



# **Student Handbook 2011-2012**

**Master of Arts In Psychology  
Depth Psychology Emphasis**

**Sonoma State University**

## 2011-12 Academic Calendar

Check the Academic Calendar online for the most current dates and deadlines:

[www.sonoma.edu/admissions/calendars/](http://www.sonoma.edu/admissions/calendars/)

8/21	Opening orientation
8/25	Classes begin
9/5	Labor Day holiday (University closed)
9/15	Deadline to submit Graduation Application for December 2011 graduation
9/1	APA workshop, 1 <sup>st</sup> and 2 <sup>nd</sup> year students
9/17	Public Programs in Depth Psychology, Barrie Spector, Stevenson 1002
10/8	Public Programs in Depth Psychology, Maria Chiaia, Art 108
11/11	Veteran's Day, campus closed
11/13	Public Programs in Depth Psychology, Maureen Murdock, Art 108
11/23-25	Thanksgiving holiday
12/9	End-of-Year Potluck Celebration
12/16	Last day of classes
12/23 - 1/2	Winter Holiday (campus closed)
1/19	Classes begin
2/12	Public Programs in Depth Psychology, Bill Plotkin
2/15	Deadline to submit Graduation Application for May 2012 graduation
3/26-30	Spring Break
3/31	Cesar Chavez Day, campus closed
4/1	Deadline to submit Graduation Application for August 2012 graduation
5/10	Thesis Evening
5/11	Last day of classes
5/12	Graduation

## M.A. in Psychology, Depth Psychology Directory

### Depth Psychology Emphasis & Psychology Department

Laurel McCabe, Coordinator. Stev 3092A, 664-2130 [laurel.mccabe@sonoma.edu](mailto:laurel.mccabe@sonoma.edu)  
Geri Olson, Psychology Department Chair. Stev 3092D, 664-2265 [olsong@sonoma.edu](mailto:olsong@sonoma.edu)  
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### Office of Extended Education Stevenson 1012, 664-2394

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### Graduate Thesis Review Committee Stevenson 1041

Elaine Sundberg, Dean of Graduate Studies. 664-2215 [elaine.sundberg@sonoma.edu](mailto:elaine.sundberg@sonoma.edu)  
David Hartranft, Administrative Coordinator. 664-2237 [david.hartranft@sonoma.edu](mailto:david.hartranft@sonoma.edu)

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## Psychology Department & Sonoma State University Information

The Psychology department is located in Stevenson Hall 3092, and the Master's classes will usually be close to this office. The office of the program Coordinator, Laurel McCabe, is in Stevenson 3092A. You can direct questions about coursework, academic expectations and requirements, classes, and program content to the program Coordinator. Stevenson 3092 also houses the Psychology Department chair, Dr. Geri Olson, and the undergraduate administrative staff, Janet Henker and Mary Hanson.

The Master's Program in Psychology is run by the Psychology Department and is administered through Special Sessions in the School of Extended Education. This arrangement enables the Psychology Department to offer its graduate program despite the financial constraints of the California State University (CSU) System. Questions about university forms, university deadlines and paperwork are addressed to the Graduate Administrative Specialist, Karen Fischer in the office of Extended Education, Stevenson 1012 ([karen.fischer@sonoma.edu](mailto:karen.fischer@sonoma.edu), phone 664-2682).

### Student ID & Library Cards

New Student (First-Year) Procedure:

1. Appear in person at Seawolf Service Center located in Salazar Hall on the ground floor. Doors are open M-Th 9am-7pm, Friday 9am-5pm.
2. Tell the person at the desk that you are a **Special Sessions** graduate student and that you need a photo identification card. You must be registered for classes to receive one.
3. Present a photo ID such as a driver's license (photo credit cards are not acceptable).
4. Your photo identification card is prepared immediately.
5. Barcode for library usage is printed on back of the card.
6. You will need a library PIN to use the library website online. Go to Schulz Information Center (aka the library) main desk to get your PIN.
7. If your card is *without* a **barcode**, take your photo ID to the Schulz Information Center (Library) main desk to obtain your library barcode.
8. As the barcode only provides limited borrowing privileges, we encourage students to obtain the CSU Extended University Program library card. It was formatted by the CSU Chancellor's Office so that students can borrow materials from any State University. See the Graduate Administrative Specialist for how to obtain this.

Returning Student (Second-Year) Procedure:

1. If you did not obtain a photo ID card during your first year, refer to the above first-year student procedure.
2. If you did not obtain a **barcode** for library use during your first-year, go to the library to do so.
3. If you do not have a CSU library card, go to the Extended Education office or see Karen, the Graduate Administrative Specialist in Stevenson 1012.

### Student Mail

**Depth Psychology** program announcements about academic deadlines, program information, speakers, etc. are sent via email. Make sure the Graduate Administrative Specialist has your current email address (these don't need to be seawolf.sonoma.edu accounts).

**University** email accounts (@seawolf.sonoma.edu) are the official avenue for University notices; make sure you have one to receive University notices on everything from financial aid

to graduation requirements. To obtain a free seawolf.sonoma.edu account, go to the Information Technology (IT) Help Desk on the first floor south wing of Schulz Information Center (the library). Your student ID is needed to open an account.

**Please note** that Depth program emails and University emails are run through separate departments, and that you may thus have two different accounts for your email: your personal one for Depth program announcements, and a seawolf.sonoma.edu account for University announcements. Make sure to check them regularly.

Your email username and password double as your PeopleSoft ID and password. To access your seawolf.sonoma.edu email, go to [www.sonoma.edu](http://www.sonoma.edu) and select –Login in the upper menu on the page.

Make sure that you have an anti-virus program installed on your computer, and that you run weekly or even daily virus checks. This protects your computer from being infected by viruses that run through the university system.

### **Depth Alumni Listserv**

All current students and current and past faculty are members of the Depth Alumni listserv. New students are placed on it in the first few weeks of classes. Notices of events, discussions, and information are provided on the listserv. The list can be activated by typing [depth-alumni@sonoma.edu](mailto:depth-alumni@sonoma.edu) in the *To* line of your email. If this doesn't work, send your email address to the program coordinator; your specific email address must be entered on the list in order for you to send emails to the list.

### **Computing and Printing**

The University has several computer labs for your use in the library, Schulz Information Center. There's a 24-hour computer lab in Schulz 1058 next to the IT Help Desk on the ground floor south wing. Schulz computer labs are in Schulz 1014 and Schulz 2010. Print jobs can be sent to the 24-hour lab (Schulz, 1st floor south) or Library Information Commons (Schulz, 1st floor north). Stevenson's computer labs are in Stevenson 2009, 2044 and 2055. This website has info on the computer labs: [www.sonoma.edu/it/faculty/labs-classrooms.html](http://www.sonoma.edu/it/faculty/labs-classrooms.html).

### **Student Services**

**Campus Rec Center** <http://www.sonoma.edu/campusrec>

The campus Rec Center offers these facilities: fitness center and cardio-alley equipment, game room games and equipment, ring-of-fire running track, large and small gyms, two studios, locker room and daily locker rentals, tide pool spa, indoor climbing wall, basketball, volleyball, indoor soccer ball, ping pong check-out, and yoga classes.

In order to use the facility, Depth students must purchase a Campus Rec Center membership at the Rec Center. Rates are \$260/year; \$105/semester; \$82 for summer only. Combined rates for Rec Center and Pool use are \$325/year; \$135/semester; \$110 for summer only. The climbing wall, personal trainers, and other services require additional fees. Daily passes (\$9), and 10-time punch passes (\$75) are available. Special rates are now available for family, spouses and sponsored adults; please contact 664-4FUN or visit [www.sonoma.edu/campusrec](http://www.sonoma.edu/campusrec) for current rates. Rec Center hours are 6am-12am Mon-Fri, 10am-10pm Sat, 10am-12am Sun. Daily passes for both the Rec Center and pool are \$12/day.

## Swimming Pool

Lap swim hours are constantly changing due often to low attendance during scheduled times. In order to plan your workout accordingly, please call 664-4FUN for current pool hours. To use the pool, Depth students must purchase a pool membership pass at the Rec Center. Rates are \$110/ year; \$50/ semester; and \$44 for summer only. Daily pass is \$4, purchased at the Student Union desk. Combined rates for Rec Center and Pool use are \$325/year; \$135/semester; \$110 for summer only. A 10-time pool punch pass is available for \$30. Daily passes for both the Rec Center and pool are \$12/day.

## Center for Performing Arts [www.sonoma.edu/performingarts/perf/index.shtml](http://www.sonoma.edu/performingarts/perf/index.shtml)

Discount tickets for Performing Arts Events can be obtained at the Evert Person Theater box office by showing your student ID card at the time of ticket purchase. The phone number for the box office is 707-664-2353. Be sure to call ahead to find out when the box office is open.

## Art Gallery [www.sonoma.edu/artgallery](http://www.sonoma.edu/artgallery)

The SSU Art Gallery, located in the Art Buildings, is open Tues-Fri 11am – 4pm, Sat & Sun 12noon – 4pm; closed Monday. The Gallery presents exhibitions, public lectures, and educational outreach programs and also publishes catalogues and brochures on contemporary artists of regional, national, and international significance. Phone: 707-664-2295

## Library Art Gallery <http://library.sonoma.edu/about/gallery.php>

The library has an art gallery opposite the 2d floor main entrance. Hours are 8-5 Mon-Fri, noon to 5 weekends.

## Sonoma Film Institute [www.sonoma.edu/sfi](http://www.sonoma.edu/sfi)

Throughout the year the Sonoma Film Institute presents a variety of fine films, commercial and underground efforts, classics and recent releases. Films are usually Friday evenings at 7pm and Sundays at 4pm in Warren Auditorium in Ives Hall. Admission is free for students with ID.

## Bookstores

- The **campus bookstore** is located between The Commons and the P.E. Building. Hours are Mon-Fri 8-4:30pm, closed weekends; phone 707-664-2329. <http://sonoma.bncollege.com>
- **North Light Books** is a local bookstore/cafe located on 550 E. Cotati, in Cotati next to Oliver's Market; phone 707-792-4300. The bookstore is open Monday-Friday 9- 6pm, Saturday 9-5, & Sunday 10-5. The café opens earlier than the bookstore, at 8am weekdays. [www.northlightbook.net/](http://www.northlightbook.net/)

## Xeroxing and Course Readers

There's a copy center in the first floor of the Student Union. They're a great resource for Xeroxing and color copies, thesis copies as well as smaller jobs, and have good prices. Phone: 707-664-2441.

**Class readers** are usually picked up at the Your Other Office copy shop, 1460 E. Cotati Ave., next to Domino's Pizza. Phone 792-0995, hours Mon-Fri 8am-6pm, Sat 10am-3pm. Website is [www.yoo-cp.com](http://www.yoo-cp.com).

