Welcome!

The University

The University of San Francisco (USF) is the city's first institution of higher learning, established in 1855 by the Society of Jesus (“Jesuits”). USF’s academic philosophy emphasizes enrichment of personal values, expansion of personal responsibility and lifelong continuous learning. The USF Statement of Mission is included on the next page.

Students are invited to browse the USF website for more, in-depth information about our unique university.

http://www.usfca.edu

The School of Education (SOE)

The School of Education (SOE) offers credential, master’s and doctoral level programs in a variety of areas including:

• Catholic Educational Leadership
• Educational Technology
• Human Rights Education
• Marriage & Family Therapy
• Higher Education & Student Affairs
• International & Multicultural Education
• Teaching English to Speakers of Other Languages
• Teacher Education
• Special Education
• Learning & Instruction
• School Counseling
• Organization & Leadership

The SOE also offers credential and master’s level programs at regional campuses located in Pleasanton, San Jose, Sacramento, and Santa Rosa.

The School of Education Mission and Goals statement is included on the next page. For additional information and updates, students are encouraged to regularly visit the SOE website. http://www.usfca.edu/education

The Handbook

The handbook is designed to provide every SOE student with an organized reference to the procedures and guidelines followed by the University of San Francisco and the School of Education. Every effort has been made to present information that is current and of greatest relevance and use to students. Comments and suggestions are welcome and should be addressed to the Dean’s Office personnel.

This handbook is posted on myUSF under the “Student Handbooks and Forms” section at https://myusf.usfca.edu/education/handbooks-forms

The handbook contains current information regarding the School of Education organization, procedures and regulations. The policy of the University is to give advance notice of change(s) whenever possible to permit adjustment. The University and the School of Education reserve the right to make changes in policies, procedures, and/or curriculum in the future. Such changes shall become effective whenever the administration may determine.
USF Vision, Mission and Values

Here are USF’s shared commitments as stated in the 2001 document, Vision, Mission and Values. We believe it is imperative to fashion a more humane and just world, and we believe that change starts here — in San Francisco, on the USF campus, with each of us.

Vision
The University of San Francisco will be internationally recognized as a premier Jesuit Catholic, urban University with a global perspective that educates leaders who will fashion a more humane and just world.

Mission
The core mission of the University is to promote learning in the Jesuit Catholic tradition. The University offers undergraduate, graduate and professional students the knowledge and skills needed to succeed as persons and professionals, and the values and sensitivity necessary to be men and women for others.

The University will distinguish itself as a diverse, socially responsible learning community of high quality scholarship and academic rigor sustained by a faith that does justice. The University will draw from the cultural, intellectual and economic resources of the San Francisco Bay Area and its location on the Pacific Rim to enrich and strengthen its educational programs.

Core Values
The University’s core values include a belief in and a commitment to advancing:

• the Jesuit Catholic tradition that views faith and reason as complementary resources in the search for truth and authentic human development, and that welcomes persons of all faiths or no religious beliefs as fully contributing partners to the University;
• the freedom and the responsibility to pursue truth and follow evidence to its conclusion;
• learning as a humanizing, social activity rather than a competitive exercise;
• a common good that transcends the interests of particular individuals or groups; and reasoned discourse rather than coercion as the norm for decision making;
• diversity of perspectives, experiences and traditions as essential components of a quality education in our global context;
• excellence as the standard for teaching, scholarship, creative expression and service to the University community;
• social responsibility in fulfilling the University’s mission to create, communicate and apply knowledge to a world shared by all people and held in trust for future generations;
• the moral dimension of every significant human choice: taking seriously how and who we choose to be in the world;
• the full, integral development of each person and all persons, with the belief that no individual or group may rightfully prosper at the expense of others;
• a culture of service that respects and promotes the dignity of every person.

School of Education Vision

The School of Education celebrates four decades of involved teachers, devoted leaders and caring counselors. Our faculty and students are scholars and social justice advocates engaged within the diverse San Francisco Bay Area and beyond. With over twenty master’s and doctoral programs, including programs at our branch campuses and online, we welcome students who seek to make an impact and who are committed to serving those most in need.

The School of Education offers credential and graduate programs designed to meet the needs of aspiring and practicing educators, counselors, and leaders. Marked by its urban setting, the school reaches out and contributes to the numerous communities it serves.
# Table of Contents

Welcome .................................................................................................................. 1  
USF Vision, Mission and Values Statement .................................................................. 2  
USF School of Education Vision .................................................................................. 2  

University and School of Education Requirements, Policies and Procedures

## Requirements
- Immunization................................................................................................................. 6  
- Health Insurance ........................................................................................................ 6  
- Registration and Attendance ...................................................................................... 6  
- Residency Requirement and Student Load .................................................................. 7  
- USF Correspondence .................................................................................................. 7  

## Policies
- Census Date .................................................................................................................. 8  
- Learning Environment ................................................................................................ 8  
- Academic Integrity ..................................................................................................... 9  
- USF Honor code ......................................................................................................... 9  
- Plagiarism .................................................................................................................. 11  
- Professional Integrity ................................................................................................. 12  
- Grading Policies and Standards ................................................................................. 13  
- Repeated Courses ...................................................................................................... 13  
- Probation and Disqualification ................................................................................. 14  
- Time Limitations for Degree Completion .................................................................. 14  
- Fogcutter Student Handbook .................................................................................... 14  
- Technology Use Policy ............................................................................................. 14  
- Use of Student Voice & Likeness .............................................................................. 14  
- Title IX Discrimination Harassment Assault ............................................................ 14  

## Procedures
- Orientation ................................................................................................................... 15  
- Advising ...................................................................................................................... 15  
- Registration .............................................................................................................. 15  
- Transfer of Credit ..................................................................................................... 15  
- Waiver of Requirements ........................................................................................... 15  
- Directed Study .......................................................................................................... 16  
- Permission to Enroll at Another Institution (PEAI) ..................................................... 16  
- Leave of Absence ...................................................................................................... 16  
- Withdrawal Policies ................................................................................................. 17  
- Application for Readmission or Reinstatement .......................................................... 17  
- Filing for Graduation and Diplomas ......................................................................... 18  
- Obtaining Transcripts ............................................................................................... 18  
- Student Evaluation of Courses and Programs ............................................................ 18  
- Problem Solving Procedures for Non-harassment Disputes & Conflicts .............. 19  
- Concern About Another Student’s Well-being .......................................................... 20  
- Complaint Resolution Procedures ......................................................................... 20
Graduate Student Conduct

Official Student Code of Conduct .................................................................20
Addressing Professors .................................................................................20
Professional Communication .......................................................................20
Respecting Time ............................................................................................20
Cell Phones, Laptops & Tablets .................................................................20
Issue Resolution Protocol ............................................................................20
The Broader Community ...............................................................................20
Your Professional Network .........................................................................20
Program-specific Evaluation .......................................................................21

Credential Requirements and Procedures

Fingerprint Clearance Required for Credential Programs .......................21
Applying for Credentials ............................................................................22

Credential/MA Programs

School Counseling / Pupil Personnel Services (PPS) Credential .............24
Special Education with Mild/Moderate Education Specialist Credential .....26
Teacher Education / Preliminary CA Teaching Credential .......................28

MA Programs

Catholic Educational Leadership (CEL) .....................................................31
Educational Technologies for Teaching and Learning (ETK) .................31
Higher Education and Student Affairs (HESA) .......................................32
Human Rights Education (HRE) .................................................................32
International and Multicultural Education (IME) .................................33
Marriage and Family Therapy (MFT) .........................................................34
Organization and Leadership (O&L) ........................................................39
Teaching English to Speakers of Other Languages (TESOL) ...............40

Student Resources & Services at USF

Academic Support

One Stop .......................................................................................................41
Schedule of Classes .....................................................................................41
Gleeson Library/Geschke Center ...............................................................41
SOE Curriculum Resource Center ............................................................42
Learning and Writing Center .....................................................................42
Student Disability Services (SDS) .............................................................42

Campus Life

ID Card – One Card Program .................................................................42
Student Mail Folders ................................................................................43
Food Services – Club Ed, Vending Machines .......................................43
Student Health Services ........................................................................43
Counseling and Psychology Services (CAPS) .....................................43
Koret Health & Recreation Center (KHRC) ...........................................44
Bookstore ................................................................................................44
Public Safety & Parking at USF .................................................................44
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Student and Scholar Services (ISSS)</td>
<td>44</td>
</tr>
<tr>
<td>Intercultural Center (IC)</td>
<td>45</td>
</tr>
<tr>
<td>Career Services Center</td>
<td>45</td>
</tr>
<tr>
<td>Center for Child and Family Development</td>
<td>45</td>
</tr>
<tr>
<td>University Ministry</td>
<td>45</td>
</tr>
<tr>
<td><strong>Finances</strong></td>
<td></td>
</tr>
<tr>
<td>Financial Aid</td>
<td>46</td>
</tr>
<tr>
<td>Veteran’s Benefits</td>
<td>46</td>
</tr>
<tr>
<td><strong>Student Associations</strong></td>
<td></td>
</tr>
<tr>
<td>SOE Graduate Student Association (GSA)</td>
<td>47</td>
</tr>
<tr>
<td>USF Chapter #1484 of Phi Delta Kappa (PDK)</td>
<td>47</td>
</tr>
<tr>
<td>USF Alumni Society</td>
<td>47</td>
</tr>
<tr>
<td><strong>Technology</strong></td>
<td></td>
</tr>
<tr>
<td>myUSF</td>
<td>48</td>
</tr>
<tr>
<td>Computer Services</td>
<td>48</td>
</tr>
<tr>
<td>Internet, Email Services</td>
<td>48</td>
</tr>
<tr>
<td>Photocopying and Printing</td>
<td>49</td>
</tr>
<tr>
<td>Center for Instruction &amp; Technology (CIT)</td>
<td>49</td>
</tr>
<tr>
<td><strong>School of Education Faculty</strong></td>
<td>50</td>
</tr>
<tr>
<td><strong>School of Education Contact Information</strong></td>
<td>51</td>
</tr>
<tr>
<td><strong>Map of the USF San Francisco Campus</strong></td>
<td>52</td>
</tr>
<tr>
<td><strong>Appendix A: Complaint Resolution Procedures</strong></td>
<td>53</td>
</tr>
</tbody>
</table>
Requirements

Immunization

• **Off-Campus Students:**
  Graduate domestic students living off campus are NOT required to submit evidence of MMR (Measles, Mumps, Rubella) immunization.

• **On-Campus Students:**
  Graduate students born on or after January 1, 1957 who are living in USF-operated housing must submit evidence of two MMR vaccines.

• **International students:**
  All international students must submit:
  o Evidence of two MMR vaccines.
  o Proof of Tuberculosis test administered within the last 12 months.
  o Students with a positive TB test are required to submit a proof of chest x-ray administered within the last 12 months.

Download the **USF Immunization Form** at [www.usfca.edu/hps/](http://www.usfca.edu/hps/)

**Submission Deadline for Immunization Form:**
- August 15th for students admitted to Fall and Summer terms
- January 15th for students admitted to the Spring term.

**LATE FEE:** If you do not submit your immunization form by the deadline, you will be charged a $100 late fee.

Please see our website for more information on Health and Immunization Requirements. [http://www.usfca.edu/soe/students/immunization/](http://www.usfca.edu/soe/students/immunization/)

Health Insurance

• **Automatic enrollment:**
  To protect your health and well-being all domestic graduate students registered for 6 credit hours or more, all international graduate students registered for 1 credit hour or more, and all graduate students who reside in USF operated housing **will be automatically charged and enrolled** in the USF-sponsored health insurance provided through Aetna.

• **Waive USF plan:**
  Students who have a health insurance plan with coverage comparable to the USF-sponsored plan may choose to waive the student insurance each academic year. Students can visit [www.usfca.edu/hps](http://www.usfca.edu/hps) to view waiver instructions and access the health insurance waiver application.

• **Voluntary Enrollment:**
  Domestic graduate students registered for under 6 credit hours and graduate students enrolled in an online degree program are eligible to voluntarily purchase the plan online by visiting [www.usfca.edu/hps](http://www.usfca.edu/hps)

**Deadline:** The deadline to waive the student insurance or voluntarily enroll in the plan is September 1 for the fall semester and February 1 for the spring semester.

**For more information, go to** [www.usfca.edu/hps/insurance](http://www.usfca.edu/hps/insurance)

Registration & Attendance

**Students must be registered (i.e., name appears on official class roster) in order to attend classes.**

**Students must attend all classes, to participate fully in class activities, and to fulfill, in a professional manner, the requirements of each course.** Class attendance and in-class activities may be part of the grade assignment.
### Residency Requirement & Student Load

Students in master’s or credential only programs are required to register for a minimum of 3 credits each semester, including the semester in which the degree and/or credential requirements are completed.

The minimal full-time load is 6 credits per semester; 3 credits per semester is the requirement to be classified as a half-time student. Credential-only students are considered fifth-year undergraduates (for financial aid requirement regulations) and must be registered for a minimum of twelve credits to be classified as full-time students.

### USF Correspondence

For communication and billing purposes, the University needs to track students' permanent, local and business addresses. All official University documents are usually mailed to the student's permanent address or USF email account.

It is the student's responsibility to regularly check their USF email address and to provide the University with current personal information. This information can be easily updated online via myUSF "Student Self Service."

