM 3 FROM**
<https://hilo.hawaii.edu/registrar/documents/Form3ThesisProjectDissertationandCompletionofDegreeRequirementsRevApr2016.pdf>

Appendix 3: Semi-Annual Student Evaluation Form

**UNIVERSITY OF HAWAII AT HILO
Department of Psychology
MA Program in Counseling Psychology
(Specialization: Clinical Mental Health Counseling)**

Semi-Annual Student Evaluation Form

Name of Student: _____ **Date:** _____

Name of Advisor: _____

The Counseling Psychology Program's faculty members met on _____
(date) and agreed on the ratings shown below for each of the evaluation criteria.

(1) ACADEMIC PERFORMANCE: ___ Satisfactory ___ Unsatisfactory

(2) PROFESSIONAL/ETHICAL
BEHAVIOR: ___ Satisfactory ___ Unsatisfactory

(3) INTERPERSONAL FUNCTIONING: ___ Satisfactory ___ Unsatisfactory

(4) ADDITIONAL COMMENTS, IF ANY:

I have received a copy of this evaluation.

Student Signature

Date

Advisor Signature

Date

Appendix 4: Description of Direct and Indirect Client Hours

UNIVERSITY OF HAWAII AT HILO
MA Program in Counseling Psychology
(Specialization: Clinical Mental Health Counseling)

Description of Direct and Indirect Client Hours

Definition of Hours:

Direct Client Hours: Any activity spent in direct contact with individual, couple, or family clients. This includes face-to-face and phone contact as well as contact with collateral members of the treatment team (e.g., parent of client, teacher of client, case worker/probation officer/another treating professional) for the purposes of coordinating treatment (this does not include time spent discussing other professional information that is non-client related). Psychoeducation, skills-based groups (e.g., parenting classes), intake evaluations, counseling individuals on a hotline or during an outreach event (only the time spent using clinical skills with a prospective client – not the time waiting for a call or for someone to stop by the table), and crisis management interventions are other examples of direct client contact and should also be counted.

Indirect Client Hours: Any activity related to support of direct client work such as reading client charts, preparing for assessment/intake/therapy sessions, training/workshop/directed reading specifically to support identified clients, writing progress notes, scoring assessment instruments and report writing, and obtaining supervision (individual or group sessions at the site and groups sessions during practicum and internship courses). Note that most state licensing laws require a separate reporting of the supervision hours only. Hence, students are asked to keep an additional record of only supervision hours.

Activities that support student skill acquisition but do not involve direct client care are not counted. This includes trainings, workshops or other-directed reading that are not in preparation for work with an identified client or an identified group you are or will be facilitating. We encourage students to take advantage of these opportunities if they are available but they do not count as direct nor indirect hours.

Requirements and Recommendations:

- This program requires 300 total direct client contact hours and 300 total indirect hours across the Practicum (100 direct hours and 100 indirect hours; 6 credits) and Internship (200 direct hours and 200 indirect hours; 9 credits).
- The program requires students to track both direct and indirect hours, obtain site supervisor signatures documenting approval of these hours, and provide regular submission of these tracked (and signed) hours to the faculty supervisor/instructor across both semesters. A sample tracking sheet will be provided (but you do not have to use this specific timesheet).
- It is highly recommended that students obtain a notarized copy of these tracked hours at the completion of the internship (or any time they complete their work with a practicum or internship site) because they will need to submit this documentation when they apply for Hawaii licensure.

Appendix 5: Practicum/Internship Trainee Evaluation

UNIVERSITY OF HAWAII AT HILO
Department of Psychology
MA Program in Counseling Psychology
(Specialization: Clinical Mental Health Counseling)

Practicum/Internship Trainee Evaluation

Name of Trainee: _____ **Date:** _____

Practicum Site: _____

Practicum Supervisor: _____

Supervisor's License Type and Number: _____

Directions: The ratings of trainees should be based on your observations and/or reports of trainee performance received from staff and appropriate others. Evaluations should be based on his/her current level of progress and competence in the current practicum site. Circle the number of the scale that best describes the trainee's competence as given in the descriptions below. Rate each category independently. A description of the scale points is given below.

-1- Competence considered to be in need of further training and/or to require additional growth, maturation, and change on the part of the trainee in order for him/her to be effective in the various skill areas; trainee should not be allowed to function independently.

