

THE  
NEW  
SCHOOL

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# THE NEW SCHOOL FOR SOCIAL RESEARCH

Concentration in Mental Health and Substance Abuse Counseling

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## STUDENT HANDBOOK

NEW SCHOOL FOR SOCIAL RESEARCH  
DEPARTMENT OF PSYCHOLOGY  
80 FIFTH AVENUE, 6<sup>th</sup> Floor  
NEW YORK, NY 10011

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## INTRODUCTION

With the pressures of health care reform in general, and managed care in particular, there has been growing interest at the State and National levels in standardizing and raising the educational and training standards for providers of substance abuse services. The Master of Arts degree Concentration in Mental Health and Substance Abuse Counseling (CMHSAC) is a response to these developments and is intended to place students in an advantageous position for securing future employment throughout the substance abuse and mental healthcare systems.

In addition to providing a firm grounding in general psychology, the program offers students an opportunity to satisfy the academic eligibility requirements for the Certified Alcoholism and Substance Abuse Counselor (CASAC) examination by completing all of the required and optional CASAC-relevant courses offered through the CMHSAC program. The CASAC certificate is a credential offered by New York State through the Office of Alcoholism and Substance Abuse Services (NYS-OASAS) to indicate that an individual has met the local and national standards for clinical practice in the substance abuse field. The certificate is granted on the basis of a combination of: educational/academic training, relevant clinical/work experience, and successful completion of the CASAC exam (Appendix A).

Although only three of the six CASAC-relevant courses currently offered under the auspices of the CMHSAC are considered requirements for the completion the concentration, there is a significant benefit to taking all of the courses. One major advantage lies in the fact that NYS-OASAS has created the “CASAC Trainee Certificate” (CASAC-T) as an intermediate level certification for those individuals who have completed a specific portion of the overall requirements for certification and intend to continue working towards full CASAC certification. The certificate remains effective for five years from the date that it is issued. During that time, CASAC trainees are considered “Quality Health Professionals”(QHP) in terms of the mandated staffing mix of OASAS-licensed substance dependence programs, and are thus immediately employable. One way to become eligible for this designation is to complete the required 350 clock hours of academic training; which can be accomplished by completing all of the required and optional CASAC-relevant courses offered through the CMHSAC program. In addition to CASAC-T eligibility, those who have completed the 350 hours of academic training will immediately be able to sit for the CASAC exam. Students will receive their scores and have up to five years to earn the required 2000 hours of work experience to obtain full CASAC certification.

## WHO SHOULD CONSIDER THE CMHSAC

The CMHSAC was created to meet a number of curricular and programmatic needs in the Psychology Department at the New School for Social Research (NSSR). Specifically, it is a program that was designed to be particularly attractive and beneficial to:

- 1) Those students who do not intend to continue on to doctoral study but would like to significantly enhance their marketability after graduation;
- 2) Students who currently work with substance abusing or dually-diagnosed populations and who would like to complement their practical experience with formal academic training and credentials;
- 3) Eugene Lang seniors and BA/MA students, NSSR MA and PhD students who intend to enter into a career in the substance abuse field who intend to enter a career in the substance abuse field or work with dually diagnosed patients.

## PROGRAM DESCRIPTION

**Admission to Program:** There are no separate requirements for admission to the CMHSAC program. All students who have been admitted to the General MA Program in the Psychology Department are also eligible to enroll in the CMHSAC. We also strongly encourage doctoral students to take CMHSAC classes to prepare to work with clients with substance use disorders. Students will not be considered formally enrolled in the CMHSAC until they have completed an enrollment form and submitted it to the Assistant Director of the CMHSAC who then submits it to the Psychology Student Advisors' office. The enrollment form is provided by Dr. Talley in her Introduction to Substance Abuse Counseling class and the deadline to submit the form is October 1<sup>st</sup> (see Appendix B). Students should be aware that until a formal application is submitted, they will not be eligible for fieldwork placements or able to register for the Seminar on Ethics course.

