

**EISNER INSTITUTE
FOR
PROFESSIONAL STUDIES**

**16133 Ventura Boulevard, Suite 700
Encino, California 91436
www.eisnerinstitute.org
818/380-0185 Telephone**

Institutional Catalog
2012

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, spiritual psychology, alternative psychotherapies and marriage and family therapy, and licensed professional clinical counseling. It is the goal at the Eisner Institute to provide a learning environment that is targeted 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 a total Distance Learning education program. EIPS is approved to offer Masters of Arts (MA) degree that meets the requirements for licensure as a Marriage and Family Therapist (MFT) and a Licensed Professional Clinical Counselor(LPCC.)

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 of Psychology (Psy.D) must be completed in four years.

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	\$210	\$18,900
	Books	<u>\$ 1,400 (estimate)</u>
	Total Program Charges	\$20,300

Masters of Arts (M.A) MFT/LPCC

90	\$210	\$18,900
	Books	<u>\$ 1,400 (estimate)</u>
	Total Program Charges	\$20,300

Doctor of Psychology in Forensic, Clinical, Health, Holistic, Spiritual Psychology Parapsychology ,Clinical Geropsychology and Alternative Psychotherapies:

Quarter Units	Price Per Unit	Total Program Tuition
90	\$210	\$ 18,900
	Books	<u>\$ 1,400 (estimate)</u>
	Total Program Charges	\$20,300

CERTIFICATE PROGRAM

Certificate in Forensic Psychology or Holistic Psychology

Quarter Units	Price Per Unit	Total Program Tuition
30	\$210	\$ 6300
	Books	<u>\$ 600(estimate)</u>
TOTAL PROGRAM CHARGES		\$ 6900

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	\$ 15
Change of Status (Withdrawal, Majors etc.)	\$ 50
STRF Assessment	\$2.50 per \$1000 of Tuition(CA Residents)

Tuition remains the same for two years

EIPS does not participate in Federal or State financial aid programs.

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
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
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 tuition paid by the per-lesson charge (number 3, 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.

Financial Aid: Eisner Institute for Professional Studies does not offer State or Federal Aid.

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 Education.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or completing a complaint form which can be obtained on the Bureau's internet web site www.bppe.ca.gov.

LEAVES OF ABSENCE

Should circumstances be such that a leave of absence is 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 their sole discretion, dismiss a student from the program and issue 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/DISMISSAL

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. A student generally may not be on probation for more than two successive or non-successive quarters. 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.

Academic misconduct including but not limited to plagiarism or falsification of credentials that is serious or egregious may lead not only to probation or suspension but also to dismissal. Students may file and Appeal to be heard by a committee of two faculty. If the appeal is denied, it then goes to the Dean, for final adjudication.

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

Notice Concerning Transferability of Units and Degrees Earned at our School. Units or credits you earn in any of our programs are not necessarily transferable to any other college or university. In addition, if you earn a degree, diploma, or certificate in one of our programs, it may or may not serve as a basis for obtaining a higher level degree at another college or university. Thus, there is no automatic guarantee of transferability of credits or degrees.

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

The transferability of credits you earn at Eisner Institute for Professional Studies is at the complete discretion of an institution you may seek to transfer. Acceptance of a degree, diploma or certificate you earn at EIPS is also at the complete discretion of the institution to which you may seek to transfer. If the credits, degree, diploma or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending EIPS to determine if your credits or degree, diploma or certificate will transfer.

Notice of transferring units to our School. For a Masters Student a total of 15 quarter units may be transferred from an accepted school For a Doctoral student no more than 45 quarter units may be transferred to our School.

Experiential learning or field experience. Eisner Institute for Professional Studies does not award credit for experiential learning or field experience.

GRADES & STANDARDS FOR STUDENT ACHIEVEMENT-SATISFACTORY PROGRESS

Grades are awarded on a traditional A, A-, B+, B, B- to F system. The minimum passing grade is a C. 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
APP	Final Project(4 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 and Master's degrees must be completed within four years from the date of enrollment. Students who are 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, be linked to other students via the class web site which will be established by the university.

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 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 law. 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.

We 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. As stated below students are subject to dismissal for breaches of security, for any inappropriate or unethical conduct or for any act of academic dishonesty. If expelled, there is no monetary refund.

