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CNPS Master’s Programs
MASTER OF ARTS (M.A.)
MASTER OF EDUCATION (M.Ed.)
MASTER OF EDUCATION (M.Ed.) - VOCATIONAL REHABILITATION
# CNPS Master’s Student Program Handbook

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Mission Statement

The Counselling Psychology Program, in line with the mission of our research-intensive University, creates, advances and critically examines knowledge in counselling psychology, especially with respect to its validity, applicability, limits, and interface with other disciplines. We develop and use pertinent and innovative research methodologies, and rely upon both the qualitative and quantitative evidence to determine effective counselling interventions in educational, community, health, and occupational settings.

The program recognizes the critical importance of diversity in our rapidly changing and globalized society, and provides leadership in emphasizing culturally-based considerations in learning, human development, assessment and counselling. In addition to its cultural lens, our program embraces positive, growth-oriented, and developmental perspectives across the lifespan. Attention is also paid to the complex ecological influences on individuals, groups and communities. Our faculty members’ programs of research reflect the core values and foci of the discipline of Counselling Psychology: career development, health and wellness, indigenous healing, gender and cultural diversity, disability, prevention and social justice issues. Our Master’s and Doctoral programs address the needs of individuals, couples and families across the lifespan in terms of research, teaching and counselling practice.

Our programs adhere to the scientist-practitioner model. Rigorous theoretical and research training is integrated with the development of core counselling competencies. In addition to our core curriculum at the Master’s and Doctoral levels, our students can specialize in community, school, higher education or vocational rehabilitation counselling. Our programs focus on the education of the whole person – promoting not only students’ professional development, but also helping them to realize their intellectual, physical, and emotional potential. Faculty view their roles as facilitators of learning rather than providers of information, and strive for excellence in their research, teaching, and community and professional engagement. The mandate of our programs is the preparation of professional counsellors, Counselling Psychologists, and scholars in the field of Counselling Psychology.
Program Goals

The mission, philosophy and values of the Program are represented in five specific program goals:

**Goal 1:** Graduates will demonstrate critical understanding of counselling theory, research, and practice and in the pursuit of a Master’s degree will demonstrate competence in planning, conducting, evaluating, and disseminating counselling psychology research.

**Goal 2:** Graduates will have mastery of theoretical and empirical knowledge in Counselling Psychology.

**Goal 3:** Graduates will acquire and demonstrate competency required for practice as counsellors in schools, community agencies, and higher education settings.

**Goal 4:** Graduates will understand and demonstrate ethical and professional conduct in counselling psychology.

**Goal 5:** Graduates will understand and demonstrate their knowledge of the role of diversity in all areas of counselling psychology research and practice.

Program Orientation, Philosophy and Values

The orientation of the Counselling Psychology Program at the University of British Columbia is based in a scientist-practitioner model of counsellor education and training. The following philosophy and values inform the mission of the Program:

1. An intellectually challenging education that takes advantage of our unique social and cultural make-up, geographical location, and research environment, and prepares students to become citizens of the twenty-first century through a program that is multicultural in scope, interactive in process, and strongly based in counselling psychology in content and approach.

2. The integration of science and practice in counselling psychology.


4. Enhancement of our research capacity and performance including the communication and transfer of our research findings and the understanding of the social and ethical issues raised by research.
5. Understanding and sensitivity to the diversity of our academic and client communities in terms of culture, gender, ability status, and other socio-cultural factors, including the expansion of the study of aboriginal culture as it relates to counselling psychology.

6. Valuing the educational dimension of counselling psychology theory and practice.

7. Promotion of preventive, remedial and psycho-educational programs in counselling psychology.

8. Promotion of high levels of professionalism, citizenship, and ethical behaviour.

The program’s general objectives, philosophy, and values are consistent with the University of British Columbia’s long-standing commitment to academic and professional excellence and to The University of British Columbia’s “Place and Promise” mission statement.
# COURSE DESCRIPTIONS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
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<tbody>
<tr>
<td>CNPS 362</td>
<td>Basic Interviewing Skills.</td>
<td>Development of basic interviewing skills for counselling and guidance. 3 credits</td>
</tr>
<tr>
<td>CNPS 363</td>
<td>Career Counselling</td>
<td>Critical survey of career counselling theory and practice. 3 credits</td>
</tr>
<tr>
<td>CNPS 364</td>
<td>Family Education and Consultation</td>
<td>Examination of current theories and practices in family education and consultation. 3 credits</td>
</tr>
<tr>
<td>CNPS 365</td>
<td>Introduction to Theories of Counselling</td>
<td>An overview of selected theories of counselling. 3 credits</td>
</tr>
<tr>
<td>CNPS 426</td>
<td>The Role of the Teacher in Guidance</td>
<td>This course is designed to assist the teacher in understanding and using guidance techniques for day-to-day use in the classroom. The emphasis will be on techniques for working with people towards better self-understanding and better perspectives of alternatives. 6 credits</td>
</tr>
<tr>
<td>CNPS 427</td>
<td>Guidance Planning and Decision-making</td>
<td>The work of the beginning counsellor and guidance worker in assisting students with educational, vocational, and personal planning and decision-making. 3 credits</td>
</tr>
<tr>
<td>CNPS 433</td>
<td>The Personal and Social Development of the Adult</td>
<td>Personal and social adjustment issues for professional counsellors; basic skills necessary for effective group counselling. 3 credits</td>
</tr>
<tr>
<td>CNPS 504</td>
<td>School Counselling</td>
<td>Theory and practice of school counselling. 3 credits</td>
</tr>
<tr>
<td>CNPS 508</td>
<td>Review of Research in Educational Methods</td>
<td>Studies are made of recent research bearing on educational practice. 3 credits</td>
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<tr>
<td></td>
<td></td>
<td>Prerequisite: Appropriate senior undergraduate introductory methods course.</td>
</tr>
<tr>
<td>CNPS 514</td>
<td>Counselling Adolescents</td>
<td>Theory, research, and practice of counselling adolescents. 3 credits</td>
</tr>
<tr>
<td>CNPS 524</td>
<td>Counselling Adults</td>
<td>Major issues and problems of adult development. Selection of appropriate counselling interventions for use in education and other counselling settings. 3 credits</td>
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<tr>
<td>CNPS 531</td>
<td>Interview and Non-Standardized Measures in Counselling</td>
<td>Theoretical assumptions in the use of non-standardized appraisal techniques. 3 credits</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Description</td>
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<tr>
<td>CNPS 532</td>
<td>Psychological Assessment in Counselling.</td>
<td>The use of standardized measures of mental ability, achievement, aptitude, interest and personality. 532B – MA students (3 credits); 532C – M.Ed. students (6 credits)</td>
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<tr>
<td>CNPS 534</td>
<td>Gender and Sex Role Issues in Counselling.</td>
<td>Theory, research, and practice in the area of gender and sex role issues related to counselling. 3 credits</td>
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<tr>
<td>CNPS 545</td>
<td>Family Counselling II.</td>
<td>Main theoretical and therapeutic approaches of contemporary family counselling with emphasis on intervention and critical research issues in educational and other counselling settings. 3 credits</td>
</tr>
<tr>
<td>CNPS 551</td>
<td>School-Based Consultation.</td>
<td>(Same as EPSE 551). This course will provide students with the opportunity to engage in the critical investigation of major theoretical and applied issues relevant to consultation in school settings, and indirect psychological service delivery, particularly in school settings. Additionally, the course is designed to provide students with skills in consultation and the development and application of appropriate experimental designs for research in consultation and the evaluation of treatment effects in applied settings. 3 credits</td>
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<tr>
<td>CNPS 561</td>
<td>Laboratory Practicum.</td>
<td>3 - 12 credits</td>
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<tr>
<td>CNPS 564</td>
<td>Group Counselling.</td>
<td>Understanding, designing and knowledge of groups and how to conduct them for use in counselling and guidance services. 3 credits</td>
</tr>
<tr>
<td>CNPS 565</td>
<td>Special Course in Subject Matter Field.</td>
<td>Courses in various subject matter fields designed to bring teachers up to date in recent findings in each field. 3-6 credits</td>
</tr>
<tr>
<td>CNPS 574</td>
<td>Career Planning and Decision-Making Counselling.</td>
<td>Theory, research, and practice of career planning and decision counselling. 3 credits Prerequisite: CNPS 363.</td>
</tr>
<tr>
<td>CNPS 578C</td>
<td>Individual and Family Counselling Theories and Interventions.</td>
<td>Major counselling theories, interventions for change and corresponding skill development. 3 to 6 credits Prerequisite: CNPS 362, CNPS 365.</td>
</tr>
<tr>
<td>CNPS 579</td>
<td>Research in Counselling Psychology.</td>
<td>3 credits</td>
</tr>
<tr>
<td>CNPS 580</td>
<td>Problems in Education.</td>
<td>Investigation and report of a problem. 3 – 12 credits</td>
</tr>
<tr>
<td>CNPS 584</td>
<td>Program Development and Professional Practice in Counselling.</td>
<td>Designing, implementing and assessing counselling programs in schools, colleges,</td>
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universities, and other counselling settings. 3 credits
Prerequisite: EDUC 500 or EPSE 481, EPSE 482, EPSE 483.