## **Students With Special Needs** [www.sonoma.edu/dss/](http://www.sonoma.edu/dss/)

If you're a student with special learning needs and you think you may require accommodations, your first step is to register with the campus office of Disability Services for Students, Salazar 1049, phone 664-2677. DSS will provide you with written confirmation of your verified disability and authorize recommended accommodations. You then present this recommendation to your instructor, who will discuss the accommodations with you.

## **Health Services**

As your registration fees do not include health coverage, Psychology MA students may use Student Health Services but must pay on a fee-per-service basis. Please contact Health Services for information on fees. For an appointment call 664-2921 or visit the Student Health Center.

SSU Student Health Center Outpatient Medical Services are directed toward the prevention, diagnosis, and treatment of acute and sub-acute conditions, illnesses, and injuries. Lab, X-Ray, Pharmacy, Augmented Service and supply prices are discounted significantly below retail and may vary with acquisition cost—price quotes on specific tests or items are available.

For a listing of local community medical services and clinics, download this PDF file: [www.sonoma.edu/shc/after\\_hours\\_care.pdf](http://www.sonoma.edu/shc/after_hours_care.pdf). For links on health, [www.sonoma.edu/shc/healthlinks.shtml](http://www.sonoma.edu/shc/healthlinks.shtml).

## **Counseling**

For the fullest understanding of yourself, and for a reliable source of support outside of classes, you're encouraged to engage in therapy with a therapist of your own choosing. Therapy gives you time and opportunity to more fully explore the issues that are brought up through depth work. Many therapists have a sliding fee scale for students.

Each spring, students can also register for Psychology 494, Counseling Experience, in which they participate in a semester of counseling with Master's candidates in the Counseling Department. Students generally find this a rewarding and valuable experience. Tuition for the Counseling Experience is in addition to the required 9 units of classes. If you're interested in Psy 494, please contact Stephanie Wilkinson at 664-2544 or [stephanie.wilkinson@sonoma.edu](mailto:stephanie.wilkinson@sonoma.edu).

There are many low-fee clinics in the area that provide treatment.

### **Jungian Orientation**

The Jung Institute, San Francisco (415-771-8055) [www.sfjung.org/whitney\\_clinic/home.asp](http://www.sfjung.org/whitney_clinic/home.asp)  
A sliding-fee clinic staffed by interns supervised by Jungian analysts.

Local clinics staffed by licensed professionals with some interns:

Chrysalis Counseling Services for Women, Santa Rosa

[www.chrysaliscounseling.org/Welcome.html](http://www.chrysaliscounseling.org/Welcome.html)

Southwest Community Health Center, Santa Rosa

<http://srhealthcenters.org/services/mental-health/>

Petaluma People Services Center, Petaluma [www.petalumapeople.org/](http://www.petalumapeople.org/)

Community counseling clinics staffed primarily by interns supervised by licensed professionals:

Lomi Psychotherapy Clinic, Santa Rosa [www.lomi.org/Welcome.html](http://www.lomi.org/Welcome.html)

Community Institute for Psychotherapy, San Rafael [www.cipmarin.org/](http://www.cipmarin.org/)  
Marina Counseling Center, San Francisco [www.marinacounseling.com/](http://www.marinacounseling.com/)  
New Perspectives for Counseling, San Francisco [www.sfnewperspectives.org](http://www.sfnewperspectives.org)  
Psychological Services Center, San Francisco <http://psychservicescenter.com/>  
Integral Counseling Center at Pierce St., San Francisco [www.integralcounseling.org](http://www.integralcounseling.org)  
Golden Gate Integral Counseling Center, San Francisco [www.goldengatecounseling.org](http://www.goldengatecounseling.org)

## **Forms Page**

The program maintains a Forms and Information page on the program website, [www.sonoma.edu/psychology/depth/forms](http://www.sonoma.edu/psychology/depth/forms). Many of the forms listed in the Handbook are downloadable from this site, and helpful and informative site links to university and graduate policies are also listed.

# Scholarships and Other Financial Opportunities

## University Scholarships

The deadline to apply for Fall 2012 university scholarships is **Jan 15, 2012**. A listing of scholarship opportunities is available at the Scholarship Office located on the first floor of Salazar Hall in Room 1010; website [www.sonoma.edu/scholarship](http://www.sonoma.edu/scholarship). Students are encouraged to apply for special interest scholarships ([www.sonoma.edu/scholarship/external.shtml](http://www.sonoma.edu/scholarship/external.shtml) and [www.sonoma.edu/scholarship/foundations.shtml](http://www.sonoma.edu/scholarship/foundations.shtml) ) and to become familiar with scholarship resources ([www.sonoma.edu/scholarship/resources.shtml](http://www.sonoma.edu/scholarship/resources.shtml) ) as Psychology M.A. students are not eligible for state-funded scholarships such as Cal Grants or Pell grants. The Scholarship office runs a listserv for scholarship news; to subscribe, email [listserv@sonoma.edu](mailto:listserv@sonoma.edu) with the message line: SUBSCRIBE SCHOLARSHIP-L.

University scholarships are highly competitive and are awarded for use in the following school year. Therefore it is important that you visit the website or stop by the scholarship office early in your first year in the program to give yourself enough time to prepare a competitive application, and to ensure its timely submission.

A tip: if you apply for university scholarships, be sure to make two extra copies of your letters of recommendation in case you want to apply for the department scholarships. Also, please make additional copies for your own records.

## Psychology Department Scholarships

There are two departmental awards available. To qualify for these awards, students must be in classified standing. A student typically applies for these scholarships during their first year for use in the following academic year; they are not open to incoming students. The applications are available on the Forms website, [www.sonoma.edu/psychology/depth/forms](http://www.sonoma.edu/psychology/depth/forms) .

### **The Alden Hanson Fund** [www.sonoma.edu/psychology/depth/forms](http://www.sonoma.edu/psychology/depth/forms)

For graduate work in the field of psychology.

Deadline **April 1, 2011**

Awards are based on academic record, GPA and a personal statement. Awards range from \$300-\$400, depending on the availability of funds, but may not be available every year.

The application consists of

- 1) transcripts of SSU graduate work,
- 2) personal statement describing your course of study, long-term goals, and any information relevant to the application, such as your personal history,
- 3) three letters of recommendation, preferably from professors or employers familiar with your academic or professional performance.

### **The Thomas Louis Hanna and Eleanor Criswell Hanna Scholarship for Somatics Studies**

[www.sonoma.edu/psychology/depth/forms](http://www.sonoma.edu/psychology/depth/forms)

An interest in and pursuit of somatic-related studies must be demonstrated.

Deadline **April 1, 2011**

## Depth Psychology Award

**James L. Jarrett Award** [www.sonoma.edu/psychology/depth/forms](http://www.sonoma.edu/psychology/depth/forms)

The Depth Psychology program sponsors a yearly award of approximately \$400 for one to two students who have presented their work at local, national, or international conferences. Students must be registered students at the time of submission of their application; Psy 578 enrollment counts toward this requirement. Students should consider trying to present work done in courses or their Master's thesis for presentations at conferences. Awards are presented following the conference presentation.

## Financial Aid

There is an early March priority deadline for many loans. The Office of Financial Aid encourages students to apply **as soon as possible after January 1** for the next academic year. Please contact Financial Aid for more information at: 707-664-2389. Their office is located on the first floor in Salazar Hall. Or check the financial aid website at: [www.sonoma.edu/finaid/](http://www.sonoma.edu/finaid/). Applications online are processed more quickly than hard copies. The FAFSA application may be obtained at: <http://www.fafsa.ed.gov/>. Because Depth Psychology students are not charged state fees to attend the program, students are not eligible for funds from state university grants such as Cal Grants, or the state veteran fee waiver program.

## Financial Aid and Satisfactory Academic Progress

Students receiving financial aid must maintain at least a 3.0 GPA, with no Incompletes carried into the next semester, to ensure continued financial aid. A course Incomplete places a student on Academic Probation; the Incomplete must be completed the semester following the course in order to qualify for future financial aid. See the Financial Aid website at [www.sonoma.edu/finaid/help\\_book/satisfactory\\_academic\\_progress.shtml](http://www.sonoma.edu/finaid/help_book/satisfactory_academic_progress.shtml) for more information on satisfactory academic progress, maximum units, and disqualification.

# SSU Polices and Procedures

## Registration

Registration occurs prior to the upcoming semester, in summer for the fall semester, and in December/January for the spring semester. The registration form is emailed to you and indicates the courses, the unit fee, and the total amount to be paid for the semester. Return the registration form, financial aid voucher form (if you are on financial aid), and payment to: M.A. in Psychology, Stevenson Hall 1012, SSU School of Extended Education, 1801 E. Cotati Ave., Rohnert Park, CA 94928. Please be sure the Graduate Administrative Specialist has your current mailing and email address.

## PeopleSoft

PeopleSoft is the on-line student information database utilized by the University. Using this database, you can access your grades, unofficial transcript, financial aid, and check to see if you're registered. You can also update personal information such as mailing address, phone, email, etc.

Your grades will appear on PeopleSoft after they've been processed by the Registrar in the School of Extended Education. For security reasons, you'll need your PeopleSoft ID#, SSU User name and password to view grades or classes. If you're a continuing student, you may obtain a PeopleSoft ID # either online or from Admissions and Records by filling out a request form. See instructions below for both obtaining your ID and for using PeopleSoft on-line. If you need assistance, go to the IT Help Desk, ground floor south wing of the library.

The School of Extended Education will mail grades to you a few weeks after the semester ends. If you don't receive them, first check to make sure that your mailing address is current with the University on your PeopleSoft account; then contact the office of Extended Education at 707-664-2394.

### To Obtain Your PeopleSoft User ID/UserName/Password

To obtain your SSU PeopleSoft UserID, User Name, and Password on-line, go to [www.sonoma.edu](http://www.sonoma.edu). Click on Admissions and then on Online Services. On the right side of the page will be a list of links, click on #2 then on "Obtain User ID/Password". If you need assistance, contact the IT Help Desk at 664-4357.

### Accessing Grades in PeopleSoft

1. Go to [www.sonoma.edu](http://www.sonoma.edu)
2. Click on 'Login SSU Online Services' in the left hand column.
3. Enter your User Name and Password.
4. Click on 'My SSU'. This will take you to PeopleSoft.
5. Click on 'Self Services'
6. Under 'Academic Record' click on 'View My Grades'
7. Select Semester of Grades you are wishing to view

## **Student Directory Information**

You must stop by Admissions and Records to fill out a form or go onto your PeopleSoft account online to change your permanent and local mailing address, email, and phone number so that the University or the Depth Program can contact you with good news as well as official business like bills and registration materials. Please keep this up-to-date! Please also call or email the Graduate Administrative Specialist with any address and email changes so that rosters and databases remain up-to-date.

