Table of Contents

Foreword ..............................................................................................................................3

I. Introduction .....................................................................................................................4
   Program Philosophy .........................................................................................................4
   Program Goals, Objectives, and Competencies ...........................................................4
   Program Content ................................................................................................................8

II. Doctoral Program of Study ...........................................................................................9
   A. Policy on Completion of the Program of Studies ...................................................10
   B. Program Outline for the Ph.D. in School Psychology ............................................11
   C. Additional Research Experience Requirement .....................................................13
   D. Requirement for Presentation at Professional Conference .................................14
   E. National School Psychology Examination Requirement .......................................15

III. Procedural Steps in Doctoral Program .......................................................................15
   A. Appointment of Doctoral Advisory Committee ....................................................15
   B. Portfolio Preparation .................................................................................................16
   C. Policy on Completion of Coursework Prior to Qualifying Examinations ..............16
   D. Qualifying Procedure ...............................................................................................16
   E. Admission to Candidacy ...........................................................................................17
   F. Continuous Enrollment after Admission to Candidacy ..........................................17
   G. Internship ..................................................................................................................18
   H. Policy on Certifying Readiness for Internship .....................................................19
   I. Policy on Beginning the Internship ........................................................................19
   J. Policy on Dissertation Status and Internship .......................................................19
   K. Policy on Status of Dissertation after Internship ...............................................19
   L. Appointment of Doctoral Research Committee ...................................................20
   M. Planning the Dissertation .........................................................................................22
   O. Preparing the Dissertation for Final Defense ........................................................23
   P. Final Examination/Defense of the Dissertation .....................................................24
   Q. Time Lines for Doctoral Program in School Psychology .......................................25
   R. Reinstatement after Expiration of Candidacy .......................................................26
   S. Individual Program Planner ....................................................................................26
   T. Sample Program of Studies for the Ph.D. in School Psychology ..........................26

IV. Annual Evaluation Procedures ....................................................................................28

V. Ethical Principles and Guidelines ..................................................................................31

VI. Practicum Experiences ...............................................................................................32

VII. Practicum Hour Policies ............................................................................................33
VIII. Internships .................................................................................................................38
IX. Professional Liability Insurance ....................................................................................39
X. Criminal Background Checks ..........................................................................................40
XI. Dealing with Problems, Filing Complaints, and Grievance Procedures ....................40
XII. Obtaining Master’s degrees ..........................................................................................41
XIII. Obtaining EdS degrees ...............................................................................................42
XIV. Performance and Proficiency Requirements ..................................................................42
XV. Retention and Termination Policies ...............................................................................45
XVI. Guidelines for Grades in Graduate Education Courses ..............................................47
XVII Plagiarism and Academic Dishonesty .........................................................................47
XVIII. Financial Aid ..............................................................................................................48
Appendices ..........................................................................................................................49
FOREWORD

Welcome to the School Psychology Program! We are extremely pleased that you have chosen to join us as we work together toward achieving your career goals. Although you are learning many new things here, you also will be providing some valuable services to children, teachers, parents, and others, as well as to adding to the knowledge base through research activities. You are about to embark on a path that will lead to many rewards, not the least of which being the development of friendships that will last a lifetime. We believe that you will find graduate study in School Psychology to be a rewarding and challenging experience to prepare you as a scientist-practitioner who will assume roles in leadership, scholarship, and practice in schools and other settings where children and youth are developing and learning. The successful student is one who makes a commitment to excellence and to the children, youth, families, and others whom they ultimately will serve. I challenge you to become the best that you can be and set a personal goal to become highly knowledgeable in one or more specific areas of interest. You will gain more from the program and be more prepared to begin your career if you follow this path. This handbook describes several aspects of the program and its requirements, as well as answering many questions about how to navigate successfully to graduation. You should maintain frequent contact with your advisor who will help plan your individual program of studies to assure that you will meet your goals. If you have specific questions about the program, please email or stop by and I will do my best to answer them. We look forward to working with you to achieve your objectives. Again, welcome!

Thomas J. Huberty, Ph.D., ABPP
Director, School Psychology Program

If he is indeed wise, he does not bid you enter the house of his wisdom, but rather leads you to the threshold of your own mind. – Kahlil Gibran
Indiana University
School Psychology Ph.D. Program
Student Handbook

I. Introduction

Program Philosophy

The School Psychology Program at Indiana University is grounded in the
scientist-practitioner model in which the graduate is prepared to solve
problems associated with the personal, social, and educational development
of children and youth from diverse cultural, economic, ethnic, and racial
backgrounds. Emphasis is placed on the integration of research and practice,
with the goal to instill in the student the belief that the professional
psychologist should use current knowledge to address the myriad of factors
that may affect children’s development. Scientist-practitioners also
contribute to the knowledge base of psychology. School psychologists address
the needs of individual students and advocate for change using population-
based approaches to serve children and families.

Program Goals, Objectives, and Competencies

The program curriculum includes training goals, objectives, and competencies
that, when mastered, will prepare you for internship and professional practice
after graduation. You will acquire these competencies through a combination of
coursework, practicum experiences, supervision of others, and completion of the
internship and dissertation.

Goal 1: Develop Knowledge and Competence in Cultural Diversity

The Indiana University School Psychology program’s faculty and students have a
strong commitment to social justice as an integral part of our training.
Longstanding patterns of oppression and discrimination have left our nation with
inequities that continue to plague our schools and society. We believe that school
psychologists have a responsibility to develop an identity that incorporates a
commitment to social justice. This dedication to equity cannot be an add-on or a
single course in diversity. Rather, the commitment to cultural responsiveness and
advocacy must be an integral part of the training and role of the school
psychologist as central as our commitment to evidence-based practice and
effective collaboration. Thus, we train our students in the concept of a continuum
of care to provide the most effective evidence-based services for all individuals,
but also to act as an advocate and systems change agent, actively monitoring the
quality of the educational experience and outcomes for students from groups who
have been under-represented or marginalized.
Objective #1: Demonstrates awareness and knowledge of diversity and equity issues

Competency #1: Aware of and sensitive to cultural traditions and customs of families and communities
Competency #2: Demonstrates knowledge of factors that have created or maintain inequity
Competency #3: Advocates equal opportunity for marginalized or historically underrepresented

Objective #2: Demonstrates ability to provide culturally relevant psychological services

Competency #1: Understands and develops strategies to address cultural mismatch
Competency #2: Demonstrates cultural competence when working with school personnel and parents in a consultative role
Competency #3: Provides psychological service to individuals that is respectful
Competency #4: Designs effective, culturally competent behavioral, social, and/or academic intervention strategies

Goal 2: Develop Knowledge about Organizations and Professional Roles

Schools, families and communities are complex institutions. Understanding the intricacies and dynamics of these institutions is essential to successfully improving children’s academic and social-emotional health. To negotiate these systems, knowledge of ethical and legal standards is essential. Ethics, statutes, regulations, and institutional cultures are not distinct, but are inextricably interwoven and should guide the behavior and conduct of all professional psychologists. To become a competent school psychologist, students must develop a thorough understanding of ethical principles, legal requirements, professional behavior, and best practices and how they are intertwined. These principles are addressed continually through direct orientation, applied practice, and reflection in all core classes, practicum, and internship.

Objective #1: Demonstrates knowledge about organizations where psychological services are provided

Competency #1: Understands role of the psychologist in diverse settings
Competency #2: Understands organization and functioning of public schools
Competency #3: Understands roles of various school personnel, e.g., social workers, counselors, administrators, special and general education teachers
Objective #2: Understands supervisory relationships and appropriate roles

Competency #1: Recognizes need for and seeks supervisory assistance
Competency #2: Accepts and uses supervisory feedback
Competency #3: Demonstrates effective supervision of less experienced peers

Objective #3: Develops knowledge about appropriate ethical, professional, and legal conduct

Competency #1: Demonstrates awareness of ethical and legal principles

Goal 3: Develop Observation and Assessment Skills

Observation and assessment form the basis upon which interventions are built. It is critical that the psychologist be able to understand and respond to a referral question. We believe that quality assessment is comprehensive and involves the use of multiple tools. Selection of appropriate tools requires knowledge of their evidence base for use.

Objective #1: Demonstrates knowledge of assessment methods

Competency #1: Has comprehensive knowledge of assessment methods appropriate to the referral questions
Competency #2: Uses a variety of observational methods, e.g., narrative recording, time-sampling and computer-assisted methods

Objective #2: Demonstrates skill in conducting assessments and use of results

Competency #1: Selects and correctly administers cognitive, academic, behavioral, social, emotional, and adaptive assessment procedures
Competency #2: Conducts comprehensive assessments
Competency #3: Communicates assessment results, in writing and orally, that address the referral questions
Competency #4: Uses assessment results for the development of academic, behavioral, and social interventions

Goal 4: Develop Intervention and Consultation Skills

The school psychology program has a long-standing commitment to the scientist-practitioner model of preparation. Toward that end, we provide experiences that prepare school psychologists who rely on evidence-based practices when
designing and implementing interventions. It is essential that psychologists develop professional and collaborative relationships with teachers, parents, administrators, and community members. These relationships form the basis for trust and increase the fidelity with which interventions are implemented.

**Objective #1: Demonstrates ability to gather information upon which to base interventions**

- **Competency #1:** Values contributions and insights of parents, teachers, and colleagues
- **Competency #2:** Uses interview for problem identification, problem analysis and problem-solving

**Objective #2: Demonstrates ability to develop and implement interventions**

- **Competency #1:** Presents results of academic and behavioral observations, both orally and in written form
- **Competency #2:** Coordinates and monitors implementation of collaboratively-developed intervention plans
- **Competency #3:** Has knowledge of a range of evidence-based individual and group interventions
- **Competency #4:** Implements effective behavioral, social, and/or academic intervention strategies
- **Competency #5:** Demonstrates knowledge of and applies evidence-based practices

**Objective #3: Demonstrates ability to evaluate effectiveness of interventions**

- **Competency #1:** Recognizes factors of treatment acceptability and treatment integrity
- **Competency #2:** Systematically collects data to monitor the effectiveness of interventions
- **Competency #3:** Modifies intervention plans in response to systematically collected data

**Goal #5: Develop Research, Evaluation, and Dissemination Skills**

A scientist-practitioner also contributes to the knowledge base. Toward this end, an early inquiry project is required prior to the dissertation. The dissertation serves as the culminating project where research skills are demonstrated.

**Objective #1: Demonstrates ability to conduct research and evaluation**

- **Competency #1:** Understands merits of diverse research methods

School Psychology PhD Program Handbook – Page 7
Competency #2: Accesses electronic databases to inform practice

**Objective #2: Demonstrates ability to disseminate information to others**

Competency #1: Conducts an in-service presentation using interesting information about child, family, or school issues

Competency #2: Disseminates research knowledge to parents, teachers, colleagues, and others

Upon completion of the program and mastering of the goals and competencies, graduates are prepared to enter a variety of work settings, such as public and private schools, clinics, hospitals, and institutions of higher learning. Depending upon their individual programs, graduates may be eligible to take state licensing examinations for the independent practice of psychology, as well as obtaining certification/licensure to work in public schools. Graduates who obtain licensure for independent practice usually are also eligible to be listed in the *National Register of Health Service Psychologists*. The Ph.D. Program in School Psychology is accredited by the American Psychological Association and is one of the oldest graduate programs in school psychology in the nation. It is also approved by the National Association of School Psychologists.

