



Psy.D. CLINICAL PSYCHOLOGY PROGRAM HANDBOOK



Department of Psychology
Appalachian State University
Boone, North Carolina 28608
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I. INTRODUCTION

Program Director and Director of Clinical Training (DCT):

Lisa Curtin, Ph.D.

Program Faculty:

Josh Broman-Fulks, Ph.D. Will Canu, Ph.D.

Bob Hill, Ph.D. Jacqueline Hersh, Ph.D. (Psychology Clinic Director)

J.P. Jameson, Ph.D. Denise Martz, Ph.D.

Kurt Michael, Ph.D.

This Handbook is intended to assist you as you pursue your education by answering many of the common questions concerning the Psy.D. program at Appalachian State University. The Handbook contains information about administrative and academic policies, curriculum, course work and other academic requirements, and a variety of other topics.

Students should read this handbook very carefully to ensure that they are familiar with information about and requirements of the Psy.D. program. We also expect that students will consult sections of this handbook as needed throughout their training in the program. Students are encouraged to use this handbook as a supplement to the personal feedback and guidance of faculty, staff, and student colleagues in the department. While students are held accountable for completing the requirements as stated in the handbook in effect at the time that they enter the program, there may be changes that must be made and become effective immediately, applying to all students in the program at the time of the change. The faculty reserves the right to make alterations to the program requirements and examinations in response to APA accreditation policy requirements, state licensing requirements, University policy or other University requirements, and for changes in training resources or capabilities of the Department of Psychology. These changes may alter the program requirements not only for new students, but also for students enrolled in the program. In the event of any major change in the program requirements, students will be provided with the opportunity for input into the proposed change (if appropriate), and given formal notification through established communication channels (e.g., meetings with the Program Director and/or faculty, e-mails). The most recent Handbook is the one in effect for all students.

This Handbook does not replace the Appalachian State University Graduate Bulletin. Graduate students are expected to be familiar with the information in the Graduate Bulletin, particularly the section on Timelines and Academic Policies. See the following links for the Graduate Bulletin and general information for enrolled students, respectively:

<http://bulletin.appstate.edu/>

<https://graduate.appstate.edu/enrolled-students>

A. Program Aims, Goals and Objectives

The Psy.D. program in Clinical Psychology at Appalachian State University is dedicated to preparing professional psychologists to help address the needs of underserved rural populations in the Appalachian region and beyond. As such, the program is designed to provide students with broad training in the foundations of the science of psychology, the applications of psychological science to clinical populations, and the development of interpersonal, clinical, and scientific competencies that ensure graduates are capable of providing high-quality, evidence-based services to diverse populations. In service of this mission, the program follows a practitioner-scientist model, with emphasis placed on developing competencies in these areas:

A generalist training model: Professional psychologists in rural areas frequently are expected to effectively serve individuals across the lifespan with a wide range of presenting problems. Additionally, psychologists may be expected to take on a number of roles in rural settings. We help our students develop a broad array of competencies to effectively navigate these challenging environments.

Use of evidence-based practice: Effective practice in rural areas requires effective use of treatment approaches that have the highest chances of succeeding. Moreover, clinicians will need to remain informed of new developments in assessment and intervention to continue to thrive in the field. Our model emphasizes training in state-of-the-science treatment approaches that are delivered with attention paid to factors that can impact their effectiveness (e.g., cultural factors, socioeconomic status).

Proficiency in scientific inquiry: In addition to providing direct services to consumers, rural psychologists may be called upon to identify needs and evaluate the effectiveness of the services that they and their organizations provide. Additionally, practitioners can effectively contribute to the general corpus of psychological knowledge. The program emphasizes competency in applied research methodologies to prepare students to operate as clinical scientists in rural settings.

Attention to individual-level and systems-level factors: Effective rural practitioners understand that individuals' health and well-being are intertwined with their environments. Therefore, practitioners must be able to take into consideration and work within systems (e.g., communities; families; healthcare, education, and religious organizations) and be responsive to cultural considerations to promote positive outcomes for all consumers. Our program emphasizes equitable and ethical individual-level and systems-level intervention to support consumers in often under-resourced rural areas.

Consistent with a generalist training model, all students will complete sequential coursework that applies to youth and adults (e.g., diagnosis and psychopathology, assessment courses, intervention courses) and will have the opportunity to work with both youth and adult clients during practicum placements that are developmentally appropriate and graded in complexity. All students will complete a minimum of seven semesters of practicum at a minimum of two separate sites; all students will complete at least one practicum placement under direct supervision of a core clinical faculty member and will complete at least a one-year placement in a rural community site.

Students will learn to critically examine and evaluate scientific research in relation to practice via their classroom instruction, thesis, dissertation, and practicum placements. Throughout training, an ecological model that acknowledges the influence of the individual, as well as social, environmental, and policy variables will be employed. This allows for training students to engage in scientifically-informed assessment, intervention and prevention, community outreach, consultation, and supervision within a culturally diverse landscape, with a focus on underserved rural communities. The program is designed to prepare students for entry into the health service psychology profession, meeting North Carolina licensure application requirements as a psychologist.

Training Philosophy:

As noted, the Psy.D. program is broadly based on a practitioner-scientist training model and emphasizes the seamless integration of clinical science and practice. The curriculum is sequenced, incremental, and designed to be taken in the order described below. Basic content courses set the stage for more applied courses (e.g., Research Methods & Quantitative Methods develop foundational skills that will be applied during the completion of thesis and dissertation; Ethical and Legal Standards and Foundational Skills of Health Service Psychology, Diagnosis and Psychopathology, and intervention and assessment courses develop foundational skills that will be applied on practicum and internship). These courses provide **exposure** to important material and concepts within the discipline. As students continue in the program, courses that integrate didactic material and applied work (Practicum) provide initial **experience** in the key professional roles of practicing psychologists. These courses also set the stage for a general emphasis on the reciprocal role of learning from didactic and applied experiences, which is a significant part of developing and maintaining **competence** as a health service provider.

The program's enhanced training in the application of evidence-based practice for rural and underserved populations is intended to address the mental and behavioral health needs of our region and is consistent with Appalachian State University's history and mission. Basic competencies that graduates will develop include:

Basic Psychology

Students will demonstrate knowledge in the following broad areas of psychology: biological aspects of behavior; cognitive and affective aspects of behavior; social aspects of behavior; history and systems of psychology; psychological measurement; research methodology; and data analysis.

Evidence-Based Practice

Students will demonstrate knowledge in the following scientific, methodological and theoretical foundations of clinical practice: individual differences in behavior; human development; psychopathology; ethics and professionalism.

Interpersonal and Relationship Competence

Students will demonstrate the ability to form and maintain productive relationships with clients, community members, peers, and supervisors.

Assessment Competence

Students will demonstrate the ability to diagnose and conceptualize psychological problems through psychological assessment and measurement, and use assessment data to formulate intervention strategies and evaluate treatment outcomes.

Intervention Competence

Students will demonstrate the ability to formulate evidence-based treatment plans that are evaluated, monitored, and revised as appropriate in the course of treatment. Evidence-based intervention competence will include individual, group, systemic, and community strategies. In the spirit of a generalist training model, special attention will be paid to developing evidence-based competencies across a broad array of populations and settings.

Consultation and Education Competence

In recognition of the relationships between systemic factors and individual outcomes, students will demonstrate the ability to conduct consultation and intervention at multiple levels. Students will seek to disseminate best practices through the provision of community training and professional development activities.

Management and Supervision Competence

Through their practicum placements, students will learn about the organization and management of agencies offering mental health services in order to help prepare them for future leadership roles in the field. During advanced practicum courses, students, with faculty guidance and training in a didactic supervision seminar, will co-supervise other graduate students with less experience.

Legal and Ethical Competence

Students will be knowledgeable of the APA code of ethics and will adhere to this code in all professional activities. Students also will be knowledgeable of laws and legal precedents relevant to the practice of psychology.

Research Competence

Students will demonstrate the ability to utilize scientific literature and conduct research in clinical psychology by successfully completing a master's thesis and doctoral dissertation under mentorship of their research faculty. Students will be encouraged to disseminate their research findings (e.g., presentations, peer-reviewed publications) to contribute to the clinical field.

Culture and Diversity Competence

Students will understand the impact of culture and diversity on clinical practice and psychological science. Students will develop an understanding of the unique challenges

of living and working in rural and underserved areas and the ecological factors that affect individual and community development. Students will be able to utilize assessment and empirical skills to develop and apply service delivery models appropriate to rural and underserved settings.

Professional Values, Attitudes, and Behaviors Competence

Students will conduct themselves as developing professionals, internalizing the values, behaviors, and attitudes of the field of psychology. Students will recognize and work to resolve situations that challenge the adherence to professional values and integrity, and will act to understand and safeguard the welfare of others. Students will demonstrate appropriate knowledge, skills, and attitudes in reflecting on, critically evaluating, and improving individual professional performance.

Knowledge of and Competence in Rural Health Services

Students will demonstrate an understanding of the unique features of a rural environment relative to behavioral health and ethical considerations commonly encountered when practicing in a rural community. Students will be familiar with and train in alternative service delivery methods that may improve access and use of behavioral health services in rural areas.

B. Accreditation

The Doctor of Psychology (Psy.D.) program has been approved by the Southern Association of Colleges and Schools Commission on Colleges. The terminal degree awarded to students who complete the program will be a Psy.D. in Psychology (CIP code: 42.0101).

The Doctor of Psychology (Psy.D.) program, initiated in 2019, is currently **not accredited** by the American Psychological Association (APA). **The program is designed to satisfy APA criteria. We are pursuing steps necessary to achieve accreditation in a timely manner.** APA accreditation is designed so that new doctoral programs, such as ours, can apply and possibly achieve accreditation; our goal is to achieve accreditation by the graduation of our first cohort so that all Psy.D. students earn their degree from an accredited program. We cannot guarantee future accreditation but are making every effort to be successful in achieving this goal. If the program is unsuccessful in obtaining accreditation on initial submission, graduation from a non-accredited program may impact graduates' eligibility for licensure in the state in which they intend to practice. All applicants should investigate licensure requirements of the state in which they intend to practice. The Psy.D. program meets the requirements for licensure as a psychologist in North Carolina (see <http://www.ncpsychologyboard.org/nc-psychology-practice-act/>) although the application process will require greater documentation in the absence of APA accreditation.

More information about APA accreditation:

Website: <http://www.apa.org/ed/accreditation/>

Office of Program Consultation and Accreditation
750 First St, NE
Washington, DC 20002-4242

Telephone: (202) 336-5979
TDD/TTY: (202) 336-6123
Fax: (202) 336-5978

C. Admissions

Admission into the Psy.D. program is highly competitive and enrollment is limited to six to eight students per year. Applicants are selected for admission based on a diverse set of scholastic and experiential considerations, including (but not necessarily limited to) undergraduate/graduate grades, letters of reference, GRE scores, personal statements, research and applied experiences, research and professional interests that match the program's goals and areas of faculty expertise, and a formal interview (by invitation only). Regardless of undergraduate major, applicants are required to have successfully completed courses in introductory psychology, psychological research methods and statistics, and abnormal psychology. Given the practitioner-scientist model espoused by the program, strong interests in both the practice and science of clinical psychology are important criteria for admission. In addition, the program utilizes a mentor-match system to provide students with close clinical and research supervision throughout their time in the program. At admission, students are paired with a faculty member who will serve as their "Major Professor" (i.e., mentor, advisor) throughout the program. The Major Professor is generally a faculty member who has clinical/research expertise in areas similar to those of interest to the applicant. Thus, preference is generally given to applicants who have expressed interests in clinical/research domains that match with areas of expertise of current faculty within the psychology department. As a program with an emphasis on training psychologists to become competent rural practitioners, we are particularly interested in admitting students whose career goals include a focus on service to rural and underserved populations.

The Psychology Department and Clinical Training Program strongly encourage applications from students with broadly diverse backgrounds. Appalachian State University does not discriminate on the basis of race, color, national origin, religion, sex, gender identity and expression, political affiliation, age, disability, veteran status, genetic information, or sexual orientation.

Applicants must meet the criteria for admission to the Graduate School:

Regular Admission. To be considered for regular admission to a degree program in the Graduate School at Appalachian, an applicant must meet or exceed one of the criteria below, using the test required for admission to the program.

- 3.0 GPA in the last earned degree and official scores from the appropriate admission test(s), OR
- 2.5 GPA in the last earned degree and official scores at the 25th percentile level for each of the GRE subtests (writing, quantitative, verbal).

Meeting one of these criteria does **NOT** guarantee admission to any program; academic departments also consider other factors, including recommendation letters, supplemental materials, size and quality of the current applicant pool, etc. For formal admission to the Graduate School, the program may request that a GPA in the most recent 60 hours of graded coursework completed be used in place of the GPA in the last earned degree, should the latter not meet the stated requirements.

Program preferred admissions requirements include:

- Earned bachelor's degree with a cumulative GPA of 3.0 (on a 4.0 scale) or higher
- Scores of 50th percentile or higher on the Verbal, Writing, and Quantitative Subtests of the GRE
- Applicants are strongly encouraged to take the GRE Psychology Subject Test **if Psychology was not your major** as an undergraduate.
- Positive recommendation letters, ideally come from psychology professors and/or mental health professionals familiar with students' academic and/or professional and interpersonal competence. Letters from references who are familiar with doctoral training in psychology are strongly preferred.
- Applied experience
- Research experience
- Expressed commitment to providing clinical services to rural or underserved populations upon graduation

A complete application for admission will include:

- Graduate School application <https://grad.appstate.edu/apply/>
 - Log in for the first time and you will get to the Application Enrollment Page. Under Application Plans,
 - choose: “Yes,” for “Do You Want to Apply for More than One Program?”; Choose “dual (Concurrent) Enrollment” for “I want to apply to ___”;
 - Choose “Clinical Psychology PsyD and Psychology MA” for “the dual degree program to which you wish to apply.” See [example here](#)
- Official transcripts (from all colleges and/or universities attended)
- Official General GRE score report from test taken within the past 5 years
- Curriculum Vitae
- Personal statement describing professional interests, expectations from the doctoral program, and career goals (< 2 single-spaced typed pages). You should consider reflecting on some of the following areas in your statement:
 - What experiences have prepared you for graduate study in clinical psychology?
 - How do your professional goals match our program, including our focus on serving clients in rural and/or underserved areas?
 - What personal characteristics do you possess that you believe are important to the practice of psychology?
 - How does your clinical orientation/philosophy fit with that of our specific faculty members?
 - How do your research interests fit with that of our faculty?
 - If you believe that any part of your application does not accurately reflect your academic skills or preparation for graduate school in psychology (e.g., GRE, GPA, etc.), please address this in your personal statement.
- Three letters of recommendation
- Application fee

Top applicants will be invited for a formal, in-person interview. Attendance of the on-site interview is not required for admission into the Psy.D. program, but it is strongly encouraged. When possible, we will try to accommodate scheduling conflicts. Travel costs for interviews are assumed by the applicant. Initial decisions on admission and financial assistance will often be made by mid-March and offers must be accepted by April 15th.

We are a new program and plan to seek APA Accreditation on Contingency Status during Year 2 or 3 of the program. This requires that we have a cohort of students who take all courses offered to date. Therefore, until further notice, we cannot accommodate requests to have courses transferred or requirements waived for applicants who have already earned a graduate degree in psychology or a related field.

We abide by the Council of Graduate Departments of Psychology guidelines for financial offers (see below):

Council of Graduate Departments of Psychology Guidelines for Financial Offers

Acceptance of an offer of financial aid (such as graduate scholarship, fellowship, traineeship, or assistantship) for the next academic year by an actual prospective graduate student completes an agreement which both student and graduate school expect to honor. In that context, the conditions affecting such offers and their acceptance must be defined carefully and understood by all parties.

Students are under no obligation to respond to offers of financial support prior to April 15; earlier deadlines for acceptance of such offers violate the intent of this Resolution. In those instances in which the student accepts the offer before April 15 and subsequently desires to withdraw, the student may submit in writing a resignation of the appointment at any time through April 15. However, an acceptance given or left in force after April 15 commits the student not to accept another offer without first obtaining a written release from the institution to which a commitment has been made. Similarly, an offer by an institution after April 15 is conditional on presentation by the student of the written release from any previously accepted offer. It is further agreed by the institutions and organizations subscribing to the above Resolution that a copy of this Resolution should accompany every scholarship, fellowship, traineeship, and assistantship offer.

II. GENERAL INFORMATION (Administrative and Other Support)

A. Dr. Wiley F. Smith Department of Psychology

Dr. Rose Mary Webb, Chairperson, Room 100-F, 262-2272, (webbrm@appstate.edu)

Dr. Tim Heulsman, Assistant Chairperson, Room 100-C, 262-8955 (heulsmantj@appstate.edu)

Ms. Michelle Holcombe, Office Manager, Room 100-A, 262-2272 (holcombekm@appstate.edu)

Ms. Gail Day, Departmental Administrative Assistant, Room 100, 262-2272

(daygg@appstate.edu)

Mail Services: Each graduate student has a mailbox in the graduate lounge on the 1st floor. Those teaching Psychology 1200 or laboratory sections of other courses will have mailboxes in the main office. Please check your mailbox regularly. Students may send mail through the Department by placing outgoing materials in the main office. Personal mail must have a stamp. All mail must have a name and return address. Mail goes out/comes in at approximately 10 a.m. each weekday.

Email: Each graduate student will have an @appstate.edu email account. Students are expected to use this account for all academic and professional communication and are expected to check this account *regularly and respond in a timely fashion*.

Student Lockers: Daytime lockers are available for students' use in room 221A in University Hall. They are to be used on a first come, first served basis. Students must supply their own lock.

FAX Machine: A fax machine is located in the main office. Students may send and receive faxes. Our FAX number is 828-262-2974. Personal faxes to local or long-distance numbers are subject to standard departmental fees (2019 cost = \$.25/page; \$1.00/page for overseas).

Duplicating Materials: The departmental copier is located in the main office. Personal copies (including copies for coursework) and scanned copies are subject to standard departmental fees (2019 cost = \$.05/page). Please request the office staff to enter the access code.

Conference Poster Printing: The department is capable of printing most posters for conferences and other professional events. *It is expected that students will submit an application for a research grant from Office of Student Research (OSR <http://www.osr.appstate.edu/>) to cover the costs of printing.* Please write the grant for \$35 for a 36 x 48 inch poster. For larger posters, please discuss the cost with The Psychology Department Office Manager in the main office. Do not use black or other dark background colors. A poster should be submitted (posters should be ready to print including size and resolution typically as a PowerPoint file) to the Psychology Department Office Manager Anderson via the M-drive (The M-drive is also accessible through the ustor cloud [https://asuvpn.appstate.edu/dana-na/auth/url_5/welcome.cgi]) *by the student's Major Professor* at least one week (5 business days) prior to pick up date. Please send an email to The Psychology Department Office Manager stating the date the poster needs to be ready for pick up. Do not email poster files to her—they will not be accepted. The price of poster printing is subject to change.

Psychological Assessment Library: Students enrolled in assessment classes may use testing materials kept in the third-floor Assessment Library. Assessment Library hours are posted on the door. Test kits may be checked out. Consumable test forms/protocols must be purchased.

Bring checks (preferred) or exact change for protocol/test record purchases. If students are unsure of the cost of their purchase, bring a check or small bills. The Assessment Library assistants cannot provide change for larger bills. Checks must be made payable to ASU Psychology Department.

All materials should be returned immediately after students are finished with them. Assessment materials are limited in number and are shared among a large number of students and faculty, including those outside of the Clinical Program. Handle all test kits with care. Do NOT write in test manuals; students could be charged for damages. Keep up with all assessment materials. Many test kits contain numerous test booklets and stimulus materials; students will be accountable for all of these materials for any kit checked out to them. If students allow another student to use a kit that is checked out to them, the student who has checked out the materials maintains full responsibility for all of the materials in the test kit and replacement costs if materials are damaged or lost.

Bring checks (preferred) or exact change for protocol/test record purchases. If students are unsure of the cost of their purchase, bring a check or small bills. The Assessment Library assistants cannot provide change for larger bills. Checks must be made payable to ASU Psychology Department.

As a courtesy to other students and the Assessment Library assistants, do NOT ask to check out or return a test kit or purchase a protocol when the Assessment Library is closed. Weekly library hours will be emailed to everyone and posted on the Assessment Library door; changes in the schedule will be announced in advance via email.

Academic-related travel: Any students traveling to conferences for research, training or other academic endeavors MUST submit a Travel Authorization Form (regardless of funding source), which can be picked up and returned to Ms. Gail Day, a *minimum of two weeks* prior to travel. Students must keep all receipts and a hard copy of a boarding pass for airline travel. These steps are critical to secure reimbursement if awarded financial support via the department, the Office of Student Research (OSR), or the Graduate Student Association Senate (GSAS).

It is *the student's responsibility* to inform the Program Director/DCT, professors and instructors of academic-related travel/presentations that conflict in any way with class, assistantship, research, or clinical responsibilities. Students must work with their supervisor(s) to make appropriate arrangements in accordance with supervisor expectations and agreements.

B. Dr. Cratis D. Williams Graduate School

Graduate Student Organizations and Support:

Graduate Student Government Association (GSGA) is a body of appointed senators representing each department within the Graduate School. The GSGA is also a source of financial support for research-related expenses (including travel). See <https://graduate.appstate.edu/enrolled-students/graduate-student-government-association-gsga> for the current psychology GSGA senator.