CNPS 586  Ethics in Counselling Psychology. Focus on ethical issues that arise in the professional settings where counselling psychology graduates seek employment, ranging from practice in schools, higher education and community settings to research and teaching. 3 credits

CNPS 588  Supervised Training in Counselling. Initial counselling experience under faculty supervision in community training centres. 6 credits
Prerequisite: CNPS 578 lab

CNPS 594  Cross-Cultural Counselling. Critical analysis of cross-cultural counselling theory, research and practice. 3 credits

CNPS 595  Stress, Coping and Adaptation. Theories, research, and applications of psychosocial stress and coping processes, with a particular focus on counselling issues and contexts. 3 credits

CNPS 598  Field Experiences. The practicum course for the masters program. See CNPS 598 Course Outline. 6 credits

CNPS 599  Master's Thesis. 6 credits
MASTER OF ARTS (MA) PROGRAM

Both the MA and MEd programs contain a substantive common core of courses in counselling theory and skill acquisition. In addition to basic counselling theory, important aspects of the core include counselling skill development under direct faculty supervision in one of the Department's school or community-based training centres, development of appropriate assessment skills using standardized and non-standardized measures, and further development of counselling skills in a final practicum most often based within a school or community agency setting.

In addition to offering core courses, our Master’s programs allow students to focus on one of the three areas for which we have accreditation from the Council for the Accreditation of Counsellor Education Programs (CACEP):

- **School Counselling** [click here for link to School Counselling Program info]
- **Counselling in Higher Education** [click to link to Counselling in Higher Education info]
- **Community and Agency Counselling** [click to link to Community and Agency Counselling info]

**Mandatory Criminal Record Checks**

*Students admitted to our Master’s or Doctoral programs will be required to provide a criminal record clearance prior to taking CNPS 588 - Supervised Training in Counselling.*

**Prior to enrolling in CNPS 588,** a criminal record check for working with vulnerable populations is required. We have made arrangements through the Faculty of Education to have CRCs done through the Ministry of Justice. Unlike CRCs completed through a local police station or RCMP office, the checks completed through the Teacher Education Office are less expensive ($41.25) and are good for 5 YEARS. Because these checks can take up to 6 weeks after submission of the appropriate fee and documentation, we are asking all students to initiate this process **no later than May, 31st,** of the year in which they are planning to take their CNPS 588 clinic. Please complete the attached forms “**Consent to a Criminal Record Check**” with your original signature, and “**Credit Card Payment Authorization,**” and deliver them to Karen Yan (5th Floor, Scarfe Office Block). Faxed copies are not acceptable. If you are from a country other than Canada, you are required to contact the appropriate authorities and have the check completed in your home country. If this is the case, please inform our Director of Clinics and Practica (ishu.ishiyama@ubc.ca).

**EXCEPTIONS TO THE CRIMINAL RECORD REQUIREMENT:** If you have had a criminal record search for work with vulnerable populations completed through the Ministry of Justice within the last 4 years you will not need to complete another CRC. However, you will need to provide a copy of your CRC clearance to Karen Yan, for our records.
### MASTER’S OF ARTS PROGRAM -- REQUIRED COURSES

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<td>Group Counselling</td>
</tr>
<tr>
<td>CNPS 574 (3)</td>
<td>Career Planning and Decision-making</td>
</tr>
<tr>
<td>CNPS 578C (3)</td>
<td>Individual and Family Counselling Theories and Interventions</td>
</tr>
<tr>
<td>CNPS 504/CNPS 514/CNPS 524</td>
<td>Choose one of these three main focus courses (3)</td>
</tr>
<tr>
<td>CNPS 579 (3)</td>
<td>Research in Counselling Psychology</td>
</tr>
<tr>
<td>CNPS 584 (3)</td>
<td>Program Development and Professional Practice in Counselling</td>
</tr>
<tr>
<td>CNPS 588 (6)</td>
<td>Supervised Training in Counselling</td>
</tr>
<tr>
<td>CNPS 598 (6)</td>
<td>Field Experiences (<a href="#">CNPS 598 Course Outline</a>)</td>
</tr>
<tr>
<td>CNPS 586 (3)</td>
<td>Ethics in Counselling Psychology</td>
</tr>
<tr>
<td>EPSE 528* (3)</td>
<td>Basic Principles of Measurement (must be taken before CNPS 532B)</td>
</tr>
<tr>
<td>CNPS 532B (3)</td>
<td>Psychological Assessment in Counselling</td>
</tr>
<tr>
<td>EDUC 500 (3)</td>
<td>Research Methodology in Education or EPSE 481 or EPSE 595</td>
</tr>
<tr>
<td>EPSE 481 (3)</td>
<td>Introduction to Research in Education or EDUC 500 or EPSE 595</td>
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**Plus elective courses:** Select one of CNPS 534, CNPS 545, CNPS 594, or EPSE 507

**Thesis Requirement (6 credits):** CNPS 599 -- Master’s Thesis

The MA program has variable credit requirements (from 36 - 54 credits)

*Note: Pre-requisite for EPSE 528 is one of EPSE 482, EPSE 483 or an introductory course in assessment. EPSE 528 is a pre-requisite for CNPS 532B for MA students.
MASTER’S OF ARTS PROGRAM-COURSE RECOMMENDATIONS

Courses Required Before Clinic (CNPS 588) - CNPS 588 is to be taken in your second year of the program

- CNPS 362 (Basic Interviewing Skills) is a pre-requisite for the Counselling Program
- CNPS 578C (Individual and Family Counselling Theories and Interventions)

Clinic Co-Requisites

(These courses can be completed prior to or concurrent with clinic—choose one)

- One of CNPS 504/514/524 (School Counselling/Counselling Adolescents/Counselling Adults)

Recommended To Do Before Clinic

- CNPS 586 (Ethics)

CNPS Courses With Pre-Requisites

- EPSE 528 (Measurement) is a pre-requisite for CNPS 532B (MA course in Psychological Assessment in Counselling)

- One of EDUC 500/EPSE 481 (Research Methods) is a pre-requisite for CNPS 584 (Program Development and Professional Practice in Counselling)

All other courses can be taken anytime; it is up to you to ensure you have the pre-requisites for each class. Please refer to the CNPS student Program of Graduate Studies form for a full list of all required courses.

To Do Before Practicum (CNPS 598)

Students are required to have completed all courses, including CNPS 588, prior to starting practicum.

In exceptional circumstances, with the permission of your program advisor and the Director of Clinics and Practica, 9 credits from the following courses can be taken concurrently with practicum: EPSE 528/CNPS 532B, CNPS 584, CNPS 579
SUPERVISORY RECOMMENDATIONS

Meeting with Supervisors

- M.A. students are encouraged to meet with their supervisors prior to their first term of the program to discuss course scheduling that is appropriate for their personal schedule.

- It is highly recommended that M.A. students begin discussion with their supervisors as early as possible about potential thesis ideas and timelines

Important thesis discussion topics with Supervisor:

- Thesis topic and supervision expectations
- Timeline for completing thesis components
- Setting up a thesis committee

* It is recommended that M.A. students try to complete a research methods course early in the program. This course is usually completed during Year 1 or early in Year 2 to facilitate work on the thesis. CNPS 579 (Research in Counselling) is required before completing your thesis proposal.

- Refer to FAQ sheet (within your application package) for more friendly tips on facilitating a relationship with your supervisor.

Staying Informed & Connected (Connecting with Students/Conferences/Funding)

- Although email blasts will be sent out periodically regarding upcoming conferences, it is highly recommended that students subscribe to the bi-weekly Student Digest. Subscribers will receive targeted news updates, learn about scholarly & grad student events, and find reminders for upcoming deadlines. <SUBSCRIBE HERE>

- Stay connected with the CNPS and ECPS community! Weekly, the CNPS Facebook page and the ECPS Facebook page shares upcoming conferences and deadline info, links to funding opportunities, interesting and relevant research articles, and other surprises.

- Familiarize yourself with your current CNPS Student Representative(s) and Faculty Area Coordinator. These individuals will act as a liaison between students and the faculty as a whole in regards to program concerns and program events. They will be introduced to you at your program orientation.

* Your current CNPS Student Representative(s) can help you join the Facebook page should you encounter any problems accessing the page.
MASTER OF EDUCATION (M.Ed.) PROGRAM

Both the MA and MEd programs contain a substantive common core of courses in counselling theory and skill acquisition. In addition to basic counselling theory, important aspects of the core include counselling skill development under direct faculty supervision in one of the Department's school or community-based training centres, development of appropriate assessment skills using standardized and non-standardized measures, and further development of counselling skills in a final practicum most often based within a school or community agency setting.

In addition to offering core courses, our MEd program allows students to focus on one of four areas for which we have accreditation from the Council for the Accreditation of Counsellor Education Programs (CACEP).