**Students are responsible for all time-sensitive information sent to their USF email account.** USF offices and staff will only respond to current student inquiries sent from USF email addresses.
Policies

**Census Date/(W) & Tuition Refund**

The census date of the University represents a calendar date in each term when the general enrollment statistics of the University are established.

The USF census date indicates the last day to drop a course or withdraw from the University with a tuition refund, if applicable. No refunds are issued after the census date.

The fall and spring census dates are specified in the USF academic calendar which may be found on the web at [http://www.usfca.edu/academic_calendar](http://www.usfca.edu/academic_calendar) and on myUSF.

Classes dropped after the census date remain on the academic records and appear with a "W" (withdrawal) symbol on the transcripts.

**Learning Environment**

The learning environment of graduate school, much like the work environment, is an environment in which free expression, free inquiry, intellectual honesty, and respect for the rights and dignity of others is expected. Being physically or verbally threatening, disruptive, abusive, hostile, or disrespectful creates an academic/learning environment so unsafe or unpleasant, that others cannot accomplish the work of teaching and learning.

Graduate students are expected to adhere to standards of behavior in a variety of settings (e.g., classrooms, offices, clinics, laboratories, field placement settings, service-learning locations).

- Students shall not obstruct the teaching and learning environment, by impeding scheduled lectures, seminars, meetings, or examinations/tests.

- Instructors may establish additional rules for classroom behavior and shall articulate such rules as part of the course materials provided to the students, ordinarily within the course syllabus.

Students who disrupt the learning environment may be asked to cease behavior, leave a class session, leave a class entirely, or leave a program. An instructor, a Program Director or Chairperson, Assistant/Associate Dean may take such action. The nature of each case will determine the timeline of such a decision, but generally, most classroom conduct issues are handled informally, by a discussion between the involved parties that may lead to a written warning from the instructor, if appropriate.

Usually before temporary or permanent removal from class is deemed appropriate, an investigation into the issues and a consideration of evidence may take place within a context of consultation with instructor, the student(s), and other students in the class. Such a process allows for involvement of others (appropriate administrative officials and university resources) in order to resolve the issue(s) at the least intrusive level.

However, if a student presents a clear and present threat of bodily harm or injury to the instructor or fellow student(s), or, after warning continues to engage in disruptive conduct which results in impairment of the teaching and the learning process, then temporary suspension from class attendance or permanent removal from class and disenrollment may be the option chosen.

A student may appeal the decision for temporary or permanent removal from class to the Office of the Dean of Students (415.422.5330) on the grounds of a hearing not conducted fairly, of not conforming with USF procedures, of bias that affected the outcome, or of new information that would have altered the decision and was not available at the time.
Adherence to standards of honesty and integrity precludes engaging in, causing, or knowingly benefiting from any violation of academic integrity. Without regard to purpose, the following violations are prohibited:

A. Cheating
Cheating is the use or attempted use of unauthorized materials, information, and study aids, as well as unauthorized collaboration on examinations and other academic exercises. It is the responsibility of students to consult with their professors concerning what constitutes permissible collaboration. Cheating or helping others cheat is academic fraud.

B. Plagiarism
Plagiarism is the act of presenting, as one’s own, the ideas or writings of another; plagiarism, in any of its forms, violates academic integrity. While different academic disciplines have different norms of attribution, all strive to recognize and value individuals’ contributions to the larger body of knowledge. It is the responsibility of students to consult with their professors in order to understand the norms of attribution in each discipline and area of study.

C. False Citations
False citation is attribution to an incorrect or fabricated source; false citation is academic fraud. False citation seriously undermines the integrity of the academic enterprise.

D. Submitting the Same Work for Multiple Assignments
Students may not submit work (in identical or similar form) for multiple assignments without the prior, explicit approval of all faculty to whom the work will be submitted. This includes work first produced at USF or at another institution attended by the student.

E. Submitting False Data
False data is information that has been fabricated, altered, or contrived in such a way as to be misleading; the submission of false data is academic fraud.

F. Falsifying Academic Documentation
Forging or altering academic documentation (including transcripts, signatures, letters of recommendation, certificates of enrollment or standing, registration forms, and medical certifications) concerning oneself or others is academic fraud.

G. Abuse of Library Privileges
Depriving others of equal access to library materials constitutes a violation of academic integrity. This includes sequestering library materials for the use of an individual or group, refusal to respond to recall notices, and the removal or attempt to remove library materials from any university library without authorization.

H. Abuse of Shared Electronic Media
Depriving others of equal access to shared electronic media used for academic purposes constitutes a violation of academic integrity. This includes actions that result in the damage or sabotage of campus computer systems.

http://www.usfca.edu/academic-integrity/student-resources/

USF Honor Code

- Purpose
As a Jesuit institution committed to cura personalis—the care and education of the whole person—USF has an obligation to embody and foster the values of honesty and integrity. USF upholds the standards of honesty and integrity from all members of the academic community.
• The Honor Pledge
USF students uphold the Honor Code by adhering to the core values of the university and upholding its mission to guide their academic careers and educational experiences.

USF Academic Honor Pledge
I pledge to demonstrate the core values of the University of San Francisco by upholding the standards of honesty and integrity, excellence in my academic work, and respect for others in my educational experiences, including supporting USF’s mission.

• Standards of Conduct
Adherence to standards of honesty and integrity precludes engaging in, causing, or knowingly benefiting from any violation of academic integrity. Without regard to purpose, the following violations are prohibited.

• Cheating
Cheating is the use or attempted use of unauthorized materials, information, and study aids, as well as unauthorized collaboration on examinations and other academic exercises. It is the responsibility of students to consult with their professors concerning what constitutes permissible collaboration. Cheating or helping others cheat is academic fraud.

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• Abuse of Shared Electronic Media
Depriving others of equal access to shared electronic media used for academic purposes constitutes a violation of academic integrity. This includes actions that result in the damage or sabotage of campus computer systems.

Abuse in any of these areas of the USF Honor Code may result in a student being removed from his/her program.
Plagiarism

What is Plagiarism?

From: Turnitin.com and Research Resources. Turnitin allows free distribution and non-profit use of this document in educational settings.

Many people think of plagiarism as copying another’s work, or borrowing someone else’s original ideas. But terms like “copying” and “borrowing” can disguise the seriousness of the offense:

According to the Merriam-Webster OnLine Dictionary, to “plagiarize” means

• to steal and pass off (the ideas or words of another) as one's own
• to use (another’s production) without crediting the source
• to commit literary theft
• to present as new and original an idea or product derived from an existing source.

In other words, plagiarism is an act of fraud. It involves both stealing someone else’s work and lying about it afterward.

But can words and ideas really be stolen?

According to U.S. law, the answer is yes. In the United States and many other countries, the expression of original ideas is considered intellectual property, and is protected by copyright laws, just like original inventions. Almost all forms of expression fall under copyright protection as long as they are recorded in some media (such as a book or a computer file).

All of the following are considered plagiarism:

• turning in someone else’s work as your own
• copying words or ideas from someone else without giving credit
• failing to put a quotation in quotation marks
• giving incorrect information about the source of a quotation
• changing words but copying the sentence structure of a source without giving credit
• copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not (see our section on “fair use” rules)

Attention! Changing the words of an original source is not sufficient to prevent plagiarism. If you have retained the essential idea of an original source, and have not cited it, then no matter how drastically you may have altered its context or presentation, you have still plagiarized.

Most cases of plagiarism can be avoided, however, by citing sources. Simply acknowledging that certain material has been borrowed, and providing your audience with the information necessary to find that source, is usually enough to prevent plagiarism.

It is expected that students complete original work while at the University of San Francisco and maintain the highest standards with regard to appropriate documentation of the work of others. At the discretion of the faculty, all work is subject to search, utilizing www.turnitin.com for plagiarism. Plagiarism may result in a student being removed from his/her program.
**Professional Integrity**

Professional integrity issues, concerns, or violations consist of behavior that is inconsistent with ethical/professional standards in the professional roles for which the student is being trained that are not covered by policies governing academic integrity. This may include the student’s in-class behavior or the student’s performance in the role of researcher or scholar, teacher or mentor, supervisor, service-provider, intern, trainee, consultant or colleague.

Students must demonstrate academic mastery of program material and exhibit the personal behaviors and skills consistent with the standards of their profession.

Sources of the norms or standards to which graduate students can be held accountable are as follows:

- **State and Federal Laws.** Graduate students, like all member of the University community, are expected to abide by all State and Federal laws.

- **Relevant University-Wide Policy Statements:** Graduate students are responsible for being familiar with and are held accountable to the standards that are identified in the University-wide policy statements and that apply to them, including but not limited to the University’s Policy against Sexual Misconduct, and Statement of Nondiscrimination: [https://myusf.usfca.edu/title-ix](https://myusf.usfca.edu/title-ix)

- **Discipline-Specific Professional Standards of Conduct or Code of Ethics:** Graduate students are expected to meet professional standards of conduct associated with their own disciplines and/or professions as articulated in formal codes of ethics. Such formal codes can include but are not limited to codes of professional conduct or statements on professional behavior that have been adopted by the student’s department, program, school or college, as well as codes of ethics published by professional associations.

- **Additional program specific guidelines may also apply.**

While not all inclusive, examples of unacceptable ethical and professional behavior include but are not limited to the following:

- **Unmet professional responsibility** (e.g., not contributing to an atmosphere conducive to learning due to poor attendance, punctuality issues, and/or distracting, or insensitive behavior in class, lab, or clinic; poor personal hygiene; needing continual reminders to complete responsibilities in a timely manner; not responding to requests [written, verbal, e-mail, telephone] in a timely manner; breaching patient confidentiality)

- **Exhibiting disruptive behavior** (e.g., pushing, punching, throwing things, making inappropriate gestures, threats, verbal intimidation, language that belittles or demeans, negative comments with racial, ethnic, religious, age, gender or sexual overtones, making impertinent or inappropriate statements attacking students, faculty or staff)

- **Lack of effort toward self-improvement and adaptability** (e.g., resistant or defensive in accepting constructive criticism; remaining unaware of own inadequacies; resisting considering or making suggested changes to improve learning, behavior, or performance; not accepting responsibility for errors or failure; abusive or inappropriately critical, arrogant)

- **Lack of respect for cultural diversity** (e.g., inappropriate interpersonal interaction with respect to age, culture, race, religion, ethnic origin, gender, sexual orientation)

- **Failure to comply with college/school and program academic and/or clinical-related requirements** (e.g., training, immunization, HIPAA)
Grading Policies and Standards

The grading policy of the School is designed to provide feedback on the quality of the student's work. Symbols are used in grade reporting as defined below:

A (+/-) Distinguished, clearly superior work showing high quality of insight, depth of knowledge, and with no fundamental deficiencies.

B (+/-) Fully acceptable acquisition of basic subject and/or skill mastery.

C (+/-) Adequate work, but which does not show graduate level mastery of the full range of knowledge and skills.

F Inadequate work, the absence of work, or plagiarized work.

I "Incomplete" denotes that an examination or required assignment has been postponed for a serious reason after consultation with the instructor. Students who have not contacted a faculty member regarding completion of course requirements are subject to a failing grade. Students given approval to postpone course requirements must complete them on the date specified by the instructor. Once they agree on work still required and a completion deadline, students and instructors shall fill out, sign, and file an “Incomplete Grade Form.” This form is available from the department Program Assistants. If the notation is still incomplete at the close of the following semester, it is converted to a failing grade (F).

IP Work for a course can be "In Progress" because of the nature of a particular course or course schedule. "IPs" are not automatically converted to "Fs." "IPs" are permitted only for fieldwork courses.

W "Withdrawal" indicates that the student dropped a course after the University census date.

NR Grade "Not Reported" by instructor. To correct the transcript, the instructor must file a change of grade form. "NR" carries no connotation of student performance and no grade point value is given.

RC "Registration Canceled" is put on a transcript when the Student Accounts Office cancels registration due to non-payment of tuition and fees.

Students who, because of the demands of their professional workload, anticipate problems in meeting timelines set by a particular instructor should discuss the problem in a timely and professional manner with the instructor.

Grading is now done online. As soon as final grades are posted by instructors, students can view them via myUSF (see “Student Self Service”).

Course Grade Appeal Process

Information available online:
https://www.usfca.edu/catalog/policies/appeal-process-change-of-course-grade

Repeated Courses

Students may choose to repeat a general course in which they received a grade of C or lower. Teacher Education students must repeat those courses and follow the policies outlined in their Teacher Education Handbook. Note that:

• both grades will appear on the transcripts,
• the course credits may only be used once to meet degree requirements, and
• there is no reduction in tuition when a student registers to repeat a course.

If a student fails a required course and is permitted to continue in the program, the course must be repeated until he or she receives a passing grade.

Field Project/Thesis courses are the exception: these courses may not be repeated, but will earn an IP grade until the project/thesis is completed in time frame set by the instructor, dept. and/or Chairperson.
Probation and Disqualification
Any student whose cumulative grade point average falls below 3.00 will be placed on academic probation. **Students who fail to raise their cumulative grade point average to 3.00 by the time they have completed the next six semester hours of graduate work are subject to disqualification from the program.**

Students whose cumulative average falls below a grade point average of 2.50 in any one semester are also subject to disqualification unless otherwise informed by the School of Education.

