

MS Degree in Child & Adolescent Behavioral Health



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# MSCABH Program Orientation for New Students

# Welcome to the Program!

Administrative Overview of the Program and Academic Processes including:

- Information about the Program, Department, and College
- What to do (& when)
- Who's Who (& who to contact)
- Miscellaneous Resources & Contacts

# About the Program

The Master of Science (MS) Degree in Child & Adolescent Behavioral Health (MSCABH) prepares professionals to serve in public and non-profit agencies and schools that work with diverse children and adolescents experiencing behavioral health challenges and their families.

- The MSCABH Program is a fully-online program. However, MSCABH students residing in the Tampa bay area who wish to do so may be able to attend some electives via in-class format.

Note: Although the program is accessible fully-online, some restrictions in participating in the program may apply if you relocate outside the state of Florida prior to completion of the program. If you plan to relocate, please contact your Advisor or Sandra Dwinell.

- The MSCABH Program is not a clinical program and it therefore does not provide graduates with any type of licensure or preparation for a counseling position.

# About the Program - Concentrations

The MSCABH includes Four Core Concentrations. They include the following:

- ❖ Developmental Disabilities
- ❖ Leadership in Child/Adolescent Behavioral Health
- ❖ Research and Evaluation
- ❖ Youth and Behavioral Health

# About the Program - Tracks

The MSCABH program offers both a Thesis Track and an Applied (Non-Thesis) Track that includes Field Experience and a project.

## **Thesis Track Requirements:**

Students selecting the Thesis Track will complete 6 hours of thesis research. The thesis will consist of original research designed and conducted by the student under the supervision of a faculty advisor. The student will conduct the thesis research study once approved by the committee, then write the thesis document and defend the study before the committee.

## **Applied Track Requirements:**

Students selecting the Applied Track will complete 6 credits of field placement and complete a related final paper. The student will assemble an Applied Track Committee that includes their faculty advisor and a second faculty member. This committee must approve the field placement site, the topic of study, and the final paper.

# About the Program - Tracks

## Process for moving accepted students from Applied to Thesis Track

All applicants of the Thesis Track in any MS Degree Concentration are required to take the GRE. The GRE scores provided must be from within the past five years.

Accepted applicants and/or current students of the MSCABH program in the Applied Track can petition to change to the Thesis Track within the same or different MS Degree Concentration. They will be required to take the GRE before the MSCABH Committee will review and vote on their petition to change.

# About the Program

## Leadership and Department Structure

The Department of Child & Family Studies (CFS) is one of seven departments and schools within the College of Behavioral & Community Sciences (BCS) at the University of South Florida (USF).

Department Vision: The Department of Child and Family Studies is committed to improving the well-being of individuals, children, and families within communities across the country through promoting respect, inclusion, development, achievement, mental health, and an optimum quality of life.

CFS Department website: <http://cfs.cbcs.usf.edu>

### **Mario Hernandez, PhD**

Department Chair & Professor



# About the Program

## Leadership and Department Structure

Established in 2008, the College of Behavioral & Community Sciences is breaking new ground by combining knowledge gained through the behavioral sciences with knowledge gained from the community. Our emphasis on behavioral science reflects a focus on individuals, emphasizing behavioral research that examines the problems and challenges people encounter, as well as their need for clinical and supportive services. Our emphasis on community science reflects our commitment to understanding the larger contextual factors that have an impact on the well-being and safety of individuals and their families, such as the effectiveness of systems and policies that impact and support the well-being of individuals. We accomplish this by engaging community and neighborhood stakeholders in a partnered, participatory manner and by collaborating with local, state, and national organizations in both the public and private sectors.

The College of Behavioral & Community Sciences serves more than 3,000 students with eight undergraduate, eight master's, and six doctoral programs housed in six academic departments/schools. The College is the home of the Louis de la Parte Florida Mental Health Institute, one of the largest behavioral health research and training institutes in the country as well as 17 specialized Research Centers and Institutes. Our aim is nothing less than to be among the most influential resources for behavioral and community sciences in the region, nation, and world.

