



Student Handbook

MACP program

Student Handbook

This is your guide to questions that you may have regarding the program. Keep this resource for any questions you may have in the program going forward. If you cannot find the answer let Becca or Brad know so they can add it and get you the answers you need!

MAC Classes

- Fall classes.
 - PSY 612 – 3 credits – Intro to Addictions Counseling
 - PSY 620 – 4 Credits – Concepts
 - PSY 675 – 3 Credits – Ethics
 - PSY 724 – 3 Credits – Motivational Interviewing
- Spring classes.
 - PSY 613 – 3 credits – Advanced Concepts
 - PSY 726 – 3 credits – Neuropharmacology
 - PSY 775 – 3 credits – Treating Diverse Populations
 - PSY 793 – 3 credits – Clinical Supervision
- Internship
 - PSY 787
 - Taken twice 9 credits each semester for non LPC track.
 - Taken twice 12 credits each semester for LPC track.
- LPC track classes.
 - First Summer
 - HDFS 505 – 3 credits – Human Development
 - PSY 671 – 3 credits – Assessment in Addictions Counseling
 - Second Summer
 - PSY 624 – 3 credits – Career Counseling
 - PSY 654 – 3 credits – Research Methods

Contacts

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Class Participation and Attendance Policy for All Addictions Courses cut version.

- Class participation is assessed through your attendance and active participation in class discussions, activities, and interactions.
- Class attendance and participation are mandatory per the state requirements for CAC/LAC certification.
- If you are late (i.e., arrive more than 5 minutes after the scheduled class start time) or absent from class, no credit will be given for participation that day.
 - Due to the Behavioral Health Administration (BHA) requirements
 - You cannot miss more than two classes.
 - You will be allowed one excused and one unexcused absence.
 - All absences will require you to initiate contact with the professor prior to the date of your absence to determine and agree upon make up work to be assigned.
- If you have an absence, whether excused or not, you can make up for the missed work by writing a 3-page double-spaced paper.
- Classes that are canceled by the instructor or because of the university being closed do not count as absences for students enrolled in the class.

There are many more details in the SharePoint link, please check it out and read it thoroughly as it is extremely strict.

Workload

For each credit of classes that you are taking, plan on 2-3 hours of homework outside of class time, this includes readings and assignments.

In fall classes total 13 credits so plan on 26-39 hours a week and in spring classes total 12 credits so plan on 24-36 hours a week on homework.

For example, you could set aside 6 ish hours a day to work on homework, so you have the maximum amount of time should you need it. Students find that using a set schedule is best for getting all the homework done. Use a planner of any kind, digital or on paper, to help you keep your homework assignments in order, so you don't fall behind.

We understand that setting aside that much time seems like a lot, but you have options, don't do it all at one time, take lots of breaks and plan for them. In the past we have seen students do 3 hours in the morning and another 3 later in the day, or 1 hour before work, 1 hour at lunch, 2 hours after work and 2 hours before bed. There are so many ways to break up those hours and you may not need all of them each time.

You are also taking 4 classes each semester so don't do all the assigned homework on the same day. Break up the homework assignments so you are not feeling overwhelmed, plan for the assignment that is due first in the week then work your way through the assignments based on your due dates.

How you choose to use your time is up to you and if you need help come see your advisor or admin assistant to help you get started with organizing your time, we want to see you succeed in all your classes and are here to help you.

Parking on campus

- There are a lot of options for parking on and off campus. Be sure to check where you can park with a permit and where you can park for free.
- CSU parking services does check all the lots regularly and will issue tickets which can get expensive fast.
- The below links are for CSU parking services and Fort Collins Parking Services

<https://pts.colostate.edu/purchase-a-permit/>

<https://www.fcgov.com/parking/>

Health Insurance

This is required by the university. If you have insurance already then, the university will offer a way to opt out, but you will need to offer proof (your insurance card should work).

You will get an e-mail from the university regarding insurance about 2 to 3 weeks after you register for classes.

Compressive MAC Exam

This exam is the exam you need to do before you can do your internship.

For this exam you will need to pass with a 70% or better. When you have finished you will get a notification of your score, take a screenshot of the score and e-mail it to Rebecca.Breniman@colostate.edu.

After Becca has that information, she will e-mail you the internship form that you will need to complete with your internship site supervisor.

Internships

You will need to set this up, the link below is a list of sites that we already have approved through CSU.

<https://psychology.colostate.edu/mac/#Internship-Sites-and-Experiences>

If you want to go somewhere that is not on this list, we can try to make that happen, but we need time to get all the agreements in place, it can take anywhere from a few days to months.

If you are LPC track you need 12 credits per semester and 480 internship hours. If you are **NON** LPC track you need 9 credits per semester and 360 internship hours.

You must complete the comprehensive exam with a 70% or better to do your internship!

After the exam is completed, you will need to complete the instructions on the internship website. <https://psyweb.psych.colostate.edu/internships/>

There are several emails so be on the lookout for each of them, after it is all done Becca will get and email letting her know you are ready to register.

Becca will send you instructions on registering for your internship class, be mindful of the due dates, get registered early so you don't miss the add/drop dates.

Internship events

We will have several events during your internship that we would like you to join us for.

They are constantly changing and evolving so if you have an idea shoot Becca an e-mail with an Idea and she will see what she can do to make that happen.

Internship Insurance

You are required to carry Liability Insurance; we like The Trust but there are many others out there.