**Program Content**

Students are given preparation in foundations of psychology and education, practices and methodologies of school psychology, the multicultural context of the school, and research/inquiry techniques through course work and practical experience. Practicum and experiential aspects of the profession begin from the first semester of enrollment, and you will have a variety of opportunities to expand and apply acquired skills. Practica are offered concurrently with theoretical and applied course work.

The first semester includes the seminar *P680: Ethical, Legal, and Professional Issues in School Psychology* in which you will learn about history, legal and ethical issues, licensure and certification requirements, organizations that represent the field, roles and functions of psychologists, current trends, and research and related journals in the field. In the first semester, students typically take *P655: Cognitive Assessment and Intervention*, in which the focus is upon individual cognitive assessment and interventions for children and *P656: Practicum in School Psychology*. The second semester continues this sequence in *P657: Academic Assessment and Intervention*, in which advanced skills are acquired in assessment and intervention for children with educational and special needs. Both semesters contain a practicum component in which you spend the equivalent of one to two days per week in one of several sites. These sites allow you the opportunity to apply newly acquired skills in settings where children with special needs and those in general education receive services. Typical practicum sites are nearby public schools and in the Indianapolis area. During the second
semester of the first year, students also take \textit{P682: Developmental Psychopathology of Childhood and Adolescence}, where you are exposed to issues in atypical behavior from a developmental perspective and learn about conducting applied clinical research. Typically, you will also take \textit{P650: Single Subject Methodology for Behavioral Sciences} in the second semester.

A similar sequence is presented in the second year with the advanced courses in social-affective assessment and intervention. In the third regular semester, you will take \textit{P691: Personality Assessment and Intervention,} and \textit{P695: Practicum in Personality and Behavioral Assessment.} You will address in depth issues in cultural diversity in the course \textit{P681: Psychological Issues in Cultural Diversity} in the second semester of the second year, as well as \textit{P692: Seminar in Therapeutic Interventions with Children,} and \textit{P696: Practicum in Therapeutic Interventions with Children.} Typical sites for these practica include public schools, mental health centers, inpatient and outpatient psychiatric facilities, and the Institute for Child Study. A third-year advanced practicum is required of all doctoral students, which includes experiences with case management and supervision of first or second-year students. All practica are supervised by faculty members and experienced on-site psychologists. In addition to the courses in school psychology described above, students also take courses in learning and cognition, human development, biological and social bases of behavior, and others. \textbf{Doctoral students are required to complete a minimum of 600 hours of practicum in school-based settings} to meet requirements to become a Nationally Certified School Psychologist (NCSP).

Historically, program faculty have been involved in professional organizations, e.g., Division 16 (School Psychology) of the American Psychological Association (APA), the National Association of School Psychologists (NASP), the Indiana Association of School Psychologists, the Council for Exceptional Children (CEC), and the American Educational Research Association (AERA). From the beginning of the program, you are encouraged to attend state, regional, and national meetings. The IU School Psychology Program has a long tradition of students giving presentations at local, state, regional, and national conferences, often in collaboration with faculty. You will benefit more from the program if you take the initiative to become involved in projects of interest and in professional organizations.

\section*{II. Doctoral Program of Study}

Most students complete their Ph.D. programs with 100-110 semester hours of credit, including internship and dissertation. At the present time, the program requires a minimum of 96 hours of graduate credit. Programs of study vary as a function of such variables as individual interests, course sequences, and previous experience and graduate work. The School Psychology Ph.D. Program is designed so that it may be completed in about five years, although the average completion time for students entering with a bachelor’s degree is about five to six
years. You may, however, choose to take more time to complete the program, gaining additional applied experiences and/or advanced course work. Virtually all students stay on campus the fourth year to make substantial progress on the dissertation prior to beginning the internship in the fifth year, which is highly recommended by the faculty. The dissertation proposal must be approved before being certified as ready for the internship and data collection should be well underway by the time you leave for internship. At least one year of continuous full-time study on the Bloomington campus is required, with a typical full-time load being 11-12 hours per semester.

When you enter the program, a faculty member is assigned as advisor to help you with planning the first year's course of study. Before the beginning of the second year, you will establish an advisory committee, of which a School Psychology faculty member serves as the chairperson. Working with the committee chairperson, a minimum of two additional faculty members are selected, one of whom must be a School Psychology faculty member, and the other member represents the minor area. You will work with the committee to develop a program of studies that meets your professional interests and goals. After course work in the major has been completed, written and oral qualifying examinations and procedures are completed. After these examinations have been successfully passed, you are nominated to candidacy. At that time, the dissertation topic should be well-developed and be ready for proposal to the research committee, which is comprised of four members. The dissertation director is the faculty member with expertise in the problem area. At least two committee members will be School Psychology faculty. A School Psychology faculty member serves as the committee chairperson, and frequently is the dissertation director. You must select at least one other School Psychology faculty member to serve on the committee. The other member can be from the School Psychology faculty or from another area. The dissertation director may be from any department or program. The director can be any one of the committee members and must have attained tenure, although exceptions can be made by petition to the University Graduate School. A member from outside the program will represent the minor specialization. In some cases, the outside member may be from another discipline, if the dissertation problem is not as pertinent to the cognate area. At least half of the required four committee members must be Full members of the Graduate Faculty and all must be tenure track. Exceptions may be granted by petition to the University Graduate School. Additional members can be added, including those not on the IU faculty, such as doctoral level practicum or internship supervisors. See Section III for a more complete description of the steps to complete the program.

II.A Policy on Completion of the Program of Studies

You are to select a permanent advisor by April 15 of the first year of study, and complete the Program of Studies (POS) no later than October 1 of the second year. Failure to meet this timeline for completion of the POS will result in
blocking of the ability to register for courses in the second semester of the second year and beyond until the POS is approved and submitted to the department chairperson for approval.

II.B  Program Outline for the Ph.D. in School Psychology

The program of study for the Ph.D. in School Psychology has been established through careful consideration of the current trends in the field, needed foundations and skills, and requirements of the School of Education, the University Graduate School, the American Psychological Association, the National Association of School Psychologists, and various accrediting and licensing entities. The individual program is a collaborative product between you and your Advisory Committee, based upon your areas of interest and program requirements. The following outline provides detailed overview of the nature of the course work and associated experiences of the doctoral program.

**Major Field: School Psychology**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>P650</td>
<td>Single Subject Research Methodology in Behavioral Sciences</td>
<td>3</td>
</tr>
<tr>
<td>P655</td>
<td>Cognitive Assessment and Intervention</td>
<td>4</td>
</tr>
<tr>
<td>P656</td>
<td>Practicum in School Psychology</td>
<td>4</td>
</tr>
<tr>
<td>P657</td>
<td>Academic Assessment and Intervention</td>
<td>4</td>
</tr>
<tr>
<td>P670</td>
<td>Behavioral Analysis and Consultation for School Psychologists</td>
<td>3</td>
</tr>
<tr>
<td>P680</td>
<td>Ethical, Legal, and Professional Issues in School Psychology</td>
<td>3</td>
</tr>
<tr>
<td>P681</td>
<td>Psychology of Cultural Diversity</td>
<td>3</td>
</tr>
<tr>
<td>P682</td>
<td>Developmental Psychopathology of Childhood and Adolescence</td>
<td>3</td>
</tr>
<tr>
<td>P691</td>
<td>Personality Assessment and Intervention</td>
<td>3</td>
</tr>
<tr>
<td>P692</td>
<td>Therapeutic Interventions with Children</td>
<td>3</td>
</tr>
<tr>
<td>P695</td>
<td>Practicum in Personality and Behavioral Assessment</td>
<td>2</td>
</tr>
<tr>
<td>P696</td>
<td>Practicum in Therapeutic Interventions with Children</td>
<td>2</td>
</tr>
<tr>
<td>P697</td>
<td>Advanced Practicum in School Psychology</td>
<td>1</td>
</tr>
<tr>
<td>P699</td>
<td>Internship in School Psychology II</td>
<td>2</td>
</tr>
</tbody>
</table>

**Psychological Foundations Courses**

(These courses meet APA requirements for foundations in the respective areas.)

**Human Development (3 hrs.)**

P514  Lifespan Development: Birth to Death  3

**Biological Bases of Behavior (3 hrs.)**

P624  Biology of Behavior  3
Social bases of behavior (3 hrs.)

P622   Social Development 3

OR

P566   Social Psychology in Education 3

OR

G566  Social Bases of Behavior 3

History and Systems of Psychology (3 hrs.)

P601   Educational and Historical Foundations of Psychology 3

Cognitive/Learning Bases of Behavior (3 hrs.)

P540   Learning and Cognition in Education 3

OR

P544   Applied Cognition and Learning Strategies 3

Practicum experiences are incorporated into the program from the first semester of matriculation through the third year of study. Courses in School Psychology, Educational Psychology, Learning and Developmental Sciences, and other areas are included to bring the total to the minimum of 55 semester hours for the Major Area, including Foundations courses. Although not specifically required, we suggest that students have at least six hours of additional course work/practicum in counseling/therapeutic interventions. Many internships, licensing boards, and state departments of education require courses in counseling on an applicant’s transcript. The University Graduate School requires at least 90 hours for the Ph.D. degree, but a program is likely to total 100-110 hours, due to student interest in specific courses or areas of study. If you are planning to complete an internship in a clinical setting, it is suggested that a course in psychopharmacology be considered as an elective.

Research and Inquiry Skills  

Minimum: 12 hours *

Y502   Intermediate Statistics Applied to Education (required) 3
Y521   Strategies for Educational Inquiry (required) 3
Y603   Statistical Design in Educational Research 3

OR

School Psychology PhD Program Handbook – Page 12
Electives

P527  Educational Measurement                           3
P617  Psychometric Theory                                3
Y535  Evaluation Models and Techniques                    3
Y603  Statistical Design in Educational Research (if not used above) 3
Y604  Multivariate Analysis in Educational Research (if not used above) 3
Y611  Qualitative Inquiry in Education                    3
Y635  Methodology of Educational Evaluation               3

Others as approved by advisory committee

Inquiry Linkage (<6 hrs.>)
(counted toward major field, but is not included in this total and is described below)

The School of Education has established a requirement that students have early and advanced course work experience in linking research methodology to the major field of study. The School Psychology Program meets this requirement when students take P682: Developmental Psychopathology of Childhood and Adolescence during the second semester of the first year of study. The advanced linkage experience is met with enrollment in the P692: Therapeutic Interventions with Children in the second semester of the second year.

* Although a corequisite for Y502, Y603, and Y604, the statistics labs (Y500) cannot be counted toward the minimum requirement of 12 hours of Research and Inquiry Skills. Because Y502 is required and either Y603 or Y604 must be taken, at least two hours of Y500 must be taken.