The Graduate School offers personal and professional development workshops. They also facilitate connections with other graduate students to create an inclusive and supportive learning environment:

<https://graduate.appstate.edu/enrolled-students/professional-development-trails-success>

Cratis D. Williams Graduate School Administration:

Please see the following link listing the Deans and staff members of the Graduate School.

<https://graduate.appstate.edu/contact-us/staff-directory>

C. Students with Disabilities

The Psy.D. program and Appalachian State University are committed to making reasonable accommodations for individuals with documented qualifying disabilities in accordance with the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Students who have a disability or condition that may impair their ability to complete course work or ability to perform at practicum/internship placements should inform the Program Director upon entry into the program or as soon as the disability/condition is identified. The DCT will work with the Office of Disability Services (ODS; <http://www.ods.appstate.edu/> or 828-262-3056) to discuss eligibility requirements and appropriate accommodations where applicable.

An Accessibility Working Group was established at Appalachian State University in 2017 to help support and promote accessibility knowledge, resources, and adoption across campus. Program faculty, staff and students can and do consult with this group to support accessibility.

D. Student Support Services

As a comprehensive university, Appalachian State University has a variety of student support services. These are offered through the University as well as through academic units.

Student Support Service	Services Provided
Anne Belk Library (https://library.appstate.edu/)	<ul style="list-style-type: none"> • Librarian Statement: “Library resources for graduate curricula and research in psychology have been well-supported over the past 20 years, including with book, journals, and supporting online resources, such as for psychological testing, online citation, and clinical streaming videos. The Library’s resources in psychology are comparable to those at other institutions in the UNC system and are therefore able to meet the needs of a Psy.D. program, though additional allocations will be directed to psychology as needed. The library is dedicated to continuing to support programs and research in psychology, especially this Psy.D. Program, with appropriate library collections and services.”
Career Development Center (https://careers.appstate.edu/)	<ul style="list-style-type: none"> • Services include resume reviews, career coaching, job and internship search assistance, interview coaching, and other tools to achieve life and professional success.
The Center for Academic Excellence (https://cae.appstate.edu/)	<ul style="list-style-type: none"> • The Center for Academic Excellence is the university's lead teaching and learning resource for faculty, staff, and students. Services include assistance with learning technologies, accessibility consultation, and promotion of inclusive excellence.
Counseling for Faculty and Staff (http://cfs.appstate.edu)	<ul style="list-style-type: none"> • Given students often train at the campus Counseling and Psychological Services Center (CAPS), Psy.D. students are eligible for free confidential counseling services via Counseling for Faculty and Staff.
Cratis D. Williams School of Graduate Studies (https://graduate.appstate.edu)	<ul style="list-style-type: none"> • Support services are divided into two areas: 1) Records and Registration (includes graduate degree auditing, program of study maintenance, graduate course registration, graduate certificate auditing, special course permission processing and thesis and dissertation processing) and 2) <i>Trails to Success</i> that provide transformational professional and personal development workshops and other supports for graduate students (e.g., events and workshops in areas including professional and personal development, career development, academic and research development, nutritional and physical wellness, mental and emotional wellness and social and networking development).

	<ul style="list-style-type: none"> • Graduate Student Government Association (GSGA) is a body of appointed senators representing each department within the Graduate School. The GSGA is also a source of financial support for research-related expenses (including travel).
Dean of Students Office (http://deanofstudents.appstate.edu)	<ul style="list-style-type: none"> • Promotes educational and developmental opportunities for student growth and self-responsibility through the many services we offer (e.g., Veteran Services). • Case Management is a department within the Office of the Dean of Students that provides 360-degree immediate and intermediate, individualized support to students navigating a myriad of concerns. Some of these concerns may include but are not limited to academics, behavioral conduct, general welfare, interpersonal violence, health and wellness, and safety.
Equity Office (https://edc.appstate.edu)	<ul style="list-style-type: none"> • Works to ensure equal access to education and employment for all members of the university community • Guide and monitor hiring procedures, affirmative action, and equal opportunity compliance • Take complaints about unlawful or impermissible harassment and discrimination from any member of the university
Henderson Springs LGBT Center (https://lgbt.appstate.edu/)	<ul style="list-style-type: none"> • In support of the mission of Multicultural Student Development, the Henderson Springs LGBT Center (located in the student union) serves as a community resource to empower, educate, and affirm LGBTQ+ people, allies, and advocates. • The center seeks to create a space where everyone can feel safe, form meaningful connections, and access resources. Through campus partners and programming, the center recognizes the intersectional nature of identity and want to support and affirm students, faculty, and staff as they explore all aspects of their identities.
Multicultural Center (MCC) (https://multiculturalcenter.appstate.edu/)	<ul style="list-style-type: none"> • Provides a bridge that connects and promotes the uniqueness of various multicultural groups; while it encourages respect and appreciation of the history, traditions and culture of these diverse groups. The MCC provides a venue for hosting exhibits, programs, activities and lectures that seek to enhance the rich cultures that comprise our collective community. • Promotes a philosophy of cultural inclusiveness in our services and programs in conjunction with the Office of Multicultural Student Development. Through educational training programs, individual consultation

	<p>and group advising, the MCCC educates the campus community about ethnic cultures, and general diversity and celebrate the rich contributions of those cultures to our campus community and model how to live in a multicultural world. Of equal importance, the MCC works with students from different ethnic backgrounds to create a campus environment that supports their educational goals.</p>
<p>Office of Disability Resources (https://ods.appstate.edu)</p>	<ul style="list-style-type: none"> • Works to ensure equal access to education and employment for all members of the university • Provides assistance with documenting a disability • Provides accommodations for those with documented disabilities including (but not limited to) testing accommodations, interpretation services, housing accommodations, course substitutions, auxiliary aids, service animals
<p>Office of Student Financial Aid (https://financialaid.appstate.edu)</p>	<ul style="list-style-type: none"> • Provides assistance to students seeking financial aid • Connects students to various resources for aid, including scholarships and external sources of support
<p>Office of Human Resources (https://hrs.appstate.edu/)</p>	<p>The Office of Human Resources is responsible for:</p> <ul style="list-style-type: none"> • Administration of HR policies and procedures, • Employment Services, • Classification and Compensation, • Benefit Administration, and • Organizational Development and Workforce Planning.
<p>Office of Ombuds (https://ombuds.appstate.edu/)</p>	<ul style="list-style-type: none"> • Office provides an independent, confidential environment for faculty, staff and students of the Appalachian community to discuss campus related concerns or problems. The Ombuds Office holds the identity and all communications with those seeking assistance in strict confidence, and does not disclose confidential communications unless given permission to do so, except as required by law or where, in the judgment of the Ombuds, there appears to be imminent risk of serious harm.
<p>Office of Student Research (OSR; https://osr.appstate.edu)</p>	<ul style="list-style-type: none"> • The OSR has a variety of resources, including financial support, to help support undergraduate and graduate research at Appalachian.
<p>Office of Title IX Compliance</p>	<ul style="list-style-type: none"> • The Office of Title IX Compliance supports the University's mission of scholarship through the promotion of equity, access, and civil rights throughout the campus community, fostering an environment free of discrimination and harassment on the basis of sex, gender, sexual orientation, gender identity, and gender

	expression, including sexual misconduct and relationship violence.
Student Health Services (https://healthservices.appstate.edu)	<ul style="list-style-type: none"> • Provides comprehensive primary care to students at low cost (in most cases, covered by student fees required for full-time students)
Student Legal Clinic (https://legalclinic.appstate.edu)	<ul style="list-style-type: none"> • Provides legal advice, information, and referrals by a licensed attorney, including cases related to minor criminal charges, traffic tickets, landlord-tenant issues, contracts, financial claims, employment law, and others
University Recreation (https://urec.appstate.edu)	<ul style="list-style-type: none"> • Provides structured and unstructured leisure time activities to promote social, physical, emotional, and intellectual growth and development • Club and intramural sports, outdoor programs, fitness classes, aquatics
University Writing Center (https://writingcenter.appstate.edu)	<ul style="list-style-type: none"> • Provides writing support and evaluation services for variety of types of writing (e.g., creative, business, legal, graduate school essays, second language learners, etc.) • Serves students as well as community members • Walk-in and scheduled appointments available
Wellness and Prevention Services (https://wellness.appstate.edu)	<ul style="list-style-type: none"> • Provides education, training, and resources related a variety of wellness concerns • Alcohol and other drug counseling, nutrition and body image, sexual health, support groups, peer education groups

III. PSY.D. DEGREE REQUIREMENTS

A. Program of Study

YEAR 1

1st Year Fall

PSY 5020-Research Methods (3)

PSY 5552-Diagnosis & Psychopathology (3)

PSY 5700-Cognitive Assessment and Psychometrics (3)

PSY 5720-Cognitive Assessment Pre-Practicum (1)

PSY 5551-Ethical and Legal Standards and Foundational Skills of Health Service Psychology (3)

TOTAL: 13 hours

1st Year Spring

PSY 5030-Quantitative Methods (3)

PSY 5714-Evidence-based Psychotherapy Interventions I (3)

PSY 5724-Evidence-based Psychotherapy Interventions Pre-Practicum (1)

PSY 6105-Developmental Psychopathology (3)

PSY 5330-Developmental Seminar (3)

PSY 5998-Thesis Proposal (1)

TOTAL: 14 hours

1st Year Summer

PSY 6310-History and Systems of Psychology (3)

HPC 5110-Multicultural Counseling (3)

TOTAL: 6 hours

YEAR 2

2nd Year Fall

PSY 6114- Evidence-Based Psychotherapy for Youth (3)

PSY 5998-Thesis Proposal (2)

PSY 5300-Learning (3)

PSY 5904-Practicum I: Clinical Psychology (3)

TOTAL: 11 hours

2nd Year Spring

PSY 5701-Personality Assessment and Psychometrics (3)

PSY 5721-Personality Assessment Pre-Practicum (1)

PSY 6714-Evidence-Based Psychotherapy Interventions II (3)

PSY 5999-Thesis (3)

PSY 5905-Practicum II: Clinical Psychology (3)

TOTAL: 13 hours

DEFEND THESIS by end of spring 2nd year.

Students who have not successfully defended the thesis by the end of the summer of the 2nd year will not be permitted to enroll in courses for Fall of their 3rd year. Note that some faculty may not be available to participate in thesis defense meetings during the summer.

2nd Year Summer

PSY 5906-Practicum III: Clinical Psychology (3)

TOTAL: 3 hours

Earn MA degree (60 hours)

YEAR 3

3rd Year Fall

PSY 7000-Preliminary Examination (2)

PSY 5725-Cognitive and Affective Aspects of Behavior (3)

PSY 7020-Behavioral Medicine and Health Psychology (3)

PSY 7805-Advanced Practicum: Clinical Psychology (3)

PSY 7110-Professional and Ethical Issues in Rural and Health Service Psychology (3)

TOTAL: 14 hours

3rd Year Spring

PSY 7025-Community Psychology (3)

PSY 7805-Advanced Practicum: Clinical Psychology (3)

PSY 6340-Seminar in Social Psychology (3)

PSY 6320-Biological Bases of Behavior (3)

TOTAL: 12 hours

3rd Year Summer

PSY 7999 Dissertation (2)

YEAR 4

4th Year Fall

PSY 7805-Advanced Practicum: Clinical Psychology (3)

Elective (3)

PSY 7999-Dissertation (3)

TOTAL: 12 hours

MUST PROPOSE DISSERTATION BY OCTOBER 1st TO APPLY FOR INTERNSHIP

4th Year Spring

PSY 7800-Supervision and Consultation Seminar (3)

Elective (3)

PSY 7805-Advanced Practicum: Clinical Psychology (3)

PSY 7999-Dissertation (2)

TOTAL: 11 hours

4th Year Summer

PSY 7999-Dissertation (2)

YEAR 5

PSY 7900-Clinical Internship (3)-1 internship hour across 3 separate semesters (dependent upon start and end date of individual internship)

TOTAL: 3 hours

TOTAL = 113 hours (minimum)

Electives: Options (based on availability and permission of instructor as well as approval by Major Professor and Program Director):

PSY 5001 Teaching of Psychology (1)

PSY 5015 Research Seminar (1)

PSY/MGT 5055 Leadership, Groups and Teams (3)

PSY 5310 Cognitive Processes (3)

PSY 5531 Advanced Quantitative Methods (3)

PSY 5593 Biofeedback (3)

PSY 5717 Assessment & Intervention Planning for Special Populations (3)

PSY 5820 Multi-tiered Prevention and Intervention (3)

PSY 6620 School-Based Consultation (3)

PSY 7904 Advanced Seminar in Clinical Psychology (e.g., Suicide and Self-Injury; Substance Use Disorders; Psychopharmacology; 3)

HCM 5210 Foundations of the US Health Care System (3)

HCM 5240 Health and Disease (3)

HCM 5680 Management and Human Resources in Health Organizations (3)

HPC 5790 Group Methods and Processes (3)

HPC 6530 Body/Mind (3)

SW 5010 Human Behavior and the Social Environment (3)

SW 5230 Evaluation of Professional Health Services (3)

SW 5840 Non-Profit and Public Human Services Administration (3)

ANT 5120 Appalachian Culture and Social Organization (3)

SOC 5300 Appalachia in Social Context (3)

SOC 5560 Race and Minority Relations (3)

SOC 5420 Healthcare and Aging (3)

Faculty Mentor

At admission, students are assigned a faculty mentor (aka, Major Professor) who will serve as their primary program advisor. The Major Professor functions as the student's primary (but not exclusive) resource person within the program and must be a member of the core clinical faculty. Commonly, the Major Professor also serves as a thesis and dissertation chair for the student, based on mutual interests. Students who are matched during the admission process with a research mentor who is a Psychology faculty member outside of the clinical program will also be assigned a core clinical faculty member as their Program Major Professor, to provide mentorship regarding professional development and progress in the program.

The Major Professor(s) will work in conjunction with the DCT and other faculty to provide students with program performance feedback at the end of each semester during year 1 and at the end of spring semester during each subsequent year.

Program of Study

A Program of Study (POS) for the M.A. is filed by the Program Director at the start of the program. A separate POS will then be filed for the Psy.D. Permission to take courses above and beyond the Psychology, Clinical M.A. and/or the Psy.D. course of study (see above) must be approved by the program faculty and the Graduate School, and may not be covered under financial aid.

Given the sequenced and prescribed nature of the Clinical Psychology M.A./Psy.D. POS, the decisions to be made for individualized POSs include:

- 1) Elective courses
- 2) Approval of any courses the student desires to take beyond the required 113 hours

Once a student, the DCT, and the student's Major Professor have agreed on a POS, any changes will be submitted by the DCT to the Graduate School for final approval and processing. Changes can be made subsequent to original submission of the POS dependent upon faculty and graduate school approval.

Admission to Candidacy

All Clinical Psychology M.A. candidates must be formally promoted by the program faculty to candidacy towards the M.A. degree. The "Admission to Candidacy for a Graduate Degree" form is available at: http://www.graduate.appstate.edu/forms_graduate/index.html). The DCT will initiate this process after students have met all requirements for advancement. This process is typically initiated after completion of the third semester and signals a student's readiness to continue in the program towards the master's degree.

Before a student can be admitted to candidacy for the M.A. degree, *all* of the following conditions must be met:

1. Program of Study is on file with the Graduate School;
2. A 3.0 or higher GPA across all completed courses;
3. Recommendation of the Clinical Psychology Faculty;
4. Successful completion of a Practicum, earning a minimum grade of a B-, thus signifying developmentally appropriate competence based upon supervisor's evaluation;
5. Successful proposal of thesis prospectus

All Clinical Psychology Psy.D. candidates must also be formally promoted by their program faculty to candidacy towards the Psy.D. degree. The "Admission to Candidacy for a Graduate Degree" form is available at: http://www.graduate.appstate.edu/forms_graduate/index.html). The Program Director will initiate this process after students have met all requirements for

advancement. Before a student can be admitted to candidacy for the Psy.D. degree, *all* of the following conditions must be met:

1. Program of Study is on file with the Graduate School;
2. Maintain a cumulative GPA of 3.0 or higher across all completed courses;
3. Recommendation of the Clinical Psychology Faculty;
4. Successful completion of all Practica experiences to date, earning a minimum grade of a B-, thus signifying evidencing developmentally appropriate competence based upon supervisors' evaluation;
5. Successful completion of the Preliminary Examination

B. TIMELINE FOR PROGRAM REQUIREMENTS and FUNDING IMPLICATIONS

As described below, the program is designed to take 5 years to complete (4 years on campus; one-year pre-doctoral internship).

Students should be aware of their progress in the program to ensure that they do not exceed the 7 years permitted by the Graduate School to complete the doctoral degree.

Funding is only guaranteed for 4 years and is dependent on the students making adequate progress in the program.

Summer before First Year

Relocate to Boone and begin establishing NC residency (if applicable & desirable)

Register for fall classes

Fall Semester – First Year

Attend graduate school and department orientation meetings

Obtain Professional Liability Insurance within one month of the start of Fall Semester

Work with Major Professor (in consultation with DCT) on type of thesis and form a thesis committee by the end of the semester; complete Psychology Internal Department Thesis Committee Membership Form (PIDTC; see Psychology Graduate Student Handbook)

Program of Study (POS) for the MA degree is automatically filed during this semester.

Register for spring classes

Register for PSY 5998 (see thesis mentor for registration; special course form to be initiated by student and obtained from <https://graduate.appstate.edu/node/3345>)

Spring Semester – First Year

Apply for year 2 Practicum

DCT will assist with coordination/application—typically in February/March

Register for classes (summer & fall)

Thesis Prospectus Meeting

Strongly recommended by the end of this semester; complete Graduate Studies Thesis Committee Form with revised prospectus; inform DCT of successful thesis proposal; discuss registration for PSY 5999 with thesis advisor. Students must have secured IRB approval before they are allowed to register for PSY 5999. Funding may depend upon meeting this requirement.

Summer – First Year

Progress on thesis

It is the student's responsibility to ascertain that thesis or dissertation committee members will be available during the summer (if needed).

Fall Semester – Second Year

Progress on thesis

Register for classes

Spring Semester – Second Year

File for Admission to Candidacy with Program Director if meeting requirements

Apply for year 3 Practicum

DCT will assist with coordination/application—typically in February/March

Register for classes (summer & fall)

Thesis Defense

See Graduate School website for deadlines (<https://graduate.appstate.edu/enrolled-students/theses-and-dissertations>). Funding may depend upon meeting this requirement.

Summer – Second Year

It is the student's responsibility to ascertain that thesis or dissertation committee members will be available during the summer (if needed).

Conferral of MA degree

Fall Semester – Third Year

Preliminary Examination

Funding may depend upon meeting this requirement.

Register for classes (summer & fall)

Spring Semester – Third Year

Apply for year 4 Practicum

DCT will assist with coordination/application - typically in February/March

Register for classes (summer & fall)

Fall Semester – Fourth Year

MUST PROPOSE DISSERTATION BY OCTOBER 1st TO APPLY FOR INTERNSHIP

Funding may depend upon meeting this requirement

Apply for internship

Register for classes (summer and fall)

Spring Semester – Fourth Year

Register for classes (summer & fall)

Defend Dissertation

Summer – Fourth Year

File for Admission to Candidacy with Program Director if meeting requirements

Fifth Year

Clinical Internship (3)

1 internship hour across 3 separate semesters (dependent upon start and end date of individual internship)

Defend Dissertation (if not completed already)

Last semester

Apply for Graduation

All degree-seeking students must apply for graduation (regardless of whether they plan to attend the commencement ceremony). The application graduation form is available online via AppalNet (see: <http://www.graduate.appstate.edu/students/graduation/gradAppOnline.html> for details).

Note: Students must complete the program within 7 years to be conferred a PsyD., per Graduate School rules.

C. Practica

The program requires students to complete a minimum of seven semesters of practica, which provide applied clinical learning opportunities under the supervision of a faculty member or community-based supervisor (see Appendix A for common sites). Clinical training is designed to provide increasing levels of clinical responsibility, dependent upon individualized experience and competence, and to train students in evidence-informed approaches to assessment and intervention. Practica are taken in conjunction with a class, must be within driving distance to Boone (except in the case of summer placement approved by the clinical faculty and the DCT), and require approximately 10 hours/week of participation at the site. Transportation costs are assumed by the student.

In the second year, students will complete a full year of practicum at an "internal" clinical training site, either the Psychology Clinic or one of the Assessment, Support, and Counseling (ASC) Centers. These are both community-based and serve rural populations, and the Psychology Clinic also offers significant focused experience in psychological assessment. Students will also complete a placement at the Psychology Clinic during the summer between the second and third year, and all students must complete 2 semesters and 1 summer of practicum at the Psychology Clinic at some point during their program of study. Students also must complete practica at least at 2 sites during their training. Additional opportunities for rural clinical experience are available (e.g., High Country Community Health).

Placements during a given academic year will be at the same site (i.e., Practicum I and II at same site; Advanced Practicum placements will go across the academic year), unless there is a compelling reason for a change and it is approved by the DCT and Clinical Faculty. Many practicum sites require a formal application process and can be competitive (e.g., ASU Counseling & Psychological Services Center, ASC Centers). The DCT will inform students of application processes and deadlines.

Earning a grade of C or lower in any practicum or internship experience will result in academic suspension from the university. See the Graduate School bulletin for the policy regarding suspension, appeal, and possible probationary status.

<http://bulletin.appstate.edu/index.php?catoid=18>

Practicum I: Clinical Psychology (PSY 5904) is completed during fall semester of the second year. Placements are typically secured during March of the spring semester/first year.