## **Summer Intersession**

Students do not need to enroll for the summer as there are no Psychology graduate courses offered during this time.

## **Grade Requirements**

The Depth Psychology program consists of 36 units of coursework. Students are expected to take 9 units per semester over a period of 2 years. If students are still working on their publishable article or Master's thesis after coursework is completed, they may extend their time by enrolling in Psy 578, Project Continuation, for 3 semesters. Students must maintain a B average in all classes, clear all Incompletes, and attend an evaluation meeting with the program Coordinator in May of the first year to advance to candidacy in the second year. There is a seven-year limit on coursework; if you take longer than this time to complete the program, computed from the date you begin the program, you must revalidate your coursework; this is permitted only under extenuating circumstances (see below). See the program coordinator for information.

## **Psy 581: Internship**

As part of your program of study, in the Fall semester of your second year, students sign up for 3 units of Psy 581, Internship, in order to gain community work experience in their field of interest. Community internships may involve work in the arts, teaching, mental health, ecopsychology, rites of passage, sandplay, healing environments, and other areas. Students may choose to teach an undergraduate course in their field of expertise in the SSU psychology department. Interns are supervised by a supervisor at their internship site, as well as by the program Internship Coordinator, Lorna Catford, in on-campus group supervision sessions. For advice on making a crisply focused resume when contacting potential internship sites, see the Forms page at [www.sonoma.edu/psychology/depth/forms](http://www.sonoma.edu/psychology/depth/forms).

## **Psy 597: Culminating Paper Tutorial**

As part of your program of study, in the Spring semester of your second year, students sign up for 3 units of Psy 581, Culminating Paper Tutorial. This course provides guidance and feedback in the process of writing a publishable article in the student's field of expertise. Students choose a topic of passionate interest, design an inquiry and carry it out, or outline a path of inquiry and conduct the necessary research. Articles are submitted to a targeted journal for publication.

## **Master's Thesis Option**

Students have the option of authoring a Master's thesis in their second year, as the program transitions into the new Internship-Publishable Article model. Students desiring this should consult closely with their thesis chair and committee.

## Completing the Degree

Sonoma State University officially confers degrees every academic semester, including the summer. In order to receive your degree, you must officially **apply to graduate** by the Graduate Studies deadline—February 15 for May graduation, April 1 for August graduation, and September 15 for December graduation. Except for the summer, students must be registered in the semester in which they graduate. An application to graduate can be downloaded from the Depth program Forms website at [www.sonoma.edu/psychology/depth/forms.html](http://www.sonoma.edu/psychology/depth/forms.html), or be picked up at the Admissions & Records office in Salazar, or in the Graduate Studies department in Stevenson 1041, or from the Graduate Administrative Specialist in Stevenson 1012.

If you already applied for an earlier graduation date but did not complete your degree requirements, you must reapply, using a change of information form downloadable from the Depth program Forms website [www.sonoma.edu/psychology/depth/forms.html](http://www.sonoma.edu/psychology/depth/forms.html), or available at the Admissions & Records office in Salazar, or from the Graduate Administrative Specialist.

At the annual Commencement ceremonies each May, the University honors all degree recipients for the past year. Students should look for details about these ceremonies, purchasing caps and gowns, honor cords, etc. on the Sonoma State Admissions and Records home page.

### Post-Coursework: Continuous Enrollment Policy

Students who have completed their 2 years of coursework and are still working on their publishable article or thesis must be enrolled each additional semester. Students must contact the Program Coordinator to discuss their plans.

- Students who wish to maintain eligibility for financial aid and use the full resources of the University should maintain regular half-time enrollment and pay half-time fees. Students may register for Psy 595, Special Studies (C/NC), or Psy 596, Graduate Tutorial (Grade option) through the regular registration procedure. Students completing internships may register for Psy 581a/b, Internship; Psy 584, Graduate Teaching Assistant, C/NC, for TAs; or Psy 582, Teaching College Psychology, for those teaching an undergraduate psychology course.
- Students who do not seek the full services of the University may maintain enrollment through Extended Education and pay a continuation fee of \$250 per semester by registering for Psy 578, Project Continuation. The fee maintains your place in the academic program and provides library privileges.
- With the support of their graduate advisors, those students who, due to extraordinary circumstances, cannot continue work in the program may consult with the Coordinator of the program regarding a leave and seek special consideration by petitioning for a leave of absence for a defined period of time not to exceed two semesters. This petition process would not extend the seven-year limitation on coursework applied to the degree.
- Students who allow their enrollment to lapse without taking a leave of absence will be considered to have withdrawn from the University and from the Depth program. Should such students decide to return, they should contact the program Coordinator who will evaluate their work. The student may then be required to apply for readmission and, as a condition of readmission, may be assessed a continuing enrollment fee of \$250 for every regular semester of the period during which they were absent from the University.

### Post-Coursework: Psy 578, Project Continuation

If students take additional time to complete their Master's thesis beyond the 2-year 36-unit program, but do not wish to enroll in further unit coursework, they must register for **Psy 578**, Project Continuation, for up to 3 semesters. The continuation fee of \$250.00 per semester

ensures student participation in the graduate program until the thesis is finished. Registration forms will be emailed to you prior to the start of the semester. **Please note:** Enrollment in Psy 578 entitles you only to the use of the library and computer labs. It does not make you eligible for financial aid.

If you have not completed your publishable article or thesis after the third semester, you must sign up for 3 additional units of Psy 599, Master's Thesis, to remain in the program, at the per-unit fee of the current first-year cohort (currently \$545/unit).

### **Post-Coursework: Supplementary Courses**

If you wish to continue receiving financial aid after your 2 years of coursework you may consult with the program Coordinator regarding your program of study, and with Coordinator approval, register for additional courses at the per-unit fee of the current first-year cohort (currently \$545/unit). These courses must be relevant to your educational goals and will appear on your final transcript.

Students wishing to serve as teaching assistants following their 2 years of coursework with the intention of receiving financial aid during this time may register for Psy 584, Graduate Teaching Assistant, C/NC, for the number of units of the course, and pay the per-unit fee of the current first-year cohort, currently \$545/unit. Students may sign up for Psy 581a/b, Internship, for community internships.

Students who wish to teach an undergraduate class in the Psychology department following their 2 years of coursework should meet with the program Coordinator to discuss their teaching ideas, and complete the department application, downloaded on the Forms website at [www.sonoma.edu/psychology/depth/forms.html](http://www.sonoma.edu/psychology/depth/forms.html). The program Coordinator must receive applications in the first month of the semester preceding the semester in which the student wishes to teach. The application process is competitive, and the Psychology Department's Executive Committee chooses applicants. Should the application be accepted, students can sign up for Psy 582, Teaching College Psychology, and pay the per-unit fee of the current first-year cohort, currently \$545/unit. Alternatively, if financial aid is not necessary, students may teach while under Project Continuation status.

### **Post-Coursework: Non-Enrollment**

Should you have two consecutive semesters of non-enrollment in the program, either through Project Continuation or coursework, you will automatically be withdrawn from the program. If you wish to complete your work once you are withdrawn from the program, you must contact the program Coordinator. You may be asked to reapply to the program and the University, pay the \$55 application fee, and be accepted by the University and the program in order to complete the Master's degree.

### **Leave of Absence**

If you wish to interrupt graduate study, you may apply for a leave of absence. If you have not completed your coursework, you must make a written request to the program Coordinator requesting a leave and outlining the reason(s) for your request. The University form downloadable on the Forms website at [www.sonoma.edu/psychology/depth/forms](http://www.sonoma.edu/psychology/depth/forms) must have the program Coordinator's signature.

After two or more semesters of an excused leave of absence, to return to the program you must submit a formal request to the program Coordinator to return to the program. At this time, the

Coordinator will review the student file to determine reinstatement to the program. You may be asked to submit a new application to the program at this time.

### **Seven-Year Limit on Coursework**

There is a seven-year limit for graduate coursework, computed from the first semester of the Master's program. If you take longer than this time period to complete the Master's degree, you must revalidate your coursework; this is permitted only under extenuating circumstances. See the program Coordinator for more information.

### **Withdrawal**

If you are considering withdrawing from the Depth Psychology program after classes have begun meeting, meet with the program Coordinator to discuss your reasons for withdrawing. You must obtain paperwork from the School of Extended Education Graduate Administrative Specialist in Stevenson 1012 that requires a written statement regarding the reason for withdrawal, as well as the signature of the program Coordinator.

### **Refund Schedule**

All fees are refunded if you withdraw from the program prior to the day of the first class meeting.

On or after the day of the first class meeting, fees are refunded according to the following schedule.

- On or after the first day of class, 65% of fees collected will be refunded until 25% of the course time has elapsed.
- After 25% of course time has elapsed, no refund.

### **What do I do if I have problems with or in the Program?**

You may talk about the issue with a faculty member, who may help you with thinking through the issue and determining next steps. You may also use first-year group meeting time, or the second-year group process class, to discuss the issue. If issues are not explored consciously, they tend to collect emotion and become weightier and more unmanageable; students are encouraged to bring as much consciousness as possible to their experiences in the program. Students may also discuss the matter with the program Coordinator.

### **University Publications and Resources**

The ***Sonoma State Catalog*** is viewable online at [www.sonoma.edu/catalog](http://www.sonoma.edu/catalog). It lists the Academic Calendar, University regulations regarding academic life, degree requirements, financial aid, etc., as well as department-by-department listings of programs, courses, and degree requirements. For up to date undergraduate class information, please check the on-line Schedule of Classes. You will receive separate notification of your graduate schedule prior to the start of the semester.

The ***Practical Guide to Graduate Studies*** and ***Thesis Guideline Book*** is available at the Graduate Studies Office, Stevenson Hall 1041. It provides information about Graduate policies and procedures, forms, answers to Frequently Asked Questions, important dates and deadlines, guidelines for Masters theses and projects, and special programs for graduate students. This info is also on the Forms website, [www.sonoma.edu/psychology/depth/forms](http://www.sonoma.edu/psychology/depth/forms).

Graduate forms, the **Advancement to Candidacy (GS01)** and the **Completion of Requirements (GS02)** are on-line at [http://www.sonoma.edu/aa/gs/gs\\_forms.shtml](http://www.sonoma.edu/aa/gs/gs_forms.shtml).

The **Schedule of Undergraduate Classes** is available on line at: [www.sonoma.edu/academics/schedule.html](http://www.sonoma.edu/academics/schedule.html). The listing of Psychology department undergraduate courses is found on the department web page, [www.sonoma.edu/psychology](http://www.sonoma.edu/psychology). The 2011-12 academic calendar is accessible at [www.sonoma.edu/admissions/calendars/](http://www.sonoma.edu/admissions/calendars/). For all other information please visit [www.sonoma.edu](http://www.sonoma.edu).