The CMHSAC program currently offers all of the courses necessary for CASAC eligibility, while also satisfying MA and PhD course requirements. Based on the existing strengths of the psychology program, as well as the current and anticipated needs within the field over the next five to ten years, the CMHSAC curriculum has been designed to emphasize the areas of harm reduction psychotherapy, co-occurring disorders, assessment, motivational interviewing, mindfulness-based interventions, relapse prevention, and program evaluation.

**Advising and Registration:** It is extremely important that students confer with the student advisors prior to registering for any of the courses offered in the CMHSAC and to take them in the recommended sequence.

**Course Requirements:** The CMHSAC degree requirements consist of a total of 31 Graduate credits, 9 of which are in the area of substance abuse. All of the courses are usually offered once a year during certain semesters. The three required courses for the CMHSAC are offered during the regular academic year.

## CMHSAC PROGRAM CURRICULUM

Please review the New School for Social Research's Department of Psychology's [course catalog](#) for descriptions of course content. Students are strongly encouraged to complete the requirements for the degree within two years.

Students wishing to earn the MA in General Psychology with a Concentration in Mental Health and Substance Abuse Counseling must enroll in the following courses:

- GPSY 6109 Introduction to Substance Abuse Counseling
- GPSY 6112 Advanced Issues in Substance Abuse Counseling
- GPSY 5155 Adult Psychopathology
- GPSY 6156 Psychopathology III: Biosocial and Cognitive Theories of Addiction
- GPSY 6100 Proseminar
- GPSY 7011 Professional Issues and Ethics
- GPSY 6101 Introduction to Cognitive Neuroscience
- Cognitive Psychology (can be satisfied by GPSY 5110 Introduction to Cognitive Psychology, GPSY 5102 Visual Perception and Cognition, GPSY 6107 Language and Thought, or GPSY 6427 Language and the Brain)
- GPSY 5120 Social Psychology

- 2 additional elective courses (6 credits; see below if planning to apply to Clinical PhD program)
- 1 additional elective OR Developmental Psychology (can be satisfied by GPSY 6155 Developmental Psychology or GPSY 6281 Development and Psychopathology, which is strongly recommended)

**\*Note:** Students who intend to apply to the Clinical Psychology PhD program must also take:

- GPSY 6238 Research Methods (except for students in the Research MA program)
- GPSY 6133 Introduction to Statistics and Research Design

**\*Note:** Students enrolled in optional clinical externship placements are required to attend supervision with Dr. Talley and register for GEQV 6410 MHSAC Equivalency Externship (0 credits).

**Course Sequence:** Students are strongly encouraged to enroll in Introduction to Substance Abuse Counseling, Adult Psychopathology, and Psychopathology III during the Fall semester of their first year in the MA Program to have the necessary foundation for Advanced Issues in Substance Abuse Counseling that Spring and to ensure that they are eligible for optional clinical placements that will start at the end of the Spring term, Summer, or Fall of their 2<sup>nd</sup> year (see below for more details about clinical placements).

**CASAC-Relevant Courses Taken Elsewhere:** Students are free to supplement the CASAC-relevant courses of the CMHSAC program with CASAC-relevant courses offered at other institutions. Although courses from other institutions cannot be used to fulfill the requirements for the CMHSAC degree, they can be used in conjunction with any of the CASAC-relevant courses taken in the CMHSAC program to satisfy the CASAC Trainee certificate eligibility requirements.

Since OASAS has strict guidelines regarding the content distribution of the CASAC curriculum, students who are considering the possibility of taking CASAC courses at another institution should consult with OASAS directly prior to doing so.

**Eligibility for admission to the Doctoral Program:** Electing to pursue a CMHSAC degree does not in any way preclude a student from applying for admission to the Doctoral Program. CMHSAC students who wish to apply to the doctoral program are subject to the same admissions requirements that apply to those enrolled in the general MA. These requirements include: a satisfactory grade-point average; successfully passing Research Methods (except for those in the Research MA Program); and successfully passing Introduction to Statistics and Research Design as mentioned above.

## CLINICAL PLACEMENTS

Supervised clinical placements at facilities in the community are available to eligible students in the program. Although participation in such placements is not a requirement for the degree, hands-on clinical exposure, either through opportunities at the student's place of employment or at community-based agencies is strongly encouraged. Students are placed according to their performance in CMHSAC classes, position availability and at the discretion of the Director and Assistant Director of the CMHSAC.

