



**Graduate Student Program Handbook
PhD in Psychology, Specialization in School Psychology**

2018–2019 Academic Year

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Preface

The Handbook is an essential resource to guide students and their Major Professors through graduate studies in the program designated for a PhD in Psychology with a specialization in School Psychology, which is referred to hereafter as the “School Psychology PhD Program” or “Program.” It is student’s responsibility to be aware of the requirements and policies that are contained within the Handbook. If students have questions about Program requirements, parameters, or policies, they should first consult the Handbook. If questions remain unresolved, the next steps are to consult (1) the Major Professor and (2) the Program Director (in that order).

Some important things to know about the Handbook:

- The Handbook contains information about Program, Department, and Graduate School requirements that is typically dispersed across multiple locations. The Program Faculty may have missed some information in developing the Handbook, and there may be Program, Department, or Graduate School changes over the course of the next academic year. The Program and Department will provide notifications to students about any important changes to requirements, parameters, and policies. However, it is ultimately the student's responsibility to stay informed about current rules, regulations, financial aid opportunities, deadlines and procedures, program requirements, and so forth. The Handbook should be considered a supplement to the Graduate Catalog and other relevant University policies and procedures, not a replacement.
- It is each student’s responsibility to maintain her/his own file with copies of important materials related to her/his graduate training. When submitting forms to the Graduate School, students should be sure to keep copies for their personal records.
- The Program Faculty collect and value student and supervisor feedback, and carefully consider this feedback when making changes and improvements to the Program. This means that while the rules and guidelines in the Handbook are designed to establish clear and consistent policies within the Program, these rules, regulations, requirements, and policies may change during your enrollment and these changes may apply to you.
- The Handbook is intended to function as a general guide for both students and their Major Professors. That said, unanticipated or unique circumstances may sometimes arise that are not covered in the Handbook. These situations should be resolved by mutual consultation between the student, her/his Major Professor, the Program Director, and, potentially, the full Program Faculty.

- If students have any suggestions about additional information that could be added to the Handbook or notice anything that needs to be updated, they are encouraged to communicate this information to the Program Director.

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Diversity Values Statement

Respect for diversity and for values different from one's own is a core value of the School Psychology PhD Program. The Program's value for diversity is consistent with the values of the profession of school psychology, as outlined by the National Association of School Psychologists' Principles for Professional Ethics (2010) and the American Psychological Association's Ethical Principles of Psychologists and Code of Conduct (2017).

Program Faculty recognize that no individual is completely free from all forms of bias and prejudice, and they expect that the training community will evidence a range of attitudes, beliefs, and behaviors. While in the program, students will be expected to engage in self-reflection and introspection regarding their attitudes, beliefs, opinions, feelings, and personal history. Students will also be expected to examine and attempt to resolve any of the above, especially if they have a negative impact on their ability to perform the functions of a school psychologist and/or school-psychologist-in-training. This includes, but is not limited to, providing effective services to or with others who have culturally-different values, beliefs, behaviors, or lifestyles compared to one's own.

Evidence of bias, stereotyped thinking, and/or prejudicial beliefs and behavior will not go unchallenged, even when such behavior is rationalized as being a function of ignorance, joking, cultural differences, or substance abuse. When these actions result in physical or psychological abuse, harassment, intimidation, substandard psychological services or research, or violence against persons or property, members of the training community will intervene in a manner that is consistent with relevant Program, Department, and University policies.

The Program strives to provide a supportive yet rigorous training environment, where persons from all backgrounds feel both welcome and challenged to grow. If students have concerns regarding Program policies or culture as it relates to respect for diversity, they are encouraged to voice these concerns via the Program policy for expressing complaints and grievances (see the Program Policies section, below, for a description of this process).

USU's Access and Diversity Center provides resources to students and faculty who are (1) seeking support related to personal diversity concerns and/or (2) are interested in learning about and supporting others with diversity concerns on campus. The overarching mission of the Access and Diversity Center is to create an affirming and supportive environment for LGBTQA+, Multicultural, and Nontraditional students. To learn more about the services and programming offered by this Center, visit the physical location in #315 Taggart Student Center or the website at <https://accesscenter.usu.edu/>.

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Program Context

Following is a brief overview of the context within which the Program is situated, as it relates to institutional, professional, approval, and credentialing considerations.

Institutional Context

The School Psychology PhD Program is housed in the Department of Psychology in the Emma Eccles Jones College of Education and Human Services at Utah State University. The Psychology Department maintains vigorous programs of faculty and student research and provides substantial service to the community, state, and profession. The Department also offers an educational specialist degree (EdS) in School Psychology and doctoral degrees (PhD) in Psychology with specializations in several other areas: Combined Clinical / Counseling Psychology, Behavior Analysis, Brain & Cognition, Quantitative Psychology, and Sociobehavioral Epidemiology. Additionally, the Department offers an undergraduate major (BS) in Psychology and a distance-learning master's degree (MEd) in Professional School Counseling. The Program Faculty and students are involved in each aspect of the Department's, College's, and University's missions and therefore strive for excellence in research, teaching, and service. For more information on the institutional context, please see the following websites:

- USU Psychology Department: <http://psychology.usu.edu>
- USU College of Education & Human Services: <http://cehs.usu.edu>
- Utah State University: <http://usu.edu>

Professional Context

School Psychologists work in schools and related settings to support the behavioral/mental health and educational success of youth and their caregivers. School psychologists take a scientific problem-solving approach toward their profession and have broad competencies in science-based assessment, intervention, and consultation. Professional preparation for a career in school psychology is accomplished at both the educational specialist level (EdS) and the doctoral level (PhD or PsyD). Specialist-level training prepares school psychologists to function primarily as practitioners in schools or other educational settings. Doctoral-level training builds on specialist-level training by preparing school psychologists with strong scientific research skills and additional competencies related to the broader practice of psychology outside of schools. Doctoral-level school psychologists are capable of being employed as practitioners in a variety of settings (e.g., schools, clinics, hospitals, private practice) or as faculty at universities

and research institutes. The job outlook for school psychologists practicing in the schools is currently very favorable in most regions of the U.S., whereas the job outlook for school psychology faculty in academia is relatively favorable (compared to faculty positions in other fields of psychology). For more information on the professional context, please see the websites for school psychology's two professional parent organizations:

- National Association of School Psychologists: <https://www.nasponline.org>
- American Psychological Association, Division 16: <https://apadivision16.org>

Approval Context

The Program's first cohort of graduate students matriculated in the 2018–2019 academic year. Prior to becoming an independent doctoral program, training for school psychology occurred at the doctoral-level at USU within the context of the Combined Clinical/Counseling/School PhD Program, which is now the Combined Clinical/Counseling PhD Program. USU has sponsored the School Psychology EdS Program for many years, which has been administered alongside the Combined PhD Program. Although the Combined Program has been continuously accredited by the American Psychological Association (APA) since 1974 and the EdS Program has been continuously approved by the National Association of School Psychologists (NASP) since 1995, the School Psychology PhD Program is currently neither APA-accredited nor NASP-approved. This is because the accreditation and approval processes are multiple-year efforts, which cannot begin until the first cohort of graduate students has matriculated. That said, the School Psychology PhD Program will be actively pursuing both APA-accreditation and NASP-approval beginning this academic year (2018-2019). More information regarding these processes can be found on APA's and NASP's respective websites:

- APA's Office of Program Consultation and Accreditation:
<http://www.apa.org/ed/accreditation>
- NASP's Graduate Program Approval and Accreditation:
<https://www.nasponline.org/standards-and-certification/graduate-program-approval-and-accreditation>

Credentialing Context

Completion of the School Psychology PhD Program will satisfy requirements for school psychology educator licensure/certification in Utah and most other states. Completion of the Program will also satisfy requirements for credentialing as a Nationally Certified School

Psychologist (NCSP), which facilitates the licensure/certification process for school psychologists in most states. Completion of the Program will also make one eligible for licensure as a psychologist in Utah (and most other states) as well as credentialing at the national-level as a Health Service Provider in Psychology (HSPP). Given credentialing and licensing requirements can vary across states, students are encouraged to familiarize themselves with the local requirements for the states they are interested in working in post-graduation. Further information regarding these various credentialing and licensing requirements can be found via the following websites:

- Utah State Board of Education school psychology licensure requirements:
<https://www.nasponline.org/standards-and-certification/state-school-psychology-credentialing-requirements/states/utah>
- NASP's NCSP credentialing:
<https://www.nasponline.org/standards-and-certification/national-certification>
- NASP's listing of state-specific credentialing requirements:
<https://www.nasponline.org/standards-and-certification/state-school-psychology-credentialing-requirements>
- Utah Psychology Board licensing: <https://dopl.utah.gov/psych/>
- National Register of Health Service Psychologists credentialing:
<https://www.nationalregister.org/apply/credentialing-requirements/>
- The Association of State and Provincial Psychology Boards:
<https://www.asppb.net/default.aspx>

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Faculty

The Program is administered by core, adjunct, and affiliated faculty. Core faculty serve as students' Major Professors, teach courses, provide supervision for practicum, and are primarily responsible for developing and enforcing Program policies and parameters. Adjunct and affiliated faculty teach courses and provide practicum supervision, but do not serve as Major Professors nor do they have primary responsibility for Program functioning. Following are the names, contact information, and brief bios for Program Faculty.

Core Faculty

Tyler L. Renshaw, PhD

tyler.renshaw@usu.edu

Dr. Renshaw is the Program Director, an Assistant Professor, and a member of the core Program faculty. He holds a doctoral degree in Counseling, Clinical, & School Psychology (2011) from the University of California, Santa Barbara. His expertise and research interests are in the areas of school-based behavioral/mental health screening and mindfulness.

Gretchen Gimpel Peacock, PhD

gretchen.peacock@usu.edu

Dr. Peacock is a Professor and a member of the core Program faculty. She holds a doctoral degree in School Psychology (1995) from the University of South Carolina. Her expertise and research interests are in the areas of parent training and behavioral interventions.

Maryellen McClain Verdoes, PhD

maryellen.mcclainverdoes@usu.edu

Dr. McClain Verdoes is an Assistant Professor and a member of the core Program faculty. She holds a doctoral degree in School Psychology (2015) from Indiana University. Her expertise and research interests are in the areas of neurodevelopmental disabilities, school-based psychological and psychoeducational assessment, culturally and linguistically diverse students, and training issues in school psychology.

Gregory L. Callan, PhD

greg.callan@usu.edu

Dr. Callan is an Assistant Professor and a member of the core Program faculty. He holds a doctoral degree in School Psychology (2014) from the University of Wisconsin, Milwaukee. His expertise and research interests are in the areas of self-regulated learning and school-based interventions.

Further information regarding the core faculty's training background and expertise can be found on the Psychology Department's website containing faculty bios and links to curriculum vitae: <http://psychology.usu.edu/people/department-faculty/>

Adjunct Faculty

Marietta A. Veeder, PhD
marietta.veeder@usu.edu

Dr. Veeder is an adjunct instructor and practicum supervisor for the Program. She holds a doctoral degree in Clinical, Counseling, & School Psychology (2007) from Utah State University. She is currently a full-time practicing School Psychologist in the Box Elder School District in Utah.

Megan A. Heyborne, PhD
maheyborne@gmail.com

Dr. Heyborne is an adjunct instructor and practicum supervisor for the Program. She holds a doctoral degree in School Psychology (2015) from Indiana University. She is currently a full-time practicing School Psychologist in the Granite School District in Utah.

Further information regarding the adjunct faculty's training background and expertise can be obtained by contacting them directly via the email addresses provided above.