The **SSU Website** has a wealth of information about events, University policies, library information, student health services, employment, student grades and registration information, PeopleSoft directions, financial aid, admissions and records, and other student resources. [www.sonoma.edu](http://www.sonoma.edu)

The **Extended Education Catalog** is available in the Extended Education Office in Stevenson Hall 1012 has information on extension programs, courses & certificates, general information and policies, and Open University information. This information is also available on-line at: [www.sonoma.edu/exed/](http://www.sonoma.edu/exed/).

## M.A. in Psychology, Depth Psychology Directory

### Depth Psychology Emphasis & Psychology Department

Laurel McCabe, Coordinator. Stev 3092A, 664-2130 [laurel.mccabe@sonoma.edu](mailto:laurel.mccabe@sonoma.edu)

Geri Olson, Psychology Department Chair. Stev 3092D, 664-2265 [olsong@sonoma.edu](mailto:olsong@sonoma.edu)

Janet Henker, Administrative Coordinator, Psychology Department. Stev 3092, 664-2412 [henker@sonoma.edu](mailto:henker@sonoma.edu)

Mary Hanson, Administrative Support Coordinator, Psychology Department. Stev 3092, 664-2411 [mary.hanson@sonoma.edu](mailto:mary.hanson@sonoma.edu)

### Depth Psychology Faculty 2011-12

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Jane Zich, M.F.A., Ph.D. [jmzich@comcast.net](mailto:jmzich@comcast.net)

### Tenured, Tenure-Track & Permanent Part-Time Psychology Faculty

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Mary Gomes, Ph.D. Stev 3081, 664-2173 [mary.gomes@sonoma.edu](mailto:mary.gomes@sonoma.edu)

Maria Hess, Ph.D. Stev 3083, 664-2413 [maria.hess@sonoma.edu](mailto:maria.hess@sonoma.edu) On leave F11

Susan Hillier-Ferreira, Ph.D. Stev 3075, 664-2586 [hillier@sonic.net](mailto:hillier@sonic.net) On leave F11

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Laura Naumann, Ph.D. Stev 3089, [naumannl@sonoma.edu](mailto:naumannl@sonoma.edu)

Geri Olson, Ph.D. (Chair) Stev 3092D, 664-2265 [olsong@sonoma.edu](mailto:olsong@sonoma.edu)

Matthew Paolucci, Ph.D. Stev 3091 [matthew.paolucci@sonoma.edu](mailto:matthew.paolucci@sonoma.edu)

Heather Smith, Ph.D. Stev 2089, 664-2587 [heather.smith@sonoma.edu](mailto:heather.smith@sonoma.edu)

Elisa Velasquez-Andrade, Ph.D. Stev 3085, 664-2401 [elisa.velasquez@sonoma.edu](mailto:elisa.velasquez@sonoma.edu)

### Office of Extended Education Stevenson 1012, 664-2394

Karen Fischer, Graduate Administrative Specialist. Stev 1012, 664-2682

[karen.fischer@sonoma.edu](mailto:karen.fischer@sonoma.edu)

Beverly Yahn, Registrar. Stev 1012, 664-2601 [beverly.yahn@sonoma.edu](mailto:beverly.yahn@sonoma.edu)

Susan Michels, Financial Administrator. Stev 1012, 664-4168 [susan.michels@sonoma.edu](mailto:susan.michels@sonoma.edu)

### Graduate Thesis Review Committee Stevenson 1041

Elaine Sundberg, Dean of Graduate Studies. 664-2215 [elaine.sundberg@sonoma.edu](mailto:elaine.sundberg@sonoma.edu)

David Hartranft, Administrative Coordinator. 664-2237 [david.hartranft@sonoma.edu](mailto:david.hartranft@sonoma.edu)

## **M.A. in Psychology, Depth Psychology Emphasis Information**

The Depth Psychology program is a two-year intensive journey into the field of archetypal depth psychology. The first-year classes provide a foundation in conceptual and experiential understanding, while the second-year classes offer the structure for independent work in the publishable article or thesis, research methods training, a group process experience, and focused seminars. Each class has its own expectations for reading, class participation, experiential work, projects, and papers. Class requirements are found in the individual course syllabi. Students should discuss questions about a specific class with the instructor of the class.

### **Program Policies**

While each class instructor sets the policies for the individual class, the program has specific standards for participation and performance. Your course grade is based on quality and timeliness of papers, presentations and assignments, attendance, and quality of class participation. Papers and assignments are due on the due date; extensions for papers must be discussed with the instructor and approved ahead of the due date. Late papers will be graded down one grade for every week they're late. You can expect to spend from 3 to 6 hours per week on readings and projects for a 3 unit class.

Attendance in class meetings is required. While you can always read what was missed, you can't reproduce the discussions and exercises experienced in class. Missing 1 to 2 classes may bring down your grade; missing more than 3 classes will not allow you to pass the class. If you must miss a class, ask someone in class to take notes for you, as you're responsible for the material.

Attendance means timely attendance—being on time and not leaving early. Being more than 15 minutes late or leaving early more than twice constitute a missed class. Excused absences are possible only with a doctor's note or a real emergency. If you're absent, it's your responsibility to provide the instructor with due notice and to inform the instructor of the reason for the absence. You're responsible for requesting to make up missed assignments and class work; there's no guarantee these can be provided.

First year students must have a minimum grade of B- in each class in order to continue in the program. Student work is evaluated at the end of the first year, and those meeting the program requirements are moved on to the second year. First year students may not carry incompletes into the second year.

### **Writing and Projects**

All of the classes ask the student to integrate conceptual and experiential learning. Class papers ask the student to clearly articulate conceptual learning and experiential learning, as well as reflections on that learning, within the class setting. Skills in writing, reflection, and organization are needed to do effective work within the program. Experiential work may involve artwork, active imagination, dreamwork, and any type of symbolic work. You'll learn techniques in symbolic work and in reflection as you go through the program. Please note that it is not necessary to be an artist to do the artwork in class - artwork enables you to see the products of your psyche concretely, and thus to be able to reflect on them consciously.

## APA Style

All papers in the Master's program are written in the style of the American Psychological Association, known as APA style. This is a structured way of formatting and organizing your ideas for effective written expression. All students should purchase the 6<sup>th</sup> edition APA style manual (the spiral bound version is recommended for ease of use).

We hold an overview of APA style every fall for first and second year students. The library provides an online resource for reference and citations in APA style at <http://libguides.sonoma.edu/content.php?pid=9403&sid=710547> .

## The Writing Center

The Writing Center is a campus resource for helping students write clearly and effectively. Scott Miller and his staff, 664-4401, Schulz 1103, [www.sonoma.edu/programs/writingcenter](http://www.sonoma.edu/programs/writingcenter) are available for free consultation regarding student writing. They work with a student on a specific piece of writing to help the student improve writing skills. If you have challenges or difficulties with writing, accessing this resource early in the program will make your second year thesis writing easier. They have both drop-in sessions and scheduled appointments.

## Use of Editors

The Psychology program recommends the use of editors for some students who need help with writing and with APA style. Editors are helpful for clarifying your written style, for assistance in organizing your ideas, and for strengthening your writing; though remember that editors should not actually write your text. We recommend the work of four editors: alumni Sissa Harris, [no2eagle@gmail.com](mailto:no2eagle@gmail.com), (707) 995-9251, Julie O'Neill, [julieo@sonic.net](mailto:julieo@sonic.net), and Linda Elliott, [lindaelliott50@gmail.com](mailto:lindaelliott50@gmail.com); as well as Marsha Calhoun, [marsha\\_calhoun@yahoo.com](mailto:marsha_calhoun@yahoo.com), (707) 763-8610, who's worked with many SSU Psychology Master's students.

## Library Resources

The Schulz library (<http://libweb.sonoma.edu/>) is up-to-date with online research and database resources, and participates in numerous interlibrary loan consortiums. It's wise to attend the library orientation sessions on how to use the library and how to conduct research. The library's internet database sources are always changing, and it pays to know what the library can do for you and to know what you can access in your research work.

You need a library ID card to use the online service and to borrow books, as well as a PIN number. The front desk of the library will give you information on how to set up your PIN number, once you have a library card.

## Link Plus

If the library doesn't have the book/s you need, try **Link+**; they almost always have it, and can get it to the library in 2-3 days. If a library book is checked out, you can use **Link+** to order it and have it within a few days.

## ArtStor

Sonoma State subscribes to a visual database called ArtStor (<http://xerxes.calstate.edu/sonoma/databases/subject/art>), which is a large collection of cross-

cultural images related to archeological sites, art, and myth. You need to register with the library to gain use of the database. Images can be downloaded and used in ArtStor's proprietary presentation software called OIV, which is a very sophisticated art-oriented presentation software that enables the presenter to focus in on parts of an image, and to show two images side by side for comparison. Computers running ArtStor images must have OIV downloaded on to them to run the presentation; they won't work on PowerPoint. You can download it on your own computer via their website.

### **ARAS: Jung Institute Image Library**

The San Francisco Jung Institute has an amazing online image search library from their ARAS (Archives for Research in Archetypal Symbolism) collection. Each image has a written description with it, and bibliographic material listing sources of myth, art, archeological site, etc. Individual membership is \$100 year. Visit <http://aras.org/> for more information.

### **Online Writing Tools and Software**

The library has online writing tools that allow you to make researching easier. The Nursing department's library web page at <http://libguides.sonoma.edu/content.php?pid=16542&sid=663156> has good information about using Zotero and EndNoteWeb, as well as juicy online tools that help you cite sources and even brainstorm. Also see their page, 10 things you should know about the University Library at <http://libguides.sonoma.edu/nursing>. a web-based version (<http://libguides.sonoma.edu/content.php?pid=42068&sid=309650>).

### **Sandplay Room**

Through the efforts of Stuart Kohler, a Depth alumnus, and donations from the Psychology Department and the Hanson Fund, the Psychology Department has a beautiful sandplay room in Stevenson 3048 for use in classes and for individual student use. We have a large collection of sandplay materials and 3 sandtrays, 2 dry and 1 wet. Use the sign-out book on the bookshelf outside of 3092B in the Psych office to use the room. Do not bother the office staff about room signouts!

### **Research: Transcription Equipment**

The program lends out tape recorders and transcribers for those who are doing oral interviews and need to transcribe the interviews into written form. See Laurel to sign out this equipment. We have 3 high-quality Edirol digital tape recorders (8 GB memory) and 3 or more old-fashioned cassette tape recorder/transcriber combinations. If you choose to use the Edirol digital tape recorder, after transferring your recording files on to your computer, you must download free transcription software from this site: [www.nch.com.au/scribe](http://www.nch.com.au/scribe) . Then connect the USB foot pedal for complete computer transcription capability.