- **School Counselling**
- **Counselling in Higher Education**
- **Community and Agency Counselling**
- **Vocational Rehabilitation Counselling**

*Students admitted to our Master's or Doctoral programs will be required to provide a criminal record clearance prior to taking CNPS 588 - Supervised Clinical Experience in Counselling.*

**Mandatory Criminal Record Checks**

**Prior to enrolling in CNPS 588 Clinic** all students MUST undergo a criminal record check for working with vulnerable populations. We have made arrangements through the Faculty of Education to have CRC's done through the Ministry of Justice. Unlike CRC's completed through a local police station or RCMP office, the checks completed through the Teacher Education Office are less expensive ($41.25) and are good for 5 YEARS. Because these checks can take up to 6 weeks after submission of the appropriate fee and documentation, we are asking all students to initiate this process no later than May, 31st, of the year in which they are planning to take their CNPS 588 clinic. Please complete the attached forms “**Consent to a Criminal Record Check**” with your original signature, and “**Credit Card Payment Authorization**,” and deliver them to Karen Yan (5th Floor, Scarfe). Faxed copies are not acceptable. If you are from a country other than Canada, you are required to contact the appropriate authorities and have the check completed in your home country. If this is the case, please inform our Director of Clinics and Practica (ishu.ishiyama@ubc.ca).

**EXCEPTIONS TO THE CRIMINAL RECORD REQUIREMENT:** If you have had a criminal record search for work with vulnerable populations completed through the Ministry of
Justice within the last 4 years you will not need to complete another CRC. However, you will need to provide a copy of your CRC clearance to Karen Yan, for our records.

*Learn more about the Criminal Records Review Act*
MASTER’S OF EDUCATION PROGRAM

Required Content Courses

CNPS 363 (3)  Career Counselling
CNPS 532C (6)  Psychological Assessment in Counselling
CNPS 564 (3)  Group Counselling
CNPS 574 (3)  Career Planning and Decision-making
CNPS 578C (6)  Individual and Family Counselling Theories and Interventions
CNPS 584 (3)  Program Development and Professional Practice in Counselling
CNPS 586 (3)  Ethics in Counselling Psychology
CNPS 504/CNPS 514/CNPS 524  Choose one of these three main focus courses (3)
CNPS 588 (6)  Supervised Training in Counselling
CNPS 598 (6)  Field Experiences (CNPS 598 Course Outline)
EPSE 481 (3)  Introduction to Research in Education OR
EPSE 482 (3)  Introduction to statistics for research in education OR
EDUC 500 (3)  Review of Research in Educational Methods OR

Plus elective courses: Select one of CNPS 534, CNPS 545, CNPS 594, or EPSE 507

CORE FOR M.Ed PROGRAM: 45 CREDITS (PLUS 3 CREDITS FROM AN ELECTIVE)

The M.Ed program has variable credit requirements (from 36 - 48 credits)
MASTER’S OF EDUCATION PROGRAM

Courses Required Before Clinic (CNPS 588) - *CNPS 588 is to be taken in your second year of the program*

- CNPS 362 (Basic Interviewing Skills) is a pre-requisite for the Counselling Program
- CNPS 578C (Individual and Family Counselling Theories and Skills)
- CNPS 363 (Career Counselling)

Clinic Co-Requisites
*(These courses must be done prior to or concurrent with clinic—choose one)*

- CNPS 504/514/524 (School Counselling/Counselling Adolescents/Counselling Adults)

Recommended To Do Before Clinic

- CNPS 586 (Ethics)

Courses With Pre-Requisites

- One of EDUC 500/EPSE 481/EPSE 482 (Research methods) is a pre-requisite for CNPS 584 (Program Development and Professional Practice in Counselling)

All other courses can be taken anytime; it is up to you to ensure you have the pre-requisites for each class. Please refer to the CNPS student Program of Graduate Studies form for a full list of all required courses.

To Do Before Practicum (CNPS 598)

Students are required to have completed all courses, including CNPS 588, prior to starting practicum. In exceptional circumstances, with permission of your program faculty advisor and the Director of Clinics and Practica, the following courses can be taken concurrently with practicum: CNPS 532C and CNPS 584.
M. Ed. RECOMMENDATIONS

Meeting with Faculty Advisor

- M.Ed. students are encouraged to meet with their faculty program advisor prior to their first term of the program to discuss course scheduling to ensure timely completion of their program.

- Refer to FAQ sheet (within your application package) for more friendly tips on facilitating a relationship with your faculty advisor.

Staying Informed & Connected (Connecting with Students/Conferences/Funding)

- Although email blasts will be sent out periodically regarding upcoming conferences, it is highly recommended that students subscribe to the bi-weekly Student Digest. Subscribers will receive targeted news updates, learn about scholarly & grad student events, and find reminders for upcoming deadlines. < SUBSCRIBE HERE >

- Stay connected with the CNPS and ECPS community! Weekly, the CNPS Facebook page and the ECPS Facebook page shares upcoming conferences and deadline info, links to funding opportunities, interesting and relevant research articles, and other surprises.

- Familiarize yourself with your current CNPS Student Representative(s) and Faculty Area Coordinator. These individuals will act as a liaison between students and the faculty as a whole in regards to program concerns and program events. They will be introduced to you at your program orientation.

* Your current CNPS Student Representative(s) can help you join the Facebook page should you encounter any problems accessing the page.
VOCATIONAL REHABILITATION COUNSELLING – M.Ed

The Vocational Rehabilitation Counselling Program (VRC) addresses the vocational effects of neurological, physical, sensory, psychiatric, neuropsychological and pain-related disabilities. The curriculum has been developed in accordance with future program accreditation requirements and prepares graduates for licensing by respective professional licensing bodies for vocational rehabilitation professionals. The area of focus in Vocational Rehabilitation Counselling which follows the scientist-practitioner training model and prepares students for independent practice in a wide spectrum of vocational rehabilitation service areas, including, but not limited to: vocational assessment, vocational individual and group intervention, adjustment and rehabilitative counselling, job development and placement, return-to-work planning, case and disability management, and research and program evaluation. A supervised clinical experience in the Vocational Rehabilitation setting, as well as coursework on psychosocial and medical aspects of disability, has also been built into the curriculum. It is responsive to the needs of Canadian vocational rehabilitation professionals and provides a uniquely Canadian perspective on vocational rehabilitation counselling and the environment where it is delivered. Both regular UBC faculty and sessional faculty are involved in teaching. Sessional faculty are selected among expert vocational rehabilitation professionals with academic background and qualifications. The VRC is offered through a blended online and face-to-face delivery, part time over three years, making it accessible to working professionals.

Prerequisites for M.Ed Vocational Rehabilitation area of focus

Applicants must have satisfactorily completed the following prerequisite courses (or approved as accepted prerequisite courses) before December 31st.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 300 or EPSE 436</td>
<td>3 credits</td>
<td>Abnormal Psychology</td>
</tr>
<tr>
<td>CNPS 363</td>
<td>3 credits</td>
<td>Career Counselling</td>
</tr>
<tr>
<td>CNPS 365</td>
<td>3 credits</td>
<td>Introduction to Theories of Counselling</td>
</tr>
<tr>
<td>CNPS 362</td>
<td>3 credits</td>
<td>Basic Interviewing</td>
</tr>
</tbody>
</table>

Criminal Record Check

All students will be required to complete a Criminal Record Check before registering in practicum courses.
Learn more about the Criminal Records Review Act.
This program is offered through blended online and face-to-face delivery, part-time over three years, making it accessible to working professionals.

The Counselling Psychology program will now be regularly offering an area of focus in Vocational Rehabilitation Counselling within the MEd Counselling Psychology program every other year. The offering of the program is subject to sufficient enrollment.

**M.Ed in Vocational Rehabilitation Counselling Required Content Courses**

**Year One**

- CNPS 578B (3) - on campus and CNPS 578A (3) Individual and Family Counselling Theories and Interventions
- VRHC 501 (3) Issues in Vocational Rehabilitation Counselling
- VRHC 512 (3) Psychosocial & Vocational Aspects of Disability
- VRHC 502 (2) Medical Aspects of Disability

**Elective(s):** CNPS 545 or CNPS 534 or CNPS 594 or Trauma and Addiction course (if available) for 3 credits

**Year Two**

- CNPS 586 (3) Ethics in Counselling Psychology
- CNPS 564 (3) - on campus Group Counselling
- CNPS 532A (3) Psychological Assessment in Counselling I
- CNPS 532B (3) Psychological Assessment in Counselling II
- CNPS 588 (6) Supervised Training in Counselling

**Year Three**

- EDUC 500 (3) Research Methodology in Education
- CNPS 508 (3) Review of Research in Educational Methods
- CNPS 598 (6) Field experiences ([CNPS 598 Course Outline](#))

**TOTAL CORE PROGRAM = 48 CREDITS (45 CREDITS IN CORE PROGRAM PLUS ONE 3 CREDIT ELECTIVE)**
The M.Ed program has variable credit requirements (from 36 - 48 credits)

AWARDS AND FINANCIAL AID

Several kinds of formal awards are available and are described below. All are highly competitive:

SSHRC:
The SSHRCC Fellowship competition is open to doctoral students. Masters students planning to begin a doctoral program the following September may also apply. In addition, the Faculty of Graduate Studies offers Affiliated Fellowships each year. Please check the Faculty of Graduate Studies website for further details.

Other Award Opportunities:
For information on graduate student funding administered by the Office of Graduate Programs and Research (OGPR), Faculty of Education, please visit http://ogpr.educ.ubc.ca/. For information on graduate student funding administered by the Faculty of Graduate Studies, please visit http://www.grad.ubc.ca/awards/index.asp?menu=013,000,000,000.

Graduate Research Assistantships:
Research Assistantships: It is possible to obtain funding by working on an individual faculty member’s research project. Indication of interest in participating in these projects can be made directly to Department Faculty members.

