

**WASHBURN**  
UNIVERSITY

**SCHOOL OF APPLIED STUDIES**  
Human Services



## ***Online* MASTER OF ARTS** **HUMAN SERVICES/ADDICTION COUNSELING** NAADAC and KSBSRB Approved

### **Information and Application Manual**

Now Accepting Applications for Fall 2019 and Spring 2020

Department of Human Services  
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## **NOTICE**

Because changes may be necessary from time to time, this document should not be construed as creating a contract between the Human Services Department and any person. The Human Services Department reserves the right to make any changes deemed necessary at any time in its policies, practices, academic programs, courses, schedules, or calendars. This includes the right to correct clerical or typographical errors in any/all of its printed and/or online documents. Matriculation at the University and in the Human Services Department is a privilege and not a right. The Human Services Department reserves the right to dismiss any student who does not meet academic requirements or who does not maintain acceptable standards of conduct or character consistent with the values and ethics of the human services profession.

## **PROGRAM DESCRIPTION**

The MA in Human Services/Addictions Counseling is approved by NAADAC and the Kansas Behavioral Sciences Regulatory Board. We prepare students to become Licensed Master's Addiction Counselors (LMAC) and Licensed Clinical Addiction Counselors (LCAC) with a holistic, integrative approach to their work. Course work emphasizes the application of theory and research to the delivery of human services with an emphasis in addiction counseling. The Master's degree is offered entirely online, with fieldwork in the student's own community.

## **ADMISSION REQUIREMENTS AND PROCESSES**

### **Admission Levels:**

There are four levels of admission to the program:

#### Fast-Track Student Standing

New undergraduate human services students have the option of earning their BAS-HS/AC and MA-HS/AC in 5 years (138 hours total). The process for this path is as follows: First, in Year 1 of their undergraduate degree, students should alert the department of their interest in the fast-track program so that they may receive appropriate advising. Second, in the final semester of Year 3 of study, students must apply to the MA-HS program, using the same application procedures detailed throughout this manual. Minimum requirements for Fast-Track Standing include the following:

Brief letter of interest to the Program Coordinator

- Anticipated completion\* of all requirements for university-wide, general education, HS core, and addiction counseling track coursework prior to commencing graduate coursework in Year 4.

- Overall GPA of 3.0 (on a 4.0 scale) over the last two years (60 credits) of university coursework.
- Demonstration of personal and intellectual qualities necessary to successfully pursue course and fieldwork, and potential for professional development in human services.

\*Students who are accepted as Fast-Track Standing students will automatically have their admissions status revoked if they fail to complete these requirements.

### Regular Student Standing

Applicants seeking Regular Standing as degree-seeking students in the program should use the application procedures detailed throughout this manual. Minimum requirements for Regular Standing status include the following:

- Earned\* Bachelor's degree, preferably in Human Services or a related field (e.g., Social Work, Psychology, Nursing, etc.) from an accredited institution of higher education.
- Overall GPA of 3.0 (on a 4.0 scale) over the last two years (60 credits) of university coursework.
- Demonstration of personal and intellectual qualities necessary to successfully pursue course and fieldwork, and potential for professional development in human services.

\*Students who are accepted as Regular Standing students while finishing the final stages of a Bachelor's degree will automatically have their admissions status revoked if they fail to earn the expected degree by the time MA courses begin. They may then be eligible for Provisional Standing, at the discretion of the Human Services Department.

### Non-Degree Seeking Student Standing

Depending on availability of space, students who are not formally admitted to the MA in Human Services program may be allowed to enroll in specific courses as a non-degree seeking student under the following conditions:

- A person with a master's degree in a helping profession who wants to take specific coursework for purposes of professional development or to satisfy license requirements.
- Other conditions as approved by the Human Services Department.