-2- Competence currently considered to be below average but which, with further supervision and experience, is expected to develop satisfactorily; independent functioning is not recommended and close supervision is required.

-3- Competence at least at the minimal level necessary for functioning with moderate supervision required.

-4- Competence assessed to be above average; trainee can function independently with periodic need for supervision.

-5- Competence very developed and trainee can function independently with little or no supervision required.

-N- Insufficient data to provide an evaluation at this time.

Signatures. A copy of this evaluation will be filed in the trainee's permanent Program file. The signatures below attest only to the fact that the signees have seen the evaluation and reviewed its contents. A trainee's signature on this document does not in any way indicate that he or she either agrees or disagrees with the contents; only that the evaluation's contents were seen and reviewed. Trainees have the right at any time to file a response with the Program for placement into the trainee's permanent file. The signature of the Practicum Supervisor below attests to the fact that the trainee has completed all of the casework and associated responsibilities of the practicum according to the stated requirements.

Trainee: _____ **Date:** _____

Supervisor: _____ **Date:** _____

Trainee: _____

A. **Clinical and Relationship Skills**

- | | | | | | | | |
|----|---|---|---|---|---|---|---|
| 1. | <u>Relationship Skills</u> - established rapport, was aware of own impact on others, and showed respect for clients, colleagues, and staff in professional contexts.
Comments: | N | 1 | 2 | 3 | 4 | 5 |
| 2. | <u>Assessment Skills</u> - demonstrated appropriate knowledge and use of assessment instruments; was able to appropriately interpret and discuss test results with clients and colleagues as well as integrate in intake reports.
Comments: | N | 1 | 2 | 3 | 4 | 5 |
| 3. | <u>Diagnostic Skills</u> - incorporated multiple sources of data; showed sensitivity to client concerns; demonstrated good knowledge of DSM-V; used diagnosis to establish client goals and make appropriate referrals.
Comments: | N | 1 | 2 | 3 | 4 | 5 |
| 4. | <u>Intervention Skills</u> - showed flexibility in using a variety of appropriate strategies to help clients work toward identified goals.
Comments: | N | 1 | 2 | 3 | 4 | 5 |
| 5. | <u>Crises Management</u> - recognized and handled clinical crises and emergencies in a professional manner.
Comments: | N | 1 | 2 | 3 | 4 | 5 |
| 6. | <u>Consultation Skills</u> - worked effectively with significant others (family members, teachers, relevant professionals) to help meet client needs.
Comments: | N | 1 | 2 | 3 | 4 | 5 |

Average score for clinical skills: _____

Trainee: _____

B. Professional Presentation and Behavior

- | | | | | | | | |
|-----|---|---|---|---|---|---|---|
| 7. | <u>Professional Behavior</u> - showed readiness and ability to assume and discharge assigned duties; initiated opportunities to gain and share skills.
Comments: | N | 1 | 2 | 3 | 4 | 5 |
| 8. | <u>Self Presentation</u> - presented self in a professional manner through physical appearance/dress, composure, organization, confidence, and desire to help.
Comments: | N | 1 | 2 | 3 | 4 | 5 |
| 9. | <u>Management of Personal Issues in a Professional Manner</u>
– Controls personal stress, psychological dysfunction, or emotional reactions so they do not affect case conceptualization, professional interaction with clients and their families, or relationships with colleagues and other professionals.
Comments: | N | 1 | 2 | 3 | 4 | 5 |
| 10. | <u>Ethical Knowledge & Practice</u> - demonstrated understanding of ethical principles; showed awareness of ethical dilemmas as they occurred; conformed to ethical principles in professional work and practice.
Comments: | N | 1 | 2 | 3 | 4 | 5 |
| 11. | <u>Knowledge and Practice of Diversity Issues</u> - demonstrated understanding of diversity issues related to concerns of clients and colleagues; showed awareness of ethnic, cultural, sexual orientation, and religious concerns as they arose; sought consultation and additional knowledge from a variety of appropriate non-client sources to enhance relationship and practice.
Comments: | N | 1 | 2 | 3 | 4 | 5 |
| 11. | <u>Intake Report and Progress Notes</u> – completed intake reports and case notes in a timely manner, and included relevant professional information in a manner which could be used and interpreted by other professionals.
Comments: | N | 1 | 2 | 3 | 4 | 5 |