Graduate Academic Assistantships (GAA):
A variety of GAA Assistantships are available for each program area. Information about available assistantships is posted on the department website.

Canada Student Loans and Bursaries:
For information regarding Canada Student loans and Bursaries, application forms and information are available from:

Awards and Financial Aid
1036-1874 East Mall, Brock Hall
Vancouver, B.C. V6T 1Z1
Telephone: (604) 822-5111
www.aved.gov.bc.ca/studentaidbc.

You are strongly encouraged to apply by the end of June in order to receive your funding in time for September. Also, please note that you must have a student loan to apply for a bursary.

NOTE: You can obtain more information about awards or scholarships by checking the awards web site at: http://students.ubc.ca/finance/awards.cfm
Frequently Asked Questions

What is the difference between a faculty program advisor and faculty research supervisor?

Every admitted student is assigned a faculty program advisor (your admission package should specify the name of your program advisor). They can help you navigate any questions about your program of studies (i.e., course selection and sequencing) as you begin the program (see below for more specifics).

If in the M.A. stream, once you’ve started the program, you will be required to complete a research thesis, for which you will need to identify a research supervisor. Your assigned program advisor may become your research supervisor, but this is not necessarily the case.

When should I first meet with my faculty program advisor?

If you have questions about course sequencing, application for tri-agency funding, or anything else pertaining to your program, students are encouraged to schedule a meeting with their faculty program advisor prior to beginning the program, or as early as possible once the program begins. The timing for this meeting will depend on when you intend to begin the program (spring, summer, fall), as well as the availability of your faculty advisor. Be aware that faculty may have less availability during the summer months, so plan ahead.

Generally speaking, you will need to identify a research supervisor by the time you take the thesis course CNPS 579 (offered every fall). Research supervisors typically have content expertise and/or methodological expertise specific to your topic or methodology.

What are some of the major sources of funding available to students in the CNPS M.A. program?

The major scholarship competitions are the Canada Graduate Scholarship Tri-Council agencies (SSHRC and CIHR) awards and the UBC affiliated fellowships. If students apply for a tri-council award, they are automatically considered for UBC affiliated awards. Generally speaking, these applications are made in the fall of your first year of study (some exceptions apply). There are also research awards for masters students through the Office of Graduate Programs and Research (OGPR) entitled: Faculty of Education Graduate Student Research Awards. The forms are available on the OGPR website.

*Unfortunately, these competitions are only available to students whose coursework includes a significant research component – i.e., completing a research thesis.

What resources are available to help with applying for tri-council funding (i.e., SSHRC, CIHR) and UBC affiliate fellowships?

- Visit the Faculty of Education – Office of Graduate Programs and Research (OGPR) website, which has a link to a full application guide, as well lots of other helpful information: http://ogpr.educ.ubc.ca/grad/funding/resources/
• Your faculty program advisor can review your proposal and give you feedback if you have a draft ready several weeks before the application deadline
• The Faculty of Education provides a variety of support once the fall term (Winter term 1) begins, such as:
  o General info sessions
  o Individual review of proposals by a faculty member
  o Technical help with tri-agency website application
  o Funding Opportunities:
    ▪ OGPR – Graduate Student Conference Grant & Graduate Student Research Grant: http://ogpr.educ.ubc.ca/grad/funding/opportunities/
    ▪ G+PS – Graduate Student Travel Fund: https://www.grad.ubc.ca/awards/graduate-student-travel-fund
    ▪ CNPS Departmental funding: Professional Development Funding: http://ecps.educ.ubc.ca/counselling-psychology/cnps-forms-and-resources/
  o Watch out for email with this information sent via the Faculty of Education listserv once the term begins

How can I get involved in department research?

If you are interested in working as a research assistant, the best way to find out about available opportunities is to ask. Again, get in touch with a faculty member whose research you would like to work on, and ask about opportunities to get involved. Even if paid opportunities are not available, volunteering can be a great experience and may open up other avenues in the future. Although opportunities will be announced, students should be proactive in seeking out research opportunities.

What if I need help contacting my program advisor or research advisor?

The department has outlined the following policy for e-mail communication with faculty:

• If you are emailing your supervisor for informational reasons (i.e., you would like advice on something brief, you want to set up a meeting etc.) allow at least 3 days after sending the request to receive a reply.
• In the unlikely circumstance that you do not receive a reply, you may email them a second time and copy the CNPS Area Coordinator on this email. By including him/her on this email, he/she will then be aware of any problems you are having getting a response.
• Should you not get a response from your supervisor after a second email within 3 days time, then you should email the Area Coordinator directly so that he/she may take more appropriate actions in getting you in touch with your supervisor.

* A note of caution, this procedure only applies to emails that do not require your supervisor to read/review anything that requires time to appropriately and thoroughly read and give you feedback. If this is the case, they need to be allotted 2 weeks to be able to review and send back feedback on any assignments/research material. This time period only applies during the working school terms, but not necessarily during holiday periods, including summer months.
When planning my course sequencing, how do I know what courses will be offered in future terms?

Class days and times tend to stay consistent every year (although there is always the possibility for changes), so students can use previous year’s class offerings as a general reference when planning for course sequencing in future terms.

- Please note that CNPS 534 (Gender and Sex Role Issues in Counselling) is only offered every other year. Other elective courses may also be offered on alternative years.
- Courses with fewer than 10 students are subject to cancellation

When should I register for courses?

You will be sent a registration date by e-mail from the university’s registration system.

- When registering for winter courses, you are able to register for both terms 1 & 2 at the same time, so plan ahead.
- If possible, register as soon as registration opens due to the high demand for certain classes.

Friendly advice from fellow students

- Stay connected with your cohort – they know what you’re going through and their support can be invaluable.
- This program can bring up areas for personal growth and exploration. Some students find it helpful to do their own personal work with a therapist while they are enrolled in the program – this is by no means required, but it is recommended.
- The suggested course sequencing is a suggestion only, and many students’ schedules look different. Classes are occasionally cancelled or rearranged due to low student enrollment, so it’s important to be flexible and to be sure you have completed all the necessary courses prior to beginning practicum.
- If you have any questions regarding grant applications and thesis research, you are highly encouraged to attend workshops and seminars put on by the Department, Faculty of Education, Graduate Student Society, and UBC library.
- Be sure to attend the program’s fall orientation – much of the information you need will be gained through word of mouth, and it’s the only time you will be together with your entire cohort!
- Sign up with your Facebook account to the UBC CNPS Facebook group for access to lots of useful information and to connect with other students of all levels in the program.

~ We look forward to having you in the program! ~
MASTER’S PROGRAM POLICIES

Maintaining Registration

Both full and part-time graduate students must maintain continuous registration during the period of their programs (maximum 5 years for magistral students). Registration must be maintained through all sessions, and even if all course work is complete, students should register for their thesis (CNPS 599).

Web registration opens in June for Fall - Winter registration and in mid-March for Spring and Summer registration. For Fall-Winter registration, you should register for both terms 1 and 2 courses on or after June 2. (Please check the UBC calendar for further information about registration).

Students who are unable to register for courses they require should contact the Graduate Program Assistant: Karen Yan at karen.yan@ubc.ca Tel 604-822-6371

Program Duration

For both full-time and part-time students: the masters program must be completed within 5 years. Under exceptional circumstances, a student may apply for an extension from 4 to 12 months.

On Leave Status

Graduate students who wish, for personal, health or financial reasons, to take time out from their graduate programs, must apply for a formal Leave of Absence which must be recommended by the Department’s Graduate Advisor and approved by the Dean of the Faculty of Graduate Studies. Formal Leaves of Absence are normally granted for no less than four months and normally begin in September, January or April. A student may be on leave for no more than one year during their masters program. The time spent on leave will not be counted as part of the limited time period allowed for completion of the degree program. At present a fee of $297 per annum is assessed for the leave.

Please Note: requests for extensions, leaves, or course waivers cannot be submitted through email. The Departmental Graduate Advisor needs hard copies of all relevant documents and cannot process email memos or requests because the Faculty of Graduate and Postdoctoral Studies needs original documents.

Course Standing

Students are required to attain a minimum second class overall standing (65%-79%) in courses completed in a graduate program. No more than 6 credits of Pass standing (60%-64%) may be credited toward a graduate degree and failed courses cannot be credited toward a graduate program.
Retention Policy

University regulations require that at least 60% must be obtained in any course taken in a Master's program for a student to be granted pass standing. However, only six credits of pass standing may be credited towards a Master's program; for all other courses credited to the program, at least 65% must be obtained. All courses core to a student's program must be completed with a grade of at least 65%. Students unable to meet these minimum requirements will be asked to withdraw from the program. The Department reserves the right to require a student to withdraw from a program of study if it considers the student to be unsuited to proceed with the study or practice of his or her discipline or field of study.

Program Advising

When a student is admitted to a program, a faculty advisor is assigned and a program of studies is sent to the student. Once a student begins courses, program advising is provided by the student’s faculty advisor. Formal changes to a program of studies must be made through the student’s faculty advisor who will recommend the change to the Graduate Advisor. When a student is ready to begin a thesis, he/she can approach any full-time CNPS faculty member to be a research supervisor. If a student finds the faculty member they wish to work with is unavailable, and is unable to find another suitable research supervisor, s/he should consult with the CNPS Area Coordinator regarding other options.
**M.A. vs. M.Ed.**

It is critical that applicants to the ECPS Program Areas indicate whether they wish to be considered for an M.A. (Master of Arts) or an M.Ed. (Master of Education) degree. A brief description of the differences between these two degrees follows.

