

EISNER INSTITUTE FOR PROFESSIONAL STUDIES

**16133 Ventura Boulevard, Suite 700
Encino, California 91436**

818/380-0185 Telephone



Eisner Institute for
Professional Studies

**Institutional Catalog
2010**

MISSION STATEMENT

The mission at the Eisner Institute is to provide high-quality correspondence and online instruction in the field of psychology with emphasis on forensic, clinical, holistic, health, clinical geropsychology, parapsychology, and marriage and family therapy, and professional clinical counseling. It is the goal at the Eisner Institute to provide a learning environment that is targets to mid-career adults and students who are motivated, self-directed, and educationally qualified and able to work independently at the graduate level.

Each degree program is intended for adults of all ages who aspire to earn graduate degrees in the academic fields we offer. The community we serve is global, for the reach of the correspondence instruction is international.

To fulfill this mission, the Eisner Institute for Professional Studies has established the following purposes and values:

- **To provide student services that contributes to student success and achievement.**
- **To maintain an educational environment that respects and accommodates a diversity of individual backgrounds, abilities, interests and opinions.**
- **To prepare students for a career in the field of psychology by offering up-to-date and industry relevant curriculum which challenges the student to integrate learning with professional situations and goals; a curriculum which is both intellectually challenging and practical.**
- **To always act with integrity, honesty and with the highest ethics.**

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EISNER INSTITUTE FOR PROFESSIONAL STUDIES

Eisner Institute for Professional Studies is located at 16133 Ventura Boulevard., Suite 700 in Encino, California. All administrative offices are located here.

GOVERNING BODY

Donald A. Eisner, Ph.D., J.D.

Dr. Eisner is the CEO of EIPS. He is a licensed attorney and psychologist. Dr. Eisner has been a visiting professor of forensic psychology at Alliant International University and has taught courses on forensic assessment, legal research and writing, introduction to forensic psychology, psychopathology, as well as cognitive behavioral therapy. He is also well-versed in psychological assessment. He has served as an expert witness in state and federal cases. He has published research in the areas of forensic psychology as well as clinical psychology and gerontology. Dr. Eisner is a Fellow of the American College of Forensic Psychology.

HISTORY OF THE SCHOOL

Eisner Institute for Professional Studies was approved to offer Master's and Doctoral programs in 2007. EIPS offers total Distance Learning education program. We are now offering a Bachelor of Arts (BA) completion in psychology. The California Board of Behavioral Sciences has approved the Masters of Arts program as fulfilling the requirements for licensure as a Marriage and Family Therapist (MFT).

ADMISSIONS POLICY

ADMISSIONS REQUIREMENTS

The Eisner Institute for Professional Studies admits students of any race, without regard to age, handicap, creed, sex, national or ethnic origin, to all of the rights, privileges, programs, and activities generally accorded our students. We do not discriminate in the administration of our educational policies, admission policies, loan programs, or any other school administered programs.

The minimum requirements for acceptance to **all** programs are:

1. Evidence of one of the following: high school graduation, GED equivalent, home-study certificate or transcript from a home-study program that is equivalent to high school level and is recognized by the student's home state, higher education credential earned, such as - AA, BA, BS, MBA, PhD.

The minimum requirements for acceptance to **Master's Programs** are:

2. A bachelor's degree or its equivalent from an accredited or State approved college or university is required for admission to the masters programs. A 2.75 GPA is needed in order to qualify without taking the GRE or the MAT. If the GPA is less than 2.75, but over a GPA of 2.5 students may have to take the GRE or MAT. This requirement may be waived if the student has at least a 2.5 GPA and presents documentation of three years of experience in the mental health field. If a student has less than a 2.5 GPA, acceptance is very limited and is based on special circumstances. The GRE or MAT is required if the GPA is below 2.5.

Each prospective student must also include a brief biography, statement of interest and complete a telephone interview.

The minimum requirements for acceptance to **Professional Doctorate Programs** are:

3. A Master's degree or its equivalent from an accredited or State approved college or university is required for admission to the doctorate program. A 3.0 GPA is needed in order to qualify. Each prospective student must also include a brief biography, statement of interest and complete a telephone interview.

Requirements regarding the **Combination MA/Psy.D. program**:

4. Both degrees must be completed in five years. In order to be automatically accepted into the Psy.D program, a GPA of 3.0 is required. If there is more than a one quarter gap between obtaining the MA and entering the Psy.D program new tuition rates will apply. Transfers credits from the MA program will not be accepted more than two years after the completion of the MA degree,

Requirements for the **Bachelor of Arts(B.A.) Completion in Psychology** are:

5. An AA degree and/ or 90 quarter units. A 2.0 GPA is required.

ADMISSIONS PROCEDURES

Part-time or full-time students must file an application with the application fee made payable to this institution. All fees are shown and payable in US dollars. The application form and instructions are available and can be mailed, e-mailed, or if preferred, the form and instructions may be downloaded directly from this institution's web site. All entering students must review program requirements. To be admitted to a program, the applicant must arrange to have official transcripts sent to the Registrar's office. Applicants will be advised, in writing, of any deficiencies in transfer units that must be remedied. A proposed remedy will be sent to the student, in writing, to assist the student through the application and admission process.

Applications can be submitted to:

Eisner Institute for Professional Studies
16133 Ventura Blvd., Ste. 700
Encino, CA 91436
(818) 380-0185

DEGREE PROGRAMS: DOCUMENTATION REQUIREMENTS

Application procedures require the submission of the following documents: Evidence of a qualifying TOEFL score of 450 (applicable to students of limited English proficiency who have not completed at least 2 years of university level study delivered in the English language.) Transcripts, one from each college attended. Transcripts must be sent directly from the institutions you have attended directly to the Admissions Office, this institution. The transcripts become college property and will not be copied or released to other institutions. The processing of your application is contingent upon our receipt of required transcripts. Transcripts received from applicants who do not enroll within one year of their application date or who send transcripts but do not subsequently enroll will thereafter be destroyed unless the applicant maintains communication with this institution that indicates the applicant's continuing plan to enroll. In no event will transcripts be held for more than two years from the date of receipt of the documents. Said documents will be shredded prior to disposal.

CREDIT FOR PREVIOUS EDUCATION

All entering students must arrange to have original transcripts sent to this institution. These arrangements are to be made at the time of the student's application. Upon receipt of these transcripts of high school completion and college level course/degree completions, the Chief Academic Officer will review the documents and make the assessment of the transferability of each course appearing on the transcripts. As part of that assessment, the Chief Academic Officer will assure that the student's GPA for all transferred units meet or exceeds the 2.0 minimum required.

Should the transcripts be from overseas, those documents will be photocopied. The copies will be retained by this institution. The originals will be forwarded, by mail, to an independent Transcript Evaluation Service. Upon return of the documents, the CAO will review the correspondence received from the Transcript Evaluation Service and return all received documents to the student's official file. At that time, the CAO will respond, in writing, to the applicant and document either: the acceptance of the credit or will document the specific courses which are transferable, which are not, and what further action will be required of the student in order to meet the published academic entrance requirements for the selected degree program.

Any course to be transferred must have been taken within seven years of the proposed transfer. No more than five courses may be transferred. Each course to be transferred should be identical to the course offered at Eisner Institute. A grade of "B" must be received for credit to be transferred.

THE PROCESS OF ESTABLISHING EQUIVALENCY

Each document will be examined to assure that the work accepted is clearly indicated, by the issuing institution to be degree appropriate courseware. Should the documents received on behalf of a given student not be specific in this regard, the CAO will contact the issuing institution, by email or regular mail in order to obtain further information upon which to make that determination. Questions of the equivalency of credit from overseas institutions will be submitted to the Independent Transcript Evaluation Service.

TUITION POLICY

Tuition is quoted on a total program basis. See the Tuition and Fee Schedule at the end of this section. Registration is not complete until payment is received or arrangements for payment have been completed.

TUITION

DEGREE PROGRAMS

Masters of Arts (M.A.)