Time Limitations for Degree Completion
Time limitation for completion of a School of Education M.A./Credential degree is 3 years from the time of a student’s official admission to the School and commencement of the program.

Fogcutter Student Handbook
The Fogcutter is available online at: [http://www.usfca.edu/fogcutter/](http://www.usfca.edu/fogcutter/)

The USF Student Handbook, Fogcutter, published annually, supplements the University's general and graduate catalogs as a source of additional information about the USF. It is not intended to be a complete statement of rules, regulations, policies, or procedures; however, students are encouraged to review and refer to the Fogcutter for procedures, problem resolution, and other resources and services.

Technology Use Policy
University policies relating to the appropriate use of technology may be found at: [https://myusf.usfca.edu/its/policies/technology_resources_appropriate_use_policy](https://myusf.usfca.edu/its/policies/technology_resources_appropriate_use_policy)

Use of Student Voice & Likeness
When attending USF sponsored events, there is often photography and videography for archival, educational, and related promotional purposes. USF’s Office of Marketing and Communications may also video stream many of these video recordings through the USF web site. By attending or participating in a USF-sponsored event, a student grants USF the full unrestricted rights to your photograph, voice and likeness in any manner or media whatsoever worldwide for educational marketing purposes.

Title IX Discrimination Harassment Assault

III.1 The University is committed to providing an environment free from gender-based discrimination or harassment. In addition to gender-based misconduct, misconduct on the basis of race, religious creed, color, national origin, ancestry, disability, marital status, medical condition (cancer-related or genetic-related), sexual orientation, sex, age, or any other protected status under federal, state or local law, ordinance or regulation applicable to the university, will not be tolerated and should be reported 415.422.5330. Anyone who believes they have been subject to any form of discrimination or harassment is encouraged to report these incidents.

III.2 In the case of sexual assault (recent) a student is encourage to call Public Safety at their emergency number 415.422.2911. This call does not require the student to make a report; rather it is the best way to get in touch with on-call staff. Public Safety Dispatch will put the student in touch with a university staff member who is available 24/7 to support the student through the process.

[https://myusf.usfca.edu/title-ix](https://myusf.usfca.edu/title-ix)
# Procedures

## Orientation

Newly admitted students are expected to participate in orientation that covers School and University policies.

## Advising

Upon admission, students are assigned an academic advisor from among the full-time faculty members of their program. The advisor will help plan a program of study that complements the student’s background and career interests. Students may petition to change advisors when there is a change of goals. A form is available from program assistants for this purpose. New student advising immediately follows the orientation session, and students are directed to their program’s meeting location. Faculty advisors discuss and plan the students’ first term academic workload.

## Registration

All new SOE students will receive an email from their departments with instructions about registration. The email will include the courses for which to register and information about tuition payment deadlines.

Continuing students in good standing are expected to register for the following semester during the registration period occurring near the end of their current semester. **Students are required to first meet with their advisor** to review the next semester's schedule and courses and may then register using one of two options:

- Students may register online via the “Student Self Service” box on myUSF. Online registration instructions can be found at [http://www.usfca.edu/registration/onlineregistration/](http://www.usfca.edu/registration/onlineregistration/)
- Students may also complete a [Registration Add/Drop form](http://www.usfca.edu/registration/onlineregistration/) (available online), obtain their advisor’s signature, and present that form in person to the One Stop Office (Lone Mountain, Room 251) during the posted registration times.

The University Student Accounts Office will bill registered students. Payment is due no earlier than four weeks before the start of the new semester. Failure to make payment by the specified due date will result in cancellation of the student's schedule of classes.

Students who have their registrations canceled must late register and cannot attend class until they are re-registered.

Students who do not take advantage of the new student registration or who miss the continuing registration period may register late. **Late registration takes place during the first week of the semester. A late registration fee is assessed.** A faculty advisor must sign registration forms.

General registration procedures may be found on the USF website at: [http://www.usfca.edu/registration/](http://www.usfca.edu/registration/)

## Waiver of Requirements

In some cases, it is possible to waive a course because of considerable past experience in the area. A “Petition for Waiver” form must be completed and submitted along with academic rationale and supporting documents. **The waiver does not grant course credit, so a substitute course must be taken to complete degree requirements.**

All requests for waiver of requirements are evaluated by the Associate Dean. Do not assume that the request has been granted until you receive written notification of the decision from the School.

**N.B:** The credit limit for transfer, Petition to Enroll at Another Institution (PEAI), and waiver is 6 credits TOTAL.
**Directed Study**

Students may enroll for a maximum of six credits of directed study.

Directed studies must be developed in conjunction with the advisor; the learning objectives must be clearly defined, the nature of your demonstration of outcomes described, and a specific schedule of meetings with your professor established so that you may obtain the guidance required.

Directed studies may only be arranged with full-time faculty and may not be used to substitute for courses regularly provided in the curriculum.

The petition form for directed study, which must be completed in addition to a registration form, requires the signatures of the faculty member grading the study and the Associate Dean. (Form available online: [http://www.usfca.edu/soe/students/handbooks_forms/]())

N.B: The credit limit for transfer, Petition to Enroll at Another Institution (PEAI), and waiver is 6 credits TOTAL.

**Petition to Enroll at Another Institution (PEAI)**

During the course of the doctoral program at USF, it may be possible to take courses at another accredited institution, providing that all of the following conditions are met:

- The course is one that is vital to the program of study and is NOT similar to a course offered by the USF School of Education;
- The course is at the graduate level;
- Permission has been received in writing from the advisor and the Associate Dean before the course is taken. (“Petition to Enroll At Another Institution” forms are available in the Dean’s Office and must be filed with the Dean’s Office);
- Credits taken at another institution may not exceed the maximum of 6 credits of transfer credit allowed. A grade of B or better is required.

Enrollment at another institution does not maintain a student’s continued matriculation at USF. If the student will not be taking courses at USF while attending another institution, a petition for a Leave of Absence MUST be submitted, even if the PEAI has been approved.

N.B: The credit limit for transfer, Petition to Enroll at Another Institution (PEAI), and waiver is 6 credits TOTAL.

**Leave of Absence (LOA)**

Graduate students who wish to leave USF temporarily must submit a Leave of Absence form to the One Stop Enrollment and Financial Services Office (Lone Mtn. Room 251).

Many graduate programs are associated with a license, credential, certificate, or professional preparation requirements, so students are encouraged to make an appointment with an advisor prior to initiating a Leave of Absence. If a student’s program has a cohort structure, additional implications of a Leave of Absence need to be explored with an advisor since the leave may have to extend to a full year in order to “jump back into” the program when the next cohort comes along.

A request form must be filed each semester that the student desires a leave of absence. **Two semesters is the maximum leaves of absence that may be granted to a graduate student.**

The Leave of Absence Form is available the One Stop Office ([www.usfca.edu/onestopforms/](http://www.usfca.edu/onestopforms/)).
Students who leave USF without having obtained final approval for a leave of absence, or students who do not return for the semester specified, are considered to have withdrawn from the University; they must apply for readmission should they wish to return later (refer to the application form for re-admission). To comply with reporting standards in higher education, a leave of absence should be requested no later than the census date of the term to which the leave will apply, and will not be granted after the last day of the term. Retroactive leaves of absence will not be granted.

Students who take a leave of absence from the University from the beginning of the semester (the first day of class) until 4 p.m. on the census date may receive a full refund of tuition, if appropriate.

If enrolled in one of the credential or licensure programs, an official Leave of Absence keeps a student in the program, and upon return at the scheduled time, allows the student to resume and complete the original requirements in place at the time of admission.

Withdrawal Policies

A student may withdraw from the University of San Francisco and must submit a Petition to Withdraw form available from the One Stop Enrollment and Financial Services Office (www.usfca.edu/onestopforms/). Students are encouraged to discuss a potential withdrawal with their advisor/program in order to understand implications of such an action.

A student may be administratively withdrawn from a graduate program for 1) low grade point average; 2) nonpayment of tuition in accordance with payment plan; 3) noncompliance with University or School/College policies; and 4) behavior and/or interpersonal skills that are inconsistent with the role of their professional preparation program requirements.

Any student who withdraws may reapply at a later date, but if admitted, the student will be assessed the tuition rate in effect at the time of re-admission and be held responsible for degree requirements in place at the time of re-admission. Thus, any new credential, licensure, or academic requirements that have been instituted during the student’s absence must be completed.

• Caution: Students who do not return from a Leave of Absence at the specified time or students who just stop attending classes are considered to have withdrawn from the University. Finally, if a student takes a Leave or withdraws prior to the semester’s Census Date, a full reversal of tuition may be possible; if taken after the Census Date, a tuition reversal is not possible.

Application for Readmission or Reinstatement

If a student has withdrawn or left the University without obtaining an official leave, and wishes to resume studies, an application for readmission may be submitted using a regular application form.

Readmission applications will be considered according to the regular admission timeline only, and applicants must meet new (if any) admissions requirements. Applicants need to include all required application materials (including the application fee), but need not supply new transcripts unless they have taken courses outside of USF since leaving. The application will be forwarded to the chairperson of the program/department. Applicants will be notified of any other readmission requirements and the recommendation of the faculty regarding the application. Old coursework may no longer be applicable to the current degree program. Coursework posted to the transcript more than 7 years prior to the calendar year for which applicants are requesting reinstatement is not applicable to current work. Following the application review process, applicants will be notified of the readmission decision.
### Filing for Graduation and Diplomas

Students applying for the conferral of a graduate degree must file online at: [http://www.usfca.edu/graduation/](http://www.usfca.edu/graduation/)

Students initiate the graduation process by taking the online Graduating Student Survey and completing the online Graduation Application Form. Candidates who file an Application for Graduation form will be notified seven to eight weeks prior to the ceremonies in writing of their eligibility to attend the Grad Finale event and the Commencement Ceremonies. Eligibility is determined by the Graduation Center after the Graduation Application form has been filed.

Graduation Application Deadlines:
- **I. December Commencement** - file by September 1st
- **II. May Commencement** - file by February 1st

PLEASE NOTE: STUDENTS ONLY NEED TO FILE ONCE. If the student has already submitted an application for graduation, he or she does not need to submit another application. Any personal changes (e.g., change of address, etc.) can be made on myUSF or by contacting the Graduation Center at gradcenter@usfca.edu.

The diploma will be mailed by the USF Graduation Center of the University after fulfillment of all degree requirements has been verified. The verification of the degree, as well as the ordering and processing of the diploma, may take several weeks. Graduation dates posted on the academic transcript and on the diploma coincide with the last month of the three terms of instruction: Fall-December; Spring-May; Summer-August. The official graduation date will reflect the completion of all academic requirements for the degree and not the last term of enrollment.

### Obtaining Transcripts

Current students with a myUSF account, may view and print their unofficial transcript and/or request an official transcript through this online service via “Student Self Service.”

Degrees are posted for the date (December or May) which follows the completion of all degree requirements (including coursework and approval of the dissertation). Verification and processing time for posting of degrees is usually two to three months from the end of the last semester in which requirements were completed.

For more information on obtaining a transcript, cost and policies, visit the One Stop site at [https://myusf.usfca.edu/ONESTOP/STUDENT-records/transcripts](https://myusf.usfca.edu/ONESTOP/STUDENT-records/transcripts). Questions can be directed to the transcripts department at (415) 422-6116 or transcript@usfca.edu.

### Student Evaluation of Courses

At the end of each course, students are asked to evaluate the teaching effectiveness of the instructor. The new online survey of teaching effectiveness runs on the Blue Course Evaluation System by eXplorance. Access to Blue is available through Banner Self-Service and Canvas. Log on with your myUSF userID and password.

Student suggestions for improvement are both necessary and appreciated. The administration is always interested in students’ experiences and appreciates hearing either formally or informally about any aspect of the School of Education programs.

### Problem Solving Procedures for Non-harassment Disputes and Conflicts

Students, faculty and staff comprise a diverse group whose personalities, experiences, activities, and personal goals vary widely. Most conflicts and issues that arise in this environment can be resolved without invoking formal grievance procedures; as such, we suggest an informal adult-adult resolution protocol.
Student-faculty issue

Step 1: Students should register the concern directly with the faculty and make every effort to resolve the issue. Prior to meeting, the student should be clear about the concern(s), gather supporting data and be ready to discuss specific alternatives for improvement that, for the student, would contribute to a constructive class experience. In speaking with the instructor, the issue may be resolved.

The instructor may require some time to consult, reflect, or review materials, and as a result, it will be the instructor’s responsibility to contact the student (by phone and/or in writing) within 5 working days after the initial meeting.

Step 2: If, after Step 1, the concern has not been resolved, the student should directly contact his/her advisor. The advisor will contact the instructor in question. Within 5 working days, the advisor will contact the student to share his/her findings.

Step 3: If, after step 2, the concern still has not been resolved, the student should directly contact the department Chairperson (or Program Director). This person will attempt to resolve the concern(s) and provide a response within 5 working days from the time the concerns were brought to his/her attention.

If the concerns still remain unresolved, the student should next involve the appropriate Assistant/Associate Dean by putting the concerns and history in writing and delivering the written materials to the Assistant/Associate Dean. The Assistant/Associate Dean will make every attempt to respond to the student within 5 working days, not to exceed 15 working days from the time the issue was brought to his/her attention.