**The M.Ed. degree** is designed as a practitioner’s degree, for students who wish to acquire the knowledge, skills and experience necessary to work in the counselling field. As a professional degree, the MEd is intended for students who wish, upon graduation, to become counsellors in agencies, schools, or higher education settings, or who wish to assume positions of leadership in a practical setting or positions requiring more advanced study than that available at the bachelor’s level (e.g., as an instructional technologist or as a district resource teacher). The MEd is not a research degree in the sense that the student is not required to carry out and defend an independent research project. However, the MEd program is nevertheless research-based in that consideration of educationally relevant research constitutes a major focus of study and students are normally required to take a number of research-relevant courses (e.g., statistics courses). Some MEd programs require students to complete a graduating seminar and portfolio (EPSE 590) as part of program requirements.

**The M.A. degree** is intended for students interested in conducting a research study or who wish, upon graduation, to assume a research position or to proceed to doctoral level studies. Accordingly, the M.A. program is designed specifically as a research degree, with students required to carry out and complete an independent research project (Master’s Thesis). Completion of a master’s thesis is viewed as a prerequisite for the pursuit of doctoral studies in most institutions.

Transfers between closely related master’s programs (M.A.Sc. to M.Sc., M.A. to M.Ed., etc.) are permitted with an academic and/or personal justification from the Graduate Program advisor or department head. Transfers between master’s programs involving a change of discipline should be treated as new admissions.

**Requirements for Students who would like to transfer degree from M.Ed to MA Program:**
- All program pre-requisites must be completed.
- Graduate Record Examination (GRE) must be completed (for M.Ed. to M.A. transfer).
- Submission of a letter of support from a Faculty member agreeing to supervise the student’s research.

**Process**
- Transfer Applications will be reviewed along with the New M.A./M.Ed. student applications (in mid-January).
- A second formal review process is scheduled in May.

For more information regarding this process, please contact the Chair of Admissions, Judith Daniluk: judith.daniluk@ubc.ca
Master’s Program Time Schedules

The Faculty of Graduate Studies requires that students admitted to Master’s programs complete all program requirements within **five years**.

**IMPORTANT NOTE:** Students must complete CNPS 578C within the first year of the program to prepare for CNPS 588 clinic in the fall term of their second year. Students who need to complete the program in the shortest time period must be prepared to enroll in courses throughout the entire period, and begin the program in July rather than September. Students must ensure that all required course work is completed prior to beginning CNPS 598 practicum in the spring or fall term.

* **PART-TIME:** Part-time study during the day and evening over a period up to five years starting either in July or September. (A part-time student pays the schedule B fee structure of the Master’s degree program).

**Course Sequences**

There is flexibility regarding the order in which courses may be completed. However, for the following courses, a certain order of completion is required.

- Complete CNPS 363 before CNPS 574
- Complete CNPS 365 before CNPS 578C
- Complete EDUC 500 before CNPS 579 (**M.A. students only**)
- Complete EDUC 500/EPSE 481/EPSE 482 (choose one) before CNPS 584
- Complete EPSE 528 (3) in Intersession, or Term 1 (Fall) before CNPS 532B (3) Term 2 (Winter) (**MA Students Only**)
- Complete CNPS 532C (6) in the Summer or Spring Session (**M.Ed. Students Only**)
- The core developmental course for your area of study is usually completed in the first year (e.g., CNPS 504 or CNPS 514 for students in the School Counselling area of focus; CNPS 524 for students in the Community Counselling or Counselling in Higher Education areas of focus)
- The practicum sequence is as follows:
CNPS 362 > CNPS 578C > CNPS 588 > CNPS 598

- It is required that students complete CNPS 578C before enrolling in CNPS 588.

**NOTE:** CNPS 598 involves an intensive supervised 500 hour practicum (which includes 160 hours of direct client contact and 40 hours of group counselling) in a community agency, school, college or universities setting (2-3 days/week during fall/winter or 5 days/week during the spring and summer). To register for practicum, students must have completed all course work. In exceptional circumstances and only with the permission of their faculty advisor and the Director of Clinics and Practica, a maximum of 9 credits from the following courses can be taken *concurrently with practicum*: CNPS 532C and CNPS 584 and for MA students CNPS 579.

Students should thoroughly familiarize themselves with the Practicum Placement Guide, early in their program, in preparation for their practicum: http://ecps.educ.ubc.ca/files/2013/12/CNPS-598-Practicum-Placement-Guide-Fall-2013.pdf

Suggested course sequencing can be found on the [CNPS Forms and Resources](#) webpage

**Hours of Course Offerings**

Timetables for CNPS course offerings for summer and winter are available on the [ECPS Courses](#) website.

**Fee Schedule**

Please refer to the [UBC Calendar](#) for information concerning graduate student regulations and fees. If you have questions, please contact the [Registrar Enrollment Office](#).
**Criminal Record Check Requirement**

UBC is subject to the requirements of the Criminal Records Review Act (CRRA), which means that all students who are enrolled in programs that include a practicum component involving work with children or vulnerable adults will have to undergo a criminal record check before they will be permitted to register in the practicum. If you are found to present a risk of physical or sexual abuse to children, or physical, sexual, or financial abuse to vulnerable adults, as a result of the CRRA Check, you will not be permitted to register in the required CNPS 588 clinic or CNPS 598 practicum. This means that you may not be able to complete the program and you may not graduate. Therefore you should consider this requirement carefully before applying to, or continuing in, this program.

**More information:**

UBC’s University Counsel FAQs on the CRRA:
http://universitycounsel.ubc.ca/files/2012/01/Criminal_Records_Checks.pdf

Relevant and Specified Offences:
ECPS PROCEDURES FOR WAIVING REQUIRED COURSES

1. Applications for course waivers are occasionally approved in cases where a student has already taken a course that is the equivalent of a required ECPS course. To initiate a course waiver application, the student first needs to talk to and secure approval of their program advisor. If the student is interested in waiving the course/s because they have successfully completed an equivalent course/s, or have prior relevant experience, they need to provide a course syllabus for the course/s they would like waived, their transcript documenting course/s grades, and if they are using their relevant experience to waive the course, documentation and information about their experience. Normally, the waiving of courses need to be completed by the end of the student’s first term in the program. Students are not able to ask for transfer credit because a course that counted towards one degree cannot be counted towards another degree.

2. The course that is being proposed as equivalent to an ECPS required course for which a waiver is being requested must: (a) have been completed no longer than five years prior to the date of the waiver application, and (b) must have been awarded a grade of at least B (74% at UBC).

3. If the student’s advisor supports the request, s/he will need to submit the request as well as the course outline of the equivalent course and a copy of the student’s official transcript, to the coordinator of the course for which equivalence is being requested. If the course coordinator approves the waiver, the program advisor needs to submit his/her request and a memo from the course coordinator confirming equivalence, to the departmental graduate advisor for approval. If there are problems regarding the waiving of the course/s, these should be brought to the attention of the department head.

How to Submit a Request for Assessment of a Course Waiver, once approved by your program advisor and the respective course coordinator:

- A cover sheet can be downloaded here that must accompany all required course waiver requests. It is available in both .rtf (Word) and .pdf formats. [Download Cover Sheet (PDF)]
- All documents should be provided to the ECPS Graduate Advisor in hard copy format, and not sent by email as attachments or in the body of an email message.
- A course waiver does not provide any course credit. Students need to review their PGS with their Advisor, and determine whether the waiver of the course will result in the need to select another course to meet program requirements.
- Changes to the PGS need to be approved by a student’s Faculty Advisor and a revised PGS submitted to the Graduate Office, ECPS, to be approved by the ECPS Graduate Advisor
ECPS GRADING POLICIES

ECPS Grades for Graduate Courses

**A+ (90-100), A (85-89) Outstanding**

Demonstrates exceptional breadth and depth of understanding of the subject matter; demonstrates proficient use of existing research literature and exceptional analytic and critical thinking skills, articulates ideas especially well in both oral and written form, consistently makes strong, explicit connections between theory and practice; shows a high degree of creativity and personal engagement with the topic.

**A- (80-84), B+ (76-79) Good, Solid Work**

Demonstrates good breadth and depth of understanding of the subject matter; demonstrates good use of existing research literature and strong analytic and critical thinking skills, articulates ideas well in both oral and written form, at times makes strong, explicit connections between theory and practice; shows some creativity and satisfactory personal engagement with the topic.

**B (72-75), B- (68-71) Adequate**

Demonstrates adequate breadth and depth of understanding of the subject matter; demonstrates some ability to use existing research literature in general ways, and some indication of analytic and critical thinking skills, oral and written skills are adequate but need some work, occasionally makes connections between theory and practice, but ideas need to be developed further; few creative ideas and/or a low level of personal engagement with the topic.

**C+ (64-67), C (60-63)* Minimally Adequate [Master’s Level] Insufficient [Doctoral Level]**

Breadth and depth of understanding of the subject matter are minimal; minimal use of existing research literature even in basic ways, and minimal indication of analytic and critical thinking skills, oral and written skills are barely adequate; minimal connections between theory and practice; minimal indication of creative thinking and/or a low level of personal engagement with the topic.