Please note that students are only eligible for clinical placements once they have successfully completed Introduction to Substance Abuse Counseling, Adult

Psychopathology, and Psychopathology 3. Students must be enrolled in Advanced Issues in Substance Abuse Counseling and/or have completed it by the time they apply to participate in a clinical placement. Exceptions will only be made on a case-by-case basis if a student elects to take Adult Psychopathology in the Summer vs. Fall of their first year and they could start a placement later that Summer or in the Fall.

#### Goals and Objectives of Fieldwork Placements:

- A) Provide supervised practical experiences to develop students' clinical skills.
- B) Introduce and orient students to professional work in varied substance abuse treatment and research settings with multidisciplinary treatment teams.
  - a. Clinical experiences may include observing and co-leading groups, conducting psychosocial intakes, writing treatment plans, case management, discharge planning/referrals, providing individual psychotherapy depending on the site.
- C) Encourage the integration of academic work with practical experience.
- D) Experience participating in clinical supervision and discussion of clinical cases.
- E) Students are required to commit to a minimum of 2 days per week (up to 8 hours/day) for at least 6 months at an approved field placement site (see below).
- F) Students interested in a placement at another site, please consult with Dr. Talley.

Students are not eligible for placements until they receive formal approval by the Assistant Director of the program. It should also be understood that there are limits to the number of students who can be accommodated at placement sites at any given time. Consequently, there will be times when there will be more applicants than there are positions available at a particular site. Every effort will be made to ensure that all eligible candidates are accommodated.

**Fieldwork Application process:** This consists of two elements. First, all applicants for placement must be NSSR MA level students who have completed Introduction to Substance Abuse Counseling, Adult Psychopathology, and Psychopathology III with a grade of B or higher and must be enrolled in or have completed Advanced Issues in Substance Abuse Counseling when doing fieldwork. Second, the enrollment form must be completed and returned to the student advisors' office by October 1<sup>st</sup> as described above. The information contained in the enrollment form, in conjunction with the student's performance during the required courses, serves as the basis for placement decisions. Dr. Talley reserves the right to not place students at externship sites based on their performance and behavior in class.

**Student malpractice insurance:** All students participating in fieldwork must obtain APA Student Malpractice Insurance and provide Dr. Talley with a copy for her records. For more information, please visit: [apait.org/apait/products/studentliability](http://apait.org/apait/products/studentliability).

#### Possible Fieldwork Sites:

- The Center- LGBT Community Center, Chelsea, NYC, [gaycenter.org](http://gaycenter.org)
- Realization Center, Union Square, NYC, [realizationcenternyc.com](http://realizationcenternyc.com)
- SuCasa at Lower Eastside Service Center, LES, NYC, [lesc.org](http://lesc.org)
- Greenhope Services for Women, East Harlem, NYC, [greenhope.org](http://greenhope.org)
- Greenwich House, NYC, [greenwichhouse.org](http://greenwichhouse.org)
- Lower Eastside Harm Reduction Center, LES, NYC, [leshrc.org](http://leshrc.org)
- Mt. Sinai West, Addiction Institute, Columbus Circle, NYC, [addictioninstituteny.org](http://addictioninstituteny.org)
- New York Harm Reduction Educators, Bronx and Harlem, NYC, [nyhre.org](http://nyhre.org)
- St. Ann's Corner of Harm Reduction, NYC, [sachr.org](http://sachr.org)
- Samaritan Daytop Village, NYC, [samaritanvillage.org](http://samaritanvillage.org)

## FIELDWORK SUPERVISION

CMHSAC students participating in fieldwork receive on-site clinical supervision as well as supervision by CMHSAC faculty and adjunct supervisors (as needed). On-site supervision must be provided by Qualified Health Professionals (QHPs), which includes: Certified Alcoholism and Substance Abuse Counselors (CASAC's), Social Workers, Psychologists, and/or psychiatrists, depending on the nature of the placement and duties.