Faculty-student issue

Step 1: Follow above Step 1 and meet with student.
Step 2: If issue(s) still unresolved, involve a faculty colleague.
Step 3: If still unresolved, involve Department Chairperson or Program Director.
Step 4: If still unresolved, see above, and follow written notification to Assistant/Associate Dean.

Student-student issue

Step 1: Follow above Step 1 and meet with other student (may skip this step)
Step 2: If issue(s) still unresolved, involve an advisor.
Step 3: If issue(s) still unresolved, involve faculty member.
Step 4: If still unresolved, involve Department Chairperson or Program Director.
Step 5: If still unresolved, see above, and follow written notification to Assistant/Associate Dean.

At times, however, disputes may not be resolved through informal efforts and both students and faculty may need to utilize the services of the Office of the Dean of Students (415.422.5330).

Concern about another Student’s Well-being

Generally, if a student is concerned about the well being of another fellow student, the student may approach a faculty member with the concern(s) and ask for his/her assistance or the student may call the Office of the Dean of Students to report the concern(s) 415.422-5330. In case of an emergency, a student may call the USF Office of Public Safety at 415.422-2911, or dial 911 at the branch campuses.

Complaint Resolution

Please see Appendix A.
# Graduate Student Conduct

USF faculty, students, and staff seek to promote a learning atmosphere characterized by professional courtesy and etiquette. Classmates, professors, USF alumni and staff now constitute a professional network for each new student. Interactions with each person contribute to this new professional network. To that end, all use these the following guidelines when engaging with others in the USF Graduate community:

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Addressing Professors</td>
<td>Some professors and administrators prefer to be addressed by a first name. However, unless invited to do so, it is more appropriate to use “Dr. (last name)” or “Professor (last name).” Ask or wait until they acknowledge how they prefer to be addressed.</td>
</tr>
<tr>
<td>Professional Communication</td>
<td>Whether it is an email, a phone call, a text or a classroom discussion, when communicating with others, please do so as a professional. This simply means to use courteous language and show respect for the ideas and values of others.</td>
</tr>
<tr>
<td>Respecting Time</td>
<td>Be sensitive and respectful of others’ time. If you sign up to attend an event or make an appointment to meet with a classmate, a professor or a staff member, please honor that commitment or notify the person beforehand that you are unable to attend.</td>
</tr>
<tr>
<td>Cell Phones, Laptops &amp; Tablets</td>
<td>When in a classroom, please power off your cell phone. No exceptions without instructor permission. Laptops and tablets may be used only for class related work.</td>
</tr>
<tr>
<td>Issue Resolution Protocol</td>
<td>Graduate school can be a stressful place to be. There will be times when you are frustrated or upset about a person or an issue. If it is an issue with a person such as a classmate, a professor or staff member, it is often best to deal directly with that person. If you are not comfortable doing this, please ask for the assistance of your Advisor. Use the chain of responsibility. If you have not been able to resolve the issue directly, or with an advisor, you should then go to a Program Director, then a department Chairperson, then Associate Dean. In the event you have a more serious issue that is not addressed through constructive dialogue at these levels, you may call the Office of the Dean of Students at 415.422.5330.</td>
</tr>
<tr>
<td>The Broader Community</td>
<td>We are all members of not only the USF community, but also the broader community of the greater Bay Area. Conduct in the entire community is a reflection on USF, so please be aware of the impression you leave on others while interacting in the community.</td>
</tr>
<tr>
<td>Your Professional Network</td>
<td>Remember, your classmates, your professors and staff are your future colleagues. Build your network with them using respectful and professional conduct.</td>
</tr>
<tr>
<td>Program-specific Evaluation</td>
<td>In addition to meeting academic standards for graduation, students in some programs may be expected to meet generally accepted behavioral criteria for their particular area of professional education and training. Relevant areas include following appropriate ethical-legal standards, demonstrating reasonable maturity in professional interpersonal contacts, and remaining relatively free of personal-emotional behaviors that could constitute a potential threat to the welfare of the public to be served. Faculty will review feedback from professors concerning individual students and initiate remedial interventions where deemed necessary. Whereas an attempt will be made to resolve issues, it is possible that some issues could lead to dismissal from a program.</td>
</tr>
</tbody>
</table>
Fingerprint Clearance- Required

All Teacher Education, School Counseling (SC) and Special Education students who do not already have a California credential (such as an emergency or substitute permit or services credential) on file with the California Commission on Teacher Credentialing (CTC) are required by the CTC to apply for a Certificate of Clearance with Livescan fingerprints before being placed in a school setting. A clearance obtained through districts, private schools, group homes, or childcare centers is NOT accepted by the CTC. You may contact the School of Education Credential Analyst for more information.

Credential Analyst Office
School of Education, Room 031
(415) 422-2117
credentialanalyst@usfca.edu

A clearance application requires the student to have fingerprints taken at a Livescan Service Center and to submit a Commission fee. Livescan Service Centers also charge a fee at the time of service. Clearance instructions, and Livescan Service forms are available in the Credential Analyst Office.

School Counseling Candidates: SC applicants must complete the clearance process prior to being admitted to USF.

Teacher Education Candidates: All Teacher Education students must apply for the Certificate of Clearance soon after orientation, but in no case later than census date (see page 5) of their first semester in the program. School districts may also require students to secure a district criminal background clearance before being allowed to enter any school facility for any observation or fieldwork responsibilities.

Special Education Candidates: Special Education students must submit a Certificate of Clearance prior to applying for their intern credential.
### Applying for Credentials

1) **Multiple or Single Subject**

   All California educational credentials are issued by the State of California, Commission on Teacher Credentialing (CTC). After completing a professional preparation program at USF, students must submit a Formal Request for Credential Recommendation (FRCR) to the University Credential Analyst, (415-422-2117; credentialanalyst@usfca.edu). FRCR forms must be submitted with the requested documents.

2) **Administrative Services**

   Requests for credential recommendation are submitted via the internet to the California Commission on Teacher Credentialing. Shortly after recommendation by USF, students will receive an email request from the CTC asking them to complete their portion of the online application and pay the appropriate fee. The applicant will be able to print a “verification of credential processing” page for submission to his/her employing agency. Credentials are issued approximately two to four weeks after the applicants complete the online application.

3) **Education Specialist**

4) **Pupil Personnel Services**

   Some agencies/centers/facilities/organizations may need a certificate of insurance from USF on behalf of students doing their fieldwork. Should the student need such a certificate, please contact the University Human Resources Office at (415) 422-6707 and provide all necessary information so that the request may be processed.
School Counseling

MA/Pupil Personnel Services (PPS)

Program Details | 49 credits total

First Year: 27 credits

Semester 1 | Fall - 10 credits
CPSY 607 - Counseling Theory and Practice (3)
CPSY 618 - Law and Ethics (3)
CPSY 612 - Lifespan Developmental Counseling (3)
CPSY 619 - Fieldwork Practicum (1)

Semester 2 | Spring - 10 credits
CPSY 606 - Cross Cultural Counseling (3)
CPSY 608 - Prevention and Intervention in Schools (3)
CPSY 620 - PPS Traineeship I (2) or CPSY 602 - PPS Internship I (2)
CPSY 624 - Qualitative and Quantitative Research Methods (2)

Semester 3 | Summer - 7 credits
CPSY 613 - Group Counseling Skills (3)
CPSY 610 - Advanced Multicultural Counseling (3)
CPSY 625 - Qualitative and Quantitative Analysis and Interpretation (1)

Second Year: 22 credits

Semester 4 | Fall - 8 credits
CPSY 609 - Academic Counseling (3)
CPSY 611 - Problem-Solving Counseling (3)
CPSY 621 - PPS Traineeship II (2) or CPSY 603 - PPS Internship II (2)

Semester 5 | Spring - 8 credits
CPSY 614 - Career Counseling (3)
CPSY 623 - Trauma and Crisis Counseling in Urban and Multicultural Context (3)
CPSY 622 - PPS Traineeship III (2) or CPSY 604 - PPS Internship III (2)

Semester 6 | Summer - 6 credits
CPSY 615 - Assessment and the Counselor (3)
CPSY 617 - Consulting with Parents, Teachers and Schools (3)
Dual Concentration in Licensed Professional Clinical Counselor (LPCC)

First Year: 31 credits

Semester 1 | Fall - 10 credits
- CPSY 607 - Counseling Theory and Practice (3)
- CPSY 618 - Law and Ethics (3)
- CPSY 612 - Lifespan Developmental Counseling (3)
- CPSY 619 - Fieldwork Practicum (1)

Intersession | Winter - 1 credit
- CPSY 644 - Child, Elder, and Adult Abuse (1)*

Semester 2 | Spring - 10 credits
- CPSY 606 - Cross Cultural Counseling (3)
- CPSY 608 - Prevention and Intervention in Schools (3)
- CPSY 602 or 620 - PPS Traineeship/Internship I (2)
- CPSY 624 - Qualitative and Quantitative Research Methods (2)

Semester 3 | Summer - 10 credits
- CPSY 613 - Group Counseling Skills (3)
- CPSY 610 - Advanced Multicultural Counseling (3)
- CPSY 625 - Qualitative and Quantitative Analysis and Interpretation (1)
- CPSY 639 - Individual and Family Psychopathology (3)*

Second Year: 29 credits

Semester 4 | Fall - 9 credits
- CPSY 609 - Academic Counseling (3)
- CPSY 611 - Problem-Solving Counseling (3)
- CPSY 621/or 603 - PPS Traineeship/or Internship II (2)
- CPSY 635 - Human Sexuality (1)*

Intersession | Winter - 1 credit
- CPSY 629 - Alcohol and Substance Abuse (1)*

Semester 5 | Spring - 10 credits
- CPSY 614 - Career Counseling (3)
- CPSY 623 - Trauma and Crisis Counseling in Urban and Multicultural Context (3)
- CPSY 622 or 604 - PPS Traineeship/Internship III (2)
- CPSY 626 - Addictions Counseling (2)*

Semester 6 | Summer - 9 credits
- CPSY 615 - Assessment and the Counselor (3)
- CPSY 617 - Consulting with Parents, Teachers and Schools (3)
- CPSY 683 - Clinical Psychopharmacology (3)*

*Denotes courses added to the 49-credit PPS course sequence.
Special Education

MA in Special Education with Mild/Moderate Education Specialist Preliminary Credential

Program Details | 42 credits total

First Year: 27-28 credits

Summer | 14 credits
TEC 604 - Multiple Subject Curriculum and Instruction: Math & Science (3)
TEC 621 - Multiple Subject Curriculum and Instruction: Early Literacy (3)
*The courses above may be waived for those who have a California Single or Multiple Subject credential earned within the last 7 years. Courses may be transferred from another institution.*

L&I 637 - Fieldwork Practicum: Teaching Diverse Groups (2)
L&I 636 - Educational Practices for the Learning Specialist (3)
L&I 665 - Development of Legal & Educational Foundations for the Learning Specialist (3)

Fall | 7 credits
L&I 631 - Curriculum & Instruction for Students with Mild/Moderate Disabilities (2)
L&I 633 - Assessment in Special Education (3)
L&I 639 - Intern Teaching Seminar I (2)

Spring | 6 credits
L&I 622 - Instructional Uses of Technology for Learning Specialists (2)
L&I 676 - Behavior Management (3)
L&I 640 - Intern Teaching Seminar II (1)

Second Year: 8-9 credits

Fall | 4 credits
L&I 675 - Data-based Instruction (3)
L&I 678 - Intern Teaching Seminar III (1)

Spring | 4 credits
L&I 659 - Consultation and Collaboration (3)
L&I 679 - Intern Teaching Seminar IV (1)

TEC 642 - Health Education (1 credit) - Flexible - May be taken anytime during the two-year program on three successive Saturdays. Course may be waived for those who have a California Single or Multiple Subject credential within the last 7 years or prior qualifying health course.
The master's degree may be completed during the second year of the credential program or in an optional third year. | 6 credits

L&I 641 - Research in Special Education (3)
L&I 638 - Master's Thesis (3)

**MA in Special Education: 1 Year Pathway for Credential Holders Only**

Candidates entering into the 1-year track of the Special Education master's program may be eligible to transfer up to 9 credits of coursework*. Coursework must have been completed within the last 7 years for eligibility. For more information about course transfer credits, please contact the department Program Coordinator at koh2@usfca.edu or (415) 422-4387.

**Program Details | 30-39 credits**

**Summer | 15 credits**
L&I 675 - Data-based Instruction (3)
L&I 659 - Consultation and Collaboration (3)
L&I 641 - Research in Special Education (3)
L&I 665 - Development of Legal and Educational Foundations for the Learning Specialist (3)
L&I 636 - Educational Practices for the Learning Specialist (3)

*Transferable Courses – Up to 9 Credits*
TEC 604 - Multiple Subject Curriculum and Instruction: Math & Science (3)
TEC 621 - Multiple Subject Curriculum and Instruction: Early Literacy (3)
L&I 637 - Fieldwork Practicum: Teaching Diverse Groups (2)
TEC 642 - Health Education (1) - Flexible - May be taken anytime during the two-year program on three successive Saturdays. Course may be waived for those who have a California Single or Multiple Subject credential within the last 7 years or prior qualifying health course.