### Early Entry Student Standing

Washburn University students who are or will be in their senior year (at least 88 credit hours complete) of a Baccalaureate degree in a Helping Profession (e.g. Human Services, Psychology, Social Work, Nursing, etc.) can apply for early-entry into MA program coursework and take up to 6 credit hours of graduate coursework *in addition* to the courses required for completing the undergraduate degree. **This is not the same as being admitted to the MA program.** Minimum requirements for Early Entry Standing include the following:

- Brief letter of interest to the Program Coordinator
- Overall GPA of 3.0 (on a 4.0 scale) over the last two years (60 credits) of university coursework.
- Demonstration of personal and intellectual qualities necessary to successfully pursue course and fieldwork, and potential for professional development in human services.

Early Entry Standing will require approval of the Human Services department.

### Provisional Student Standing

Depending on availability of space, applicants may be granted provisional status by the HS Admissions Committee for the following reasons:

- An applicant may be denied admission as a regular-standing student, but invited by the Admissions Committee to take specific courses in order to demonstrate their capacity for success in graduate work.

Provisional Standing students may be limited to part-time enrollment.

*In order to be promoted to Regular Standing, a Provisional Standing student must complete their first semester with a minimum requirement of a 3.0 GPA, no grades below a C, and the recommendation of instructors who are familiar with the student's performance in the program. Promotion to Regular Standing will require approval of the Human Services department.*

### **Application Process**

Specific application instructions are included in the last pages of this manual.

## **Transfer of Academic Credits**

Students who are admitted to the MA Program may request to transfer relevant graduate course work from another accredited university or Washburn University department. These will be considered on a case-by-case basis. The applicant must have received a grade of “B” or better in the course(s) being considered for transfer. The applicant may be asked to submit a course syllabus or other materials as needed. If an applicant wishes to request transfer of graduate credit, one of the required reference letters must be from the director or department chair of the program from which credit is requested. If credit is requested for a practicum, one of the required reference letters must be from the practicum site supervisor. The Human Services department faculty will assess the equivalence of content of the course to our own curriculum. A maximum of 12 credits can be applied to the degree, and they must have been taken within 6 years immediately previous to the expected date of graduation with the MA degree. Washburn University is not able to guarantee that the transfer credits it accepts for its MA in Human Services program will be accepted by a state licensing board, as they are independent entities. Students who have questions about whether transfer courses will count for licensure purposes should contact the state licensing board directly.

Applicants should be aware that the transfer of credit could impact their eligibility for financial aid if they drop below full-time status in a given semester. Please contact the financial aid office directly for more information.

## **Life/Work Experience**

The Washburn University Master of Arts in Human Services Program does not award college credit for life/work experiences.

## **Tuition**

Tuition and fees are established by the Board of Regents and are subject to change at any time. All payments are made to the University Business Office. The tuition charge is applicable to all terms of work such as regular semester, evening program, etc., whether taken for credit or as an auditor. Information regarding tuition, student activity fees, parking, etc., can be found on the university website.

## **Financial Aid**

For information about financial aid, contact the Financial Aid Office located in Morgan Hall 267, or call the office at (785) 670-1151.

## **Washburn Equal Educational Opportunity Policy**

Washburn University is committed to providing an environment for individuals to pursue educational and employment opportunities free from discrimination and/or harassment. The University prohibits discrimination on the basis of race, color, religion, age, national origin, ancestry, disability, sex, sexual orientation, gender identity, genetic information, or marital or parental status. Each unit within the University is charged with conducting its programs and activities in accordance with the University commitment to equal opportunity for all. According to university policy, if a student shares information about a sexual assault then the faculty member is required to report it to the Equal Opportunity Officer. For additional information: <http://www.washburn.edu/statements-disclosures/equal-opportunity/index.html>

Equal Opportunity Director, 785-670-1509, Morgan Hall, 380A

### **Advising and Registration**

Upon admission to the Master of Arts in Human Services program, students will be advised by Human Services department faculty, who will assist students with selecting courses.

Graduate students in the Human Services Department are not permitted to enroll in any undergraduate course work without written permission from their Human Services Department faculty advisor. Students who violate this rule may be administratively withdrawn.