Supervision with CMHSAC faculty takes place at The New School for Social Research. Students are required to sign up for MHSAC Equivalency Externship (GEQV 6410) credits while on externship, attend supervision, and maintain regular contact with CMHSAC Faculty regarding their externship. Students may not terminate a placement without first consulting with Dr. Talley and need to sign an externship agreement prior to starting their placement (see Appendix C).

**Evaluations:** In addition to ongoing feedback provided during regularly scheduled supervision, fieldwork supervisors will formally evaluate students (see Appendix D) at the end of their placements. This evaluation form should be returned to the CMHSAC Assistant Director once completed. Again, students are also encouraged to stay in regular contact with CMHSAC Faculty regarding their fieldwork experiences and raise any concerns or issues with Dr. Talley as soon as possible.

## DIRECTORY

The following is a listing of the names, titles and office locations of the various individuals who are associated with the CMHSAC program. Specific questions about the program should be directed to the student advisors, the CMHSAC student coordinator, Daniela Cannizzaro, and/or to Dr. Talley.

### **The New School for Social Research Faculty:**

McWelling Todman, PhD  
Associate Professor of Clinical Practice  
Director, Mental Health and Substance Abuse Counseling Program  
New School for Social Research  
80 5<sup>th</sup> Ave. #618  
New York, NY 10011  
phone: (212) 229-5727, ext. 3258  
email: [TodmanM@newschool.edu](mailto:TodmanM@newschool.edu)

Jenifer Talley, PhD  
Assistant Director, Mental Health and Substance Abuse Concentration  
New School for Social Research  
80 5th Ave. #615  
New York, NY 10011  
phone: (212) 229-5727, ext. 3256 or (917) 740-3277  
email: [TalleyJ@newschool.edu](mailto:TalleyJ@newschool.edu)

### **Student Program Coordinator:**

Daniela Cannizzaro, MA  
phone: (646) 504-6595  
email: [MHSAC@newschool.edu](mailto:MHSAC@newschool.edu) or [cannd204@newschool.edu](mailto:cannd204@newschool.edu)

## Appendix A: Description of CASAC Requirements

In a recent and important development, the New York State Office of Substance Abuse Services (OASAS) has made it possible for CMHSAC graduates to sit for the CASAC exam immediately following completion of the program which provides the 350 hour Educational Requirements for CASAC eligibility (Intro & Advanced Substance Abuse courses, Path 3, Adult Path, Ethics and a 2-hour online Mandated Child Abuse Reporting training). A certificate documenting completion of the 350 hour CASAC program can be issued to CMHSAC graduates. Please note that as a result of this change, work experience may be acquired later.

Graduates from the CMHSAC may take the exam, receive their scores, but will not be granted full CASAC certification until they have completed the required 2000 hours of work experience. They will, however, be eligible upon graduation from the CMHSAC to apply for a CASAC-Trainee (CASAC-T) certificate. Please contact Student Coordinator for most recent description of CASAC requirements and if there are additional questions regarding the application process. Additional information is also provided through the OASAS website: [oasas.ny.gov/sqa/credentialing](https://oasas.ny.gov/sqa/credentialing)

In order to obtain the certificate for OASAS from the MHSAC, please provide a copy of your transcript that documents successful completion of the courses listed above, along with a mailing address to the Assistant Director, Dr. Jenifer Talley, who will issue the certificate.

**\*\*Please note that these certificates are not automatically generated and you need to contact Dr. Talley and provide her with your transcript in order for her to issue a certificate after graduation.**

**Appendix B: CMHSAC Enrollment form**

**CMHSAC Enrollment Form**

NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

STUDENT ID#: \_\_\_\_\_

**Which of the following CMHSAC courses have you taken?**

<u>At The New School for Social Research</u>	YR / Semester (taken or anticipated)
Adult Psychopathology	[ ] _____/_____
Psychopathology III	[ ] _____/_____
Introduction to Substance Abuse Counseling	[ ] _____/_____
Advanced Issues in Substance Abuse Counseling	[ ] _____/_____

**Please answer the following:**

- Do you wish to be considered for clinical placements?                      yes [ ]    no [ ]
- Do you have an MA from another institution?                      yes [ ]    no [ ]
- Do you intend to pursue a doctoral degree in psychology?                      yes [ ]    no [ ]
- Are you currently employed?                      FT [ ]    PT [ ]    Not employed [ ]
- Are you employed at either a mental health or substance abuse facility?                      yes [ ]    no [ ]

Briefly describe any prior research and/or clinical experience.