Practicum II: Clinical Psychology (PSY 5905) is completed during the spring semester of the second year. Placement is at the same site as Practicum I (unless there are compelling circumstances and it is approved by the DCT and Clinical Faculty).

Practicum III: Clinical Psychology (PSY 5906) is completed during the summer semester of the second year.

Advanced Practicum: Clinical Psychology (PSY 7805) is completed during the third and fourth years in the program across four semesters. Placement is at the same site across the academic

year (unless there are compelling circumstances and it is approved by the DCT and Clinical Faculty).

Students **MUST BE** enrolled in the appropriate Practicum course to secure liability/malpractice coverage through ASU. Students are not qualified to provide psychological intervention or assessment services unless they are explicitly in training and under supervision (i.e., a continuing, registered student). Students will have an on-site supervisor and ASU faculty supervisor for practica (Practicum instructor[s] for PSY 5904, PSY 5905, PSY 5906 and PSY 7805). The on-site supervisor is responsible for arranging and monitoring the day-to-day activities and for supervision of specific professional/clinical relationships with clients. Expectations for students, the on-site supervisor, and the faculty supervisor are stipulated in a practicum or internship agreement as well as the mandatory ASU agreement. See **Appendix B** for a Practicum Agreement template. In some cases, a training site may have a preferred training agreement. Alternative training agreements can be utilized with approval of the instructor of record, the Program Director/DCT, and University Counsel.

Students are expected to exhibit professional and ethical behavior and to use their clinical supervision appropriately. Practica and internship experiences are intended to be valuable learning opportunities and also serve to evaluate a student's ability to learn and consolidate applied skills. Students who experience any difficulties on site should contact their on-site supervisor(s) and program director immediately. See **Appendix D and E** for competencies to be assessed via self-reflection, and via faculty and supervisor evaluations throughout training, on at least an annual basis. In addition, see **Appendix C** for the practicum evaluation form.

D. Thesis

Students in the Psy.D. Program are required to complete a Master's thesis.

Difference between thesis and dissertation. Doctoral psychology training programs, including those that follow the Vail Model (i.e., Psy.D.), value and emphasize the importance of clinical practitioners having demonstrated competency in research methods and the skills to apply scientific knowledge of psychology. This is a means to professional expertise, effective intervention, continuing education, leadership in organizations and the field, addressing novel problems in underserved and under-researched populations, and, generally, contributing to progress in the methods and knowledge of clinical psychologists. Both the thesis and dissertation required by our training program represent salient opportunities to acquire and practice skills that lead to such professional competency.

There are many things that are similar between these two types of scholarship. Both follow an *a priori* plan that lays out the scope, purpose, and methods. Both involve a review of relevant, published empirical and theoretical research. Both may take one of several different forms (as described in the Student Handbook), and both involve critical analysis, whether focused on extensive review of current theory and research, qualitative or quantitative data from original or archival sources, or results of program or treatment implementation. Both involve the input and oversight of faculty members, especially your mentor. When completed, both represent major milestones in your education and professional career, and are recognized as such in the company of other psychologists.

The first and most obvious difference between these two types of scholarship is their timing: The thesis is the culmination of research-oriented activity that is completed as a requirement for the Master's degree, whereas the dissertation represents the culmination of a research project that is a qualification for the Psy.D. From this, different expectations follow. The work that is completed in a Master's thesis can be thought of as a demonstration of the *development* of professional research skills (e.g., focused literature review, integration of theory, research plan design, acquiring appropriate data for consideration, subsequent analysis and/or critical evaluation, efficient and accurate writing using APA style). A doctoral dissertation demonstrates *mastery* of these skills (i.e., the appropriate entry level for a professional psychologist). Typically, the Master's thesis is completed under much closer supervision of the faculty mentor, and it is not unusual for the topic of a Master's thesis to be suggested by the mentor as a next step in the line of research activity that they pursue. A dissertation, on the other hand, is something that is more independently conceived and directed by the advanced doctoral student. It is also generally accepted that dissertations tend to be longer than theses; the latter may be about 2/3 the length of the former, although there certainly is variation in this. This could result from several things, including but not limited to a more comprehensive and integrative literature review, a more complex methodology (including, possibly, more extensive data analysis), and original material (e.g., survey instruments) that require documentation in appendices. While both results of both a thesis and a dissertation would likely merit dissemination (as a conference presentation, peer-reviewed journal article, book chapter, distributed research report), a dissertation more often represents a *unique* contribution by the newly minted psychologist.

As with all scholarly endeavors, it is important for you to be on the same page as your collaborators as you work toward the completion of your thesis and dissertation projects. Your faculty mentor will be a very important collaborator on both of these. The descriptions that we have included here of these different projects provide some guidelines for thinking about what these entail, but we recommend that you actively discuss expectations with your mentor and committee members to further clarify what the differences between a thesis and a dissertation will be.

Thesis guidelines. Students are matched with a professor, who will serve as the Chair for the student's thesis and dissertation, when admitted to the program based on their research interests. The thesis is more closely supervised and serves to prepare the student for more independent scholarly work in the dissertation. Each student will be required to conduct at least one project that is empirical in nature (as judged by the committee).

Thesis guidelines and forms can be found in the *Psychology Graduate Student Handbook and Thesis Manual*, in the Psychology Department office, and online at <http://www.graduate.appstate.edu/students/thesis-dissertation.html>.

Most students will meet the thesis requirement via one of the approaches described below. However, projects that incorporate aspects of two or more approaches, but do not conform closely to the descriptions given, will be considered. All proposals must have the approval of the thesis committee members.

Empirical Projects: A project is considered empirical if it includes objective data; data can be qualitative or quantitative. Examples of empirical projects include (but are not limited to):

Needs Assessment: A needs assessment serves as the starting point to address a community's or an agency's needs and advocate for improvement. Data for determining needs can be collected through surveys, questionnaires, focus groups, public meetings, direct observations, and interviews. Secondary data sources such as demographic data, vital statistics, hospital records, morbidity and mortality reports, and literature reviews also provide valuable information. See the following link for additional information: <https://ctb.ku.edu/en/table-of-contents/assessment/assessing-community-needs-and-resources>

Program Evaluation: A program evaluation is the systematic application of scientific methods to assess the design, implementation, improvement, or outcomes of a program. See the following link for additional information: <https://www.cdc.gov/eval/guide/introduction/index.htm>

Clinical Case Study: Single case studies involve repeated measures and manipulation of an independent variable. They can be designed to have strong internal validity for assessing causal relationships between interventions and outcomes.

Empirical Study: An empirical study can employ a variety of approaches. Research designs in psychology take many forms, from laboratory experiments to field-based naturalistic measurement.

Meta-Review of the Literature: An intensive and extensive survey of the literature in a specific clinical area in which the student should (a) provide a new integration of an existing body of literature that offers novel ideas, hypotheses, and/or theoretical perspectives, (b) identifies major gaps in the literature, and (c) discusses how those gaps might be filled. The paper cannot be a simple summary of the literature; it must provide a synthesis or integration of theory and research on the topic and be issue or idea focused. The student's goal should be to become a leading expert in the chosen area and to demonstrate expertise by providing an integrative review of the literature that moves the area forward. The paper should be original and not derivative of another paper already published or unpublished but known to the student. The paper must address relevant ethical concerns and diversity factors. Ultimately, the project will demonstrate the student's ability to critically evaluate the clinical research literature and translate that knowledge into clinical practice.

Psychology Thesis Prospectus Guidelines:

Checklist

- Develop an idea for a thesis project in coordination with the Thesis Chair.
- Form a committee. File Psychology Department Formation of a Thesis Committee Form. See guidelines below. At least one member of the committee must be a core clinical faculty member.
- Enroll in PSY 5998. This requires a Special Course Form to be initiated by the student (<https://graduate.appstate.edu/node/3345>).

Guidelines for Committee Composition

The Thesis Committee must have a minimum of three members consisting of the student's Thesis Chair and two other professors with Graduate Faculty status. At least one member of the committee must be a clinical psychology faculty member. The members of the committee should be identified through conversations between the student and Thesis Chair. The committee members should be chosen on the basis of their expertise and interest in the topic. The student should approach prospective committee members to determine their willingness to serve on the committee. The Thesis Chair should confirm the committee appointment with the designated members and ensure that the "Psychology Department Formation of a Thesis Committee Membership Form" is signed and submitted immediately to the Office Manager (form is available from the Office Manager or on the Psychology department website). This form must be filed before the student can enroll in PSY 5998.

Prospectus Development

The prospectus is a proposal of the student's thesis. Students are to use APA format, as outlined in the most recent edition of the *Publication Manual of the American Psychological Association*. No Graduate School pages are necessary for the prospectus with the exception of the signed "Thesis/dissertation Committee Membership" form found on the Graduate School website. The prospectus should have a title page, abstract, introduction, method, planned analysis section (if an empirical study), and references.

Checklist

- Write and revise prospectus drafts with your thesis Chair. Students should expect to go through multiple drafts before the Chair approves the prospectus.
- Provide a digital or hard copy of prospectus to committee members (ask their preference) at least one week before the prospectus meeting. Schedule a date for the prospectus meeting.
- Schedule space for the meeting with the office manager.
- Prospectus meeting. Bring copy of the Graduate School Thesis Committee Membership Form to the meeting. If members approve the prospectus that day, they will sign the form. If they request revisions, the student must seek signatures once the final version is approved.
- Once all signatures are obtained, file the prospectus in the main Psychology office. The student must file the prospectus to register for 5999.
- Prepare a draft for IRB or IACUC application, if applicable, to be completed and submitted after the Prospectus meeting and faculty have verified the study design. IRB/IACUC approval documentation may be required for PSY 5999 registration by the Graduate School).
- Enroll in 5999. This requires a Special Course Form to be initiated by the student (<https://graduate.appstate.edu/node/3345>).

Guidelines for Prospectus Meeting

The student should begin with a brief, formal description (15-20 minutes) of the proposed thesis project. The Committee will discuss each section of the proposal and make recommendations for revision. If the Committee approves the Prospectus, edited copies of the manuscript are collected from the members in order to facilitate revision. The Thesis Chair will make notes of the committee's recommendations on behalf of the student.

After the meeting, the student, under the Chair's supervision, should write and distribute a memo to the Thesis Chair and Committee members summarizing the agreed upon changes within one week of the meeting. This memo and the Prospectus thereby constitute an agreement between the student and the Committee, and assures the student that no further substantive changes will be required relative to the *proposed* project. If the members of the Committee believe the memo is incomplete or inconsistent with the recommendations generated at the Prospectus Meeting, the student and Thesis Chair should be informed in writing within one week of distribution, and the issues clarified as soon as possible (via an additional meeting of the Committee, if necessary).

Thesis Development and Defense

The thesis document is a full manuscript and should contain all relevant sections of an APA style manuscript. It should be submitted in current APA format, except in regard to requirements that are set by the Graduate School. Students must closely follow the graduate school's formatting requirements to ensure timely review and acceptance of the draft. Some guidelines for formatting are presented in a later section.

Guidelines for Thesis Format

The thesis will consist of three sections: front matter, thesis manuscript, and appendices.

Front Matter

The formatting of the front matter is dictated by the Graduate School. Students should download the template in Word format and add in their specific information.

Manuscript

The manuscript is the heart of the thesis. It should be formatted in accordance with APA style (Chapter 2 of the 7th Edition), beginning with a title page and ending with Tables and Figures (if applicable).

Appendices

Appendices go at the end of the document. If applicable, the student should include their IRB/IACUC approval page, a consent form, and a copy of all materials used in the thesis, unless those materials are copyright protected and should not be published publicly.

Guidelines for Thesis Defense

All members of the Committee must attend the thesis defense meeting. Visitors to the meeting, if any (other than the Dean), should be seated away from the meeting table at which the student and committee are seated. The Thesis Chair should introduce all in attendance and request that visitors withhold questions and comments until after the student formally summarizes the study.

The student should present a 15-20 minute summary (usually in a slide presentation format) of the research reviewing the statement of the problem and concentrating on the results and conclusions. The Committee discusses the thesis, asks questions of the student, and may make recommendations for the final revision.

At the end of the thesis defense, the Thesis Chair should excuse the visitors and the student for an executive session. Discussion relative to the final decision will ensue. The Thesis will either be a) approved with non-substantive revisions (committee members *may* choose to sign the approval pages on site), b) approved with substantive revisions (committee signatures will be granted only after revisions are approved), or c) disapproved. In the event of disapproval, the committee and the student will meet to discuss requirements for approval. The student is readmitted, and a review of the status of the work is provided.

Checklist

- Revise multiple drafts of thesis with Chair.
- Schedule a date for the defense in consultation with the Chair and committee members. **The defense date must be at least one month before the last day of classes to ensure credit for completion during that semester.** (Note: The summer "semester" last class day is on the last day of the second summer session.)
- Give digital or hard copy to committee members (ask their preference) at least one week before the defense.
- Schedule a space for the meeting with the office manager. Let her know the meeting is for a thesis defense, so she can notify the Graduate School as required.
- Defense. Bring multiple copies of signature pages to the defense. We suggest that you have your signature page checked by the School of Graduate Studies before you obtain the signatures at your defense.
 - If the student is not planning to order any printed, bound copies of their thesis, the signature pages can be on regular paper. If the student does want printed, bound copies, they must use bond paper (see Graduate School website).

- Revise the thesis document given feedback from defense meeting, and get signatures, if still necessary.
- Submit an electronic copy of the final thesis draft to the Department Chairperson and the office manager.
- Submit at least one copy and the signature pages to the office manager so that she can acquire the Department Chairperson's signature.
- Submit signed signature pages (on bond or regular paper) AND one copy of the manuscript on regular paper by the thesis draft deadline (approximately one month) prior to the last day of regular classes to the School of Graduate Studies. Make your submission to the School of Graduate Studies.
- The graduate school will review your manuscript (plan on 10-14 days). You will be contacted via email as soon as your manuscript has been reviewed. In the case that a manuscript is submitted to the Graduate School and is found to have egregious errors, it will be returned to you, the student, without reader feedback from the Graduate School.
- Once you have received your reviewed manuscript, complete any edits and return the manuscript on regular paper to the School of Graduate Studies.
- The graduate school will check your edits (expect 1-2 days) and ensure they have been completed. Once you have been cleared to print your final manuscript (to be bound), you will then receive an email from the Graduate School with further instructions.
- At this time you may submit to the School of Graduate Studies, by the "Completed Thesis" deadline:
 - copies of your final manuscript to be bound,
 - a PDF of your manuscript,
 - the index form,
 - the release form,
 - the routing form, and
 - a copy of the student accounts receipt showing you paid the binding fee (if applicable)
- At this time, the Dean of the School of Graduate Studies will sign your thesis/dissertation signature pages. The Office of Graduate Records will be notified to change your thesis grade to "S," and your thesis/dissertation process is complete. The Graduate School will submit your copies for binding.
- The Graduate School will also post your thesis/dissertation in the online repository, which is indexed by WorldCat.
- If students want printed, bound copies of their thesis, follow the additional steps explained on the Graduate School website (<https://graduate.appstate.edu/enrolled-students/theses-and-dissertations>), including payment of a fee.

E. Preliminary Examination

- The preliminary examination is administered at the end of fall semester of the third year in the program. Students will register for PSY 7800 during the semester, which will help to prepare them for the preliminary examination.
- Students will not be eligible to register for 7000-level courses if they have not defended their thesis. Students can appeal to the Clinical Faculty for an extension of their thesis defense and for approval to register for third year/7000-level courses. This request must be made in writing a minimum of two weeks prior to the end of the spring semester of the second year in the program (to the DCT and the Clinical Faculty). An extension will require a majority consensus of the Clinical Faculty.
- The two-part preliminary examination is by individual committee (minimum of three core clinical faculty members). Part one is a simulated psychology licensure examination that covers psychology discipline specific knowledge. Part two is a professional portfolio (Curriculum Vitae, two case summaries/reports) that addresses both clinical assessment and intervention.

Part 1: Candidates take a simulated version of the national Psychology licensure examination. The candidate must earn a score of 60% or higher on the examination to pass. There is an approximately \$80 fee for administration of this portion of the preliminary examination (payment submitted to the Psychology Office; checks made to Appalachian State University). This fee may change slightly across time as the company we contract with may change its fees.

Part 2: Candidates submit a professional portfolio to their committee. The professional portfolio consists of a Curriculum Vitae and two professional clinical reports. One report will be an assessment report. One report will be a psychotherapy case conceptualization report.

Grading: Satisfactory/ Unsatisfactory

Students may have two attempts to pass the Preliminary exam. When committee members request substantial revisions for a portion or the total exam, this renders a failed attempt. After two failed attempts, the student will be suspended from the program.

See the Graduate School bulletin for the policy regarding suspension, appeal, and possible probationary status. <http://bulletin.appstate.edu/index.php?catoid=18>

F. Dissertation

A dissertation is required for students in the Psy.D. program. The Dissertation ensures that our Psy.D. program graduates have sophisticated knowledge of research methods, such that they will be informed consumers of research and be able to collaborate in and apply empirical endeavors over the course of their clinical career. APA does not require that students in Psy.D. programs conduct original, empirical research in order to document student competency and proficiency with research. From APA Standards of Accreditation:

In general, Ph.D. programs place relatively greater emphasis upon training related to research, and PsyD. programs place relatively greater emphasis on training for engaging in professional practice. Graduates of each type of program or other doctoral degree designations, however, must demonstrate a fundamental understanding of and competency in both research/scholarly activities and evidence-based professional practice.

As noted earlier, the dissertation represents independent scholarly work that is qualitatively different from the more heavily supervised thesis. Most students will meet this requirement via one of the approaches described below. However, projects that incorporate aspects of two or more approaches, but do not conform closely to the descriptions given, will be considered. Such proposals must have the written approval of the Dissertation committee members. It is anticipated that this type of proposal will be rare and subjected to scrutiny prior to approval.

The primary approaches to meeting the Dissertation requirement include (see above for distinction between thesis and dissertation):

Empirical Projects: A project is considered empirical if it includes objective data; data can be qualitative or quantitative. See examples below:

Needs Assessment: A needs assessment serves as the starting point to address a community's or an agency's needs and advocate for improvement. Data for determining needs can be collected through surveys, questionnaires, focus groups, public meetings, direct observations, and interviews. Secondary data sources such as demographic data, vital statistics, hospital records, morbidity and mortality reports, and literature reviews also provide valuable information. See the following link for additional information: <https://ctb.ku.edu/en/table-of-contents/assessment/assessing-community-needs-and-resources>

Program Evaluation: A program evaluation is the systematic application of scientific methods to assess the design, implementation, improvement, or outcomes of a program. See the following link for additional information: <https://www.cdc.gov/eval/guide/introduction/index.htm>

Clinical Case Study: Single case studies involve repeated measures, and manipulation of an independent variable. They can be designed to have strong internal validity for assessing causal relationships between interventions and outcomes.

Empirical Study: An empirical study can employ a variety of approaches. Research designs in psychology take many forms, from laboratory experiments to field-based naturalistic measurement.

Meta-Review of the Literature: An intensive and extensive survey of the literature in a specific clinical area in which the student should (a) provide a new integration of an existing body of literature that offers novel ideas, hypotheses, and/or theoretical perspectives, (b) identifies major gaps in the literature, and (c) discusses how those gaps might be filled. The paper cannot be a simple summary of the literature; it must provide a synthesis or integration of theory and research on the topic and be issue or idea focused. The student's goal should be to become a leading expert in the chosen area and to demonstrate expertise by providing an integrative review of the literature that moves the area forward. The paper should be original and not derivative of another paper already published or unpublished but known to the student. The paper must address relevant ethical concerns and diversity factors. Ultimately, the project will demonstrate the student's ability to critically evaluate the clinical research literature and translate that knowledge into clinical practice. *Meta-reviews cannot be used to satisfy both the thesis and dissertation requirements; if the thesis was a meta-review, the student must complete an empirical project.*

Psychology Dissertation Guidelines:

Checklist

- Develop a dissertation project under the supervision of the Dissertation Chair.
- Form a committee. File Psychology Department Formation of a Dissertation Committee Form with the Psychology Department Office Manager. See guidelines below. At least one committee member needs to be a core clinical faculty member.
- Enroll in PSY 7999. This requires a Special Course Form to be initiated by the student (<https://graduate.appstate.edu/node/3345>).

Guidelines for Committee Composition

The Dissertation Committee must have a minimum of three members consisting of the student's Chair, a core clinical faculty member, and another professor with Graduate Faculty status. Additional members may be recruited from other academic departments as long as they hold Graduate Faculty status, but Dissertation Chairs must have an appointment in the Psychology Department.

The members of the committee should be identified through conversations between the student and Chair. The committee members should be chosen on the basis of their expertise and interest in the topic. The student should approach the faculty members to determine their willingness to serve on the committee. The Dissertation Chair should confirm the committee appointment with the designated members and should ensure that the "Psychology Department Formation of a Dissertation Committee Membership Form" is signed and submitted immediately to The Psychology Department Office Manager (form is available from her or on the Psychology department website). This form must be filed before the student can enroll in PSY 7999.

Dissertation Prospectus Development

The prospectus is a proposal of the student's dissertation. Students are required to use APA format as outlined in the most current edition of the *Publication Manual of the American Psychological Association* when completing their dissertations. No Graduate School pages are necessary for the prospectus with the exception of the signed "Thesis/dissertation Committee Membership" form found on their website. The prospectus should contain all of the relevant sections of an APA style manuscript, with the exception of results and discussion.

