

**Clinical Psychology Doctoral Program  
Department of Psychology  
Saint Louis University**

**STUDENT MANUAL  
2018-2019**

***Department of Psychology***  
***Saint Louis University***  
***2018-2019***

TABLE of CONTENTS

I.	Advising	3
II.	The First Year	3
III.	Program Requirements	6
IV.	Clinical Vertical Team	7
V.	Research Vertical Team	8
VI.	Master's of Science Degree	8
VII.	Doctor of Philosophy Degree	9
VIII.	Progression through the Clinical Psychology Program	18
IX.	Student Funding	19
X.	Student Employment and External Placements	21
XI.	Residency, Leaves, Vacations and Absences	22
XII.	Student Professional Development	22
XIII.	Grievance Procedures	23
XIV.	Student Assistance	24
XV.	Section Numbers	24
XVI.	Accreditation	24

**Clinical Psychology  
Program Department of  
Psychology Saint Louis  
University**

**STUDENT MANUAL 2018-2019**

This student manual is designed to help you progress through the clinical psychology graduate program. In addition to this manual, you should carefully read the *Handbook of the Clinical Psychology Program* and the *SLU Graduate Education Catalog* at sltu.edu for important information regarding graduate education and the clinical program's mission, goals, objectives, processes, and requirements.

***I. Advising***

Each student must have an advisor who is a full-time clinical faculty member. When a student first enters the clinical program, the Director of the Clinical Program is assigned as the student's initial advisor. Once the student selects a clinical faculty member to serve as chair of the student's master's thesis or doctoral dissertation, the faculty member assumes the role of advisor. If the student's thesis or dissertation chair is not a full-time clinical faculty member, the student must select a full-time clinical faculty member who will assume the role of advisor.

The academic advisor assists the student in developing a curriculum plan that meets the program requirements and the student's training interests and needs. The advisor provides guidance and assistance for students in their selection of coursework, clerkships, external placements, and clinical internship consistent with the students' long-range goals. The advisor also takes notes during semiannual student development meeting and provides both verbal and written development feedback to the student.

***II. The First Year***

Incoming graduate students are expected to attend the department and clinical program orientation typically held the Tuesday before the first week of classes for Fall Semester. At this orientation, students register for classes for Fall Semester with the assistance of the Director of the Clinical Program. Incoming clinical students who receive a graduate assistantship are also required to attend an orientation sponsored by the offices of SLU Graduate Education (typically held on the Wednesday before the first week of classes).

Students entering the program with an approved master's degree will work with their advisors and with the Director of the Clinical Program on transfer of credits and establishing a curriculum plan. Written approval from the student's advisor and the Director of the Clinical Program is needed for any course taken as part of a previous master's degree program to meet any clinical program requirement. The student is responsible for providing any information

(e.g., course syllabi, course description) to assist the advisor and Director in determining the acceptability of previous coursework. Final approval of all graduate transfer credits must be obtained from the Associate Dean for Graduate Education in the College of Arts and Sciences. Forms for transfer of credits are available through the Office of Graduate Education website and the masters and doctoral candidacy advisors.

The typical first year courses for students entering without an approved master's degree are as follows:

***First Year, Fall Semester***

PSY 5030-01	Clinical Assessment I	3 credit hours
PSY 5800-01	Clinical Assessment Practicum I	0 credit hours
PSY 5520-01	Psychopathology I	3 credit hours
PSY 5880-01	Psychopathology Practicum	0 credit hours
PSY 5080-01	Advanced Quantitative Research Methods	3 credit hours
PSY-5790-01	Applied Univariate Statistics	3 credit hours
PSY-5810-*	Clinical Practicum I (Clinical Vertical Team)	0 credit hours
PSY-5860-*	Clinical Research I (Research Vertical Team)	0 credit hours
PSY-5894	Clerkship: Academic Psychology	0 credit hours

***First Year, Spring Semester***

PSY 5040-01	Clinical Assessment II	3 credit hours
PSY 5830-01	Clinical Assessment Practicum II	0 credit hours
PSY 5610-01	Clinical Interventions	3 credit hours
PSY 6880-01	Clinical Interventions Practicum	0 credit hours
PSY 5090-01	Psychometric Theory	3 credit hours
PSY 6500-01	Applied Multivariable and Multivariate Statistics	3 credit hours
PSY 5810-*	Clinical Practicum I (Clinical Vertical Team)	0 credit hours
PSY 5860-*	Clinical Research I (Research Vertical Team)	0 credit hours
PSY5894	Clerkship: Academic Psychology	0 credit hours

***First Year, Summer Semester***

PSY 5810-*	Clinical Practicum I (Clinical Vertical Team)	3 credit hours
PSY 5860-*	Clinical Research I (Research Vertical Team)	0 credit hours
PSY 589**	Clerkship	0 credit hours
PSY ***	Elective course	3 credit hours

\* students register for the section number of a specific clinical faculty member (see section XIII).

\*\* students register for the specific type of clerkship

\*\*\* students in their first year are not allowed to take more than 6 credit hours (CVT + one academic course) during their first summer in the program without approval from the advisor and the Director of the Clinical Program

### *A. Clinical Vertical Team during the First Year*

Each incoming student is assigned to a Clinical Vertical Team (CVT). When registering for PSY 5810: Clinical Practicum, be sure to include the section number of your CVT supervisor (see Section XIII. Faculty Section Numbers).

### *B. Research Vertical Team during the First Year*

Incoming students will learn about the various faculty and student research interests and projects during the first few weeks of their first semester. Within the first few weeks of the fall semester, clinical faculty members and students will provide a presentation on the various research being conducted on his or her RVT. After these presentations, first year students are subsequently encouraged to visit and attend any RVT to determine which team is most appropriate to their research interests, goals, and learning style. During the fall semester of the first year, students should register for zero credit hours of PSY 5810: Clinical Research I with the section number of the Director of Clinical Training (i.e., section 48); alternatively, they may register under the name of their mentor if already known. Once a student has selected a chair for his or her master's thesis, the student will join the faculty member's RVT. If the thesis chair is a nonclinical faculty member, the student should join and attend the RVT of a clinical faculty member who is a member of the thesis committee. Each student is to be on an RVT each semester in residence. Registration for RVT after the fall semester of the first year should be in the section of the clinical faculty member whose RVT the student attends (see section XIII).