Another transcription option is to purchase speech-recognition software such as Dragon Naturally Speaking and use it with an oral record of the interview. You may spend about the same amount of time using this process as the transcription process.

### **Digital Projectors for PowerPoint Presentations**

If you're doing a presentation and need a digital projector and computer to show the PowerPoint, contact your classroom teacher to have the teacher arrange for delivery and use of the digital projector. This is something the classroom teacher should schedule, not the student.

The library has PowerPoint software on their computers, so you can make your presentation in the library. The library has a viewing room so that you can show your presentation and see what it will look like onscreen; see <http://library.sonoma.edu/services/rooms.php>.

### **Media Equipment**

The Psychology department has a storage closet that stores a slide projector, audio boom box, TV, DVD player, and CD Player. The program's Digital Camera is in Laurel's office; Karen Fischer in Stevenson 1012 stores the program's Video Camera. You can also check this equipment out of the library or from the IT help desk, ground floor south wing of library.

### **Public Programs in Depth Psychology**

Each month a presentation by a visiting scholar is held for the Depth Psychology students, faculty, Psychology graduate students, and community members. Community therapists, psychologists, and interns may gain Continuing Education units by attending. The dates and locations of these meetings are announced early in the semester. Website is [www.sonoma.edu/psychology/depth/events](http://www.sonoma.edu/psychology/depth/events).

### **First-Year Evaluation Meeting**

At the end of the first year (in late May), after completing 18 units of the Depth emphasis, students have an evaluation meeting with the program Coordinator. The quality of work in the program and suitability for further work are discussed in this meeting. Students must have a B average in their work to continue in the program in the second year, and must have cleared all Incompletes.

### **Internship: Teaching a Psychology Undergraduate Class**

Second-year students have an opportunity to teach an undergraduate upper-division class in the Psychology major in their second year. See the application at the end of the Handbook for information, or download it on the program Forms website, [www.sonoma.edu/psychology/depth/forms](http://www.sonoma.edu/psychology/depth/forms). Interested students should meet with the program Coordinator to discuss their interests well before their desired teaching time. Applications are due at the end of the first month of the semester prior to the desired teaching semester, and generally take intensive work and thought to complete. Students must have a thorough knowledge of the topic they are teaching; this should be reflected in their applications as well as in their conversations with the Coordinator. The teaching opportunities are competitive, and the Executive Committee of the Psychology Department has final approval over teaching. Class size is limited to 15 with a grade or credit/no-credit option. Students interested in teaching at a university or community college following their M.A. degree should strongly consider teaching an undergraduate class, as colleges tend to select teachers who have prior experience in teaching and who are the instructors of record in a course.

Students may also apply to teach an undergraduate class following their 2 years of coursework. The program Coordinator must receive applications in the first month of the semester preceding the semester the student wishes to teach. The application process is competitive and not all students may be chosen by the Psychology Department's Executive Committee to teach; students in their second year have priority for the positions. Should the application be accepted, students may sign up for Psy 582, Teaching College Psychology, and pay the per-unit fee of the current first-year cohort, currently \$545/unit. Alternatively, if financial aid is not necessary, students may teach while under Project Continuation status.

## Teaching Assistantships

One of the ways to acquire teaching experience and experience in teaching and conducting a class is to be a teaching assistant or TA. The duties of a TA vary according to class and instructor, but include keeping student records of attendance and grades, administering and evaluating exams, giving written feedback on written work, facilitating small group discussion, and presenting course information. Students often TA for Psy 250, Introduction to Psychology; Psy 322, Myth Dream and Symbol; Psy 342, Psychology of Meditation; and Psy 485, Ecopsychology. If you're interested in TAing, contact the instructor of the course with information about yourself and your background. Notices of teachers looking for TAs are also posted on the Psy-Alumni email list.

Students wishing to serve as teaching assistants following their 2 years of coursework with the intention of receiving financial aid during this time may register for Psy 584, Graduate Teaching Assistant, C/NC, for the number of units of the course, and pay the per-unit fee of the current first-year cohort, currently \$545/unit.

## Thesis Evening

Graduating students present their thesis work at the annual Thesis Evening held the Thursday evening before the graduation ceremony in May. This is a wonderful opportunity to hear about the work done in the program, and to celebrate with the larger Depth community.

## Professional Associations

All students are encouraged to join the International Association of Jungian Studies, [www.jungianstudies.org](http://www.jungianstudies.org). This is the only professional association devoted exclusively to the study of Jungian psychology. IAJS sponsors conferences, online discussion, and facilitates worldwide networking with others interested in Jungian psychology. Student rates are available.

Another professional organization directly involved with Jungian topics is the International Association for the Study of Dreams, [www.asdreams.org](http://www.asdreams.org). IASD sponsors yearly conferences, an international membership, and extensive online resources and networking on dreams. Student membership is available.

## C.G Jung Institute of San Francisco

The Jung Institute in San Francisco offers numerous services for our students. They provide an classes and workshops throughout the year, with student rates for attendance. They have an ample library with books, audiotapes, films and journals. You may purchase a library card to use there in the library; and some of our students have volunteered there in the past. They also offer visual archives of cross-cultural symbolism, with references, at ARAS; contact the ARAS curator to make an appointment to use these services. Lastly, they offer low-fee psychotherapy with interns supervised by Jungian analysts. The Institute can be reached at (415) 771-8055, [www.sjung.org](http://www.sjung.org).

## Graduate Student Publications & Conferences

The Depth Program supports students in presenting their work at local, national, and international conferences, and in submitting their work for publication in journals and books. Professional groups usually have student rates for membership, are good avenues for meeting like-minded colleagues and acquiring experience in professional presentations. Some

professional groups that might welcome Jungian-oriented conference presentations are the following:

International Association for Jungian Studies ([www.jungianstudies.org](http://www.jungianstudies.org))  
International Association for the Study of Dreams ([www.asdreams.org](http://www.asdreams.org))  
Jungian Society for Scholarly Studies ([www.thejungiansociety.org/](http://www.thejungiansociety.org/))  
American Academy of Religion ([www.aarweb.org](http://www.aarweb.org))  
Association for Transpersonal Psychology ([www.atpweb.org](http://www.atpweb.org))  
International Association for Analytical Psychology ([www.iaap.org](http://www.iaap.org))  
Institute of Noetic Sciences ([www.noetic.org](http://www.noetic.org))  
Association for Humanistic Psychology ([www.ahpweb.org](http://www.ahpweb.org))  
International Federation for Psychoanalytic Education ([www.ifpe.org](http://www.ifpe.org))  
Society for the Anthropology of Consciousness ([www.sacaaa.org](http://www.sacaaa.org))  
Society for Psychological Anthropology ([www.aaanet.org/spa](http://www.aaanet.org/spa))

### **Jungian Psychology Online**

Depth Psychology Alliance ([www.depthpsychologyalliance.com/](http://www.depthpsychologyalliance.com/))

### **Jungian-Oriented Journals**

Publication in Jungian-oriented journals is also encouraged. The following is a partial listing of Jungian-oriented journals and serials. The Library has access to some of them through databases.

*Journal of Analytical Psychology* [www.blackwellpublishing.com/journal.asp?ref=0021-8774](http://www.blackwellpublishing.com/journal.asp?ref=0021-8774)  
*Jung Journal: Culture and Psyche* [www.sfung.org/jung\\_journal.asp](http://www.sfung.org/jung_journal.asp)  
*Spring* [www.springjournalandbooks.com/cgi-bin/ecommerce/ac/agora.cgi](http://www.springjournalandbooks.com/cgi-bin/ecommerce/ac/agora.cgi)  
*International Journal of Jungian Studies*  
[www.informaworld.com/smpp/title~content=t793855276~db=all](http://www.informaworld.com/smpp/title~content=t793855276~db=all)  
*Harvest* [www.jungclub-london.org/index.php?option=com\\_content&view=article&id=56&Itemid=40](http://www.jungclub-london.org/index.php?option=com_content&view=article&id=56&Itemid=40)  
*Psychological Perspectives* [www.tandf.co.uk/journals/titles/00332925.asp](http://www.tandf.co.uk/journals/titles/00332925.asp)  
*Quadrant* [www.cgjungny.org/quadrant.html](http://www.cgjungny.org/quadrant.html)

This is a partial listing of art-oriented, psychoanalytic, and transpersonally oriented journals that may also be appropriate for submitting articles:

American Journal of Art Therapy	Journal of Transpersonal Psychology
American Journal of Psychoanalysis	Literature and Psychology
Art Psychotherapy	Narrative Inquiry
The Arts in Psychotherapy	Psychoanalytic Quarterly
Creativity Research Journal	Psychoanalytic Review
Dreaming	Qualitative Inquiry
Humanistic Psychologist	ReVision
Journal of Creative Behavior	Somatics
Journal of Humanistic Psychology	Yoga Journal
Journal of Sandplay Therapy	
Journal of the American Art Therapy Association	

## The Publishable Article

The culminating paper of the program provides the opportunity for passionate inquiry into an area of deep interest to the student. Students may use depth inquiry methods involving dreamwork, active imagination, art, nature, sacred practices, case studies, and interviewing to explore their area of passionate concern. The culminating paper may proceed from the internship work completed in the fall semester. Students design a study or line of inquiry, conduct the inquiry, write the paper, and after review and approval by the student's faculty committee, submit it to a targeted journal for publication. If the article is being targeted to an inter-disciplinary publication such as in education, dance, or performance art, the article must include enough psychological literature to ensure that the article is psychologically based and psychologically sound.

The culminating paper may involve original research, theoretical work, personal process work, artistic inquiry, curriculum development and teaching, practical applications, and creative artistic productions.

An end-of-year Depth Psychology Evening in mid-May celebrates the culminating work of the students. The [Thesis Evening](#) held in the past is a public event in which students discuss their work, show slides of some of the artwork involved, and share their experience.

### Article Committee: Chair and Second Reader

There are two people on the Article Committee: a chair and a second reader. The chair must be a member of the Depth Psychology faculty or a member of the Psychology department, or a psychologist at Sonoma State. The second reader may be a faculty member within the department, in the Depth Psychology program, or in another disciplinary area at SSU. The second reader must hold a Master's degree as the minimum academic requirement. There are no dual relationships on the committee; if you're in doubt, consult with the program Coordinator. Students choose their Chair first, then consult with the Chair as to the second member.

### Article Proposal

In the fall semester of the second year students submit an article proposal to their committee. The proposal is a brief description and discussion of the proposed topic, including an introduction, a brief literature review to provide some background to the study, a discussion of the guiding question or problem or area of study, a description of the purpose of the study, and a description of the proposed methodology. The second year research methods class helps the student hone their research topic and their methodology.