Affiliated Faculty

In addition to the core and adjunct faculty listed above, various affiliated faculty play key roles in supporting the success of the Program, by teaching required courses, serving on graduate student committees, and providing supervision for practicum experiences. Many of the affiliated faculty have positions as core faculty in other programs sponsored by the Department of Psychology at USU. Other affiliated faculty have full-time positions as psychologists working in schools, clinics, or other settings within the local community. The constellation and functions of affiliated faculty shift on a semester-by-semester basis. For further information regarding affiliated faculty currently supporting the Program, contact the Program Director via email.

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Admissions

The Program admits new graduate students on a yearly basis. Following are key policies and parameters governing Program admissions. Questions regarding the admissions requirements or process should be addressed directly to the Program Director.

Non-Discrimination

The Program Faculty encourage applications from individuals with diverse backgrounds. The Faculty strive to ensure that the review process does not discriminate on the basis of race, ethnicity, gender identity, sexual orientation, religion, national origin, or disability. Applicants with disabilities must be able to complete the Program requirements and related professional functions.

Basic Criteria

The Program's admissions requirements align with the general admissions requirements for USU's Graduate School. Specifically, prospective students are expected to meet the following basic criteria:

- Hold a bachelor's degree
- Have a substantial background in psychology
- Have at least a 3.0 GPA (overall) for the last 60 semester or 90 quarter credits
- Score at or above the 40th percentile on all sections of the GRE
- Provide three letters of recommendation

Exceptions are sometimes made for applicants who do not meet one of the above criteria. All prospective students interested in applying to the Program are encouraged to do so, even if they do not meet one of the above requirements.

Additional Factors

In addition to the Graduate School's basic requirements, the Program Faculty also consider the following factors in admissions decisions:

- Well-articulated research interests and career goals
- Goodness-of-fit of research interests with faculty's interests

- Prior research experience (e.g., lab work, scholarly writing, presenting)
- Prior applied or clinical experience (e.g., teaching, counseling, assessing)
- Prior graduate training (in school psychology or related fields)
- Effective communication and other interpersonal skills
- Underrepresented and diverse cultural backgrounds

Prerequisite Courses

There are no standard prerequisite courses, yet prospective students are generally expected to have prior coursework (or equivalent experience) in (1) general psychology, (2) research methods in the behavioral sciences, and (3) statistics and data analysis. Students admitted into the Program without a substantial background in one or more of these foundational areas may be required to take additional coursework at their own expense.

Admissions Process

Applications to the Program are due by December 1 of each year. The Program Faculty review applications in December–January and invite promising candidates to attend an on-campus interview day in February (exact date TBD). The interview experience provides prospective students the opportunity to meet with all available Program Faculty and many current graduate students. The faculty typically convene to make admissions decisions within two weeks following interview day. Admissions decisions are based solely on the Graduate School criteria and Program factors outlined above.

Admissions offers are extended by individual faculty who are interested in serving as a student's Major Professor. Given the intensive nature of a Major Professor's responsibilities to a student, faculty are highly selective regarding the applicants they choose to admit. The number of new students admitted by a given faculty range from 0–2 per year. That said, it is typical that many well-qualified applicants will not ultimately receive admissions offers.

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Model & Philosophy

The School Psychology PhD Program's model and philosophy provides the structural and conceptual foundation from which the Program's training aims and competencies are derived. Following is a description of both the model and philosophy.

Program Model

The Program provides broad and general training in scientific psychology as well as in the foundations of health service psychology in the practice area of school psychology. The Program is selective, intensive, and collegial by design. Graduate students are admitted to work with a particular Major Professor, who functions as the student's primary advisor and mentor. Program Faculty have a strong interest in preparing students who are capable of advancing the field as researchers and/or practitioners who are effective consumers and/or producers of research.. Program content and experiences are structured to align with APA's Standards of Accreditation for Health Service Psychology (2015) and NASP's Standards for Graduate Preparation of School Psychologists (2010). Graduates of the Program will be prepared to pursue careers as researchers, trainers, or practitioners in school psychology or related fields.

Program Philosophy

The Program is grounded in four core values that, when operationalized and taken together, constitute the program philosophy:

1. Science-based practice
2. Ethically-informed practice
3. Legally-compliant practice
4. Culturally-competent practice

Science-Based Practice

School psychology is a subfield of applied psychology that is derived from the scientific foundations of the broader disciplines of psychology and education. The overarching structure of the program adheres to a scientist-practitioner training model. Thus, the program aspires to train graduates with the necessary competencies for:

- Understanding and critically consuming the scientific literature that guides the practice of school psychology
- Effectively applying the science-based theories, principles, and techniques that comprise contemporary “best-practice” in school psychology
- Transmitting and ensuring quality-control of science-based practice by training, collaborating with, and supervising other school psychologists and educational professionals

Ethically-Informed Practice

School psychologists use science-based practice for the sole purpose of bettering the lives of the youth, caregivers, schools, and communities they serve. The practice of school psychology is therefore an ethical endeavor. Thus, the program aspires to train graduates with the necessary competencies for:

- Understanding and applying ethical principles and guidelines that inform the regular conduct of scientific research and practice of school psychology
- Identifying and effectively resolving “ethical dilemmas” encountered in the regular conduct of the practice of school psychology
- Transmitting and regulating ethically-informed practice by training, collaborating with, and supervising other school psychologists and educational professionals

Legally-Compliant Practice

The practice of school psychology is governed by various legal parameters, including federal and state statutes, regulations, and common law. Although the law sometimes accords with science-based and ethically-informed practice, it is not intended to function as a comprehensive guide for best-practice or ethical behavior. Thus, the program aspires to train graduates with the necessary competencies for:

- Understanding and acting in compliance with the laws that govern the practice of school psychology
- Identifying and effectively resolving conflicts among legal, ethical, and scientific concerns related to the practice of school psychology
- Transmitting and regulating legally-compliant practice by training, collaborating with, and supervising other school psychologists and educational professionals

Culturally-Competent Practice

School psychologists strive to provide top-notch services to all youth, caregivers, schools, and communities they serve. Excellence in service delivery requires that practitioners are capable of working effectively with people from varying cultures, including (but not limited to) ethnic, economic, gender, sexual orientation, disability, and religious backgrounds. Thus, the program aspires to train graduates with the necessary competencies for:

- Understanding one's own cultural heritage and how it affects interactions within clients in the practice of school psychology
- Understanding clients' cultural heritage and how to design and implement culturally-competent practices in school psychology
- Identifying and effectively resolving conflicts among one's own cultural heritage and clients' cultural heritage
- Transmitting and regulating culturally-competent practice by training, collaborating with, and supervising other school psychologists and educational professionals

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Training Aims & Competencies

The overarching aims of the Program are to train competent graduates who contribute to the profession of school psychology by:

1. Conducting sound scientific research that informs and improves practice
2. Engaging in psychological service delivery that is squarely grounded in scientific theories, principles, and techniques
3. Ensuring that science-based practice is also systemically-appropriate, ethically-informed, legally-compliant, and culturally-competent “best practice”
4. Transmitting and regulating science-based “best practice” by communicating and collaborating with supervisors, caregivers, other professionals, and trainees who serve youth in schools and related settings

Following are the training competencies associated with each of these aims.

Aim 1. Program graduates conduct sound scientific research related to practice

Aim 1: Competency A

Program graduates will be competent in reviewing and synthesizing the relevant literature within an area of scientific inquiry to build a case for meaningful research problems, questions, and hypotheses.

Aim 1: Competency B

Program graduates will be competent in designing and implementing research studies using a variety of methodologies to address meaningful research problems, questions, and hypotheses.

Aim 1: Competency C

Program graduates will be competent in selecting and applying various data analysis techniques that align with particular research designs.

Aim 1: Competency D

Program graduates will be competent in Interpreting and discussing results from data analysis within the context of the present study and the broader, relevant scientific literature.

Aim 1: Competency E

Program graduates will be competent in communicating and presenting scientific research in accord with expectations for professional writing and speaking.

Aim 2. Program graduates provide science-based psychological services

Aim 2: Competency A

Program graduates will be competent in selecting and applying relevant science-based theories and principles for guiding practice in the areas of assessment, intervention, and consultation.

Aim 2: Competency B

Program graduates will be competent in selecting and using science-based assessment techniques for guiding problem identification, diagnosis/classification, intervention planning, outcome monitoring/evaluation, and implementation integrity.

Aim 2: Competency C

Program graduates will be competent in selecting and using science-based intervention techniques for producing desirable behavior change in youth with a variety of presenting problems.

Aim 2: Competency D

Program graduates will be competent in selecting and using science-based consultation techniques for producing desirable behavior change in caregivers and other professionals intervening with youth with a variety of presenting problems.

Aim 3. Program graduates ensure science-based practice is also “best practice”

Aim 3: Competency A

Program graduates will be competent in applying a problem-solving model to optimize the effectiveness of science-based practice and troubleshoot challenges that arise during regular practice.

Aim 2: Competency B

Program graduates will be competent in applying a multitiered service delivery framework to ensure science-based practices are delivered efficiently in schools systems and related settings.

Aim 3: Competency C

Program graduates will be competent in applying ethical principles and guidelines to inform science-based practice in the areas of assessment, intervention, and consultation.

Aim 3: Competency D

Program graduates will be competent in complying with the legal requirements that govern science-based practice in the areas of assessment, intervention, and consultation.

Aim 3: Competency E

Program graduates will be competent in identifying and resolving concerns that arise from conflicts between ethical mandates and legal requirements in practice.

Aim 3: Competency F

Program graduates will be competent in applying cultural awareness, knowledge, and skills that inform science-based practices in the areas of assessment, intervention, and consultation.

Aim 3: Competency G

Program graduates will be competent in identifying and resolving concerns that arise from conflicts between cultural considerations and legal or ethical mandates.

Aim 4. Program graduates transmit and regulate science-based “best practice”

Aim 4: Competency A

Program graduates will be competent in communicating in writing with supervisors, caregivers, other professionals, and trainees when producing reports and summaries of their work.

Aim 4: Competency B

Program graduates will be competent in communicating in-person (orally) with supervisors, caregivers, other professionals, and trainees when presenting and discussing their work.

Aim 4: Competency C

Program graduates will be competent in responding effectively to supervision and obtaining professional development to improve their effectiveness as practitioners.

Aim 4: Competency D

Program graduates will be competent in collaborating with caregivers, multidisciplinary teams, and other professionals who serve youth in schools and related settings.

Aim 4: Competency E

Program graduates will be competent in providing training and supervision to trainees and professionals who serve youth in schools and related settings.

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Major Professors

Students are admitted into the Program to work with a specific Major Professor. When extending an admissions offer, the Major Professor is committing to serve as the student's primary advisor and mentor throughout his/her tenure in the Program. Following are key policies and parameters related to Major Professors' relationships with students.

Basic Responsibilities of Major Professors

Major Professor's basic responsibilities to students are as follows:

- Provide an ongoing research lab experience that encultuates students into an area of scientific psychology related to school psychology (or arrange for this experience to occur in another faculty's lab)
- Serve as the chairperson for the student's Graduate Supervisory Committee
- Advise the student regarding their program of study for the master's degree
- Mentor the student through the master's thesis process
- Advise the student regarding their program of study for the doctoral degree
- Mentor the student through the doctoral dissertation process
- Serve as the chairperson for the student's Comprehensive Exam Committee
- Advise the student in identifying and selecting appropriate projects
- Mentor the student through the completion of each project
- Provide advice regarding appropriate practicum placements and extracurricular activities in relation to the student's internship and career goals
- Provide advice regarding appropriate predoctoral internship placements in relation to the student's career goals
- Provide advice regarding career trajectories in school psychology and related fields
- Function as the "first stop" among the Program faculty for resolving student concerns regarding Program policies, scheduling conflicts, personal or interpersonal problems, coursework troubles, etc.

Major Professors' Liability for Student Progress

Major Professors are not ultimately liable in the event that students fail to meet the criteria and/or deadlines related to Program requirements. This is fundamentally the student's responsibility, and no one else's. Students should therefore take initiative to seek their Major Professors' advisement and feedback to ensure they make adequate progress in the Program.