**Fall | 7 credits**
L&I 633 - Assessment in Special Education (3)
L&I 631 - Curriculum & Instruction for Students with Mild/Moderate Disabilities (2)
L&I 639 - Intern Teaching Seminar I (2)

**Spring | 6 credits**
L&I 676 - Behavior Management (3)
L&I 622 - Instructional Uses of Technology for Learning Specialists (2)
L&I 640 - Intern Teaching Seminar II (1)

**Summer | 2 credits**
L&I 634 - Master's Thesis (2)
The preliminary Multiple Subject and Single Subject teaching credentials are offered in conjunction with the following Master of Arts in Teaching programs. All programs can also include the Bilingual Authorization.

- Masters in Teaching
- Masters in Teaching with a Concentration in Catholic Education
- Masters in Educational Technology with Teaching Credential
- Masters in Teaching English to Speakers of Other Languages with Teaching Credential
- Masters in Teaching Reading, with Reading and Literacy Added Authorization
- Masters in Teaching Urban Education & Social Justice
- San Francisco Teacher Residency

### Preliminary Single Subject (SS) Credential

#### Program details | 34 credits

**1st Semester | 14 credits**
- TEC 600 - Teaching, Learning and Technology (2 credits)
- TEC 610 - Learning and Teaching (3 credits)
- TEC 618 - Teaching for Diversity and Social Justice (3 credits)
- TEC 643 - Education of Exceptional Children (3 credits)

Students whose 1st semester is the fall semester also take one of the following 3 courses:
- TEC 615 - Single Subject Curriculum and Instruction I: Math or Science (3 credits)
- TEC 628 - Single Subject Curriculum and Instruction I: English (3 credits)
- TEC 629 - Single Subject Curriculum and Instruction I: Social Science (3 credits)

Students whose 1st semester is the spring semester also take:
- TEC 625 - Teaching Adolescents (3 credits)

**2nd Semester | 13 credits (fall-entry) | 11 credits (spring-entry)**
- TEC 611 - Education of Bilingual Children: Theory and Practice (3 credits)
- TEC 622 - Single Subject Curriculum and Instruction: Academic Literacy (3 credits)
- TEC 660 - Single Subject Student Teaching I - Fieldwork (2 credits)

Students whose 2nd semester is in the fall semester also take one of the following 3 courses:
- TEC 615 - Single Subject Curriculum and Instruction I: Math or Science (3 credits)
- TEC 628 - Single Subject Curriculum and Instruction I: English (3 credits)
- TEC 629 - Single Subject Curriculum and Instruction I: Social Science (3 credits)

Students whose 2nd semester is in the spring semester also take:
- TEC 625 - Teaching Adolescents (3 credits)

Students whose 2nd semester is in the spring semester also take one of the following 4 courses:
- TEC 632 - Single Subject Curriculum and Instruction II: Math (2 credits)
- TEC 633 - Single Subject Curriculum and Instruction II: Science (2 credits)
TEC 631 - Single Subject Curriculum and Instruction II: English (2 credits)
TEC 634 - Single Subject Curriculum and Instruction II: Social Science (2 credits)

3rd Semester | 7 credits (fall entry) | 9 credits (spring-entry)
TEC 642 - Health Education (1 credit)
TEC 655 - Single Subject Student Teaching II - Fieldwork (3 credits)
TEC 656 - Single Subject Student Teaching III - Fieldwork or
TEC 657 - Single Subject Student Teaching III - Bilingual Authorization (3 credits)

Students whose 3rd semester is in the spring semester also take one of the following 4 courses:
TEC 632 - Single Subject Curriculum and Instruction II: Math (2 credits)
TEC 633 - Single Subject Curriculum and Instruction II: Science (2 credits)
TEC 631 - Single Subject Curriculum and Instruction II: English (2 credits)
TEC 634 - Single Subject Curriculum and Instruction II: Social Science (2 credits)

Preliminary Multiple Subject (MS) Credential

Program details | 36 credits

1st Semester | 14 credits
TEC 600 - Teaching, Learning & Technology (2 credits)
TEC 610 - Learning & Teaching (3 credits)
TEC 618 - Teaching for Diversity & Social Justice (3 credits)
TEC 621 - Multiple Subject Curriculum & Instruction: Early Literacy (3 credits)
TEC 643 - Education of Exceptional Children (3 credits)

2nd Semester | 15 credits
TEC 611 - Education of Bilingual Children: Theory & Practice (3 credits)
TEC 630 - Multiple Subject Curriculum & Instruction: Social Studies (2 credits)
TEC 612 - Multiple Subject Curriculum & Instruction: Reading & Language Arts in the Intermediate Grades (3 credits)
TEC 608 – Multiple Subject Curriculum & Instruction: Science (2 credits)
TEC 609 – Multiple Subject Curriculum & Instruction: Math (2 credits)
TEC 602 - Multiple Subject Curriculum & Instruction: Visual & Performing Arts (1 credit)
TEC 616 - Multiple Subject Student Teaching I (2 credits)

3rd Semester | 7 credits
TEC 642 - Health Education (1 credit)
TEC 605 - Multiple Subject Student Teaching II - Fieldwork (3 credits)
TEC 606 - Multiple Subject Student Teaching III - Fieldwork or
TEC 607 - Multiple Subject Student Teaching III - Bilingual Authorization (3 credits)

Optional Bilingual Authorization

The Bilingual Authorization in Spanish is open to candidates who satisfy language proficiency requirements. Students must demonstrate satisfactory language proficiency competence prior to enrolling in Bilingual Authorization courses. In addition, written and
oral knowledge of Spanish at an FSI Level 3 or its equivalent, must be demonstrated prior to Student Teaching II and III.

**Bilingual Authorization candidates** are required to take two courses in addition to their preliminary credential program prior to or concurrently with MS Student Teaching III:

- TEC 635 - Language & Culture of Emphasis: Spanish (2 credits)
- TEC 636 - Methods & Materials in the Language of Emphasis: Spanish (2 credits)
- TEC 607 - MS Student Teaching III - Bilingual Authorization. Candidates complete a student teaching placement in a bilingual classroom.

**MA Options with SS or MS Teaching Credential**

Candidates who complete all credential program requirements at USF may obtain one of the following MA degrees by completing the required courses.

**MA in Teaching (MAT)** | 6 credits  
TEC 673 - Curriculum: Currents and Controversies (3 credits)  
TEC 674 - Curriculum Development and Design (3 credits)

**MA in Teaching with a Concentration in Catholic Education Coursework** | 15 credits  
CEL 640 - Ecclesial Principles of Catholic Education (3)  
CEL 642 - Moral Development (3)  
CEL 646 - Methods and Materials in Teaching Religion (3)  
CEL 648 - Spirituality of the Educator (3)  
CEL 690 - M.A. Culminating Project (3)

**MA in Educational Technology** | 15 credits  
DTTL 641 – Navigating the Divide: Digital Leadership (3)  
DTTL 602 – Digital Leadership Lab (3)  
DTTL 603 – Made to Stick: Teaching with the Brain in Mind (3)  
DTTL 604 – Digital Storytelling Lab (3)  
DTTL 605 – Multimedia Learning (3)  
DTTL 606 – Media Lab (3)  
DTTL 607 – Learning Designs (3)  
DTTL 608 – Design Lab (3)

**MA in Teaching English to Speakers of Other Languages** | 15 credits  
IME 630 - Teaching English as a Second Language (3)  
IME 632 - Structure of American English (3)  
IME 633 - Preparation and Evaluation of ESL Materials (3)  
IME 638 - M.A. Field Project in TESL (3)  
GEDU 603 - Methodology of Educational Research (3)

**MA in Teaching Reading with Reading and Literacy Added Authorization** | 16 credits  
TEC 664 - Developing Fluent Readers (2)  
TEC 668 - Teaching Comprehension Strategies (3)  
TEC 661 - Assessment and Intervention with Struggling Readers (3)  
TEC 662 - Tutoring Practicum: Primary Level (1)  
TEC 663 - Tutoring Practicum: Intermediate Level (1)
TEC 670 - Issues in Reading Research: Theories and Practice (3)
TEC 671 - Reading Practicum: Supervised Field Experiences (3)

MA in Urban Education and Social Justice | 12 credits
TEC 618 - Teaching for Diversity & Social Justice (3 credits)
TEC 611 - Education of Bilingual Children: Theory & Practice (3 credits)
TEC 658 - Critical Pedagogy and Cultural Studies in Urban Education (3 credits)
TEC 659 - Action Research and Service Learning for Urban Teachers (3 credits)

Catholic Educational Leadership

Program Details | 30 credits

Core Curriculum | 24 Credits
CEL 640 - History and Principles of Catholic Education (3)
CEL 641 - Private School Law (3)
CEL 642 - Moral Development (3)
CEL 644 - Curriculum and Instruction Leadership in Catholic Schools (3)
CEL 650 - Catholic Leadership and Educational Administration (3)
CEL 651 - Business and Finance for Catholic Schools (3)
CEL 653 - Personnel Leadership in Catholic Schools (3)
CEL 690 - M.A. Culminating Project (3)

Electives | 6 Credits
The remaining six credits are earned in elective courses selected from among those in Catholic Educational Leadership or those offered by other master's degree programs in the School of Education.

The Program is offered during three semesters of the academic year: fall, spring, and summer. The summer CEL semester, referred to as the SummerWest program, includes a wide variety of course offerings; the summer faculty are from many parts of the country and bring expertise in theory and practice in elementary and secondary Catholic schools.

Educational Technology

Program Details | 30 credits

DTTL 602 Digital Leadership Lab
DTTL 603 Made to Stick: Teaching with the Brain in Mind
DTTL 604 Digital Storytelling Lab
DTTL 605 Multimedia Learning
DTTL 606 Media Lab
DTTL 607 Learning Designs
DTTL 608 Design Lab
DTTL 609 Change the World from Here
DTTL 610 Capstone Lab
DTTL 614 Navigating the Divide: Digital Leadership

Higher Education and Student Affairs

Program Details | 30 credits

HESA Core | 21 credits
O&L 744 Academic and Student Affairs (3 credits)
O&L 614 Introduction to Organization and Leadership (3 credits)
O&L 741 American Institutions of Higher Education (3 credits)
O&L 663 Race, Diversity and Higher Education (3 credits)
O&L 662 Campus Environments and Cultures (3 credits)
O&L 656 Student Development in College (3 credits)
O&L 626 Social and Cultural Theoretical Foundations in Higher Education (3 credits)

Research Methods | 3 credits
O&L 657 Assessment & Evaluation in Higher Education (3 credits)

Practicum | 3 credits
Students completing the degree in HESA must complete three credits of practicum experiences during their program. The required practicum commitment is approximately 100 hours per semester or 10 hours per week.
O&L 645 Practicum in HESA I (1 credit)
O&L 646 Practicum in HESA II (1 credit)
O&L 647 Practicum in HESA III (1 credit)

Masters Capstone | 3 credits
O&L 667 Capstone Seminar

Human Rights Education

Course Details | 30 credits

HRE Foundations Courses | 9 credits
IME 618 - International Human Rights Law for Educators
IME 620 - Human Rights Education: Pedagogy and Praxis
IME 621 - Human Rights Education: History, Philosophy and Current Debates

HRE Topic Courses | 9 credits (select 3)
IME 616 - Social Movements and Human Rights
IME 617 - Tools for Human Rights Practice
IME 619 - Gender and Globalization
IME 640 - Immigration and Forced Displacement

USF School of Education, Master’s & Credential Student Handbook 2017-18
www.usfca.edu/education
HRE Electives | 6 credits (select 2)
IME 602 - Linguistic Rights and Bilingual Education
IME 605 - Re-conceptualizing Multicultural Education
IME 606 - Critical Analysis of Urban Schooling
IME 622 - Peace, Conflict & Education in Global Contexts
IME 636 - Human Rights and Media
IME 612 - Critical Race Theory and Praxis
IME 637 - Critical Pedagogy
IME 639 - Cross-Cultural Literacy
IME 625 - Contemporary International Issues
IME 604 - Global Perspectives on Education and Decolonization
IME 676 - Teaching and Learning through the Arts

Culminating Project | 6 credits
GEDU 603 - Methodology of Educational Research
IME 649 - IME MA Thesis/Field Project

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<th>International and Multicultural Education</th>
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Course Details | 30 credits

Foundation Courses | 3 credits
IME 608 - Foundations of International and Multicultural Education (3)

General IME | 21 credits (select 7)
IME 602 - Linguistic Rights and Bilingual Education (3)
IME 603 - Applied Linguistics (3)
IME 604 - Global Perspectives on Education and Decolonization (3)
IME 605 - Re-conceptualizing Multicultural Education (3)
IME 606 - Critical Analysis of Urban Schooling (3)
IME 610 - Sociology of Language (3)
IME 611 - Language and Culture (3)
IME 612 - Critical Race Theory and Praxis (3)
IME 613 - Emotional Intelligence and Cultural Competency (3)
IME 615 - Education for Inclusion (3)
IME 616 - Social Movements and Human Rights (3)
IME 617 - Tools for Human Rights Practice (3)
IME 619 - Gender and Globalization (3)
IME 621 - Human Rights Education: History, Philosophy and Current Debates (3)
IME 622 - Peace, Conflict & Education in Global Contexts (3)
IME 624 - African American Educational History in the United States (3)
IME 628 - Women of Color in Higher Education (3)
IME 631 - Research in First and Second Language Acquisition (3)
IME 634 - Assessment and Testing of Second Language Proficiency (3)
IME 635 - Latinos and Education (3)
IME 636 - Human Rights and Media (3)
IME 637 - Critical Pedagogy (3)
IME 640 - Immigration and Forced Displacement (3)
IME 644 - Whiteness, Power, and Privilege (3)
IME 650 - Asian American History and Education (3)
IME 668 - Discourse, Pragmatics and Language Teaching (3)
IME 676 - Teaching and Learning through the Arts (3)
IME 697 - IME Directed Study (1-3)
IME 698 - IME Special Topics (1-3)

Master's Thesis/Research Project | 3 credits
IME 649 - IME MA Thesis/Research Project (3)
GEDU 603 - Methodology of Educational Research (3)

**Marriage and Family Therapy**

**Program Details**

The 60-unit program meets all educational requirements of the California Board of Behavioral Sciences (BBS) for both licensure as a Marriage and Family Therapist (MFT) and a Professional Clinical Counselor (PCC) in three years. Students will be eligible to pursue the MFT license upon completion of the program requirements, and also have the option to pursue the PCC license with successful completion of additional fieldwork requirements during the program.