Minor

Minimum: 12 hours

Dissertation: 15 hours

P795  Dissertation Proposal Preparation                  3
P799  Doctoral Thesis in Educational Psychology           12

Electives or Second Minor                                  0-12

II.C Additional Research Experience Requirement

In addition to research experience requirements established by the School of Education, the program faculty have established a requirement that, prior to the dissertation, each doctoral student will design, carry out, analyze, and submit for
publication an original research study. Work on the study can begin at any time, but should be begun in earnest no later than the end of the second year of study. You should identify a faculty member who will serve as an advisor and/or collaborator on this research project. The study may be a product of a proposal developed for another course, a special area of interest, a follow-up to earlier research by you or others, or from any of a number of other sources. The essential component of this requirement is that you must develop an original idea and navigate it through to submission to a reputable journal. The project may be quantitative, qualitative, or mixed methods, and should be reviewed by your advisor prior to submission to determine whether it will meet the requirement. The advisor may or may not be the mentor for the project, however. The research can have multiple authors, but you must demonstrate evidence of a substantial contribution if not the first author. Generally, being the first or second author will establish an acceptable amount of contribution. The study will be subject to review and discussion during the qualifying examination procedures. The manuscript must undergo editorial review and a copy of the email or letter indicating that is has been reviewed by an editorial board must be included in the Professional Development Portfolio that is a part of the qualifying procedure and nomination to candidacy. Rejection for review by an editorial board by the journal editor or associate editor does not constitute acceptable review. If rejected by the editor/associate editor who does not send it out for editorial review, the paper can be submitted to another journal. If the article does not undergo full editorial board review, another research-based paper must be submitted and reviewed. Therefore, early work on this requirement is highly recommended, because the review must be completed before nomination to candidacy will be approved, which can affect whether you can be certified for readiness to have your dissertation proposal approved and readiness for internship certification. Acceptance of the manuscript for publication is not required. Newsletter articles, test reviews, book reviews, and similar products generally are not acceptable, because they do not undergo a blind review process with editorial feedback and are not considered research and contributing new knowledge.

II.D Requirement for Presentation at a State, Regional, or National Professional Conference

Each doctoral student must have a major role in at least one presentation at a state, regional, or national psychological or educational conference prior to being nominated to candidacy. The presentation does not need to be done individually, i.e., it may be done with other students, faculty, etc., but you must demonstrate a major role in the development and delivery of the paper or topic. The presentation could be a paper, research presentation, training workshop, etc. Poster presentations may be acceptable, pending approval by your committee. To the extent possible, you should obtain an evaluation of the presentation.

II.E. National School Psychology Examination Requirement
All graduates of the School Psychology doctoral program are required to take and pass the National School Psychology Examination (Praxis II) as a condition for graduation. It is recommended that the examination be taken at the end of the second year of study. The examination must be taken and passed as a partial requirement for nomination to candidacy. The current passing score is 165, which is the passing score set by NASP to obtain national certification. A copy of the scores, including subtest scores, is to be provided to the Director of the School Psychology Program and the results must be included in the portfolio as part of the qualifying examination process, i.e., you must take and pass the examination before you will be nominated to candidacy. You should know that, although you may arrange to have a copy of the scores sent to Indiana University, often they cannot be located and it is uncertain why this occurs. Therefore, be sure to provide a printed copy to the Director of the program in either hard copy or pdf format. You should also upload the complete score report to your ePortfolio. Reporting of aggregated scores is required for approval of the doctoral program by the National Association of School psychologists and we also use them as training outcome indicators.

III. Procedural Steps in Doctoral Program

The following sections describe the procedural steps necessary to complete the doctorate in the School Psychology Program. A summary timeline is presented at the end of Section III.

III.A Appointment of Doctoral Advisory Committee

The advisory committee has the responsibility for program guidance through the qualifying examination and must contain at least three members. The minimal complement of the committee is as follows:

- Two members must be School Psychology faculty
- The chairperson must be a School Psychology faculty member
- One member must represent the minor area
- At least two of the three committee persons must be members of the Graduate Faculty

In collaboration with the Committee Chairperson, the plan for completing the Program of Studies is begun, including forming the advisory committee, by the end of the second year of study. A Program of Studies (POS) form may be obtained from the Office of Graduate Studies website. When completed, the POS lists the faculty members who have agreed to serve on the committee, the courses you intend to take, and projected timeline. You will meet with the committee, who approves the Program of Studies. It is your responsibility to arrange through the doctoral committee chairperson a meeting of the committee to approve the plan as well as to allocate courses that have already been completed (including
any transfer credits) and those to be taken in each component of the requirements. The completed form and the approved Program of Studies are submitted to the Office of Graduate Studies for final approval through assigned departmental staff. The Office of Graduate Studies then will send official notification to you and your advisor regarding the appointment of the doctoral advisory committee and approval of the Program of Studies. During the semester in which the advisory committee is appointed, you should submit to the committee chairperson a detailed plan and time schedule for meeting the requirements for the degree. This process must be completed by October 1 of the second year of study, or permission to register for courses will be blocked until it is completed. Any graduate credit that is to be transferred from another university must be submitted for approval when the Program of Studies is submitted to the Office of Graduate Studies.

III.B  Portfolio Preparation

From the beginning of graduate study through nomination to candidacy, you will continue to develop a Professional Development Portfolio, which will include personal goal statements, Program of Studies, papers written and published, summaries of conference proceedings in which the student participated, evaluations, and other materials that reflect your professional development. You should work closely with your academic advisor to develop and maintain this portfolio over time. The final portfolio will be reviewed and considered during the oral examination process prior to Nomination to Candidacy. The portfolio process is online as ePortfolio and you will receive information about its use.

III.C  Policy on Completion of Coursework Prior to Qualifying Examinations

All courses in the Program of Studies are to be completed and a grade other than "I" assigned (excluding internship and dissertation) listed on the Program of Studies before Nomination to Candidacy can be completed. You are to verify completion of these courses with the advisor before seeking approval to begin the qualifying process. You may elect to complete the minor examination requirements (if required) at a time other than the major qualifying process, but Nomination to Candidacy cannot be given until all requirements are completed.

III.D  Qualifying Procedure

At or near the completion of course work, you will begin the process of preparing for the qualifying procedure that requires the following: (1) unconditional admission to a doctoral program one semester prior to the examination, (2) approved doctoral advisory committee appointed; (3) approved Program of Studies submitted, and (4) no incomplete grades in required courses on the Program of Studies (with the exception of internship and dissertation). The Professional Development Portfolio, qualifying paper, minor paper or project (if
required), and oral examination serve as the comprehensive/qualifying procedure. If the minor is composed primarily of courses within the School of Education or when the component is represented by a member of the faculty of the School of Education, a written examination is required. (See the document *Qualifying Examination Procedure for the PhD Degree in School Psychology* that is available on the Office of Graduate Studies Student Portal.)

At the time of taking and passing the oral examination, the Nomination to Candidacy and Early Research Experience forms are completed by the advisory committee. The nature of the Early Research Experience project is described in the *Graduate Bulletin*, which states, in part, that "... a student carries out an actual research project, including the collection and analysis of data to answer a research question, and the writing of the research manuscript. … Each student must carry out an independent research project. The research manuscript resulting from this study must be read and approved by the student's advisory committee." The program requisite of conducting original research and submitting it for editorial review meets this requirement (see II.C).

**III. E Admission to Candidacy**

Final approval for admission as a candidate for the doctoral degree will be based upon the results of the written and oral qualifying examination, the quality of course work taken at Indiana University and elsewhere, the range and quality of professional experience, pertinent personal qualifications, and evaluation of the *Professional Development Portfolio*. The faculty have final authority to make those decisions. According to University Graduate School policies, you must be nominated to candidacy within seven (7) years after matriculation into the program or courses will begin to expire, requiring re-taking or revalidation. However, the School Psychology Program has established more specific timelines. You must complete the qualifying process and be admitted to candidacy after the end of the third year of full time study. Exceptions may be granted in special cases, but they must be extraordinary. Nevertheless, you will have to complete the dissertation and internship within seven (7) years of being nominated to candidacy. Therefore, you will have ten (10) years from enrollment to complete the program. If you do not complete the program within ten (10) years after initial enrollment, you will be terminated from the program. This requirement helps to assure that graduates of the program are reasonably current with regard to science and practice in school psychology. Exceptions will be granted only in extraordinary cases.

**III.F Continuous Enrollment after Admission to Candidacy**

After being admitted to candidacy for the doctoral degree, you must be continuously enrolled during the regular academic year after being admitted to candidacy. If you graduate during the summer, enrollment is required during that session. You must be enrolled during the semester when you officially graduate.
Failure to maintain continuous enrollment subjects you to monetary penalties and fees for "back enrollment." You are required to re-take qualifying examinations and meet any new program requirements if the time between admission to candidacy and defense of the dissertation exceeds seven (7) years. Doctoral students must register for a minimum of twelve (12) hours of P799 as they proceed toward completion of the dissertation. If you have taken twelve (12) hours of P799, then enrollment in G901: Graduate Research occurs, which is considerably less expensive, and is designated to be full-time enrollment. G901 is only available in the regular academic year, however, and is limited to six (6) semesters. Most often, graduation occurs in the summer when the internship ends. At that time, you should be enrolled in P799 for one (1) hour if graduation occurs during the summer. (An incomplete in P699: Internship in School Psychology II does not meet this requirement.) It is important and is your responsibility to maintain continuous enrollment after admission to candidacy. If you are off-campus, it is possible to enroll in absentia by obtaining authorization from the dissertation director.

III.G Internship

Following Nomination to Candidacy, you will begin to complete the internship and dissertation. It is highly recommended that you remain on campus for four years to develop the dissertation. It is very difficult to complete an internship and make substantial progress on the dissertation simultaneously in a timely manner. The doctoral internship requires a minimum of 1500 hours in a school or clinical setting under the supervision of a properly licensed or certified doctoral level school or clinical psychologist. A site supervisor who does not hold a doctoral degree in school psychology, clinical psychology, or counseling psychology cannot be the designated supervisor. You must enroll for at least one (1) hour of P699: Internship in School Psychology II each semester, and “Research” (“R”) grades will be given until the internship is completed because the internship period extends past the end of the academic year.

Some internship sites require completion of more than 1500 hours, and often are considered to be twelve-month appointments and typically are 2000 hours. You are expected to complete the internship as designated by the internship site. If the internship is completed in a clinical setting, substantial work and activity regarding schooling and education must be included, although you are not required to work in a school as part of the internship rotation. Leaving the internship before the end of an academic or calendar year is not permitted, i.e., even if you complete 1500 hours before the end of the school year, you must complete the academic year, including any time that is required after school officially closes. Failure to comply with this requirement may lead to an incomplete grade or not being able to finish the program.

III.H Policy on Certifying Readiness for Internship
You must be admitted to candidacy prior to being certified as ready for an internship. You may be taking qualifying examinations or completing Nomination to Candidacy during the semester of application for internship, but Nomination to Candidacy must be completed before verification of readiness to complete the internship will be given. You may not apply for an internship without receiving approval from your advisor or the Director of the Program. If you are applying for APA/APPIC internships, verification of readiness for internship will not be provided unless Nomination to Candidacy has been completed and the dissertation proposal has been approved. There are no exceptions to this policy and no grace periods are given. For students who intend to complete an internship in a school or non-APA accredited or APPIC (Association of Psychology Postdoctoral and Internship Centers) internship, permission to enroll for the doctoral internship will not be granted until Nomination to Candidacy is completed and the dissertation topic is approved. There are no exceptions to this policy and no grace periods are given. You will not be permitted to enroll for internship until nomination to candidacy is completed and the dissertation topic is approved.

III.I Policy on Beginning the Internship

The dissertation proposal must be approved before being certified for readiness for an APA/APPIC internship or for a non-accredited internship in a school setting. You will not be permitted to register for internship until Nomination to Candidacy is attained and the dissertation topic is approved by your research committee. For APA and APPIC internships, there are deadlines when application materials must be submitted, including verification from the Director of Clinical Training (DCT) that you are approved to begin an internship. If Nomination to Candidacy and approval of the dissertation are not completed by those deadline dates, the DCT will not certify readiness for internship, which could delay you for at least a year or cause a change in your internship plans. There are no exceptions and no grace periods to this policy, so it is highly important that you be aware of timelines and when you will complete Nomination to Candidacy and approval of the dissertation.