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 Postsecondary Education. Any questions that a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400 Sacramento, CA 95833, www.bppe.ca.gov, toll free telephone number (888) 370-7589 or by fax (916)263-1897.

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 Master's program offers a specialization in Marriage and Family Therapy

The Marriage and Family Track requires 90 quarters units for completion. There are two practica that must be completed, as well as a Final Project.

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 A & B	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 Capstone Project	PSY 611

The list of courses and core content that meets the statutory requirements for licensure are as follows:

Counseling and Psychotherapeutic Theories and Techniques

- Psy 605 Foundation of Psychotherapy
- Psy731 Applied Psychotherapy-Cognitive Behavioral
- Psy 606 Group Counseling
- Psy 727 Developmental Psychology-Life Span

Supervised Clinical Placement

- Psy604a Practicum 1
- Psy604b Practicum 11

Human Growth and Development Across the Life Span

- Psy 704 Psychopathology
- Psy 727 Issues in Developmental Psychology

Group Counseling Theories and Techniques

Psy 606 Group Counseling

Assessment Appraisal and Testing of Individuals

Psy 709 Psychological Testing-Personality Assessment

Multicultural Counseling Theories and Techniques

Psy 601 Human Cultural Diversity

Instruction in Diagnosis, Assessment, Prognosis and Treatment of Mental disorders

Psy 704 Psychopathology

Psy 605 Foundations of Psychotherapy

Psy 731 Applied Psychotherapy Cognitive Behavioral

Psy 709 Psychological Testing

Psy728 Psychopharmacology

Instruction in Developmental Issues from Infancy to Old age

Psy 727 Developmental Psychology-Life span

Special Topics Business and Professions Code Section 4980.36(d)(2) (C)

Psy 706 Legal and Ethical issues

Psy 727 Developmental Psychology Life span

Psy 601 Human Cultural Diversity

Psy 610 Special Topics

Research and Evaluation

Psy 603 Introduction to Research

Professional Orientation, Ethics and Law in Counseling

Cultural Diversity

Psy 609 Human Cultural Diversity

Multicultural and Cross cultural interaction and incorporation into the psychotherapeutic Process

Psy 601 Human Cultural Diversity

Psy 709 Psychological assessment

Effect of Socioeconomic Status

Psy 727 Developmental Psychology-Life span

Instruction about Resilience including Trauma

Psy 612 Family Therapy

Psy 731 Applied Psychotherapy-Cognitive Behavioral

Human Sexuality

Psy 609 Sexuality and Ex therapy

Substance Abuse

Psy 607 Alcohol and Chemical Dependence
Psy728 Psychopharmacology

Law and Ethics

Psy707 Legal and Ethical Issues

Case Management and Related Issues

Psy 610 Special Topics
Psy 731 Applied Psychotherapy-Cognitive Behavioral
Psy 602 Family Therapy
Psy 727 Developmental Psychology-Life Span

Additional Coursework

Alcoholism and other Chemical Substance Dependency

Psy 607 Alcohol and chemical Dependency

Human Sexuality

Psy 609 Sexuality and Sex therapy
Psy 610 Special topics

Spousal or Partner Abuse

Psy 610 Special Topics

California Laws and Professional Ethics

Psy 706 Legal and Ethical Issues

Aging and Long Term Care

Psy 727 Issues in Developmental Psychology (Life-span)
Psy 610 Special Topics

Crisis or Trauma Counseling

Psy 610 Special Topics

MASTER OF ARTS IN PSYCHOLOGY LPCC TRACK

This Master's program offers a specialization in professional counseling.

The Licensed Professional Clinical Counseling Track requires 90 quarters units for completion. There are two practica that must be completed, as well as a Final Project.