**F (<60) Fail**

Breadth and depth of understanding of the subject matter are far from adequate; shows consistent misunderstanding of core concepts of the course; work is extremely deficient or sub-standard.

*Note:

For students in master’s degree programs, a minimum of 60% must be obtained in any course in a master's program for the student to be granted pass standing. However, only 6 credits of pass standing may be counted towards a master's program. For all other courses, a minimum of 68% must be obtained.
For students in doctoral programs, a minimum of 68% (B-) must be achieved in all course work taken for credit.

**Definition of Satisfactory Progress in Masters Programs**

*(Faculty of Graduate and Postdoctoral Studies Regulations: UBC Calendar)*

A minimum of 60% must be obtained in any course taken by a student enrolled in a master's program for the student to be granted pass standing. However, only 6 credits of pass standing may be counted towards a master's program. For all other courses, a minimum of 68% must be obtained.

On the recommendation of the graduate program and the approval of the Dean of the Faculty of Graduate Studies, the student may repeat a course for higher standing or take an alternate course. If the graduate program does not make such a recommendation, or if the recommendation is not approved by the Dean of the Faculty of Graduate Studies, the student will be required to withdraw. A student who obtains a grade of less than 68% in an excessive number of courses will normally be required to withdraw. The student will be informed of unsatisfactory academic progress in writing before any action regarding withdrawal is taken.

A minimum mark of 68% must be obtained in all courses taken as part of a qualifying year. When repeating a failed required course, a minimum mark of 74% must be obtained. Higher minimum grades may be required.

If a course is repeated, both marks will appear on the transcript. The higher mark will be used to determine promotion in a program and in any decision to admit or withdraw a student from a program. For all other purposes, averages will be calculated using both marks.
ECPS PROFESSIONAL PERFORMANCE REVIEW

Student Progress Evaluations

Evaluation of students is normally provided as part of the role of the classroom instructors teaching in the Counselling Psychology program. Evaluations may be in the form of verbal descriptions and written comments on submitted papers, as individual feedback sessions such as in clinical settings, or results of in-class examinations. Students are assigned program advisors (faculty members) and are encouraged to meet with them to discuss their progress through the program. Any changes to a student’s program requires input from the faculty advisors to the Departmental Graduate Advisor who provides information with respect to changes in regulations and who also consults faculty, the Faculty of Graduate Studies and students with respect to various issues.

Because of the stringent academic requirements to enter the program, our experience has been that most students are able to handle the theoretical components of the program. If problems do arise it is usually with respect to the clinical courses. Progress in these courses is carefully reviewed and in the clinic course (CNPS 588) instructors are required to provide written feedback to the students midway through the course to ensure that there is little room for misunderstanding. In the event that faculty observe that a student has difficulties in several courses, a provision is made for those concerns to be brought up at a special meeting with involved faculty present and a remedial plan is prepared and implemented by the faculty advisor in consultation with the course instructor and student. The following policy has been created to handle student inappropriateness for the counselling profession:

Departmental Policy and Procedures for Students Who Are Deemed Inappropriate for their Program:

The Program observes the professional codes of ethics as outlined by the American Counselling Association, the Canadian Counselling Association, and the American Psychological Association. (The Departmental or Program) position has been formally stated as follows: “Although satisfactory academic performance is prerequisite to advancement, it is not the sole criterion in consideration of the suitability of a student for promotion or graduation. The program reserves the right to require a student to withdraw from the department if considered to be unsuited to proceed with the study or enter the practice of counselling psychology.” This statement has been approved by the Department and the Faculty of Education and has been submitted to the Senate Committee so that it will appear in the University Calendar.

Students are closely monitored in terms of their academic and professional development and demonstration of professionally appropriate conduct and self-awareness. The faculty are encouraged to actively seek objective and fair assessment of the situation and the student in question, by consulting with colleagues, course coordinators, and administrators (i.e., Head.
Faculty are expected to alert students in question one month before the end of each academic term, indicating in writing the nature of their concern, and to discuss their concerns with students for educational, remedial, and/or preventative purposes (as per the 3 Step Monitoring Process described below). They are required to record students’ academic and conduct-related problems in concrete terms and submit reports to the Head when/if they wish to proceed more formally to deal with problematic student behaviours and displays of professionally inappropriate attitudes. Consistent with the 3 Step Monitoring Process described below, in case of formal documentation of student concerns, students in question are informed of such faculty action and given fair opportunities to respond to faculty concerns. Open discussion and fair warning is provided to students, before the Head takes formal administrative action.

When students are regarded as unsuitable for the program by faculty members and the Head, after careful and objective assessment of the student, they may be asked: (a) to leave the program permanently; (b) to take a leave of absence for a certain period of time during which students are to seek professional help and successfully deal with the problematic issues; or (c) to transfer to another program outside the Department. In the past, students were requested to leave our program mostly for reasons of unresolved personal issues interfering with their academic and/or clinical-professional work.

Evaluation with respect to student progress is communicated to students in various ways:

1.) Evaluations through essays and term papers are done throughout each course and feedback is provided. In clinical and practicum courses, students are evaluated with direct feedback after counselling sessions.
2.) Examinations at the end of a course combined with the other evaluations during courses are sent to students at the completion of each course.
3.) Students in the M.A. programs are examined orally on their Master’s thesis proposal and thesis by a committee. The examining committee includes one faculty member who is arms-length from the student.

Another issue that concerns the Program is the rate at which students complete the program. Student records are assessed by the Faculty of Graduate Studies to ensure that graduate students in Master’s programs complete their programs within five years. Students are expected to complete an Annual Progress Report each spring and return it to the faculty advisor (See Forms and Resources). The faculty advisor reviews the progress report and if warranted, in cases where students are making unsatisfactory progress, arranges a meeting with the student to remediate the situation and to support the student in meeting with success in the program.

Annual Student Review: MA Forms
Annual Student Review: MEd Forms
**CNPS Professional Performance Review - 3 Step Monitoring Process**

**Step One:**

The student is presented, in writing, with a copy of the Criteria for Professional Performance Review form and the professor’s comments. The student and professor in question meet to discuss the evaluation form and any recommended remediation deemed appropriate. The student is encouraged to include his or her advisor/supervisor in this meeting.

**Step Two:**

If a student receives more than one Criteria for Professional Performance Review form during any semester, or receives a form from more than one professor over any two-semester time frame, at the next area meeting the full faculty discuss (in camera) the nature of the concerns raised and make recommendations as to appropriate remediation. The student will then be required to meet with his or her faculty advisor to discuss remediation or possible reconsideration of his or her continuation in the program. A copy of the evaluation form and a written copy signed by the advisor and the student of a Personal Development Plan (PDP) detailing any action to be taken, will be given to the student and placed in his or her file. The advisor will be responsible for ongoing monitoring and ensuring that the terms of the remediation plan are adequately met by the student in a timely manner.

**Step Three:**

If the student receives a total of three or more Criteria for Professional Performance Review forms in one academic year, with no more than two being from the same professor, the student will be required to meet with his or her advisor, the program coordinator and one other faculty member (*perhaps the deputy head*) to discuss reconsideration of continuation in the counselling program. If the committee determines that the student’s personal or professional behavior is inappropriate to the counselling field, and that such behaviors would be a detriment in working with others, the student will be denied continuance in the program (i.e., the student will be asked to withdraw from the program).
## CRITERIA FOR PROFESSIONAL PERFORMANCE REVIEW

<table>
<thead>
<tr>
<th>Openness to new ideas:</th>
<th>Acceptable</th>
<th>Unacceptable</th>
<th>Needs Improvement</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Solicits others’ opinions and perspectives about own work</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Invites constructive feedback and demonstrates interest in others’ perspectives</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shows strong evidence of incorporation of feedback received to change own behaviour</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

| Flexibility:                            |            |              |                   |     |
| Shows accurate effort to recognize changing demands in the professional and interpersonal environment |            |              |                   |     |
| Shows accurate effort to flex own response to changing environmental demands as needed |            |              |                   |     |
| Independently monitors the environment for changing demands and flexes own response accordingly |            |              |                   |     |
| Attempts to understand needs for change in established schedule or protocol to avoid resentment |            |              |                   |     |
| Accepts necessary changes in established schedule and attempts to discover the reasons for them |            |              |                   |     |

| Cooperativeness with others:            |            |              |                   |     |
| Works actively toward reaching consensus in collaborative activities |            |              |                   |     |
| Is willing to initiate compromise in order to reach group consensus |            |              |                   |     |
| Shows concern for group as well as individual goals in collaborative activities |            |              |                   |     |

| Willingness to accept and use feedback: |            |              |                   |     |
| Invites feedback by direct request and positive acknowledgement when received |            |              |                   |     |
| Shows evidence of active incorporation of supervisory feedback received into own views and behaviours |            |              |                   |     |
| Demonstrates a balanced willingness to give and receive supervisory feedback |            |              |                   |     |

| Awareness of own impact on others:     |            |              |                   |     |
| Demonstrates effort towards recognition of how words and actions impact others |            |              |                   |     |
| Initiates feedback from others regarding impact of own words and behaviours |            |              |                   |     |
| Regularly incorporates feedback regarding impact of own words and behaviours to effect positive change |            |              |                   |     |

| Ability to deal with conflict:         |            |              |                   |     |
| Demonstrates willingness and ability to consider others’ points of view |            |              |                   |     |
| Demonstrates willingness to examine own role in a conflict |            |              |                   |     |
| Was consistently open to supervisory critique about own role in conflict |            |              |                   |     |
| Initiates problem-solving efforts in conflicts |            |              |                   |     |
Actively participates in problem-solving efforts