Communicating with Major Professors

Following are key guidelines for students' to consider when communicating with Major Professors:

- Major Professors strive to respond to student's communications within 48 hours
- Emergencies should be communicated to Major Professors as soon as possible
- Major Professors should be given at least 2 weeks to review and provide feedback on student's major project drafts (e.g., thesis/dissertation proposals)
- Major Professors may be less available during summer months, depending on their employment situation and personal preferences

If students have difficulty communicating effectively with their Major Professor, they should first seek to resolve this concern by discussing the issue directly with the professor. If this issue remains unresolved, students should bring their concern to the Program Director.

Changing Major Professor Assignments

It is expected that initial Major Professor assignments will persist throughout a student's tenure in the Program. However, extenuating circumstances, disagreements, or changes in professional interests (by either party) may result in the need to change Major Professor assignments. Such changes can be initiated by the student or Major Professor without repercussions. Once the original advising relationship is terminated, it is the student's responsibility to secure a new Major Professor from the Program Faculty. New Major Professor assignments cannot be compelled and must be agreeable to all parties. If the student is unsuccessful in securing a new Major Professor within 6 months of terminating the original advising relationship, the student may be recommended for dismissal from the Program.

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Graduate Supervisory Committees

The Graduate Supervisory Committee (GSC) consists of a small group of faculty, chaired by the Major Professor, who provide advisement and evaluation of students in the following:

- Establishing a program of study for the master's degree
- Supervising and approving the master's thesis project
- Establishing a program of study for the doctoral degree
- Supervising and approving the doctoral dissertation project

Following are key policies and parameters related to GSCs.

Constellation of GSCs

Students should consult with their Major Professor regarding the optimal composition of faculty for their GSC, yet invitations to serve on the GSC should be extended by the student. Primary considerations for selecting GSC members are (1) expertise in substantive content areas and (2) the potential for specialized assistance with research design and data analysis. Primary responsibility for the development of thesis and dissertation projects rests with the student and Major Professor, yet members of the GSC should be consulted on parts of the project that involve their expertise. Student should keep their Major Professor apprised of all communications with GSC members and should only schedule oral defenses with the GSC after receiving the Major Professor's approval to do so.

GSC for Master's Degree

- Must consist of 3 total faculty (including the Major Professor)
- 1 GSC member must be from outside the School Psychology specialization
- Only 1 member can be adjunct faculty
- Must complete the "Supervisory Committee Approval" form by Spring of Year 1
- GSC is the same for approving the program of study and supervising the thesis
- All forms relevant to the master's GSC can be found at the following Graduate School website: <https://rgs.usu.edu/graduateschool/forms/>

GSC for Doctoral Degree

- Must consist of 5 total faculty (including the Major Professor)

- 2 GSC members must be from the Psychology Department
- 1 GSC member must be from an outside department
- Only 1 member can be adjunct faculty
- Must complete the “Supervisory Committee Approval” form by Fall of Year 2
- GSC is the same for approving the program of study and supervising the dissertation
- All forms relevant to the doctoral GSC can be found at the following Graduate School website: <https://rgs.usu.edu/graduateschool/forms/>

Publication of Dissertation Material

When undertaking a multiple-paper Dissertation, students sometimes submit papers for publication prior to the Dissertation proposal and/or defense. In this situation, the Graduate School strongly recommends that students give members of the GSC an opportunity to review and comment on material destined for the dissertation prior to submitting for publication. It is in students' best interest to obtain input from committee members because (1) faculty input is likely to increase the quality of the paper and (2) in the event that only a limited copyright release is obtained, the majority of the committee's concerns are likely to have been addressed. The copyright for published material is often held by the publisher rather than by the author. Therefore, it is critical that students either retain the copyright for this material or they obtain permission from the publisher to reprint and/or modify the copyrighted material in their thesis or dissertation. Permission Request form letters are available within the USU Publication Guide for Graduate Students, which is available here:

<http://rgs.usu.edu/graduateschool/forms>. Students submitting papers for publication that are derived from the Dissertation after successfully completing this milestone do not have the same imperative to seek the committee's feedback.

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Coursework

The School Psychology PhD Program provides a coherent and comprehensive curriculum to achieve the program's training aims and competencies. A major component of the curriculum is coursework that ensures students acquire and demonstrate competency in all of the major training domains outlined by APA and NASP for the practice of school psychology. Following are key policies and parameters related to Program coursework.

Ideal Coursework Sequence

Following is the ideal sequence for completing Program coursework. It is recommended that students adhere to this coursework sequence as closely as possible. However, the sequence may be adjusted for students entering the program with substantive prior graduate-level coursework in psychology, if they receive transfer credit or coursework waivers (see below). Deviations from or changes to this sequence should only be made after consulting with and gaining the approval of (1) the Major Professor and (2) the Program Director (in that order).

Year / Semester	Coursework	Credit	Total
Y1 / Fall	PSY 6570: Introduction to Ed & Psych Research	3	
	PSY 6310: Intellectual Assessment	3	
	PSY 6450: Introduction to School Psychology	3	9
Y1 / Spring	PSY 6410: Psychoeducational Assessment	3	
	PSY 6440: Legal & Ethical Issues in Schools	3	
	PSY 6150: Evidence-Based Practice: Child	2	
	PSY 6600: Research Design & Analysis I	3	11
Y1 / Summer	PSY 7610: Research Design & Analysis II	3	3
Y2 / Fall	PSY 6380: Practicum in School Psychology	3	
	PSY 6810: Behavioral/MH Assessment in Schools	3	
	PSY 7270: Lifespan Psychopathology	3	
	PSY 6970: Thesis	3	12

Y2 / Spring	PSY 6380: Practicum in School Psychology	3	
	PSY 6810: Behavioral/MH Intervention in Schools	3	
	PSY 6290: Diversity Issues in Tx & Assessment	3	
	PSY 6970: Thesis	3	12
Y2 / Summer	PSY 6100: History & Systems of Psychology	3	3
Y3 / Fall	PSY 7360: Practicum in Clinical Child/School Psych	2	
	PSY 6930: University Teaching Apprenticeship	1	
	PSY 6810: Advanced Assessment	3	
	PSY 7530: Advanced Developmental Psychology	3	
	PSY 7970: Dissertation	2	11
Y3 / Spring	PSY 7360: Practicum in Clinical Child/School Psych	2	
	PSY 6630: Supervision & Consultation in Psych/Ed	3	
	*PSY XXXX: Elective Course	3	
	PSY 7970: Dissertation	2	10
Y3 / Summer	No coursework		
Y4 / Fall	PSY 7360: Practicum in Clinical Child/School Psych	2	
	PSY 6660: Cognition & Instruction	3	
	PSY 6510: Social Psychology	3	
	PSY 7970: Dissertation	2	10
Y4 / Spring	PSY 7360: Practicum in Clinical Child/School Psych	2	
	*PSY XXXX: Advanced Research Methods Course	3	
	PSY 7100: Biological Basis of Behavior	3	
	PSY 7970: Dissertation	2	10
Y4 / Summer	No coursework		

Y5 / Fall	PSY 7395: Externship in Child/Adolescent Psychology	1		
	*PSY XXXX: Integrated Experience Course	3		
	PSY 6970: Dissertation	2	6	
Y5 / Spring	PSY 7395: Externship in Child/Adolescent Psychology	1		
	PSY 7970: Dissertation	2	3	
Y5 / Summer	No coursework			
Y6 / Fall	PSY 7950: Internship in Professional Psychology	0	0	
Y6 / Spring	PSY 7950: Internship in Professional Psychology	0	0	

Note. * = Options for completing this requirement should be considered in consultation with the student's Major Professor.

Coursework for MS in Psychology

Students complete a Master's of Science (MS) in Psychology en route to completing the PhD in School Psychology. The recommended coursework sequence for the MS in Psychology is outlined below and is typically completed within the first two years. This master's degree is not intended to stand alone as preparation for professional practice as a psychologist. Rather, it is intended as a foundation and stepping-stone toward that end. Students should be aware that the same coursework cannot be used for more than one degree, and that some coursework completed in the first two years counts toward the PhD sequence and not the MS sequence. Students are eligible to receive the MS in Psychology as soon as they have (1) completed all coursework requirements and (2) completed their master's thesis project.

MS Coursework	Credit	Total
PSY 6570: Introduction to Ed & Psych Research	3	
PSY 6310: Intellectual Assessment	3	
PSY 6450: Introduction to School Psychology	3	
PSY 6410: Psychoeducational Assessment	3	

PSY 6380: Practicum in School Psychology	3
PSY 6440: Legal & Ethical Issues in Schools	3
PSY 6600: Research Design & Analysis I	3
PSY 7270: Lifespan Psychopathology	3
PSY 6970: Thesis	6 30

Coursework for PhD in Psychology, Specialization in School Psychology

The Program's recommended coursework sequence for the PhD in Psychology with specialization in School Psychology is outlined below and is typically completed within 6 years (or 4 years post-masters). Students should be aware that some PhD coursework is completed in the first two years of the program. Students are eligible to receive the PhD as soon as they have (1) completed the requirements for the MS in Psychology, (2) successfully completed all doctoral coursework requirements, (3) passed the Comprehensive Exam, (4) successfully completed their dissertation project, and (5) completed an appropriate predoctoral internship in psychology.

PhD Coursework	Credit	Total
PSY 6380: Practicum in School Psychology	3	
PSY 7610: Research Design & Analysis II	3	
PSY XXXX: Behavioral/MH Assessment in Schools	3	
PSY XXXX: Behavioral/MH Intervention in Schools	3	
PSY 6150: Evidence-Based Practice: Child & Adolescent	2	
PSY 6100: History & Systems of Psychology	3	
PSY 7360: Practicum in Clinical Child/School Psych	8	
PSY 7395: Externship in Child/Adolescent Psychology	2	
PSY XXXX: Advanced Assessment	3	
PSY 7530: Advanced Developmental Psychology	3	

PSY 6630: Supervision & Consultation in Psych & Ed	3
PSY 6290: Diversity Issues in Tx & Assessment	3
PSY XXXX: Elective Course	3
PSY 6660: Cognition & Instruction	3
PSY 6510: Social Psychology	3
PSY XXXX: Advanced Research Methods Course	3
PSY 7100: Biological Basis of Behavior	3
PSY XXXX: Integrated Experience Course	3
PSY 6930: University Teaching Apprenticeship	1
PSY XXXX: Dissertation	12
PSY 7950: Internship in Professional Psychology	0
PSY 7950: Internship in Professional Psychology	0 70

Degree Completion Deadlines & Checklists

The Graduate School provides degree completion deadlines and checklists, which are updated on a semester-by-semester basis. Students are responsible for familiarizing themselves with the deadlines and checklists that are relevant to their current standing in the Program. These materials can be located and reviewed at the following Graduate School website:

<http://rgs.usu.edu/graduateschool/degree-completion/>

Transfer Credit

Transfer credit is defined as graduate-level credit earned by a student at another accredited institution with a graduate program. Transfer credits cannot have been used for another degree and are subject to a limit. Only credit earned with a “B” or better grade (“P” grades are not accepted) within the past eight years will be considered. Transfer credit will only be approved if the content of the course is substantively equivalent to the content of a course within the Program curriculum. A review of course syllabi and/or products may be required to determine

the equivalency of transfer courses. Requests for transfer credit must be approved by (1) the Major Professor, (2) the Program Director, and (3) the Department Head (in that order).

Course Waiver

In rare circumstances, a course waiver (exemption) may be provided for students who have accrued coursework or other training that is substantively equivalent to that required by the Program curriculum. A review of course syllabi and/or products may be required to determine the equivalency of coursework or other training. There is a limit to course waivers, and the receipt of a waiver must be clearly documented in a memo placed in the student's Department file. Requests for course waivers must be approved by (1) your Major Professor, (2) the instructor of the relevant USU course, and (3) the Program Director (in that order).