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
Life and Personal Coaching	PSY 722
Group Counseling	PSY 606
Final Capstone Project	PSY 611

The list of courses and core content that meets the statutory requirements for licensure are as follows:

Counseling and Psychotherapeutic Theories and Techniques

Psy 605 Foundation of Psychotherapy

Human Growth and Development Across the Life Span

Psy 704 Psychopathology

Psy 727 Issues in Developmental Psychology

Supervised Clinical Placement

Psy 604a Practicum I

Psy 604b Practicum II

Career Development theories and Techniques

Psy 689 Career Development

Group Counseling Theories and Techniques

Psy 606 Group Counseling

Assessment Appraisal and Testing of Individuals
Psy 709 Psychological Testing- Personality Assessment

Multicultural Counseling Theories and Techniques
Psy 601 Human Cultural Diversity

Principles of the Diagnostic Process
Psy 704 Psychopathology

Research and Evaluation
Psy 603 Introduction to Research

Professional Orientation, Ethics and Law in Counseling

Additional Coursework

Alcoholism and other Chemical Substance Dependency
Psy 607 Alcohol and Chemical Dependency

Human Sexuality
Psy 609 Sexuality and Sex Therapy
Psy 610 Special Topics

Spousal or Partner Abuse
Psy 610 Special Topics

California Laws and Professional Ethics
Psy 706 Legal and Ethical Issues

Aging and Long Term Care
Psy 727 Issues in Developmental Psychology (Life-span)
Psy 610 Special Topics

Crisis or Trauma Counseling
Psy 610 Special Topics

MASTER OF ARTS PSYCHOLOGY PROGRAM

Master of Arts – All program require 90 quarter units and a Final Project

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
Research Methods
Final Project Development
Alcohol and Chemical Dependency
Masters Project
Electives

Clinical Psychology- Master of Arts Courses:

Developmental Psychology - Life Span
Survey of Psychotherapy
Psychopathology
Legal and Ethical Issues
Research Methods
Psychological Testing - Personality Assessment
Psychological Testing - Intelligence and Neuropsychological
Cognitive Behavior Therapy
Final Project Development
Alcohol and Chemical Dependency
Mind, Body and Consciousness
Life and Personal Coaching
Masters Project
Electives

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
Final Project Development
Alcohol and Chemical Dependency
Mind, Body and Consciousness
Wellness Coaching
Life and Personal Coaching
Masters Project
Electives

Health Psychology- Master of Arts Courses:

Developmental Psychology - Life Span
Survey of Psychotherapy
Psychopathology
Legal and Ethical Issues
Research Methods
Psychological Testing - Personality Assessment
Psychological Testing - Intelligence and Neuropsychological
Cognitive Behavior Therapy
Final Project Development
Alcohol and Chemical Dependency
Mind, Body and Consciousness
Life and Personal Coaching
Masters Project
Electives

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
Final Project 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 Project
Electives

Spiritual Psychology- Master of Arts Courses:

Research Methods
Survey of Psychotherapy
Psychopathology
Personality Testing- Objective Measures
Mind, Body and Consciousness
Meditation, Hypnosis and visualization
Issues in Life Span Development
Alternative therapies
Life after Life
Final Project Development
Energy Psychology
Past Lives Therapy
Spiritual Psychology Practicum
Masters Project

DOCTOR OF PSYCHOLOGY-SPECIALIZATION IN FORENSIC PSYCHOLOGY

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

All Psy.D. programs require 90 quarter units and a Final Project

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 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
Mediation and Alternative Dispute Resolution	PSY 717
Final Proposal	PSY 720
Issues in Developmental Psychology (Lifespan)	PSY 727
Professional Writing and Publication Styles	PSY 733

CERTIFICATE IN FORENSIC PSYCHOLOGY

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

Psy 702, Advanced Forensic Psychology
Psy 703, Legal Writing and Research
Psy 706, Legal and Ethical Issues
Psy 707, Family Law
Psy 708, Current Case Law
Psy 714, Expert Witness testimony

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

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
Psychological Testing- Intelligence	PSY 710
Final Proposal Development/Research Methods	PSY 712
Final Proposal	PSY 720
Mind, Body and Consciousness	PSY 721
Wellness Coaching	PSY 760

Meditation, Hypnosis and Visualization	PSY 724
Spirituality and Mental Health	PSY 726
Issues in Developmental Psychology (Lifespan)	PSY 727
Psychopharmacology	PSY 728
Professional Writing and Publication Styles	PSY 733

CERTIFICATE IN HOLISTIC PSYCHOLOGY

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

- Psy 704, Advanced Psychopathology/DSM-IV
- Psy 717, Meditation, Hypnosis and Visualization
- Psy 721, Mind, Body and Consciousness
- Psy 723, Alternative Psychotherapy
- Psy 726, Spirituality and Mental Health
- Psy 781, Intuitive Counseling

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

DOCTOR OF PSYCHOLOGY-SPECIALIZATION IN CLINICAL 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
Psychological Testing-Intelligence/neuropsychological	PSY710
Final Proposal Development/ Research Methods	PSY 712
Final Capstone 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
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.