**Ability to accept personal responsibility:**
- Monitors own level of responsibility in professional performance
- Invites constructive critique from others and applies it toward professional growth
- Accepts own mistakes and responds to them as opportunity for self-improvement
- Avoids blame in favor of self-examination

**Ability to express feelings effectively and appropriately:**
- Demonstrates willingness and ability to articulate the full range of own feelings
- Shows evidence of willingness and accurate ability to acknowledge others’ feelings
- Expression of own feelings is consistently appropriate to the setting
- Initiates discussion of own feelings in supervision

**Attention to ethical and legal considerations:**
- Maintains clear personal-professional boundaries with clients
- Demonstrates consistent sensitivity to diversity
- Satisfactorily ensures client safety and well-being
- Appropriately safeguards the confidentiality of clients

**Initiative and motivation:**
- Meets all attendance requirements and deadlines
- Regularly participates in class activities
- Meets or exceeds expectations in assigned work
- Consistently displays initiative and creativity in assigned work

Further Comments on Back

| Student: _________________________________ | Date: ______________________________ |
| Faculty Member: __________________________ | Date: ______________________________ |
ACADEMIC APPEAL PROCEDURES

Background and Purpose

Occasionally, students have concerns about an academic judgment made by a member of the department’s instructional staff. For some academic matters, the University Calendar specifies procedures to be followed, but these most often address processes outside of Departments and Faculties. This is especially the case for matters related to academic misconduct, including plagiarism, which are covered under separate policies described in the University Calendar (see students.ubc.ca/calendar and follow the links to “Academic Regulations”). Students and faculty should also be aware of the University’s Policy 85 on Scholarly Integrity.

The purpose of this document is to summarize the process to be followed within ECPS if a student wishes to appeal an academic judgment. Most often these judgments involve a grade on an assignment or in a course. The process described below will normally be followed for an appeal of a grade but also provides a general structure for appeals of other academic judgments (for example, results of comprehensive examinations). Appeals of academic judgments, especially those concerning grades on assignments and in courses, should normally be based on the belief that an unfair or improper assessment procedure was used. It is not enough for a student to feel they should have received a higher mark unless that feeling is based on the belief that the assessment process was flawed resulting in an unfair or unreasonable decision. Such flaws might include the following:

- an instructor not following the assessment process spelled out in the course syllabus,
- an instructor failing to provide timely feedback on assignments prior to issuing a final course grade,
- an instructor using irrelevant or incorrect information in reaching a judgment, or not considering relevant information that was available when the judgment was made.

Academic Appeal Procedures

In all cases of disagreements between instructional staff and students, the preferred course of action is for the student to raise the concern directly with the instructor who is obligated to listen to the concern and provide a timely, respectful response. If this response is not acceptable to the student, then the process described below should be followed. Before starting this process, however, the student may wish to discuss their concern with the Program Area Coordinator, Peer Academic Adviser, their Pro Tem Supervisor, or the Graduate Coordinator to get a “third party” opinion on the matter and advice on how to proceed.

1. The student should summarize in writing the nature of the academic judgment of concern, the basis for an appeal of that judgment, and the process followed and outcome of any
effort made to resolve the matter with the instructor. If the matter concerns a grade on an assignment or in a course, the course outline should be provided along with the assignment(s) of concern including any feedback provided by the instructor. This summary and related materials should be submitted to the Head of the department within two weeks of the effort to resolve the matter with the instructor.

2. The Head will review the information provided and consult with the instructor and others as necessary. The Head may also ask other faculty members to review the student’s work and offer an assessment of its strengths and weaknesses.

3. The Head will make an initial determination of the merits of the appeal and then meet with the student to discuss it within two weeks of the appeal being submitted. This discussion may include options available to resolve the concern if the appeal is judged to have merit.

4. If the matter is not resolved to the student’s satisfaction by the Head and the student wishes to pursue the appeal further, they should contact the Associate Dean of Graduate Programs and Research, Faculty of Education, who can provide advice on how to pursue the appeal at the Faculty level.

**ACADEMIC ACCOMMODATIONS**

Academic accommodations assist graduate students with disabilities or ongoing medical conditions to help them manage challenges that may affect their academic success. Please refer to Student Services’ web page on Academic Accommodations if you need more information and the application process. This website will assist you if you need to register with Access and Diversity on campus. Students with a disability who wish to have an academic accommodation should contact the UBC Disability Resource Centre upon entrance into their graduate program. (see UBC Policy 73 at http://www.universitycounsel.ubc.ca/policies/policy73.pdf)

[http://students.ubc.ca/success/student-supports/academic-accommodations](http://students.ubc.ca/success/student-supports/academic-accommodations)
ACADEMIC INTEGRITY & PLAGIARISM

Academic Honesty and Standards

Academic honesty is essential to the continued functioning of the University of British Columbia as an institution of higher learning and research. All UBC students are expected to behave as honest and responsible members of an academic community. Breach of those expectations or failure to follow the appropriate policies, principles, rules, and guidelines of the University with respect to academic honesty may result in disciplinary action.

It is the student's obligation to inform himself or herself of the applicable standards for academic honesty. Students must be aware that standards at the University of British Columbia may be different from those in secondary schools or at other institutions. If a student is in any doubt as to the standard of academic honesty in a particular course or assignment, then the student must consult with the instructor as soon as possible, and in no case should a student submit an assignment if the student is not clear on the relevant standard of academic honesty.

If an allegation is made against a student, the Registrar may place the student on academic hold until the President has made his or her final decision. When a student is placed on academic hold, the student is blocked from all activity in the Student Service Centre.

How does it impact me?

Academic integrity is the foundation of university success. Learning how to express original ideas, cite sources, work independently, and report results accurately and honestly are skills that carry you beyond university to serve you in the workforce. Academic dishonesty not only cheats you of valuable learning experiences, but can result in a failing grade on assignments, a mark on your transcripts, or even expulsion from the university. For 'real life' examples of this, check out the Annual Report on Student Discipline!

UBC Resources

- UBC Regulation on Plagiarism (UBC Provost and Vice President Academic)
- Scholarly Integrity (UBC Policy #85)
- Discipline for Academic Misconduct (UBC Calendar)

Other Resources

- Plagiarism.org
- Center for Academic Integrity

source: http://wiki.ubc.ca/Library:Academic_Integrity
ECPS POLICY ON PLAGIARISM

Plagiarism, whether intentional or unintentional, is a form of cheating that can lead to a failing grade for the course and to suspension from the University. As defined within UBC policies (UBC Regulation on Plagiarism), and as outlined in the UBC Calendar, plagiarism is a serious “form of academic misconduct in which an individual submits or presents the work of another person as his or her own.” As a form of intellectual theft, plagiarism involves taking the words, ideas or research of another without properly acknowledging the original author. Students need to become familiar with the many different forms that plagiarism can take, including accidental and intentional plagiarism. For more information see Plagiarism Avoided a booklet for students on plagiarism and how to avoid it OR www.library.ubc.ca/home/plagiarism/for-students.doc.

Please take care to acknowledge your sources, including the Internet, using APA Style (American Psychological Association).

An act of plagiarism can result in a failing grade for that assignment and a review of the student’s previous assignments to assess for other instances of plagiarism. Further actions by the Department and University will be decided pending the outcome of the review. (See Departmental Procedures for Issues Pertaining to Academic Honesty and Standards as Members of the ECPS Community on the Departmental website: Policies and Procedures.)
ACCRREDITATION

Accreditation of the Master's Program

The faculty in the Counselling Psychology Program fully supports the concept of accreditation. The Counselling Psychology Master's Program receives full accreditation from the Canadian Counselling and Psychotherapy Association’s accrediting body, the Council for Accreditation of Counsellor Education Programs (CACEP).