Thesis Waiver

In rare circumstances, a thesis waiver or exemption may be provided for students who have previously completed a master's thesis as part of another training program. The primary consideration is that the nature of the previous thesis aligns with the criteria outlined for this milestone in the Program curriculum. A review of the thesis document and an oral presentation of the project may be required to determine goodness-of-fit with the Program's requirements. Requests for a thesis waiver must be approved by (1) your Major Professor and (2) the Program Director (in that order).

Coursework Grades

The Graduate School requires that students have a minimum GPA of 3.0 in order to remain in good standing with the University. Students are expected to earn a minimum grade of "B" in all coursework. Students receiving a "C" grade are expected to either (1) repeat the course or (2) demonstrate mastery in the respective content area by another means that has been approved by the Program Faculty. If students earn a "D" or "F" grade, the Program Faculty will meet to determine the appropriate course of action. Possible outcomes of receiving a "D" or "F" grade can include probation, remediation, or dismissal from the Program. Earning two or more "C" grades may likewise result in probation, remediation, or dismissal.

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Practicum

Practicum is a key component of the Program's curriculum and coursework sequence. The purpose of practicum is to provide students with applied training opportunities to (1) use and refine core knowledge and skills acquired in didactic courses as well as to (2) learn additional knowledge and skills not offered in didactic coursework. All practicum is supervised by an appropriately credentialed professional who is charged with ensuring the quality-control of student services as well as facilitating the student's professional growth. Following are key policies and parameters relevant to Program practicum.

Developmental Model

Practicum is structured according to a developmental model. During Year 1 in the Program, students engage in preliminary practicum (or "pre-prac") experiences, which are intended to provide exposure to some of the key roles and functions of school psychologists. Year 1 pre-prac activities are limited in nature and embedded within the context of other first-year coursework (e.g., Introduction to School Psychology, Legal and Ethical Issues in Schools) that are taught by the Program faculty. In Year 2, students enroll in a two-semester school-based practicum sequence, wherein they are assigned to work with a practicing school psychologist for one to two days per week. Year 2 practicum is intended to provide students with broad exposure to the assessment, intervention, and consultation functions relevant to school psychology. In Years 3, 4, and 5, students take additional "advanced" practicum sequences, which provide broader and/or more specialized training in psychological services provided in schools, clinics, or other relevant settings. It is expected that all practicum experiences will focus on psychological services provided to children and adolescents, their caregivers (e.g., parent training), and/or other professionals who work primarily with youth (e.g., teacher consultation). The nature and scope of practicum placements in Years 3–5 is contingent upon student interests and career goals as well as the availability of training opportunities.

Student License for School-Based Work

A student license is required to work in Utah schools as a practicum student or intern. As part of this process, Utah Law (53A-1a-512.5) requires that each applicant for a Utah Educator License must satisfactorily complete a background check. This step is for student safety as well as for supporting agreements between the issuing institution and the district of placement. A temporary license is issued only to the practicum student or intern who is assigned to elementary, middle, or secondary schools under the Cooperating Institution as part of their

professional preparation. See Utah State Board of Education Rule 277-509-3 for more information: <https://rules.utah.gov/publicat/code/r277/r277-509.htm>

Obtaining a student practice license can take up to 10 weeks. All students in the Program are expected to obtain their student educator license through the Utah State Office of Education by the end of the second semester in the program. The website for initiating the application process can be found here: <https://secure.utah.gov/elr/welcome.html>. Before participating in the Year 2 school-based practicum sequence, students must provide documentation to the Program Director that they have obtained a temporary practice license. Failure to meet this deadline will jeopardize a student's standing in the program. If a student is denied a temporary license due to problems resulting from the background check that cannot be resolved, the student will be unable to participate in the curriculum and will therefore be dismissed from the Program.

The Utah State Office of Education will not accept copies of background checks completed elsewhere. Students will be notified by email when their background application is complete by the Utah State Office of Education (USOE). If students continue to work in Utah schools as a practicum student or intern after possessing a temporary practice license for 3 years, they will need to complete another background check and renew this license.

Direct and Indirect Hours

Students should accrue a minimum of 400 direct hours in practical placements prior to applying for the predoctoral internship. Direct hours entail services rendered directly to clients, such as providing individual or group interventions, completing various forms of assessments, or consulting with teachers and caregivers. This is different than indirect hours, which may include (but are not limited to) tasks such as writing reports, treatment planning, and maintaining records or client notes. Given that internship applications are submitted in the Fall semester of Year 5, it is recommended that this 400-hour minimum is reached by the end of the Summer semester of Year 4. Considering pre-prac experiences are limited to only a few hours during Year 1, the bulk of direct service hours must be accrued in Years 2–4.

Students should be aware that many internship applicants accrue substantially more direct hours than the Program's recommended minimum. There is also much variability in the number and type of hours that are required or common among applicants who match to particular internship sites. Students should therefore consult with their Major Professor regarding the appropriate number of direct hours to set as a personal target. Students should also research the internship sites they are interested in applying to in order to understand the requirements

and history of common direct hours prior to applying. Researching internship sites prior to determining third year practicum experiences will allow students and Major Professors to best identify adequate practicum goals.

There is no minimum number of indirect hours required prior applying to internship, but it is recommended that the ratio of direct to indirect hours during practicum not exceed 1:4. Thus, if a student had a minimum of 500 direct hours, we might expect they have no more than 2000 total hours (1500 indirect hours). If students find that their ratio of direct to indirect hours at a given site is greater than 1:4, they should bring this concern to their local site supervisor. If students are unable to resolve this ratio problem with their supervisor, they should consult (1) their Major Professor and (2) the Program Director (in that order).

Hours Tracking

Students are responsible for consistently and accurately tracking their practicum hours across all placements. During Year 1, students should track hours using an excel spreadsheet provided by the Program. During Years 2–5, students will be enrolled in Time2Track™, which is an online system for efficiently tracking hours toward predoctoral internships. Time2Track™ is a subscription-based service that is paid for by the Department until students depart for internship. Practicum supervisors will periodically review and approve students' hours. Questions regarding how to log specific types of practicum hours should be directed to practicum supervisors.

Placement Decisions

Practicum placement decisions are made by the Program Faculty. Students should consult with their Major Professor regarding which practicum placements would be optimal in relation to internship and future career goals. Students interested in practicum placements that are also available to students in the Combined Counseling/Clinical Psychology Program must participate in the “match process” that is run by that program. A member of the core School Psychology Faculty sits on this match committee in order to advocate for students’ interests.

Supervisor Credentials

To count practicum hours toward the predoctoral internship application, practicum supervisors are expected to be doctoral-level psychologists who are appropriately credentialed to practice in their jurisdiction. If students are placed in a practicum with (1) a school psychologist who

does not hold a doctoral degree or (2) a doctoral-level professional who is not a psychologist, then the student must also receive weekly supervision from an appropriately credentialed doctoral-level psychologist.

Students should be aware that receiving supervision from professionals who (1) do not hold a doctoral degree and (2) are not licensed psychologists may affect the number of hours that can be counted toward licensure applications in particular states, such as Utah. The upshot is that some students may require additional supervised post-doc hours prior to applying for psychology licensure. Students should consult with their Major Professor regarding this issue and should familiarize themselves with the psychology licensure requirements for states they are interested in working in post-graduation.

Supervisor Evaluation

Students performance in practicum is evaluated by their primary supervisor at the conclusion of each semester they are enrolled in practicum. Evaluations corresponding with the school-based practicum in Year 2 are conducted using the [School-Based Practicum & Internship Evaluation](#), whereas evaluations corresponding with practicum in Year 3+ (in schools or other settings) are conducted using the [Doctoral Practicum Evaluation](#).

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Milestone Projects

In addition to didactic coursework and practicum, the Program curriculum includes milestone projects. These projects provide students with opportunities to demonstrate, synthesize, and expand the competencies acquired through coursework and practicum. Milestone projects function as major mechanisms by which faculty evaluate students' progress and ensure quality-control in relation to the Program's training aims and competencies. The three milestone projects are as follows:

1. Master's Thesis (Plan A option)
2. Doctoral Comprehensive Exam (5 parts)
3. Doctoral Dissertation (multiple-paper or monograph option)

Master's Thesis (Plan A option)

General Criteria

- Paper presents an original empirical research project
- Research questions, methods, and/or data may be provided by faculty
- The proposal document should include (1) a relatively brief and focused Introduction section (5–8 pages), (2) a Method section that is long enough to adequately describe the study parameters, (3) a description and rationale of expected results (included in the Introduction or as a stand-alone section), and (4) a References section
- The proposal must not exceed 30 pages (not including references)
- It is generally expected that the final document will not exceed 40 pages
- Student must conduct all data analyses, with consultation from faculty/Stats Studio
- Student must write the entire manuscript, with consultation from faculty
- Content of the written document and oral presentation should be consistent with the competencies outlined in the [Thesis & Dissertation Competencies List](#)
- Must be formatted according to the Graduate School's Publication Guide:
<http://rgs.usu.edu/graduateschool/thesis-dissertation-requirements/>

Evaluation Procedures

- Must receive a "Satisfactory" mark on the Record of Examination completed by the Graduate Supervisory Committee

Timeline for Completion

- Develop idea for project in Fall semester of Year 1
- Begin writing proposal in Spring and/or Summer semester of Year 1
- Oral proposal should take place prior to the end of Spring semester of Year 2
- Oral defense should take place prior to the Fall semester of Year 4

Doctoral Comprehensive Exams (5 parts)

Part I. Scholarly Presentation Requirement

General Criteria

- Paper, poster, or other major scholarly presentation accepted and delivered at a national or international conference
- If coauthored, student must be first author on the presentation proposal
- If coauthored, student must develop the bulk of the presentation materials
- If coauthored, student must give the majority of the presentation at the conference

Evaluation Procedures

- The Major Professor (or designated proxy) must review the presentation materials (e.g., poster, slides) prior to the conference to ensure they are sufficient for their intended purpose
- The Major Professor (or designated proxy) must observe the presentation at the conference (or, if s/he cannot attend, a mock presentation pre- or post-conference) and provide the student with feedback regarding the quality and effectiveness of the presentation
- The Major Professor must mark all requirements as “Approved” on the [Scholarly Presentation Checklist](#)

Timeline for Completion

- Must be completed prior to applying for predoctoral psychology internship

Part II. Journal Submission Requirement

General Criteria

- Student must submit an empirical research paper (i.e., Master's Thesis or another manuscript meeting similar criteria) for publication in a peer-reviewed journal
- If the editorial decision encourages revision and resubmission: student must revise the paper, document revisions in a letter to the Editor, and resubmit the manuscript
- If the editorial decision is to reject the paper: student must respond to editorial feedback by revising the manuscript appropriately and resubmitting the paper to another peer-reviewed journal

Evaluation Procedures

- The Major Professor must review the paper prior to submission and determine that the manuscript is suitable for peer review
- The Major Professor must ensure that the peer-reviewed journal is an appropriate scholarly outlet for the paper and will confirm the student's submission
- After receiving an editorial decision, the Major Professor must review the student's revised paper and response letter to determine suitability for resubmission
- The Major Professor must mark all requirements as "Approved" on the [Journal Submission Checklist](#)

Timeline for Completion

- Must be completed prior to applying for predoctoral psychology internship

Part III. Assessment Report Requirement

General Criteria

- Report presents a comprehensive psychological or psychoeducational evaluation conducted with a child or adolescent in a school, clinic, or other setting
- Student should complete the majority of assessment components documented in the report, with appropriate supervision
- Student should write the majority of the report, with appropriate supervision
- Concerns regarding the student's contribution toward assessment components and report writing should be resolved in consultation with the Major Professor
- Student must present a summary of the report to the client and/or relevant parties