Dissertation Development and Defense

The dissertation document is a full manuscript and should contain all relevant sections of an APA style manuscript. It should be submitted in APA format, except to accommodate the requirements of the Graduate School. Students must closely follow the graduate school's formatting requirements to ensure timely review and acceptance of the draft. Some guidelines for formatting are presented in a later section.

Guidelines for Dissertation Format

The dissertation will consist of three sections: front matter, dissertation manuscript, and appendices.

Front Matter

The formatting of the front matter is dictated by the Graduate School. Students should download the template in Word format and add in their specific information.

Manuscript

The manuscript is the heart of the dissertation. It should be formatted in accordance with APA style (Chapter 2 of the 7th Edition), beginning with a title page and ending with Tables and Figures.

Appendices

Appendices go at the end of the document. If applicable, students should include an IRB/IACUC approval page, a consent form, and a copy of all materials used in their study, unless those materials are copyright protected and should not be published publicly.

Guidelines for Dissertation Defense

All members of the Committee must attend the dissertation defense meeting. Visitors to the meeting, if any, should be seated away from the meeting table at which the student and committee are seated. The one exception is if the Dean attends. The dissertation Chair should introduce all in attendance and request that visitors withhold questions and comments until after the student formally summarizes the study.

The student should present a 15-20-minute summary (usually in a PowerPoint presentation) of the research reviewing the statement of the problem and concentrating on the results and conclusions. The Committee discusses the dissertation, asks questions of the student, and makes recommendations for the final revision.

At the end of the dissertation defense (usually around the 50-minute mark), the Dissertation Chair should excuse the visitors and the student for a brief executive session. Discussion relative to the final decision will ensue. The Dissertation will either be a) approved with non-substantive revisions (committee members *may* choose to sign the approval pages on site), b) approved with substantive revisions (committee signatures will be granted only after revisions are approved), or c) disapproved. In the event of disapproval, the committee and the student will meet to discuss requirements for approval. The student is readmitted, and a review of the status of the work is provided.

Checklist

- Revise multiple drafts of dissertation with Chair.
- Schedule a date for the defense in consultation with the dissertation Chair and committee.
The defense date must be at least one month before the last day of classes to ensure credit for completion during that semester. (Note: The summer "semester" last class day is on the last day of the second summer session.)
- Give digital or hard copy to committee members (ask their preference) at least one week before the defense.
- Schedule a space for the meeting with the Psychology Department Office Manager. Let her know the meeting is for a thesis defense, so she can notify the Graduate School as required.
- Defense. Bring multiple copies of signature pages to the defense. We suggest that you have your signature page checked the School of Graduate Studies before you obtain the signatures at your defense.
- If the student is not planning to order any printed, bound copies of their dissertation, the signature pages can be on regular paper. If the student does want printed, bound copies, they must use bond paper (see Graduate School website).
- Revise and get signatures if necessary.
- Submit an electronic copy of the final dissertation draft to the Department Chair and the Psychology Department Office Manager.
- Submit at least one copy and the signature pages to the Psychology Department Office Manager so that she can acquire the Department Chair's signature.
- Submit signed signature pages (on bond or regular paper) AND one copy of the manuscript on regular paper by the Graduate School Thesis/Dissertation deadline (approximately one month) prior to the last day of regular classes to the School of Graduate Studies. Make your submission to the School of Graduate Studies.
- The graduate school will review your manuscript (plan on 10-14 days). You will be contacted via email as soon as your manuscript has been reviewed. In the case that a manuscript is submitted to the Graduate School and is found to have egregious errors, it will be returned to you, the student, without reader feedback from the Graduate School.
- Once you have received your reviewed manuscript, complete any edits and return the manuscript on regular paper to the School of Graduate Studies.
- The graduate school will check your edits (expect 1-2 days) and ensure they have been completed. Once you have been cleared to print your final manuscript (to be bound), you will then receive an email with further instructions.
- At this time you may submit to the School of Graduate Studies by the "Completed Thesis/Dissertation" Deadline:
 - copies of your final manuscript to be bound,

- a PDF of your manuscript,
 - the index form,
 - the release form,
 - the routing form, and
 - a copy of the student accounts receipt showing you paid the binding fee (if applicable)
- At this time, the Dean of the School of Graduate Studies will sign your thesis/dissertation signature pages. The Office of Graduate Records will be notified to change your thesis grade to "S," and your thesis/dissertation process is complete. The Graduate School will submit your copies for binding (if applicable).
 - The Graduate School will also post your thesis/dissertation in the online repository, which is indexed by WorldCat.
 - If students want printed, bound copies of their thesis, follow the additional steps explained on the Graduate School website, including payment of a fee.

G. Pre-doctoral Internship

All students are required to complete a full-year, pre-doctoral internship. Students are strongly encouraged to seek their internship at one of the APA-approved and/or APPIC-member sites. The internship is considered the culmination of graduate clinical training in the Psy.D. program at Appalachian State University. It is scheduled to occur during the fifth year, yet part-time, multiyear internships are possible. Please note that a doctoral degree will not be awarded until all program requirements, including completion of the pre-doctoral internship, have been satisfied. Successful completion of an internship requires a letter from the Director of Training at the internship site or a copy of a completion certificate/diploma.

Eligibility for Internship

In order to be eligible to apply for internship, the student must have accomplished, by November 1st of the application year, the following tasks:

1. Earned the Master's degree in psychology
2. Successfully completed any remediation plans
3. Passed all parts of the Preliminary Examination
4. Be approved by the clinical faculty to apply
5. Proposed dissertation
6. Admitted to candidacy

Internship Interviews. Students are required to submit a list of their internship interview dates, with travel dates, to the DCT. Likewise, they should notify their professors and practicum supervisor and site of any practicum/class time that will be missed because of interviews. It is the student's responsibility to make up any missed practicum hours and get necessary information, assignments, projects, or other requirements from the instructor to ensure continued successful academic performance. Finally, students are required to submit their rank order list of internship sites to the DCT after they have submitted it for the APPIC matching process.

Internship Application Process

Students will begin meeting with the DCT and/or their Major Professor during the spring of the year prior to submitting applications for internship, and will have periodic meetings throughout this year until internship application has been completed. Because applying for internships involves a great deal of preparation (comparable to applying to graduate school) and internships have different deadlines, supporting materials for applications should be prepared ahead of time. The purpose of these meetings will be to provide students with an overview of the internship application process and to begin working on tasks that students will need to be successful internship applicants (e.g., evaluating clinical hours; completing required essays, cover letters, CV, and other application materials; etc.). Graduate students usually apply to a number of internship sites across the country and are strongly encouraged to apply for internships that are accredited by the American Psychological Association. The Association of Psychology Postdoctoral and Internship Centers (APPIC) publishes an online directory of internship and

postdoctoral sites which may be useful in identifying where to apply. The listing is available through www.appic.org.

The application form for APPIC listed programs is completed on-line through the APPIC website, www.appic.org. A copy of that section of the application must be submitted to, and receive the approval of, the DCT prior to submitting the application to the APPIC portal. All APPIC internships require an online statement from the DCT specifying that a student is eligible to apply for internship and validating the application materials (i.e., “approving” the application). All APPIC internship sites require letters of recommendation from faculty or supervisors, too, which are also managed electronically. Many prefer face-to-face interviews with higher ranking applicants, which can require both time and financial resources from December of the year of application until late January.

In February, applicants and APPIC internship sites submit their preferences to a computer matching firm. In mid to late February, on “Match Day,” students, programs, and sites receive word of the final match. Students who were not matched can be considered for the positions that were not filled by electing to participate in Phase II of the match. Phase II openings are generally made available on Match Day and students would go through a new round of applications, interviews, site rankings, and Match Day. A third round is available to prospective interns who do not match during Phase’s I or II called the Post-Match Vacancy. Nationally, the majority of students are placed on their first attempt; however, the number of available spots varies from year to year and this process is highly competitive. Selections are based on the “fit” of the student’s interests, experience, and individual qualities to the nature of the internship program at a given site. Should students not match, they must be continually enrolled in at least one credit hour per semester. Faculty will work with them to help them secure meaningful professional experiences during such a program “gap year.”

Students must register for a minimum of 3 credit hours of PSY 7999 during internship and must also be registered for at least one-credit hour each semester: Clinical Internship. In addition, interns are expected to track and record their internship hours throughout their internship year, utilizing Time2Track.

There is a movement nationally that all training programs and internships must be accredited in the near future. Per APA guidance, students are required to apply to APA-accredited sites for internship, though not exclusively (see below). It is difficult to predict the future consequences of choosing an internship that is not accredited since there is a constant evolution of health care and licensing laws and guidelines. Listed below are the consequences known at this time:

1. A few states are unwilling to license people who have not had APA-accredited internships. This does not include North Carolina, at this time. If you need to know about a specific state, check with the respective State (or Commonwealth) Board of Psychology near to the time of internship for the most up-to-date information. The ASPPB website can also be helpful in this regard (<https://www.asppb.net/>).
2. Some managed care panels or hospital staffs will not include psychologists who have not had an accredited internship.

3. Psychologists without an accredited internship cannot (ever) work in US government institutions such as federal corrections facilities, VA hospitals, etc.
4. Some ads for positions specify an accredited internship and, regardless of other qualifications, most of those agencies will not consider applicants without one. Universities and hospitals are particularly bound by regulations that say if the ad calls for a qualification, the person hired has to meet the criterion.
5. Psychologists can currently apply to the National Register of Health Care Providers in Psychology and are eligible for the examinations of the American Board of Professional Psychology without an accredited internship. However, this route requires a considerable amount of extra documentation about the quality and sequencing of their graduate training.

Overall, having an accredited internship is safer, especially since consequences of not having one may change in the future.

Internships that are not APA Accredited

Students must request permission from the DCT and the internship course instructor prior to applying to non-APA-accredited internship sites. In order to be acceptable to the Department of Psychology, a non-accredited internship must be listed in APPIC or meet the following criteria:

1. The internship experience provides a planned, structured, and programmed sequence of professionally supervised experiences that are characterized by greater depth, breadth, and intensity than pre-internship graduate program-based training.
2. It must occur in an agency, institutional setting, or consortium of such settings, with at least one licensed psychologist. The internship has a clearly designated doctoral-level psychologist licensed by the psychology board in the jurisdiction in which the internship is located who is responsible for the integrity and quality of the internship and who has an obvious presence in one (or more) of the training site(s).
3. It must provide primary supervision by a licensed, doctoral-level psychologist, with a minimum of four hours of supervision each week, at least two of those hours spent in individual, face-to-face supervision. Additional supervision (beyond the required four weekly hours) may be provided by other professionals, including not yet licensed post-doctoral level psychology trainees who are conducting supervision under the direct guidance of a licensed psychologist who is overseeing this work.
4. There must be opportunities for training through seminars, workshops, in-service training, colloquia, multidisciplinary case conferences, etc., on average two or more hours per week.

5. A training plan with goals, methods, assigned tasks, and evaluation must be submitted to the Director of Clinical Training. A description of the agency mission, clientele, location, facilities, and staff will also be requested. In addition, the student must submit a document showing how the planned internship meets APPIC standards and the licensing requirements of North Carolina. If the internship is located outside of North Carolina, the document must indicate, in addition, how the requirements of that state are met. The Director of Clinical Training will have contact with the responsible psychologist at the agency prior to approval.
6. No less than twenty-five percent of the intern's time shall be documented as face-to-face psychological services to patients/clients.
7. If the internship is outside of North Carolina, students must attend to possible additional requirements of their internship state (e.g., workman's comp policy requirement).
8. It is a full-time, one-year placement of 1800-2000 hours. Halftime internships (for two years) may be arranged. The Director of Clinical Training must also approve the specific plan and confirm arrangements with the internship site(s).

Grading: Satisfactory/ Unsatisfactory

Failure to complete an internship with a Satisfactory grade will result in suspension from the program. See the Graduate School bulletin for the policy regarding suspension, appeal, and possible probationary status. <http://bulletin.appstate.edu/index.php?catoid=18>

IV. PROFESSIONAL DEVELOPMENT

The purpose of the Psy.D. program is to prepare graduates to function as future professional health service psychologists. Thus, professional development is a core training goal for the program.

Examples of behaviors that reflect positive professional development include:

- Takes responsibility for educational goals by maintaining one's own deadlines, initiating contact with supervisors/mentors, and allowing supervisors adequate time to respond to feedback requests
- Maintains professional demeanor and dress on practicum/internship sites, when teaching classes, or when interacting with other professionals or the public.
- Respectfully communicates with faculty, staff, and students
- Avoids cell phone/electronic devices use during interpersonal communications and during class
- Demonstrates dependability (e.g., is punctual; completes tasks on time)
- Seeks out and responds appropriately to supervision and feedback (e.g., accepts constructive criticism, incorporates feedback into assignments/reports, changes behavior based upon feedback)
- Demonstrates appropriate time-management skills (e.g., adheres to established timelines, meets deadlines)
- Displays developmentally appropriate level of independence in performing duties
- Engages in self-care and manages stress appropriately
- Shows evidence of ongoing self-evaluation

A. Ethics

Graduate students in the Clinical Psychology program are expected to behave ethically and professionally. Students are responsible for knowing and abiding by the Code of Ethics for psychologists published by the American Psychological Association (<http://www.apa.org/ethics/code/index.aspx>) and the Institutional Review Board (<http://researchprotections.appstate.edu/human-subjects/irb-policies-guidelines>) guidelines and requirements for conduct of research with human participants.

Behavior that clearly violates the APA ethical guidelines or standards of professional conduct will not be tolerated and may result in significant program consequences, including, but not limited to, modifications of an individual student's POS, re-examination of a specific competency requirement, failure to be admitted to candidacy, and/or possible termination from the program.

B. Academic Integrity

Academic dishonesty will not be tolerated by members of the Clinical Program. Academic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, falsifying academic records or any other act that gives the student unfair/undeserved academic advantage over other students. Violations of the academic integrity policy will result in the immediate initiation of student disciplinary action. As a community of learners at Appalachian State University, we must create an atmosphere of honesty, fairness, and responsibility, without which we cannot earn the trust and respect of each other. Academic dishonesty detracts from the value of an Appalachian degree. The Clinical Program will follow the provisions of the Academic Integrity Code, which can be found on the Office of Student Conduct website: www.studentconduct.appstate.edu.

C. Additional Professional Development Responsibilities

Student Representative: Each cohort will identify an official representative who attends a portion of monthly core clinical faculty meetings during the academic year to facilitate program development and serve as a student voice. The DCT will help facilitate the process but this will be primarily student-led at the cohort level. The representative will be appointed for a one-year term with the possibility of reappointment.

Clinical Brown Bag Meetings, Colloquia and other Educational Meetings outside of Coursework: During the first semester in the program, regular meetings will be held with first-year students. In addition, the program regularly holds 2-3 “brown bag” meetings each semester for all students and faculty. Students, faculty, and/or guest speakers often present during these meetings, and at least one of these meetings each semester is dedicated to diversity/social justice training. Each student will present at a minimum of one brown bag meeting during their time in the program. Brown bag meetings are generally held at noon or 1pm, or during a time when students do not have class. Although students may have potential conflicts with practicum or assistantship responsibilities, *it is expected that students make every effort to attend all of these meetings*. Practicum and assistantship supervisors should be notified in advance (students will generally receive these dates during the late summer for fall brown bags, and during the late fall for spring brown bags) of the need to for students to attend these meetings. Feel free to bring a lunch to these meetings.

In addition, the Psychology Department sponsors periodic colloquia featuring distinguished psychologists from across the country, departmental faculty, and faculty job candidates. Colloquia almost always take place in the time slot of Friday at noon or 1pm. This provides an opportunity for students to increase their breadth and/or depth of exposure to important areas of our discipline. Graduate students *are expected to attend* brown bag meetings and colloquia that are of a clinical or cross-disciplinary nature while in the program unless they obtain permission from their Major Professor and the DCT in advance.

Professional Liability Insurance: Students are required to obtain student liability insurance. ASU provides liability insurance to students enrolled in practicum or internship. However, some courses will require that students carry such coverage (e.g., Psychotherapy: Foundations &

Ethics), and it is a good professional practice to carry individual professional liability insurance. Students need to start student liability insurance within the first month of commencing graduate study, maintain this insurance through graduation, and provide the DCT with a copy of the current policy each academic year.

Students can obtain liability insurance for a modest fee. See links below for two reasonable options:

<https://www.americanprofessional.com/covered-professions/student/>

<https://www.trustinsurance.com/Products-Services/Student-Liability>

Professional Communications & Availability: It is critical that all students supply the Psychology Department Office Manager and the DCT with their current legal name, mailing address, and telephone numbers and that this information be kept current. In addition, it is expected that students check their @appstate.edu email account on a regular basis (at least every 24 hours Monday-Friday) and use this email for electronic communications related to the program.

Clinical Hours Record-keeping: Students are expected to keep a log of all clinical activities and hours. Each student will be required to purchase a program called Time2Track in order to record their clinical hours and the nature of these experiences (cost equals approximately \$90/2 years, although this may change across time). Students will need to provide a paper copy of their documented hours to their practicum instructor(s) at the end of each semester of practicum experience and to the DCT at the end of their internship (will need to be signed by the student and their supervisor). The Practicum instructor may ask to see this mid-semester also. This documentation of clinical training hours will be valuable, first in applying for internship and also when applying for licensure in the future. See **Appendix F** for resources related to documentation of clinical hours. In addition, students are expected to maintain copies of all syllabi as they may need these materials for licensure application(s).

Professional Involvement: Full professional development requires more than attending classes and satisfying degree requirements. Students should become involved, according to their interests, with a larger network of psychologists and professionals within the university and at regional, national, or international levels. Students are encouraged to become professionally involved in organizations such as the American Psychological Association (APA), American Psychological Society (APS), Association for Behavioral and Cognitive Therapies (ABCT), Southeastern Psychological Association (SEPA), North Carolina Psychological Association (NCPA), National Association for Rural Mental Health (NARMH), or other professional organizations. Most of these organizations offer student membership at reduced fees.

Responsible Social Media: Students are encouraged to consider the implications and potential ramifications of any information they share in the digital realm. Clients/patients, employers, students, faculty, and prospective internship sites, among others, often search for student/clinician information online, which can lead to their obtaining a variety of information about the student/clinician. The Clinical Program strongly encourages students to carefully consider their privacy settings on social media sites, as well as the information they share in the

digital realm and to approach all digital interactions, especially those in which they represent themselves as students in the program or professionals in training, in a manner that is consistent with generally accepted professional and ethical standards. Students are encouraged to join professional networking sites (e.g., LinkedIn, ResearchGate, and/or other professional groups related to the student's interest).

D. Student Problems with Professional Development and Demonstrating Competencies

Our faculty understand that graduate school is challenging and that our students are human. Our faculty wish for students to succeed. Ethically we must also consider the welfare of the clients that students serve and other students in our programs. If or when issues of concern arise for students struggling to achieve any profession-wide competency, including personal self-care and/or adjustment, the Clinical faculty will privately consult with them to assist in remedying these concerns. Such behaviors will be addressed by the faculty, at a minimum, during the student's annual evaluation/review, if not sooner. Consequences could include a formal remediation plan or a faculty vote to disallow the student to advance in the program.

Working with a Diverse Client/Patient:

Our program is dedicated to preparing professional psychologists to serve a diverse public; thus, skills in working with diverse clients is a key competency in our program. In doing so, we have adopted the following statements prepared by the APA Board of Educational Affairs to be consistent with the APA Ethics Code (see statement below and at http://www.ccptp.org/assets/docs/ccptp%20sample%20policy%20final_12_19_14%20final.pdf) and the Guidelines and Principles for the Accreditation of Professional Psychology Programs of the APA's Commission on Accreditation (APA, 2012):

We are committed to a training process that ensures that graduate students develop the knowledge, skills, and attitudes to work effectively with members of the public who embody intersecting demographics, attitudes, beliefs, and values. When graduate students' attitudes, beliefs, or values create tensions that negatively impact the training process or their ability to effectively treat members of the public, the program faculty and supervisors are committed to a developmental training approach that is designed to support the acquisition of professional competence. We support graduate students in finding a belief- or value-congruent path that allows them to work in a professionally competent manner with all clients/patients.

For some trainees, integrating personal beliefs or values with professional competence in working with all clients/patients may require additional time and faculty support. Ultimately though, to complete our program successfully, all graduate students must be able to work with any client placed in their care in a beneficial and noninjurious manner. Professional competencies are determined by the profession for the benefit and protection of the public; consequently, students do not have the option to avoid working with particular client populations or refuse to develop professional competencies because of conflicts with their attitudes, beliefs, or values.

In some cases, tensions may arise for a student due to differences in beliefs or values with clients. Because the students will have to navigate these sorts of clinical situations in their future practice careers, the program has a responsibility to prepare students to do so in a safe and ethical manner. The program will respectfully work with students as they learn how to effectively practice with a broad range of clients. Thus, students should expect to be assigned clients that may present challenges for them at some point in training.

If trainees do not feel comfortable or capable of providing competent services to a client because it conflicts with the trainee's beliefs or values, it is the trainee's responsibility to bring this issue to the attention of his/her supervisor. Because client welfare and safety are always the first priority, decisions about client assignment and reassignment is the responsibility of the faculty/supervisors.