The student also chooses a journal and submits the following to the committee for the proposal meeting:

- Article topic
- Projected length
- Organizational outline: Brief description and length of sections
- Title of targeted journal, website
- Description of types of articles published by journal
- Audience of journal
- Journal's submission guidelines for articles (Include citation style (APA, Chicago, MLA))
- Typical article length
- Is the journal peer-reviewed?
- Sample pdf of model article from journal

- Does this journal publish psychologically oriented articles, Jungian or depth psychology-related articles?

The article meeting is scheduled before the end of the fall semester. The meeting is a discussion of the proposal, with feedback from each committee member. If the proposal is approved, each committee member signs the **Advancement to Candidacy Form (GS0-1)**. Students should also bring the Article Meeting form to the meeting, with all required information filled out. These forms are downloadable from the program Forms website, [www.sonoma.edu/psychology/depth/forms](http://www.sonoma.edu/psychology/depth/forms). Students must have a B average in their work and must have cleared all Incompletes in order to Advance to Candidacy. Students then formally begin their culminating work.

### **Article Proposal Meeting**

The article proposal meeting, held at the end of the fall semester, is a one-hour meeting to discuss the student's proposal. The student and the two committee members are present. The proposal meeting is the time for intensive feedback on methods, organization of material, literature review, and journal. The committee member might discuss methods, selection criteria (if interviewing), interview protocols, the nature of the investigation (personal process, or other), ideas for readings, organization of the work, and literature review topics. Written feedback to the proposal may be given, or it may be presented and discussed verbally in the meeting.

The proposal meeting insures that the committee has given feedback to the student, that the members are familiar with the proposed work, support the student's plans, and give feedback before the article train leaves the station. A one member meeting is not acceptable.

Students bring the **Advancement to Candidacy form (GSO1)** to the article proposal meeting, and the committee members sign it then if they are satisfied with the proposal. The student fills out the top part of the form listing the culminating requirement. The Article Meeting form should also be filled out at the meeting. The GSO1 is given to the Program Coordinator for signature, who forwards it on to the graduate office. The Article Meeting form is given to the Graduate Administrative Specialist for processing.

### **Human Subjects Review**

If the research involves others, either in interviewing, observing, or interrelating, students must submit the research topic to the Human Subjects Committee of the University for review and permission to conduct the research. Research cannot be conducted until permission is received. Fill out the Human Subjects form available at [www.sonoma.edu/aa/orsp/formcontent.shtml](http://www.sonoma.edu/aa/orsp/formcontent.shtml) in consultation with the chair of the thesis, obtain the thesis chair's signature, and give the form to the Psychology Department Chair for the department signature. The article chair must approve the Human Subjects form before it is submitted to the Department Chair for review. As early as possible in the fall semester of the second year, the completed and signed form must be submitted to the Office of Sponsored Programs in Stevenson 1050 (664-2448). It takes about 4 weeks for approval by the IRB Committee.

### **Work on the Article**

Once the article proposal has been approved by the committee, the student refines the article outline with the Chair's feedback. The late fall, holiday break, and early spring semester is spent conducting the research and writing the article.

## The Master's Thesis

As an option in the second year, students may work on a Master's Thesis or Investigative Project. A Master's Thesis involves a scholarly investigation of the topic, while an Investigative Project has a scholarly literature review and includes a personal investigation of the topic. Students have the option of a Creative Project as their Master's thesis work (see guidelines below). The second year curriculum supports the thesis work with the Master's Thesis class, Research Methods class, and Group Process class. A class on Psychological Writing may also be included in the spring.

### Creative Project

The *Creative Project* is a Master's level project in a specific art form, such as poetry, creative writing, drama, or studio art. Students contemplating a creative project should have a background of work in the creative field, and have a portfolio or sample of work to show the committee chair and committee members. The committee will review the student's artistic work **prior** to approving a creative project as the thesis work. Students must include on the committee one professional in the artistic field who has a record of professional work, such as publications, exhibited artwork, staged dramatic pieces, etc. This committee member offers guidance, feedback and evaluation on the artistic aspect of the creative project. A 25-40 page literature review of relevant psychological literature accompanies the creative project as a commentary on the creative work. Finally, students who choose a creative project are required to mount a public exhibition, performance or reading of their work, in addition to their written work.

### Thesis Committee

There are three people on the thesis committee. The Chair is the person who guides the thesis work, gives extensive feedback on written drafts, and coordinates the work around the thesis process. The second and third members provide more limited feedback on the topic, research methodology, and written work. The responsibility of the 2nd or 3rd member of the thesis committee is to read a) the thesis proposal, and b) the completed thesis, to give feedback on the work, and to attend both the thesis proposal meeting and the final thesis meeting.

Students should choose their committee Chair first, then consult with the Chair on the composition and areas of expertise represented by potential committee members.

The thesis **Chair** must be a tenured or tenure-track member of the Psychology Department at SSU, or permanent part-time faculty. The faculty directory page in the Handbook has a complete list of qualified faculty members. The **second and third** members may be a Depth Psychology faculty member, or tenured, tenure-track, or permanent part-time members of the Psychology department. The **third** member is sometimes viewed as a community or outside member, who may be one of the faculty in the Depth Psychology program, one of the Psychology department's faculty members, or may have some unique expertise in the field you are studying. The minimal educational qualification for the **third** member is a Master's degree.

If the **third** reader is a member of the community and is new to the program committees, a résumé/Curriculum Vita (CV) must be provided to demonstrate expertise in the field. The student should provide contact information to the program Coordinator who will then request that the potential committee member send the CV. The Coordinator reviews the CV to insure that the member has the proper qualifications, and notifies the committee chair, the student, and the third member of acceptance.

## Thesis Proposal

In the fall semester of the second year students submit a thesis proposal to their committee. The proposal is a brief description and discussion of the research topic. It includes an introduction, a literature review to provide some background to the study, a discussion of the guiding question or problem or area of study, a description of the purpose of the study, and a description of the proposed methodology. The second year thesis class and research methods class explore these issues in greater detail.

The proposal meeting is scheduled before the end of the fall semester. The meeting is a discussion of the proposal, with feedback from each committee member. If the proposal is approved, each committee member signs the **Advancement to Candidacy** Form (GS0-1). Students should also bring the Thesis Meeting form to the meeting, with all required information filled out. These forms are downloadable from the program Forms website, [www.sonoma.edu/psychology/depth/forms](http://www.sonoma.edu/psychology/depth/forms). Students must have a B average in their work and must have cleared all Incompletes in order to Advance to Candidacy. Students then formally begin their thesis work.

## Thesis Proposal Meeting

The thesis proposal meeting, held at the end of the fall semester, is a brief meeting, generally lasting one hour, to discuss the student's thesis proposal. The student and all of the committee are present. The proposal meeting is the time for intensive feedback on methods, organization of material, and ideas for the literature review. The committee member might discuss methods, selection criteria (if interviewing), interview protocols, the nature of the investigation (personal process, or other), ideas for readings, organization of the work, and literature review topics. Written feedback to the proposal may be given, or it may be presented and discussed verbally in the meeting. All writing in the proposal and the thesis is in the style of the American Psychological Association (APA) Manual, 6<sup>th</sup> Edition.

The proposal meeting insures that the committee is on board, knows what the student is planning, and has time to give feedback before the thesis train has left the station. If all 3 members cannot be present, a 2 member meeting is acceptable. The member who is absent should send written or email feedback to the student and the chair before the meeting. The chair or student can then bring up for discussion the absent member's feedback. The Chair must be present at the proposal meeting.

Students should bring the Advancement to Candidacy form (GSO1) to the proposal meeting, and to have the committee members sign it at that time, if they are satisfied with the thesis proposal. The student should already have filled out the top part of the form, which lists the thesis title and description. The Thesis Meeting form should also be filled out at the meeting. The GSO1 is given to the Program Coordinator for signature and forwarding on to the graduate office. The Thesis Meeting form is given to the Graduate Administrative Specialist for processing.

## Human Subjects Review

If the research involves others, either in interviewing, observing, or interrelating, students must submit the research topic to the Human Subjects Committee of the University for review and permission to conduct the research. Research cannot be conducted until permission is received. Fill out the Human Subjects form available at [www.sonoma.edu/aa/orsp/formcontent.shtml](http://www.sonoma.edu/aa/orsp/formcontent.shtml) in consultation with the chair of the thesis, obtain the thesis chair's signature, and give the form to the Psychology Department Chair for the

department signature. The article chair must approve the Human Subjects form before it is submitted to the Department Chair for review. As early as possible in the fall semester of the second year, the completed and signed form must be submitted to the Office of Sponsored Programs in Stevenson 1050 (664-2448). It takes about 4 weeks for approval by the IRB Committee.

## **Article and Thesis**

### **Proposal Meeting and Advancement to Candidacy (GS0-1 Form)**

#### **GS0-1 Form Requirements**

Thesis title and brief description

Names of committee members with signatures

Special requirements section: "academic competency as met by first year evaluation meeting May 201x."

The form may be obtained at the Graduate Studies Office in Stevenson 1041, the Extended Education office from the Graduate Administrative Specialist in Stevenson 1012, or on-line at [www.sonoma.edu/aa/gso/gso1.pdf](http://www.sonoma.edu/aa/gso/gso1.pdf) or on the Forms website [www.sonoma.edu/psychology/depth/forms](http://www.sonoma.edu/psychology/depth/forms).

Your committee and the Program Coordinator sign the form. The completed form is submitted to Graduate Studies in Stevenson 1041.

#### **Article and Thesis Drafts**

Article and thesis writing is a successive process of writing drafts and receiving oral or written feedback from your Chair. Students should prepare for at least three drafts of the complete work before final submission; some students write up to six drafts, some two. Students may receive feedback from committee members on selected sections or chapters; students should consult with their committee members as to how many preliminary drafts they would like to review. If students give draft chapters to second or third members for review, they're asked not to duplicate, or send out to all members, the same chapter or material. It's more effective to have one person review a draft; have the student incorporate that feedback; and resubmit for more feedback. The Chair is the primary person who gives substantive feedback on drafts to the student.

#### **Final Committee Meeting**

When you have completed all of the article or thesis draft revisions required by the chair, and when the chair feels the work is ready for the committee to view it, students send a draft of the article or thesis to their committee, and schedule the final committee meeting. This optimally occurs in early to mid- April for May graduation.

The entire committee gives feedback on your work at this meeting. Depending on the nature of the feedback, this may be a working meeting with lively discussion and interchange all around. Students should bring a copy of the article or thesis to the meeting, to refer to it as feedback is given. Each member's feedback on the draft is necessary for the completion of the student's work. Feedback may center on the student's organization and articulation of material, conceptual analysis of material, use of reference sources or theory, conceptual critiques or analyses, assessment of conclusions. Committee members may do editing on the work as well. The student is expected to incorporate all members' feedback into the final product and to work closely with the Chair throughout the process. When there is a conflict of ideas among committee members, the student must resolve it in consultation with the Chair. If the second

and third members are satisfied at the meeting that their feedback will be incorporated into the final work, they may sign off on the article or thesis at the meeting.