III.J Policy on Dissertation Status and Internship

As stated above, the dissertation proposal must be officially approved (i.e., signed Dissertation Approval Form) by your committee prior to being approved for internship readiness. You will be expected to continue working on the dissertation while on internship and maintain contact with your dissertation director.

III.K Policy on Status of Dissertation after Internship
If the dissertation is not completed within two years after completing the internship, you must apply for and receive the EdS degree. This requirement is to assure that should you not finish the PhD, a degree in School Psychology is conferred by Indiana University.

III.L Appointment of Doctoral Research Committee

After admission to candidacy, you will form a Doctoral Research Committee. The Research Committee has the responsibility for guiding you through the dissertation, conducting a final oral defense of the dissertation, and recommending you for the degree. The Nomination of Research Committee Form and Dissertation Approval Form must be received and approved by the University Graduate School at least six (6) months prior to the final oral defense. The Research Committee may include the same members as the advisory committee. However, the advisory and research committees may have entirely different members from the advisory committee.

To constitute the research committee, the Nomination of Research Committee for the Ph.D. form is completed, which provides for a proposed thesis title and brief outline of thesis. The brief outline should be a one or two page document and must contain the following: (1) a clear statement of the proposed research, (2) an outline of the methods and research procedures to be used, (3) the research questions that will be answered by the study, and (4) an indication of the contribution that the study will make to the student's discipline. Also, you are required to submit a more detailed thesis proposal, which must be accepted by the research committee and department chairperson, and must include a copy of the approval form from the IU Institutional Review Board (IRB), which approves all research involving human subjects. After the research committee approves the thesis topic, the Nomination of Research Committee for the Ph.D. and Dissertation Proposal Approval forms, along with the two-page summary and Human Subjects approval (if required) are submitted to the Office of Graduate Studies through assigned departmental staff. Then, you will receive verification that the committee and dissertation topic have been approved by the University Graduate School. This process is completed online through OneStart.

The Research Committee is constituted as follows:

- Must consist of at least four faculty members
- One member serves as the director of the dissertation, who may be from another department or program. The director must be a tenured faculty member although petitions for non-tenured faculty to be the director may be approved by the University Graduate School in some cases.
- At least two (2) members of the committee are School Psychology faculty members
• The Chairperson of the committee must be a School Psychology faculty member, and also may be the director of the research.
• One member represents the minor area (unless the dissertation topic is not pertinent to the minor and exceptions can be made).
• Other members may be from any area, including School Psychology, but should be chosen based on ability to contribute to the dissertation problem. In some cases, persons not on the IU faculty can be added to the research committee, such as practicum or internship supervisors who hold the doctoral degree, with approval by the University Graduate School.

The chairperson and the director are not necessarily the same person, as the director (who does not have to be a School Psychology faculty member) will work with you to develop the proposal and guide the research. All of the research committee members must be members of the Graduate School faculty unless the Dean of the Graduate School grants a waiver. At least half of the members must be Full Members of the Graduate School Faculty. Exceptions to these requirements can be made in specific situations.

The procedures for developing a dissertation topic and submitting a proposal are as follows:

• identify a director of the dissertation and work in collaboration to develop the proposal
• ask prospective members whether they would be willing to serve on the committee after talking with them about the proposed study
• work with the director of the dissertation to develop a proposal to be presented to the committee
• obtain signatures on the Nomination of Ph.D. Research Committee form (can be done before or at the proposal defense meeting)
• schedule a meeting of the committee after the final proposal is prepared and approved by the dissertation director
• provide copies of the proposal to each committee member at least two weeks prior to the proposal defense
• defend the proposal before the committee and obtain their approval of the project
• obtain their signatures on the Dissertation Proposal Approval Form
• obtain the signature of the departmental chairperson and return the completed form to the Office of the Graduate Studies. (This is done through assigned departmental staff.) Most often, completion of the Nomination of Research Committee and approval of the dissertation are done at the meeting to defend the proposal. Obtaining forms and submitting them is the responsibility of the chairperson of the committee.
If the study involves the use of human subjects, approval of the study from the Office for the Protection of Human Subjects/Institution Review Board (IRB) must be obtained before data collection may begin. Also, data collection may not begin before approval of the dissertation by the research committee. Although you may obtain approval for the study by the Human Subjects Committee/IRB, you must obtain permission of the research committee before collecting data. Existing datasets may be used in some cases, but your committee and the IRB must approve their use. If the committee does not approve the project, then you may be required to develop another topic. Information on human subjects procedures and applications to the IRB is available at http://researchadmin.iu.edu/HumanSubjects/index.html.

III.M Planning the Dissertation

Historically, the Ph.D. has been considered to be a research degree. Therefore, the dissertation is the defining inquiry capstone experience for the student seeking the Ph.D. It is not merely another assignment to be completed, but demonstrates your ability to conceptualize a research problem, defend its value, conduct the study, answer the research questions, write a scholarly summary of the findings, and successfully defend it. The quality of the dissertation is deemed to be at a high level, much more so than a master’s thesis. The problem of the dissertation should of such significance that the results are of publishable quality when successfully defended and will make a contribution to the literature. In fact, your research committee will evaluate the proposal on these two points. It is expected that if the study is deemed to be of publishable quality, you will revise the paper into the appropriate format and submit it for publication to a reputable journal. We believe that dissemination of dissertation research is a responsibility of a scientist-practitioner and strongly encourage you to submit your study for publication.

Planning the dissertation is a process that should occur over months and years of study. As you progress through the program, increased knowledge of topic areas and research methodology leads to the development of an area of special interest. It is hoped that the original research requirement will be the first step in developing a line of research that will lead to the dissertation. The dissertation problem should be a product of the student's thinking and research about this area of interest, leading to a specific project. There often are "peaks" and "valleys" as work progresses toward completion of the dissertation, which is a normal process. After the dissertation topic is approved by the research committee, the minimal amount of time to complete and defend it ranges from six months to a year. Most often, it takes about a year to complete it after approval. Therefore, you should give ample time to complete the project and avoid allowing the expiration of candidacy to be less than one year. Expecting that the dissertation can be completed from start to finish in less than a year is unrealistic, due to issues involved with data collection, availability of the dissertation director and committee members, and other factors. The University Graduate School has
established a policy that the dissertation may not be defended until at least six (6) months after the proposal is approved and received by the University Graduate School. Failure to complete the dissertation within the allotted time will cause candidacy to expire. Although reinstatement is possible, retaking of qualifying examinations, courses, and meeting new requirements can be a major undertaking, and is to be avoided.

NOTE: The dissertation must be successfully defended and submitted to the University Graduate School no later than seven (7) years after successfully completing the qualifying procedures, which is defined as the date when the Nomination to Candidacy form is signed by your advisory committee. You should also note that the program has established a policy that Nomination to Candidacy is to be completed at the end of the third year of full-time study. *Exceptions will be granted only in extraordinary cases.* Therefore, you must complete the program within ten (10) years of enrollment or you will be terminated from the program. The University Graduate School has provisions for allowing extensions of these timelines, but also permits extensions of time to be at the discretion of the program. *We will approve extensions of time only in extraordinary circumstances.* We believe that maintaining these timelines helps to assure that graduates are reasonably current in knowledge and skills in both science and practice. (Also see Section III.E above.)

### III.N  Policy on Maintaining Currency of the Dissertation Topic

The final defense of the dissertation may be completed before, during, or after the internship. You must have the dissertation proposal approved by the research committee before being certified for readiness for the internship (see III.I). The School Psychology faculty has adopted a policy that the dissertation is to be defended within two years after completion of the internship. If the dissertation is not finished by that time, you must obtain approval from the faculty to conclude the original project. This requirement is designed to assure that research completed by students in the program is current in scope and relevance to the field.

### III.O  Preparing the Dissertation for Final Defense

The completed thesis must be presented in acceptable form because it will be electronically archived and made available to the public. It must be prepared in current APA style and the tables and figures (as they appear in final form in the thesis) must not be larger than the size of the regular typed page. The figures must be in black and white only. You should consult the website of the University Graduate School or the Office of Graduate Studies in the School of Education to verify current procedures for preparation of the final version of the dissertation.
III.P Final Examination/Defense of the Dissertation

Announcement of Final Examination. An announcement of the defense of the dissertation must be prepared by you using an online process. The website for this process is at [http://www.indiana.edu/~grdschl/appendix-a.php](http://www.indiana.edu/~grdschl/appendix-a.php). The summary must be approved by the chairperson of the research committee. The announcement must be submitted to the University Graduate School at least thirty (30) days prior to the final examination. After completion of the course work and thesis, a final oral examination covering the thesis must be satisfactorily completed. The examination will be conducted by the entire committee and in the presence of those members of the faculty who may wish to attend. An observer, whose function is to attest to the fact that due process was followed during the final defense of the dissertation, may be appointed by the School of Education Dean's Office. This procedure is rarely used, however. Copies of the defense version of the dissertation must be provided to each committee member at least two weeks prior to the date established for the final oral examination.

Conducting the Final Examination. The typical length of time for the oral defense of the dissertation is about two hours. In most cases, you can expect to provide an oral overview of the dissertation, including the problem statement, rationale for the study, the research questions, methodology, results, and summary comments. Then, you will be asked questions by the committee members. After all questions have been asked, you are excused while the committee discusses the examination. It is common for students to make changes to the dissertation, ranging from minor to major alterations. The outcome of the oral defense is of four types: (1) approval without changes, (2) approval with minor changes, (3) approval with major changes, which may or may not be seen by the entire committee, or (4) failure. At least some editing is required on virtually all dissertations. If the committee approves the dissertation and recommends the degree, forms are signed and processed by the committee chairperson.

Abstract of Dissertation and Acceptance Page. A one to two-page abstract of the dissertation is to be prepared with blank spaces for all members of the committee to sign. The acceptance page of the dissertation must have places for the signature of each research committee member. Both the abstract and acceptance page should be prepared before the defense, so that they can be signed at that time. The student keeps those forms and submits the original signed copies to the University Graduate School. If the dissertation is to be copyrighted, there is an additional charge and procedure (see below).

Vita Page. A brief autobiographical sketch is placed immediately after the last page of the dissertation.

Copyright Procedures. If the dissertation is to be copyrighted, type a copyright page to be inserted following the title page. The information on this page should be placed just above the center of the page and should include the copyright
Application for Degree. An application for a degree must be completed and filed at least two months before the degree is to be granted. Applications received after the first of the month may not be processed until the end of the following month. The application should be filed with the Office of Graduate Studies. Failure to file this application by the proper time may result in failure to graduate at the expected time. The responsibility for checking degree requirements rests with you. An electronic copy of the thesis, abstract, and acceptance page must be presented to the University Graduate School before approval for graduation will be granted. All “R” grades must be changed to “S” grades by your committee chairperson before conferral of the degree can be made officially.

Awarding of Degrees. Ph.D. degrees are awarded on a monthly basis. The specific dates may be obtained by contacting the University Graduate School or the Office of Graduate Studies in the School of Education. For those students who wish to begin postdoctoral supervision for licensure as a psychologist should arrange to have their dissertation and completion of internship to coincide in the same month so that formal graduation may occur in that month.

Graduation Activities. Formal University graduation activities are scheduled only during May and December. Those students participating in graduation activities should obtain information about caps and gowns at http://commencement.iu.edu/bloomington/. Additional information may be obtained from the Indiana University Alumni Association, 812-855 1711. The awarding of the doctoral hood and participation in graduation ceremonies is considered by most participants to be a special, memorable experience, and is recommended to all graduates.