### **Degree Requirements**

- Complete 36 credit hours of required coursework (described below)
- Successfully complete fieldwork requirements (described below)
- At least 75% of academic credits must be taken at Washburn University
- Must meet grade requirements (described below)
- Must meet continuous enrollment requirements (described below)

There are several deadlines that must be met in regards to graduation. It is the student's responsibility to see that all forms are filed and all deadlines are met. Students may obtain a copy of graduation deadlines for the semester in which they will graduate from the University Registrar's Office. Students must regularly check their Washburn email for important announcements from the university.

After students have completed the required graduation forms, recommendation that a Master of Arts in Human Services be granted must be submitted by the faculty of the department to the Dean of the School of Applied Studies, the University Administration, and the Washburn University Board of Regents.

## Grade Requirements

- A student earning a D or F in a course must retake the course for a higher grade in order to earn the degree.
- A student may have no more than two Cs on their transcript for a degree to be awarded. Students may re-take courses to meet this requirement.

## Continuous Enrollment

Continuous enrollment in the MA program is expected. If the student discontinues enrollment for two semesters or more, readmission is required. Contact the program coordinator for instructions. Should readmission be granted, it will be based on the requirements and regulations effective at the time of readmission. If a student drops out of sequence from his/her cohort due to discontinuing enrollment for a semester or two, the program will take longer to complete due to the sequential nature of course offerings. Students who fail to complete their practicum requirements within the allotted time may be granted an extension. If so, they will be required to enroll in HS 777 to receive the required university supervision.

## Time to Complete Program

Students have six years from the semester they start the program to finish all program requirements. If a student exceeds this time limit, they may petition the department to continue in the program. The department will review their transcript and may require the student to re-take courses that are deemed out-of-date.

## Coursework

The MA in Human Services degree program is a two (2) year program (for full-time students) requiring a minimum of 36 credit hours of coursework. Of the 36 required credit hours, 30 credit hours are required coursework and 6 credit hours may be selected from electives. Students who successfully complete our core curriculum, plus the two electives marked with an asterisk (\*), will have met the *coursework* requirements for licensure with the Kansas BSRB (other requirements are discussed later in this manual).

**Required coursework:** The core coursework of 30 credit hours includes:

1. HS 600 – Integrative Human Services
2. HS 604 – Advanced Methods of Individual Counseling
3. HS 605 – Advanced Methods of Group Counseling
4. HS 610 – Professional Ethics and Practice
5. HS 615 – Advanced Pharmacology and Substance Use Disorders
6. HS 635 – Diagnosis of Substance Use Disorders
7. HS 640 – Practicum I
8. HS 641 – Practicum II
9. HS 660 – Supervision and Leadership
10. HS 695 – Applied Research

**Elective coursework:** (6 credit hours required; 620 and 625 meet BSRB requirements):

1. \*HS 620 – Integrative Approaches and Treatment of Dual Disorders
2. \*HS 625 – Addiction and Recovery Services

3. HS 630 – Lifespan Development
4. HS 665 – Integrative Residential Experience-Special Topic Seminar
5. HS 679 – Narrative Practices

## **Practicum Placement Requirements**

Students must complete the required practicum courses through placement at an approved practicum site in order to earn the Master's Degree. Many students from widely varying backgrounds, including students with criminal records or a history of personal mental health or addictions treatment, will be able to successfully complete approved field placements. However, the Human Services Department reserves the right to not place a student at an agency in which the student has an existing or potential conflict of interest, including, but not limited to, dual relationships with an agency supervisor. The Human Services Department may also share information about a student with a potential practicum agency if we have reason to believe this information is directly relevant to the safety and quality of services the individual can provide in that particular setting. Finally, most practicum sites conduct criminal background checks, and have full and independent discretion regarding whether or not to accept a student. Occasionally, students with particular types of criminal records (e.g. crimes against persons, fraudulent service-provision) may find it difficult, or even impossible, to secure placement at an approved site. The Human Services Department cannot force agencies to accept students, and we cannot grant a degree to a student who has not completed the approved practicum experiences.