Quarter Units	Price Per Unit	Total Program Tuition
90	\$175	\$15,750
	Books	<u>\$ 1,400 (estimate)</u>
	Total Program Charges	\$17,150

Masters of Arts (M.A) MFT/LPC

90	\$175	\$15,750
	Books	<u>\$ 1,400 (estimate)</u>
	Total Program Charges	\$17,150

Doctor of Psychology in Forensic, Clinical, Health, Holistic, Parapsychology and Clinical-Geropsychology:

Quarter Units	Price Per Unit	Total Program Tuition
90	\$175	\$ 15,750
	Books	<u>\$ 1,400 (estimate)</u>
	Total Program Charges	\$17,150

Masters of Art/Psy.D. Combination in Forensic, Clinical, Health, Holistic, Parapsychology and Clinical Geropsychology: 3 Year Program

Quarter Units	Price Per Unit	Total Program Tuition
120	\$175	\$ 21,000
	Books	<u>\$ 1,900</u>
	Total Program Charges	\$ 22,900

Bachelor of Arts Completion in Psychology

Quarter Units	Price Per Unit	Total Program Tuition
90	\$100	\$ 9,000
	Books	<u>\$ 1,900</u>
	Total Program Charges	\$ 10,900

CERTIFICATE PROGRAM

Certificate in Forensic Psychology or Holistic Psychology

Quarter Units	Price Per Unit	Total Program Tuition
30	\$175	\$ 5250
	Books(est)	<u>\$ 600(estimate)</u>
TOTAL PROGRAM CHARGES		\$ 5850*

Plus applicable charges from the miscellaneous fees schedule, below.

Miscellaneous Fees (All Programs) [Non-refundable unless otherwise indicated]

Application Fee	\$ 65
Enrollment Deposit -(Included in tuition fee)	\$ 300
Transcript Evaluation - Foreign	\$ 50 (per institution submitting transcripts)
Registration Per Session	\$ 15
Transfer Credit Evaluation Fee - Domestic	\$ 90
Graduation Fee/Doctoral Defense	\$ 300
Doctoral Comprehensive Examination	\$ 300
Returned Check Fee	\$ 25
Late Registration fee	\$ 50
Transcripts (First set is free)	\$ 15
Change of Status (Withdrawal, Majors etc.)	\$ 50
STRF Assessment	\$ \$2.50 per \$1000 of Tuition(CA Residents)

STRF DISCLOSURE

PART ONE

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending schools approved by, or registered to offer Short-term Career Training with the Bureau for Private Postsecondary and Vocational Education (Bureau).

You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF fee, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
2. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.

3. The school's breach or anticipatory breach of the agreement for the course of instruction.
4. There was a decline in the quality of the course of instruction within 30 days before the school closed, or if the decline began earlier than 30 days prior to closure, a time period of decline determined by the Bureau.
5. The school committed fraud during the recruitment or enrollment or program participation of the student.

You may also be eligible for STRF if you were a student that was unable to collect a court judgment rendered against the school for violation of the Private Postsecondary and Vocational Education Reform Act of 1989.

PART TWO

You must pay the state-imposed fee for the Student Tuition Recovery Fund (STRF) if all of the following applies to you: (1) You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and (2) Your total charges are not paid by a third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF fee if either of the following applies: (1) You are not a California resident (2) Your total charges are paid by a third-party payer, such as an employer, government program, or other payer, and you have no separate agreement to repay the third party.

RIGHT TO CANCEL, CORRESPONDENCE INSTRUCTION STUDENTS

BUYER'S RIGHT TO CANCEL: As provided by Regulation # 71830 of Title 5 Code of Regulations, The student shall have the right to cancel the agreement and receive a full refund before the first lesson and initial correspondence materials are received. Cancellation is effective on the date written notice of cancellation is mailed. The institution shall make the refund within 30 days of cancellation. If the institution sent the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 30 days after the student's return of the correspondence material. Further, this institution will mail all of the lessons and other material to the student if the student (a) has fully paid for the program and (b) requests all of the material in writing after having received the first lesson and initial correspondence material. If this institution mails the balance of the material, as the student requests, the institution shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by the student but shall not be obligated to pay any refund after all of the lessons and material are mailed.

REFUNDS OF TUITION, CORRESPONDENCE INSTRUCTION STUDENTS

REFUND POLICY: Specifically, the refund policy for correspondence programs provide that this institution will calculate a refund of the unused portion of tuition fees and other charges if the student does not register for the period of attendance or withdraws there from at any time

prior to completion of the courses, or otherwise fails to complete the period of enrollment. The institutional refund policy for students who have completed 50 percent or less of the course of instruction shall be a pro rata refund. No refunds are available after completion of 50% of the course.

The refund shall be calculated as follows:

1. Deduct, from the total tuition paid, a registration fee not to exceed one hundred dollars
2. Divide this figure by the number of lessons paid for
3. The quotient is the per-lesson charge (for those lessons purchased / enrolled)
4. The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total number of lessons received by the per-lesson charge calculated (number 3, above) plus the amount of the registration fee specified in number 1, above.
5. The refund shall be any amount in excess of the figure derived (number 4, above) that was paid by the student.
(This institution will have specified the time limit within which a student is required to complete the requirements of a course in its distance learning program.)

RIGHT TO CANCEL, DIRECT INSTRUCTION STUDENTS

BUYER'S RIGHT TO CANCEL: The student has the right to cancel the enrollment agreement and obtain a refund. You may cancel this agreement and receive a refund by providing a written notice to the Chief Academic Officer of this institution.

REFUNDS OF TUITION, DIRECT INSTRUCTION STUDENTS

REFUND POLICY: The student has a right to a full refund of all charges less the amount of the registration fee listed in the fee section of this agreement (the amount retained may not exceed \$100) if the student cancels this agreement prior to or on the first day of instruction. Further, the student may withdraw from a course after instruction has started and receive a pro rata refund for the unused portion of the tuition and other refundable charges if the student has completed 50% or less of the instruction. For example, if the student completes only 150 hours of a 450 hour course and paid \$5625 tuition, the student would receive a refund of \$3750.

Refund Example:	\$5,625 (Amount paid for the program of instruction)
Times:	300 (Clock hours of instruction paid for, but not received)
Divided by:	450 (Clock hours of instruction for which the student has paid)
Equals:	\$3,750 (Refund Amount)

The school will also refund money collected for sending to a third party, on the student's behalf, such as license or application fees. If the school cancels or discontinues a course or educational program, the school will make a full refund of all charges. Refunds will be paid within 30 days of cancellation or withdrawal. The enrollment deposit fee of \$300 is not refundable, and is not part of the calculation should there be a withdrawal/refund. Any such withdrawal needs to be in writing.

ADMINISTRATIVE POLICY

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

This institution is dedicated to fair dealing and professional conduct. Should any student have a complaint, the student is asked to discuss the matter directly with an instructor or administrator. That instructor or administrator will engage in an informal process endeavoring to settle the dispute in good faith. That informal process will involve three steps: 1: an effort to define the problem, 2; an effort to identify acceptable options for resolution, and 3: an attempt to resolve the conflict through the application of one or more of those options for resolution. The student may thereafter choose to file a written complaint directly with the institution's Chief Academic Officer who will work to resolve the matter. The Chief Academic Officer is the individual designated to resolve student complaints. That individual will investigate all formal (written) complaints, endeavor to resolve all such complaints, and record an entry into the institution's official log. The formal process will involve 1. The student's submission of a written description of the specific allegations and the desired remedy, accompanied by any available documentary items. The filing deadline is 60 days after the beginning date of the term following that in which the dispute(s) occurred or are alleged to have occurred. 2. The student may terminate the formal process should, in the interim, the informal process produce a satisfactory resolution. 3. The Chief Academic Officer will notify all parties involved of the receipt and nature of the grievance. If a policy is being grieved, the administrator responsible for the policy will be notified. 4. A time line for resolution will be delivered to the principals by the Chief Academic Officer. 5. Interested parties will communicate with the CAO in order to make recommendations to resolve the grievance. 6. The party responsible for implementing the selected method of resolution will notify the principals of the decision reached. In the event that a student does not agree to the resolution proposed, the student retains the right to file a complaint with the Bureau for Private Postsecondary and Vocational Education 400 R. Street, Suite 5000, Sacramento, CA 95814.or the current Agency.

LEAVES OF ABSENCE

Should circumstances be such that a leave of absence is to be requested, a student must submit an application for a leave of absence to the Chief Academic Officer's office. At his/her discretion, a leave may be granted for a reasonable time, as warranted by the circumstances. If a student repeatedly resorts to the use of a leave of absence, and if such applications show a pattern of

delays, or should the issuance of a leave of absence be such that it would significantly interfere with the planned completion of a program of study, the Chief Academic Officer may, in his/her sole discretion, dismiss a student from the program and issue the appropriate refunds as may be required.