PROGRAM OUTLINE

Advanced Research Methods	PSY 701
Advanced Psychopathology/DSM-IV	PSY 704
Legal and Ethical Issues	PSY 706
Psychological Testing- Objective	PSY 709

Psychological Testing- Intelligence	PSY 710
Final Proposal Development/Research Methods	PSY 712
Professional Writing and Publication Styles	PSY 733
Psychology of Aging	PSY 740
Psychology of Death and Dying	PSY 741
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 Capstone Proposal	PSY 720
Professional Writing and Publication Style	PSY 733

DOCTOR OF PSYCHOLOGY-SPECIALIZATION IN ALTERNATIVE THERAPIES

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

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/ Research Methods	PSY 712
Final Capstone Project	PSY 720
Mind, Body and Consciousness	PSY 721
Alternative Psychotherapies	PSY 723
Meditation, Hypnosis and Visualization	PSY 724
Spirituality and Mental Health	PSY 726
Professional Writing and Publication Style	PSY 733
Intuitive Counseling	PSY 781
Energy Psychology	PSY 782
Past Lives Regression Therapy	PSY 791
Life After Life	PSY 792

DOCTOR OF PSYCHOLOGY-SPECIALIZATION IN HEALTH 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
Psychological Testing-Intelligence/neuropsychological	PSY 710
Final Project Development/Research Methods	PSY 712
Final Capstone Project	PSY 720
Mind, Body and Consciousness	PSY 721
Life and Personal Coaching	PSY 722
Meditation, Hypnosis and Visualization	PSY 724
Issues in Developmental Psychology (Lifespan)	PSY 727

Psychopharmacology	PSY 728
Applied Psychotherapy - Cognitive Behavior	PSY 731
Professional Writing and Publication Styles	PSY 733
Psychoneuroimmunology	PSY 750
Wellness Coaching	PSY 760

DOCTOR OF PSYCHOLOGY-SPECIALIZATION IN SPIRITUAL PSYCHOLOGY

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

PROGRAM OUTLINE

Advanced Research Methods	PSY 701
Psychopathology	PSY 704
Survey of Psychotherapy	PSY 705
Legal and Ethical Issues	PSY 706
Personality Testing- Objective Measures	PSY 709
Mind, Body and Consciousness	PSY 721
Life and Personal Coaching	PSY 722
Meditation, Hypnosis, and Visualization	PSY 724
Issues in Developmental Psychology (Lifespan)	PSY 727
Writing and Publication Styles	PSY 733
Past Lives Therapy	PSY 791
Intuitive Counseling	PSY 781
Energy Psychology	PSY 782
Alternative Therapies	PSY 723
Final Project Development/Research Methods	PSY 712
Final Capstone Project	PSY 720

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 additional 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 690, **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. APA writing styles is included in this course.

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 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 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 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 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 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 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 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 essential the current literature in psychoneuroimmunology. Research methods and empirical finding are presented. Topics include the relationship of psychosocial factors to the immune system.

PSY 760, **Wellness Coaching**, (5 units): this course cover optimizing health from a coaching and personal growth perspective. Topics covered include weight reduction and dieting, exercise and promoting healthy behaviors.

PSY 781, **Intuitive Counseling**, (5 units): This course explores healing that transcends general understanding. Symbols and dreams are examined. This is a unique approach to therapy that combines instinctual knowledge and unconventional wisdom.

PSY 782, **Energy Psychology**, (5 units): This courses focuses on the basic foundation and therapies described as energy psychology. There is an examination of the research regarding the efficacy and validity of the various modalities.

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

FACULTY

Dr. Amy Bandera, Psy.D.

Dr. Amy Bandera, Psy.D. is a licensed psychologist with a private practice in forensic psychology and psychological assessment. She teaches doctoral level course in assessment, forensic psychology, groups, and psychoanalytic theory at universities and private graduate school programs throughout California. Dr. Bandera has specialized training in expert witness testimony, expert witness opinion drafting, and the use of the Rorschach in forensic settings.

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.