Average score for professional presentation: _____

Trainee: _____

C. **Supervision Behavior and Knowledge Demonstration**

13. **Knowledge Base** - demonstrated good understanding of theories and research in psychology, human development, counseling/psychotherapy, assessment, and psychopathology. N 1 2 3 4 5
Comments:
14. **Written Communication Skills** - showed ability to write clearly in a professional style that is clear, succinct, and devoid of unnecessary jargon. N 1 2 3 4 5
Comments:
15. **Oral Communication Skills** - showed ability to use oral language to communicate effectively with clients, supervisors, and colleagues. N 1 2 3 4 5
Comments:
16. **Supervisory Involvement** - sought supervision when needed, openly shared concerns and ideas with supervisor, demonstrated openness to feedback, used supervisory suggestions to make improvements. N 1 2 3 4 5
Comments:

Average score for supervision behavior and knowledge: _____

Trainee: _____

D. **Agency Behavior**

17. **Program Development Skills** - developed alternative prevention or intervention programs to meet client or community needs. N 1 2 3 4 5
Comments:

18. **Agency Involvement** - attended and actively participated in staff meetings and conferences; fulfilled administrative responsibilities. N 1 2 3 4 5
Comments:

Average score for agency behavior: _____

19. **Other Feedback & Comments** -

Appendix 6: Checklist for Internship and Graduation Completion

This document was designed to help guide students and faculty in the MA Counseling Psychology Program with internship and graduation document completion. The following checklist includes the necessary steps to successfully complete the internship course and final program requirements for both Plan A (thesis) and Plan B (non-thesis). Students under Plan A must also complete thesis forms 2 and 3 which are documented in the student handbook. *We recommend beginning this documentation process at least 3 weeks prior to the end of the semester so that you can meet the deadlines.*

Form and/or Procedure	Where & What to Submit	Due Date
<p>Final Internship Evaluation Form</p> <ul style="list-style-type: none"> - You will receive a copy of this from your internship instructor. - You must arrange to have your on-site internship supervisor complete final end-of-the-semester/year evaluation of your internship work. You and your supervisor must sign this form. - Submit the original signed form to your internship instructor (make a copy for your records). 	ORIGINAL to internship instructor	Last Day of Finals
<p>Final Internship Hours</p> <ul style="list-style-type: none"> - You will receive a copy of this from your practicum/internship instructor at the beginning of the semester. - Throughout the semester you will submit weekly signed copies of your direct accrued hours. - Please submit a final copy of your signed total combined practicum (40) and internship direct client hours (260) for a total of no less than 300 hours. - If you will not complete your combined 300 direct client hours by the end of the spring semester, you must complete a "Report of Incomplete Work" form with your instructor. Both the student and faculty must retain a copy. The hours must be completed by approximately the end of October that same year. Please consult the UHH official academic calendar for the official deadline to change the Incomplete to a grade (http://www.uhh.hawaii.edu/catalog/academic-calendar.html). 	ORIGINAL to internship instructor	Last Day of Finals
<p>Mental Health Counselor Practicum Verification Form</p> <ul style="list-style-type: none"> - You can find this on the Mental Health Counseling Licensure Website (http://hawaii.gov/dcca/pvl/programs/mental/application_publication/mental_health_application.pdf). See page 8. - You must arrange to have your licensed practicum/internship supervisor sign this form in front of a notary public. - If you have multiple practicum and/or internship sites, you must 	COPY to internship instructor	Last Day of Finals

complete one per site.

- If you do not have a licensed mental health supervisor, your licensed internship instructor may sign in lieu of your supervisor provided you show your instructor signed documentation of your 300+ hours. Please remind your instructor about this in advance so they have time to arrange to have the form notarized.
- On this form, please note the box titled "Total number of semester or quarter hours in practicum" should be 15 semester hours (i.e., 6 credits of practicum + 9 credits of internship) and the box titled "Total hours of supervised client contact" should be the total DIRECT client contact hours you accrued over the course of practicum and internship (i.e., minimum of 300 contact hours). Please double check with your instructor if you have any questions about completing this form BEFORE you have your form notarized. Once the form is notarized you cannot make any changes to the form.
- You will submit a COPY of the notarized form to your instructor. You keep the ORIGINAL to submit for licensure in the future (keep it in a safe place as you must submit the original to the board).

Form 4

Registrar

Last Day
of Finals

- You can find this in the student handbook.
 - You must obtain three signatures on this form (1) your Academic Advisor, (2) the MA Counseling Program Director, and (3) the Graduate Division Director.
-