TRANSCRIPTS/STUDENT RECORDS

Each student's file will contain student's records, including a transcript of grades earned. The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment of the transcript fee of \$25.00 for two copies. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature. No transcript will be issued until all tuition and other fees due the institution are paid current.

ACADEMIC PROBATION

The Chief Academic Officer may place a student on academic probation if the student is not making satisfactory academic progress as per this institution's published policy. The student's grade point average will be monitored at the end of each enrollment period when the grades are posted. Should the GPA fall below that required for graduation, a student may be placed on academic probation. This will result in a formal advisory, which will be sent to the student, indicating the reason for the probation. Failure to maintain satisfactory academic progress may result in dismissal from the program. The Chief Academic Officer will offer assistance in locating a suitable tutor, should such service be requested by the student.

QUARTER CREDIT UNITS

Quarter units are used to measure course credit. A quarter unit is defined as a minimum of 10 contact hours of instruction. Additional time must be invested by the student to assure appropriate preparation for interaction with classmates and instructors and the research, reading and other field work required to properly complete educational assignments.

ATTENDANCE POLICIES-DISTANCE LEARNING INSTRUCTION STUDENTS

This institution's policy on attendance is based on the premise that regular communication between the teacher and the student and, also, among students themselves, has significant value in the learning process.

Our programs are structured to maximize interaction with the instructor and peers while maintaining autonomy over your academic schedule. Therefore, each correspondence student is afforded the freedom to establish his or her schedule, but regular contact with the instructor and other enrolled students is a requirement that must be met. Such contact will help guide and maintain your steady progress towards the completion of assignments and courses. Such contact better assures we may more readily assist you in resolving any problematical aspects of your program. Instructors are authorized to factor the frequency and adequacy of your communications into the assignment of a grade for any given course.

Allowances for interruptions in "attendance" due to illness or personal emergency will be handled on a case-by-case basis between the student and instructor. Arrangements to make up work missed and return to an agreed schedule should be initiated by the student and established with the instructor.

ATTENDANCE POLICIES-DIRECT INSTRUCTION STUDENTS

Students are required to attend a minimum of 85% of all scheduled class hours in each of the courses within a program of study.

TAX DEDUCTIONS FOR EDUCATIONAL EXPENSES

U.S. Treasury Regulation 1.162-6 permits an income tax deduction for educational expenses (registration fees, costs of travel, meals and lodging) undertaken to: Maintain or improve skills required in one's employment or trade or business, or meet specific requirements of an employer or law imposed as a condition to retention of employment, job status or rate of compensation. Please check with your CPA or Accountant.

TRANSFERABILITY OF UNITS & DEGREES EARNED AT OUR SCHOOL

Notice Concerning Transferability of Units and Degrees Earned at our School

Units you earn in any of our programs in most cases will probably not be transferable to any other college or university. For example, if you entered our school as a freshman, you will still be a freshman if you enter another college or university at some time in the future even though you earned units here at our school. In addition, if you earn a degree, diploma, or certificate in one of our programs, in most cases it will probably not serve as a basis for obtaining a higher level degree at another college or university.

Students wishing to transfer credits to another institution for further work should first consult with that institution before enrolling with this institution or any other college or university. Neither state approval nor accreditation will guarantee acceptability of credits for transfer.

GRADES & STANDARDS FOR STUDENT ACHIEVEMENT-SATISFACTORY PROGRESS

Grades are awarded on a traditional A, A-, B+, B, B-, F system. The minimum passing grade is a D-. The minimum allowable grade point average to maintain satisfactory progress is a C, or 2.0.

In calculating a student's grade point average, the following policy applies:

A	4 Grade Points	A-	3.67 Grade Points
B+	3.33 Grade points	B	3 Grade Points
B-	2.67 Grade Points	C+	2.33 Grade Points
C	2 Grade Points	C-	1.67 Grade points
D+	1.33 Grade Points	D	1 Grade Point
D-	0.67 Grade Points	F	0.00 Grade Points

If the student has not completed the course work and earned a grade at the end of the course, the instructor may issue one of the following grades:

I ***Incomplete*** If the course has not been completed, the instructor may grant an *I* on a One-quarter extension of the term, at no additional tuition cost, when the student is making satisfactory progress and the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.

W ***Withdraw*** The student may withdraw from any course before the end of the term. At the end of the term, the instructor may withdraw the student from the course and issue a *W* when the instructor believes the student's progress is insufficient to warrant an extension. A student who withdraws or is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study. A student request for Withdrawal must be in writing. The reason for requesting the withdrawal must be stated. The request should be made prior to the sixth week of the quarter. A request for Withdrawal due to or in anticipation of a poor grade, absent extenuating circumstances, will not be permitted.

COMPLETION OF DEGREES

All Doctoral degrees must be completed within four years from the date of enrollment. Students who have enrolled in the last quarter of their Masters or Doctoral program course must complete the graduation requirements within three subsequent quarters. Each additional quarter will be 10 units.

COURSE CHANGES

The content of each course in each of the degree programs described in this catalog is subject to revision by our faculty. Additional course titles may be added to or substituted for those in these curricula each semester.

Changes to the degree programs and component courses may be suggested by faculty members at any time. Such revisions and upgrades will be approved by the Chief Academic Officer prior to adoption by this institution. In this way, the most recent developments in technology and business may be incorporated into the curriculum in a timely matter.

From time to time, a supplement to this catalog will present any and all changes or additions. Supplements will be numbered sequentially, dated, and appear as inserts at the back of this catalog.

STUDENT INTERACTION

Distance learning students will, when possible, be linked to other students via the class web site which will be established by the university. All students should obtain a copy of the school's student handbook for further information.

STUDENT HOUSING

This institution does not operate dormitories or other housing facilities as all instruction is offered in distance learning programs.

CATALOG POLICIES

Rules governing student conduct, admissions policies, graduation requirements, and other aspects of this institution's operations are subject to change. The university reserves the right to adopt, amend, or repeal rules and policies that apply to students. This catalog does not constitute a contract or enrollment agreement, nor does it constitute a statement of the conditions of a contract between the student and this institution. The relationship of the individual student to the institution is governed by applicable state education codes, state regulations, and institutional policies. Please refer to your enrollment agreement for the specific terms under which you are to enroll. Changes to this catalog (which may from time to time be required by the Bureau for Private Postsecondary and Vocational Education of the State of California) will be initially added by means of an addendum and will appear at the end of the catalog. In all instances, however, a student must only meet the program requirements in effect at the time of his or her initial enrollment. A student is not obligated to meet other requirements that may appear in a subsequent catalog.

CORRESPONDENCE STUDENTS – RESPONSE TIMES

All student submissions (exams, reports, projects, etc.) will be reviewed and graded and the student will receive a response from this institution within 10 days.

NONDISCRIMINATION POLICY

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the Chief Operations Officer who is assigned the responsibility for assuring that this policy is followed.

INDIVIDUAL RESPONSIBILITY

It is the responsibility of each student and faculty member and each administrator to be familiar with this institution's rules and regulations.

INFORMATION RESOURCES MANAGEMENT

This institution has developed its own information management system to provide high quality information service to the administrators in support of instruction, program management, office automation, telecommunications, and other administrative computing needs. Student records are maintained as prescribed by the Private Postsecondary and Vocational Education Reform Act of 1998 and its corresponding regulations. Student records are confidential.

STUDENT SERVICES

This institution does not provide orientations, airport reception services, housing assistance or other services often afforded entering freshman at other institutions. Further, this institution maintains a focus on the delivery of educational services. Should a student encounter personal problems which interfere with his or her ability to complete courseware, this institution will provide assistance in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance.

We offer the following specific services:

Academic Advisement: There are a limited number of issues that a student will encounter. Since the course requirements are clearly presented in the institution's catalog, the primary issue will be which electives to select.

Academic Problems and Grievances

Should a student believe he or she is in a situation where unfair treatment has occurred; the student will receive the appropriate attention and assistance in the pursuit of a remedy. Should the student wish to file a formal grievance, the student will receive assistance through the grievance process.

Study Skills Development

Should students, returning to college after an absence of some years, experience difficulty in studying, this institution will provide references to study-skills development guides that are readily available, at no charge, in the public domain, libraries, or online.