**License Overview**

A graduate degree is only one part of the overall process in being licensed. A license is granted to an individual only after the applicant has completed the following requirements:

- A master’s degree as listed in the Business and Professions Code. (This fulfills the educational requirements stated in the Business and Professions Code Section 4980.37, 4980.40, and subdivisions (a), (d), and (e) of Section 4980.41).
- Three thousand (3,000) hours of supervised clinical experience under the direct supervision of a licensed MFT, Psychologist, Clinical Social Worker, or Psychiatrist certified by the American Board of Psychiatry and Neurology, with at least 1700 hours obtained post-master’s degree. All hours must meet BBS requirements or they will not count.
- MFT: The passing of the California Law and Ethics Exam and the California Clinical Examination.
- PCC: The passing of a LPCC California Law and Ethics Exam and the National Clinical Mental Health Counselor Exam (NCMHCE).

Even though the School of Education's Counseling Psychology Department makes efforts to convey accurate information to students regarding licensing requirements, students are responsible to keep abreast of BBS regulations. Thus, we also recommend that students write the BBS, at the earliest possible date, and request all information available for trainees; students will receive a copy of the current laws and regulations and other important information. The address is:

Board of Behavioral Sciences
1625 North Market Boulevard, Suite S-200
The MFT license is a California license. Students who plan on (or even consider) leaving California and plan on applying for a license to practice counseling within another state are advised to contact the state licensing body of that particular state immediately. Only then will the student be able to determine the requirements for that particular state.

The BBS considers the student a “trainee” while enrolled in an MA program. The student will be considered an “intern” following the receipt of his/her degree and application for and assignment of an intern registration number by the BBS.

One crucial point needs attention: **BBS supervised hour requirements are independent of the department’s traineeship requirements.** The department has designed an academic program that includes supervised clinical experience in the third year. While our requirements are separate from requirements for state licensing, we make every effort to assure that an “approved” traineeship placement meets the numerous requirements of the BBS. Therefore, it is possible to use the hours gained in the third-year field placement, the hours that are part of the student’s traineeship, to fulfill some, if not all, of the hour requirements the BBS allows trainees (pre-degree status) to count toward the 1,300 maximum hours allowed as a trainee and the 3,000 hours needed for licensure.
License Overview (continued)

Students who wish to seek MFT licensure after completion of the MA program must register with the BBS as an “intern” within 90 days of graduation. Failure to register with the BBS and to obtain an intern registration number will prevent the student from gaining any post-MA supervised clinical experience that will count toward the application for a license. Each student applying for an MFT Intern License will need a sealed transcript (with the M.A. degree awarded) and a completed Program Certification form provided by the Dean’s office in the School of Education. These two documents will accompany other BBS forms as part of the intern registration process. Both documents require written requests by the student before they can be provided. Students request an official transcript from the University Registrar’s Office and the Program Certification form from the Dean’s Office. Details pertaining to leaving USF and applying for an intern license are included in the MFT Exit Manual provided by the department prior to the end of the program.

Any time the student has dealings with the BBS (or any other state agency or agency within other states), it is to his/her advantage to take notes of phone conversations (names of the people with whom you speak and content of conversation), and to make copies of all forms and paperwork pertaining to eventual licensing.

Finally, as part of professional identity and development, many students find it helpful to join the California Association of Marriage and Family Therapists (CAMFT). Student membership affords one numerous benefits, from receiving The California Therapist (a way to stay apprised of the current issues in the field and recent BBS information) to the opportunity to join a local CAMFT chapter and to participate in activities with local licensed and pre-licensed (interns) members. Use the information below to inquire about the current cost of student membership.

California Association of Marriage and Family Therapists
7901 Raytheon Road
San Diego, CA 92111-1606
Telephone: (858) 292-2638
Website: http://www.camft.org

Reminder: Save everything! Save course syllabi, reading lists, copies of any supervisor forms that are signed and filled in, Program Manual, Traineeship Manual, USF Catalog—everything! A decision to leave California and apply for a license in another state will require the production of documentation verifying your degree and training. Application for some certificates/memberships may require similar documentation.

MFT Students Working in Schools

All MFT students doing a traineeship at a public or private school are required to do the following:

- Contact the appropriate office in the school district or private school. As each school district has a unique set of operating guidelines, it is the responsibility of the student to understand and comply with district/school rules, regulations and guidelines applicable.

- For students’ protection and the protection of the school district, the children, and the University, students are required, prior to the beginning of the semester they will do the MFT traineeship (0702-637) in a school, to provide the department with documentation that they have done Livescan and are getting fingerprints cleared.

Some agencies/centers/facilities/organizations may need a certificate of insurance from USF on behalf of students doing their fieldwork traineeship. Should the student need such a certificate, please contact the University’s Human Resources Office at (415) 422-6707 and provide all necessary information so that the request may be processed.
Fall Semester Entry | 8 Semesters: 60 credits

Fall 1 | 9 credits
CPSY 631 - Theories of Counseling and Psychotherapy (3)
CPSY 634 - Ethical, Legal, and Professional Issues (3)
CPSY 677 - Counseling Across Cultures (3)

Spring 1 | 9 credits
CPSY 632 - Child and Adolescent Development (3)
CPSY 639 - Individual and Family Psychopathology (3)
CPSY 642 - Counseling Methods (3)

Summer 1 | 9 credits
CPSY 630 - Individual and Systems Assessment (3)
CPSY 650 - Trauma and Crisis Counseling (3)
CPSY 687 - Family Systems Therapy (3)

Fall 2 | 9 credits
CPSY 640 - Relationship Therapy (3)
CPSY 647 - Group Work in Clinical Settings (3)
CPSY 690 - Research Methods (3)

Spring 2 | 9 credits
CPSY 643 - Sexuality and Gender Issues in Therapy (3)
CPSY 646 - Community Mental Health: Concepts of Recovery, Wellness, Systems of Care and Advocacy (3)
CPSY 651 - Adult Development and Geropsychology (3)

Summer 2 | 6 credits
CPSY 654 - Career Counseling (3)
CPSY 683 - Clinical Psychopharmacology (3)

Fall 3 | 6 credits
CPSY 637 - Traineeship I (3)
CPSY 665 - Substance Abuse and Addictions Counseling (3)

Spring 3 | 3 credits
CPSY 638 - Traineeship II (3)

Spring Semester Entry | 7 Semesters: 60 credits

Spring 1 | 9 credits
CPSY 631 - Theories of Counseling and Psychotherapy (3)
CPSY 634 - Ethical, Legal, and Professional Issues (3)
CPSY 677 - Counseling Across Cultures (3)

Summer 1 | 9 credits
CPSY 630 - Individual and Systems Assessment (3)
CPSY 639 - Individual and Family Psychopathology (3)
CPSY 650 - Trauma and Crisis Counseling (3)

**Fall 1 | 9 credits**
CPSY 647 - Group Work in Clinical Settings (3)
CPSY 642 - Counseling Methods (3)
CPSY 690 - Research Methods (3)

**Spring 2 | 9 credits**
CPSY 632 - Child and Adolescent Development (3)
CPSY 640 - Relationship Therapy (3)
CPSY 646 - Community Mental Health: Concepts of Recovery, Wellness, Systems of Care and Advocacy (3)

**Summer 2 | 9 credits**
CPSY 654 - Career Counseling (3)
CPSY 683 - Clinical Psychopharmacology (3)
CPSY 687 - Family Systems Therapy (3)

**Fall 2 | 9 credits**
CPSY 637 - Traineeship I (3)
CPSY 651 - Adult Development and Geropsychology (3)
CPSY 665 - Substance Abuse and Addictions Counseling (3)

**Spring 3 | 6 credits**
CPSY 638 - Traineeship II (3)
CPSY 643 - Sexuality and Gender Issues in Therapy (3)
Organization and Leadership

Course Details | 30 credits

Foundations | 6 credits
O&L 614 - Introduction to Organization and Leadership (3)
O&L 698 Social and Cultural Theoretical Foundations (3)

Research Methodology | 3 credits
GEDU 603 - Methodology of Educational Research (3)

O&L Coursework - General or Focus Area | 12 credits
O&L 615 - Information Systems in Educational Management (3)
O&L 621 - Budget and Finance (3)
O&L 622 - Education Law (3)
O&L 624 - Human Resources in Educational Management (3)
O&L 630 - Educational Leadership (3)
O&L 635 - Anthropology of Education (3)
O&L 652 - Data Based Decision Making for School Leaders (3)
O&L 654 - School, Community and Society (3)
O&L 658 - Culture and Work (3)
O&L 661 - Organization Development and Learning (3)
O&L 670 - Ethical Organization (3)

Electives | 6 credits
Choose two elective courses drawn from the following based on program adviser approval:
Organization & Leadership courses
Special topics courses
Directed studies
Other School of Education department courses
Accepted transfer courses

Master's Field Project or Thesis | 3 credits
O&L 655 - Masters Field Project (3)

Organization and Leadership
(UC Berkeley Extension Students)

Course Details | 30 credits

UCB Extension Certificate Program in Student Affairs/Higher Education courses have content equivalent to the following USF courses:

O&L 656 Student Development in College (3)
O&L 741 American Institutions of Higher Education (3)
O&L 744 Academic & Student Affairs (3)
O&L 600 Elective course (3)

All UCB Certificate courses (12 semester units) would be accepted for transfer to USF. Admitted students would then complete the following 18 semester units at USF to complete the Masters in Organization and Leadership degree.

To complete the Masters in Organization and Leadership degree, UCB students would take 6 USF courses (18 semester units):

**Foundation | 3 credits**

O&L 614 - Introduction to Organization and Leadership (3)

**Research Methodology | 3 credits**

GEDU 603 - Methodology of Educational Research (3)

**Concepts in Higher Education and Student Affairs | 6 credits**

O&L 622 Campus Environments & Cultures (3)

O&L 663 Race, Diversity and Higher Education (3)

**Electives | 3 credits**

Choose one elective courses drawn from the following based on program adviser approval:

- Organization & Leadership courses
- Special topics courses
- Directed studies
- Other School of Education department courses
- Accepted transfer courses

**Master's Field Project or Thesis | 3 credits**

O&L 655 - Masters Field Project (3)

To finish the program in a timely manner, it is essential that students carefully sequence their coursework. Many courses are only offered once a year.

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### Teaching English to Speakers of Other Languages

**Course Details | 30 credits**

#### Foundations | 9 credits

IME 603 - Applied Linguistics (3)
IME 632 - Structure of American English (3)

*And one of the following courses:*

IME 602 - Research in Bilingualism and Bilingual Education (3)
IME 610 - Sociology of Language (3)
IME 611 - Language and Culture (3)
IME 631 - Research in First and Second Language Acquisition (3)
IME 634 - Assessment/Testing of Second Language Proficiency (3)
IME 668 - Discourse, Pragmatics and Language Teaching (3)

Methods | 9 credits
GEDU 603 - Methodology of Educational Research (3)
IME 630 - Teaching English to Speakers of Other Languages: Theory and Practice (3)
IME 633 - Preparation and Evaluation of TESOL Materials (3)

Social and Cultural Studies | 3 credits (select 1)
IME 604 - Global Perspectives on Education and Decolonization (3)
IME 605 - Re-Conceptualizing Multicultural Education (3)
IME 606 - Critical Analysis of Urban Schooling (3)
IME 612 - Critical Race Theory and Praxis (3)
IME 613 - Emotional Intelligence and Cultural Competency (3)
IME 619 - Gender and Globalization (3)
IME 620 - Human Rights Education (3)
IME 624 - African American Educational History in the United States (3)
IME 627 - Pan African Language and Culture (3)
IME 635 - Latinos and Education (3)
IME 639 - Cross Cultural Literacy (3)
IME 640 - Immigration and Forced Displacement (3)
IME 647 - Technology and Diverse Learners (3)

TESOL Field Project | 3 credits
IME 638 - TESOL MA Thesis / Field Project (3)

Electives | 6 credits
Courses to be selected in consultation with the advisor.
Student Resources & Services at USF

ACADEMIC SUPPORT

One Stop

The USF One Stop Enrollment and Financial Services Office provides combined services in the areas of:

• Financial Aid;
• Registration;
• Student Employment;
• Student Accounts.