Student Problems Interfering with Professional Development:

Students should be familiar with the Code of Ethics for psychologists published by the American Psychological Association (<http://www.apa.org/ethics/code/index.aspx>). The specific portion of the current Code of Ethics that address personal problems and conflicts is restated below:

2.06 Personal Problems and Conflicts

- (a) Psychologists refrain from initiating an activity when they know or should know that there is a substantial likelihood that their personal problems will prevent them from performing their work-related activities in a competent manner.

- (b) When psychologists become aware of personal problems that may interfere with their performing work-related duties adequately, they take appropriate measures, such as obtaining professional consultation or assistance, and determine whether they should limit, suspend, or terminate their work-related duties.

Students are encouraged to engage in self-reflection throughout the program and to attend to personal self-care. Resources are available to support self-care efforts (e.g., see page 16 for Student Support Services).

Appalachian State University Policy Statement on Drugs and Alcohol: Appalachian State University is committed to maintaining an environment that supports and encourages the pursuit and dissemination of knowledge. All members of the academic community - students, faculty, administrators and staff, share in the responsibility of protecting and promoting that environment and all are expected to exemplify high standards of professional and personal conduct. The illegal or abusive use of alcohol and other drugs by members of the academic community adversely affects this educational environment. North Carolina and federal laws restrict or prohibit the use of alcohol and other drugs in various contexts. The illegal or abusive use of alcohol or other drugs is not compatible with personal health and welfare and the pursuit of academic excellence, and will not be tolerated by Appalachian State University on the campus or as part of any institutional activities. *See University Policy 106, Drugs and Alcohol and the Student Code of Conduct.*

In addition, in accordance with the **Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, and the Higher Education Opportunity Act** (Public Law 110-315) adopted by Congress in 2008, Appalachian State University prohibits the unlawful manufacture, possession, use or distribution of controlled substances or illicit drugs on its campus. The University will take all lawful actions necessary to eliminate illegal drugs from the University community. Appalachian State University adheres to the University of North Carolina policy on Illegal Drugs, adopted by the Board of Governors on January 15, 1988, and published in *The UNC Policy Manual*, section 1300.1. See <http://www.northcarolina.edu/policy/index.php>

Drug and Alcohol Testing: The Psy.D. Program maintains a zero-tolerance policy regarding substance misuse. If a student exhibits signs of ineffective professional functioning, unusual behaviors, unexplained behavior in the class, clinical environment or anywhere on practicum, internship, or University premises, the Psy.D. Program reserves the right to require drug or alcohol testing, at the student's expense. For example, observable signs could include slurred speech, excessive sick leave, inconsistent behaviors.

Failure to pass a drug or alcohol test, failure to undergo a required test, a positive drug or alcohol screen, or an altered sample may result in dismissal from the Psy.D. Program. If a drug test produces a positive result and a valid, related prescription is in place, the test will be deemed negative. For the purposes of this policy, a prescription deemed valid needs to be verified as such by the prescribing physician and for the intended purpose.

Upon such a request from the program, students must undergo drug or alcohol testing at a University approved drug or alcohol screening laboratory and bear all expenses associated with meeting these requirements. The University has entered into contracts with vendors that conduct the background checks and drug/alcohol screens (if required) at a reduced rate.

In addition, students are responsible for complying with requirements at their practicum facilities, which may include criminal background checks, sex offender registry checks, healthcare/immunization requirements, or drug and alcohol screens.

If and when issues of concern arise for students struggling to achieve any profession-wide competency because of alcohol and drug use, the Clinical faculty will privately consult with them to assist in remedying these concerns. Such behaviors will be addressed by the faculty, at a minimum, during the student's annual evaluation/review, if not sooner. Consequences could include a faculty vote to disallow the student to advance in the program or development of a formal remediation plan.

Process for Required Screenings: If a criminal background check or drug/alcohol screen is required, the following process will be followed:

1. The student will receive an email (or emails, if both a CBC and drug screen are required) from Certiphi.com (or another vendor approved by the University). The emails will contain instructions for ordering your background check and/or completing your drug/alcohol screen.

2. The student will pay any fees for background checks or drug/alcohol screens in a timely manner. Additional background checks may be necessary for certain training sites.
3. The vendor shall provide results in a secure method to both the student and the University.
4. If the drug/alcohol screen was required due to concerns of the PsyD program or if the test comes back with a positive result, a meeting will be scheduled between the student, the Program Director, and any other necessary University representatives.

Resources available to students:

- Office of the Dean of Students Office: <http://deanofstudents.appstate.edu/>
- Office of Human Resources: <https://hrs.appstate.edu/>
- Counseling for Faculty and Staff: <https://cfs.appstate.edu/>
 - Given students often train at the campus Counseling and Psychological Services Center (CAPS), Psy.D. students are eligible for free confidential counseling services via Counseling for Faculty and Staff
- ASU Wellness & Prevention Services: <http://wellness.appstate.edu/>

Applicable University Policies:

- Appalachian State University Policy Manual Employee Abuse of Alcohol and other Drugs: http://policy.appstate.edu/Employee_Abuse_of_Alcohol_and_Other_Drugs
- University Police: <https://police.appstate.edu/alcohol-drugs-weapons>
- The Code of Student Conduct: <https://studentconduct.appstate.edu>

V. Student Reviews of Progress and Due Process

A. Student Annual Reviews and Evaluation of Progress

Progress and performance for all students are formally reviewed by the Program faculty, at a minimum, annually. All such reviews gauge adjustment and progress in the program, and facilitate remediation plans for any significant problems. Faculty and students (in self-evaluations) will review academic performance, assessment of clinical skills development, professional development, research progress, graduate assistantship performance, and progress toward program goals and benchmarks.

Students complete an annual self-evaluation (**see Appendix F**) and return this to their Major Professor who forwards the form to the Program Director prior to the review by faculty. The self-assessed annual review form and up-to-date vita are to be submitted electronically (as an e-mail attachment). In a series of program faculty meetings, information provided by the student, grades, and input from faculty, and assistantship and practicum supervisors will be considered in evaluating the student's progress during the academic year.

Each student will receive written feedback from the faculty at the end of each academic year. The Major Professor will meet with the student to review the written evaluation feedback, the student's standing in the program, and review goals for the coming year. Faculty and students will be asked to sign this review as an understanding of agreement between them.

B. Student Due Process and Grievance Procedures

As described fully above, the intent of our program is to prepare graduates to function as future health service psychologists. Thus, professional development is a primary program goal. The Clinical Program's expectations include, but are not limited to, the development of the following competencies: communicating respectfully with faculty, staff, and students; demonstrating dependability, seeking out and responding appropriately to supervision and feedback, and showing evidence of on-going self-evaluation. These competencies are also articulated in the practicum evaluation form (Appendix C), and the annual student self-evaluation form and annual student evaluation form (Appendix D and E).

Unethical or Problematic Student Professional Behavior:

If the student's performance in the program is deemed problematic with respect to academic, clinical, professional, research, or ethical concerns, the faculty will confer and vote on one of the outcomes "1. a-e" listed below. An overall GPA that falls below 3.2 will automatically result in placement on remediation to help prevent the student from falling below a 3.0, which has funding implications and Graduate School approval for continuation (see below). The Graduate School's appeals process is described in this link: <https://graduate.appstate.edu/2016-17-graduate-bulletin-course-catalog-academic-requirements-and-regulations-list-academic/appeals>

Per the Graduate School policy, the following describes the process that the clinical faculty will follow in handling concerns of problematic student academic performance or behavior internally within the Psychology Department.

Problem Classification:

- 1) Initially, the alleged problem will be discussed in a core meeting by the DCT, student's Major Professor, and other faculty members relevant to the incident(s). This group will be responsible for documenting evidence of the problem, classifying the problem as described below, and making a recommendation for action. Actions that may be taken by the faculty involved in the disciplinary discussion include, but are not necessarily limited to, the following:
 - a) No problem has occurred.
 - b) A problem has occurred, but clinical faculty agree that the problem was minor, will resolve itself, and no formal remediation will be required. The student's advisor or designee will, however, document that a disciplinary issue was discussed and this documentation will be placed in the student's file.
 - c) A problem has occurred and a formal remediation plan is needed. These faculty members will prepare the remediation plan, sign it themselves, review it with the student and have the student add his/her signature to denote his/her agreement to abide by the requirements of the remediation plan. The formal remediation plan will be kept in the student's file. This remediation plan will be available for review by any/ all of the core clinical psychology department faculty.
 - d) A serious problem has occurred placing client/patient, other student, or faculty member's safety at risk. The clinical faculty may require that the student cease their practicum or other academic activities immediately. This will be stipulated in writing and signed by the faculty member with the initial concerns and the faculty in program leadership. There will be no reimbursement of tuition or special arrangements to students who are required to cease practice.
 - e) A serious problem has occurred, clinical faculty have stipulated in writing that the students must cease and desist practicum or other academic activities, but the student persists in such activity. This will be cause for immediately suspension from the program. There will be no reimbursement of tuition or special arrangements to students who are required to cease practice.

NOTE: Documentation of two or more problems classified as "c" or "d" above within a two-year period may result in suspension or dismissal from the program.

Due Process:

- 2) The problem and recommended actions will be discussed with the student by the DCT and Major Professor within 5 working days of the initial core meeting. The student will have the right to review all evidence and information documented in the core meeting. The student must be given a reasonable amount of time, no less than five business days, to review all written documentation or evidence. The student will also be informed of the process described in subsequent steps.
 - a) Following this meeting, the accused student may choose to appeal to the Department Chair for dismissal of the allegations on the basis of insufficient evidence for an infraction. The appeal must be made in writing within five days of the student meeting.
- 3) The Core Clinical Faculty will be convened for a discussion of the recommendation made the DCT, Major Professor, and other involved faculty 5-10 days after the core meeting. The accused student will be invited (but not required) to make a statement and answer questions at the beginning of the meeting. The student may be accompanied by/advised by a person of their choice provided this individual is not themselves involved in the incident(s) under review and is not a classmate. Additionally, the student will be given the opportunity to present any evidence they possess.
- 4) The student statement will be followed by a closed-door discussion of the problem and recommendation. Recommendations may be amended with the approval to the majority of faculty. The core clinical faculty will vote to approve or disapprove the recommendation. The recommendation of the core clinical faculty will reflect the actual nature of the problem (if one has, in fact, been found to have occurred) and the nature of remediation /response.
- 5) The majority decision will be written by a Core Clinical Faculty member who agreed with the majority perspective. Consistent with nature of the vote, the written decision will reflect the actual nature of the problem (if one has, in fact, been found to have occurred) and the nature of remediation /response. The remediation /response recommended by the Core Clinical Faculty may include, but is not limited to: dismissal of the allegations, documentation in the student's file that a minor infraction /violation has taken place and no formal remediation will be required, preparation and implementation of a remediation plan, or suspension and/or expulsion from the program and from the university.
- 6) The written decision(s) and the recommendations for remediation /response will be submitted to the chair of the department for implementation. A copy shall also be provided to the student.
- 7) Should the student feel unfairly treated during the above process, they may file a written appeal with the Graduate School Associate Dean (see below) and follow that procedure.

Graduate School Requirements and Appeals Process:

All graduate students at Appalachian State University must maintain a Grade Point Average (GPA) of 3.0 or higher, must pass all classes, and must successfully advance to candidacy. As described in the Graduate Bulletin “Appalachian reserves the right to exclude, at any time, a graduate student whose performance is unsatisfactory or whose conduct is deemed improper or prejudicial to the best interest of the University.” Furthermore, in accordance with Graduate School policy, graduate students who meet one or more of the conditions below will be **academically suspended** from further graduate study at Appalachian.

- Unacceptable grades, including
 - Cumulative GPA less than 3.0,
 - 4 or more grades at the C level, or
 - Any failing grade (U or F). NOTE; a C- is the minimum passing grade.
 - See grade appeals policy at <https://academicaffairs.appstate.edu/resources/final-grade-appeal-procedure>
- Denial of candidacy.

Request for Academic Return: Students with a GPA under 3.0, with four or more grades at the C level, or with a failing grade can petition to return for one semester on academic probation. This petition should be made to the program director/DCT or department chairperson; if the department supports the request, they will in turn seek Graduate School approval.

Appeals Process: If the department denies the request for a semester on probation, the student can formally appeal to the Graduate School in writing (via email or mailed letter to the Associate Dean). Be sure to be detailed and specific about the circumstances leading to the poor performance and reasons the student can return to good standing in one semester.

If the Graduate School denies the request for a term on probation, the Dean of the Graduate School will forward the request to the appeals committee. This committee of three members from departments other than Psychology will review all of the materials the student submits, as well as information submitted by the department and the Graduate School, and they will make a binding decision. This process can take some time, so most students find that if their appeal is successful, they will end up returning in a later semester.

Denial of candidacy can also be appealed to the Graduate School in writing. The Associate Dean of the Graduate School coordinates the appeals process. This appeal will go straight to an ad hoc appeals subcommittee of the graduate faculty for review. This committee of three members (from departments other than Psychology) will review all of the materials the student submits, as well as information provided by the department and Graduate School, and they will make a binding decision. This process can take some time, so most students find that if their appeal is successful they will end up returning in a later semester.

See Graduate School website for additional questions related to appeals:

<https://graduate.appstate.edu/enrolled-students/frequently-asked-questions/suspension-and-probation>

Funding Implications: If a student's GPA falls below 3.0, they will no longer be eligible for graduate assistantship funding (during probationary term at a minimum). Many Graduate School fellowships (e.g., North Carolina Tuition Scholarship) require that a student maintain an average GPA above 3.0.

Student Reports of Infractions Observed in Others:

All students in the program should be aware of their responsibilities for addressing unethical behavior in others, be they fellow students or faculty members. When students note ethical concerns on the part of fellow students or faculty members that are of a minor nature, they are advised to attempt to remediate the problem informally by discussing it with the party in question.

For problems of a more serious nature or that involve situations where the student may not be comfortable approaching the party in question, students are advised to discuss the situation with their Major Professor, the DCT, or the Department Chairperson, as appropriate. In cases where a student is uncertain as to the severity of the infraction, they should confer with a faculty member.

It is very important that students understand the full scope of responsibilities related to reporting concerns. For the sake of client/patient safety, it is important for students to address ethical concerns either through informal discussion with the party in question or by bringing their concerns to the attention of their advisor or the DCT or the Department Chair.

However, when carrying out this responsibility to address concerns, it is important that students understand the following:

1. Disciplinary action can only be taken if allegations are shown to be true. Evidence will be required before any disciplinary action takes place. In some cases, evidence may be the account of a credible witness. Anonymous statements are not considered to be credible evidence. Students witnessing and reporting concerns will probably be expected to provide credible substantiation in the form of written and signed statements and/or by providing information in person.
2. Spreading unfounded or unsubstantiated allegations among students, faculty, or others is itself an ethical violation. Students should not involve themselves in unofficial discussions about disciplinary matters.
3. In the sincere spirit of facilitating mental well-being for all, the program faculty and staff want to be available to students and open to frank discussions about concerns and issues of many types, including both professional and personal matters. However, faculty and staff cannot promise any student complete confidentiality at any time when discussing such concerns. Faculty and staff may have to act upon information which implies a threat to the program or to persons involved with the program, including students, clients/patients, or colleagues. Because we are committed to the healthiest possible

development of all of our students, faculty and staff, we will try to act in the best interests of all parties, including both the accuser and the accused.

4. Faculty and staff are not likely to be at liberty to share information about past, present, or current disciplinary actions. The fact that students may not learn about the outcomes of all discipline-related decisions and activities does not mean that these issues are not being addressed or that student concerns are being ignored.
5. Faculty are considered to be “responsible employees” and may be required to report certain infractions through ASU’s Title IX office (see website for more information: <https://titleix.appstate.edu/reporting>).

VI. FINANCIAL SUPPORT

A. *Funding*

All students will be offered a graduate assistantship and associated financial support for four years. Funding will be dependent upon **adequate progress in the program** (see program of study and timeline for details).

Students should expect to pay tuition (and fees). [View current tuition figures.](#)

Out-of-state tuition waivers are available on a competitive basis during the 1st year of study (not guaranteed). Students who are not claimed by parents as dependents and can officially document independence may apply to establish NC residency for their second year.

- Note that the Psy.D. program of study requires summer registration. Less than half-time summer enrollment (half-time = 5-6 hours) will not qualify for additional financial aid. See the following link for additional details:
<https://financialaid.appstate.edu/apply/terms-and-conditions>

GRADUATE ASSISTANTSHIPS

The graduate assistantships require approximately 20 hours of work per week. Students are assigned assistantships and contracts one semester at a time. Decisions for the second and subsequent semesters are based upon student performance, grades, progress in the program, and the needs of the department. Students holding assistantships must be enrolled in 9-13 hours of coursework, maintain a 3.0 GPA or better, track their assistantship hours worked on a monthly report form, and attend the graduate school's orientation on ethics and confidentiality. Early course registration is imperative for students with assistantships to avoid a delay in payroll. The assistantships fall into the following categories:

1. Research Assistant (RA): A research assistantship is typically assigned to first-year students. The primary responsibility is to help a faculty supervisor complete research by gathering data, reviewing literature, and completing drafts of research manuscripts, etc., in order to support the faculty research program. Even though students are often assigned to a RA under the supervision of their Major Professor, students' work towards their thesis or dissertation is considered INDEPENDENT from their assistantship work/hours.
2. Graduate Assistant (GA): This assignment may involve clerical service in which case the student might be assigned to assist the office staff or faculty. For example, a GA may coordinate our undergraduate research participation program (helps investigators secure subjects, space, etc.). Graduate Assistants also help faculty with advising, teaching, and administrative responsibilities. This may include such tasks as conducting classroom demonstrations, grading exams, updating student records, etc. GAs with access to student files or products must sign a confidentiality pledge.

3. Graduate Teaching Assistant (GTA): This assignment involves assisting a faculty member primarily in their teaching responsibilities. Duties may include assisting in preparation of lectures, classroom activities, and exams, scoring exams or papers, and occasional teaching. GTAs with access to student files or products must sign a confidentiality pledge.

4. Graduate Teaching - Instructor of Record (GTF): A teaching assistantship entails responsibility for a section of a course or a lab. This assistantship is only available to *third and fourth-year* students to teach one course per semester (or two labs) for a total of two courses (or four lab sections) across the academic year. Potential GTFs must take PSY 5011, the Teaching of Psychology, during the spring semester of their second or third year and every semester in which they teach.

Assistantship Information from the Graduate School

What is expected of GAs, GTAs and RAs?

- ✓ Work all of the hours agreed upon in your contract.
- ✓ Do not exceed the number of hours in your contract. No additional hours are to be worked without prior approval from the Chair of the department in writing.
- ✓ Record your working hours and acquire your assistantship faculty supervisor's signature on a paper time sheet. Submit this to The Psychology Department Office Manager in the psychology office no later than 10 am on the 15th and the last working day of each month. Students with multiple supervisors will need to document the number of hours for each supervisor and seek signatures from all supervisors. Late timesheets will cause a delay in pay.
- ✓ GAs and RAs are also required to report their working hours online (mandatory online training to be provided).
- ✓ No holiday work is permitted.
- ✓ Be on time and behave in a professional manner.
- ✓ Departments depend on you. If you must miss a duty, let the department know as soon as possible.
- ✓ You are given a copy of your contract when you sign it. Keep it in a safe place for future reference. Your copy has information you need to know (the number of hours you agree to work, supervisor, and term of the assistantship).
- ✓ All GTAs, GAs and RAs are required to attend the orientation offered each fall by the Graduate School (check with your department and watch AppalNET announcements area of your ASU email for dates and times).
- ✓ All graduate assistants having access to any confidential student information must attend the Legal Issues seminar offered by the Graduate School each year (check with your department and watch AppalNET announcements for dates and times).
- ✓ As with all employees of the university, you are required to know and abide by confidentiality rules, regulations and laws.
- ✓ Check your ASU AppalNET Email and announcement page regularly. You are expected to use these tools to obtain important announcements and emails sent out by the Graduate School.
- ✓ Check your ASU post office box regularly.

Paycheck, W-2, mailing address information:

- ✓ Paycheck direct deposit will be set up through HR at the time of I9 and tax form processing. At the time of your meeting with HR to process this paper work, please be ready to provide a valid passport or Social Security Card (unaltered: laminating a SS Card is illegal and makes the document unacceptable) and driver's license, state issued ID card or certified birth certificate. Please bring a canceled check for direct deposit set up. Other forms of appropriate IDs may be found listed on the I9 Form.
- ✓ Paychecks are direct deposited on the 15th and last working day of the month. The pay will be based on the number of hours reported in a given time period. Per the university policies, you may not begin work until a contract has been filed.
- ✓ If you do not receive your paycheck, or the amount of the check seems incorrect, contact the payroll office (828-262-6422).
- ✓ W-2 forms are sent to the permanent address on the Biographical Data Sheet that you filled out when you signed your contract. If that address changes, it is your responsibility to contact Human Resources (HR) and the payroll office (828-262-6422) requesting in writing that your permanent address be changed. Please note that this address change is only for payroll. You must contact the Registrar's Office to have addresses updated in the student information system (J.E. Thomas Building, 1st floor, Phone 262-2050).
- ✓ Contracts should be printed and returned to The Psychology Department Office Manager at the address provided in the email. Be sure to read and initial each bulleted point on the contract. Original signatures are required on employment paperwork.