STUDENTS

In all programs and services, the Institute respects the value of diversity among students and faculty. Therefore, we encourage the participation of individuals from all nationalities, races, and colors.

Stress the importance of continuing education for all students.

Sustain and enhance these offerings by developing an operational environment that is professionally managed, competently supervised, continually evaluated and appropriately modified and therefore kept up to date.

Expose students to current methods of research utilizing the Internet and other available technology;

PRIVACY ACT, STUDENT RECORDS & TRANSCRIPTS

Student records for all students are kept for five years. Transcripts are kept for fifty years. Students may inspect and review their educational records. To do so, submit a written request identifying the specific information you would like to review. Should you find, upon your review, that there are records that are inaccurate or misleading you may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, you may ask that a meeting be held to resolve the matter. It is our intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of your financial, academic and other school records.

We will not release such information to any individual without having first received your written request to do so, or unless otherwise required by law.

STUDENT CONDUCT

Students are expected to behave professionally and respectfully at all times. A student handbook is available for all enrolling students which addresses this subject. Students are subject to dismissal for breaches of security, for any inappropriate or unethical conduct or for any act of academic dishonesty.

DISTANCE LEARNING PROGRAMS

The institution's programs are also offered through distance learning instruction. Many lessons may be completed and the required work products may be submitted via the Internet. The student's access to the Internet is required. In any event, this institution will mail, or e-mail a response or evaluation of submitted work within 10 days of our receipt of scheduled student lessons, projects or reports.

APPROVAL NOTICE

Eisner Institute for Professional Studies has received approval to operate from the Bureau for Private, Post-Secondary and Vocational Education.

ACADEMIC FREEDOM

This institution is committed to assuring full academic freedom to all faculty. Confident in the qualifications and expertise of its faculty members, the college encourages its faculty members to

exercise their individual judgments regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those official sanctioned by the institution, methods for which the college has received oversight approval.

This institution's ownership believes that the most important diversity that can accrue to the benefit of students is the diversity of thought that results from free discussion, the open expression of view-points and opinions on the subject matter at hand, and the diversity of thought that results from the free exercise of research and original thinking in the academic fields related to the institution's course offerings.

Therefore, this institution encourages instructors and students to engage in discussion and dialog. Students and faculty members alike are encouraged to freely express views, however controversial, as long as they believe it would advance understanding in their specialized discipline or disciplines.

SEXUAL HARASSMENT

This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively address this subject and express our strong disapproval of sexual harassment. No one associated with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at any facility or other venue associated with this institution. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

ENGLISH AS A SECOND LANGUAGE INSTRUCTION

This institution does not provide ESL instruction.

VISA SERVICES

This institution does not issue I-20's.

LIBRARY RESOURCES

No physical library is maintained by this institution. Prior to your acceptance into a program of study at this institution, you will be required to document your access to a college or university library. You are required to provide your own access to the Internet and to have your own email address that can be used for your course work.

As a student, you will be required to use learning resources as needed to complete course

requirements established by your instructors. You will be informed at the onset of each term of enrollment, of projects requiring your personal research.

ACADEMIC PROGRAMS

MASTER OF ARTS IN PSYCHOLOGY MFT TRACK

This Masters program offers a specialization in Marriage and Family Therapy

PROGRAM OUTLINE

Human Cultural Diversity	PSY 601
Family Therapy	PSY 602
Developmental Psychology (Life Span)	PSY 727
Introduction to Research	PSY 603
Case Conference/Practicum 11 &11	PSY 604
Foundations of Psychotherapy	PSY 605
Group Counseling	PSY 606
Psychopathology	PSY 704
Alcohol and Chemical Dependency	PSY 607
Applied Psychotherapy – Cognitive Behavioral	PSY 731
Legal and Ethical Issues	PSY 706
Couples Therapy	PSY 608
Sexuality and Sex Therapy	PSY 609
Psychopharmacology	PSY 728
Psychological Testing - Objective Measures	PSY 709
Special Topics	PSY 610
Final Project	PSY 611

MASTER OF ARTS IN PSYCHOLOGY LPC TRACK

This Masters program offers a specialization in professional counseling.

PROGRAM OUTLINE

Human Cultural Diversity	PSY 601
Developmental Psychology (Life Span)	PSY 727
Introduction to Research	PSY 603
Case Conference/Practicum 1 & 2	PSY 604
Foundations of Psychotherapy	PSY 605
Psychopathology	PSY 704
Alcohol and Chemical Dependency	PSY 607

Applied Psychotherapy – Cognitive Behavioral	PSY 731
Legal and Ethical Issues	PSY 706
Psychopharmacology	PSY 728
Psychological Testing - Objective Measures	PSY 709
Special Topics	PSY 610
Career Development Theories and Techniques	PSY 689
Final Project	PSY 611

MASTER OF ARTS/DOCTOR OF PSYCHOLOGY (Psy.D.)

Master of Arts/Doctor of Psychology (Psy.D.) 3-Year Combination, 60 Units Required

FORENSIC PSYCHOLOGY- Master of Arts Courses

Developmental Psychology (Life Span)
 Survey of Psychotherapy
 Forensic Psychology
 Psychopathology
 Legal and Ethical Issues
 Psychological Testing - Personality Assessment
 Psychological Testing - Intelligence and Neuropsychological
 Forensic Psychological Assessment
 Thesis Development
 Alcohol and Chemical Dependency
 Forensic Psychology Practicum
 Masters Thesis

Doctor of Psychology (Psy.D.) Courses:

Advanced Research Methods
 Forensic Psychology
 Legal Writing and Research
 Psychopathology
 Survey of Psychotherapy
 Legal and Ethical Issues
 Family Law
 Current Case Law
 Psychological Testing - Personality Assessment
 Psychological Testing - Intelligence and Neuropsychological
 Forensic Psychological Assessment
 Expert Witness Testimony
 Forensic Psychology Practicum
 Writing and Publication Styles
 Mediation and Alternative Dispute Resolution
 Special Topics in Forensic Psychology
 Final Proposal Development
 Final Proposal

CLINICAL PSYCHOLOGY- Master of Arts Courses

Developmental Psychology - Life Span

Survey of Psychotherapy
Psychopathology
Legal and Ethical Issues
Psychological Testing - Personality Assessment
Psychological Testing - Intelligence and Neuropsychological
Cognitive Behavior Therapy
Thesis Development
Alcohol and Chemical Dependency
Mind, Body and Consciousness
Life and Personal Coaching
Clinical Psychology Practicum
Masters Thesis

Doctor of Psychology (Psy.D.) Courses:

Advanced Research Methods
Psychopathology
Survey of Psychotherapy
Legal and Ethical Issues
Psychopharmacology
Meditation, Hypnosis and Visualization
Mind, Body and Consciousness
Developmental Psychology - Life Span
Current Clinical Interventions
Cognitive Behavior Therapy
Life and Personal Coaching
Psychological Testing - Personality Assessment
Psychological Testing - Intelligence and Neuropsychological
Writing and Publication Styles
Clinical Psychology Practicum
Final Proposal Development
Final Proposal

HOLISTIC PSYCHOLOGY-Master of Arts Courses

Developmental Psychology - Life Span
Survey of Psychotherapy
Psychopathology
Legal and Ethical Issues
Psychological Testing - Personality Assessment
Psychological Testing - Intelligence and Neuropsychological
Cognitive Behavior Therapy
Thesis Development
Alcohol and Chemical Dependency
Mind, Body and Consciousness
Wellness Coaching
Life and Personal Coaching
Holistic Psychology Practicum
Masters Thesis

Doctor of Psychology (Psy.D.) Courses:

Advanced Research Methods
Psychopathology
Survey of Psychotherapy
Legal and Ethical Issues

Psychopharmacology
Meditation, Hypnosis and Visualization
Mind, Body and Consciousness
Spirituality and Mental Health
Mediation and Alternative Dispute Resolution
Life and Personal Coaching
Wellness Coaching
Psychological Testing - Personality Assessment
Psychological Testing - Intelligence and Neuropsychological
Writing and Publication Styles
Holistic Psychology Practicum
Final Proposal Development
Final Proposal

HEALTH PSYCHOLOGY-Master of Arts Courses

Developmental Psychology - Life Span
Survey of Psychotherapy
Psychopathology
Legal and Ethical Issues
Psychological Testing - Personality Assessment
Psychological Testing - Intelligence and Neuropsychological
Cognitive Behavior Therapy
Thesis Development
Clinical Hypnotherapy
Mindfulness and Meditation in Cognitive Behavior Therapy
Alcohol and Chemical Dependency
Mind, Body and Consciousness
Life and Personal Coaching
Health Psychology Practicum
Masters Thesis