III.Q Timelines for Doctoral Program in School Psychology

- August - Complete Admissions procedures
- August - Meet with temporary advisor assigned by department. Select course work for first semester of study
- April 15, year one – Select permanent advisor
- October 1, year two – form Advisory Committee and complete Program of Studies
- Complete Required Course work:
  - At least six (6) semesters in duration (Two consecutive semesters in residence with nine (9) hours or more taken each semester).
At least sixty-six (66) hours taken at the Bloomington campus, including dissertation and internship credits. (Up to thirty (30) hours of graduate credit may be transferred from another university.)

Complete required coursework within three years of full-time study (excluding internship and dissertation)

- Complete Qualifying Procedure and Nomination to Candidacy in third year
- Complete internship and dissertation within seven (7) years after Nomination to Candidacy (Important: See Sections III.E and III.M above for specific program requirements.)

III.R Reinstatement after Expiration of Candidacy

Occasionally, a student may permit candidacy to expire before completing the internship and/or dissertation. It is possible for a student to be reinstated for a period of three (3) years, during which all designated requirements must be completed. Permission to be reinstated is not automatic and is at the discretion of the School Psychology faculty and the University Graduate School, who also determine any conditions necessary for permission to complete the degree program. Factors that may be considered include, but are not limited to: status of dissertation, nature and degree of professional experience during the interim, extenuating circumstances, and amount of time since completion of courses or internship. Allowing candidacy to expire is to be avoided, because significant work may be required to ensure that you are current in the field. Also, you are subject to back tuition and financial penalties to be reinstated. It should be noted that the faculty will agree to an extension only in extraordinary circumstances. (See Sections III.E and III.M for specific program requirements.)

III.S Individual Program Planner

A copy of the Individual Program Planner is presented in the appendices to help you plan your program of studies. Copies are available from the Director or your advisor.

III.T Sample Program of Study for the Ph.D. Degree in School Psychology (note that individual programs will vary, depending on interests, courses selected, and when courses are offered)

YEAR 1, FALL SEMESTER

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>P680</td>
<td>Ethical, Legal, and Professional Issues in School Psychology</td>
<td>3</td>
</tr>
<tr>
<td>P655</td>
<td>Cognitive Assessment and Intervention</td>
<td>4</td>
</tr>
<tr>
<td>P656</td>
<td>Practicum in School Psychology</td>
<td>2</td>
</tr>
<tr>
<td>P670</td>
<td>Behavioral Analysis and Consultation for School Psychologists</td>
<td>3</td>
</tr>
</tbody>
</table>
YEAR 1, SPRING SEMESTER

P682  Developmental Psychopathology of Childhood and Adolescence  3
P657  Academic Assessment and Intervention          4
P656  Practicum in School Psychology                 2
P650  Single Subject Research Methodology in Behavioral Sciences  3

YEAR 1, SUMMER SESSION

G522  Counseling Techniques                     3
G523  Laboratory in Counseling                   3
P540  Learning and Cognition                     3
xxxx  Elective                                     3

YEAR 2, FALL SEMESTER

P691  Personality Assessment and Intervention       3
P695  Practicum in Personality and Behavioral Assessment  2
G656  Social Bases of Behavior                     3
Y502  Intermediate Statistics Applied to Education  3

YEAR 2, SPRING SEMESTER

P692  Seminar in Therapeutic Interventions with Children  3
P696  Practicum in Therapeutic Interventions with Children  3
P623  Advanced Child Development                   3
P681  Psychological Issues in Cultural Diversity  3

YEAR 2, SUMMER SESSION

xxxx  Courses in the Minor Area or electives  9-12

YEAR 3, FALL SEMESTER

P601  Educational and Historical Foundations of Psychology    3
P697  Advanced Practicum in School Psychology               1
P624  Biology of Behavior                                    3
Y521  Methods of Educational Inquiry                        3

YEAR 3, SPRING SEMESTER

P622  Social Development                                    3
P623  Advanced Child Development                            3
Remaining requirements and electives                      9
YEARS 3, SUMMER SESSION

Elective(s), remaining requirements, or dissertation hours 6-12

Complete qualifying procedure, elective courses, work on dissertation and complete Nomination to Candidacy

YEAR 4

Work on dissertation, apply for internships, complete elective practica

YEAR 5

Complete internship and defend dissertation

IV. Annual Evaluation Procedures

Evaluation of student progress is an ongoing process in the School Psychology Program, which occurs in a variety of ways. In addition to evaluation of performance in courses and practica, students are evaluated formally at least once per year. You will be evaluated with a separate procedure during internship with a form that corresponds with the program’s goals, objectives, and competencies. All students are formally reviewed each year by the faculty and a summary review form and/or letter is sent informing you of the results of the review. Included will be comments about progress, as well as any concerns that should be addressed. This review process will be done until you meet all requirements and graduate. In most cases, you can expect a positive review expressing satisfaction with the year’s performance and congratulations on progress. When evaluating performance in the program, a variety of criteria are considered, including, but not limited to:

Ethics:
- Knowledge, adherence, and application of ethical principles
- Knowledge, adherence, and application of statutes and regulations regarding professional practice
- Demonstration of concern for client welfare
- Demonstration of appropriate client-psychologist relationships

Professional Behavior:
- Appropriate demonstration of professional role (attire, behavior, demeanor, etc.)
- Appropriate involvement in professional development activities (e.g., professional associations)
- Appropriate interactions with peers, colleagues, staff, etc.
- Awareness of impact of behavior on others
Sensitivity to client issues:

- Acknowledgment and effectiveness in working with:
  - Children
  - Teachers
  - Parents
  - Administrators
  - Supervisors
  - Other school staff (e.g., social workers, counselors, speech therapists)

Use of Supervision:

- Adequate preparation
- Accepts responsibility for own learning and development
- Receptiveness to feedback and suggestions
- Utilize results of supervision to improve practice
- Willingness to consider or discuss personal issues that may affect professional functioning
- Applications of learning to practice
- Shows appropriate reliance on own skills
- Shows appropriate self-analysis and self-evaluation

Other factors:

- Effective management of personal stress
- Ability to maintain professional behavior and responsibilities, despite personal circumstances
- Development and maintenance of realistic professional goals
- Show appropriate levels of self-initiated professional development (e.g., self-study)

Often, the problems noted above may be remediable. However, problems can be of such magnitude that they interfere with professional functioning, which may be reflected in:

- an inability or unwillingness to acquire and integrate professional standards into personal behavior
- an inability to acquire a level of professional skills deemed necessary to be an effective and competent psychologist
- difficulties in controlling personal stress or circumstances that interfere significantly with professional functioning

Further evidence of significant difficulties in professional functioning may be shown by:

- failure to acknowledge, understand, or attempt to address a problem
- the problem not being merely a remediable skill deficit
• having a negative impact on the quality of services
• the problem not being restricted to one area of professional functioning
• the problem requiring an excessive amount of professional monitoring or supervision
• no significant change in behavior, despite receiving feedback, making remediation efforts, and/or over an appropriate period of time
• the problem possibly having ethical or legal implications if not adequately addressed.

At times during a student’s program, concerns may arise about performance in courses or practica that require more immediate action than the annual review. In those situations, the faculty member or advisor meets with the student and addresses the problem. This action is the most frequent, and usually resolves the matter. If the problem appears persistent or is of more concern, it may be discussed by the entire School Psychology faculty. The faculty may determine that the best course of action is for the advisor or another faculty member to work with the student. At other times, the student may receive a letter from the Director, stating the concerns and making recommendations for improvement or other actions that may be taken. Depending upon the nature of the problem, formal documentation may be made. The range of actions taken by the faculty can range from mild to more significant:

1. Informal discussion with the student to resolve the situation(s).
2. Suggestions for specific remediation steps to be taken, which may include that the student consider counseling or other interventions.
3. Requirements that specific remediation steps are to be taken, which may include counseling or other interventions.
4. Student may be put on probation for a specified period of time, with reasons for the action to be put in writing, along with conditions for removal from probation.
5. Student may be counseled to withdraw from the program with reasons put in writing.
6. Student may be terminated from the program for inability to comply with program requirements, unprofessional or unethical behavior, or perceived incompatibility with becoming a professional school psychologist. Reasons for dismissal will be explicitly documented and explained to the student verbally and in writing.

Most often, steps one and two are sufficient to address most situations, and it is rare that the subsequent steps are necessary. In all cases, the student will be given the opportunity to discuss concerns with the faculty and to provide information about contributing or mitigating factors. The student retains the right to appeal faculty decisions to the appropriate persons or offices. That procedure is described in Section XI.
V. Ethical Principles and Guidelines

During the course of your studies, you will be exposed frequently to the Ethical Principles of Psychologists and Code of Conduct of the American Psychological Association (2002, with 2010 revisions), and Principles for Professional Ethics (2010) of the National Association of School Psychologists. By joining the School Psychology Program, you are agreeing to become knowledgeable of these principles and to abide by them in your graduate studies. There may be occasions when you will confront ethical dilemmas that are difficult to resolve, because the situation is unclear as to the proper course of action. Most often, these kinds of dilemmas are of three types: (a) professionalism, (b) ethical principles, and (c) legal standards. A situation can be unprofessional without necessarily violating an ethical principle (e.g., a professional making a derogatory comment about another professional). An ethical violation occurs when an action contradicts the standards applicable to the profession (e.g., having a dual relationship with a client), and also is unprofessional. Legal standards are much clearer in most cases, because the actions of the professional psychologist are under the auspices of the applicable statutory requirements. For example, breach of confidentiality almost always is a violation of the law, but also is an ethical violation and is unprofessional. In cases where you feel that an ethical principle is in conflict with the law, the legal standard takes precedence, unless otherwise specified in the applicable statutes.

Most often, proper ethical behavior is very consistent with “common sense” and courtesy, but there may be occasions when matters of ethical behavior by others arise. At the most basic level, adherence to ethics follows the principle of “do no harm”, although it is more complicated than this principle. If you encounter a situation where questions of ethics arise, always talk with your faculty supervisor or advisor for guidance. Most situations can be resolved with appropriate consultation and education, but at times, formal complaints may be necessary. The general standard is to try to resolve a situation informally before making a formal report or allegation. Allegations of ethical misconduct are serious matters and are not to be made capriciously or without substantiation. Again, if you feel there is an ethical problem present, talk with your advisor or other faculty member before taking direct action yourself.

Some applicable laws that have relevance to your work include:

- Indiana Title 511 Article 7, Rules 32-47 (511 IAC 7-32 et seq.)
- Americans with Disabilities Act (ADA; 2010) (42 U.S.C. § 12101 et seq.)
- Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232(g)) (also known as the Buckley Amendment)
Ethical principles and behavior are important issues, and we expect students to conduct themselves ethically and professionally. Our students have characteristically adhered extremely well to ethical principles and concern about ethical behavior has not been a problem in the School Psychology Program.

VI. Practicum Experiences in the School Psychology Program

The faculty consider the required and elective practica to be some of the strongest components of the program. Students are required to complete several hundred hours of practicum and often elect to do more than the minimal requirements. Practica give you the opportunity to develop knowledge, insights, and skills under supervision that will better prepare you for internships and professional employment. Practicum experiences begin in the first semester on an introductory level and end with you providing professional services at a more independent level while under supervision.