Evaluation Procedures

- Report must be presented orally to three core School Psychology Faculty
- To pass, student must receive “Satisfactory” marks across all Global Competencies outlined on the [Assessment Report Evaluation](#)
- The practicum supervisor must certify that a summary of the report was presented satisfactorily to the client and/or relevant parties

Timeline for Completion

- Initiate any time after successfully completing the Master’s Thesis
- Must be completed prior to applying for predoctoral psychology internship

Part IV. Intervention or Consultation Report Requirement

General Criteria

- Report presents a summary of an intervention conducted with a child or adolescent in a school, clinic, or other setting
- Intervention can be provided via direct service delivery and/or consultation
- Intervention can be provided at the individual, group, classroom, or schoolwide level
- Student should complete the majority of intervention/consultation components documented in the report, with appropriate supervision
- Student should write the majority of the report, with appropriate supervision
- Concerns regarding the student’s contribution toward intervention/consultation components and report writing should be resolved in consultation with the Major Professor
- Student must present a summary of the report to the client and/or relevant parties

Evaluation Procedures

- Report must be presented orally to three core School Psychology Faculty
- To pass, student must receive “Satisfactory” marks across all Global Competencies outlined on the [Intervention/Consultation Report Evaluation](#)
- Practicum supervisor must certify that a summary of the report was presented satisfactorily to the client and/or relevant parties

Timeline for Completion

- Initiate any time after successfully completing the Master's Thesis
- Must be completed prior to applying for predoctoral psychology internship

Part V. School Psychology Praxis® Exam

General Criteria

- Must take and pass the School Psychology Praxis® Exam
- Basic information about the exam is located at the following website:
<https://www.ets.org/praxis/nasp/requirements>
- Information related to preparing for the exam is located at the following website:
<https://www.ets.org/praxis/prepare/materials/5402/>

Evaluation Procedures

- Must receive a “qualifying” (i.e., passing) score on the exam (≥ 147)

Timeline for Completion

- Recommend taking any time after completing Year 3 of the Program
- Must be completed prior to applying for predoctoral psychology internship

Doctoral Dissertation (multiple-paper or monograph option)

General Criteria

- Paper presents one or more original empirical research projects
- May be completed using the monograph format or the multiple-paper format
- Student should contribute the bulk of intellectual effort to conceive of research questions and methods, with consultation from faculty/Stats Studio
- Student must conduct all data analyses, with consultation from faculty/Stats Studio
- Student must write the entire manuscript, with consultation from faculty
- Content of the written document and oral presentation should be consistent with the competencies outlined in the [Thesis & Dissertation Competencies List](#)
- Must be formatted according to the Graduate School's Publication Guide:
<http://rgs.usu.edu/graduateschool/thesis-dissertation-requirements/>

Evaluation Procedures

- Must receive a “Satisfactory” mark on the Record of Examination completed by the Graduate Supervisory Committee

Timeline for Completion

- Initiate any time after successfully completing the Master’s Thesis
- Oral proposal must take place prior to applying for predoctoral internship
- Defense of dissertation must be completed prior to conferral of doctoral degree

Milestone Paperwork

The completion of all Program milestones is accompanied by the completion of related paperwork at the Graduate School level. Students are responsible for initiating the necessary paperwork and then following-up with the Coordinator of Graduate Programs in the Department to ensure that all paperwork has been completed. All necessary paperwork can be located and downloaded from the following Graduate School website:

<http://rgs.usu.edu/graduateschool/forms/>

Upon completion of the Comprehensive Exam milestone, students should submit “application for candidacy” paperwork. This paperwork is available on the Graduate School website containing all necessary forms: <http://rgs.usu.edu/graduateschool/forms/>. Students should be aware that the following requirements must be met prior to being admitted to doctoral candidacy:

- Successfully completed the majority of Program coursework
- Successfully defended the Dissertation proposal
- Successfully passed all 5 parts of the Comprehensive Exam
- Have a minimum of 3 months prior to the Dissertation defense

Dissertation Defense Credit

Students must be registered for at least 1 credit the semester they defend their Dissertation. If students defend their Dissertation during the internship year and have already taken the required 12 credits of PSY 7970, then may need to register for at least 1 credit of PSY 7990:

Continuing Graduate Advisement. Students should be aware that any credits taken during the internship year must be paid for by the student and will not be covered by tuition awards.

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Predoctoral Internship

The predoctoral internship in psychology is considered the capstone practicum experience for the School Psychology PhD Program. Internship is typically a paid experience and occurs during Year 6 of the Program. Following are key Program policies and parameters relevant to the predoctoral internship experience.

General Parameters

All students are expected to apply to internship sites that are either (1) targeted specifically to training in school psychology or (2) targeted to training in other areas of professional psychology that are relevant to school psychology (e.g., assessment and/or intervention with children, adolescents, or families within community or medical settings). The Council of Directors of School Psychology Programs (CDSPP; 2017) recommends that internship experiences consist of a range of activities that promote the development of the following profession-wide competencies:

- Research
- Ethical and legal standards
- Individual and cultural diversity
- Professional values, attitudes, and behaviors
- Communication and interpersonal skills
- Assessment
- Intervention
- Supervision
- Consultation and interprofessional/interdisciplinary skills

APPIC Parameters

The Program accepts the standards of the Association of Psychology Postdoctoral and Internship Centers (APPIC) for defining acceptable predoctoral internships in psychology. These standards are similar to those employed by the American Psychological Association, The National Register of Health Service Providers in Psychology, the Association of State and Provincial Psychology Boards, and the American Board of Professional Psychology. The APPIC website (www.appic.org) provides information regarding policies governing the internship application, interview, and matching processes. Students are expected to be familiar with these

policies and abide by them. A copy of the APPIC Application for Psychology Internship (AAPI) can be downloaded from this site.

The Program requires that students apply for and accept internship placements that are listed on APPIC and have been APA-accredited. However, extenuating circumstances may allow for exceptions to this rule, as long as the internship plan is approved by (1) the student's Major Professor and (2) the Program Director (in that order). In rare circumstances when a non-APPIC-listed and/or non-APA-accredited internship is considered, the internship parameters must meet all of the recommendations outlined in the CDSPP's Doctoral Internship Guidelines (2017), which can be found at the following website: <https://goo.gl/hE5MKe>.

Internship Eligibility

To be eligible to apply for the predoctoral internship, students must have successfully completed several requirements prior to October 1 of the year of their application:

- Master's research paper milestone
- Comprehensive exam milestone (all 4 parts)
- Dissertation proposal written and successfully presented/approved
- Accrued at least 400 direct client contact hours in practicum
- No more than 4 courses remaining to be completed
- Rated "Satisfactory" (or higher) by their most recent supervisor across all Global Competencies outlined on the [Doctoral Practicum Evaluation](#)

Internship Match

Program Faculty expect that most students will successfully match with an internship site in Phase I of the APPIC matching process. However, if a student does not successfully match in Phase I, s/he is expected to participate in Phase II of the APPIC matching process. If a student fails to match in Phase II, then s/he should consider any appropriate internship sites participating in the APPIC Post-Match Vacancy Service. If a student is unable to match after participating in all APPIC processes, then the Program Faculty will convene to consider the student's situation and come to a recommendation regarding how to best proceed.

Internship Credits

Students must enroll in PSY 7950: Internship in Psychology during the Fall, Spring, and Summer semesters of the internship year. This is a 0-credit course. Students who are receiving student loans during internship year should be aware that loan/lending agencies may have course credit requirements that are complicated by this situation. Students are encouraged to check with their loan/lending agencies (if relevant) to understand the requirements for continued loan deferment.

Internship Grades

Internship sites vary with regard to schedules of communication with programs. Some sites send evaluations at the end of each major rotation, while others send only a six month and year-end review. Occasionally, internship sites are not particularly prompt in providing feedback to academic programs. Students must take primary responsibility for prompting their internship site to provide feedback to the program each semester. This feedback is the basis upon which internship grades are given. If the Program Director has received no feedback from an internship site, the student will receive an “I” (incomplete) grade for that semester. To get the “I” removed from your transcript, you must request that the Director of Training or major rotation supervisor at your internship send a short note (or formal evaluation) stating that your performance is acceptable thus far.

Internship Hours

The predoctoral internship must result in a minimum of 1500 total hours. The CDSPP (2017) recommends that interns spend at least 25% of their time providing direct psychological services to clients, caregivers of clients, and/or professionals who provide services to clients (e.g., teachers and other mental health professionals). Thus, a minimum of 375 direct contact hours should be accrued during the internship year. Students who desire to obtain credentialing as a nationally-certified or state-level school psychologist should seek out internship sites that will offer a minimum of 600 total hours in school-based settings. Although these minimums are generally sufficient for licensing and credentialing in most states, they are not completely consistent across states. Students are therefore encouraged to consult the relevant licensing and credentialing requirements for states they wish to work in post-graduation.

Internship Timetable

Full-time internships are completed in no less than 10 months. In rare circumstances when a part-time internship is completed, the internship timetable may be extended to no more than 24 months. Part-time internships are typically the result of extenuating circumstances and must be approved from the Program Faculty.

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Additional Policies

The majority of Program policies are outlined in earlier sections of the Handbook that are devoted to specific aspects of Program administration. Following are additional policies governing administration of the Program, which were not already included in earlier sections of the Handbook. Questions regarding these additional Program policies should be resolved by (1) referencing the Handbook, (2) consulting the Major Professor, and (3) consulting the Program Director (in that order).

Academic Freedom

Academic freedom is the right to teach, study, discuss, investigate, discover, create, and publish freely. Academic freedom protects the rights of faculty members in teaching and of students in learning. Academic freedom does not, however, give students the right to change Program requirements. The University's policy on academic freedom can be located at the following website: <https://www.usu.edu/policies/403/>.

Participation in Research Lab

Students are expected to actively participate in the research lab directed by their Major Professor. If the Major Professor is not currently sponsoring a research lab, s/he will arrange for the student to participate in another faculty's lab. Research lab is a formative environment for training school psychologists who can understand, apply, advance, and improve the scientific basis of the field. The extent of students' involvement in research lab should be determined in consultation with their Major Professor and is likely to vary throughout their training, depending on the nature of their involvement in other curriculum-related activities. Decisions to participate in other faculty's research labs should be made in consultation with the Major Professor. Prior to participating in research lab, all students should first complete the CITI training on human subjects and ethics in research, which is accessible via the University's IRB website: <http://rgs.usu.edu/irb/training/>

Graduate Assistantships

The Program is a rigorous, full-time training experience that typically includes a graduate assistantship (teaching, research, or clinical position) for each semester students are on-campus. Assistantships are a means of financial support that are coordinated by Program Faculty and require 20 hours of work per week (0.50 FTE). Students must have a .50 FTE

assistantship to be eligible for tuition waivers and awards. Any assistantship (or combination of assistantships) that exceeds 20 hours per week must be approved by (1) your Major Professor, (2) the Program Director, and (3) the Department Head (in that order). A form documenting this approval must be submitted to the Graduate School.

External Employment

Given the full-time and intensive nature of the Program, it is strongly recommended that students not maintain, seek, or obtain external employment while enrolled in the Program. Extenuating circumstances that require external employment should be discussed with the Major Professor.

Progress Monitoring & Evaluation

All students are monitored and evaluated on an ongoing basis by the Program Faculty. The purpose of all monitoring and evaluation is to ensure that students succeed in meeting the Program training aims and competencies. All students will be provided with formal feedback from the Program Faculty at the end of each academic year via the [Doctoral Student Annual Evaluation](#). Students will also be evaluated on a semester-by-semester basis by practicum supervisors via the [School-Based Practicum & Internship Evaluation](#) and the [Doctoral Practicum Evaluation](#). More frequent monitoring or evaluation may be provided by the Major Professor or other faculty on an as-needed basis. Students should be aware that failing to meet evaluation benchmarks may result in a remediation plan (see below) and/or dismissal from the Program (see below).