### *C. The Master's Thesis Proposal*

Each student must have an approved written thesis proposal by the end of the 8-week summer semester of their first year in the program. If a student does not have an approved thesis proposal by the above deadline, the student is prohibited from enrolling in courses until the thesis proposal is approved. Students should note that faculty are typically unavailable from the last day of summer semester to the beginning of fall semester. Students get help with selecting a thesis topic through the faculty and student presentations during the first few weeks of the semester and by attending various RVTs. Students should also review the listing of research interests of the faculty in the department, as well as scheduling a face-to-face meeting with any faculty whose research appears interesting. By the end of fall semester, each student is expected to affiliate with a faculty member (clinical, experimental, industrial/organizational) with whom they intend to develop a thesis proposal. This affiliation indicates that the student and faculty member agree that they are pursuing a thesis research topic. This affiliation does not restrict a student from changing to some other faculty member to serve as chair of the thesis during the first year.

### *D. Assistantships and Fellowships*

Typically, each incoming student receives an assistantship or a fellowship which includes a stipend and tuition remission. Students on assistantships and fellowships are

required to attend an orientation presented by the Office of Graduate Education which is typically held the Wednesday before the first week of classes for the fall semester. At this orientation, you will obtain important information to ensure that you receive your stipend and tuition remission. The specific responsibilities of your assistantship or fellowship are determined by the Department of Psychology. At the departmental orientation for graduate students (typically the first Tuesday before classes begin), you will receive your assistantship or fellowship assignment. You will be assigned to assist one or more faculty in the department. As soon as you receive your assignment, you should contact the faculty member immediately either in person, by phone or by leaving a note in the faculty member's mailbox indicating telephone numbers where you can be reached.

### **III. Summary of Program Requirements**

Students should consult the *Handbook of the Clinical Program* and the *Graduate Education Catalog* for specific information on the degree requirements and curriculum. In consultation with their advisor, clinical students should develop a curriculum plan that satisfies the program and degree requirements while meeting the student's particular professional interests. A brief summary of the program requirements are:

#### *Summary of Program Requirements*

I.	Discipline Specific Knowledge	
	Biological aspects of behavior	3
	Cognitive aspects of behavior	3
	Social-Affective aspects of behavior	3
	Developmental aspects of behavior	3
	History and Systems of Psychology	3
	Statistics	6
	Research Methodology	6
II.	Profession Wide Competencies	
	Clinical Assessment I & II	6
	Psychopathology	3
	Human Diversity	3
	Clinical Interventions	3
	Ethics, Supervision, Consultation	3
III.	Research Credits	
	Research Vertical Team	0
	(each semester in residence)	
	Thesis Research	6
	Dissertation Research	12
IV.	Clinical Practice Credits	
	Practicum in Clinical Assessment I & II	0

Practicum in Psychopathology	0
Practicum in Clinical Interventions	0
Clinical Vertical Team	12
(each semester in residence; 0 credits Fall & Spring, 3 credits Summer)	
Internship in Clinical Psychology	0
V. Electives	15

**IV. Clinical Vertical Team**

Each student must be on a Clinical Vertical Team (CVT) each semester in residence. CVT assignments are typically made in July for the upcoming academic year and a student remains on the same CVT for the fall, spring, and summer semesters. Assignment to CVT is done by the clinical faculty and consideration is given to several factors in developing clinical teams including student preference, student’s previous supervisor(s), year level distribution, gender balance, minority representation, and written prelim plans. Students should be sure to indicate the CVT supervisor’s section number each time they register for CVT credits. The sequence of CVT registration is:

1st Year	PSY 5810: Clinical Practicum I (Fall, 0 credits; Spring, 0 credits; Summer, 3 credits)
2nd Year	PSY 5820: Clinical Practicum II (Fall, 0 credits; Spring, 0 credits; Summer, 3 credits)
3rd Year	PSY 6810: Clinical Practicum III (Fall, 0 credits; Spring, 0 credits; Summer, 3 credits)
4th Year +	PSY 6820: Clinical Practicum IV (Fall, 0 credits; Spring, 0 credits; Summer, 3 credits)

Students are expected to attend and participate regularly in Clinical Vertical Team, including one hour per week of individual supervision and two hours per week of team supervision. Each student beyond their first year is expected to devote 10-12 hours per week to clinical work as part of their Clinical Vertical Team activities. Such activities include direct client services (i.e., assessment and intervention), individual and group supervision (including transcripts, treatment plans, etc.), report writing, paperwork, and phone calls related to clinical care, readings, etc.

Students in the first year are expected to spend 3-5 hours per week in clinically related activities as part of their Clinical Vertical Team, including attendance and participation in group supervision, conducting intakes, readings, etc.

Expected caseloads for students are as follows:

<u>Year Level</u>	<u>Yearly # of Assessments</u>	<u>Yearly # of Therapy Sessions</u>
1	1	0
2	6	30
3	6	50

Assessments include any combinations of focused/integrated assessments and comprehensive assessments as defined by the APPIC form for internship application. Students should review their caseloads regularly with their CVT supervisor to ensure that expected caseloads are met. In consultation with the CVT supervisor and with written, informed consent of the client, all direct clinical services provided to clients should be recoded.

Students must complete all written clinical work (e.g., reports, treatment summaries, case notes, etc.) and close any case files (where appropriate) prior to the last day of fall, spring, and summer semester. All cases seen, even if only seen for an initial consultation, should have a written note in the file. Students are responsible for verifying with their CVT supervisor and the PSC Director that all appropriate clinical cases are closed and paperwork is completed.

Failure to close cases and complete paperwork will result in a grade of Incomplete for CVT and the student may not register for further coursework (including CVT, thesis or dissertation hours or internship) until all written work is completed. Students are not eligible to graduate until all written clinical work is complete and approved by the clinical supervisor and the PSC Director.