Other important information:

- ✓ Assistantships are only for the term noted on your contract.
- ✓ You must maintain a 3.0 GPA to keep or be reassigned an assistantship. Students are ineligible to hold an assistantship in a semester they are on academic probation.
- ✓ You must be registered for 9 graduate-level semester hours stipulated on your program of study to hold an assistantship.
- ✓ It is strongly discouraged that a graduate student work more than 20 hours a week on or off campus (e.g., an additional job beyond an assistantship) in order to meet the rigorous obligations of the programs of study. Responsibilities related to employment outside of assistantship will not be considered as a valid excuse for missing appointments or deadlines or producing work of unacceptable quality.

B. Federal Financial Aid

Degree-seeking students who are US Citizens or permanent residents may be eligible for Federal Student Loans. Contact the Office of Financial Aid (<http://financialaid.appstate.edu/>) for information. Although the DCT will be happy to support and assist students as needed, he/she is not a financial aid officer. Pay particular attention to financial aid during the last year in the program when the student may be less than full-time (students may want to schedule a meeting with a financial aid officer to discuss options).

How do I apply for financial aid?

Complete a Free Application for Financial Aid (FAFSA) on the web at <http://fafsa.ed.gov> and list the schools you are considering on the form. You will receive an estimate of financial aid based on your current income.

Step 1: Apply for admission to [Appalachian State University](#)

Step 2: Complete the [Free Application for Federal Student Aid \(FAFSA\)](#)

- Priority filing date is **March 1st**. Students who complete the FAFSA after priority deadline of March 1 may not have their financial aid file finalized by the deadline to pay the semester bill, may have their schedule canceled, and may incur a late fee on their student account.
- ASU's school code is **002906**
- Use the IRS Data Retrieval tool on the income section

Step 3: Review Student Aid Report (SAR) received by email

- Make any necessary corrections by selecting "[Make a correction](#)"
- If you do not receive your SAR within several weeks, contact the CPS at 1-800-433-3243 or 319-337-5665 to check the status of your application

Step 4: Review [AppalNet](#) account for additional requirements or missing documents.

- We may need additional documentation to complete your application such as verification of Selective Service Registration, income information, or confirmation of independent student status.
- This [user guide](#) (PDF) shows you how to find requirement information on AppalNet.
- This [user guide](#) (PDF) shows you how to grant Parent Access to your financial aid portal.

Important: if you do not see a Financial Aid tab on your AppalNet account and it has been 3 weeks or more since you completed the FAFSA then there are potential issues:

- The App State school code (002906) was not entered on the FAFSA
- Your Social Security number or Birthdate was missing from or incorrect on your Admissions application, and is therefore missing or incorrect on your student record. These two items must match your FAFSA before it can be processed.

C. Additional Financial Support

The Office of Student Research (<http://www.osr.appstate.edu/>), the Graduate School (<https://graduate.appstate.edu/enrolled-students/financial-support/graduate-student-research-and-travel-grant-funding>), and the Psychology Department

(<http://psych.appstate.edu/students/scholarships>) provide competitive funding to support graduate student travel to conferences and graduate student research.

Departmental support is provided by competitive WiSE Travel and Research Awards. Information and forms can be found on the Department's website (see above link); contact Dr. Mark Zrull (zrullmc@appstate.edu) for more information about the WiSE awards. In addition, second year students are eligible to apply for the Donna Clark scholarship, a small award (approximately \$500) that may be awarded to a single student. The Program Director will inform students of the timeline for application submission.

The **Office of Student Research** coordinates the grant process for GSAS and the Graduate School and supports research awards and Travel Awards. More information can be found at <https://osr.appstate.edu/apply>.

- You must apply for a travel award *at least one month prior to travel start date*.
- Students are expected to apply for research support for printing of conference posters in the department.

The **Graduate School** periodically offers research and service scholarships/grants (see link above and attend to email announcements. One example of a typically ongoing scholarship is the Provost's Fellowship (applications generally due in March):

- New summer or fall students may apply by checking "yes" to the scholarship consideration question on the admission application, and then uploading the essay as an attachment. You were automatically considered for this during the admissions process, unless you checked "No."
- Continuing students should see: <https://graduate.appstate.edu/prospective-students/financial-support/scholarships-and-fellowships#provost>.

To be considered for the Provost's Fellowship, a student should have:

- Unconditional admission to a graduate *degree* program at Appalachian.
- Full-time status (minimum enrollment in 9 graduate credit hours per semester).
- New students: A GPA in all college degrees of at least 3.5.
- Returning students: A 3.7 GPA.
- Standardized test scores at or above the 60th percentile.

Consistent with Appalachian State's Diversity statement (*Appalachian State University is committed to developing and allocating resources to the fundamental task of creating a diverse campus culture. We value diversity as the expression of human similarities and differences, as well as the importance of a living and learning environment conducive to knowledge, respect, acceptance, understanding and global awareness*), the Graduate School offers fellowships to students who bring a wide range of diversity to graduate programs. Interested students should talk to their respective program directors about being considered for this fellowship at the time of admission.

Criteria for Eligibility and Guidelines for Nomination

- New students must be unconditionally admitted to a campus-based degree program at Appalachian for Summer or Fall
- Student must have full-time status (minimum enrollment in 9 graduate credit hours)
- Nomination from the graduate degree program
- Students must remain in good standing
- Given that this is a competitive award, GPA, test scores (if available), and the program recommendation will be taken into consideration when making the awards.

VII. HEALTH INSURANCE REQUIREMENT

All students in North Carolina public universities must have health insurance for enrollment. Students can “hard waive” and show proof of their own policy, their parents’ coverage, or partner’s insurance policy, or can purchase ASU’s BCBS policy (plans for students’ partners and children are also available; current ASU policy requires minimum registration for 6 hours and payment of student health fees). Note that during internship students are not required to register for 6 hours/semester and may need to find alternatives to the ASU BCBS policy.

We recommend that students comparison shop for the plan that is the most cost effective and appropriate for their health needs. Students may wish to discuss this with parents/partners before student makes a decision. Students who are from out-of-state who intend to apply for in-state residency in their second year and remain in NC for employment will need a personal insurance policy. Reliance on parent’s insurance (during any point in the program) has resulted in denial of in-state residency in the past.

Visit <http://healthservices.appstate.edu/health-insurance-information> for more information.

To enroll in the ASU health insurance plan, visit <https://www.bcbsnc.com/content/studentblue/asu/index.htm?page=welcome>.

VIII. NORTH CAROLINA IN-STATE RESIDENCY (if applicable)

We encourage all out-of-state students to consider pursuit of in-state residency, which can result in approximately \$13,000 in savings per year. All residency decisions will be handled by the North Carolina Residency Determination Service (RDS). All graduate applicants who intend to claim residency in North Carolina must complete the online RDS form, which will generate an RCN number that represents the residency determination for that applicant. ALL applicants must provide the RCN in the online application to graduate school. For more information about this process or to review the criteria considered when making a residency determination, please go to: <https://ncresidency.cfnc.org/residencyInfo/studentFAQ> (link is external)

For those who want to appeal the decision made or if changes occur in an applicant's/student's residency status, RDS will provide students with instructions on how to request a reconsideration or an appeal of a residency decision. More information on reconsideration and appeals can be found through the above link.

Note: Reconsideration and appeals for students who are in the military or are veterans still be conducted by the Registrar's Office at Appalachian State. Questions about this should be directed to registrar@appstate.edu.

Students may apply for in-state residency status after they have resided in NC for a minimum of twelve consecutive months. Please note that obtaining residency is **not** automatic, and students must demonstrate, through records of their behavior over the past twelve months, that they meet the legal definition of a NC resident (<https://ncresidency.cfnc.org/residencyInfo/#>; <https://ncresidency.cfnc.org/residencyInfo/studentFAQ>). You will be responsible for providing a preponderance of evidence for the following:

- **Capacity:** the ability to make North Carolina their permanent home legally and financially and remain in NC permanently
 - to claim residency on your own (separate from your parent(s)/guardian(s) you must demonstrate capacity based on your own financial resources, not through support from your parent(s) or through gifts from someone else
- **Presence:** be physically present in and reside in North Carolina
- **Intent:** perform various actions as evidence of making North Carolina your permanent home (domicile) rather than residing in the state for the purpose of attending college (e.g., obtaining an NC driver's license)
- **Duration:** maintain a domicile continuously for at least 12 full months before you claim residency

There are several things to do to try to meet the standard, and completing these tasks before you have even begun your general coursework will help (the sooner the better!).

- Attain housing and change your permanent mailing address appropriately. Provide your local address to the Registrar's Office. Keep documentation of paid rent, electric bills, etc.;
- Set up a local bank account;
- Secure summer employment;
- Attain a NC driver's license immediately;
- Register your car in NC and secure local insurance;

- Register to vote and vote in all elections;
- Use your name (not that of your parents) to pay car and health insurance;
- Pay your own federal and NC taxes (you must *not* be claimed as a dependent on your parents' tax forms);
- Become part of the community (e.g., join, volunteer, or participate in a local organization).
- Avoid listing “went home” when describing your activities during the year (you may say “visited parents”);
- In general, actions that you can document will carry more weight than your written commitment to becoming a NC resident;
- Keep your records after you apply in case they are needed for an appeal;
- If applicable, try to avoid obtaining a summer practicum outside of NC;
- Have your car title in your name (rather than a parent/partner).

There are some circumstances that will be interpreted as **VERY STRONG** evidence that you are **NOT** a North Carolina resident for tuition purposes:

- Being under 24 years old without clear evidence that you have not resided with or received support from parents/guardians living in another state for at least one full year;
- Being claimed as a dependent on the income taxes of someone outside North Carolina;
- Moving to North Carolina just before applying for admission or after applying and before being admitted (i.e., your actions indicate you moved to North Carolina to go to school);
- Being in North Carolina as an international person on a visa that has a termination date or needs to be renewed in order for you to stay (i.e., you don't have the legal capacity to reside indefinitely in North Carolina).

Appendix A

Common Practica Sites (not necessarily inclusive or restrictive)

In the second year of the program and throughout the program (a minimum of seven semesters), students integrate their academic knowledge with practical experiences through a series of practicum experiences. Practicum training is sequential, cumulative and graded in complexity, and provides opportunities for students to achieve and demonstrate profession-wide competencies as well as program-specific competencies (e.g., working with rural and/or underserved communities). Practica involve opportunities to work with diverse populations. Students' progress from gaining culturally relevant competency in assessment and evidence-based interventions, to preparing for more advanced supervisory, consultation, and organizational leadership roles in applied settings.

Practicum Sites and Supervision: Placements include on and off campus practice settings. Practicum I, II, and III will be at sites supervised by core clinical faculty; these sites include the Psychology Training Clinic and the three Assessment, Support and Counseling Centers. In addition to on-site supervision, students also participate in group supervision with a faculty member who is a licensed psychologist.

- [Psychology Training Clinic](#)
(REQUIRED for all students)
 - Serves community members, including University community; outpatient Training typically includes conducting intake interviews, conducting psychological assessments (e.g., ADHD, LD including test administration, interpretation of results, contact with collateral informants, writing reports, presenting results to clients/family members, conducting academic coaching and individual therapy, maintaining professional records, assisting with administration of a university-based clinic, attending staff meetings, and actively engaging in supervision. The clinic is in the process of extending specialty services.
- [Assessment, Support and Counseling \(ASC\) Centers](#)
 - Serves K-12 grade students and family members. Training involves conducting intake interviews, conducting individual psychotherapy and possibly group psychotherapy, conducting psychological assessment and risk assessment, participating in outreach efforts and faculty/staff development, consulting with other professionals and parents, maintaining professional records, attending staff meetings, and actively engaging in individual supervision
- [Counseling and Psychological Services Center](#)
 - Serves university community; outpatient. Training typically includes conducting intake interviews, conducting individual psychotherapy, possibility of process observing and co-running group psychotherapy, possibility of assisting with student education/outreach programs, attending staff meetings and peer supervision, maintaining professional records, and actively engaging in individual supervision.
 - Site may also include a rotation in Behavioral Health Consultation at Student Health Services
 -

- [Integrated Behavioral Health Services](#)
 - High Country Community Health, Boone
(<https://highcountrycommunityhealth.com/>) HCCH is a Federally Qualified Health Center (FQHC) that offers integrated behavioral care in a primary care setting. Trainees work with an interdisciplinary team providing behavioral health assessment, consultation and brief interventions.
- [Inpatient Hospitals](#)
 - Broughton Hospital, Morganton
Broughton Hospital is an inpatient psychiatric hospital administered by North Carolina of Health and Human Services Division of Mental Health, Developmental Disabilities and Substance Abuse Services.
 - Cannon Memorial Hospital Behavioral Health Unit, Linville
Training includes working closely with an interdisciplinary team in the context of a short-term inpatient psychiatric hospital. Trainees engage in walking rounds, conduct assessments as needed, conduct psychoeducation groups, and engage in staffing meetings and individual supervision.
- Additional sites **may** include:
 - Caldwell Hospice and Palliative Care (<http://www.caldwellhospice.org/>)
Training opportunities could include support/companionship visits to patients on the Patient Care Units and in facilities; bereavement services such as assessment phone calls, visits, educational or support groups; counseling patients/family, assisting with or teaching educational events, coordinating/assisting with various dementia care programs, maintenance of professional records, participation in multidisciplinary teams, and participation in supervision.
 - New Directions Child and Family Counseling Services (Lenoir site in driving distance of Boone), Hickory, Lincolnton—Lenoir site reasonable for practicum) <http://www.newdirectionscs.com/>
 - Southmountain Children and Family Service
(<http://southmountain.org/center-of-excellence/>)
Southmountain Children and Family Services is dedicated to providing evidence-based treatment to children who have experienced a traumatic event (location in Boone)
- Possible summer training sites (i.e., not commuting distance to Boone) **may** include:

Central Regional Hospital (CRH), Butner, NC,
CRH is one of three NC state psychiatric hospitals. The hospital provides psychiatric and medical care to adults and adolescents in 25 counties in the central region of the North Carolina. CRH also serves children ages 11 and under from all 100 counties of North Carolina.

Chrysalis Center for Counseling and Eating Disorders Treatment, Wilmington
(<http://www.chrysaliscenter-nc.com/>)

Duke University Medical Center, Durham
 Child and Family Mental Health: (<https://psychiatry.duke.edu/child-family-mental-health>)
 Eating Disorders Center: (<https://psychiatry.duke.edu/duke-center-eating-disorders>)
 Autism Center (<http://autismcenter.duke.edu/>)
 **Consult with Dr. Kurt Michael and/or Dr. Jackie Hersh if you are interested in this site.

Insight Human Services, Winston-Salem
 (<http://drugfreenc.org/services/treatment/insight-human-services/>)
 Primarily substance abuse services: juvenile justice population; evaluations with court-involved teenagers

NC Central Prison, Department of Corrections, Raleigh
 (<https://www.ncdps.gov/Index2.cfm?a=000003,002372,002379>)

Wake Forest Baptist Health Comprehensive Cancer Center, Winston-Salem
 (<http://www.wakehealth.edu/Comprehensive-Cancer-Center/CPSP-Staff.htm>)
**this position typically offers a stipend*

Psychological Services of Lake Norman
 (<http://www.psychsolutionsoflkn.com/>)

Placement: Practicum placements are made by the Clinical Faculty in consultation with the student and sites. Student trainees are evaluated by on-site clinical supervisors. Practicum grades are assigned by supervising Clinical Faculty in consultation with on-site supervisors.

Background Check and Drug Screens: Some practicum sites require a criminal background check and alcohol/drug screens before starting (cost covered by student). In addition, some sites will require documentation of immunizations and/or TB test or additional immunizations. Students should check with the Director of Clinical Training to determine what is required for each practicum.

Appendix B

Practicum Agreement Template

ASU Clinical Psychology Practicum Training Agreement

The following agreement states _____ will complete an approximately ____ hour practicum at _____ in order to fulfill requirements set forth by Appalachian State University's graduate program in Clinical Psychology. The successful completion of this clinical practicum is mandatory for the receipt of the Psy.D. degree in Clinical Psychology. The practicum will begin on _____ and end on _____, with the graduate student training on site approximately 10 hours per week during the academic year. The following outlines the objective of the training experience, clinical activities the student will be involved in, responsibilities of the student, guidelines for supervision and evaluation, and the student's work schedule:

Objective

The goal of practicum training is to provide a well-rounded learning experience to strengthen the student's clinical competencies. Psychological intervention skills to be focused on include establishing rapport with clients, case conceptualization, the process of therapy, professional record keeping, developing and following through with treatment goals, and successful termination of therapeutic relationships. In addition, training in psychological assessment is desired, including consultation regarding an assessment referral, administering measures, and psychological report writing if possible. Upon completion of the practicum, the student should be able to function more successfully as a developing psychologist, demonstrate competency in all aspects of a professional position in a mental health agency, provide adequate client care, and operate according to ethical and professional standards of conduct.

Clinical Activities

The student will be involved in the following clinical activities: (examples provided; change as appropriate to reflect opportunities available at practicum site)

- Conducting intakes- The student will first observe other staff conducting intakes and will eventually be responsible for conducting intakes on her own with prospective clients of the counseling center.
- Individual therapy- The student will gradually establish a client caseload of approximately 4-5 clients per week.
- Group therapy- The student will be involved in at least one group per semester (to be arranged at the beginning of each semester with the group's leader). Additionally, the student may participate in time-limited group workshops as they are scheduled throughout the semester.
- Case conferences- The student will be expected to attend weekly case conferences as feasible.
- Assessment- As needed, the student will conduct, and interpret and present the results to clients.
- Outreach- As the opportunity presents itself, the student will participate in outreach presentations.
- Crisis intervention - As the practicum progresses, the student will be responsible for seeing clients in need of immediate attention, as deemed appropriate by supervisor(s).

Other responsibilities of the practicum student (**again, individualize**)

- Regular attendance at staff meetings- The student is expected to participate in group staff and administrative meetings.
- Participation in training - As the opportunity arises, the student will participate in training available for professional staff.

Supervision

Supervision will occur at least once a week. The student will meet with _____ for a minimum of ____ hours per week. The student is encouraged to seek supervision outside of the designated times whenever necessary and to consult with other staff members at the agency as well. Additionally, the student's supervisor(s) will directly observe the student at least one time per semester and provide a written evaluation, supplied by the Practicum instructor, at Appalachian State, to appraise the student's progress at the end of the semester. The supervisor agrees to contact the Director of Clinical Training (Dr. Lisa Curtin: curtinla@appstate.edu; 828-262-8936) at any point a concern or problem develops.

Evaluation

The supervisor will complete and review a formal evaluation of the student at the close of the semester. In addition, the student will be provided an opportunity to evaluate the agency as a training site and offer suggestions for work with future students.

Schedule

A schedule agreed upon by the program, student and Supervisor is as follows:

Student signature

Supervisor signature

Practicum Instructor (s)

DCT signature

Appendix C
Appalachian State University Psy.D.
Practicum Evaluation Form

Name of Student: _____

Semester Under Evaluation: Semester (i.e., Fall, Spring, Summer) _____ Year _____

Name of Supervisor Conducting Evaluation:

Please indicate your credentials (e.g., Ph.D. ABPP) and licensure number with your name (e.g., Super Supervisor, Ph.D. NC license #555).

Practicum Placement (include site and rotation if applicable):

Student Training level: Practicum I _____ Practicum II _____ Practicum III _____

Advanced Practicum _____

specify semester of Advanced Practicum (e.g., first, second, third)

Site serves a **rural** community: Yes _____ No _____

Site allows for significant **assessment** experience: Yes _____ No _____

Email Address of Trainee (they will be sent a copy of this evaluation): _____

Supervisor's Email Address (you will be sent a copy of this evaluation): _____

Did your strategy for evaluating this student's practicum experience include **direct observation**?
 (Live supervision and/or video recordings are considered direct observation, but audio only recordings are not sufficient.) Yes _____ No _____

Accreditation requires at least a portion of the student's evaluation be based on direct observation (i.e., live or video-audio recording) during EACH evaluation period. Please indicate:

a. how you directly observed the student:

b. how much (e.g., number of sessions):

c. types of sessions (e.g., assessment and/or therapy) you observed during this evaluation period:

INSTRUCTIONS: The rating form provides a list of competencies and elements to be rated based on the student's performance in practicum. Not all of the competencies or elements listed are expected to be demonstrated in every practicum. Please select the most appropriate rating for each item. If you cannot make an informed rating for some reason, select NA. Make your selection based on the student's performance **expected for their current level of training.**

Assessment - Assessment and diagnosis of problems, capabilities, and issues associated with individuals, groups, and/or organizations.

A. Select and apply assessment methods that draw from the best available empirical literature and that reflect the science of measurement and psychometrics

1. Significantly below expectation _____
2. Slightly below expectation _____
3. Meets expectation _____
4. Slightly above expectation _____
5. Significantly above expectation _____

N/A _____

B. Administer, score, and use test protocols accurately

1. Significantly below expectation _____
2. Slightly below expectation _____
3. Meets expectation _____
4. Slightly above expectation _____
5. Significantly above expectation _____

N/A _____

C. Collect relevant data using multiple sources and methods appropriate to the identified goals and questions of the assessment as well as relevant diversity characteristics of the service recipient

1. Significantly below expectation _____
2. Slightly below expectation _____
3. Meets expectation _____
4. Slightly above expectation _____
5. Significantly above expectation _____

N/A _____

D. When appropriate, identifies areas of client functioning where further assessment is needed

1. Significantly below expectation _____
2. Slightly below expectation _____
3. Meets expectation _____
4. Slightly above expectation _____
5. Significantly above expectation _____

N/A _____

E. Write assessment reports satisfactorily and on time

1. Significantly below expectation _____
2. Slightly below expectation _____
3. Meets expectation _____
4. Slightly above expectation _____
5. Significantly above expectation _____

N/A _____

F. Write progress notes satisfactorily and on time

1. Significantly below expectation _____
2. Slightly below expectation _____
3. Meets expectation _____
4. Slightly above expectation _____
5. Significantly above expectation _____

N/A _____

G. Cultural competence, including an understanding of psychometric variability related to cultural factors

1. Significantly below expectation _____
2. Slightly below expectation _____
3. Meets expectation _____
4. Slightly above expectation _____
5. Significantly above expectation _____

N/A _____

H. Interpret assessment results, following current research and professional standards and guidelines, to inform case conceptualization, classification, and recommendations, while guarding against decision-making biases, distinguishing the aspects of assessment that are subjective from those that are objective, and taking into account factors that affect or invalidate administration and scoring.