Psychological Services & Compensation

It is illegal and unethical for any person to offer services as a “psychologist” or to advertise or in any way profess to be a “psychologist” until licensed as such by a state psychology licensing body. It is also illegal and unethical for any student to accept money from clients for any psychological services offered on a private basis while the student is in training, except in an area permissible under other licenses or certificates held by student (e.g., Social Work). The exception to this rule is the clinical assistantships that are arranged by the faculty as part of the Program curriculum. Ethical mandates require that students clearly state their title and level of training when representing themselves in professional situations (e.g., Joe Smith, MEd, School Psychology Intern).

Ethical Behavior

Students are expected to be familiar with and adhere to the professional ethics codes and principles proposed by APA and NASP. Although some ethical mandates (e.g., APA General Principles) are aspirational, many standards (e.g., APA Ethical Standards) are enforceable rules with substantial consequences (e.g., inability to obtain professional licensure). Ethical violations that occur within the context of the Program may result in a remediation plan (see below) or dismissal from the Program.

Remediation Plans

Any student who fails to make adequate progress in the Program or engages in unethical behavior related to the Program may be subject to a remediation plan. Remediation plans are carried out by at least two Program faculty, one of which must be the student's Major Professor. The plan should be based on a problem-solving model that includes the following processes:

1. Collecting and reviewing data to identify the nature of the student's problem
2. Developing a plan with goals and actionable steps to remediate the problem
3. Monitoring and evaluating the student's response to the remediation plan

Students must be provided with appropriate opportunities and supports to benefit from the remediation plan. An inadequate response to the remediation plan may result in dismissal from the Program. All students are protected in this situation by University policies that govern student's rights, appeals, and due processes. Students who feel they have been unfairly treated should consult the University regulations for student appeals. Information regarding student rights and appeals can be located at the following website:

<https://studentconduct.usu.edu/studentcode/article7>.

Dismissal From the Program

If dismissal from the Program is considered, then a protocol is followed to confirm the dismissal recommendation:

1. The Program Faculty meet to determine that the dismissal recommendation is grounded in a rationale that is clearly outlined in Program policy (as stated in this handbook) and/or University policy (as stated elsewhere)

2. The Program Faculty vote on the recommendation to dismiss the student from the Program
3. If the vote is unanimously in favor of dismissal, the Program Director forwards the dismissal recommendation to the entire Department Faculty
4. The Department Faculty vote on the recommendation to dismiss the student from the Program
5. If a simple majority of the voting faculty uphold the dismissal decision, the Department Head forwards the dismissal recommendation to the Dean of the Graduate School
6. The Dean of the Graduate School makes a final, independent decision regarding the student's dismissal
7. If dismissed from the Program, the student retains the right to appeal the decision

All students are protected in this situation by University policies that govern student's rights, appeals, and due processes. Students who feel they have been unfairly treated should consult the University regulations for student appeals. Information regarding student rights and appeals can be located at the following website:

<https://studentconduct.usu.edu/studentcode/article7>.

Access to USU Student Services

The University offers abundant student services, including academic, physical health, mental health, disability, financial, employment, legal, and social supports. Students are entitled to access all of the services provided by the University during their tenure as a graduate student. A complete list of these services and information regarding how to access them can be found at the following website: <https://studentaffairs.usu.edu/>

Students with Disabilities

Students with disabilities must be able to complete Program requirements with reasonable accommodations. The Americans with Disabilities Act (ADA) defines reasonable accommodations as the provision of services, such as interpreters, note-takers, extended time on examinations, architectural access, program modification and other adjustments. Achieving reasonable accommodations for a student with a disability involves shared responsibility among students, faculty, and staff. Accommodations are determined on an individualized basis and are coordinated by the University's Disability Resource Center. More information regarding reasonable accommodations and the process by which these are obtained is available at the following website: <https://www.usu.edu/drc/getting-started>.

Attendance at Program Events

The Program sponsors and participates in several events throughout each academic year, some of which are mandatory and others of which are optional. All students are expected to attend “Program Meetings,” as these are the primary venue for conducting and communicating official Program business. Students are also expected to attend and participate in interview-day events (for prospective students or faculty), as these are an essential Program function. Additionally, all students in the Department are expected to attend departmental colloquia. If students will be missing a mandatory Program or Department meeting for any reason, it is their responsibility to (1) notify the Major Professor and (2) obtain notes from the meeting from one of their peers in the Program. Attendance is non-mandatory for Program or Department events that are billed as “socials” or unofficial gatherings.

Department Facilities & Supplies

The Department's research and clinical facilities may be used by students; however, students should follow all applicable scheduling guidelines. Research labs or other work spaces may be equipped with computers and printers for student use, yet these technologies are designated for university-related functions. Please note that the Department does not provide letterhead, postage, or mailing supplies for your personal use. If students in a research lab needs supplies to accomplish their work, they should consult their Major Professor or Lab Director regarding how to properly obtain these supplies. Department staff are not available to do student word-processing (including formatting of theses and dissertations).

Department Mailbox

Students are assigned a Department mailbox, which is located inside the front door of EDUC #487. This mailbox should only be used for university-related functions. It is inappropriate to use this mailbox or the Department's university mailing address for personal mail.

Email

Students are provided a university-sponsored email address, yet they are welcome to use a personal email address for Program and Department-related communications. Students are responsible for informing the Program and Department of their preferred email address and for

ensuring that they check email regularly, as most Program, Department, and University-related information is conveyed this way.

Student Representative

One doctoral student serves as the student representative at Program and Department meetings. The student representative serves for at least 1 year and no longer than 2 years. The student is responsible for representing the interests of all graduate students within the School Psychology PhD and EdS Programs, and is elected by the entire student cohort. The representative or his/her designee may also serve on any other committees on campus that request graduate student representation. All students are encouraged to communicate with the student representative in order to provide feedback and raise concerns relative to their experiences in the Program.

Student Mentors

All students are assigned a student mentor prior to matriculating into the Program. The student mentor is a fellow doctoral student who has completed at least one year in the Program. The matching of incoming students with mentors is the responsibility of the current student representative, working in consultation with the Program Director.

Tuition Awards

Doctoral students are eligible for the doctoral tuition award, which covers the in-state portion of tuition for classes on a student's doctoral program of study. Out-of-state tuition awards are awarded to non-Utah residents during their first year in the program. After that, students must obtain Utah residency unless they are international students, in which case the out-of-state portion of tuition will continue to be covered. All tuition awards are contingent on a student maintaining a 0.5 FTE assistantship throughout his/her tenure in the Program.

Complaints & Grievances

All complaints or grievances with persons in the Program, Department, College, or University (whether students or faculty) should be handled using the approach outlined in APA's ethical code of conduct. First, students should discuss the problem with the person that is the source of the complaint or grievance. If this does not resolve the problem, students should then

consult their Major Professor. If a resolution is not obtained at that level, students should contact the Program Director. In rare instances, it may be necessary to bring unresolved problems to the attention of the Department Head or the Dean of the Graduate School. All students are protected in this situation by University policies that govern student's rights, appeals, and due processes. The University's regulations governing complaints and grievances can be found at the following website: <https://studentconduct.usu.edu/studentcode/article7>

Program Residency

Students are expected to maintain continuous full-time enrollment during each academic year of the Program, with the exception of the internship year. The Graduate School defines full-time enrollment as (a) 9 or more credits per term, or (b) a minimum of 6 credits when employed as a graduate assistant for at least 15 hours per week, or (c) a minimum of 3 credits if only the research component of the degree is remaining and all other coursework is complete. Extenuating circumstances that require part-time or lapses in enrollment will be considered on a case-by-case basis and must be approved by (1) the Major Professor and (2) the Program Director (in that order).

Social Media, Online Outlets, & Electronic Presence

Students should be aware that their use of social media, online outlets, and other electronic presences (e.g., voicemail prompts and email signature lines) may be reviewed by the Program if such use appears to violate legal or ethical guidelines. Students should also be aware of the following potential implications for any public material they produce or support via social media and online outlines:

- Practicum and internship sites may conduct online searches of students' names and review resulting public material prior to inviting students to interview and/or ranking students for the internship match
- Clients may conduct online searches of students' names and review resulting public material prior to deciding to work with students or during the tenure of the professional relationship with them
- Potential employers may conduct online searches of students' name and review resulting public material prior to deciding to interview or hire students for a position

Students should not do the following when using social media or online outlets:

- Speak on behalf of the Program, Department, College, or University
- Engage in any behavior using University materials that may be construed as copyright infringement or plagiarism
- Share confidential or potentially identifying information regarding clients that they serve or the duties they perform during Program-sanctioned practicum
- Depict or share the image or persona of any Program Faculty or other University employee without that person's permission

University Student Code

The University has a comprehensive Student Code that outlines the rights and responsibilities of students, regulations governing student behavior and discipline, and a variety of other issues that are germane to student expression and protection. The Student Code is too lengthy to summarize in the Handbook, and therefore students are referred to the original document to answer any questions about University policies: <https://studentconduct.usu.edu/studentcode/>.

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Links to Key University Information

Utah State University: <http://www.usu.edu/>

School Psychology PhD and EdS Program:
<http://psychology.usu.edu/academics/grad/school-psychology/index>

Department of Psychology: <http://psychology.usu.edu/>

College of Education & Human Services: <https://cehs.usu.edu/>

School of Graduate Studies: <http://rgs.usu.edu/graduateschool/>

Graduate Catalog: http://catalog.usu.edu/preview_entity.php?catoid=12&ent_oid=998

Graduate Thesis & Dissertation Requirements:
<https://rgs.usu.edu/graduateschool/thesis-dissertation-requirements/>

Tuition & Financial Aid Office: <https://rgs.usu.edu/graduateschool/tuition-financial-aid/>

Graduate School Forms: <http://rgs.usu.edu/graduateschool/forms/>

Degree Completion Deadlines & Checklists:
<https://rgs.usu.edu/graduateschool/degree-completion/>

Office of Student Conduct: <https://studentconduct.usu.edu/>

Division of Student Affairs: <https://studentaffairs.usu.edu/>

Access and Diversity Center: <http://accesscenter.usu.edu/>

Disability Resource Center: <https://www.usu.edu/drc/>

Student Health Services: <https://health.usu.edu/>

Student Mental Health Services: <https://counseling.usu.edu/>

Mental Health Resources: <https://rgs.usu.edu/graduateschool/mental-health/>

Affirmative Action and Equal Opportunity Office: <http://aaeo.usu.edu/>

Campus Police: <http://dps.usu.edu/>

Student of Concern Report:

https://cm.maxient.com/reportingform.php?UtahStateUniv&layout_id=4

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Utah State University®

SCHOOL PSYCHOLOGY PROGRAM

Doctoral Student Annual Evaluation

Version 10-25-18

Student:

Year in Program:

Major Professor:

Date the Program Faculty conducted the evaluation:

Date the evaluation was communicated to student:

The purpose of the Doctoral Student Annual Evaluation is to provide students in the School Psychology PhD Program with formal feedback from the Program Faculty regarding (1) their progress in key Program domains, (2) their status regarding major Program requirements, and (3) their overall progress in the Program. This evaluation form must be completed by the student's Major Professor, after reviewing and discussing the student's annual progress with the other Program Faculty.

To aid the Program Faculty in reviewing the student's progress, students should submit the following documents to their Major Professor prior to review meeting: (1) a current copy of the student's graduate transcript at USU (i.e., courses taken and grades received), (2) a report detailing the student's total practicum hours to date, and (2) a copy of the student's most recent assistantship evaluation form.

To achieve satisfactory overall progress in the Program, students must receive "Satisfactory" marks in the majority of Program domains and "Complete" marks on all major requirements relevant to their current year in the Program.

Evaluation Rubric

INAD = Inadequate. Student exhibits inadequate progress in the Program domain that accords with expectations for his/her current year in the Program. Student requires inordinate supervision and feedback from Faculty to make progress.