### ***V. Research Vertical Team***

Each student must be on a Research Vertical Team each semester in residence. Students attend the RVT of their thesis or dissertation chair; in the case of a nonclinical faculty chair, the student should attend an RVT of clinical faculty member who serves on the thesis or dissertation committee. Students should be sure to indicate the RVT supervisor's section number each time they register for RVT credits. RVT is always taken for zero credit hours. The sequence of RVT registration is:

1st Year	PSY 5860: Clinical Research I
2nd Year	PSY 5870: Clinical Research II
3rd Year	PSY 6860: Advanced Clinical Research I
4th Year +	PSY 6870: Advanced Clinical Research II

### ***VI. Master's of Science (Research) Degree***

#### ***A. Thesis***

The thesis committee consists of three members, at least two of whom are psychology faculty (clinical, experimental, or industrial/organizational). The student must provide the committee members with a copy of the thesis proposal (including all measures to be used) no later than **two weeks** before the date of the thesis proposal meeting. After obtaining approval by the thesis committee, the student must obtain approval from the university's Institutional Review Board (IRB) prior to beginning any activities involving participants (e.g., advertising, recruitment, data collection). Information and forms for obtaining IRB approval are on the eIRB website. Students in the Psychology Department must obtain pre-approval of the IRB application before submitting it to the IRB. Directions are posted on the department shared



drive.

The master's thesis defense occurs in conjunction with master's oral examination in a single meeting. During the semester in which the student plans to defend, students must have completed or be registered to complete the 6 hours of thesis research (PSY 5990). Should the thesis credits already be fulfilled, students should register for zero credit hours of Psy 5990.

In preparation for the defense, students should follow the procedures found on the Office of Graduate Education website. In brief, students need to complete the following tasks before the defense can be held: a) complete the Application for Degree through Banner Self Service, b) complete the Degree Audit form sent by the Master's Candidacy Advisor, and c) complete the Thesis Proposal/Prospectus Form. Students planning on defending during the 8-week summer sessions must have written permission of the mentor, committee members, and department chair. All of the above must be received by the Master's Candidacy Advisor **no less than two full weeks** prior to the date of the Master's Oral Examination. The student should speak with his or her chairperson and the master's candidacy advisor to ensure that ballots for the master's oral examination are sent to the chairperson well in advance of the examination.

The completed thesis must conform to the SLU Graduate Education requirements for manuscript preparation which are posted on the Office of Graduate Education website. The student must obtain final approval of the thesis by the members of the thesis committee who indicate their approval on a ballot provided by the office of the Associate Dean for Graduate Education through the Master's Candidacy Advisor.

### *B. Master's Oral Examination*

The master's oral examination occurs in conjunction with the defense of the master's thesis and thus all of the requirements for the defense of the master's thesis must have been met. The master's oral examination should be scheduled for one and a half hours in length; however, the exam is to last no less than sixty minutes or more than ninety minutes. During the oral examination, the student is expected to defend the thesis and will be examined over his or her knowledge of research methodology, statistics, and the foundations of clinical psychology (assessment, psychopathology, intervention, ethics and diversity). Students are also evaluated in terms of their ability to integrate within each of the core clinical areas (assessment, psychopathology, intervention, ethics and diversity) which also serves as a diagnostic indicator of readiness for the written preliminary examination.

The master's oral examination committee consists of three members and is typically the same as the master's thesis committee. However, since the oral examination evaluates the clinical core, the committee must include at least two voting clinical faculty members. Consequently, if the thesis committee did not include two clinical faculty members, the oral examination committee should be expanded to meet this requirement. Successful completion of the master's thesis and oral examination results in conferral of the master's degree, with or without recommendation for advancement to doctoral candidacy. If the student fails the examination, s/he may repeat the exam only once, provided that the committee and the Associate Dean for Graduate Education approve a second examination.

### *C. Post-Master's Degree Project*

Students entering the clinical psychology graduate degree with an approved master's degree which did not include a research-based thesis are required to complete a post-master's degree research project under the supervision of a full time faculty member in the Department of Psychology. The final written research project must be approved by the supervisor prior to the student taking the written preliminary examination.

## ***VII. Doctor of Philosophy Degree***

### ***A. Written Preliminary Examination***

*Purpose.* The purpose of written prelims is to evaluate students' abilities to integrate within each of the five core clinical areas, bringing in materials (i.e., clinical practice, journal articles) beyond required clinical core coursework.

*Eligibility:* Students are eligible to take the written prelims exam any time after being advanced to candidacy for the Ph.D. After advancement to candidacy, students can take the written exam after completing or in the semester of completing the clinical core course requirements (Clinical Assessment, Psychopathology, Clinical Interventions, Ethics, and Diversity).

*Content and Structure:* The five sections reflecting the clinical core curriculum include: 1) Assessment; 2) Psychopathology; 3) Intervention; 4) Ethics; 5) Diversity.

- a. Students must answer two of three questions for each of the Assessment, Psychopathology and Interventions sections, and one of two questions for each of the Ethics and the Diversity sections.
- b. Students taking prelims are responsible for all material in required classes, including the most recent semester. It is up to each student to acquire the necessary newsources, etc. Current syllabi are on file within the main departmental psychology office. In addition to course information, content in the exams could include material covered within the last three years of the following journals: *American Psychologist*, *Clinical Psychology: Science and Practice*, and *Cultural Diversity and Ethnic Minority Psychology*. These journals were selected as their content cuts across each of the five content areas of the examination.

### ***Exam Construction and Administration***

- a. Questions for each section are reviewed and approved by clinical faculty. Written prelims will likely be given once each semester, typically the second full week in October and the first full week in April. A retake exam for students who fail one or more sections in the Fall semester administration will be offered during the Spring semester administration of prelims. A retake exam for students who fail two sections or less in the Spring semester administration will be offered during second week of July during the Summer semester; a student failing 3 or more sections during a Spring semester administration must wait until the next Fall semester administration to retake the exam. The exact scheduled date for prelims will be announced by the coordinator at least 30 days prior to the examination.

- b. Typically the exam will be administered over two days, with sections 1 and 2 (Assessment and Psychopathology) given on day one, and sections 3-5 (Interventions, Ethics, Diversity) given on day two.
- c. The usual schedule for the exam is: 9:30 am – 12:30 pm and 1:30 - 4:30 pm.
- d. Students will use the computers in the Psychological Services Center or within another formal testing center. The testing location will be determined by the clinical faculty.
- e. Students will receive an “identifier letter” that they use on their exam.
- f. A copy of the current APA Ethical Code will be provided to students for the Ethics section.