Doctor of Psychology (Psy.D.) Courses:

Advanced Research Methods
Psychopathology
Survey of Psychotherapy
Legal and Ethical Issues
Psychopharmacology
Meditation, Hypnosis and Visualization
Mind, Body and Consciousness
Spirituality and Mental Health
Mindfulness and Meditation in Cognitive Behavior Therapy
Life and Personal Coaching
Wellness Coaching
Psychoneuroimmunology
Clinical Hypnotherapy
Health Psychology Practicum
Psychological Testing - Personality Assessment
Psychological Testing - Intelligence and Neuropsychological
Writing and Publication Styles
Mediation and Alternative Dispute Resolution
Final Proposal Development
Final Proposal

CLINICAL GEROPSYCHOLOGY-Master of Arts Courses

Psychopharmacology
Survey of Psychotherapy
Psychopathology
Legal and Ethical Issues
Psychological Testing - Personality Assessment
Cognitive Behavior Therapy with the Elderly
Thesis Development
Research Methods
Dementia and Neuropsychological Disorders
Long-Term Care in the Elderly
Psychology of Aging
Psychology of Death and Dying
Clinical Gerontology Practicum
Masters Thesis

Doctor of Psychology (Psy.D.) Courses:

Psychology of Aging
Psychology of Death and Dying
Advanced Research Methods
Cognitive Behavior Therapy with the Elderly
Dementia and Neuropsychological Disorders
Survey of Psychotherapy
Clinical Geropsychology
Health and Aging
Multicultural Aspects of Aging
Long-Term Care in the Elderly
Psychopharmacology
Legal and Ethical Issues
Psychological Testing - Intelligence and Neuropsychological
Writing and Publication Styles
Clinical Geropsychology Practicum
Final Proposal Development
Final Proposal

PARAPSYCHOLOGY-Master of Arts Courses

Developmental Psychology - Life Span
Survey of Psychotherapy
Psychopathology
Legal and Ethical Issues
Psychological Testing - Personality Assessment
Psychological Testing - Intelligence and Neuropsychological
Cognitive Behavior Therapy
Thesis Development
Mind, Body and Consciousness
Life and Personal Coaching
History of Parapsychology
Parapsychology Practicum
Masters Thesis

Doctor of Psychology (Psy.D.) Courses:

Advanced Research Methods
Psychopathology
Survey of Psychotherapy
Legal and Ethical Issues
Psychopharmacology

Meditation, Hypnosis and Visualization
 Mind, Body and Consciousness
 Spirituality and Mental Health
 Intuition and Psychotherapy
 Past Life Regression Therapy
 Life After Life
 History of Parapsychology
 Remote Viewing
 Research Methods
 Writing and Publication Styles
 Final Proposal Development
 Final Proposal

DOCTOR OF PSYCHOLOGY-SPECIALIZATION IN FORENSIC PSYCHOLOGY

A Doctor of Psychology is offered to persons who have completed their master's degree. The specialization is in Forensic Psychology.

PROGRAM OUTLINE

Advanced Research Methods	PSY 701
Advanced Forensic Psychology	PSY 702
Advanced Legal Writing and Research	PSY 703
Advanced Psychopathology	PSY 704
Survey of Psychotherapy	PSY 705
Legal and Ethical Issues	PSY 706
Family and Civil Law	PSY 707
Current Case Law	PSY 708
Psychological Testing - Personality Assessment	PSY 709
Forensic Psychological Assessment	PSY 711
Final Proposal Development	PSY 712
Expert Witness Testimony	PSY 714
Criminal Behavior and the Legal System	PSY 715
Criminal Law and Investigation	PSY 716
Mediation and Alternative Dispute Resolution	PSY 717
Final Proposal	PSY 720
Forensic Psychology Practicum	PSY 729A
Professional Writing and Publication Styles	PSY 733

DOCTOR OF PSYCHOLOGY-SPECIALIZATION IN HOLISTIC PSYCHOLOGY

A Doctor of Psychology is offered to persons who have completed their master's degree.

PROGRAM OUTLINE

Advanced Research Methods	PSY 701
Advanced Psychopathology	PSY 704
Survey of Psychotherapy	PSY 705
Legal and Ethical Issues	PSY 706
Psychological Testing-Personality Assessment	PSY 709
Final Proposal Development	PSY 712
Mediation and Alternative Dispute Resolution	PSY 717
Final Proposal	PSY 720
Mind, Body and Consciousness	PSY 721

Life and Personal Coaching	PSY 722
Alternative Psychotherapies	PSY 723
Meditation, Hypnosis and Visualization	PSY 724
Parapsychology	PSY 725
Spirituality and Mental Health	PSY 726
Issues in Developmental Psychology (Lifespan)	PSY 727
Psychopharmacology	PSY 728
Holistic Psychology Practicum	PSY 729B
Wellness Coaching	PSY 731
Professional Writing and Publication Styles	PSY 733

DOCTOR OF PSYCHOLOGY-SPECIALIZATION IN CLINICAL PSYCHOLOGY

A Doctor of Psychology is offered to persons who have completed their master's degree. The specialization is in Clinical Psychology.

PROGRAM OUTLINE

Advanced Research Methods	PSY 701
Advanced Psychopathology	PSY 704
Survey of Psychotherapy	PSY 705
Legal and Ethical Issues	PSY 706
Psychological Testing-Personality Assessment	PSY 709
Final Proposal Development	PSY 712
Final Proposal	PSY 720
Mind, Body and Consciousness	PSY 721
Life and Personal Coaching	PSY 722
Meditation, Hypnosis and Visualization	PSY 724
Spirituality and Mental Health	PSY 726
Issues in Developmental Psychology (Lifespan)	PSY 727
Psychopharmacology	PSY 728
Current Clinical Intervention	PSY 732
Applied Psychotherapy - Cognitive Behavior	PSY 731
Professional Writing and Publication Styles	PSY 733

DOCTOR OF PSYCHOLOGY-SPECIALIZATION IN CLINICAL GEROPSYCHOLOGY

A Doctor of Psychology is offered to persons who have completed their master's degree. The specialization is in Clinical Geropsychology.

PROGRAM OUTLINE

Advanced Research Methods	PSY 701
Advanced Psychopathology/DSM-IV	PSY 704
Legal and Ethical Issues	PSY 706
Final Proposal Development	PSY 712
Professional Writing and Publication Styles	PSY 733
Psychology of Aging	PSY 740
Psychology of Death and Dying	PSY 741
Cognitive and Neuropsychological Assessment	PSY 742
Cognitive Behavior Therapy with the Elderly	PSY 743

Dementia and Neuropsychological Disorders	PSY 744
Clinical Geropsychology	PSY 745
Public Policy and the Elderly	PSY 746
Special Topics in Gerontology	PSY 747
Multicultural Aspects of Aging	PSY 748
Long-Term Care and the Elderly	PSY 749
Advanced Research Methods	PSY 701
Final Proposal	PSY 720
Clinical Geropsychology Practicum	PSY 729C
Professional Writing and Publication Style	PSY 733

DOCTOR OF PSYCHOLOGY-SPECIALIZATION IN PARAPSYCHOLOGY

A Doctor of Psychology is offered to persons who have completed their master's degree. The specialization is in Parapsychology.

PROGRAM OUTLINE

Advanced Research Methods	PSY 701
Advanced Psychopathology/DSM-IV	PSY 704
Legal and Ethical Issues	PSY 706
Psychological Testing-Personality Assessment	PSY 709
Final Proposal Development	PSY 712
Final Proposal	PSY 720
Mind, Body and Consciousness	PSY 721
Alternative Psychotherapies	PSY 723
Meditation, Hypnosis and Visualization	PSY 724
Spirituality and Mental Health	PSY 726
Parapsychology Practicum	PSY 729D
Professional Writing and Publication Style	PSY 733
Alien Abductions and UFO's	PSY 790
Past Lives Regression Therapy	PSY 791
Life After Life	PSY 792
History of Parapsychology	PSY 793
Remote Viewing	PSY 794

DOCTOR OF PSYCHOLOGY-SPECIALIZATION IN HEALTH PSYCHOLOGY

A Doctor of Psychology is offered to persons who have completed their master's degree. The specialization is in Health Psychology.