1. Significantly below expectation _____
2. Slightly below expectation _____
3. Meets expectation _____
4. Slightly above expectation _____
5. Significantly above expectation _____

N/A _____

I. Communicate orally and in written documents the findings and implications of the assessment in an accurate and effective manner sensitive to a range of audiences including limitations of assessment instruments and potential bias in use with diverse groups as well as appropriately identify impairments and potential diagnoses.

1. Significantly below expectation _____
2. Slightly below expectation _____
3. Meets expectation _____
4. Slightly above expectation _____
5. Significantly above expectation _____

N/A _____

J. Conduct effective clinical interviews that demonstrates knowledge of psychopathology, involves an accurate diagnosis based on assessment information, and incorporates a comprehensive understanding of the presenting issues based on psychological theory and research.

- 1. Significantly below expectation _____
- 2. Slightly below expectation _____
- 3. Meets expectation _____
- 4. Slightly above expectation _____
- 5. Significantly above expectation _____

N/A _____

K. Assess and effectively manage risk of harm to self and/or others; identify, and assess the nature of risk; consult with supervisor when risk is assessed as moderate or high; implement effective and appropriate risk management measures; and engage and/or transfer care to appropriate services to maximize safety.

- 1. Significantly below expectation _____
- 2. Slightly below expectation _____
- 3. Meets expectation _____
- 4. Slightly above expectation _____
- 5. Significantly above expectation _____

N/A _____

L. Overall Assessment Rating

- 1. Significantly below expectation _____
- 2. Slightly below expectation _____
- 3. Meets expectation _____
- 4. Slightly above expectation _____
- 5. Significantly above expectation _____

N/A _____

Comments regarding development of assessment competencies and/or explanation of ratings:

Intervention - Interventions designed to alleviate suffering and to promote health and well-being of individuals, groups, and/or organizations.

A. Establish and maintain effective relationships with the recipients of psychological services utilizing empathetic listening, framing problems, etc.

1. Significantly below expectation _____
2. Slightly below expectation _____
3. Meets expectation _____
4. Slightly above expectation _____
5. Significantly above expectation _____

N/A _____

B. Ability to effectively implement evidence-based techniques appropriately.

1. Significantly below expectation _____
2. Slightly below expectation _____
3. Meets expectation _____
4. Slightly above expectation _____
5. Significantly above expectation _____

N/A _____

C. Knowledge of interventions including the scientific, theoretical, empirical, and contextual bases of intervention, including theory, research, and practice.

1. Significantly below expectation _____
2. Slightly below expectation _____
3. Meets expectation _____
4. Slightly above expectation _____
5. Significantly above expectation _____

N/A _____

D. Develop evidence-based intervention plans/treatment plans specific to the service delivery goals.

1. Significantly below expectation _____
2. Slightly below expectation _____
3. Meets expectation _____
4. Slightly above expectation _____
5. Significantly above expectation _____

N/A _____

E. Develop evidence-based case conceptualizations.

1. Significantly below expectation _____
2. Slightly below expectation _____
3. Meets expectation _____
4. Slightly above expectation _____
5. Significantly above expectation _____

N/A _____

F. Modify and adapt evidence-based approaches effectively when a clear evidence-base is lacking.

1. Significantly below expectation _____
2. Slightly below expectation _____
3. Meets expectation _____
4. Slightly above expectation _____
5. Significantly above expectation _____

N/A _____

G. Demonstrate the ability to consume and apply the relevant research literature to clinical decision making (i.e., intervention choice, use, and explanation)

1. Significantly below expectation _____
2. Slightly below expectation _____
3. Meets expectation _____
4. Slightly above expectation _____
5. Significantly above expectation _____

N/A _____

H. Evaluate intervention effectiveness, and adapt intervention goals and methods consistent with ongoing evaluation.

1. Significantly below expectation _____
2. Slightly below expectation _____
3. Meets expectation _____
4. Slightly above expectation _____
5. Significantly above expectation _____

N/A _____

I. Recognizes client resistance and handles it appropriately and effectively.

1. Significantly below expectation _____
2. Slightly below expectation _____
3. Meets expectation _____
4. Slightly above expectation _____
5. Significantly above expectation _____

N/A _____

J. Confronts appropriately and in the moment.

1. Significantly below expectation _____
2. Slightly below expectation _____
3. Meets expectation _____
4. Slightly above expectation _____
5. Significantly above expectation _____

N/A _____

K. Provides crisis management interventions, when appropriate.

1. Significantly below expectation _____
2. Slightly below expectation _____
3. Meets expectation _____
4. Slightly above expectation _____
5. Significantly above expectation _____

N/A _____

L. Overall Intervention Rating

1. Significantly below expectation _____
2. Slightly below expectation _____
3. Meets expectation _____
4. Slightly above expectation _____
5. Significantly above expectation _____

N/A _____

Comments regarding development of intervention competencies and/or explanation of ratings:

Ethical and Legal Standards

A. Knowledgeable of and adapts and demonstrates behavior in accordance with the APA Ethical Principles of Psychologists and Code of Conduct; relevant laws, regulations, rules, and policies governing health service psychology at the organizational, local, state, regional, and federal levels including mandatory reporting; and relevant professional standards and guidelines.

1. Significantly below expectation _____
2. Slightly below expectation _____
3. Meets expectation _____
4. Slightly above expectation _____
5. Significantly above expectation _____

N/A _____

B. Recognize ethical dilemmas as they arise, and apply ethical decision-making processes in order to resolve the dilemmas.

1. Significantly below expectation _____
2. Slightly below expectation _____
3. Meets expectation _____
4. Slightly above expectation _____
5. Significantly above expectation _____

N/A _____

C. Conduct self in an ethical manner in all professional activities and consistent with work involving diverse service recipients.

1. Significantly below expectation _____
2. Slightly below expectation _____
3. Meets expectation _____
4. Slightly above expectation _____
5. Significantly above expectation _____

N/A _____

D. Institute procedures to protect privacy and confidentiality, explain limits of confidentiality, and identify own professional limitations and refer to another professional when appropriate.

1. Significantly below expectation _____
2. Slightly below expectation _____
3. Meets expectation _____
4. Slightly above expectation _____
5. Significantly above expectation _____

N/A _____

E. Overall Ethical and Legal Standards Rating

1. Significantly below expectation _____
2. Slightly below expectation _____
3. Meets expectation _____
4. Slightly above expectation _____
5. Significantly above expectation _____

N/A _____

Comments regarding development of ethical and legal standards competencies and/or explanation of ratings:

Individual and Cultural Diversity

A. Demonstrate understanding of their own personal/cultural history, attitudes, and biases may affect how they understand and interact with people different from themselves.

1. Significantly below expectation _____
2. Slightly below expectation _____
3. Meets expectation _____
4. Slightly above expectation _____
5. Significantly above expectation _____

N/A _____

B. Knowledge of current theoretical and empirical knowledge base as it relates to addressing diversity in all professional activities including research, training, supervision/consultation, and service.

1. Significantly below expectation _____
2. Slightly below expectation _____
3. Meets expectation _____
4. Slightly above expectation _____
5. Significantly above expectation _____

N/A _____

C. Ability to integrate awareness and knowledge of individual and cultural differences in the conduct of professional roles (e.g., research, services, and other professional activities). This includes the ability to apply a framework for working effectively with areas of individual and cultural diversity not previously encountered over the course of their careers. Also included is the ability to work effectively with individuals whose group membership, demographic characteristics, or worldviews create conflict with their own.

1. Significantly below expectation _____
2. Slightly below expectation _____
3. Meets expectation _____
4. Slightly above expectation _____
5. Significantly above expectation _____

N/A _____

D. Demonstrate the requisite knowledge base, ability to articulate an approach to working effectively with diverse individuals and groups, and apply this approach effectively in their professional work.

1. Significantly below expectation _____
2. Slightly below expectation _____
3. Meets expectation _____
4. Slightly above expectation _____
5. Significantly above expectation _____

N/A _____

E. Overall Individual and Cultural Diversity Rating

1. Significantly below expectation _____
2. Slightly below expectation _____
3. Meets expectation _____
4. Slightly above expectation _____
5. Significantly above expectation _____

N/A _____

Comments regarding development of individual and cultural diversity competencies and/or explanation of ratings:

Professional Values and Attitudes

A. Behave in ways that reflect the values and attitudes of psychology, including integrity, deportment, professional identity, accountability, lifelong learning, and concern for the welfare of others including respectful of support staff and diverse service recipients; collegial with peers; maintains appropriate professional boundaries; and manages conflict/disagreement with supervisors, peers, and staff.

1. Significantly below expectation _____
2. Slightly below expectation _____
3. Meets expectation _____
4. Slightly above expectation _____
5. Significantly above expectation _____

N/A _____

B. Demonstrate adequate self-care (e.g., practices stress management, avoids accepting too many responsibilities, is aware of own needs), and seeks and uses resources to support healthy functioning.

1. Significantly below expectation _____
2. Slightly below expectation _____
3. Meets expectation _____
4. Slightly above expectation _____
5. Significantly above expectation _____

N/A _____

C. Engage in reflective practice (e.g., understands impact of therapy relationship on self, recognizes own limitations in treating clients, is willing to be appropriately assertive).

1. Significantly below expectation _____
2. Slightly below expectation _____
3. Meets expectation _____
4. Slightly above expectation _____
5. Significantly above expectation _____

N/A _____

D. Actively seek and demonstrate openness and responsiveness to feedback and supervision.

1. Significantly below expectation _____
2. Slightly below expectation _____
3. Meets expectation _____
4. Slightly above expectation _____
5. Significantly above expectation _____

N/A _____

E. Respond professionally in increasingly complex situations with a greater degree of independence.

1. Significantly below expectation _____
2. Slightly below expectation _____
3. Meets expectation _____
4. Slightly above expectation _____
5. Significantly above expectation _____

N/A _____

F. Completion of professional tasks (e.g., timely paperwork, keeping appointments, collecting fees, etc.).

1. Significantly below expectation _____
2. Slightly below expectation _____
3. Meets expectation _____
4. Slightly above expectation _____
5. Significantly above expectation _____

N/A _____

G. Adhere to the policies and procedures of the practicum/internship site.

1. Significantly below expectation _____
2. Slightly below expectation _____
3. Meets expectation _____
4. Slightly above expectation _____
5. Significantly above expectation _____

N/A _____

H. Displays professional demeanor and language, understands importance of professional behavior, and acts accordingly.

1. Significantly below expectation _____
2. Slightly below expectation _____
3. Meets expectation _____
4. Slightly above expectation _____
5. Significantly above expectation _____

N/A _____

I. Overall Professional Values and Attitudes Rating

1. Significantly below expectation _____
2. Slightly below expectation _____
3. Meets expectation _____
4. Slightly above expectation _____
5. Significantly above expectation _____

N/A _____

Comments regarding development of professional values and attitudes competencies and/or explanation of ratings:

Communication and Interpersonal Skills

A. Develop and maintain effective relationships with a wide range of individuals, including colleagues, communities, organizations, supervisors, supervisees, and those receiving professional services.

1. Significantly below expectation _____
2. Slightly below expectation _____
3. Meets expectation _____
4. Slightly above expectation _____
5. Significantly above expectation _____

N/A _____

B. Produce and comprehend oral, nonverbal, and written communications that are informative and well-integrated; demonstrate a thorough grasp of professional language and concepts.

1. Significantly below expectation _____
2. Slightly below expectation _____
3. Meets expectation _____
4. Slightly above expectation _____
5. Significantly above expectation _____

N/A _____

C. Demonstrate effective interpersonal skills and the ability to manage difficult communication well including use of core communication skills (e.g., engages in active listening, uses empathetic language, responds to nonverbal cues and behaviors, and uses language appropriate to service recipients age and level of understanding).

1. Significantly below expectation _____
2. Slightly below expectation _____
3. Meets expectation _____
4. Slightly above expectation _____
5. Significantly above expectation _____

N/A _____

D. Communicate effectively with service recipients from diverse backgrounds.

1. Significantly below expectation _____
2. Slightly below expectation _____
3. Meets expectation _____
4. Slightly above expectation _____
5. Significantly above expectation _____

N/A _____

E. Overall Communication and Interpersonal Skills Rating

1. Significantly below expectation _____
2. Slightly below expectation _____
3. Meets expectation _____
4. Slightly above expectation _____
5. Significantly above expectation _____

N/A _____

Comments regarding development of communication and interpersonal skill competencies and/or explanation of ratings:

Supervision

A. Value guidance, learning, and reflection through the professional supervision process including regularly participates in supervision, engages in reflection of limitations, recognizes and accepts supervisor's input and authority.

1. Significantly below expectation _____
2. Slightly below expectation _____
3. Meets expectation _____
4. Slightly above expectation _____
5. Significantly above expectation _____

N/A _____

B. Awareness of factors affecting quality including the impact of diversity on all professional settings and supervision participants, including self.

1. Significantly below expectation _____
2. Slightly below expectation _____
3. Meets expectation _____
4. Slightly above expectation _____
5. Significantly above expectation _____

N/A _____

C. Seeks assistance for high risk situations or when challenged by complex or difficult circumstances including work with diverse individuals.

1. Significantly below expectation _____
2. Slightly below expectation _____
3. Meets expectation _____
4. Slightly above expectation _____
5. Significantly above expectation _____

N/A _____

D. Knowledge of procedures and process in supervision, as well as purpose for roles in supervision.

1. Significantly below expectation _____
2. Slightly below expectation _____
3. Meets expectation _____
4. Slightly above expectation _____
5. Significantly above expectation _____

N/A _____

E. Observation of and participation in supervisory process (e.g., peer supervision).

1. Significantly below expectation _____
2. Slightly below expectation _____
3. Meets expectation _____
4. Slightly above expectation _____
5. Significantly above expectation _____

N/A _____

F. Overall Supervision Rating

1. Significantly below expectation _____
2. Slightly below expectation _____
3. Meets expectation _____
4. Slightly above expectation _____
5. Significantly above expectation _____

N/A _____

Comments regarding development of supervision competencies and/or explanation of ratings:

Consultation and Interprofessional/Interdisciplinary

A. Demonstrate knowledge and respect for the roles and perspectives of other professions.

1. Significantly below expectation _____
2. Slightly below expectation _____
3. Meets expectation _____
4. Slightly above expectation _____
5. Significantly above expectation _____

N/A _____

B. Collaborate with other professionals for benefit of service recipient including analyzing relevant opinions and integrating them into assessment and intervention where appropriate and incorporating information related to diversity.

1. Significantly below expectation _____
2. Slightly below expectation _____
3. Meets expectation _____
4. Slightly above expectation _____
5. Significantly above expectation _____

N/A _____

C. Functions effectively in multidisciplinary and interdisciplinary contexts.

1. Significantly below expectation _____
2. Slightly below expectation _____
3. Meets expectation _____
4. Slightly above expectation _____
5. Significantly above expectation _____

N/A _____

D. Respectful and productive relationships with individuals from other professions.

1. Significantly below expectation _____
2. Slightly below expectation _____
3. Meets expectation _____
4. Slightly above expectation _____
5. Significantly above expectation _____

N/A _____

E. Identifies one's role as a consultant, addresses referral question, and appropriate applies consultation methods.

1. Significantly below expectation _____
2. Slightly below expectation _____
3. Meets expectation _____
4. Slightly above expectation _____
5. Significantly above expectation _____

N/A _____

F. Overall Consultation and Interprofessional/Interdisciplinary Skills Rating

1. Significantly below expectation _____
2. Slightly below expectation _____
3. Meets expectation _____
4. Slightly above expectation _____
5. Significantly above expectation _____

N/A _____

Comments regarding development of consultation and Interprofessional/interdisciplinary skills competencies and/or explanation of ratings:

Management-Administration

A. Participates in management of direct delivery of professional services and responds appropriately to management hierarchy.

1. Significantly below expectation _____
2. Slightly below expectation _____
3. Meets expectation _____
4. Slightly above expectation _____
5. Significantly above expectation _____

N/A _____

B. Knowledge of and ability to function within professional settings and organizations, including compliance with policies and procedures.

1. Significantly below expectation _____
2. Slightly below expectation _____
3. Meets expectation _____
4. Slightly above expectation _____
5. Significantly above expectation _____

N/A _____

C. Recognition of own role in creating policy, participation in system change, and management structure.

1. Significantly below expectation _____
2. Slightly below expectation _____
3. Meets expectation _____
4. Slightly above expectation _____
5. Significantly above expectation _____

N/A _____

D. Able to develop and prepared to offer constructive criticism and suggestions regarding management and leadership of the organization.

1. Significantly below expectation _____
2. Slightly below expectation _____
3. Meets expectation _____
4. Slightly above expectation _____
5. Significantly above expectation _____

N/A _____

E. Overall Management-Administration rating.

1. Significantly below expectation _____
2. Slightly below expectation _____
3. Meets expectation _____
4. Slightly above expectation _____
5. Significantly above expectation _____

N/A _____

Comments regarding development of management-administration competencies and/or explanation of ratings:

Advocacy

A. Use awareness of the social, political, economic, or cultural factors that may impact human development in the context of service provision.

1. Significantly below expectation _____
2. Slightly below expectation _____
3. Meets expectation _____
4. Slightly above expectation _____
5. Significantly above expectation _____

N/A _____

B. Promote change to enhance the functioning of individuals.

1. Significantly below expectation _____
2. Slightly below expectation _____
3. Meets expectation _____
4. Slightly above expectation _____
5. Significantly above expectation _____

N/A _____

C. Knowledgeable of clinical psychology's connection to social justice and employs a social justice framework and/or interventions, when appropriate.

1. Significantly below expectation _____
2. Slightly below expectation _____
3. Meets expectation _____
4. Slightly above expectation _____
5. Significantly above expectation _____

N/A _____

D. Utilize language that is thoughtful (e.g., demonstrates sensitivity to culture, race, sex, sexual orientation, etc.)

1. Significantly below expectation _____
2. Slightly below expectation _____
3. Meets expectation _____
4. Slightly above expectation _____
5. Significantly above expectation _____

N/A _____

E. Advocate at the individual client and systems levels.

1. Significantly below expectation _____
2. Slightly below expectation _____
3. Meets expectation _____
4. Slightly above expectation _____
5. Significantly above expectation _____

N/A _____

F. Overall Advocacy rating.

1. Significantly below expectation _____
2. Slightly below expectation _____
3. Meets expectation _____
4. Slightly above expectation _____
5. Significantly above expectation _____

N/A _____

Comments regarding development of advocacy competencies and/or explanation of ratings:

Appendix D

**Appalachian State University Psy.D.
Annual Performance Student Self Evaluation**

Q1 Name _____

Q2 Year Entered Program _____

Q3 Year in Program _____

Q4 Academic Courses Completed This Year (include grade earned):

Q5 Practicum Completed This Year (note if non-applicable):

Q6 Enter dates **expected** for these program milestones.

- Choosing Master's Thesis Chair and Committee Members _____
- Completion of Master's Proposal Meeting _____
- Completion of Master's Defense Meeting _____
- Passed Preliminary Examination _____
- Deciding on dissertation topic _____
- Dissertation Proposal Defense _____
- Data Collection for Dissertation Complete _____
- Completion of Dissertation Defense Meeting _____

Q7 Enter dates **completed** for these program milestones this year (note: many will not apply for this year).

- Choosing Master's Thesis Chair and Committee Members _____
- Completion of Master's Proposal Meeting _____
- Completion of Master's Defense Meeting _____
- Passed Preliminary Examination _____
- Deciding on dissertation topic _____
- Dissertation Proposal Defense _____
- Data Collection for Dissertation Complete _____
- Completion of Dissertation Defense Meeting _____

Q8 If you are not on track for any of the above (proximal milestone(s)), please describe your plan/timeline for meeting milestones?

Q9 List any professional presentations/publications you have conducted or helped conduct.

Q10 If you have presented a professional scholarly product (e.g., research-informed clinical training, conference presentation), please describe.

If you have not yet met this goal, when do you anticipate doing so? Briefly describe plan to meet this goal.

Q11 Please **describe your graduate assistantship** and the professional development that you achieved in it this past year.