CBCS website: <http://www.usf.edu/cbcs>



# Who's Who

## **MSCABH Program Director:**

Bruce Lubotsky Levin, DrPH, Associate Professor & M.S. in CABH Program Director

## **Concentration Directors:**

- Jolenea Ferro, PhD, BCBA-D, Associate Professor & Training Director/Concentration Director, Developmental Disabilities
- Sharon Hodges, PhD, MBA, Research Associate Professor and Division Director/Concentration Director, Leadership in CABH
- Oliver Tom Massey, PhD, Associate Professor & Division Director/Concentration Director, Research & Evaluation
- Carol MacKinnon-Lewis, PhD, Professor/Concentration Director, Youth & Behavioral Health

**MSCABH Faculty List and Profiles:** <http://cabh.cbcs.usf.edu/faculty/index.cfm>

# Confirm Your Acceptance

Send a response either to Sandra Dwinell or your Advisor confirming your acceptance and plans to attend classes.

If you won't be attending in the semester for which you are accepted, be sure to complete a Deferment Request so your Student Record is not inactivated.

To complete the Deferment form, contact Sandra Dwinell or your Advisor.

# Getting Started: First Steps for New Students

Review of Information sent to you by USF Graduate Admissions

<http://www.usf.edu/admissions/graduate/admitted-students.aspx>

[http://www.usf.edu/admissions/documents/grad\\_next\\_steps.pdf](http://www.usf.edu/admissions/documents/grad_next_steps.pdf)

- ✓ Activate your NetID
- ✓ Verify Personal Information
- ✓ Check Your Residency
- ✓ USF Email Account

# Meet Your Advisor

You will be notified of your Program Advisor either via the Provisional Welcome letter from the Program or by email. Schedule an appointment time (phone or in-person) to meet with your Advisor to discuss your goals and plans for the program. This should include the following:

1. Fulltime vs Part-time status

Full Time: Minimum of 9 hours toward their degree in the fall or spring semester, or taking a minimum of 6 hours in the summer semester. Students may take a maximum of 18 hours in any given semester; exceeding 18 hours requires a signed program of study or written approval from the College.

2. Developing your Program Plan

3. Get information about which courses to take

Note that meetings with your Advisor should be a regular occurrence – at least prior to the start of each semester to review your student status, program plan, and course schedule.

For Applied Track (Non-Thesis students): Be sure to update your Advisor and/or Sandra Dwinell if you plan on relocating to another state prior to completion of your degree as this may impact your field experience.

# How Many Classes to Take/Pace of Program

Your Advisor can direct you on how many courses to take in order to meet your goals for the pace of the program. But keep in mind the following:

Continuous Enrollment: USF requirements state that all graduate degree-seeking students must be continuously enrolled. Continuous enrollment is defined as completing, with grades assigned, a minimum of 6 hours of graduate credit every three continuous semesters. Students on an approved leave of absence are not subject to the enrollment requirement for the time approved for the leave.

Time Limits: USF requires that Master's degrees must be completed within 5 years from the student's date of admission for graduate study.

**Extensions**: In the event that a student nears the end of the time limitation as specified above, but the student needs more time to complete the degree, the student may submit a request for an extension. The student should work with their Advisor to ensure that the situation meets the criteria.

**Leaves of Absence (LOA)**: Leaves of absence may be granted to students under exceptional and unavoidable circumstances. Students requesting a LOA must specify the reasons for the leave, as well as the duration. Requested LOA may be approved for up to two years. The student should work with their Advisor to ensure that the situation meets the criteria.

# Registration

## Prior to Registering:

1. Submit Immunization & Medical History Forms to prevent a Registration Hold
  - If you will not be taking any courses on campus, contact Student Health Services to advise them and have the hold waived.
  - Immunization Compliance: 813-974-4056  
<http://www.usf.edu/student-affairs/student-health-services/about-us/contact.aspx>
2. Once you confirm with your Advisor which courses to take, Register online by Searching for course offerings and class schedules on the Schedule Search website. Register for classes by logging in to MyUSF. (You will need your Net ID and password.) Additional information can be found by visiting the Office of the Registrar's website at <http://www.usf.edu/registrar>.
3. Register as soon as possible to ensure you get the courses you want/need as space is limited. Payment for courses is not due until the first week of classes (see Tuition & Financial Aid Information slide).