### Grading

- a. All prelim answers are graded on a pass-fail basis.
- b. Criteria for grade assignment are as follows:
  - 1. *Failing Answer = 0.* A failing answer does not adequately address one or more component(s) of the question at a level that demonstrates a basic understanding of the concepts and/or issues. The inability to cite and discuss at least one relevant reference or one relevant theory, when a component of the question asks for empirical or theoretical support, would also constitute a failing answer. Information that is incorrect and inaccurate would also result in a failing answer. These are intended to be general guidelines; additional criteria for failure are subject to the judgment of the faculty raters.
  - 2. *Passing Answer = 1.* Such answers address *each* component(s) of the question at a level that demonstrates a basic understanding of the concepts and/or issues. If any component of the questions asks for empirical or theoretical support, at least one relevant study or one relevant theory must be cited and discussed. All information presented in the answer is correct and accurate.
- c. Answers are initially graded with masked review by two raters. Answers are graded by a third rater in the event that one or both raters have assigned a failing grade (0) to an answer. If there are at least two (two out of three or three out of three) initial failing grades, a meeting is convened with the three raters to discuss the answer and to assign a final grade.
- d. During the ‘grading meeting,’ reviewers discuss the rationale for their grades and deliver a final grade. Out of the three grades, if two or more raters assign a final failing grade to an answer, that question has been failed. The raters will then provide a brief written rationale for why the answer constitutes failure of the question. This rationale and the constellation of final grades will be shared with the student during preliminary examination feedback.
- e. A student is considered to have passed the written preliminary examination if he or she has passed all questions answered in each of the five sections. A student is considered to have failed a section if any answer in that section is failed.
- f. Students who fail three or more sections are required to retake the entire

- written preliminary examination again.
- g. Students who fail one or two sections are required to pass only those sections that were failed. Students may elect to pass those sections in one of two ways:
    1. Retake the failed section(s) at the next administration of written preliminary examinations; or
    2. Write a peer-review publication quality answer (i.e., APA style with references, in-depth integration) to each question that was failed within the section(s).
  - h. For students who elect to write the peer-review publication quality answer, the answer can be no more than 10 pages, excluding title page and references; an abstract is not required. Students are to develop and write this answer *independently and without any assistance*. Additionally, answers are never to be shared beyond the faculty committee grading the answer. Seeking assistance in developing the answer from others and/or sharing your answer(s) with others is considered a significant breach of ethical behavior and the university's academic honesty policy. Questions regarding policies and procedures regarding this paper can be brought to the written preliminary examination coordinator. Students have **3 days** from notification of a failing answer to inform the coordinator of their intent to submit an answer(s). Answers are to be submitted to the written preliminary examination coordinator within 28 days after expressed intent to proceed with the peer-review publication quality answer.
  - i. If answer(s) are not submitted by the deadline, the student will then be required to retake the failed section(s) at a future administration of the written preliminary examination.
  - j. The peer-review publication quality answer(s) will be graded on a pass/fail basis by the same committee that graded the original written preliminary examination answer. The standard by which the answer will be graded is significantly higher due to the ability to use various resources (e.g., PsychInfo) in constructing the answer:
    1. *Failing answer*: A failing answer does not adequately address one or more of the components of the question at a level that demonstrates a depth of understanding of the concepts and/or issues. Answers can receive a failing grade for numerous reasons including inadequate incorporation of relevant literature, inappropriate citations, lack of theoretical basis, poor conceptualization and organization, an answer that exceeds the bounds of the current empirical literature, and poor writing quality, including grammatical errors. These are intended to be general guidelines; additional criteria for failure are subject to the judgment of the faculty raters.
    2. *Passing answer*: Such answers address *each* component of the question at a level that demonstrates a depth of understanding about the concepts and/or issues. All information presented in the answer is correct and accurate. Relevant theory and citations are provided and integrated into the answer. The answer is well written and organized.
  - k. A student must continue to take written preliminary exams and cannot proceed forward with the oral preliminary examination and the proposal of the doctoral dissertation until he or she passes all sections of the written preliminary

examination. In total, a student must pass all sections of the written preliminary examinations within three attempts. An attempt is defined as the in-person administration with the optional peer-review publication quality paper. It is noted that students entering the program with a bachelor's degree have eight years to complete their degree from the time they enroll in the program. The eight years include the pre-doctoral internship. Students entering with a master's degree have five years to complete their degrees, including the pre-doctoral internship, from the time they enroll in the program.

### Appeals

*First Appeal:* If a student desires to appeal a grade received on one or more written preliminary examination questions, the student should submit a written notice of appeal to the Coordinator of Written Preliminary Examination within 15 days following communication of the examination results. Such notice should indicate which graded item(s) the student wishes to appeal.

The appeal will first be considered by a hearing committee consisting of all clinical faculty members who scored the particular item(s) being appealed. The Coordinator of Written Prelims will convene and preside over this initial hearing committee but has no voting role or privileges. The Coordinator of Written Prelims will provide written notice to the student of the date and time of the appeal meeting, which must be held within 30 days after receipt of the student's written notice of intent to appeal. The student may, at his or her discretion, independently construct a written statement and provide it to the committee prior to their meeting.

During this meeting, the committee will meet initially without the student present to review the student's answer(s) and any written statement by the student. The committee will subsequently meet with the student who may provide any additional information or statements to the committee; the committee members may also ask questions or seek further information from the student. Following this discussion, the committee will meet without the student present and make a final determination of the appeal. Two pass votes are needed for appeal to be upheld. The Coordinator of Written Prelims then meets with the student and provides him or her with the decision of the hearing committee as to whether the appeal was accepted or rejected, as well as a brief rationale for why the appeal was accepted or rejected.

*Second Appeal:* If the student wishes to pursue the appeal further, the next appeal is made to the Director of Clinical Training (who does not grade written preliminary examinations). This appeal must be made in writing to the Director of Clinical Training within 15 days of when the initial hearing committee's decision was communicated to the student. The Director of Clinical Training reviews materials related to the appeal (which may, but not necessarily, include review of the original answer and any additional independently constructed written statements from the student, meeting with the student, meeting with faculty committee who graded the answer, etc.) and

either upholds the hearing committee's decision or determines an alternative appropriate outcome, which may include reversal of the hearing committee's decision in part or in whole. In the event that there is a conflict of interest with the Director of Clinical Training regarding the student appealing the hearing committee's decision (e.g., serves as the student's academic advisor, etc.), then the appeal will be heard by the Chair of the Department of Psychology.