The Nature of Practicum Experiences

Although the practica that you will take are designated as courses, they are much more than didactic experiences. You will be interacting with children and youth, parents, school personnel, physicians, and many others. Therefore, the practica involve interacting in environments where appropriate professional behavior is expected. In many respects, the practicum experiences closely approximate the “real world” of the professional psychologist. How you conduct yourself in practicum settings reflects directly on the program, the School of Education, Indiana University, the profession, and most importantly, on you. Although professional psychologists have a wide range of skills, perhaps the most important asset one can have is her or his reputation. A professional with a negative reputation is not likely to be effective or be seen as someone in whom others can place their confidence. Therefore, it is important that you always conduct yourself in a professional and ethical manner and develop a reputation for professionalism, integrity, and competence. It is useful to remember a few points about professional behavior in practica:

- Be prompt and timely about arrivals, assignments, activities, etc.
- Always dress appropriately for the situation, according to the requirements of the site and/or your practicum supervisor(s), including campus meetings
- Let your supervisor(s) or others know when you cannot be on site, complete an assignment, or when other situations arise
- Strive to do the best work you can and go beyond what is expected
- Always adhere to APA and NASP Ethical Principles and legal requirements
- Stay in close contact with your faculty supervisors and let them know if problems arise
- Keep thorough records of your practicum experiences, including detailed practicum logs of your time and activities
- Always treat children, parents, teachers, and others with respect, courtesy, and professional conduct

**Use of Titles during Practicum and Internship**

While you are in training, including during internship, you may not refer to yourself in any manner or circumstance using the term “psychologist”. Indiana defines “psychologist” as someone who has a doctoral degree in psychology and is licensed by the State Board of Psychology as a psychologist or as a “School Psychologist” licensed by the Indiana Department of Education. Other states are likely to be similar. Thus, titles on reports, presentations, etc., such as “School Psychologist in Training” or “Intern School Psychologist” are not appropriate. Because this restriction is a legal requirement, it is also an ethical requirement. Some acceptable titles are:

- School Psychology Graduate Student
- School Psychology Graduate Clinician
- School Psychology Student
- School Psychology Practicum Student
- School Psychology Intern
- Resident in School Psychology

**Final Comments about Practica**

While in the program, you will have practicum experiences that will prepare you for internship and professional employment. Prospective internship sites often will ask for references from faculty and site supervisors about your clinical skills and personal and professional behavior. Your performance in practicum may have a significant impact on the recommendations given by faculty and supervisors, so use these opportunities to gain some valuable experiences that will be of benefit as you continue your professional development. We hope that you will enjoy the experiences as opportunities for personal and professional growth.

**VII. Practicum Hour Policies**

The practica in the School Psychology Program are intended to give students valuable field-based experiences that are developmental and cumulative, beginning with closely supervised, primarily observational and interactive experiences to increasing independence in preparation for the internship. In addition to obtaining learning experiences for students, the practica comply with NASP and APA requirements for pre-internship training.

NASP requires that EdS and Ph.D. students have a minimum of 600 hours in school settings across practicum and internship. APA does not specify the number of practicum hours that are needed, but some pre-internship practicum is
required. There is no standard from APA or NASP for translating clock hours into credit hours, i.e., neither organization specifies how many clock hours constitute a practicum hour. However, some states may have specific requirements for clock hours, practicum hours, or semester credits for licensure as a psychologist or school psychologist. You should check requirements in states where you might intend to be licensed. Typically, state departments of education do not specify clock hour to credit hour equivalents, although they may require a minimum number of internship credits. Nearly all state licensing boards and departments of education require that credit be on transcripts for practicum and internship, although clock hours or semester hour credits most often are not stated. For doctoral students seeking APA accredited internships, we recommend that each student have a minimum of 1200 clock hours of practicum by the start of the internship. Some sites may have specific requirements. Typical totals for our students range from 1200 to 1500 hours and students who have totals in this range have been highly successful in obtaining APA accredited internships. (Note: Not all APPIC member internships are APA accredited, although all APA accredited internships are APPIC members.)

Requirements for Approved Practica

“Approved practica” are those experiences that are approved and endorsed by the program faculty, and are separate from volunteer experiences that you may complete while in the program. For a practicum to be program approved, the following criteria apply:

1. You must be directly supervised by an appropriately licensed/certified school, clinical, or counseling psychologist. Third and fourth year practica are to be supervised by a doctoral level psychologist. If the site does not have a doctoral level psychologist, you should receive additional supervision from a faculty member.
2. You must receive and document a minimum average of one (1) hour per week of direct, “face-to-face” supervision from the site supervisor.
3. Some type of ongoing communication/supervision between you and a faculty member must be developed and maintained during all practica. Both the site supervisor and university supervisor are to be listed on the vita for program approved practica.
4. You must be enrolled in a practicum course until the experience is completed.
5. You may receive compensation for experiences counted as practicum if the above requirements are met.
6. Experiences not meeting these criteria are considered volunteer or other experiences and are not to be listed as practicum on your vita or internship applications. They should be listed as “Other Experiences” or something similar. The standard is that “practicum” listed on a vita is program approved. Failure to follow this standard could be
considered misrepresentation of experiences and could be considered to be an ethical violation.

7. These criteria apply for all practicum experiences for all Ph.D. students, even if not seeking an APA/APPIC internship.

8. Each practicum is to be formally evaluated by a site supervisor at least once, preferably at its conclusion, with the evaluation given to the instructor of record and you will receive a copy. For P656, P695, P696, and P697 practica, use the practicum evaluation forms provided by the instructor. For elective practica, any of those may be appropriate, depending on the nature of the practicum. Discuss these situations with the instructor.

9. The faculty internship supervisor may ask doctoral students to submit practicum logs and related documents prior to verifying readiness to complete an APA/APPIC internship.

We recommend that all doctoral students keep practicum logs consistent with APPIC guidelines (see www.appic.org). There is a program at http://time2track.com that you may find very useful. APPIC also has a program to document practicum hours (www.appic.org).

Practicum and Credit Hours

The program requires a minimum of 120 clock hours of practicum completed each semester during the first two years of the program. Students may opt to increase their hours each semester, time permitting. The total of 120 hours is based upon the equivalent of a full day per week for 15 weeks per semester (8 x 15=120). It is understood that these hours may not be completed in one full day, but could occur over two or three days per week. These hours include time for campus-based meetings or practicum classes with faculty supervisors or instructors, but do not include travel time. For the first two years, two hours of credit are given for each practicum. This arrangement should not be interpreted as 60 hours being equivalent to one hour of credit. Rather, it has been constructed to account for possible specific practicum credit hour requirements that some states may have and to permit students to meet minimum program hour requirements and not have to take additional courses in an already demanding schedule. The following minimum practicum hours are required and are based on the assumption that the student has no prior graduate credit to be counted toward a degree. For students entering with coursework or a degree in School Psychology or a related area, individual plans will be developed.

<table>
<thead>
<tr>
<th>Year I</th>
<th>Practicum hours</th>
<th>Semester hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>P656 (Fall)</td>
<td>120</td>
<td>2</td>
</tr>
<tr>
<td>P656 (Spring)</td>
<td>120</td>
<td>2</td>
</tr>
</tbody>
</table>

School Psychology PhD Program Handbook – Page 35
### Year II

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>P695 (Fall)</td>
<td>120</td>
<td>2</td>
</tr>
<tr>
<td>P696 (Spring)</td>
<td>120</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>480</td>
<td>8</td>
</tr>
</tbody>
</table>

This plan gives Ph.D. students a minimum of 480 hours during their first two years and eight semester hours of credit, which is sufficient for doctoral students intending to complete an internship in a non-school setting, when combined with an additional 120 hours.

**Third and Fourth Year Practica**

In the third year, you are required to enroll for one (1) hour of P697. This practicum includes a requirement that the student supervise first- or second-year students in a manner to be developed between the student and a faculty member. This practicum is to be at least 120 clock hours (the equivalent of about one full day per week for 15 weeks), but can be completed over two semesters and an “I” be recorded, if necessary. For students seeking a non-APA accredited internship in a school setting, this experience can be in a school or non-school setting, provided that it meets the requirement of being program sanctioned. You must obtain 600 hours of school-based practicum while on campus. If you do not obtain those hours in the first two years, you should be sure that you obtain them during the next two years so that you are eligible for NCSP certification. If the internship is APA accredited and is in a public school setting, then a school-based practicum experience is not necessary, as the minimum 600 hours will be more than met with the combination of the practica in the first two years and the internship. (An advisory is noted below, however.)

Fourth year practica are entirely elective, but must meet the requirements for program approved practica and students are required to enroll for another hour of P697. The P697 enrollment from the third year cannot be carried over to the fourth year. Therefore, all doctoral students will have at least nine (9) hours of practicum on their Program of Studies and transcripts. This can be important, because some state psychology licensing boards require that graduates have at least nine (9) hours of practicum on their transcript.

**APA/APPIC internships**

It should be noted that to successfully compete for APA/APPIC internships, we recommend that doctoral students have a minimum of 1200-1500 hours of practicum prior to beginning the internship to be competitive in the application process. If you take 300 hours of program approved practicum per year (perhaps including summers), you will have 1200 hours by the beginning of an APA accredited internship, which should make you competitive. Most students have
completed between 1200 and 1500 hours when they begin an APA accredited internship. It is important, however, that you get a range of experiences that include both breadth and depth. Completing practica in only one or two settings may not be viewed as positively by internship sites. Hours in assessment, intervention, and supervision are needed for APA/APPIC internships. (See [www.appic.org](http://www.appic.org).) We urge you to discuss your internship plans with the program director or internship supervisor as you progress through the program.

To obtain 1200 hours across four years for students intending to seek APA accredited internships:

1. Complete 120 hours of practicum each semester during the first two years.
2. Complete an additional 60 hours of program approved practicum each year during the first two years by adding more hours each semester and/or doing summer practica. (In general, we recommend that you have three to five different practica over the third and fourth years.)
3. Complete program approved practica in the third and fourth years.
4. Sign up for P697 each fall in the third and fourth years and carry it over each semester each year, completing 150 practicum hours over twelve (12) months. (P697 cannot be carried over from year to year.)
5. If you are planning to do a clinical (non-school based) internship in a hospital or mental health setting, take additional school-based practicum hours if you do not have 600 hours in the first two years. This is necessary to meet the NASP requirement of at least 600 hours in a school setting. If seeking school-based internships such as Virginia Beach Public Schools, Cypress-Fairbanks Independent School District, or the Illinois Consortium, this will not be necessary because you will exceed 600 hours in a school setting. (However, see the next section.)

**Advisory:** You will not know whether you will obtain an APA-accredited school internship until February of your final year on campus, which typically is the fourth year. If you do not obtain an APA accredited school internship or are matched with a non-school APA accredited site, then it will be difficult to get the additional school-based practicum hours before you begin the internship in the summer of that year. Therefore, it is highly recommended that doctoral students who intend to obtain an APA accredited internship complete needed school-based hours in the third or fourth years to assure that the requirement is met.

**Simultaneous practica in the second year**

It is possible to do a second practicum during the second year to gain more hours, but we have noted that this is very challenging. Any additional practicum during the regular academic year must be secondary to the assigned practicum and be approved by the faculty supervisor. Failure to honor responsibilities to the
required practica may result in lowering of practicum grades, less positive practicum evaluations, or having a negative effect on letters of recommendation.

**Final Note**

It is important that these requirements be followed closely so that you are in compliance with NASP, APA, and School Psychology Program requirements. Another important reason to be in compliance is so that the Program Director and campus internship supervisors can verify that all practicum and internship requirements were met when you apply to become a Nationally Certified School Psychologist (NCSP) through NASP.