SATI = Satisfactory. Student exhibits satisfactory progress in the Program domain that accords with expectations for his/her current year in the Program. Student requires typical supervision and feedback from Faculty to make progress.

EXEM = Exemplary. Student exhibits exemplary progress in the Program domain that exceeds expectations for his/her current year in the Program. Student requires minimal supervision and feedback from Faculty to make progress.

Progress in Key Program Domains

Domain	INAD	SATI	EXEM
Research Lab Participation			
Didactic Coursework			
Practicum Performance			
Graduate Assistantship			
Relevant Milestone Projects			
Responsiveness to Faculty Feedback			
Interpersonal Skills and Professionalism			

Status of Major Program Requirements

Requirement	Incomplete	Complete
Thesis Proposal		
MS Coursework		
Thesis Defense		
Comps Part I: Scholarly Presentation		
Comps Part II: Journal Submission		
Comps Part III: Assessment Report		
Comps Part IV: Intervention/Consultation Report		
Comps Part V: School Psychology Praxis® Exam		
Dissertation Proposal		
PhD Coursework		
Dissertation Defense		

Predoctoral Internship Secured		
Predoctoral Internship Finished		

Overall Progress in the Program

Considering all of the evaluation points above, the Program Faculty have determined that the student is making [INSERT DESCRIPTION] overall progress toward completing the School Psychology PhD Program.

Narrative Comments & Feedback

[INSERT INDIVIDUALIZED COMMENTS AND FEEDBACK]

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Utah State University®

SCHOOL PSYCHOLOGY PROGRAM

School-Based Practicum & Internship Evaluation

Version 10-25-18

Student:

School site:

School district:

Supervisor:

Date the evaluation was completed by the Supervisor:

Date the evaluation was communicated to the Student:

The purpose of the School Practicum & Internship Evaluation is to provide students in the School Psychology EdS & PhD Program with formal feedback from Supervisors regarding their demonstration of competencies that are outlined in NASP's Model for Comprehensive and Integrative School Psychological Services (2010) and Standards for Graduate Preparation of School Psychologists (2010) as well as in the Program's training goals and objectives. For both EdS and PhD students, this evaluation form must be completed by the student's primary Supervisor at the end of each semester of their school-based practicum in Year 2. EdS students must also have their primary Supervisor complete this form at the end of each semester of their school-based internship in Year 3.

Students' demonstration of competencies should be evaluated by Supervisors according to expectations for specialist-level internship readiness. To be eligible to begin a specialist-level internship, students must receive at least "Emerging" marks across all Global Competencies rated by their Supervisor in the Spring semester of Year 2. To successfully pass internship, students must receive "Satisfactory" marks across the majority (but not all) Global Competencies rated by their most recent Supervisor.

Questions or concerns regarding the content of this evaluation should be addressed to the student's faculty supervisor at USU: [INSERT NAME AND EMAIL]

Evaluation Rubric

NOBS = Not observed. The Supervisor did not observe the student engaging in practice related to this competency or related sub-skills.

INAD = Inadequate. Students fails to exhibit any evidence of the competency, or fails to exhibit the competency adequately given his/her current level of applied/clinical training. Student

demonstrates ineffective sub-skills and requires inordinate supervision and feedback from the Supervisor.

EMER = Emerging. Student exhibits the competency at an emerging level that is characteristic of novices in early stages of applied/clinical training. Student demonstrates sub-skills with varying levels of effectiveness and requires typical supervision and feedback from the Supervisor.

SATI = Satisfactory. Student exhibits the competency at a satisfactory level that is on par with expectations for interns and early-career practitioners. Student demonstrates sub-skills effectively with typical supervision and feedback from the Supervisor.

EXEM = Exemplary. Student exhibits the competency at an exemplary level that exceeds expectations for interns and early-career practitioners. Student demonstrates sub-skills effectively with minimal supervision and feedback from the Supervisor.

Global Competencies

Competency Domain	NOBS	INAD	EMER	SATI	EXEM
I. General professional skills					
II. Data-based decision making/accountability skills					
III. Mental health and behavioral service skills					
IV. Academic intervention skills					
V. Consultation and collaboration skills					
VI. Diversity skills					
VII. Legal, ethical, and professional practice skills					
VIII. Research skills					
IX. Family–school collaboration skills					
X. School-wide practice skills					
XI. Preventive and responsive service skills					

Sub-Skills within Competencies

I. General professional skills	NOBS	INAD	EMER	SATI	EXEM
--------------------------------	------	------	------	------	------

A. Professionalism and stress management					
B. Interpersonal communication skills					
C. Dependability, timeliness, and task management					
D. Self-awareness and perspective of others					
E. Appropriately independent and takes initiative					
F. Responsiveness to supervisory feedback					
II. Data-based decision making/accountability skills	NOBS	INAD	EMER	SATI	EXEM
A. Administers various assessment strategies with standardized testing procedures					
B. Interprets assessment for screening and eligibility with consideration of cultural/contextual factors					
C. Uses a problem-solving framework to understand students' problems and strengths					
D. Communicates assessment information in a professional and comprehensible manner					
III. Mental health and behavioral service skills	NOBS	INAD	EMER	SATI	EXEM
A. Uses assessment methods to identify mental health and behavioral problems/intervention goals					
B. Uses data to develop effective interventions for mental health and behavioral problems					
C. Implements individual/group/class-level interventions that resolve behavioral concerns					
D. Implements individual/group/class-level interventions that resolve mental health concerns					
E. Uses data to evaluate the effectiveness of mental health and behavioral services					
IV. Academic intervention skills	NOBS	INAD	EMER	SATI	EXEM
A. Uses assessment methods to identify academic problems and intervention goals					

B. Uses data to develop effective interventions to meet academic goals					
C. Considers curriculum and instructional strategies to meet benchmarks					
D. Incorporates culturally responsive instructional strategies					
E. Uses data to evaluate progress with intervention					
V. Consultation and collaboration skills	NOBS	INAD	EMER	SATI	EXEM
A. Uses a problem-solving-based consultation process					
B. Develops and supports teacher/parent interventions to achieve consultation goals					
C. Establishes collaborations among families, teachers, community providers, and others					
D. Works collaboratively and meets role obligations with multidisciplinary teams					
VI. Diversity skills	NOBS	INAD	EMER	SATI	EXEM
A. Combines a problem-solving framework with culturally responsive practices for diverse students					
B. Considers individual cultural differences, strengths, and backgrounds to plan services					
C. Implements culturally responsive practices in all services to help meet intervention goals					
D. Uses data and strategies to promote fairness and social justice in school policies and programs					
E. Supports, empowers, or advocates for students and families from diverse backgrounds					
VII. Legal, ethical, and professional practice skills	NOBS	INAD	EMER	SATI	EXEM
A. Uses an ethical decision making model to adhere to ethical and professional standards					
B. Adheres to legal regulations in all practices					

VIII. Research skills	NOBS	INAD	EMER	SATI	EXEM
A. Applies evidence-based assessment, intervention, and consultation practices					
B. Uses various techniques and technology resources for data collection, measurement, and analysis					
C. Evaluates fidelity and effectiveness of intervention plans					
IX. Family–school collaboration skills	NOBS	INAD	EMER	SATI	EXEM
A. Collaborates respectfully with families and facilitates family participation in decision-making					
B. Uses strategies to facilitate home-school interventions					
C. Advocates for and provides culturally responsive practices for diverse students and families					
X. School-wide practice skills	NOBS	INAD	EMER	SATI	EXEM
A. Collaborates within a multitiered system of services to support student outcomes					
B. Advocates for policies and practices that promote inclusive and positive school environments					
C. Advocates for needed change in a school system that promotes student outcomes					
D. Collaborates with educators and administrators to establish a positive/inclusive school climate					
XI. Preventive and responsive service skills	NOBS	INAD	EMER	SATI	EXEM
A. Participates in school crisis prevention/response teams					
B. Appropriately intervenes during a crisis event					
C. Uses knowledge of risk and protective factors to prevent problems and promote student wellbeing					
D. Participates and evaluates programs that					

promote a positive school climate, safety, and inclusion					
E. Facilitates culturally responsive crisis practices that respond to family culture and context					

Narrative Comments & Feedback

[INSERT INDIVIDUALIZED COMMENTS AND FEEDBACK]

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Utah State University®

SCHOOL PSYCHOLOGY PROGRAM

Doctoral Practicum Evaluation

Version 10-25-18

Student:

Practice site:

Supervisor:

Date(s) Supervisor directly observed Student:

Date the evaluation was completed by the Supervisor:

Date the evaluation was communicated to the Student:

The purpose of the Doctoral Practicum Evaluation is to provide students in the School Psychology PhD Program with formal feedback from Supervisors regarding their demonstration of applied/clinical competencies that are outlined in the Program's training aims and inherent within the completion of advanced practicum experiences. This evaluation form must be completed by the student's primary Supervisor at the end of each semester of practicum in Year 3 and beyond.

Students' demonstration of competencies should be evaluated by Supervisors according to expectations for internship readiness. To be eligible to apply for internship, students must receive at least "Satisfactory" marks across all Global Competencies rated by their most recent Supervisor.

Questions or concerns regarding the content of this evaluation should be addressed to the student's faculty supervisor at USU: [INSERT NAME AND EMAIL]

Evaluation Rubric

NOBS = Not observed. The Supervisor did not observe the student engaging in practice related to this competency or related sub-skills.

INAD = Inadequate. Students fails to exhibit any evidence of the competency, or fails to exhibit the competency adequately given his/her current level of applied/clinical training. Student demonstrates ineffective sub-skills and requires inordinate supervision and feedback from the Supervisor.

EMER = Emerging. Student exhibits the competency at an emerging level that is characteristic of novices in early stages of applied/clinical training. Student demonstrates sub-skills with

varying levels of effectiveness and requires typical supervision and feedback from the Supervisor.

SATI = Satisfactory. Student exhibits the competency at a satisfactory level that is on par with expectations for internship readiness. Student demonstrates sub-skills effectively with typical supervision and feedback from the Supervisor.

EXEM = Exemplary. Student exhibits the competency at an exemplary level that exceeds expectations for internship readiness. Student demonstrates sub-skills effectively with minimal supervision and feedback from the Supervisor.