Should the student wish to continue the appeal process, he or she should follow the procedures for academic appeals as specified in the Catalog of Graduate Education. Specifically, the next step involves the Board of Graduate Education (BGE) of the College of Arts and Sciences. An appeal to the BGE must be made in writing and submitted to the Associate Dean for Graduate Education within 30 days of the decision by the Director of Clinical Training (or the Chair of the Department of Psychology). The BGE will consider the merits of the student's appeal and the adequacy of procedures followed in the department. The BGE may support the decision being appealed, overturn it, or change the penalty imposed.

*Third and Subsequent Appeals:* Should the student wish to appeal the decision beyond CAS, a written appeal may be submitted to the Associate Dean for Graduate Education. This must occur within 30 days of the decision by the BGE. Students should consult the *Procedures for Academic Appeals* section of the Catalog of Graduate Education for more specific information on the appeals process beyond the department.

*Clinical Responsibilities During Prelims.* Students may elect to excuse themselves from clinical work (including conducting assessment or therapy sessions, participating in individual and team supervision) for the week of written prelims only (not before or after the administration of the examination).

### *B. Oral Preliminary Examination*

The oral preliminary examination (historically called "doc orals") may be taken any time after the written preliminary examination has been successfully completed and when at least 60 hours have been completed or are in the process of being completed in the current semester. Students are encouraged to take the oral preliminary examination as soon after the written prelims as possible in order to benefit from their studies in preparation for the written prelims.

The oral preliminary examination is typically held concurrently with the dissertation proposal. The examination committee must consist of four members, at least three of whom are psychology faculty who have Graduate Faculty status. Appointment of a fourth committee member who does not have Graduate Faculty status requires permission of the Associate Dean for Graduate Education. One of the committee members must be a full time clinical faculty member. Students should complete the following activities, detailed on the Office of Graduate Education website, at least two weeks prior to scheduling: a) complete the Doctoral Oral Examination Form; b) complete the Degree Audit Form that will be sent to the student following submission of the Doctoral Oral Examination Form.

The examination is to last no less than one hour nor longer than one and a half hours. During the examination, the student will be examined over the dissertation proposal/prospectus (consisting of a statement of the problem, literature review, and the research design prepared for the investigation). The examination is designed to assess the student's ability to integrate knowledge across the discipline of psychology.

All members of the oral preliminary examination committee communicate their evaluations of the student's performance to the Doctoral Candidacy Advisor via the ballots provided. If the committee's decision is Passing or Passing with Distinction, the student is notified of the results and is automatically advanced to doctoral candidate status. A student receiving two or more unfavorable evaluations from the examiners fails the examination. If the student fails the examination, the examination may be repeated, but only once, and ordinarily the second attempt should not be scheduled within the same academic term as the first. The committee that administered the first exam will also administer the second exam under ordinary circumstances; however, an additional member from outside the department will be appointed by the Associate Provost for Academic Affairs will for the retake. The chairperson of the examination committee must submit a written request for a second exam to the Associate Dean for Graduate Education well in advance of the desired examination date. Should the outcome of the second examination be unsatisfactory, a third exam is rarely approved, and is considered by the Associate Dean for Graduate Education only upon the unanimous recommendation of the examining committee.

### *C. Dissertation*

Ordinarily, a student will have been discussing a dissertation research topic with a faculty member during the written and oral preliminary examinations processes. The dissertation committee consists of three members, at least two of whom are psychology faculty (clinical, experimental, or industrial organizational). Appointment of a third committee member who is not a psychology faculty member requires permission from the Associate Dean for Graduate Education. Each student must have a meeting with the members of his or her dissertation committee to review and approve the student's proposed dissertation. The dissertation proposal meeting is typically conducted concurrently with the oral preliminary examination. The student must complete 12 hours of PSY 6990: Dissertation Research.

Each student in the clinical program is required to make a public, oral presentation and defense of the dissertation. Students must have completed or be registered to complete 12 hours of dissertation credits by the semester of the defense (PSY 6990). If they have already completed 12 credit hours, they must register for zero credits during the semester during which the defense is scheduled. In addition, students must submit the completed "Notification of Readiness for the Public Oral Defense Form" available on the Office of Graduate Education website at least two weeks in advance of the oral defense. Results of the defense are communicated to the Doctoral Candidacy Advisor via the forms provided.

### *D. Internship*

Each student must complete an APA-approved internship in clinical psychology. Students are required to have successfully completed their written and oral preliminary

examinations and have an approved dissertation proposal by October 15<sup>th</sup> prior to applying for internship. A student must receive approval of readiness for internship from the clinical faculty through the Director of the Clinical Psychology Program. Additionally, students should register for zero credit hours of PSY 6890: Internship in Clinical Psychology for each fall, spring, and summer semester during their internship.

The Association of Psychology Postdoctoral and Internship Centers (APPIC) publishes an annual *Directory of Internship and Postdoctoral Programs in Professional Psychology* which is available online at [appic.org](http://appic.org) and provides valuable information regarding the internship application and selection process. Some application deadlines are as early as November 1, so students are encouraged to begin the application process early in the fall semester for internship the following academic year. It is very important that students speak with faculty and supervisors early in the fall semester if they intend to have them write letters of recommendation. Additionally, students will the Director of the Clinical Psychology Program to verify their readiness for internship in the APPIC system. The verification cannot be completed until the student application is complete. However, students cannot submit their applications until verification has been made; thus students should allow time for verification to occur. Information and forms essential for any student applying for clinical internship are available through the APPIC website at [www.appic.org](http://www.appic.org). APPIC utilizes a computer matching process. Since internships are becoming increasingly competitive, students are encouraged to utilize the APPIC website and to talk with their advisors about the internship process. Internship meetings are held with the Director of Clinical Training and the Coordinator of Internships beginning in the summer for all students who will be applying for internship in the following fall semester. These meetings are mandatory for students applying for internship and include valuable information regarding the application processes (e.g., completing APPIC forms, writing personal statements, interviewing, site selection, the match process, etc). Finally, as an academic training program member of APPIC, Saint Louis University's Clinical Psychology Program adheres to APPIC policies regarding offers and acceptance for internships. Students are also required to abide by all APPIC policies regarding the internship application, selection, and acceptance process.