PROGRAM OUTLINE

Advanced Research Methods	PSY 701
Advanced Psychopathology	PSY 704
Survey of Psychotherapy	PSY 705
Legal and Ethical Issues	PSY 706
Psychological Testing - Personality Assessment	PSY 709
Final Proposal Development	PSY 712
Final Proposal	PSY 720
Mind, Body and Consciousness	PSY 721

Life and Personal Coaching	PSY 722
Meditation, Hypnosis and Visualization	PSY 724
Psychopharmacology	PSY 728
Health Psychology Practicum	PSY 729E
Applied Psychotherapy - Cognitive Behavior	PSY 731
Wellness Coaching	PSY760
Professional Writing and Publication Styles	PSY 733
Psychoneuroimmunology	PSY 750
Clinical Hypnotherapy	PSY 752

CERTIFICATE IN FORENSIC PSYCHOLOGY

Requirements - Need a Masters in Psychology or Mental Health, or JD.

Psy 702 Advanced Forensic Psychology, 5 units: The student is introduced to the interrelationship between law and mental health field. Topics include policy issues, as well as an overview of the legal system. There is emphasis on how a forensic psychologist can impact the legal system.

Psy 703, Legal Writing and Research, 5units: This course introduces students to the resources related to conducting legal research. There is a discussion as how to analyze and interpret case law as well as conduct computer or non-computer searches. The course requires the student to write short legal issue paper.

Psy 706, Legal and Ethical Issues 5 units: This course deals with the role of forensic mental health specialists when involved in the legal arena. Ethical conflicts and dilemmas are discussed.

Psy 707, Family Law 5 units: This course covers family law issues such as child custody, divorce, and guardianship.

Psy 708, Current Case Law 5 units: This course covers recent developments in California law, other states, and Federal law with respect to changes in case law in the area of forensic mental health.

Psy 714, Expert Witness testimony, 5 units: The course covers the preparation of psychological reports, dealing with testimony at a deposition and trials. Sample testimony and case examples are presented. There will be mock direct and cross examinations.

In order to obtain credit for each course, a minimum grade of “B” (3.0) is required.

CERTIFICATE IN HOLISTIC PSYCHOLOGY

Requirements- need a Masters in psychology or the mental health field.

Psy 704, Advanced Psychopathology/DSM-IV, 5 units: This course looks at the etiology, diagnosis and treatment of mental disorders throughout the life span using the DSM-IV-TR. The

emphasis is on differential diagnosis and implications for clinical practice.

Psy 717, Meditation, Hypnosis and Visualization, 5 units: This course examines various relaxation approaches and modalities that include meditation, hypnosis and visualization. The history as well as current research is discussed. There is emphasis on treatment of various mental health and physical health issues such as smoking, obesity and emotional trauma.

Psy 721, Mind, Body and Consciousness, 5 units: This course explores the mind-brain dualism. What is the nature of consciousness? Neurobiological correlates of the mind and brain are examined. The question raised is whether computers have a capacity for thought.

Psy 723, Alternative Psychotherapy, 5 units: This course explores a variety of non-traditional psychotherapies. Approaches include NLP, thought field therapy, past life regression, alien abduction therapy, entity de-possession. Research and efficacy implications are examined.

Psy 725, Parapsychology, 5 units: This course traces the history of parapsychology and covers recent research including that of Rupert Sheldrake and Gary Schwartz. Topics include precognition, dreams, synchronicity and extracorporeal influences such as telepathy and communication after death.

Psy 726, Spirituality and Mental Health, 5 units: This course explores the inner connection between spirituality and mental health. What does the research show regarding the effectiveness of prayer on mental or physical illness. What are the healing techniques in various religions? The course will also discuss integrating cognitive behavioral therapy with spirituality.

In order to obtain credit for each course, a minimum grade of “B” (3.0) is required.

BACHELOR OF ARTS COMPLETION IN PSYCHOLOGY

A Bachelor of Arts completion in psychology is offered persons who have completed their AA degree and/or 90 units.

The Bachelor of Arts Degree Completion Program in Psychology includes the following courses:

Introduction to Psychology
Abnormal Psychology
Law and Psychology
Parapsychology
Introduction to Psychology of Aging
Hypnosis and Meditation
Three Approaches to Psychotherapy
Developmental Psychology
Theories of Personality
Careers in Psychology
Introduction to Cognitive Behavioral Approaches
Introduction to Statistics
Introduction to Professional Writing
Special Topics

Independent Study
Seminar in Psychology
Field Placement/Project
Capstone Project

Admission Requirements
2.0 GPA
AA degree and/or 90 units

COURSE DESCRIPTIONS

BACHELOR OF ARTS DEGREE COMPLETION PROGRAM IN PSYCHOLOGY DESCRIPTIONS

PSY 201, **Introduction to Psychology**, (5 units): This course covers the basic areas in the field of psychology including the history, techniques, psychotherapy and current topics.

PSY 202, **Abnormal Psychology**, (5 units): This course covers what is considered abnormal behavior from a scientific and empirical view. The course covers the various symptoms and syndromes of mental illness. Treatment of mental disorders is also covered.

PSY 203, **Law and Psychology**, (5 units): This course covers the interaction of psychology with the legal system. Areas covered include forensic assessment, expert witness testimony and alternative dispute resolution.

PSY 204, **Parapsychology**, (5 units): This course covers the general area of parapsychology including the history. It includes precognition, remote viewing and extrasensory perception.

PSY 205, **Introduction to Psychology of Aging**, (5 units): With the population increasing in age, the study of the elderly has increased importance. This course examines the psychology and sociological aspects of aging.

PSY 206, **Hypnosis and Meditation**, (5 units): Alternative treatment methods such as hypnosis and meditation have a long history. This course examines the utility of hypnosis and meditation in the treatment of emotional disorders.

PSY 207, **Three Approaches to Psychotherapy**, (5 units): This class cover the classic film on Psychotherapy that presents Ellis, Perls and Rogers. The impact and the aftermath are discussed.

PSY 208, **Developmental Psychology**, (5 units): The biological, psychological and sociological issues are covered. Freudian and Piagetian perspectives are discussed.

PSY 209, **Theories of Personality**, (5units): The major personality theories are reviewed. There is a critical analysis of various theories including psychoanalytic, cognitive- behavioral, and humanistic.

PSY 210 **Careers in Psychology**, (5 units): The course has field placement/project. Students will select an appropriate field placement or project in order to gain expertise in the field of psychology. The placement or project may be at a mental health clinic, school, government agency or other suitable location.

PSY 211, **Introduction to Statistics**, (5 units): This course covers the various statistical methods used in social sciences. Implications for research are explored.

PSY 212, **Introduction to Cognitive Behavioral Approaches**, (5 units): This course covers the major cognitive-behavioral therapies REBT(Ellis) Dialectical Behavior Therapy(Linehan), Beck and Meichenbaum.

PSY 213, **Introduction to Professional Writing**, (5 units): This course covers expectations required for term papers, Capstone projects and professional publications.

PSY 214, **Special Topics**, (5 units): This course covers a number of areas of interest that are newsworthy, current and relevant.

PSY 215, **Independent Study**, (5 units): In this course students select a topic of interest that they wish to explore in more depth.

PSY 216, **Seminar in Psychology**, (7.5 units): This course is prerequisite for the Capstone project and field placement. This course will cover the scope of the senior Capstone project as well as identifying future career goals.

PSY 217, **Field Placement**, (7.5 units): Students will select an appropriate field placement in order to gain expertise within the field of psychology. The placement may be at a mental health clinic, school, governmental agency or other suitable location.

PSY 218, **Capstone Project** (10 units): With the guidance of a mentor, the student presents a final paper demonstrating an understanding of a particular topic in the field of psychology.

PSYCHOLOGY COURSE DESCRIPTIONS

PSY 601, **Human Cultural Diversity**, (5 units): Mental health professionals, in many areas may be required to counsel individuals from a wide diversity of cultural and ethnic backgrounds. Cultural diversity will focus on differences involving race, ethnicity, gender, religion, sexual orientation, and socioeconomic status. There is a focus on self-awareness as well as the specific psychotherapeutic approaches that are most beneficial with individuals from a different background.