# Finalize Provisional Admission

**If you received notification of Provisional Admission from the USF Graduate Admissions Office, be sure to complete your information.**

- If your admission is pending the receipt of missing application materials (such as final or official transcripts or test scores), you must provide these documents no later than the end of the first semester of enrollment. Failure to submit the necessary materials will result in a registration hold for your second semester of study.
- You can check your application status online at <https://www.grad.usf.edu/sonic3/status> to determine what, if any, materials are still missing.

# Courses Requiring a Permit

Courses that require a permit will always indicate that in the registration system. Your Advisor should be able to answer any questions you have regarding courses requiring permits.

The following is the procedure for requesting a permit:

1. Contact your Advisor to make the request for the permit to Sandra (students should not contact Sandra directly)
2. The Advisor will send Sandra the information and copy the Course Instructor
3. Sandra will complete the permit and respond to the email so that the Advisor and Student are all aware that the permit has been completed
4. Student goes online and registers ASAP

If you have any problems registering for the course after you have been notified that the permit has been completed, email Sandra Dwinell.



# Tuition and Financial Aid

Acceptance to the MSCABH Program does not include an offer of financial assistance.

1. Tuition is assessed by course level. Other factors that determine your per-credit rate are residency, admission term, campus and the specific college or program.

The per-credit hour rate consists of both tuition and fees. The Tuition and Fees page at <http://www.usf.edu/admissions/graduate/admitted-students/tuition-fees.aspx> on the USF Office of Admissions website includes a Tuition and Fee schedule with a full list of current fees.

2. Tuition is due on the fifth day of the term if you do not have a financial aid deferment.

Specific Payment Deadlines and student payment information can found on the Cashiers Office website at <http://usfweb2.usf.edu/uco/Cashiers>

3. Visit the website for more information on University Scholarships and Financial Aid Services at <http://www.usf.edu/financial-aid>

Currently, there are no scholarships or assistantships specifically for the MSCABH Program.

# Textbooks and Course Materials

Information regarding textbooks and/or other course materials can be found in the course syllabus. You are encouraged to wait until the current syllabus is available, once you have registered, to ensure that you obtain the correct materials. Note that some classes do not use textbooks but instead rely on other materials. For example, many of the courses in the program are research based and therefore use journal articles and other research materials rather than text books.

The USF Bookstore stocks textbooks and course materials according to the direction of the course professors.

All course-required materials are available for purchase online. The USF Bookstore has integrated with the USF system and students can purchase their materials through OASIS by following the “Reserve your textbooks” link on the student tab and on the course registration/add-drop page and following the on-screen prompts.

The USF Bookstore offers shipping across the US and internationally. Typically, online orders start to be fulfilled 2-3 weeks before classes start.

# Canvas: Online Access to Courses

Online Courses are offered through a learning management system called Canvas to help you access your online course content, including your assignments, exams and more. You can access Canvas by visiting the MyUSF portal. Once there, login using your NetID. Once you are logged in, you can access Canvas.

For instructions on how to use Canvas, view the Canvas Student Orientation at <https://resources.instructure.com/courses/32>.

# Academic Integrity Policy

- All USF students are expected to demonstrate the highest level of honesty and responsibility. Academic integrity is grounded in certain fundamental values, which include honesty, respect and fairness. Broadly defined, it is the completion of all academic endeavors and claims of scholarly knowledge as representative of one's own efforts. Issues related to academic integrity include plagiarism, cheating on examinations, reusing papers and submitting your own work.
- All USF students are expected to demonstrate the highest level of honesty and responsibility. Any form of dishonesty destroys the trust between faculty and student, is unfair to other students within the program and contradicts the reason for entering the program. Ignorance of the rules is not an excuse.
- USF's policy on the Academic Integrity of Students is located on the USF website at <http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf3.027.pdf>
- Before classes start in your first semester, complete the Academic Integrity tutorial on the USF website at <http://usfweb2.usf.edu/ethics/splash.html>

# Other USF Graduate School Policies

Be sure to familiarize yourself with the following USF policies which can be found on the USF Office of Graduate Studies Selected Academic Policies and Procedures webpage at

<http://www.grad.usf.edu/policies.php>:

- Mandatory First Day Attendance Policy
- Drop vs. Withdrawal
- USF Standards of Academic Progress (Progression) Policy
- Academic Probation/Academic Dismissal Policy
- Graduate Voluntary Withdrawal  
[http://www.grad.usf.edu/inc/linked-files/Voluntary\\_Withdrawal\\_Form.pdf](http://www.grad.usf.edu/inc/linked-files/Voluntary_Withdrawal_Form.pdf)

Students need to consult with their Advisor prior to completing this and should first consider a

Leave of Absence: [http://www.grad.usf.edu/inc/linked-files/Leave\\_of\\_Absence\\_Request\\_Form.pdf](http://www.grad.usf.edu/inc/linked-files/Leave_of_Absence_Request_Form.pdf)

# USF Identification Card

The USFCard is the official identification card of the University of South Florida.