Global Competencies

Competency Domain	NOBS	INAD	EMER	SATI	EXEM
I. Conducting science-based assessment					
II. Providing science-based intervention					
III. Engaging in science-based consultation					
IV. Ensuring science-based practice is also “best-practice”					
V. Transmitting and regulating science-based practice and “best-practice”					

Sub-Skills within Competencies

I. Conducting science-based assessment	NOBS	INAD	EMER	SATI	EXEM
A. Selecting appropriate science-based theories and principles to guide the assessment process					
B. Selecting and using science-based assessment techniques that are relevant to referral concerns					
C. Accurately scoring, summarizing, and interpreting results derived from assessment techniques					
D. Synthesizing assessment results to identify appropriate target problems, diagnoses, and/or educational classifications					
E. Recommending science-based interventions that are clearly linked to the target problems and/or					

diagnostic/classification determinations					
II. Providing science-based intervention	NOBS	INAD	EMER	SATI	EXEM
A. Selecting appropriate science-based theories and principles to guide the intervention process					
B. Implementing a relevant, science-based pre-treatment assessment to guide the intervention process					
C. Developing a science-based intervention plan that is based on pre-treatment assessment and addresses referral concerns					
D. Implementing the intervention plan and problem-solving implementation issues					
E. Progress-monitoring and evaluating the outcome of the intervention plan					
III. Engaging in science-based consultation	NOBS	INAD	EMER	SATI	EXEM
A. Selecting appropriate science-based theories and principles to guide the consultation process					
B. Implementing a relevant, science-based pre-treatment assessment to guide the consultation process					
C. Developing a science-based consultation plan that is based on pre-treatment assessment and addresses referral concerns					
D. Implementing the consultation plan and problem-solving implementation issues					
E. Progress-monitoring and evaluating the outcome of the consultation plan					
IV. Ensuring science-based practice is also “best-practice”	NOBS	INAD	EMER	SATI	EXEM
A. Applying a problem-solving model to optimize effectiveness and troubleshoot challenges that arise during regular practice					

B. Applying a multitiered service delivery frameworks to ensure practices are delivered efficiently in school systems and related settings					
C. Applying ethical principles and guidelines to inform psychological service delivery					
D. Complying with legal requirements that govern the provision of psychological services					
E. Identifying and resolving concerns that arise between ethical mandates and legal requirements					
F. Applying cultural awareness, knowledge, and skills to inform psychological service delivery					
G. Identifying and resolving concerns that arise between cultural considerations and ethical or legal mandates					
V. Transmitting and regulating science-based "best-practice"	NOBS	INAD	EMER	SATI	EXEM
A. Writing effectively when producing reports and summaries related to psychological services					
B. Speaking effectively when presenting and discussing psychological services					
D. Responding effectively to supervision and obtaining professional development as needed					
E. Collaborating effectively with caregivers, multidisciplinary teams, and other professionals who provide services to youth					
F. Providing training and supervision to trainees and other professionals working with youth					

Narrative Comments & Feedback

[INSERT INDIVIDUALIZED COMMENTS AND FEEDBACK]

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Utah State University®
 SCHOOL PSYCHOLOGY PROGRAM

Scholarly Presentation Checklist

Version 10-25-18

Student:

Major Professor:

Date checklist was completed:

The purpose of the Scholarly Presentation Checklist is to provide students in the School Psychology PhD Program with an official record of their completion of the Comprehensive Exam, Part I: Scholarly Presentation Requirement. This checklist must be completed by the student's Major Professor only.

Title of presentation:

Type of presentation:

Name of conference:

Date of presentation:

Requirement	Approved
1. The student was the first author of the presentation	
2. The student developed the bulk of the presentation materials	
3. The Major Professor reviewed the presentation materials prior to the conference	
4. The student gave the majority of the presentation at the conference with appropriate skill and professionalism	
5. The Major Professor (or proxy) observed the presentation at the conference	
6. The Major Professor (or proxy) provided the student with feedback regarding the effectiveness of the presentation	

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Utah State University

SCHOOL PSYCHOLOGY PROGRAM

Journal Submission Checklist

Version 10-25-18

Student:

Major Professor:

Date checklist was completed:

The purpose of the Journal Submission Checklist is to provide students in the School Psychology PhD Program with an official record of their completion of the Comprehensive Exam, Part II: Journal Submission Requirement. This checklist must be completed by the student's Major Professor only.

Title of paper:

Name of journal:

Date of original submission:

Date of resubmission:

Requirement	Approved
1. The student was the first author of the paper	
2. The student conducted the bulk of the data analyses	
3. The student wrote the majority of the manuscript	
4. The Major Professor reviewed the paper prior to submission	
5. The Major Professor reviewed the editorial decision letter and reviewer feedback	
6. The student revised the paper in response to the editorial feedback and resubmitted the manuscript	
7. The Major Professor reviewed the revised manuscript and revision response letter prior to resubmission	

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Utah State University

SCHOOL PSYCHOLOGY PROGRAM

Assessment Report Evaluation

Version 10-25-18

Student:

Major Professor:

Date the assessment report was presented to Committee:

Date the evaluation was communicated to the student:

The purpose of the Assessment Report Evaluation is to provide students in the School Psychology PhD Program with formal feedback from the Program Faculty regarding their demonstration of science-based assessment skills that are outlined in the Program's training aims and inherent within the completion of the Comprehensive Exam, Part III: Assessment Report Requirement. This evaluation form must be completed by the student's Major Professor, after reviewing and discussing the student's performance with the other members of the Comprehensive Exam Committee.

Students' demonstration of competencies should be evaluated by Faculty according to expectations for internship readiness. To successfully pass this evaluation, students must receive at least "Satisfactory" marks across all Global Competencies.

Evaluation Rubric

INAD = Inadequate. Students fails to exhibit any evidence of the competency, or fails to exhibit the competency adequately given his/her current level of applied/clinical training. Student demonstrates ineffective sub-skills and requires inordinate supervision and feedback from Faculty.

EMER = Emerging. Student exhibits the competency at an emerging level that is characteristic of novices in early stages of applied/clinical training. Student demonstrates sub-skills with varying levels of effectiveness and requires typical supervision and feedback from Faculty.

SATI = Satisfactory. Student exhibits the competency at a satisfactory level that is on par with expectations for internship readiness. Student demonstrates sub-skills effectively with typical supervision and feedback from Faculty.

EXEM = Exemplary. Student exhibits the competency at an exemplary level that exceeds expectations for program graduates. Student demonstrates sub-skills effectively with minimal supervision and feedback from Faculty.

Global Competencies

Competency Domain	INAD	EMER	SATI	EXEM
I. Using science-based assessment processes				
II. Ensuring science-based assessment processes are also “best-practice” assessment processes				
III. Communicating and presenting assessment processes				

Sub-Skills within Competencies

I. Using science-based assessment processes	INAD	EMER	SATI	EXEM
A. Selecting appropriate science-based theories and principles to guide the assessment process				
B. Selecting and using science-based assessment techniques that are relevant to referral concerns				
C. Accurately scoring, summarizing, and interpreting results derived from assessment techniques				
D. Synthesizing assessment results to identify appropriate target problems, diagnoses, and/or educational classifications				
E. Recommending science-based interventions that are clearly linked to the target problems and/or diagnostic/classification determinations				
II. Ensuring science-based assessment processes are also “best-practice”	INAD	EMER	SATI	EXEM
A. Framing the assessment process within a problem-solving model and multitiered service delivery framework				
B. Considering ethical principles and guidelines related to the conduct of the assessment process				
C. Considering legal requirements related to the conduct of the assessment process				

D. Considering cultural and diversity factors related to the conduct of the assessment process				
III. Communicating and presenting assessment processes	INAD	EMER	SATI	EXEM
A. Communicating the assessment process in writing using professional language and conventions				
B. Presenting the assessment process orally using professional language and adequate content coverage				
C. Responding effectively to Faculty's questions, comments, and critiques regarding the assessment process				

Narrative Comments & Feedback

[INSERT INDIVIDUALIZED COMMENTS AND FEEDBACK]

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Utah State University®

SCHOOL PSYCHOLOGY PROGRAM

Intervention/Consultation Report Evaluation

Version 10-25-18

Student:

Major Professor:

Date the assessment report was presented to the Committee:

Date the evaluation was communicated to the student:

The purpose of the Intervention/Consultation Report Evaluation is to provide students in the School Psychology PhD Program with formal feedback from the Program Faculty regarding their demonstration of science-based intervention/consultation skills that are outlined in the Program's training aims and inherent within the completion of the Comprehensive Exam, Part IV: Intervention or Consultation Report Requirement. This evaluation form must be completed by the student's Major Professor, after reviewing and discussing the student's performance with the other members of the Comprehensive Exam Committee.

Students' demonstration of competencies should be evaluated by Faculty according to expectations for internship readiness. To successfully pass this evaluation, students must receive at least "Satisfactory" marks across all Global Competencies.

Evaluation Rubric

INAD = Inadequate. Student fails to exhibit any evidence of the competency, or fails to exhibit the competency adequately given his/her current level of applied/clinical training. Student demonstrates ineffective sub-skills and requires inordinate supervision and feedback from Faculty.

EMER = Emerging. Student exhibits the competency at an emerging level that is characteristic of novices in early stages of applied/clinical training. Student demonstrates sub-skills with varying levels of effectiveness and requires typical supervision and feedback from Faculty.

SATI = Satisfactory. Student exhibits the competency at a satisfactory level that is on par with expectations for internship readiness. Student demonstrates sub-skills effectively with typical supervision and feedback from Faculty.

EXEM = Exemplary. Student exhibits the competency at an exemplary level that exceeds expectations for internship readiness. Student demonstrates sub-skills effectively with minimal supervision and feedback from Faculty.

Global Competencies

Competency Domain	INAD	EMER	SATI	EXEM
I. Using science-based intervention/consultation processes				
II. Ensuring science-based intervention/ consultation processes are also “best-practice”				
III. Communicating and presenting intervention/ consultation processes				

Sub-Skills within Competencies

I. Using science-based intervention/consultation processes	INAD	EMER	SATI	EXEM
A. Selecting appropriate science-based theories and principles to guide the intervention/ consultation process				
B. Implementing a relevant, science-based pre-treatment assessment to guide the intervention/consultation process				
C. Developing a science-based intervention/consultation plan that is based on pre-treatment assessment and addresses referral concerns				
D. Implementing the intervention/consultation plan and problem-solving implementation issues				
E. Progress-monitoring and evaluating the outcome of the intervention/consultation plan				
II. Ensuring science-based intervention/consultation processes are also “best-practice”	INAD	EMER	SATI	EXEM
A. Framing the intervention/consultation process within a problem-solving model and multitiered service delivery framework				
B. Considering ethical principles and guidelines related to the conduct of the intervention/consultation process				
C. Considering legal requirements related to the conduct of the intervention/consultation process				
D. Considering cultural and diversity factors related to the				

conduct of the intervention/consultation process				
III. Communicating and presenting intervention/consultation processes	INAD	EMER	SATI	EXEM
A. Communicating the intervention/consultation process in writing using professional language and conventions				
B. Presenting the intervention/consultation process orally using professional language and adequate content coverage				
C. Responding effectively to Faculty's questions, comments, and critiques regarding the intervention/consultation process				

Narrative Comments & Feedback

[INSERT INDIVIDUALIZED COMMENTS AND FEEDBACK]

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Utah State University®

SCHOOL PSYCHOLOGY PROGRAM

Thesis & Dissertation Competencies List

Version 10-25-18

The purpose of the Thesis & Dissertation Competencies List is to provide students in the School Psychology EdS and PhD Program with a formal statement of the scientific research competencies that will be considered by Program Faculty when evaluating the written documents and oral presentations associated with thesis and dissertation projects. The competencies listed below are a more detailed version of the scientific research aims/goals stated in the EdS and PhD Handbooks. Students may use this list to help guide the development of written documents and oral presentations. Program Faculty may use this list to help scaffold the feedback they provide to students regarding the quality of documents and presentations.

Global Competencies

Competency Domain
I. Reviewing and synthesizing the literature
II. Designing and implementing the study
III. Selecting and applying data analysis techniques
IV. Reporting, interpreting, and discussing results
V. Communicating and presenting the study

Sub-Skills within Competencies

I. Reviewing and synthesizing the literature
A. Summarizing the state of the research within an area of scientific inquiry
B. Building a case for meaningful research problems
C. Posing relevant research questions and hypotheses
II. Designing and implementing the study
A. Targeting and recruiting an appropriate sample of participants

B. Defining and measuring relevant variables
C. Identifying and using a research design that allows for addressing the research questions
D. Accounting for factors related to implementation integrity of measures and manipulations
III. Selecting and applying data analysis techniques
A. Devising and carrying out preliminary analyses (as necessary) to address threats to internal validity
B. Devising and carrying out primary analyses to answer the research questions
C. Devising and carrying out exploratory analyses (as necessary) to probe unexpected findings
IV. Reporting, interpreting, and discussing results
A. Reporting results from data analyses
B. Interpreting results from data analyses in relation to the research questions and hypotheses
C. Discussing results from data analyses within the context of the broader base of scientific literature
V. Communicating and presenting the study
A. Communicating the study in writing using professional language and APA Style conventions
B. Presenting the study orally using professional language and adequate content coverage
C. Responding effectively to Faculty's questions, comments, and critiques regarding the study

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