Federico C. Grosso, D.D.S., Ph.D., MFT.

Dr. Grosso is a licensed marriage and family therapist in private practice in Santa Barbara , CA . He is also a board-certified pediatric dentist. He is an academician consultant and lecturer throughout California in the area of legal and ethical guidelines for marriage and family therapists, clinical social workers, alcoholism and drug abuse counselors and certified addiction treatment specialists. He has served as an expert witness in malpractice and administrative actions and provides consultation to attorneys. Dr. Grosso is currently an official lecturer for the California Chapter of the National Association of Social Workers. He regularly teaches law and ethics and a variety of other courses throughout California.

Deborah Hale, Esq.

Deborah Hale is a 1982 graduate of Valparaiso University with a B.S. in business administration. She completed her legal education at Valparaiso University School of Law where she was recognized for the highest academic achievement in Land Transfer as well as acting as an instructor in legal writing. Since 1985 Ms. Hale has practiced law in California primarily in the areas of family, juvenile and criminal law. Since 1996 Ms. Hale represented abused and neglected children in juvenile dependency cases. Presently she is employed as a Senior Deputy County Counsel with the Los Angeles County Counsel's office. Ms. Hale actively represents the Department of Children and Family Services in both trial and appellate courts. On behalf of her office Ms. Hale participates in the Domestic Violence Death Review Committee for Los Angeles County. This multi-disciplinary committee reviews domestic violence cases that have resulted in

death in order to recommend system-wide changes. She is the author of 10 appellate briefs including the published case of *In re Aalyah R.*

Claudia Kohner, Ph.D.

Claudia Kohner, Ph.D., is a licensed psychologist in California. She received her doctorate in clinical psychology in 1998 from the California School of Professional Psychology, San Diego.

Prior to pursuing graduate study, she worked in publishing houses in New York City for more than a decade. She has combined her editorial and psychology backgrounds in various ways. For more than 15 years, she has been a freelance editor who specializes in psychoanalytic manuscripts. She is an instructor at another graduate clinical program, where she teaches a writing course and courses that support students on their doctoral projects. She is the program evaluator for a parent-infant support program for at-risk children. She has written and produced an illustrated book for young children and the adults who take care of them that is grounded in psychological theory. The book, entitled "IntroDUCkTion to Very, Very Big Feelings", is a tool to help adults respond to young children's out-of-control behavior in ways that promote emotional development. She hopes that she will inspire students at the Eisner Institute to apply their education to helping others through clear thought and the written word.

Sydney Barbara Metrick, Ph.D.

Sydney Metrick received her Bachelor's Degree from Antioch University, her Master's Degree from John F. Kennedy and her Doctorate from the National Institute of Expressive Therapy. Dr. Metrick has been an assistant professor of psychology at Lincoln University. Currently she designs, coordinates and facilitates classes, trainings and community based programs. She has published several books and many articles on using creative expression and ceremony to celebrate or support rites of passage. Her books include *The Art of Ritual*, *I Do* and *Crossing the Bridge*.

Nicole Willett, J.D.

Nicole Willett graduated from Miami University with a bachelor's degree in political science and sociology. She earned her Juris Doctorate (JD) from New York Law School where she was an editor for the *Journal of Human Rights* as well as an Executive Editor of the Moot Court Association. After graduation she was admitted to the New York State Bar where she practiced for the Manhattan District Attorney's Office and the New York City Police Department. After working in California she spent a year studying at the Institute for Psycho-Structural Balancing as well as with Polarity Healing Artisan in Topanga, CA.

Brian Zeiden, J.D. M.A.

Brian Zeiden is a graduate from the UC Hastings College of Law. He has practiced in family law, insurance defense litigation and public benefits/administrative law. Brian has drafted documents including child custody and support issues. He has experience in cross examining mental health experts. Brian has received a M.A. in Religious Studies from U.C. Santa Barbara where he has taught courses on American Legal theory in the Law and Society program.

Richard Zimmer, Ph.D.

Richard Zimmer, Ph.D., is a clinical psychologist in practice in Santa Rosa, California. He works with a variety of clients, including the developmentally disabled and people with Asperger's. He recently retired from Sonoma State University, where he taught in an interdisciplinary program and in many other departments. He also has a PhD in Anthropology. He has taught US History and politics as well as criminal justice, among other courses.