The USFCard is a multi-functional card with digitized photo and electronic identification and validation for departments needing to verify student and/or employee status.

The USFCard was designed as a platform for a multitude of services and functions.

Both Local and Distance learning students may obtain a USFCard. Instructions for obtaining the USFCard can be found on the USF website at <http://www.usf.edu/it/class-prep/usf-card.aspx>.

# Local MSCABH Students

## For Students Located in the Tampa Bay area

- Although the MSCABH is a fully-online program, students located in the Tampa Bay area may choose to attend some electives via in-class format and therefore would need a parking permit and record of updated immunization, <http://www.usf.edu/student-affairs/student-health-services/about-us/contact.aspx>.
  - Information regarding parking can be found on the USF website at <http://www.usf.edu/administrative-services/parking>. Please note that a parking permit is needed for all vehicles at all times while parked on campus.
- Local students are also welcome to participate in any on-campus activities and to take advantage of amenities for students. To learn more, these students are encouraged to participate in the USF Office of Graduate Studies Orientation for Graduate Student. For more information regarding this Orientation, visit <http://www.grad.usf.edu/orientation.php>.

# Other Resources

- Graduate Catalog: <http://www.grad.usf.edu/catalog.php>
- University Calendar:  
<http://www.registrar.usf.edu/enroll/regist/calendt.php>
- MSCABH Website – Student Resources
  - MSCABH Student Handbook
  - Student Forms



# USF Contacts

- Office of Graduate Studies, Phone: (813) 974-2846, [grad.usf.edu](http://grad.usf.edu)
- Office of Admissions, Phone: (813) 974-3350, [usf.edu/admissions](http://usf.edu/admissions)
- Veterans Services, Phone: (813) 974-2291, [veterans.usf.edu](http://veterans.usf.edu)
- Scholarships & Financial Aid Services, Phone: (813) 974-4700, [usf.edu/financial-aid](http://usf.edu/financial-aid)
- Multicultural Affairs, Phone: (813) 974-5111, [multicultural.usf.edu](http://multicultural.usf.edu)

# Technical Support/IT Help Desk

The Information Technology Helpdesk offers help services accessible via phone, Internet, email, or in person.

The Help Desk provide support for MyUSF, student email accounts, connecting from home to the USF libraries, and work orders.

Support is available 24 hours a day, 7 days a week by phone by calling (813) 974-1222, or by emailing [help@usf.edu](mailto:help@usf.edu).

# Get Involved!

## Opportunities for Student Involvement

- The Center for Student Involvement, <http://involvement.usf.edu/orgs.htm>, provides information on USF Student Organizations. For more information about student organizations, you can search the student organization listing on the website or contact the Center for Student Involvement by emailing [CSI@admin.usf.edu](mailto:CSI@admin.usf.edu), calling (813) 974-7912, or, for students located in the Tampa Bay area, by visiting the office in the Marshall Student Center Room 3302.
- The Behavioral Health Student Organization, <http://health.usf.edu/publichealth/cfh/bhso/index.htm>, includes a listserv for communicating with undergraduate and graduate behavioral health students throughout USF.
- Graduate Studies Workshops/Professional Development Courses: Workshops are scheduled throughout the academic year and focus on a variety of topics including navigating Office of Graduate Studies, writing for success and finding research funding. Workshop partners include the USF Writing Center, the Office of Sponsored Research and USF faculty. Visit <http://www.grad.usf.edu/workshops.php> for details.

# Questions?

## Questions during your MS Degree Program

- MS Degree Curriculum (e.g., courses, comprehensive exam, field placement track, thesis track): Contact your academic advisor
- Programmatic questions including admissions: Contact Sandra Dwinell, [sdwinell@usf.edu](mailto:sdwinell@usf.edu) or (813) 974-0342