Q12 Assess your proficiency in the following area using the scale below:

1 = significant improvement needed

2 = developing competence, but need more direct experience

3 = developmentally appropriate competence (may need fine-tuning)

4 = high competence, maintain current level

N/O = no opportunity

	1 (1)	2 (2)	3 (3)	4 (4)	N/O (5)
Communicate clearly and accurately in written work (1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mastering APA style (2)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Able to adapt writing depending on audience/purpose (3)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Revising in response to feedback (4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Editing work independent/generalizing previous feedback (5)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sticking to a writing schedule (for thesis and dissertation) (6)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Q13

Assess your proficiency in the following areas using the scale below:

1 = significant improvement needed

2 = developing competence, but need more direct experience

3 = developmentally appropriate competence (may need fine-tuning)

4 = high competence, maintain current level

N/O = no opportunity

	1 (1)	2 (2)	3 (3)	4 (4)	N/O (5)
Appreciation of psychology of teaching/effective teaching methods (1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Designing an oral presentation or lecture (2)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comfort with oral presentation (3)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Grading student papers/providing constructive feedback (4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Verbal and written (e.g., email) communication with students (5)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Q14 Assess your proficiency in the following areas using the scale below:

1 = significant improvement needed

2 = developing competence, but need more direct experience

3 = developmentally appropriate competence (may need fine-tuning)

4 = high competence, maintain current level

N/O = no opportunity

Communicating effectively with others (1)						4 (4)	N/O (5)
Accepting and making use of constructive criticism (2)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Resolving conflicts with others (3)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sensitivity to diversity in classes, clinical work, department (4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Seeking help and guidance when needed (5)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Completing assignment/reports in a timely manner (6)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Attending to and balancing multiple responsibilities (7)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Awareness of ethics and ability to implement ethical standards (8)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Q15

Assess your proficiency in the following areas using the scale below:

1 = significant improvement needed

2 = developing competence, but need more direct experience

3 = developmentally appropriate competence (may need fine-tuning)

4 = high competence, maintain current level

N/O = no opportunity

1 (1)	2 (2)	3 (3)	4 (4)	N/O (5)
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1 (1)	2 (2)	3 (3)	4 (4)	N/O (5)

Q16 List your **total clinical contact hours**.

Therapy: (1) _____

Assessment: (2) _____

Q17 Please list all workshops, conferences, and didactic events that you have attended since your last self-evaluation.

Q18 What are your career goals?

Q19 What are your professional development goals for this next year?

Q20 Are there specific areas of knowledge or skills in your education/training that you feel would help you reach these professional development goals in the next year?

Of the areas that you wish to develop, which have been most challenging or given you unexpected difficulty?

Q21 What could the clinical faculty or psychology department change to make this professional program better?

Appendix E

Annual Feedback Form

APPALACHIAN STATE UNIVERSITY – CLINICAL PSYCHOLOGY DOCTORAL PROGRAM STUDENT EVALUATION FORM																											
Student Name:	Class (Year of entry):	Academic Year:																									
Program Mentor:	Practicum supervisors last Fall/Spring:																										
Evaluator Name:	GA/TA supervisors (if applicable):																										
Standing in Program: Good Warning On Probation	Time period covered for evaluation:																										
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"><input type="checkbox"/></td> <td style="width: 65%;">Master’s thesis proposed</td> <td style="width: 20%;">(Date: _____ ____)</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Master’s thesis defended</td> <td>(Date: _____ ____)</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Preliminary exam passed</td> <td>(Date: _____ _____)</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Scholarly product dissiminated</td> <td>(Date: _____ _____)</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Dissertation proposed</td> <td>(Date: _____ ____)</td> </tr> <tr> <td><input type="checkbox"/></td> <td>All coursework completed</td> <td>(Date: _____ ____)</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Internship placement</td> <td>(Date: _____ ____)</td> </tr> </table>	<input type="checkbox"/>	Master’s thesis proposed	(Date: _____ ____)	<input type="checkbox"/>	Master’s thesis defended	(Date: _____ ____)	<input type="checkbox"/>	Preliminary exam passed	(Date: _____ _____)	<input type="checkbox"/>	Scholarly product dissiminated	(Date: _____ _____)	<input type="checkbox"/>	Dissertation proposed	(Date: _____ ____)	<input type="checkbox"/>	All coursework completed	(Date: _____ ____)	<input type="checkbox"/>	Internship placement	(Date: _____ ____)	<table style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center; padding: 5px;">Flags and Quick Facts</th> </tr> <tr> <td style="width: 50%; padding: 5px; vertical-align: top;"> <input type="checkbox"/> Any grades of C or below <input type="checkbox"/> GPA below 3.0 </td> <td style="width: 50%; padding: 5px; vertical-align: top;"> <input type="checkbox"/> GPA for evaluation period <input type="checkbox"/> Cumulative GPA </td> </tr> </table>		Flags and Quick Facts		<input type="checkbox"/> Any grades of C or below <input type="checkbox"/> GPA below 3.0	<input type="checkbox"/> GPA for evaluation period <input type="checkbox"/> Cumulative GPA
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Flags and Quick Facts																											
<input type="checkbox"/> Any grades of C or below <input type="checkbox"/> GPA below 3.0	<input type="checkbox"/> GPA for evaluation period <input type="checkbox"/> Cumulative GPA																										

PROFESSIONALISM, ETHICS AND RELATIONAL COMPETENCIES	PERFORMANCE				
1. Professional Behavior: Demonstrates Integrity, Demonstrates Professional Conduct and Interpersonal Skills, Attends clinical brownbag and departmental colloquia, behavior and dress are appropriate, engagement in service to department or the field	1	2	3	4	5
<p> 1 = Insufficient participation in departmental activities, inappropriate professional behavior or dress 2 = active participant in departmental activities, appropriate professional behavior and dress 3 = active participant in departmental activities, appropriate professional behavior and dress, has presented at brownbag or done notable departmental service 4 = active participant in departmental activities, appropriate professional behavior and dress, has engaged in professional activity in the field such as being a student representative to a national group, reviewing conference abstracts, etc. 5 = active participant in departmental activities, appropriate professional behavior and dress, has obtained a leadership position in a national organization </p>					
<p>EXPECTATION: Rising 2nd years expected at 2, Rising 3rd years expected at 3, 4th years and beyond expected at 4</p>					
<p>COMMENTS:</p>					

2.	<p>Ethical Decision Making and Conduct: Responsible, reliable, and ethical in all aspects of training. Knowledgeable about ethical/legal standards and guidelines, and engages in ethical decision-making. Sensitive to and responsive to issues of diversity. Also includes preparation for and responsiveness to feedback from mentors.</p> <p>1 = Insufficient (e.g. ethical violations, other documented egregious unprofessional behavior) 2 = No egregious violations but some deficits in responsibility or accountability 3 = No deficits in professional behavior, responsible, reliable and accountable 4 = Demonstrates good ethical decision making, seeks consultation, clearly adopts professional values of psychology 5 = Nuanced and/or sophisticated independent ethical decision making, cultural/contextual considerations, displays professionalism across multiple contexts</p> <p>EXPECTATION: Rising 2nd years expected at 3, Rising 3rd years and above expected at 4</p>	1	2	3	4	5
3.	<p>Accountability and reliability, self-awareness and reflective practice, self-care</p> <p>1 = Unacceptable (e.g. several times unreliable or unaccountable, inadequate self-care resulting in incapacity), 2 = No egregious violations but some deficits in self-care, self-awareness, responsibility, or accountability 3 = No deficits in professional behavior, good self-care, responsible, reliable and accountable; 4 = In addition to good accountability, reliability and self-care, good self-awareness of own strengths and deficits, seeks consultation or supervision as needed 5 = Exceptional reliability and accountability. Strong sense of awareness and seeks consultation or supervision as needed</p> <p>EXPECTATION: Rising 2nd years expected at 3, Rising 3rd years and above expected at 4</p>	1	2	3	4	5

<p>4.</p> <p>Performance in funding role (i.e. graduate assistantship, teaching assistantship, research assistantship, instructor of record, funded practica experience).</p> <p>1 = Unacceptable (e.g. several times unreliable or unaccountable, makes significant errors or notable deficits in judgment), 2 = No egregious violations but some deficits in performance 3 = No deficits in performance noted, reliable and accountable, has completed all tasks as requested/assigned on time and acceptably. 4 = Notable performance in assistantship work, regularly goes above and beyond (or meets all expectations in a very demanding role) 5 = Exceptional commitment to assistantship work, goes well above and beyond, active commitment to TA Nation, has taken on a leadership role and actively helps other graduate students</p> <p>EXPECTATION: Rising 2nd years and beyond expected at 3</p>	1	2	3	4	5
<p>Qualitative Feedback (basis for ratings):</p>					
<p>Commendations:</p>					
<p>Recommendations:</p>					

CLASS PARTICIPATION AND PERFORMANCE		PERFORMANCE (Circle one)				
<p>1. Grades in classes during the evaluation period</p> <p>1 = C in 2 courses, or below a C in any course, 2 = A grade of C in any course, 3 = 3.0 – 3.49 GPA, 4 = 3.50 – 3.74 GPA, 5 = 3.75 or higher GPA</p> <p>EXPECTATION: expected at 3</p>	1	2	3	4	5	
<p>2. Class Participation</p> <p>1 = no class participation, 2 = minimal class participation, 3 = adequate class participation, 4 = good class participation; 5 = very strong class participation</p> <p>EXPECTATION: Rising 2nd year expected at 3, Rising 3rd year and beyond expected at 4 or above</p>	1	2	3	4	5	
<p>3. Writing Skills</p> <p>1 = Writing is a significant weakness and requires intervention 2 = Writing is a weakness and may require an intervention 3 = Writing is acceptable but requires significant revision 4 = Writing is good and requires minor editing 5 = Writing is a notable strength of the student, writes at a professional level</p> <p>EXPECTATION: Rising 2nd years expected at 3, Rising 3rd years and above expected at 4</p>	1	2	3	4	5	
<p>4. Attendance and unexcused absences, tardiness or needing to leave class or educational experiences early</p> <p>1 = Multiple unexcused absences 2 = 1-2 unexcused absences or tardiness/leaving early that affects learning 5 = No problems with unexcused absences, tardiness, or leaving early during the evaluation period</p> <p>EXPECTATION: expected at 5</p>	1	2			5	

Qualitative Feedback (basis for ratings):

Commendations:

Recommendations:

SCIENCE/RESEARCH	PERFORMANCE (Circle one)				
<p>1. General: Critical thinking, scientific foundation of psychology, data analysis</p> <p>1 = Insufficient 2 = grasps concepts, accumulating knowledge, basic data skills 3 = some independent idea generation, independent analysis/interpretation 4 = independent idea generation 5 = research productivity independent, mentoring is consultative.</p> <p>EXPECTATION: Rising 2nd years expected at 2, Rising 3rd years expected at 3, Rising 4th year and beyond expected at 4</p>	1	2	3	4	5
<p>2. Research Milestones</p> <p>1 = No milestones, 2 = thesis proposed, 3 = thesis defended, 4 = preliminary exam passed, 5 =dissertation proposed or on track for proposal</p> <p>EXPECTATION: Rising 2nd years expected at 1-2, Rising 3rd years expected at 2-3, Rising 4th year expected at 4, final year prior to internship expected at 5</p>	1	2	3	4	5

<p>3. Research Productivity: Conference activities (symposia, poster presentations)</p> <p>1 = no conference activity, 2 = conference attended, 3 = co-authored poster or talk, 4 = first author poster, 5 = oral presentation (as presenter) or symposium chaired</p> <p>EXPECTATION: Rising 2nd and 3rd year expected at 1-2, Rising 4th year expected at 3 or higher</p>	1	2	3	4	5
<p>4. Research Productivity: Publications or work on publications done during the evaluation period</p> <p>1 = no publication efforts 2 = collaborative work on publication preparation 3 = first author manuscript preparation OR collaborative co-author work submitted 4 = in addition to continued publication efforts, first author manuscript submission OR acceptance of a collaborate co-authored publication in the last year 5 = more than one paper accepted for publication in the last year</p> <p>EXPECTATION: No explicit expectations for publication (for descriptive purposes only) Suggestion: Rising 3rd and 4th years: 2 or higher</p>	1	2	3	4	5
<p>5. Additional research experiences (journal or grant review, grantsmanship)</p>	N	Y			
<p>Qualitative Feedback (basis for ratings):</p>					
<p>Commendations:</p>					
<p>Recommendations:</p>					

CLINICAL	PERFORMANCE (Circle one)				
<p>1. Assessment (measurement, psychometrics, administration, interpretation, reports)</p> <p>1 = Insufficient, 2 = Basic knowledge of assessment, 3 = adequate administration of tests, learns new test administration when appropriate, report writing adequate, 4 = some independence of battery selection, interpretation and diagnosis, 5 = sophisticated integration of interview and assessment results</p> <p>EXPECTATION: Rising 2nd years expected at 2, Rising 3rd years expected at 3, Rising 4th year and beyond expected at 4</p>	1	2	3	4	5
<p>2. Intervention (therapeutic alliance, case conceptualization, intervention planning and outcome tracking, quality of intervention implementation, breadth of intervention techniques)</p> <p>1 = Insufficient 2 = Strong interviewing skills, able to establish rapport with client 3 = Demonstration of basic therapy skills (achieve therapeutic alliance, able to administer therapeutic techniques with guidance, constructs treatment plan with assistance) 4 = Case conceptualization with minimal assistance, demonstration of independent thinking, demonstration of at least one treatment technique/manualized treatment 5 = Sophisticated and/or nuanced therapy technique, capacity for working with difficult cases, makes appropriate independent decisions, demonstration of breadth of intervention techniques</p> <p>EXPECTATION: Rising 2nd years expected at 2, Rising 3rd years expected at 3, Rising 4th year and beyond expected at 4</p>	1	2	3	4	5

<p>3. Supervision behaviors</p>	<p>1</p>	<p>2</p>	<p>3</p>	<p>4</p>	<p>5</p>
<p>1 = Insufficient use of supervision, fails to incorporate feedback, or does not follow through with instructions 2 = Makes good use of supervision and is growing as a clinician through incorporating feedback 3 = Is able to identify areas of potential growth and seek feedback or training, knows what is needed in supervision and actively seeks out information 4 = In addition to making strong use of supervision, is beginning to mentor junior students, providing appropriate feedback 5 = Serves as a competent mid-level supervisor to other students, provides valuable feedback in an appropriate manner</p> <p>EXPECTATION: Rising 2nd years expected at 2, Rising 3rd years expected at 3, Rising 4th years are expected at 4 or above</p>					
<p>Qualitative Feedback (basis for ratings):</p>					
<p>Commendations:</p>					
<p>Recommendations:</p>					

OVERALL PERFORMANCE AND PROGRESS IN PROGRAM	PERFORMANCE (Circle one)				
<p>1. Progress in program</p> <p>1 = Is on probation due to inadequate progress on milestone projects or performance in classes, or at risk of dismissal for any reason 2 = Significantly behind schedule on a milestone project or inadequate performance in one or more classes that is trending toward probation 3 = On pace with expected milestones as well as expected performance in class 4 = Ahead of expected schedule on milestone projects 5 = Significantly (more than 6 months) ahead of expected schedule on milestone projects or exceptional performance in training activities (one every 3-4 years)</p> <p>EXPECTATION: All students expected at 3.</p>	1	2	3	4	5
<p>2. Global assessment of performance</p> <p>1 = Performance during assessment period is seriously deficient in one or more areas. Immediate remediation is required 2 = Performance during the assessment period is below average given the student's year in program 3 = Student is performing as expected given the student's year in the program 4 = Student is performing 1-2 years above their year in program. The student is advanced compared to his/her peers and has done work that is well above average 5 = The student's work has been exemplary, with the student performing at a near faculty level both in quantity and quality of research in addition to meeting or exceeding all other program expectations</p> <p>EXPECTATION: All students expected at 3.</p>	1	2	3	4	5
<p>Qualitative Feedback (basis for ratings):</p>					

Commendations:
Recommendations:

TEACHING		PARTICIPATE D (Circle one)		QUALITATIVE FEEDBACK, COMMENDATIONS & RECOMMENDATIONS:
Expectations: None (all optional)				
1.	Teaching (instructor)	N	Y	
2.	TA	N	Y	
3.	Teaching support (guest lecture, etc.)	N	Y	
4.	Peer supervision	N	Y	
5.	Research mentorship	N	Y	

ADDITIONAL DOMAINS OF COMPETENCE		PARTICIPATE D (Circle one)		QUALITATIVE FEEDBACK, COMMENDATIONS & RECOMMENDATIONS:
Expectations: All students should have "S" in Didactics; all other domains optional				
1.	Awards/Other Acknowledgments	N	Y	
2.	Consultation	N	Y	
3.	Administration/Service	N	Y	
4.	Advocacy	N	Y	

GOALS AND RECOMMENDATIONS FOR NEXT YEAR (or semester if student is in year 1)

FACULTY APPROVAL FOR CONTINUATION IN THE PROGRAM? YES REMEDIATION PROBATIONARY*
 NO*

Evaluator: _____ **Date of feedback** _____ **Student⁺:** _____
 _____ **Date** _____

* Probationary status requires explicit conditions of probation (e.g., tasks, length). A “No” vote ends the current discussion and initiates the call for a formal dismissal hearing.

+ Student signature on this document indicates the evaluation has been received and feedback given and does not necessarily indicate agreement with the evaluation. Students may request to have a letter of response appended to the end of this evaluation should there be a disagreement with the evaluation.

Comments on/about feedback meeting:

Appendix F: Relevant Resources for Logging Clinical Hours

All students will be required to purchase a Time2Track or similar shareable online program account for the purpose of logging and verifying practicum and other clinical training hours. See time2track.org for additional details. Cost is approximately \$50/year (subject to minor variance given external vendor).

APPIC Practicum Documentation

At the end of each semester of practicum, you will submit your completed log and a summary form. You should use your Time2Track account (<https://support.time2track.com/article/217-appic-activity-types>) or other account to do this although you may want to supplement with an excel sheet. Your site and University supervisors should sign and date both. You will keep the log with your records and the summary form will go into your departmental file with the completed practicum contract and evaluation forms. The following is a list of specific practicum information required by APPIC when applying for internship. It is recommended that you use these guidelines when completing your log, *especially if you have any plans of pursuing doctoral-level training*. Please refer to the APPIC website (<http://www.appic.org/>) for more detailed and current requirements.

Assessment

Document direct assessment hours, which includes test administration and feedback sessions, under one of the categories below. Time spent for preparation, scoring, interpretation, and report writing is not included here. Keep a current list of all tests administered, how many of each, and whether you wrote a corresponding report. 1. Psychodiagnostic test administration (e.g., IQ, achievement, objective measures, personality tests); 2. Neuropsychological assessment

Intervention

Report number of hours in direct service to clients according to the categories listed below. You will need to know the number of different individuals or groups that you served; for example, if you provided individual counseling to one student and also conducted three different social skills groups, you would have 1 individual and 3 groups. 1. School counseling interventions (includes consultation, direct intervention, and other - specify) 2. Group therapy 3. Individual therapy 4. Career counseling 5. Family therapy 6. Couples therapy 7. Other - describe (medical/health, substance abuse, intake/structured interview, milieu therapy)

Other Psychological Experience

1. Supervision of other students performing assessment or intervention; 2. Program development/outreach programming; 3. Systems intervention or organizational development; 4. Other - specify

Support Activities

Record number of hours of indirect service, which includes: chart/record review, test scoring, writing reports or progress notes, planning interventions, consulting with others about cases (client is not present), video/audiotape review, didactic instruction (e.g., grand rounds, seminar). These hours do not need to be categorized, but you may want to be specific in your log in case the information is requested at a later date.

Supervision

Three categories of supervision are identified. Supervision is differentiated by a focus on specific cases, with the intent of overseeing those cases. 1. Regularly scheduled, individual, face-to-face supervision 2. Group supervision (seminar time spent in case discussion) 3. Peer supervision

Client and Setting Characteristics

In addition to logging number of hours engaged in assessment/intervention, support, and supervision activities, you need to keep a record of the following. 1. age of client 2. gender (male/female/transgendered) 3. race/ethnicity 4. disability/diagnosis (physical/orthopedic, vision, hearing, learning/cognitive, developmental disability, serious mental illness which includes severe developmental disability, other – specify); may include more than 1 designation 5. setting (schools, inpatient hospital, outpatient medical/psychiatric clinic, community mental health center, University counseling center, child guidance clinic, departmental clinic, forensic/justice setting, military, other – specify

Additional Notes on APPIC Requirements

1. A practicum hour is actual time, not semester hour; a 45-50 minute session can be counted as a full hour. 2. Practicum hours are mutually exclusive – you may not count an activity under more than one category (assessment/intervention, support, or supervision). 3. Practicum is defined as formal training sanctioned by the University program for which you receive academic credit and supervision. 4. Other clinical or professional experience may be documented in a manner similar to but separate from practicum hours. 5. In listing specific tests administered, you may combine numbers from practicum, work, and research experiences (but not practice administrations). 6. In addition to number of reports written for specific tests administered, APPIC asks for the number of integrated reports written, which includes: history, interview, and at least two tests administered. 7. Teaching experiences also may be documented.

Practicum Summary Form

The summary should include: 1. Your name, semester/year, site, site supervisor's name, and University supervisor's name 2. Site description: a narrative describing the location and type of setting, characteristics (age, disability, etc.) of the clients you served, and kinds of training experiences (e.g., assessments instruments used and types of interventions). 3. A list of direct contact (assessment/intervention), indirect contact (support), supervision, and total practicum hours

Practicum Summary Form

Student Name:
 Semester/Year:
 Site:
 Site Supervisor Name:
 University Supervisor Name:

Site Description: (include location, type of setting, characteristics of clients, and types of training experiences)

Summary of practicum hours:

Direct contact (assessment/intervention) = _____
 Indirect contact (support) = _____ Supervision= _____ Individual = _____ Group = _____ Total Hours = _____

Student Signature

Date

Site Supervisor Signature

Date

University Supervisor Signature

Date