In applying for and interviewing internship sites, students are expected to limit the disruption and absences from their clinical responsibilities in the PSC and to maintain appropriate continuity of clinical care. Students interviewing for internships are required to provide their CVT supervisor, academic advisor, PSC Director, and Director of the Clinical Program with a written statement indicating:

1. an itinerary of the dates and places they will be out of town interviewing
2. phone numbers and e-mail where they can be reached during their absence
3. schedule of client contacts during the internship interviewing process (approved by the CVT supervisor)

Once an internship has been selected, the student should provide their CVT supervisor, PSC Director, and Director of Clinical Training with the start and ending dates of their internship. Student responsibilities in the PSC are to be maintained until at least 30 days prior to the internship starting date; students are not allowed to depart for internship any sooner than 30 days prior to the start of their internship. Forty-five (45) days prior to the start of internship, the student is required to submit a written statement prepared in consultation



with his or her CVT supervisor indicating the status of each open clinical case, plans for closing or transferring any cases, and any incomplete paperwork. The written statement must be submitted to and signed off by the student's CVT supervisor, academic advisor, PSC Director, and the Director of the Clinical Program.

All PSC cases needing to be transferred prior to internship are to be assigned by the PSC Director. Transfer cases should be discussed with the current CVT supervisor and then the student should notify the PSC Director that 1) a case needs to be transferred and; 2) recommendations of the type of clinician needed (e.g., male v. female, advanced v. less advanced, etc.).

#### *E. Commencement*

Students will receive their degrees following completion of all University, Graduate Education, Department, and Program requirements and paperwork. However, students may be allowed to participate in May commencement ceremonies (i.e., walk through the graduation exercises and be hooded by their mentors, but *not* receive their actual diploma or degree) provided all of the following: 1) the dissertation defense has been completed by April 30; 2) the student will complete all degree requirements, including the internship prior to August 31, and; 3) the student is in good standing with his or her internship.

### ***VIII. Progression through the Clinical Psychology Program***

For students entering with a bachelor's degree, all requirements for the Ph.D. degree must be completed by the end of the eighth year from the date of initial matriculation in the clinical psychology program. For students entering with an approved master's degree, all requirements for the Ph.D. degree must be completed by the end of the fifth year from the date of initial matriculation in the clinical psychology program. Failure to complete requirements within this time will result in program termination and, therefore, ineligibility for obtaining the degree in clinical psychology from Saint Louis University.

The clinical faculty have developed timelines for completion of various program requirements to ensure successful completion of the doctoral program in a timely manner. If a student does not meet the required deadlines for completion of program requirements, the student is prohibited from enrolling in courses until the requirement is met (however, a student may continue on Clinical Vertical Team during this time with approval of the clinical faculty). Any exceptions to these timelines must be approved by the clinical faculty.

*Progression through the Clinical Program  
for students entering with a Bachelor's degree*

First Year

- |                 |   |
|-----------------|---|
| Fall Semester   | -attend research presentations by clinical faculty<br>-choose thesis chair and Research Vertical Team   |
| Spring Semester | -plan thesis proposal   |
| Summer Semester | -approved thesis proposal by the last day of 8-week summer session<br>-IRB application approved by the advisor by the last day of the 8-week summer session |

Second Year

- |                 |   |
|-----------------|---|
| Fall Semester   | -collect thesis data                        |
| Spring Semester | -analyze thesis data                        |
| Summer Semester | -write thesis and obtain committee approval |

Third Year

- |                 |   |
|-----------------|---|
| Fall Semester   | -master's oral examination completed by 12/1<br>-may take written prelims if master's orals completed early enough  |
| Spring Semester | -must take written preliminary examination if not completed earlier   |
| Summer Semester | -must retake (if needed) written preliminary examinations<br>-oral preliminary examination and approved dissertation proposal by last day of 8 week summer session<br>-IRB application approved by the advisor by the last day of the 8-week summer session |

Fourth Year

- |                 |   |
|-----------------|---|
| Fall Semester   | -apply for internship<br>-collect dissertation data                                       |
| Spring Semester | -internship interviews and selection  |
| Summer Semester | -recommend that dissertation data be collected and analyzed prior to beginning internship |

Fifth Year

- |                 |  |
|-----------------|--|
| Fall Semester   | -internship  |
| Spring Semester | -internship  |
| Summer Semester | -oral defense of dissertation prior to completing internship |

*Progression through the Clinical Program  
for students entering with a Master's degree*

First Year

- |                 |   |
|-----------------|---|
| Fall Semester   | -complete clinical core courses as needed<br>-attend research presentations by clinical faculty<br>-may choose dissertation chair and RVT |
| Spring Semester | -complete clinical core courses as needed<br>-must choose dissertation chair and RVT  |
| Summer Semester | -complete clinical core courses as needed   |

Second Year

- |                 |  |
|-----------------|--|
| Fall Semester   | -may take written prelims exam                   |
| Spring Semester | -must take written prelims exam if not completed |
| Summer Semester | -must retake (if needed) written prelims exam    |

Third Year

- |                 |  |
|-----------------|--|
| Fall Semester   | -oral prelim examination and approved dissertation proposal by 10/15<br>-IRB application approved by advisor by 10/15<br>-apply for internship |
| Spring Semester | -internship interviews and selection   |
| Summer Semester | -recommend that dissertation data be collected and analyzed prior to beginning internship  |

Fourth Year

- |                 |  |
|-----------------|--|
| Fall Semester   | -internship  |
| Spring Semester | -internship  |
| Summer Semester | -oral defense of dissertation prior to completing internship |

**IX. Student Funding**

At Saint Louis University, graduate tuition is \$1130 per credit hour for the 2018-2019 academic year. The Ph.D. program in clinical psychology requires 90 credit hours for a total of approximately \$101,700 in tuition.

A number of sources exist to provide financial support to students in the clinical psychology program. The *Catalog of Graduate Education* and the Office of Financial Aid can provide valuable information and assistance for financing your graduate education. Listed below are some of the various types of financial support for clinical psychology graduate students that have been available over the past several years. It is noted that the amounts, availability, terms and conditions of any types of financial support are likely to change during your time in the clinical program. Students are encouraged to frequently speak with their advisors, the Director of the Clinical Psychology Program, the Director of the Psychological Services Center, and fellow students concerning the various funding opportunities, as well as obtain current information from various university resources (e.g., SLU Graduate Education, Office of Financial Aid., etc.).