Students may acquire information on payment options, payment plans, online/electronic billing, policies, loans, registration and more. Current students can also check on their Student Account via myUSF > Student Self Service.

Contact One Stop:

• Office location: Lone Mountain, Room 251
• Phone: (415) 422-2020
• Email: onestop@usfca.edu
• Web: http://www.usfca.edu/onestop/

Schedule of Classes

The USF Schedule of Classes is a dynamic online schedule accessed by link from several web pages including the SOE home page in Resources, and myUSF. Students may find Online Registration Instructions provided by One Stop at https://myusf.usfca.edu/ONESTOP/REGISTRATION

All course scheduling must be completed with the approval of the student’s faculty advisor. It is the student’s responsibility that all forms (to register and to add and drop courses) be completed entirely and accurately. If a student registers for courses on the web without the approval of his/her faculty advisor, the student must accept full responsibility for any errors or courses taken that do not meet requirements in his/her program. It is against University policy for a student to attend any class for which he/she is not officially registered.

Gleeson Library/Geschke Center

The University’s library is constantly increasing its collection and services to meet the needs of the students, faculty, administrators, and staff of the University.

Study in a quiet place; find a citation; print your paper before class…

For complete library hours visit: http://www.usfca.edu/Library/Hours/ All students are encouraged to become familiar with what the library provides as soon as possible.

• Tours
• Website
• Access

Tours of Gleeson Library/Geschke Center are given at the beginning of the semester, and on the first Monday of each month. These tours introduce students to the building and many of the services. Students meet in front of the Circulation Desk at the entrance of the Library.

The library’s website is excellently organized to provide information and access to their collection, facilities and services. Students may visit:

http://www.usfca.edu/library/

…in order to browse and find information on:

A. The Ignacio Online Library Catalog and research databases;
B. Interlibrary loans and Link+;
C. E-book collections; “ebrary” and Gale Virtual Reference Library;
D. “Ask A Librarian” for expert assistance;
E. Borrowing and renewing;
F. Study areas, computer labs, photocopying:

…and much much more!

Students must possess a valid USF ID to access the library building, checkout books and obtain other library services.

To contact the library, students may call: (415) 422-2660 or visit:

http://www.usfca.edu/library/ask/

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**SOE Curriculum Resource Center**

Located on the lower level of the School of Education Building in ED 119, the Curriculum Resource Center (CRC) houses a collection of educational reference materials and curriculum aids that may be used for K-12 grades, including books, audio, video and computer-based instructional materials.

Access is open to all; however, full borrowing privileges are restricted to students and faculty in the School of Education. A current picture ID is necessary for checking out materials.

The open hours are posted on the Resource Center’s door. To check the schedule and for more information, students may contact Director, Kate Sky, at (415) 422-2292, email: sky@usfca.edu, or visit: https://www.usfca.edu/education/institutes/curriculum-resource-center

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**Learning & Writing Center**

The USF Learning Center & Writing Center, located in Cowell Hall, Room 227, is operated by Academic Support Services and provides assistance with:

- tutoring
- developing study groups
- writing
- computer and other learning resources
- academic counseling
- special help with statistics.

Weekend group and individual tutoring hours are available. The Writing Center is staffed with trained writing teachers who will work with students to improve their writing skills. Staff members will provide feedback on the drafts students bring to review and can tailor their instruction to meet students’ individual needs.

For more information, students may call (415) 422-6713, send an e-mail to: lwc@usfca.edu, or visit: http://www.usfca.edu/lwc/

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**Student Disability Services (SDS)**

Student Disability Services (SDS) promotes a fully integrated University experience for students with disabilities by ensuring that students have equal access to all areas of university life and receive appropriate educational support and services to foster their academic and personal success.

The office of Student Disability Services (SDS) is located in the lower level of the Gleeson Library, Room 20. To make use of services, a student must disclose disability status to SDS. Students may visit the SDS website for specific information, guidelines, the handbook, frequently asked questions, contact information, and more: http://www.usfca.edu/sds/

Main phone: (415) 422-2613; E-mail: sds@usfca.edu
## CAMPUS LIFE

### USF ID Card / One Card

The **USF ID Card** is the official identification (ID) card for USF and is a multifunctional card for accessing campus resources, such as the library and other services. This is collectively referred to as the **One Card Program** and includes a debit account known as “DonDollars.”

DonDollars are accepted to pay for all types of on-campus expenses including photocopies, food from campus food services dining locations, and purchases from the USF Bookstore.

Money may be added to a student’s DonDollars account at the One Card Office, online or at any campus Cash2Card machine.

ID Cards are issued at the One Card Office, located on Lone Mountain, Room 130. For office hours and more information students may call (415) 422-7663 and visit: [http://www.usfca.edu/onecard/](http://www.usfca.edu/onecard/)

### Student Mail Folders

Located in the department areas is a file cabinet containing individual student folders for all currently registered students. These mail folders are sorted alphabetically and are used by faculty and fellow students to return materials and transmit information to students. The cabinets are not secure and, therefore, should not be used for confidential correspondence. Students should check their individual mail folder on a regular basis.

### Food Services

USF has several food service facilities on campus located in the University Center, at Lone Mountain, and at “Club Ed” in the basement of the Education building. For more information on their location and hours, students may go online to: [http://www.cafebonappetit.com/usf](http://www.cafebonappetit.com/usf)

**Club Ed** is generally open to accommodate the schedule of students during fall and spring semesters, including teaching weekends, but is not open during the summer.

The Education building has two **vending machines** located under the stairwell of the North Wing, west side (access via the courtyard off the parking lot).

### Student Health Services

Dignity Health Medical Group (DHMG) will provide primary health care services to currently registered USF students at two clinic locations (2250 Hayes Street and 1199 Bush Street).

For more information on using this service, students may go to the Student Health Services website at [http://www.usfca.edu/hps/Student_Health_Services/](http://www.usfca.edu/hps/Student_Health_Services/)

The USF Health Promotion Services staff, in collaboration with the USF community, promotes a culture of healthy lifestyles and the development of a more humane and safer environment, not only on campus but also in the world. For more information on a variety of services and topics, students may visit their website.

[http://www.usfca.edu/hps/](http://www.usfca.edu/hps/)

### Counseling and Psychological Services (CAPS)

**Going through a stressful time? Need support? You are not alone…**

The purpose of the USF Counseling and Psychological Services (CAPS) is to assist students in developing greater self-understanding and in resolving problems, which may interfere with their ability to function in an optimal manner.
• FREE confidential psychotherapy consultations (individual/couple/group) available to currently enrolled students;
• Experienced licensed psychologists;
• Educational resources on a wide range of mental health topics;
• Referrals to appropriate community resources;
• All contacts are kept private and confidential.

Common issues brought to counselors include: interpersonal relationships, depression, stress, sexual concerns, substance abuse, time management, self-esteem, eating problems, test anxiety, life transitions, rape, and sexual harassment.

CAPS is located in the lower level of Gillson Hall. For more information, students may call (415) 422-6352 and visit: http://www.usfca.edu/caps/

Koret Health & Recreation Center (KHRC)

USF offers students a multi-faceted 125,000 square foot facility, the Koret Health and Recreation Center (KHRC). Included in the KHRC are:
• A magnificent Olympic-size pool;
• A multi-purpose gym, housing three basketball courts, Volleyball courts and six badminton courts;
• Two weight rooms with state-of-the-art weight machines and free weights;
• Cardiovascular machines;
• A dance and aerobics room;
• A martial arts and combatives room;
• Five racquetball/handball courts;
• Alumni Club with dining and meeting space, overlooking the pool;
• University Club, also with dining and meeting space overlooking the pool;
• A spacious multi-level, glass galleria with a student lounge;
• Men’s and women’s locker rooms.

Hours of operation may vary from semester to semester. For more information about using this facility and the services available, students may call (415) 422-6821 or go to: http://www.usfca.edu/koret/

Students must bring their valid student USF card with them to use this facility.

Bookstore

The USF bookstore is located in the University Center, 1st Floor. It sells textbooks, school supplies, clothing, emblematic gifts, class rings, general books, and text guides as well as Apple and IBM computers. The bookstore also has book buyback all year long. Textbooks may be ordered online:
http://www.usfca.edu/bookstore/

Find more information online, students may call (415) 422-6493.

Public Safety & Parking at USF

The Department of Public Safety works collaboratively with the USF community to help create a safe and secure environment in which faculty, staff, students, and campus visitors may pursue positive work and educational experiences. Issues involving safety and parking/transportation may be addressed by this office. The Department of Public Safety Office is located in University Center, 5th floor. For more information, students may call (415) 422-4222 or visit:
http://www.usfca.edu/public_safety/

Being located in the middle of a densely populated city makes available parking at USF extremely limited. Therefore, students are strongly encouraged to carpool and/or make use of public transportation. Parking permit applications are available from the USF Public Safety Office. To check parking permit fees or to download a parking permit application, students may
| **International Student and Scholar Services (ISSS)** | ISSS serves the needs of new and continuing students and promotes programs and services that support the development of global awareness through:  
- Orientation Programs  
- Immigration Advising and Document Support  
- Workshops and more.  
The ISSS office is located in the University Center Building, 5th Floor. Students may call (415) 422-2654 or visit: [http://www.usfca.edu/issss](http://www.usfca.edu/issss) |
| **Intercultural Center (IC)** | The Intercultural Center engages the multiple identities of all students; supports leaders to be change agents for social justice; and builds alliances with students, staff, and faculty to create a community that honors and values diversity.  
The IC office is located in the University Center Building, 4th Floor. Students may call (415) 422-6484 or visit: [http://www.usfca.edu/intercultural_center](http://www.usfca.edu/intercultural_center) |
| **Priscilla A. Scotlan Career Services Center (CSC)** | The Priscilla A. Scotlan Career Services Center (CSC) offers specialized career planning and job search services for School of Education students and alumni.  
*Get started on networking & job searching strategies.* A career counselor can assist students with exploring and evaluating career options, developing a job search strategy, creating a professional resume or vita, and honing their interview skills. Available are:  
- Career counseling appointments; drop-in sessions (also available on selected Saturdays) and individual appointments;  
- Workshops;  
- Resource library;  
- Job & internship listings;  
- Job Fair announcements;  
- Alumni network and more.  
CSC is located in University Center, 5th Floor. Call (415) 422-6216 or contact [kellye@usfca.edu](mailto:kellye@usfca.edu). Students may visit the CSC’s website: [http://www.usfca.edu/career](http://www.usfca.edu/career) |
| **Center for Child and Family Development Community Counseling Center** | The Center for Child and Family Development offers school-based family counseling to families, parents, couples, and individuals (adults and children) in the Bay Area. Fees are on a sliding scale. Services include:  
- Family, parent, marital and relationship counseling;  
- Child management training, psychological assessment;  
- Community workshops.  
For more information, students may visit the website: [https://www.usfca.edu/education/centers-institutes/child-family-development](https://www.usfca.edu/education/centers-institutes/child-family-development)  
The Center’s off-campus location is conveniently located at Mercy High School, near the Stonestown Galleria shopping center. Students may call (415) 239-9300 to arrange an appointment. The off-campus location address is:  
USF Center at Mercy High School  
3250 19th Avenue 4th Floor  
San Francisco, CA 94132 |
University Ministry

University Ministry welcomes people of all religious traditions. Recognizing the diversity of religious backgrounds represented at USF, the University Ministry staff welcomes those of any faith, or of no religious faith. Among services to students and the USF community:

- Spiritual directors available;
- Worship opportunities; scripture study; spiritual retreats;
- Community service projects; social justice activities;
- Catholic sacramental preparation (e.g., marriage preparation);
- Interfaith prayer services.

Their office is located on the lower level of Phelan Hall. For further information, students may call (415) 422-4463 or send an e-mail to: um@usfca.edu and visit: http://www.usfca.edu/universityministry/

FINANCES

Financial Aid

Students who wish to apply for financial aid should begin by filing the Free Application for Federal Student Aid (FAFSA). It is required for all Federal and State, and many USF student aid programs and must be filed for each academic year.

If accepting education loans, a student must confirm with OneStop the number of semesters: two semesters (Fall, Spring) or three semesters (Fall, Spring, Summer) in a fiscal year. Enrollment plans determine how loan monies are split either between two semesters or across three semesters.

- **FAFSA**

  The University of San Francisco Federal School Code is 001325. Students must provide that code to ensure that the University receives their application for aid. The FAFSA and assistance with the FAFSA is available from:


  and


  Remember that even if a student files electronically, there is still processing time involved for every application.

  Other possible sources of financial aid can also be found on the School of Education website: [https://www.usfca.edu/education/admission-and-aid/financial-resources](https://www.usfca.edu/education/admission-and-aid/financial-resources)

Veterans' Benefits

The One Stop: Registrar Office verifies enrollment for students applying to the Veteran's Administration for benefits. This verification is completed each term/session in which the student is registered for the number of credits required.