After final incorporation of all feedback, students submit final changes to the chair for final approval and sign-off. The committee and chair sign off on the work only after they have approved all of it.

Students schedule 2 hours for the article and thesis committee meeting; it generally runs about an hour and a half. All committee members must attend. The student may invite a friend, classmate, partner, or family member to the meeting. Members' feedback, recognition, and appreciation are given during this meeting. Students sometimes bring food, construct an altar, and bring gifts, etc., at this final meeting.

The student brings the Completion of Requirements form (GSO2) and the Final Meeting form, both downloadable from the Forms website, [www.sonoma.edu/psychology/depth/forms](http://www.sonoma.edu/psychology/depth/forms) to this meeting. The GSO2 lists all coursework and grades. The Chair assigns a grade, and when the work is complete, signs off on this form. This may occur at the final meeting, or it may occur before the final thesis is turned in to Graduate Studies. The GSO2 is then given to the program Coordinator for signature, who passes it on to Grad Studies.

The Final Meeting form is filled out at the meeting and given promptly to the Graduate Administrative Specialist in the School of Extended Education, Stevenson 1012—this insures that the members will be paid.

### **Payment for Committee Members**

Second and third members of the master's thesis committee receive \$100 for the proposal meeting and \$100 for the final committee meeting. The second reader of the article receives \$x00 for the first and second meeting. These payments are made to the committee members from tuition fees. Students download the Final Meeting Form from the program Forms website at [www.sonoma.edu/psychology/depth/forms](http://www.sonoma.edu/psychology/depth/forms) and bring it to the meeting to be filled out. This form is given promptly to the Graduate Administrative Specialist in the School of Extended Education, Stevenson 1012, for processing and payment to the committee members.

### **Application to Graduate**

The application for the award of the Master's Degree is a one-page form due in to Admissions and Records on the 15<sup>th</sup> of the first month of the semester in which you graduate (Sept 15 for Dec. graduation, Feb 15 for May graduation, and April 1 for August graduation). Download it on from <http://www.sonoma.edu/aa/gs/masters.pdf>. You can't graduate unless you turn in this form and have paid all your fees.

### **Completion of Requirements (GS0-2) Form**

At the same time that you are finishing your thesis, it is also time to fill out a GS0-2 or a Completion of Requirements form. The form may be obtained at the Graduate Studies Office in Stevenson 1041, the Extended Education office from the Graduate Administrative Specialist in Stevenson 1012, or downloaded from the Graduate Studies website at [www.sonoma.edu/education/masters/GS02.pdf](http://www.sonoma.edu/education/masters/GS02.pdf) or the program Forms website, [www.sonoma.edu/psychology/depth/forms](http://www.sonoma.edu/psychology/depth/forms).

This form lists all of the classes and grades that you have taken to fulfill your degree requirements. You may obtain a copy of your transcripts from PeopleSoft. The coursework that you enter must reflect the classes and grades recorded on your transcript. Once you have

completed the form, bring it with you to your final committee meeting for signature and assignment of your final thesis grade. After your thesis chair signs the GSO2, signaling completion of your thesis, obtain the signature of the program Coordinator. Then, carry the form and Thesis to Graduate Studies for submission. Multiple chair-signed copies of the abstract are also needed. All Incompletes must be cleared before submitting the GSO-2 form.

### **Article Submission**

The student prepares a cover letter to the targeted journal and submits this, with the final article, to the committee Chair. This is the last step of the article process. The student then submits the article to the journal for review for publication.

### **Thesis Submission**

The student submits one copy of the thesis to Graduate Studies after the thesis committee meeting, after making all necessary revisions, and after all members have signed off on the title page. David Hartranft in Graduate Studies reviews the thesis for formal and structural requirements and may notify the student of the need for further revisions. After these final revisions are completed, two copies of the thesis, printed on at least 25% cotton rag paper, are submitted to Graduate Studies. The original signed title page can be Xeroxed onto cotton rag for this final version of the thesis. Multiple chair-signed copies of the abstract are also needed. This is the final and complete version of the thesis. There is no fee for library binding but you cannot request an additional bound copy for yourself.

### **Graduate Thesis Review Committee**

Elaine Sundberg, Dean of Graduate Studies. Stevenson 1041, 664-2215  
David Hartranft, Administrative Coordinator. Stevenson 1041, 664-2237

## **PSYCHOLOGY DEPARTMENT POLICY ON ACADEMIC HONESTY**

The Psychology Department is committed to a code of values that honors academic and personal integrity, honesty, and ethical standards. In line with the Psychology Department's mission, the Department provides a policy on academic honesty to guide students and faculty in their behavior. The Department's policy is based on the University's policy<sup>1</sup> of academic honesty and integrity.

### **Standards of the Department**

The Department expects students to complete their own work. When a student refers to ideas of another person, the Department expects students to acknowledge this work by appropriate citation. The Department also values group collaborative work, and expects students to appropriately acknowledge the contributions of others in collaborative work.

### **Department Policy on Academic Honesty**

Each class professor provides guidelines for academic work in that class. While all professors expect honesty, professors vary in their use of individual research assignments and collaborative group work.

Students are often asked to research topics of interest and write papers on their findings. Research work can be complex. Some professors expect students to use American Psychological Association (APA) style format, while some do not. Whether or not APA style is used, students are expected to cite the sources of their research material and to acknowledge the authorship of the sources they use, whether it is books, articles, or internet material. We live in an intellectual community in which the free flow of ideas is essential, and out of respect for the other, we acknowledge the other's work.

In general, students are expected to summarize the essence of the material they have read, in their own words. This means reading the material, digesting it, and communicating it, in one's own words. If exact words or phrases are pulled from the research material and placed in a paper, these words or phrases must be quoted (placed in quotation marks) and cited (given appropriate acknowledgement, according to the style preferred by the classroom professor). Summarizing means to say it in one's own words—not in someone else's words.

### **What are Examples of Violations of Department Policy on Academic Honesty?**

If a student uses the author's own words in a paper, without quoting that author, the student has plagiarized.

If a student represents an author's ideas as the student's own, the student has plagiarized.

If a student submits a paper downloaded from an internet source, the student has plagiarized.

If a student submits a paper with parts of the paper downloaded from an internet source, and the source is not quoted or cited, the student has plagiarized.

If a student submits a paper with paragraphs lifted, or copied, from a book or article, without quoting the author, even if the material is cited, the student has plagiarized.

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<sup>1</sup> Sonoma State University Policy on Cheating and Plagiarism, 2000, pp. 1-3.

If a student submits a paper written by another student, the student has plagiarized.

If a student collaborates on an assignment that was not intended to be collaborative, the student has cheated.

If a student makes use of notes during an exam, when that is forbidden by the class professor, the student has cheated.

If a student looks on another student's exam, or discusses answers during an exam, the student has cheated.

### **Consequences of Violations of Department Policy on Academic Honesty**

If a class professor suspects that a student has violated the policy of academic honesty, the professor reviews the matter and decides on the consequences of the violation. Professors have access to internet-based search programs that provide text of internet-based research material, and may make use of this for reviewing the student's work. Consequences of violations may include:

- A reduced or failing grade for the work.
- A reduced or failing grade for the course.

For every violation, a written description is given to the Department chair by the classroom professor. This statement is placed in a sealed envelope, with the student's name, professor's name, and date on the outside of the envelope. The Chair keeps these records in an Academic Honesty file. In addition, the professor may choose to report the violation to the University. The professor may schedule an individual interview with the student to discuss the matter.

Should the Chair receive a second violation notice for a particular student, the Chair opens the envelopes and reviews the violations. The class professors institute a formal notification to the University of violation of academic honesty. The Chair, in consultation with the classroom professors, decides on the consequences. The Chair meets with the student to discuss the issues.

Consequences of two or more violations of academic honesty may include:

- A failing grade for the course.
- Dismissal from the Psychology major.
- Some other action decided by the committee.

Policy 4/25/02

## M.A. IN PSYCHOLOGY, DEPTH PSYCHOLOGY EMPHASIS

### Student Forms and Procedures

Most forms are downloadable at the Graduate Office website [www.sonoma.edu/aa/gs/gs\\_forms.shtml](http://www.sonoma.edu/aa/gs/gs_forms.shtml) or the Forms website at [www.sonoma.edu/psychology/depth/forms](http://www.sonoma.edu/psychology/depth/forms), or you may pick them up in the Graduate Studies office in Stevenson 1041, or from the Graduate Administrative Specialist in the School of Extended Education, Stevenson 1012.

#### KEEP A COPY OF EVERYTHING YOU SUBMIT

See the Graduate Administrative Specialist in Stevenson 1012 for more information.

- **Registration Form**

The Graduate Administrative Specialist emails you a registration form each semester. After you've completed this form, return it to the Graduate Administrative Specialist in the Extended Education Office, Stevenson Hall 1012, along with your payment. If you do not receive the form, please call 664-2682.

- **Thesis Guidelines**

If you choose the thesis option you will receive the program's thesis guidelines by the fall of your second year in the program. The SSU thesis guidelines are available from the Graduate Studies Office or downloadable from [www.sonoma.edu/aa/gs/guidelines/toc.shtml](http://www.sonoma.edu/aa/gs/guidelines/toc.shtml) or [www.sonoma.edu/psychology/depth/forms](http://www.sonoma.edu/psychology/depth/forms).

- **Rights of Human Subjects Forms**

If you plan to involve human subjects for interviews or other research, this form must be filed with the Office of Sponsored Programs. Refer to the "Program Information" section for specific guidelines. Download the forms at [www.sonoma.edu/aa/orsp/formcontent.shtml](http://www.sonoma.edu/aa/orsp/formcontent.shtml) or see the program Forms page at [www.sonoma.edu/psychology/depth/forms](http://www.sonoma.edu/psychology/depth/forms).

- \* **Advancement to Candidacy (GS0-1) Form**

This form is filed with Graduate Studies in the fall semester of your second year, after the successful completion of your Proposal Meeting. At this time, you will have selected your thesis topic and committee. You must have a B in coursework and no outstanding Incompletes in order to file the form. It is available online at: [www.sonoma.edu/education/masters/GS01.pdf](http://www.sonoma.edu/education/masters/GS01.pdf) or [www.sonoma.edu/psychology/depth/forms](http://www.sonoma.edu/psychology/depth/forms), from the Graduate Studies Office in Stevenson 1041, or from the Graduate Administrative Specialist in Stevenson 1012.

If you are completing an electronic version of this form, note that the section on the **GS01 Advancement to Candidacy** form that requests a description of your final project is not a table. It will automatically wrap, and can be extended to as many lines as you require. The form is formatted with margin page numbers, and going to two pages is not a problem. Your pages will number automatically. Be sure that the page breaks are at an appropriate place.