If you decide to use the trust you should apply as a student trainee, it is much cheaper than the other ways to gain insurance.

Key to C69

There is a room in Clark, C69, that is for your use only. You will get a key to this room at orientation and will need to return it before you start your first internship semester. You can keep the key over the summer, but you need to return it by August 1st at the latest.

Be sure to let Becca know if you want to keep the key over the summer so she can make a note to stop reminding you to bring it in.

Year One

This year there will be only classes on campus. Class is typically from about 9am to about 4pm depending on the class. All classes are on Tuesday and Wednesday.

Again, the attendance policy is strict so be very mindful of your time and the weather. The chance of CSU closing is slim so if you are driving farther than Fort Collins be sure to plan accordingly.

- Fall classes.
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 - PSY 793 – 3 credits – Clinical Supervision

Year Two

This year will be all about your internship hours. You cannot start counting hours till you have all the paperwork to Becca. If you are unsure ask.

- Internships in both Fall and Spring
 - PSY 787
 - Taken twice 9 credits each semester for **NON** LPC track.
 - Taken twice 12 credits each semester for LPC track.

LPC Classes

This set of classes are done over the summer months it comes **HIGHY** recommended that you take 2 at a time to be sure you are successful in all of them.

- LPC track classes.
 - First Summer
 - HDFS 505 – 3 credits – Human Development
 - PSY 671 – 3 credits – Assessment in Addictions Counseling
 - Second Summer
 - PSY 624 – 3 credits – Career Counseling
 - PSY 654 – 3 credits – Research Methods

Lunch and Learn events

The lunch and learn events are a series of events that give students information about other aspects of being an addictions counselor. The following topics are being covered in the 2024-2025 school year.

Working with court mandated clients, working with DV survivors with substance use issues, intersections of suicidality and substance use, medication assisted therapy, Accu Detox and running private practice.

Most of the presenters are returning from previous years. While attending the lunch is not required it is recommended.

For each event lunch will be provided by the MAC program.

GS6 Form

We will go over this more in person.

The following are instructions on how to fill out your GS6 form that need to be done by March 1st to avoid any issues from the graduate school.

You can find the GS6 available through your RAMWEB: Menu > Graduate School > Graduate Degree Plan > GS6 TAB

- GS6 Program of Study for LPC track**

For those of you that are on the LPC track you will need to make a couple of changes so please be sure to add the extra 4 classes that are required:

PSY 624, 654, 671
HDFS 505

**change your two internships to show 12 credits each (list as 24 credits not 18) please list all the non-LPC track classes as well.

If you are on the non-LPC track, please follow the instructions below:

- GS6 Program of Study for non-LPC track**

Please submit the GS6 (program of study) during this semester in the program. You will list all the courses you intend to take to fulfill your MAC program requirements.

These courses are:

PSY 612, 613, 620, 675, 724, 726, 775, 793 (all 3 credits each)
PSY 787 – Two internships at 9 credits (list as 18 credits)

If asked, select “type C” master’s from the list of degree options.

Advisor: Brad Conner

Co-Advisor: Wendy Lee

Marti Amburg will auto populate on your form and that is fine.

GS25 Form

- Log into RAMWEB
- Use the menu bar on the right, the three little lines.
- Select graduate school, it is in about the middle.
- On the screen that loads the last option in the first column is GS25 application for graduation
- Select to apply for graduation, there should only be one option.
- Select your graduation term.
 - **LPC track use Summer.**
 - **NON LPC track use spring.**
 - If you do not see your year listed, it is too soon to apply.
- The system should automatically load all fields.
 - Full name
 - Advisor – Should show the director of Addiction Counseling
- Click next to review and sign electronically.
- Next you will review the form showing all the classes you took based on registration and all the classes you need to take still.
- Be sure you have all the classes listed correctly to avoid any errors.
- Complete the form and submit it.

Graduation

- Feb 1st is the first due date for graduation. If you miss this one there could be consequences, like your name not printed on the graduation flyer.
- Regalia needs to be ordered by March 8th.
- Be sure to pick up your cap and gown at Grad Fest, the Grad website with the date and time.
- Check your name card, this is how they will announce you at the university's graduation.
- Graduation at Moby does follow the clear bag policy.
- You will only get a diploma cover at graduation.
 - Your diploma will be mailed to you 6-8 weeks after graduation.
 - If you did not make it to the graduation offered by the university, you can pick up a cover in the registrar's office.
- Graduation for the master's program, tickets are not needed.
- You don't need to attend the university's graduation to attend the MAC program graduation.

- We want to celebrate with you, so we encourage you to come with your family to the MACP/PHD program graduation!
- The MAC program will have a ceremony for all the students in the program.
 - Both summer and spring graduates should attend
- We will have a photographer at graduation to take photos and will send you the link to download the photographs you want.

Licensing

You will have more hours to obtain after graduation, check DORA for exact numbers, so focus on getting all those hours.

You can take their licensing exam after graduation before they accumulate all of their hours

When you have gotten all the hours in then you need to take the Licensing exam, DORA will have more on that exam as well.

Once you have completed both then you can apply for your license.

If you need any help reach out to Brad or Becca, both have links and study materials to assist you with all the licensing requirements.

Website

<https://psychology.colostate.edu/mac/>

SharePoint

<https://colostate.sharepoint.com/sites/Psych-Addiction-Counseling/MAC/Shared%20Documents/Forms/AllItems.aspx>

Graduate School Handbook link

<https://graduateschool.colostate.edu/current-students/>