## **Minimum Technology Competencies**

Students in the MA program will need **reliable access to** and the **ability to use** the following:

- Desktop or laptop computer
- Reliable internet connection that will allow you to participate multiple times per week.
- Ability to video-record and video-conference (e.g., use of webcam, phone/tablet with camera, etc.)
- Ability to occasionally fax documents
- Ability to scan or convert documents to PDF

The following required technologies are available for FREE to students. Contact [support@washburn.edu](mailto:support@washburn.edu) to learn how to access them:

- Adobe Flash
- MS Word, MS Excel, MS PowerPoint (you must be able to use these or similar programs proficiently)



- Browser (Firefox or Chrome)
- Operating Systems
  - Windows: Windows 7 or above
  - MAC: OSX (latest version)

## **KANSAS ADDICTION COUNSELOR LICENSURE INFORMATION**

*BSRB regulations are subject to change at the state level. Students should contact the BSRB for the most up-to-date information on licensing requirements.*

Our Master of Arts in Human Services is approved by the Kansas BSRB to provide the education requirements for the Licensed Master's Addiction Counselor (LMAC) and Licensed Clinical Addiction Counselor (LCAC). The state has additional licensing requirements, including (but not limited to) a professional examination, background check, references, and application fee for the LMAC and LCAC, as well as a 2-year clinical supervision training plan (LCAC only). The BSRB application requirements are detailed on their website.

If you have questions about whether your criminal background check will impact your ability to get licensed by the Kansas Behavioral Sciences Regulatory Board, please contact them at 785-296-3240.

Students who have been issued another Master's level professional license by the BSRB (e.g. LMSW, LMFT, LPC, LMP) have other options available for becoming an LMAC/LCAC and should contact the Kansas BSRB directly.

## **LICENSURE/CERTIFICATION IN OTHER STATES**

Students who wish to pursue a license in another state are responsible for learning that state's requirements. Students attempting to meet educational regulations of other states should check with their state to ensure that Washburn University offers the courses they need to be eligible for licensure in their home states.

## Application Instructions

### Application Steps

1. Read this Information and Application Manual in its entirety and contact the program coordinator if you have any questions.
2. Go to the Washburn Admissions webpage ([www.washburn.edu/admissions](http://www.washburn.edu/admissions)) and complete the online Graduate admissions application. You will need the following information: basic educational and professional information, resume, unofficial copies of transcripts, contact information for three people who will fill out references forms (forms will be emailed directly to them), a personal statement responding to instructions provided in the application system, and a \$40 application fee (note, using an e-check to pay this fee results in a substantial delay in processing). You do not have to complete the application in one sitting—you can save it and return as needed.
3. The *unofficial* transcripts provided in Step 2 above expedite the application review process. However, the university will require **official** transcripts to finalize admission and financial aid decisions. Please have **official** transcripts sent *directly from the institution* to: [etranscripts@washburn.edu](mailto:etranscripts@washburn.edu)

**If you wish to review your Letters of Recommendation:** Washburn University complies with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, which requires that students be advised of their rights concerning educational records, such as letters of recommendation.

Students, who have selected “I Do Not Waive My Right”, may request to review letter(s) of recommendation by:

1. Notifying the program director/coordinator in writing (letter or email) that he/she wishes to review letter(s) of recommendation. Such notification must take place during the fall or spring semesters. Departments will not respond to requests received during semester breaks or summer.
2. Giving the program director/coordinator up to five business days to respond.
3. Scheduling a face to face meeting or video conference (e.g., Skype, Zoon) with the program director/coordinator, faculty or staff member.
4. During the meeting, the program director/coordinator, faculty or staff member will allow no more than 10 minutes per letter of recommendation to be reviewed.
5. Students may take notes but may not make copies of letters. Pictures and screen shots of letters are also not allowed.
6. Request for review can't occur during an active consideration or while applications under consideration.