PSY 602, **Family Therapy**, (5 units): The history of systems therapy and family therapy is traced. Various models and approaches are explored, including Bowen, experiential, structural, strategic and cognitive behavioral approaches. Additionally, solution-focused therapies and narrative aspects will be emphasized.

PSY 603, **Introduction to Research**, (5 units): Basic principles in conducting psychological research will be covered, both from a quantitative and qualitative perspective. Focus is on conducting clinical and/or forensic research.

PSY 604A, **Case Conference/Practicum**, (5 units): Focus is on the practice of psychotherapy. How to initiate therapy and some of the major areas such as confidentiality and avoiding dual relationships will be covered. Case vignettes will be brought in and discussed.

PSY 604B, **Case Conference/Practicum**, (5 units): Focus is on the practice of psychotherapy. How to initiate therapy and some of the major areas such as confidentiality and avoiding dual relationships will be covered. Case vignettes will be brought in and discussed.

PSY 605, **Foundation of Psychotherapy**, (5 units): The basic concepts of the major theoretical orientations are covered, including psychodynamic, behavioral and humanistic. Major focus is on historical background, and examining the strengths and weaknesses of the various approaches.

PSY 606, **Group Counseling**, (5 units): This course covers group dynamics and principles of group therapy, and evaluation of therapeutic effectiveness. Different theoretical approaches are explored.

PSY 607, **Alcohol and Chemical Dependency**, (5 units): Students will learn about the current theories of the etiology of substance abuse, the medical/legal aspects and major treatment approaches to alcoholism and chemical dependency. There will also be a focus on various forensic implications including diversion programs.

PSY 608, **Couples Therapy**, (5 units): The course examines the theory and practice of working with couples. A major focus will be within a cognitive behavioral perspective and systems approaches..

PSY 609, **Sexuality and Sex Therapy**, (5 units): This is introduction to the fundamentals of sexuality and sex therapy when working as a marriage and family therapist.

PSY 610, **Special Topics**, (5 units) This course covers the addition areas required in the Marriage and Family/Personal Counseling track; Human Sexuality, Alcoholism and Chemical Dependency, Aging and Long Term Care, Spousal Abuse, Child Abuse Assessment.

PSY 611, **Final Project**, (15 units) For graduation purposes, the student will be required to write an original research oriented position paper, or a research proposal.

PSY 689, **Career Development**, (5 units). This course examines the interrelationship between career development theories and decision making models. Also examined is the interrelationship between work, family and other environmental factors. There will be an exploration of assessment instruments. Additionally, new technology advances that are germane to career planning is a focus in this class.

PSY 701, **Advanced Research Methods**, (5 units): Basic principles in conducting psychological

research will be covered, both from a quantitative and qualitative perspective. Focus is on conducting clinical and/or forensic research.

PSY 702, **Advanced Forensic Psychology**, (5 units): The student is introduced to the interrelationship between law and mental health field. Topics include policy issues, as well as an overview of the legal system. There is emphasis on how a forensic psychologist can impact the legal system.

PSY 703, **Advanced Legal Writing and Research**, (5 units): This course introduces students to the resources related to conducting legal research. There is a discussion as how to analyze and interpret case law as well as conduct computer or non-computer searches. The course requires the student to write short legal issue paper.

PSY 704, **Advanced Psychopathology/DSM-IV**, (5 units): A look at the etiology, diagnosis and treatment of mental disorders throughout the life span utilizing the DSM-IV. The emphasis will be on differential diagnosis and implication in forensic assessments.

PSY 705, **Survey of Psychotherapy**, (5 units): The course provides an overview of the main psychotherapeutic systems. The focus is on psychoanalysis, humanistic, and cognitive-behavioral. Forensic and research implications are discussed.

PSY 706, **Legal and Ethical Issues**, (5 units): This course covers laws related to mental health practice. Various topics include confidentiality, patient therapist privilege, laws relating to minors, family law, and standard of care issues. There is also focus on the professional ethics as promulgated by the American Psychological Association and other associations. Ethical conflicts and dilemmas are discussed.

PSY 707, **Family Law**, (5 units): This course covers family law issues such as child custody, divorce, and guardianship.

PSY 708, **Current Case Law**, (5 units): This course covers recent developments in State and Federal laws with respect to the implications for forensic psychology, criminal justice and criminology.

PSY 709, **Psychological Testing -Personality Assessment**, (5 units): This course focuses on objective measures of personality and psychopathology, including the MMPI, MCMI and the Beck Inventories. Coverage of projective tests includes the TAT and the Rorschach.

PSY 710, **psychological Testing- Intellectual and Neuropsychological Functioning**, (5 units): This course focuses on assessment of cognitive functioning from infancy through old age. The Wechsler scales are covered as well as assessment for dementia.

PSY 711, **Forensic Psychological Assessment**, (5 units): The focus is on psychometric tools that can be utilized in conducting a medical/legal evaluation in Workers' Compensation cases, personal injury, medical malpractice, probate assessments, competency to stand trial and so on. There will be an emphasis on special tests which are used to assess competency to stand trial as well as malingering.

PSY 712, **Final Project Development**, (10 units): This course assists students in developing a research project or position paper for the final doctoral project. Areas covered will include selecting a project, conducting literature reviews, formulating hypotheses, using appropriate research designs and statistics, analyzing the methodologies used in various studies, and ethical issues with human subjects.

PSY 714, **Expert Witness Testimony**, (5 units): The course deals with testimony at deposition and trials. Legal and ethical issues are covered including when to accept or withdraw from a case. Sample testimony and case examples are presented.

PSY 715, **Criminal Behavior**, (5 units): This course explores the causes of criminal behavior, including biological, cultural and psychological; also covered are the nature and overview of criminal law and case law reflecting psychological and criminal law issues.

PSY 716, **Criminal Law and Investigation**, (5 units): The course focuses on the use of polygraph hypnosis, interviewing children, use of psychics, validity of eyewitness identifications and forensics in the courtroom.

PSY 717, **Mediation and Alternative Dispute Resolution**, (5 units): This course focuses on the legal and ethical implications of alternative dispute resolution in divorce cases, personal injury and in the business arena.

PSY 720 **Final Project** , (15 units): For graduation purposes, the student will be required to write an original research proposal . There will be subjects, apparatus and procedures as well as proposed strengths and weaknesses of the project. If a position paper is written, it will be research oriented.

PSY 721, **Mind, Body and Consciousness**, (5 units): This course explores the mind-brain dualism. What is the nature of consciousness? Neurobiological correlates of the mind and brain are examined. One question raised is whether computers have a capacity for thought.

PSY 722, **Life and Personal Coaching**, (5 units): This course is an introduction to life and personal coaching. The topics include psychotherapy vs. coaching and legal and ethical issues for the practicing clinician. The various models of life and personal coaching are discussed. The personal coach as a change agent is reviewed. Implications for consulting with individuals and businesses are covered.

PSY 723, **Alternative Psychotherapies**, (5 units): This course explores a variety of non-traditional psychotherapies. Approaches include NLP, thought field therapy, past life regression, alien abduction therapy, entity de-possession. Research and efficacy implications are examined.

PSY 724, **Meditation, Hypnosis and Visualization**, (5 units): This course examines various relaxation approaches and modalities that include meditation, hypnosis and visualization. The history as well as current research is discussed. There is emphasis on treatment of various mental health and physical health issues such as smoking, obesity and emotional trauma.

PSY 725, **Parapsychology**, (5 units): This course traces the history of parapsychology and covers recent research including that of Rupert Sheldrake and Gary Schwartz. Topics include

precognition, dreams, synchronicity and extracorporeal influences such as telepathy and communication after death.

PSY 726, **Spirituality and Mental Health**, (5 units): This course explores the inner connection between spirituality and mental health. What does the research show regarding the effectiveness of prayer on mental or physical illness? What are the healing techniques in various religions? The course will also discuss integrating cognitive behavioral therapy with spirituality.

PSY 727, **Issues in Developmental Psychology (Lifespan)**, (5 units): Biological, psychological and sexual development over a lifespan will be covered. There will be special focus on aging and aspects of gerontology. Development from a Freudian as well as Piagetian perspective and other major theorists will be covered. Personality, intellectual functioning and perceptual processes as well as learning will be covered across the lifespan.

PSY 728, **Psychopharmacology**, (5 units): This course covers the various psychotropic medications that are administered with respect to the various psychodiagnoses that are covered in the course on psychopathology. Issues covered include side effects and referrals to medical practitioners.