For more information, students may contact (415) 422-3877 or go visit the website: [https://www.usfca.edu/admission/veterans](https://www.usfca.edu/admission/veterans)
STUDENT ASSOCIATIONS

SOE Graduate Student Association (GSA)
The Graduate Student Association (GSA) represents all credential, master's and doctoral students in the School of Education. It is a student body consisting of a board, as well as one student representative and an alternate from each department or program of the School. All SOE students are invited to actively participate and membership is free.

The GSA provides forums to support and promote:

- Academic achievement and scholarship through workshops, seminars, and research symposia;
- A positive learning environment;
- Mutual respect, encouragement, and collegiality among students and faculty;
- Networking opportunities.

The GSA meets on selected teaching Saturdays. A schedule of upcoming events is on the web, as well as contact information for officers and representatives. https://myusf.usfca.edu/education/student-associations/gsa

Students are encouraged to join in the activities, get to know the representatives from their department and program, and to become a representative. The GSA bulletin Board located in the entryway of the SOE displays GSA announcements and information. Students may email the GSA at: usf.soe.gsa@gmail.com

USF Chapter #1484 of Phi Delta Kappa (PDK)
Phi Delta Kappa is an international association composed of individuals devoted to excellence in education. Members include classroom teachers, school administrators, college and university professors, and educational specialists. In Phi Delta Kappa, members find fellowship based on common interests and ideas and a commitment to excellence in education.

The University of San Francisco PDK Chapter 1484 is one of approximately 660 chapters throughout the world. The PDK International Headquarters is located in Indiana. Students may visit their website at: http://www.pdkintl.org

For information on the benefits of PDK membership, students may contact a representative via email: pdkchapter1484@gmail.com.

On the SOE web > http://www.usfca.edu/soe/students/pdk/

USF Alumni Association
The University has an Alumni Association that fosters a bond of assistance and fellowship among its current students and graduates. Students may join while still in residence in their programs to establish contacts, which will be helpful throughout their career.

For more information, students may check out the USF Alumni Society website, call (415) 422-6431 or email: alumni@usfca.edu.

http://www.usfca.edu/alumni/
**TECHNOLOGY**

**myUSF**  
**myUSF** is USF’s web portal and online community resource. It provides access to communication resources and web-based services. Access is provided with a single sign-on and the myUSF account username and password also provide access to the USF network and USFwireless. Students, faculty and staff log in from any myUSF login on our website or [https://myusf.usfca.edu](https://myusf.usfca.edu)

They can then:
- access their email (Donsmail);
- access administrative services such as registration, transcript requests, billing updates, etc.;
- access and deliver online course materials;
- form dynamic group sites around common interests, organizations, or communities;
- check university announcements as well as campus events;
- and more!

Content served through myUSF is targeted to users, thus reducing information overload. For more information, students may visit: [http://www.usfca.edu/its/communication/usfconnect](http://www.usfca.edu/its/communication/usfconnect)

**Computer Services**  
A wide range of computer services and access is available at USF. Students may use the ITS website as their main source for information on computer resources.

**http://www.usfca.edu/its/**

1. **Information & Technology Services (ITS)**  
   - Computer Lab Locations: [http://www.usfca.edu/its/desktop/](http://www.usfca.edu/its/desktop/)
   - Computer Lab Policies and additional technology use policies: [http://www.usfca.edu/its/about/policies/](http://www.usfca.edu/its/about/policies/)

2. **ITS Help Desk**  
   - ITS Help: for questions about user accounts, software or hardware problems, virus information, etc., students may visit: [http://www.usfca.edu/its/help/students/](http://www.usfca.edu/its/help/students/)
   - ITS Help Desk: (415) 422-6668, or students may send an email to: [itshelp@usfca.edu](mailto:itshelp@usfca.edu). Location: Lone Mountain North, 2nd floor. Night and weekend service are normally provided at a satellite location in the Gleeson Library/Geschke Center. For the latest service hours and locations, students may visit: [http://www.usfca.edu/its/help/hours/](http://www.usfca.edu/its/help/hours/)

All of the School of Education building classrooms are “Smart” Classrooms set up with computer/projector systems for use by faculty and students. The ITS Classroom Technology web page has information on usage, including “Quick Start” guides at: [https://myusf.usfca.edu/services/classroom-technology](https://myusf.usfca.edu/services/classroom-technology)

**Internet, Email Services**  
All registered USF students are eligible for the accounts described below:
- **myUSF Account**: email (Donsmail), campus information, grades, online registration and more;
- **LAN Account**: USF network account for accessing computer lab computers, file sharing, network printing;
- **Website Account**: create your own website;
- **Wireless Account**: use your laptop to access the Internet from one of USF’s wireless hotspots.

For more detailed information regarding these various accounts and services provided
Email and internet services can be accessed from any of the computer labs on campus, in residence hall rooms by using an Ethernet network connection, or from your personal computer at your home using your home internet service provider.

The ITS Help Desk can be reached:

- by phone at: (415) 422-6668 and
- by email at: itshelp@usfca.edu
- online: https://myusf.usfca.edu/its

The Education building houses three b/w photocopy machines which students may use; located on the 1st and 2nd floor hallways and basement near Club Ed. Cost is:

- $0.07/ black & white copy with Student One Card DonDollars – all machines
- $0.30/ color copy with Student One Card DonDollars – all machines

The Gleeson Library has more machines and choices available. For more information, students may visit: https://www.usfca.edu/library/copyprintscan

The Center for Instruction and Technology is a teaching, learning, and research facility designed to provide USF faculty, staff, and students with access to the tools for the successful integration of technology into today's classrooms. The CIT provides training in current desktop and multimedia applications, demonstrations and workshops on the latest technology solutions for higher education. The classrooms are also used for graduate and undergraduate classes.

The CIT is located in the basement level (west end) of the School of Education building. For open hours and other information, students may visit the CIT in person, call (415) 422-2223, send an email to: cit@usfca.edu, and visit:

https://myusf.usfca.edu/its/cit
School of Education Full-Time Faculty

The School of Education is home to a diverse faculty in terms of background, culture and field of interest. We welcome researchers and practitioners who take special pride in connecting research and practice, and in making significant contributions to the larger educational community. Our full-time faculty is drawn from across the United States, with their contributions to the development of educational practice and policy extending far beyond the boundaries of California.

More information and contact for the full-time faculty may be found here: https://www.usfca.edu/education/about-the-school/our-faculty/full-time-faculty

School of Education Adjunct Faculty

The School of Education is home to a talented, knowledgeable, and experienced group of adjunct faculty. Working in collaboration with our full-time faculty in the various departments, these educators provide excellence in teaching, scholarly research, creative expression, and service to our students.

School of Education Contact Information

San Francisco Campus

Street Location:
School of Education
2350 Turk Boulevard at Tamalpais

Mailing Address:
For all on-campus offices and personnel:
University of San Francisco
School of Education
Attn: (Appropriate person/division)
2130 Fulton Street
San Francisco, CA 94117-1071

Closest large cross street is Masonic Avenue

Tel: (415) 422-6525
Fax: (415) 422-2677

Detailed contact information is available here: https://www.usfca.edu/education/about-the-school/contact-us

Branch Campuses

The School of Education offers programs at the USF branch campuses. See contact information below and more information on our website: https://www.usfca.edu/branch
Map of the USF San Francisco Campus

Main Campus
CO  Cowell Hall
FR  Fromm Hall
GI  Gillson Hall
GL  Gleeson Library
HH  Hayes-Healy Hall
HR  Harney Science Center
KA  Kalmanovitz Hall
MC  McLaren Conference Center
MG  Memorial Gymnasium
MH  Malloy Hall
PH  Phelan Hall
SI  Saint Ignatius Church
UL  Ulrich Field & Benedetti Diamond
UC  University Center

Lone Mountain Campus
LH  Loyola House
LM  Main Bldg/Classrooms/Study Hall
LMN  Lone Mountain North
LMP  Pacific Wing
LMR  Rossi Wing/Administration
LV  Loyola Village
ST  Studio Theater
TC  Tennis Courts
UN  Underhill Building
      ROTO/Upward Bound

School of Law
KN  Kendrick Hall
ZLL  Dorrance Zief Law Library

Koret Health & Recreation Center
KO  Koret Center

School of Education
ED  School of Education
PT  USF Presentation Theater

281 Masonic
MA  281 Masonic

Office Locations
Academic and Enrollment Services
Lone Mountain Main

Academic Support Services
Gleeson Lower Level, 20

Admission Office
Lone Mountain Main

Alumni Office
Lone Mountain Rossi Wing, 112

Arts and Sciences, College of
Harney, 240

Athletics
Memorial Gym, Lower Level

Bookstore
Phelan, Lower Level

Business and Professional Studies, School of
Malloy Hall, 244

Career Services Center
University Center, 429

Counseling Center
Gleeson, Ground Floor

Education, School of
Turk at Tamalpais, 107

Financial Aid
Lone Mountain Main

Information Technology Services
Lone Mountain North, 2nd Floor

International Student Services
University Center, 402

Koret Health and Recreation Center
Corner of Parker and Stanyan

Law Library, Dorrance Zief
Corner of Fulton and Cole

Law, School of
Corner of Fulton and Shadrack

Loyola House/Jesuit Community
Lone Mountain, 2600 Turk Street

Multicultural Student Services
University Center, 405

One Card
Lone Mountain Main, 130

One Stop Enrollment and Financial Services
Lone Mountain Main, 250

Nursing, School of
Cowell, 102

Public Safety
University Center, 310

Registrar’s Office
Lone Mountain Main, 250

Residence Life
Phelan, 140

Student Disability Services
Gleeson Lower Level, 20

USF School of Education, Master’s & Credential Student Handbook 2017-18
www.usfca.edu/education 51
COMPLAINT RESOLUTION PROCEDURES

The University of San Francisco (USF) values its students and their educational experience. In the Jesuit tradition of caring for the whole person, USF wants you to know your rights; we take seriously what you bring to our attention.

Please note that the University has separate and specific procedures for complaints involving alleged Student Conduct Code violations, bias-related, discrimination, harassment, sexual misconduct, and academic integrity. Details can be found at:

- **Student Conduct** - http://www.usfca.edu/studentconduct
- **Bias-Related, Discrimination, Harassment, Sexual Misconduct (including Sexual Assault) Violations** – http://www.usfca.edu/studentlife/tefer
- **Academic Integrity** – http://www.usfca.edu/academic-integrity

If you are facing an immediate or urgent situation, you may contact the Office of the Dean of Students, 415-422-5330, or if this is an emergency, contact the Office of Public Safety (24/7), 415-422-2911.

**Purpose**
The following procedures are outlined here to ensure that students and others have the opportunity to work with the University regarding complaints about an action or inaction by a member of the University community and in order to find a consistent way to resolve the complaint fairly, justly and consistently.

**STEP ONE. Informal Resolution**
We encourage students and others to first address their complaints by contacting the individual student, professor, or employee involved to try to resolve the issue.

- If still not successful, bring your concern to the appropriate department chair or program director for their assistance.
- If the above steps are not successful, then bring your concern to the Associate Dean of your School/College.

**STEP TWO. Formal Resolution**
If unable to resolve a complaint at the level of an “Informal Resolution,” a student may choose to follow a more formal process:

**Academic Complaints**
- **Grade Appeals**
  - **Undergraduate Students** - www.usfca.edu/catalog/university_policies/appeal_process_for_change_of_course_grade
  - **Graduate Students**
    - **College of Arts & Sciences** - http://www.usfca.edu/catalog/university_policies/appeal_process_for_change_of_course_grade
    - **School of Law** - http://www.usfca.edu/law/docs/academicpolicies
    - **School of Nursing and Health Professions** -
      - www.usfca.edu/catalog/university_policies/appeal_process_for_change_of_course_grade
● **Academic Integrity** - [http://www.usfca.edu/academic-integrity/review-process](http://www.usfca.edu/academic-integrity/review-process)
● **Tuition/Billing** - Contact USF OneStop, onestop@usfca.edu, 415-422-2020
● **Financial Aid** - Contact USF OneStop, onestop@usfca.edu, 415-422-2020

**Non-Academic Complaints**

- Bias-Related, Discrimination, Harassment, Sexual Misconduct (including Sexual Assault) complaints — [http://www.usfca.edu/studentlife/safer](http://www.usfca.edu/studentlife/safer)
- **Student Conduct** - [http://www.usfca.edu/studentconduct](http://www.usfca.edu/studentconduct)
- **Accessibility** - Contact USF Student Disabilities Services, sds@usfca.edu, 415-422-2613
- **Work Environment** - Contact USF Human Resources, Employee Relations, 415-422-6707

**Office of the Dean of Students**

If you have taken steps with the specific service area/program and the situation is not resolved, please contact the **Office of the Dean of Students at 415-422-5330** for consultation.

**Outside USF Options**

If you feel you are unable to resolve the complaint through informal and formal steps taken within the University, you may choose to contact the following oversight agency.

**Bureau for Private Postsecondary Education (BPPE)**

Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
Telephone: (916) 431-6924
FAX: (916) 263-1897
Website: [http://www.bppe.ca.gov](http://www.bppe.ca.gov)

**For students living outside of California,**

Please reference the Consumer Complaint Information contact list for your state:
[http://www.usfca.edu/uploadedFiles/Destinations/Online_Education/state_complaint_contact_information.pdf](http://www.usfca.edu/uploadedFiles/Destinations/Online_Education/state_complaint_contact_information.pdf)