Once completed, have it signed by your proposal committee first, and then the Program Coordinator. Once the signatures have been obtained, the program Coordinator will turn the form in to the Graduate Administrative Specialist in Stevenson Hall 1012.

- **Graduation Application when Completing the Master's Degree**

File the **Application for the Award of the Master's Degree** with Admissions and Records, located in Salazar Hall, by the 15<sup>th</sup> of the first month of the semester in which you graduate (Sept 15 for Dec. graduation, Feb 15 for May, and April 1 for August graduation). Download it from [www.sonoma.edu/aa/gs/masters.pdf](http://www.sonoma.edu/aa/gs/masters.pdf) or [www.sonoma.edu/psychology/depth/forms](http://www.sonoma.edu/psychology/depth/forms). There is no charge for filing this form.

**IMPORTANT:** If you apply for graduation but do not complete your program as expected or do not file your forms in a timely fashion, you must reapply for the next graduation. A change of information/date form is available from the Admissions & Records office in Salazar Hall, downloadable from the program Forms page at [www.sonoma.edu/psychology/depth/forms](http://www.sonoma.edu/psychology/depth/forms) or from the Graduate Administrative Specialist.

- **Completion of Requirements (GSO-2) Form**

Complete the GSO2 form when you've finished all course work (all Incompletes must be resolved) and are preparing to present your article or thesis in the final committee meeting. This form is available from the Graduate Studies office in Stevenson 1041, from the Graduate Administrative Specialist in the School of Extended Education in Stevenson 1012, or on-line at [www.sonoma.edu/education/masters/GSO2.pdf](http://www.sonoma.edu/education/masters/GSO2.pdf) or [www.sonoma.edu/psychology/depth/forms](http://www.sonoma.edu/psychology/depth/forms). All of your graduate courses (excluding prerequisite courses) are listed on this form and should total 36 units. For students who have taken supplemental courses post-coursework, these courses are also listed on the GSO-2, resulting in a total larger than 36 units. After obtaining a signature from the thesis chair, give the form to the program Coordinator, who will sign the form and return the form to you. Submit the GSO-2 with your thesis, signed title page, and chair-signed copies of the abstract to the Thesis Review Office. It is essential that the GSO-2 be filed; otherwise your graduation will be delayed.

## **Important Dates and Time-Line for the Program**

### First Year:

Deadline to submit Registration Forms each semester will be noted on the registration form. After this date, there is a \$25.00 late fee imposed.

May 15-31:

First Year Evaluation meeting with program Coordinator

### Second Year:

Fall Semester:

1. Selection of thesis topic and thesis chair, and discussion of potential committee members with chair
2. Proposal Meeting/Advancement to Candidacy/GSO1. Get signatures on the GSO-1 and fill out the Proposal Meeting form.  
After committee meeting the GSO1 and Proposal Meeting form are given to the Graduate Administrative Specialist for processing and submission to the graduate office.
3. File **Rights of Human Subjects Protocol Summary** Form if needed.

Spring Semester:

Late January:

1. For thesis option: First draft of thesis is due to your Committee Chair. Expect to do about four thesis drafts before your committee and Graduate Studies accept your thesis.

Mid-February:

1. Application to Graduate due Feb. 15 to Admissions & Records in Salazar Hall

March, April:

1. Schedule final committee meeting with committee.
2. Submit Completion of Requirements (GSO2) form to program Coordinator.
3. Submit completed Final Committee Meeting form to the Graduate Administrative Specialist in Stevenson 1012 for processing of payments to committee members.
4. For the article, submit a cover letter and the completed article to the committee chair. Then go ahead and submit the article to the journal. Deadline for May graduation is early June (early August for August graduation).
4. For the thesis, submit the completed thesis to Graduate Studies, Stevenson 1041, to David Hartranft. He will review it and give you feedback on further revisions.  
After David has okayed your revisions, submit 2 copies of thesis on 25% cotton rag and multiple copies of chair-signed abstract to the Graduate Studies. Deadline for May graduation is early May (mid-July for August graduation).
5. Awarding of Degree: Allow 60-90 days



## COMMITTEE MEETING FORM

Student Name: \_\_\_\_\_ Date of Meeting: \_\_\_\_\_

Type of Meeting:  Proposal Meeting : Advancement to Candidacy (GS01)  
 Final Committee Meeting : Completion of Requirements (GS02)

Type of Culminating Project (choose one):  
 Article (list chair and 2d member)  
 Thesis (list chair and 2d and 3d members)

### COMMITTEE MEMBERS:

Chair: \_\_\_\_\_  
Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
City, State, Zip  
\_\_\_\_\_  
Phone number

2<sup>nd</sup> Committee Member: \_\_\_\_\_  
Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
City, State, Zip  
\_\_\_\_\_  
Phone number

3<sup>rd</sup> Committee Member: \_\_\_\_\_  
Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
City, State, Zip  
\_\_\_\_\_  
Phone number

### MEETING FORM FOR PAYMENT TO COMMITTEE MEMBERS

Submit this form promptly following your committee meeting to the Psychology M.A. Graduate Administrative Specialist in Stevenson 1012.



Office of Admissions and Records  
707 664-2278

1801 East Cotati Avenue  
Rohnert Park, CA 94928-3609

### APPLICATION FOR AWARD OF MASTER'S DEGREE

No Fee Required

Date of Graduation: \_\_\_\_\_  
Month Year

Name: \_\_\_\_\_ SSU ID: \_\_\_\_\_  
Print your name as you wish it to appear on your Diploma

Street: \_\_\_\_\_ SSN: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone Number: ( ) - \_\_\_\_\_

Diploma mailing address, if different from above (please print):

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Campus Degree  or External Degree in Psychology

Include my name on lists released to the media Yes  No

Include my name in the Commencement Program Yes  No

Type of Degree: MA MS MBA MPA (circle one)

Major: \_\_\_\_\_ **Authorized** Concentration: \_\_\_\_\_

Minimum requirements that will be checked:

- Minimum of 30 semester units met (some majors require more)
- Minimum of 21 units in residence at SSU
- Minimum of 15 units at 500 level graduate work
- Maximum of 9 units of Transfer, Correspondence, Extension, etc.
- Minimum 3.00 GPA on the Completion of Requirements form
- Clearance of Thesis, if required by graduate study plan
- All courses on Completion of Requirements form are met within 7 year limit
- No more than one-third of the units can be in non-traditional grading mode

**OFFICE USE ONLY:**

Your Application for Award of Degree is being processed and you will be notified regarding the meeting of all requirements after the approved "Completion of Requirements Form" is submitted to Admissions and Records. The approval requires the signature of your Department and the Graduate Dean.

Contact your department regarding completion of your requirements.

Final Check: Eligible:  Not Eligible:

Evaluator: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

EOA: \_\_\_\_\_

ACM 117 05/04



Graduate Studies  
**Advancement to Candidacy**

**GSO1**

Name	Student ID Number
Local Address	Telephone Home
City, State, Zip	Telephone Work
Permanent Address	Telephone Message
Master's Program	Authorized Concentration

**Proposed Title and Short Description of Final Project (4 lines)--Use a second page for a long Description**

Special Requirements for Advancement, if any (i.e., oral qualifying exam, etc.)	Date
Requirement	
How Met by Student	

Writing Proficiency Requirement	Date
WEPT	
Other Option	

*In signing this document, I agree to accept the responsibility of preparing a manuscript that meets the standards of the supervising committee and the University [as outlined in the Guidelines for Master's Theses and Projects published by the university].*

Student Signature	Date

*In signing this document the committee agrees to accept the roles and responsibilities assigned to the task of acting as evaluators of the quality and substance of this student's final project [as outlined in the Guidelines for Master's Theses and Projects published by the university].*

Committee	Name (Typed) and Signature	Date
Chair		
Second Member		
Third Member		
Fourth Member		
Graduate Coordinator		

Review and Data Update:	Date
Graduate Studies Clearance	
Admissions & Records	



**PSYCHOLOGY DEPARTMENT**  
**Graduate Student-Instructed Course Proposal**  
**Psy 399, 3 units, Grade or C/NC**

**Desired Teaching Semester: Fall \_\_\_\_\_ Spring \_\_\_\_\_**

**PLEASE TYPE.** Meet with the Psychology MA, Depth emphasis Coordinator to discuss your course proposal; the program Coordinator must approve applications before submitting to the Department Chair. Submit two copies to the Department Chair by the last day of the first month of the semester prior to the desired teaching semester. Attach a sample 15-week course of readings, and a letter of support from the program Coordinator.

**I. Basic Information**

**Title of class**

**Instructor's Name** \_\_\_\_\_ **Emphasis** \_\_\_\_\_ **Year** \_\_\_\_\_

**Address** \_\_\_\_\_ **City Zip** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

-----  
**Co-Instructor's Name** \_\_\_\_\_ **Emphasis** \_\_\_\_\_ **Year** \_\_\_\_\_

**Address** \_\_\_\_\_ **City Zip** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

-----  
**Co-Instructor's Name** \_\_\_\_\_ **Emphasis** \_\_\_\_\_ **Year** \_\_\_\_\_

**Address** \_\_\_\_\_ **City Zip** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

-----  
**Preferred days and hours of class (check module schedule):**

**1st choice**

**2nd choice**

**Impossible times**

## **II. On the Nature of the Class**

**A. Give a brief, but specific course description.**

**B. Give a more elaborate statement of what is to be covered.**

**C. List the resources you plan to use (e.g., book list, recommended readings, tapes, speakers, films; for books include title and author). Attach a 15 week sample course of readings / syllabus.**

**D. How will you structure this class? What methods will you use?**

**E. What class requirements are students expected to meet?**

**F. What grading policy do you intend to use (Grade option or Cr/NC)?**

**G. If teaching alone, how do you see your role?**

**H. (If co-teaching)**

- 1. Describe the relationships between the people in your group (e.g., shared expertise, individual areas of expertise, differing experience, strengths and weaknesses).**
  
  - 2. How will you share responsibilities for the class?**
  
  - 3. When and if conflicts come up between co-teachers, how do you plan to resolve them?**
- 
- I. To what extent will students be expected to participate in planning the course or to be allowed to determine its direction?**
- 
- 
- J. How do you see your faculty sponsor in relation to the class?**

**III. On the Nature of the Instructor(s) (If co-teaching, each instructor should individually respond to all these questions.)**

**A. What are your qualifications for doing this course? Give a brief personal history and future plans as these relate to the subject matter of the class and to the responsibilities of teaching.**

**B. What are your major weaknesses in relation to the subject matter and to taking responsibility for the class? What problems do you foresee?**

**C. How much time and energy will you be able to give to your class? How will you fit this in with other commitments (courses, Master's thesis, personal relationships, projects, day-dreaming, etc.)?**

Rev. 8/26/10