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Signature: \_\_\_\_\_ date: \_\_\_\_\_

Student Advisor's Signature: \_\_\_\_\_ date: \_\_\_\_\_

Director/Assistant Director's Signature: \_\_\_\_\_ date: \_\_\_\_\_

**Appendix C: CMHSAC Externship Guidelines**

**The New School for Social Research  
Concentration in Mental Health and Substance Abuse Counseling  
Externship Guidelines**

**CHECKLIST**

- CV and cover letter sent to sites to start interview process
- Complete all required HR forms and procedures prior to starting (see below)
- APA student malpractice insurance: [trustinsurance.com/products-services/student-liability](http://trustinsurance.com/products-services/student-liability)
- Sign up for MHSAC Equivalency credit (GEQV 6410)
- Supervisor contact info given to Dr. Talley
- Externship evaluation form completed by on-site supervisor at end of placement

**POLICIES**

- Concerns, issues, and questions should immediately be brought to Dr. Talley's attention.
- Dr. Talley will maintain contact with externship supervisors regarding your progress and any issues and concerns that may arise.
- Students are to abide by sites' policies regarding dress code, HR procedures (e.g., TB testing, urine drug screens, background checks) and attendance requirements.
- Students are expected to maintain agreed-upon schedule (e.g., 2 days per week, 6 month commitment) and hours per week that they negotiated with on-site supervisor.
- Please be on time and follow all on-site procedures (e.g., dress code, paperwork deadlines) as sites reserve the right to terminate the externship if you do not abide by their protocols.
- Students will receive on-site supervision and attend bi-weekly group supervision at The New School with Dr. Talley.
- Students will not terminate an externship without consulting with supervisors, including Dr. Talley.
- If a student is asked to leave an externship or is terminated by his/her supervisor, Dr. Talley reserves the right to not send student to an additional placement.

**CONTACTS**

Jenifer Talley, PhD  
 Assistant Director  
 917-740-3277  
 talleyj@newschool.edu

Daniela Cannizzaro, MA  
 CHMSAC Program Coordinator  
 cannd204@newschool.edu

**Acknowledgment**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**APPENDIX D: Externship Evaluation Form**

**The New School for Social Research  
 Concentration in Mental Health and Substance Abuse Counseling  
Externship Evaluation Form**

**Student Name:** \_\_\_\_\_

**Site Name:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_

**Dates of Placement:** Start Date: \_\_\_/\_\_\_/\_\_\_ End Date: \_\_\_/\_\_\_/\_\_\_

**Evaluation Completed on:** \_\_\_/\_\_\_/\_\_\_

*Please rate the extern’s performance in comparison with that of other externs at the same externship level you have supervised, in each of the following areas:*

**1=** Needs Improvement; **2=** Adequate; **3=** Good; **4=** Very Good; **5=** Excellent

**Therapeutic Skills**

Clinical Diagnosis & Assessment	1	2	3	4	5	NA
Individual Interventions	1	2	3	4	5	NA
Group Interventions	1	2	3	4	5	NA
Reporting & Record Keeping	1	2	3	4	5	NA
Treatment Planning & Referrals	1	2	3	4	5	NA
Crisis Management	1	2	3	4	5	NA

**Presentational Skills**

Quality of oral reports	1	2	3	4	5	NA
Quality of written reports	1	2	3	4	5	NA

**Professional Development**

Ability to use supervision appropriately	1	2	3	4	5	NA
Relations with staff and other trainees	1	2	3	4	5	NA
Understanding of ethical standards	1	2	3	4	5	NA
Responsibility for timely work completion	1	2	3	4	5	NA
<b>OVERALL RATING</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**Narrative Summary**

Please describe the extern's strengths:

Please comment on the extern's weaknesses:

Suggestions for further preparation:

Comments by extern on evaluation:

Supervisor's signature \_\_\_\_\_ Date \_\_\_\_\_

Student's signature \_\_\_\_\_ Date \_\_\_\_\_