*A. Fellowships and Assistantships.*

Saint Louis University's Graduate Education offers a number of fellowships and assistantships to graduate students. Over the past several years, a limited number of Presidential Fellowships and Diversity Fellowships have been available. The Presidential Fellowship provides a stipend of \$26,000, 21 hours of tuition remission, and health benefits for 11 months. The Diversity Fellowship provides a stipend of \$22,750, 21 hours of tuition remission, and health benefits for 11 months. Both fellowships typically provide support for the awardee over several years. These fellowships are highly competitive across all programs and schools at Saint Louis University. Persons interested in these fellowships should consult the Graduate Education Catalog.

The College of Arts and Sciences Graduate Education typically provides the Department of Psychology with a number of Graduate Research Assistantships, Graduate Teaching Assistantships, and Graduate Assistantships each academic year. The responsibilities and amounts of these assistantships vary and may change in any given year. Over the past several years, the clinical program has worked collaboratively with the Experimental, I/O, and Undergraduate programs in the department to distribute these assistantships. For the 2018-2019 academic year, the following assistantships were awarded to clinical psychology graduate students.

- a. 3 Graduate Research Assistantships (11 months)  
11 month appointment; stipend of \$22,000; 21 hours of tuition remission
- b. 5 Full Graduate Assistants (9 months)  
9 month appointment; stipend of \$18,000; 18 hours of tuition remission
- c. 12 Half Graduate Assistants (9 months)  
9 month appointment; stipend of \$9,000; 12 hours of tuition remission

In addition to these assistantships, the clinical psychology program was awarded 44 hours of tuition remission to be distributed to clinical students.

Once the College of Arts and Sciences Graduate Education has indicated the number and nature of available assistantships for an academic year, the clinical faculty awards these assistantships to clinical students. Initial decisions regarding assistantships and student funding are made in terms of admissions decisions. Incoming first year students are given priority for graduate assistantship funding. Any remaining assistantships or tuition remission hours are awarded by the clinical faculty with consideration given to a student's year level, previous year(s) funding, research interests and needs, and ability to secure funded external placement. Students must speak with their advisors about their training needs and goals to facilitate the student funding process.

#### *B. The Dorothy Orthwein Bates Scholarship*

The Dorothy Orthwein Bates Scholarship is available through the generosity of the family of a clinical psychology graduate, Dr. Ellen Bates Scott. This scholarship is given annually to every clinical student upon successful completion of doctoral orals (i.e., dissertation proposal). The specific scholarship amount varies annually, but is typically around \$1,000. The purpose of the scholarship is to support clinical students' dissertation research. A budget proposal for how the funds will be used is required. Appropriate use of funds includes participant payments and purchasing of research supplies and materials, copyrighted questionnaires, and SPSS licenses.

This list is not exhaustive but represents potential allowable costs.

Please discuss and review the budget with your dissertation chair prior to requesting the funds. Upon successful completion of doctoral orals, students can request the Bates Scholarship by sending the Director of Clinical Training an email acknowledging his or her successful completion of doctoral orals with a request for scholarship along with a copy of the budget proposal. The dissertation chair must also be cc'd on the email.

### *C. Grants and Contracts*

Funding opportunities are also available to students through various grants and contracts obtained through the Psychological Services Center. Students have obtained funded positions at various external placements throughout the greater St. Louis area providing clinical, teaching, research, and consultation services, and are typically paid approximately \$12-20 per hour. Students interested in a funded external placement should consult the "Book of Jobs" available on-line and speak with advanced students who may hold a funded external position. Prior to applying for any position, students must first speak with their advisors to determine their suitability and qualifications for the position. Students must obtain written approval from their advisor and the Director of the Clinical Psychology Program for any external placement or employment. Additionally, students must enroll in PSY 589X: Clerkship for each semester during which they are engaged in any psychology-related placement or employment.

### *D. Clinical Student Development Fund and the Severin Fund*

Students may obtain a limited amount of financial support for equipment, supplies, travel, registration fees, etc. related to research or clinical training through the Clinical Student Development Fund. Policies, procedures, and necessary forms for reimbursement through this fund are available from the PSC Administrative Assistant. Similarly, students may obtain a small stipend for presentation of their research through the Department of Psychology's Severin Fund. Information concerning the Severin Fund is available from the psychology department main office.

### *X. Student Employment and External Placements*

Students must obtain permission from their advisor, the Director of the Psychological Services Center, and from the Director of the Clinical Psychology Program before accepting any employment or external placement in the general field of psychology (including any teaching, research, or clinical positions) while enrolled in the clinical psychology graduate program. Students must obtain permission from the full clinical faculty to accept any unpaid external placement. Consistent with the policies of SLU's Graduate Education, full-time students in the clinical program are not allowed to work more than twenty hours per week without permission of their advisor, the Director of the Clinical Psychology Program, and the Associate Dean for Graduate Education. Students are required to inform the Director of the Clinical Psychology Program of all employment or placements related to the field of psychology during the time they are in the graduate program. Forms indicating a student's employment, clerkships, assistantships, etc. are maintained by the PSC Administrative Assistant, and it is the student's responsibility to ensure accurate, reliable, and current information is provided and maintained. Students must enroll in PSY 589X: Clerkship for each semester during which they are engaged

in any psychology-related employment. This is to ensure that students will receive appropriate supervision and to ensure compliance with all applicable state regulations and professional ethics regarding the practice of psychology.

### ***XI. Residency, Leaves, Vacations and Absences***

Students are expected to be in residence during each fall, spring, and summer (8-week session) semesters throughout their matriculation in the clinical psychology graduate program, with the exception of the internship year. Vacations may only be scheduled during the breaks between each fall, spring, and summer semesters in accordance with the academic calendar, and prior approval for vacations must be granted by the student's CVT supervisor and the Director of the Psychological Services Center with assurances of continuity of care for the student's PSC clients during his or her absence. Extended leaves during the semester are defined as leaves for longer than a one-week period and require approval from the clinical faculty in writing. Extended leaves may be granted for medical, family, or personal reasons and verification may be requested. Short term leaves during the semester (i.e., less than one week) may be taken for medical, family or personal emergencies and the student must inform his or her RVT supervisor/advisor, course instructors, CVT supervisor, and external supervisors. Absences from a class or from an individual or group clinical or research supervision meeting are considered excused or unexcused at the discretion of the faculty member/instructor/supervisor on a case-by-case basis. Unexcused or excessive excused absences may result in consequences determined by the faculty member/instructor/supervisor including but not limited to a lowered course grade, a grade of incomplete, or a failing grade for the course.