**VIII. Internships in the School Psychology Program**

All students must complete a 1500 clock hour internship for the Ph.D. degree. These clock hours are minimal, and the internship site may require more hours. Most APA/APPIC internships require twelve months in residence and completion of 2000 hours. The student is expected to comply with the requirements of the internship site. The selection of an internship is very important for you, because it often will have a direct impact on immediate career options and employment opportunities. There are many considerations in seeking an internship, but the most important is whether a site is consistent with your career goals.

The selection of an internship for the Ph.D. can be difficult, depending on what type of experience you want. If you wish to have an internship in an APA accredited site, then you will need to go through the structured process of making formal applications, going to interviews, and ranking your choices. For students seeking this type of internship, they most often are interested in being licensed for independent practice. All APA-accredited sites are members of APPIC. You may not need to complete an APA accredited internship to be licensed for independent practice, but often the credentials are more closely scrutinized by licensing boards. Some states may require that licensed psychologists complete an APA-accredited internship. In most cases where students complete an APA-accredited internship and become licensed for independent practice, they are eligible for listing in the *National Register of Health Service Psychologists* (www.nationalregister.org). This credential may be important if you work in a setting where third-party reimbursement is available, and the payer approves reimbursement to professional psychologists who are listed in the Register. In some cases, licensed graduates may seek the Certificate of Professional Qualifications (CPQ) provided by the Association of State and Provincial Psychology Boards (ASPPB; www.asppb.org) that helps with portability of licensing across states. *The program does not guarantee that you will be placed in an APA-accredited or APPIC internship,* but we have a strong history nearing 100% of students who apply for these internships being successful. (See *Student Admissions, Outcomes, and Other Data* on the program website.)
In all but a very few cases, completing an internship in a school setting will not permit a graduate to be licensed for independent practice. The student who completes a school-based internship will be able to be licensed/certified to work in the public schools, however. All doctoral internships must be supervised by a doctoral level psychologist who is appropriately licensed or certified, regardless of the setting. If you choose to seek an APA/APPIC site, then the procedures are very specific and you must follow them. If you wish to do an internship in the public schools or other non-APA/APPIC site, then the task may be more difficult, because there is no central clearinghouse for them. You must rely on advertisements, your own searches, or information given by the faculty or others about availability. You will receive at least two (2) semester hours of credit for the internship, which also satisfies the University Graduate School requirement that you be continuously enrolled after admission to candidacy. The internship is to be constructed to further the development of competencies and skills as a psychologist. You will be developing a written plan of goals and objectives to be accomplished during the internship. The experience is to be completed on a full-time basis over one year or on a half-time basis over two consecutive years and be a minimum of 1500 hours. At least 600 hours of the internship are to be completed in a school setting, although students who have had equivalent experience or have completed a specialist level internship may complete all of the internship in a non-school setting if consistent with program values and goals. The internship supervisor(s) should have at least three years of post-degree experience. You should start your search for an internship in the year prior to when you plan to complete it. The Director of the Program, faculty internship supervisor, and/or your academic advisor will be able to provide more specific information about securing an internship. You should check with states where you intend to practice, because they may have specific requirements for the number of credit hours for practicum or internship that must appear on your transcript. First and foremost, the internship is a learning experience and the intern is not expected or allowed to be a “staff member” with minimal supervision, although a high level of independence is to be developed during the internship. By the end of the internship, you should be functioning independently at a high level, although the professional psychologist should seek consultation and guidance from fellow psychologists when needed.

IX. Professional Liability Insurance

As most of us are aware, we are living in a litigious society, and the fields of psychology and education are not exempt from the possibility of charges of malpractice or misconduct. The chances of being sued are extremely small and even fewer suits against psychologists are successful. Nevertheless, being sued does necessitate retaining an attorney and incurring legal costs. The University does not provide coverage for legal expenses or damage awards for students. Further, practicum and internship sites may not provide coverage and an increasing number of sites are requiring that students have professional liability insurance. Therefore, each student who is taking practicum or internship is
required to purchase professional liability insurance each year. The cost for this insurance is very reasonable, and information will be provided to you about how to obtain insurance. You should provide a copy of verification of insurance each year and upload it into your ePortfolio. Exceptions to this policy may occur on internships where the site specifically covers interns in their group liability policy. Usual sources of liability insurance are the APA Insurance Trust (www.apa.org), Forrest T. Jones through NASP (www.nasponline.org), or the American Professional Agency (www.americanprofessional.com). You will not be permitted to participate in practicum without obtaining liability insurance.

**X. Criminal Background Checks**

Indiana University policy states that students who interact with children may have to complete a criminal background check that complies with University policies and procedures, depending on the particular circumstances. This check may be needed for interactions you might have with children in research projects, practicum, internship, volunteer experiences, and other situations. The Program requires at least a minimal criminal background check upon entry into the program and every year after that, which must be posted on ePortfolio.

**XI. Dealing with Problems, Filing Complaints, and Grievance Procedures**

The faculty in the School Psychology Program believe that every student has the right to be treated with fairness, dignity, courtesy, and respect, and strive to assure that this kind of environment is maintained while you are in the program. Adherence to ethical principles will help to maintain that environment, as students and faculty work together toward achieving goals. Although you are likely to find that conflicts with others, including fellow students and faculty, are infrequent and minor, problems occasionally do arise. The manner of dealing with these problems varies, depending on the nature of the problem, the setting in which it occurs, and particular circumstances. The initial step in addressing a complaint is to try to resolve it informally. If the problem is associated with a class or instructor, the first step, if appropriate, is to discuss it with the instructor. Should that not be possible, however, it is suggested that you consult your advisor or Director of the Program, who may be able to assist you with regard to the proper course of action. The next step would be to confer with the Chairperson of the department.

If the problem is concerned with the actions of others on an internship or practicum site, you should try to address it with the person in charge to the extent possible. If circumstances do not permit this approach or you feel that professional or ethical issues are involved, you should consult with the faculty internship/practicum supervisor, your advisor, or the Director of the Program. All instances regarding ethical matters or program requirements should be reported to the Director of the Program.
However, there may be occasions when you believe that the actions of others warrant filing a formal complaint. If the complaint involves a practicum or internship site, you should notify the on-campus supervisor and the Director of the Program, who will assist you. If you feel that your rights as a student have been violated and that a formal complaint is needed against a member or group of the Indiana University community, you should consult the appropriate persons and also the Code of Student Rights, Responsibilities, and Conduct (.http://www.indiana.edu/~code/). The Code includes detailed descriptions of (1) Student Rights and Responsibilities, (2) Student Complaint Procedures, (3) Student Misconduct, and (4) Student Disciplinary Procedures. If you need further information about complaint procedures, you may contact the Indiana University Office of Student Ethics at 705 E. 7th Street, 812-855-5419 or email the office at ethics@indiana.edu.

If a satisfactory resolution to the problem has not been achieved, you may file a formal grievance by contacting the Executive Associate Dean the School of Education. Subsequently, the Grievance Committee of the School of Education will hear your case. The Committee is composed of faculty and student representatives. You will be given the opportunity to present your concerns in writing and orally. You may be accompanied by anyone you wish, including an attorney or a representative from the Student Advocates Office. The office is located in Eigenmann Hall West, Room 229 (812-855-0761 or you may email the office at advocate@indiana.edu. The website address is http://studentaffairs.iub.edu/advocates. After the conclusion of the hearing, the panel makes a recommendation to the Dean of the School of Education, who makes a final decision. If that outcome is not satisfactory, there is a procedure for appeal at the campus level through the Student Affairs Office at 812-855-0761 or at (http://studentaffairs.indiana.edu/student-advocates/index.shtml). Student academic appointees who have concerns and wish to file a grievance regarding their positions may contact the Office of the Executive Associate Dean, who will provide assistance.

**XII. Obtaining Master’s Degrees**

Most, if not all, students are interested in obtaining a master’s degree en route to getting the Ph.D. Having a master’s degree may be beneficial in being put on a salary schedule for stipends in school-based internships. Students may also find that clinical internships prefer or require that interns have a graduate degree. Most students will be eligible to receive a Master of Science Degree in Learning and Developmental Sciences-Educational Psychology Track (M.S.Ed.) at the end of the second year of study. Check with the Office of Graduate Studies, the Program Director, your faculty advisor, or the department student support specialist for more information.
XIII. Obtaining EdS degrees

Doctoral students who have completed all requirements except the dissertation may choose to receive the EdS degree in School Psychology. You will need to develop a program of studies in consultation with your advisor prior to the completion of the internship. After the internship is completed, the EdS degree can be awarded, which will lead to licensure as a school psychologist by state departments of education, permitting you to work while you finish the dissertation. In general, obtaining the EdS degree is not needed, unless defense of the dissertation is not pending. Check with the Office of Graduate Studies, the Program Director, or your faculty advisor for more information.

XIV. Performance and Proficiency Requirements

You will be evaluated frequently and in multiple ways as you progress through the program. To make satisfactory progress, you must demonstrate competence and proficiency in all aspects of your program. Areas for evaluation include:

- Performance in classes
- Performance in assistantships
- Performance in practicum
- Performance in the qualifying process
- Performance in internship

Performance in classes

You must maintain at least a 3.5 graduate GPA at all times. Failure to meet this criterion will result in a meeting with your advisor or the program faculty and may lead to placement on academic probation. No grade lower than a “C” can be counted toward a graduate degree. No more than six (6) hours of “C” can be counted toward a graduate degree. No grade lower than a “B-” will be accepted by the program faculty in the following courses:

P650  Single Subject Research Methodology in Behavioral Sciences
P655  Cognitive Assessment and Intervention
P656  Practicum in School Psychology
P657  Academic Assessment and Intervention
P670  Behavioral Analysis and Consultation in School Psychology
P680  Ethical, Legal, and Professional Issues in School Psychology
P681  Psychology of Cultural Diversity
P682  Developmental Psychopathology of Childhood and Adolescence
P691  Personality Assessment and Intervention
P692  Therapeutic Interventions with Children
P695  Practicum in Personality and Behavioral Assessment
P696  Practicum in Therapeutic Interventions with Children
If a grade lower than a “B-“ is given in any of these courses, you may be required to re-take the course, which may prevent you from enrolling in subsequent program courses, which could effectively end your program. Should that occur, you may be placed on probation, be required to complete remedial work, take additional time to complete the program, not be permitted to begin an internship, be dismissed from the program, or meet other requirements. Consultation with your advisor or the Program Director will be required. You may be asked to meet with the faculty to discuss your progress.

Also, no grade lower than a “B-“ will be accepted for the following courses:

- P540 Learning and Cognition in Education
- P544 Cognition and Instruction
- P566 Social Psychology in Education
- P601 Educational and Historical Foundations of Psychology
- P622 Social Development
- P514 Lifespan Development: Birth to Death
- P624 Biology of Behavior
- G656 Social Bases of Behavior

If a grade is lower than a “B-“ in one of these courses, the course must be retaken with a grade of “B-“ or higher. In some cases, specific remediation plans may be developed. If your GPA falls below 3.5, you may be placed on probation by the Associate Dean of Graduate Studies and by the program. If probation occurs, you will be required to meet with your advisor, advisory committee members, or the Program Director to discuss your progress and to develop a plan to improve performance.