PSY 729A, **Forensic Psychology Practicum** (5 units): This course provides a supervised and mentoring training experience in the area of forensic psychology. It provides hands-on experience. The field activities should be consistent with one's area of expertise and interest. A total of 110 hours is required within the one quarter time frame.

PSY 729B, **Holistic Psychology Practicum** (5 units): This course provides a supervised and mentoring training experience in the area of holistic psychology. It provides hands-on experience. The field activities should be consistent with one's area of expertise and interest. A total of 110 hours is required within the one quarter time frame.

PSY 729C, **Geropsychology Psychology Practicum** (5 units): This course provides a supervised and mentoring training experience in the area of geropsychology. It provides hands-on experience. The field activities should be consistent with one's area of expertise and interest. A total of 110 hours is required within the one quarter time frame.

PSY 729D, **Parapsychology Practicum** (5 units): This course provides a supervised and mentoring training experience in the area of parapsychology. It provides hands-on experience. The field activities should be consistent with one's area of expertise and interest. A total of 110 hours is required within the one quarter time frame.

PSY 729E, **Health Psychology Practicum** (5 units): This course provides a supervised and mentoring training experience in the area of health psychology. It provides hands-on experience. The field activities should be consistent with one's area of expertise and interest. A total of 110 hours is required within the one quarter time frame.

PSY 731, **Applied Cognitive Behavior Therapy**, (5 units): This focuses on the psychotherapeutic approaches of Ellis and Beck and other cognitive behavior therapists. The basic tenets of cognitive behavior therapy are discussed as it applies to a variety of populations.

PSY 732, **Current Clinical Interventions**, (5 units): The course explores a variety of clinical

interventions including traditional as well as non-traditional ones. Theoretical approaches covered include psychoanalytic, grief therapy and goal directed therapies.

PSY 733, Professional Writing and Publication Styles, (5 units): This course focuses on writing in a professional and consistent style with an emphasis on developing a research protocol. It will assist in completion of the doctoral research proposal. There will be an examination of the various writing manuals including the American Psychological Association and the American Sociological Association.

PSY 740, Psychology of Aging, (5 units): This course covers perceptual and cognitive changes and mental health issues in the elderly. There is an examination of research designs and empirical research.

PSY 741, Psychology of Death and Dying, (5 units): This course covers psychological aspects involved in death and dying in American culture. Cross-cultural implications are also discussed. Topics will include grief counseling as well as euthanasia.

PSY 742, Cognitive and Neuropsychological Assessment, (5 units): This course covers the psychological tools that measure age changes in cognitive and neuropsychological functioning in the elderly. Standardized tests such as the Halstead-Reitan and the Luria-Nebraska are examined.

PSY 743, Cognitive Behavior Therapy with the Elderly, (5 units): This course covers cognitive therapy including several models such as Beck and Ellis. Integration of CBT with other approaches is examined.

PSY 744, Dementia and Neuropsychological Disorders (5 units): This course covers the range of cognitive disorders including dementia. It focuses on differential diagnosis between depression, functional disorders and Alzheimer's.

PSY 745, Clinical Geropsychology, (5 units): This course covers psychotherapeutic treatment that deals with mental disorders in the elderly. The course focuses on clinical assessment and intervention strategies that deal with the elderly and their family.

PSY 746, Public Policy and the Elderly, (5 units): This course discusses government policies dealing with the elderly such as Medicare, Social Security, healthcare and housing. The course also covers issues related to demographics and retirement.

PSY 747, Special Topics in Gerontology, (5 units): This course covers a variety of special topics in gerontology including intergenerational issues, elderly abuse and neglect, extension of the life span, legal and forensic areas.

PSY 748, Multicultural Aspects of Aging, (5 units): This course examines gerontological issues within a multicultural context. Topics include healthcare and support systems.

PSY 749, Long-Term Care and the Elderly, (5 units): This course discusses long-term care options in the private and public sector. Housing issues and community based programs are

covered.

PSY 750, Psychoneuroimmunology (5 units): This course examines the interrelationship between the psychological and neurological factors on the immune system. At issue is how the mind and one's mental outlook affects and interacts with various bodily organs.

PSY 752, Clinical Hypnotherapy (5 units): The student is introduced to the basic tenets of taking notes, including trace induction and post-hypnotic suggestion. Indications and contraindications are discussed.

PSY 760 Wellness Coaching (5 units): Wellness coaching includes discussions of lifestyle, quality of life and focuses on coaching to achieve balance in all areas of life.

PSY 761 Independent Study (5 units): Students can select a research topic or position paper on a guided basis. This can include a particular area that they wish to explore in more depth and/or as a prelude to a Final Project.

PSY 790, Alien Abductions and UFO's , (5 units): This course examines the veridicality of alien abductions. There is an evaluation of the explanations of such abductions including extracorporeal influences and time distortion.

PSY 791, Past Lives Regression Therapy, (5 units): This course the reality and existence of past lives as well as the implications or clinical practice.

PSY 792, Life After Life, (5 units): This course examines the possibility of the existence of an afterlife. It focuses on the evidence that emanates from controlled experiments.

PSY 793, History of Parapsychology, (5 units): This course covers the scope of what is considered parapsychology. Coverage includes Psi phenomenon, telepathy and poltergeists. There is a review of the attempts to develop a scientific approach to the assessment of parapsychological phenomenon.

PSY 794, Remote Viewing, (5 units): This course examines the possibility of remote distance viewing. The theoretical and scientific underpinning of remote viewing is discussed.

Psy 795, Special Topics in Forensic Psychology. (5 units): This course explores a variety of issues including criminal behavior, child custody evaluations, trial and jury consulting, careers in forensic psychology.

MASTER OF ARTS IN HOLISTIC LIFE COUNSELING

Masters program offers a specialization in Holistic Life Counseling.

Legal and Ethical Issues	HLC 501
Introduction to Life Coaching	HLC 502
Hypnosis and Meditation	HLC 503
Initiating a Life and Personal Coaching Practice	HLC 504

Coaching Practicum	HLC 505
Relationship Coaching	HLC 506
Business and Executive Coaching	HLC 507
Holistic Divorce Coaching	HLC 508
Brief Solution Coaching Techniques	HLC 509
Wellness Coaching	HLC 510
Transpersonal Life Coaching	HLC 511
Master's Thesis/Project	HLC 512

HOLISTIC LIFE COACHING COURSES

HLC 501, **Legal and Ethical Issues**, (5 units): This course covers the legal and ethical issues related to the legal and ethical issues related to the practice of life and personal coaching. Topics include confidentiality, scope of practice and comparisons between coaching and psychotherapy.

HLC 502, **Introduction to Life Coaching**, (5 units): This courses introduces the student to the field of life and personal coaching. The various models of life and personal coaching are discussed, considering the personal coach as a change agent. Implications for consulting with individuals and businesses are covered.

HLC 503, **Hypnosis and Meditation**, (5 units): This course examines various relaxation approaches and modalities that include hypnosis and meditation. Theoretical models and current research is discussed.

HLC 504, **Initiating a Life and Personal Coaching Practice**, (5 units): This course discusses selecting a specialty and your scope of practice. Topics include record keeping and informing your audience about what you do.

HLC 505, **Coaching Practicum**, (10 units): This course allows the student to gain hands-on experience in the coaching profession.

HLC 506, **Relationship Coaching**, (5 units): This course involves improving communication and assisting singles and couples in achieving relationship goals.

HLC 507, **Business and Executive Coaching**, (5 units): This course assists all levels of management develops leadership skills and makes effective interventions in organizational behavior.

HLC 508, **Holistic Divorce Coaching**, (5 units): Holistic Divorce Coaching is a collaborative process that assists couples in reaching a mutually agreeable resolution. The aim is to avoid litigation.

HLC 509, **Brief Solution Coaching Techniques**, (5 units): This course examines various brief solution techniques within the context of life coaching. Various strategies are explored including intentionality and positive thinking.

HLC 510, **Wellness Coaching**, (5 units): Wellness coaching includes discussions of lifestyle, quality of life and focuses on coaching to achieve balance in all areas of life.

HLC 511, **Transpersonal Life Coaching**, (5 units): This course deals with high functioning persons who want to maximize their potential. Spiritual, social, psychological and physical dynamics are discussed.

HLC 512, **Master's Thesis Project**, (5units): Each student will present a thesis project that demonstrates expertise in the area Holistic Life Coaching