### ***XII. Review of Student Professional Development***

Each student's professional development is reviewed throughout their course of studies and training in the clinical program. Clinical faculty are encouraged to provide feedback to students regarding their performance and progress on an ongoing basis. The document "*Scientist-Practitioner Competencies*" found in the *Handbook of the Clinical Psychology Program* are the professional skills and competencies to be developed on a developmental basis over the course of the student's education and training in the clinical program. Relatedly, the policies regarding academic standards as specified by Saint Louis University's Graduate Education Catalog are also considered as informing the student of the expectations and requirements for successful progression toward the Ph.D. degree.

At the end of each Fall and Spring semester, the clinical faculty meet as a body to review the progress and professional development of each clinical student in residence. Students are required to complete a *Student Activity Report* prior to each student's professional development review; this provides a summary of the student's activities since the last review and provides an opportunity for the student to inform the clinical faculty of their professional interests, plans, goals, and objectives. Additionally, each student is to provide a current vita and a summary of their APPIC hours indicating the student's intervention, assessment, and supervision hours attained. Prior to student reviews, clinical faculty should provide feedback and guidance to students regarding their performance and progress in academic coursework, Clinical and Research Vertical Teams, thesis, and dissertation research, etc. The clinical faculty comprehensively review each student's performance and progress in all aspects of the clinical program including academic

coursework, Clinical Vertical Team, Research Vertical Team, assistantships, clerkships, external placements, thesis, master's oral examination, written preliminary examination, oral preliminary examination, readiness for clinical internship, dissertation, and personal adjustment for the role of a clinical psychologist. During the professional development review, each student's academic advisor makes written notes of the information and recommendations. The student's clinical faculty advisor then meets with the student to discuss the professional review including areas of strength, areas for further development, and any areas of concern or problem areas that have been identified by the clinical faculty. A written summary of the student's professional development review is provided to the student and is placed in the student's file. If the student does not agree with the feedback or wishes to provide additional information for consideration by the clinical faculty, the student may request a meeting with the clinical faculty by contacting the Director of the Clinical Program within **two weeks** from the date the student was presented feedback from his or her advisor. The student will have a full and fair opportunity to present any information verbally or in writing to the clinical faculty at the meeting regarding their education, training and performance in the clinical program. The student may bring a representative (who is not an attorney) to the meeting; the representative may address the clinical faculty only at the discretion of the Director of the Clinical Program in consultation with the clinical faculty. Following such meeting, the clinical faculty will reconsider the student's professional development review and provide additional feedback to the student. The student may appeal the actions and decisions of the clinical faculty by following the grievance procedures specified below.

### ***XIII. Grievance Procedures***

The clinical psychology program and its faculty are committed to developing and maintaining a supportive, respectful learning environment. Part of this commitment is the recognition that complaints of one form or another are not uncommon in university life and it is our intention to establish processes and procedures that provide reasonable and fair resolution to problems. In the event that a student is dissatisfied with or has a grievance regarding any policies, personnel or decision associated with the clinical psychology program, the student should take the following steps toward resolution:

1. The student should first bring the matter to the faculty member or person involved.
2. If satisfactory resolution does not occur, the student should bring the matter to his or her advisor.
3. If the student is dissatisfied with the outcomes of discussion with his or her advisor, or in the event that the issue involves the student's advisor, the student should seek out the Director of the Clinical Psychology Program to present his or her concerns.
4. If the student still does not feel that adequate resolution of the problem has occurred, or if the problem involves the Director of the Clinical Psychology Program, the student should seek out the Chair of the Department of Psychology.
5. Finally, if still dissatisfied, the student may follow the grievance procedure outlined by the Faculty Council in the Graduate Education Catalog.

In addition to the academic standards specified by the University, Graduate Education Catalog, College of Arts and Sciences, and Department of Psychology, the student is expected to meet the academic standards of the clinical psychology program. These academic standards are

reflected in the goals and objectives of the clinical program in the *Handbook of the Clinical Psychology Program*.

#### ***XIV. Student Assistance***

The clinical program faculty recognize that students may need support in their academic work, require academic accommodations for disabilities, and benefit from assistance adjusting to the demands of graduate education, the clinical psychology profession, and other life issues. We are also committed to supporting our students in an environment that is free of bias, discrimination, and harassment. Therefore, we have posted the following resources on the PSC shared drive in a folder titled Student Support Resources so that we can keep these resources updated and add to them throughout the year. The path is as follows: T:/College of Arts and Sciences/Psychology/Clinical Shared//Student Support Resources. The following resources are available:

- Student Success Center
- Disability Services/Academic Accommodations
- Title IX Services
- Counseling Resources
- Links to various organizations of support and interest to students

#### ***XV. Section Numbers***

Faculty section numbers are used when registering for Clinical Vertical Team, Research Vertical Team, Thesis Research, Dissertation Research, and any graduate readings course, independent study, or study for exams. The faculty section numbers are:

<u><i>Clinical Faculty</i></u>	<u><i>Section Number</i></u>
Austin	45
Banks	23
Friedman	37
Garner	35
Gfeller	19
Handal	09
Kaufman	25
Pye	44
Ross	15
Vander Wal	48
Weaver	40
Weinstock	21

#### ***XVI. Accreditation***

The clinical psychology program has been accredited by the American Psychological Association since 1965. The most recent APA accreditation site visit occurred in 2013 and the clinical program is accredited with our next accreditation site visit to occur in 2020. Questions



related to the program's accredited status should be directed to the Commission on Accreditation:  
Office of Program Consultation and Accreditation  
American Psychological Association  
750 1<sup>st</sup> Street, NE, Washington, DC 20002  
Phone: (202) 336-5979/Email: [apaaccred@apa.org](mailto:apaaccred@apa.org)