In addition to grades, you will be required to have at least one instructor each academic year to complete the Student Review Form – Course Instructor. These completed forms will also be included in your Professional Development Portfolio to be presented in your oral examination. The form contains several items that are rated from “Poor” (1) to “Excellent” (5). At least 90% of the ratings must be “Average” (3) or better. If any rating is lower than Average, your advisor will be notified and may ask to meet with you to discuss your progress.

**Performance in assistantships**

If you have an assistantship, you are required to ask your supervisor in at least one semester each year to complete the Student Review Form – Graduate Assistantship Supervisor. These completed forms will also be
included in your Professional Development Portfolio to be presented in your oral examination. The form contains several items that are rated from “Poor” (1) to “Excellent” (5). At least 90% of the ratings must be “Average” (3) or higher. If any rating is lower than Average, your advisor will be notified and may ask to meet with you to discuss your progress.

Performance in practicum

At the conclusion of each practicum that you complete, your supervisor will be asked to complete an evaluation form to assess your performance. The ratings are on a five-point scale, ranging from “Needs Remediation” (1) to “Independent” (5). It is recognized that a high level of independence is not expected in the first years of your program, so supervisors are asked to evaluate you based on where you are at that time. At least 90% of the ratings must be “3” or higher. If any rating is lower than “3”, your advisor will be notified and may ask to meet with you to discuss your progress.

Performance in the qualifying process

Your qualifying process will be evaluated in three ways: (1) quality of the portfolio, (2) quality of the qualifying paper, and (3) performance during the oral examination process. You will be evaluated in each area by the two school psychology faculty members on your committee. The minor member may elect to attend and participate in the oral examination.

Performance criteria for the Professional Development Portfolio

Your portfolio will be evaluated by your advisory committee using the Rating Form for the Professional Development Portfolio. At least 90% of the ratings must be “Satisfactory” or higher and none may be at the “Unsatisfactory” level.

Performance criteria for the Oral Examination in School Psychology

Your oral examination will be evaluated by your advisory committee using the Evaluation of the Oral Examination in School Psychology form. At least 90% of the ratings must be “Satisfactory” or higher and none may be at the “Unsatisfactory” level.

Performance criteria for the Qualifying Paper

Your qualifying paper will be read and evaluated by the two school psychology faculty members on your advisory committee. They will use the Comprehensive Qualifying Paper Rating Form and evaluate it on a nine-point scale in the following areas: Biological bases of behavior,
Social bases of behavior, Cognitive/Learning bases of behavior, Individual differences, Affective Bases of Behavior, Comprehensiveness, and Demonstration of knowledge of research base and methods relative to the topic. An average score of “4” for each rater is required to pass and no scores below “3” (marginal) on any of the subsections are acceptable. The advisory committee may ask that all or parts of the paper be revised and resubmitted for re-evaluation prior to granting nomination to candidacy.

Performance in internship

You will be formally evaluated by your site supervisor at the midpoint and end of your internship, using a form that assesses competencies linked to program goals and objectives. At least 90% of the ratings must be “3” or higher. If any rating is lower than “3”, the faculty internship supervisor will discuss your progress with the site supervisor.

XV. Retention and Termination Policies

Retention Policies

To remain in good standing and be retained in the program, you are expected to comply with program and university requirements, including, but not limited to:

- Maintaining an overall graduate GPA of 3.5 or higher
- Obtain grades of no less than “B-” in all program and major area courses (see Performance and Proficiency Requirements above)
- Perform at acceptable levels in practica and internship (see Performance and Proficiency Requirements above)
- Comply with all ethical principles and codes of conduct of the American Psychological Association and the National Association of School Psychologists
- Comply with all aspects of the Indiana University Code of Student Rights, Responsibility, and Conduct
- Make continuous satisfactory and expected progress toward degree completion, based a variety of factors, including, but not limited to:
  - Timely completion of coursework and practica
  - Completion of portfolio and oral examinations at expected time intervals
  - Successful passing of the Praxis II Examination in School Psychology
  - Preparation of Program of Studies
- Demonstrate personal and professional conduct consistent with becoming a psychologist, including, but not limited to:
  - Ability to perform at levels expected at each point in the program
  - Demonstration of ethical behavior at the highest level
o Ability to demonstrate satisfactory interpersonal relationships with faculty, colleagues, supervisors, children, parents, fellow students, and others
o Ability to balance personal and professional responsibilities
o Ability to handle personal stressors that may affect performance

Termination Policies

If students comply with the Retention Policies listed above, they can expect to finish the program successfully. The faculty reserves the right to recommend suspension or termination of any student whose conduct, academic performance, or health is judged to be unfit for the practice of psychology. Failure to comply with any of the policies may lead to probation or dismissal from the program. In the Student Handbook, more detail is given in the section titled Annual Evaluation Procedures. However, the faculty may need to address problems that occur during the course of an academic year before the annual evaluation. In these cases, the student will meet with the instructor and/or another faculty member, depending on the circumstances. Although termination from the program is rare, it may occur for several reasons, including, but not limited to:

- Failure to complete program requirements at an acceptable level of proficiency
- Failure to complete program requirements in a timely manner
- Plagiarism or academic dishonesty
- Failure to maintain an overall graduate GPA of 3.5 or higher
- Dismissal from a practicum or internship
- Inability to develop minimal levels of professional competency
- Inappropriate attitudes or behavior in classes, practica, internship, and advising
- Inadequate interpersonal skills with children, peers, faculty, supervisors, and others
- Mental health issues that significantly interfere with acquisition and demonstration of knowledge, dispositions, and skills necessary to become a competent psychologist
- Substance abuse or addiction that interferes with acquisition and demonstration of knowledge, dispositions, and skills necessary to become a competent psychologist
- Conviction of a misdemeanor or felony that interferes with acquisition and demonstration of knowledge, dispositions, and skills necessary to become a competent psychologist
- Violation of program, School of Education, or University policies, procedures, rules, or regulations that substantially affect performance and progress in the program
- Serious or multiple violations of codes of ethics of the American Psychological Association or the National Association of School Psychologists
• Misrepresentation of credentials, experiences, or other personal information
• Results of a criminal background check that indicate conviction of a misdemeanor or felony that interferes with acquisition and demonstration of knowledge, dispositions, and skills necessary to become a competent psychologist

In some cases, remediation plans will be developed in collaboration with the student and one or more faculty members, with stated objectives to be met and timelines for completion. These plans will be stated in positive language with the intent to help the student develop the necessary competencies to become a professional psychologist. In some cases, however, immediate dismissal from the program may occur (e.g., plagiarism, academic dishonesty, conviction of a felony, substantial violations of ethical behavior). In all cases where dismissal is being considered, students will be given an opportunity to respond and apprised of their due process rights. (See Dealing with Problems, Filing Complaints, and Grievance Procedures in Section XI.)

XVI. Guidelines for Grades in Graduate Education Courses

The following definitions of letter grades are a guide to the evaluation of student performance and an indication to students as to what level of performance earns a given grade.

A  Outstanding achievement. Unusually complete command of the course content; exceptionally high level of scholarship.
A- Excellent achievement. Very thorough command of course content; very high level of scholarship.
B+ Very good achievement. Thorough command of course material.
B  Good achievement. Solid, acceptable performance.
C+ Not wholly satisfactory achievement. Marginal performance on some aspects of the course requirements.
C  Marginal achievement. Minimally acceptable performance on course assignments.
C- Unsatisfactory achievement. Inadequate knowledge of course content.

Courses with a grade of C- or lower may not be counted in graduate programs. Counseling by the department is recommended if the final grade is C or below. Student's suitability for continuation in the program should be reconsidered if a final grade is below C-.

XVII. Plagiarism and Academic Dishonesty

The issue of plagiarism and academic dishonesty has become of increasing concern to colleges and universities across the country, especially with the emergence of easily accessible information via the Internet and various electronic
databases. Indiana University, the School of Education, the Department of Counseling and Educational Psychology, and the School Psychology Program take the issue of plagiarism and academic dishonesty seriously. All products produced in courses and practica are expected to be original with properly identified citations. Papers, reports, reviews, and similar documents prepared by students are assumed to be original works and are not to be plagiarized from other sources and represented as one’s own, including Internet-based sites, without proper citations and credit. This principle also applies to production of original test protocols and similar materials that contain accurate information provided by the examinee. Also, the faculty consider plagiarism and academic dishonesty as unethical conduct. Even a single occurrence of plagiarism, academic dishonesty, or unethical conduct may subject a student to immediate dismissal from the program. Students found to have committed plagiarism or academic dishonesty are subject to disciplinary action by the University and the program, including, but not limited to, failure of a course, placement on academic probation, remedial work, immediate dismissal from the program and Indiana University, or other actions deemed appropriate. If consideration of dismissal should arise, students are given information on due process rights and procedures. These situations have been extremely rare, however. We are confident that our students maintain the highest level of integrity, professionalism, and ethical behavior.

XVIII. Financial Aid

We recognize that funding for graduate study is a major concern for students and that it may affect decisions about which program to attend. Although we cannot guarantee funding for the majority of students when offers of admission are made, our doctoral students have a good record of obtaining support in the first year of study and beyond. Sources of aid include scholarships, fellowships, assistantships, loans, and work study positions. Awards of financial aid are not distributed until a student has been admitted into a program. Applications for aid should be made as early as possible for matriculation the following year. You may check with Student Central on Union for information regarding financial aid (http://studentcentral.indiana.edu/financial-aid/index.shtml, scu@indiana.edu, or 812-855-0321). Students are also encouraged to qualify for Work Study as their chance for other awards (i.e. assistantships) is enhanced. Some awards, jobs, assistantships, and other positions may become available at various times during the year and are announced via email or websites. You may also apply for Work Study and loans.

Typical sources of financial aid are graduate research assistantships that provide a stipend for the academic year, some tuition remission, and health insurance. The specific amounts and other benefits may depend on the type of position. All students are eligible to apply for these assistantships and project directors/coordinators evaluate applicants’ credentials. Competition for assistantships often is substantial and awards are based on a number of factors,
including, but not limited to, academic credentials, research or related experiences, interpersonal skills, and recommendations.

A limited number of teaching assistantships (Associate Instructor; AI) positions are available, and typically include a stipend, tuition remission of twenty (20) credit hours for the academic year, and basic health insurance. Most often, regular AI positions require appointees to teach three (3) sections of undergraduate courses each academic year and are available for up to two (2) academic years. In some cases, the financial package for an AI position may be different from this description, depending on the teaching needs. Typically, these positions are not given to first-year students without relevant experience due to the demands of teaching, but may be considered in some cases.

A very limited number of fellowships exist for doctoral students, but may not be available each year. Most of these awards assure funding for four (4) years of full-time study. These fellowships may come from campus Graduate School funding programs or from the School of Education and include McNair Fellowships, School of Education Faculty Fellowships, Minority Fellowships, or others. The stipends, tuition remission, and conditions vary across awards. Most often, recipients will work as a graduate assistant each year as a condition of the award. Some fellowships do not require working in the first year, but a job is required during the second through fourth years. Basic health insurance is included in all fellowship awards. Except in cases where a multi-year fellowship is awarded, obtaining a position does not ensure that funding will be available during subsequent years. Reasons for not continuing in a position may include lack of funding, change in project goals and activities, or performance of a student. The program faculty help as much as possible, but students must be proactive in seeking funding if they do not have a four-year fellowship or assistantship.
APPENDICES


B. Goals and Objectives of Division 16 (School Psychology) of the American Psychological Association

C. *Principles for Professional Ethics* of the National Association of School Psychologists (2010)

D. Annual Evaluation Forms

E. Individual Program Planner

F. Sample Program of Studies