CACEP Office
c/o Sharon Robertson, Co-Chair
Council on Accreditation of Counsellor Education Program (CACEP)
Canadian Counselling and Psychotherapy Association
223 Colonnade Road South, Suite 114
Ottawa, Ontario K2E 7K3
http://www.ccacc.ca/ / Tel: 1-877-765-5565
FACULTY & STAFF

CNPS Faculty Members

Norman E. AMUNDSON, B.A., M.A. (Saskatchewan), Ph.D. (Alberta). Professor. Career counselling and development, dynamics of unemployment, competence, supervision methods and structured group counselling strategies. (604) 822-6757 and amundson@interchange.ubc.ca

William A. BORGEN, B.Sc., M.Ed., Ph.D. (Alberta). R. Psych. Department Head. Professor. Career choice and behaviour, counselling skill development, school and agency counselling, developmental approaches to counselling and group counselling. (604) 822-5261 and william.a.borgen@ubc.ca

Marla J. BUCHANAN, B.A. (McMaster), M.Ed. (Lesley College), M.A., Ph.D. (Victoria). Professor. Prisoner mental health, military trauma, child and adolescent counselling, school counselling, counsellor stress, traumatic stress, postmodern/critical theory and praxis and qualitative research methods. (604) 822-4625 and marla.buchanan@ubc.ca

Daniel COX, Ph.D. (University of Kansas). Assistant Professor. The process and outcome of group and individual counselling, trauma, suicide, gender, measurement, and vocational psychology, with an emphasis on veteran and military populations. (604) 822-0242 and dan.cox@ubc.ca

Judith DANILUK, B.A. (Windsor), M.Sc. (Calgary), Ph.D. (Calgary). CNPS Admissions Chair. Professor. Counselling adults, developmental transitions throughout adult life, reproductive decision-making and distress, psychosocial consequences of infertility, and women's sexual health and development. (604) 822-5768 and judith.daniluk@ubc.ca

Brenda DYER, BA (Psychology), BEd, MA (English), MA (Counselling Psych), PhD (Counselling Psych). Lecturer. Research interests include narrative theory and methodology; action theory and methodology; the therapeutic relationship; and acceptance-based change processes in therapy. 604-827-3479 and brenda.dyer@ubc.ca


Beth E. HAVERKAMP, B.A. (Wooster), Ph.D. (Minnesota). R.Psych. Associate Dean of Graduate Programs and Research. Associate Professor. Social cognition and the counselling-social psychology interface, counselling process research, marital and family counselling, psychological assessment and testing. (604) 822-5513 and beth.haverkamp@ubc.ca
Ishu ISHIYAMA, B.A. (Concordia), M.Ed. (McGill), Ph.D. (Victoria). **Director, Clinics and Practica.** Associate Professor. Multicultural counselling process, self-validation and client-validation issues, Japanese Morita therapy and counselling application, personal and cross-cultural transition experience, self-critical cognition, social anxiety, use of metaphors in counselling and counsellor education and spiritual issues in counselling. (604) 822-5329 and ishu.ishiyama@ubc.ca

Susan JAMES, B.A. (Waterloo), Ph.D. (Ottawa). R. Psych. Associate Professor. Cultural psychology, culture-bound disorders, psychotherapy, medical anthropology and immigrant acculturation. CURRENTLY ON LEAVE

Izabela Z. SCHULTZ, B.A. (Warsaw), M.A., Ph.D. (Warsaw). R. Psych. **Coordinator, Vocational Rehabilitation Counselling Cohort Program.** Professor. Clinical psychology, health and rehabilitation psychology, neuropsychology and educational psychology. Rehabilitation of both congenital and acquired disabilities, psychological and neuropsychological aspects of disabilities from developmental, educational, vocational and family perspectives. (604) 822-5251 and ischultz@telus.net


**Adjunct Faculty Members**

In addition to the core faculty in school psychology, faculty in the ECPS Department (and across campus) serves on student dissertation, comprehensive examination, and dissertation committees. Students also often work with faculty in other areas on various projects for both research and clinical/field experiences.

See also: ECPS Faculty

Lee Butterfield PhD Adjunct Professor

John Carter PhD Adjunct Professor
Vice-Chair, Board of Directors, College of Psychologists of BC

Jo-Ann Majcher PhD Adjunct Professor
Director, New Westminster Counselling Clinic

**Continuing Sessional Faculty**

Vaughan Marshall PhD VRC Clinical Training Coordinator
Vocational Rehabilitation Counselling
Registered Psychologist

Alex (Mircea) Munteanu
PhD

Continuing Sessional Instructor

ECPS staff offices are located on the 5th floor of Scarfe. It is beneficial to become familiar with the responsibilities of the various staff members and to take some time and introduce yourself. 

ecps.educ.ubc.ca/people/staff/

Alex Allen (Graduate Secretary – HDLC, SCPS and SPED)

Alex serves as the Graduate Secretary and maintains the records and the administrative support for the HDLC, SCPS, and SPED programs. As a student in SCPS this is the person you should work through along with your advisor/supervisor on administrative issues including admissions, records, registration, academic progress, awards and graduation. Alex is the back-up while Karen Yan is on vacation.

Office: Scarfe Rm. 2516 | (604) 822-5351 | alex.allen@ubc.ca

Karen Yan (Graduate Secretary – CNPS, VRC & MERM)

Karen serves as the Graduate Secretary and maintains the records and the administrative support for the CNPS, MERM, and Vocational Rehabilitation Counselling programs. If the SCPS graduate secretary is out of the office, Karen is able to provide assistance to the students in SCPS. Karen is the back-up while Alex Allen is on vacation.

Office: Scarfe Rm. 2522 | (604) 822-6371 | karen.yan@ubc.ca

Tania Chen (Assistant to the Department Head)

Tania works in consultation with the Department Head on a number of matters including coordination of hiring and promotion of faculty members, sessional instructors and teaching assistants. In consultation with Department Head and ECPS Council, coordinates course scheduling and provides administrative support to Department Head and ECPS Council.

Office: Scarfe Rm. 2518 | (604) 822-5152 | tania.chen@ubc.ca

Connie Choi (Reception Office and Financial Processing Specialist)

Connie is responsible for processing student appointments and payroll, and all departmental personal and travel reimbursements, monitors faculty research grant accounts and coordinates mail, courier, photocopying, and office supplies services.

Office: Scarfe Rm. 2524 | (604) 822-0242 | connie.choi@ubc.ca
Jacqueline Webb (Administrative Manager)

Jacqueline plans, organizes, integrates and monitors administrative staff workflow, coordinates with plant and budgetary resources, schedules courses, processes appointment for hiring sessional instructors and teaching assistants and issues key requests. She also serves as the departmental administrator for telephone and directory services and coordinates catering and special event bookings.

Office: Scarfe Rm. 2519 | (604) 822-8018 | jacqueline.webb@ubc.ca

Julie Acres (Web and Communications Coordinator)

Julie works with students and faculty to design, update and maintain the departmental website, coordinates meeting room bookings, curates and designs student digests, manages all social media platforms belonging to ECPS. She is also the media relations contact that promotes faculty and student research, and develops exclusive news and stories about the ECPS community, faculty researchers, and student highlight stories.

Office: Scarfe Rm. 2523 | (604) 822-6446 | julie.acres@ubc.ca

Student Roles

Students play a vital role in CNPS department functioning and connecting faculty with students. See also: ecps.educ.ubc.ca/students/current-students/grad-student-support/

The Student Representative represents the Counselling Psychology Ph.D. students at the CNPS Area meeting and serves on the Counselling Psychology Ph.D. Committee. He/she advocates for students and acts as an intermediary between the students and CNPS program. He/she serves to enhance the CNPS social community peer to peer and between students and faculty. All students are encouraged to communicate with their student representative in order to have maximum input in the program.

Master’s Student Representatives: Matthew McDaniel and Blair McLean

Ph.D. Student Representative: TBA

Deepak Mathew (CNPS Accreditation and Area Assistant)

The primary function of this position is to support re-accreditation initiatives in both the Masters and Doctoral programs in CNPS. Other important roles include planning and implementing regularly scheduled colloquia, supporting the Masters and Doctoral Student Representatives in their work, and participating in the ECPS Student Council. Email: deepakbmathew@gmail.com

Andrea Bennett (CNPS Admissions Peer Advisor)

This position is responsible for advising applicants on the M.Ed., M.A., and the Ph.D. programs and admissions requirements and procedures. Email: ecpspadm@gmail.com
FORMS AND RESOURCES

General forms and resources can be found at: ECPS Forms and Resources

CNPS 598 Field Experiences - Course Outline
   CNPS 598 Course Outline

   CNPS Practicum Placement Guide

CNPS PDCE Expense Reimbursement Request
   PDCE Expense Reimbursement Request

CNPS Master's Supplementary Form
   Master's Supplementary Form (CNPS)
   Master's Supplementary Form (Vocational Rehabilitation Counselling)

Course Sequencing
   MA Course Sequencing
   MEd Course Sequencing

Criminal Record Check
   Criminal Record Check Information
   Credit Card Payment Authorization Form (for Criminal Record Check)

Program of Graduate Studies (PGS)
   MA Community Counselling
   MEd Community Counselling
   MA Counselling in Higher Education
   MEd Counselling in Higher Education
   MA School Counselling
   MEd School Counselling
LINKS TO ASSOCIATIONS

Associations

- Canadian Council of Professional Psychology Programs
- Canadian Counselling and Psychotherapy Association
- Canadian Psychological Association
- Council for Accreditation of Counsellor Educational Program (CACEP)
- Council for Accreditation of Counseling and Related Educational Program (CACREP)
- Association for Counselor Education and Supervision
- The American Counseling Association
- American Mental Health Counselors Association (AMHCA)
- American Psychological Association
- American School Counselor's Association
- American Association of Marital and Family Therapists
- International Association for Educational and Vocational Guidance
- American College Counseling Association
- Association for Gay, Lesbian and Bisexual Issues in Counseling
- American Association of Christian Counselors

Library Resources

- Education Library
- ERIC Clearinghouse and Database Search
- UBC Library
Other Internet Resources

- Canadian Career Development Foundation
- Contact Point: A Canadian Website Dedicated to the Professional Development Needs of Career Counsellors
- Canadian Mental Health Association
- National Institute of Mental Health Home Page
- Mental Health Net
- The Divorce Page