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I. Introduction

Welcome to the Department of Psychology’s Graduate Program and the Clinical Science area of concentration at Virginia Tech. You have been admitted to and are entering graduate training that will lead to the degree of Doctor of Philosophy (Ph.D.) in Psychology. Your area of concentration will be Clinical Science. Within the Department of Psychology, http://www.psyc.vt.edu, there are three other areas of concentration: Developmental Science (DS), Biological Psychology (BP), and Industrial-Organizational (I/O) Psychology. Each student in the clinical area is part of a select group, chosen from a number of applicants each year. You have been selected because the faculty believes that you have the right combination of intellectual abilities, educational background, scientific views and experiences, and personal attributes to have a productive career in the clinical psychology field. During your graduate training, you will have a unique set of opportunities to develop your clinical research and practice skills and to join the intellectual community of clinical psychologists.

In terms of strict terminology regarding your graduate training and according to the State Council of Higher Education for Virginia (SCHEV), we offer a doctoral degree in psychology, not clinical psychology or clinical science (e.g., your diploma will state Ph.D. in Psychology, not clinical psychology). You are officially a student in the graduate program in psychology, with clinical science as your area of concentration. With that said, the most commonly used colloquial terminology for members of the clinical science area is to refer to the clinical program, including at times in this manual, and especially in email announcements or exchanges and in everyday conversations between students, faculty, and staff.

Expect a rigorous but exciting training experience during your tenure at Virginia Tech. This document summarizes important policies, procedures, requirements, guidelines, and recommendations that will govern your activities as you proceed toward your degree. When you first read this document, you may feel overwhelmed by the many “rules” governing your graduate career. However, it is our experience that having clear goals, objectives, and procedures helps to ensure that students complete the doctoral degree in a timely fashion.

This manual has two purposes. First, it is designed to provide students with needed information to complete our training program. For this reason, it is written directly to you, the student, as the primary reader. The manual supplements other important published material that appear in the Virginia Tech Graduate School Catalog, http://graduateschool.vt.edu/graduate_catalog/ and the Department of Psychology’s Graduate Handbook of Program Rules and Regulations at https://scholar.vt.edu/access/content/group/7569718a-6193-4b00-be0c-9419a451dd0b/Handbook of Rules and Regulations 2012-2013 Jul 10 2012.docx. Be sure to refer to this manual, the Graduate School Catalogue, and the Department’s Graduate Handbook regularly as you progress through the program.

The second purpose is as a repository of current policies, procedures, requirements, etc. of the Clinical Science area, and therefore it is a resource for the clinical area faculty and others in the department, and outside, who are interested in our program. The material contained herein
is not intended to substitute for or otherwise modify the regulations that are contained in the Graduate School Catalog, the Department’s Graduate Handbook of Program Rules and Regulations, or any other official university- and department-level requirements. Rather, this document supplements and extends more general university-, college-, and department-level requirements as they might apply specifically to the clinical science area. The policies, procedures, and guidelines contained in this manual, the Graduate School Catalog, and the Department’s Graduate Handbook are considered to be in effect at the time you enter the program and throughout your stay here. You will be notified of any subsequent changes in policies that affect you, and we will be updating the document annually, to reflect program changes voted on by the clinical faculty in the preceding year.

A copy of this document is available on our program website located at: http://www.psyc.vt.edu/graduate/clinical and at the Clinical Science Area Scholar project site. You will be notified by the Director of Clinical Training and asked to read this document before the first week of your training in the doctoral program, and to sign a form to indicate that you have read this document, have had the opportunity to ask questions about its contents, and agreed to follow the rules and regulations to the best of your ability. The Director of Clinical Training will review this manual with your cohort class in an initial orientation session, scheduled during the week before classes officially start. You will be notified (via e-mail on our listserv) annually whenever the document is updated.

II. Overview

A. Model and Philosophy

Our program at Virginia Tech is based on the clinical science model of training. In the clinical science model, clinical psychology is a specialty area within the discipline of psychology, and research, scholarship, and clinical application should be firmly grounded in the core knowledge base of psychological science. The common goal is the generation of new knowledge that potentially can be translated into practical contributions aimed at solving “real world” clinical problems.

The core clinical faculty members are drawn from the Department of Psychology. The breadth of faculty interests and expertise in research permits students to create a program of study tailored to their particular scholarly interests. The majority of the faculty members have a cognitive-behavioral, evidence-based approach to assessment, intervention, and/or prevention. There also are opportunities for students whose interests are more eclectic and who may supplement training in cognitive behavior therapy (CBT) with courses and supervised experiences in other approaches (e.g., neuropsychology, family systems).

Given the wide range of options and resources at Virginia Tech, students are encouraged to explore a broad spectrum of research fields, while still maintaining a focus on one primary research area, which is usually related to the work of the student’s advisor. In like fashion, the philosophy behind our clinical practice training is to provide students with wide exposure to different problems and populations to develop broad competencies. A diversity of practicum
settings (including Internship) is encouraged, going beyond our training clinic to community mental health centers, general hospitals, specialized medical clinics, and schools.

B. Accreditation

We have been accredited by the Commission on Accreditation (CoA) of the American Psychological Association (APA) since April 17, 1980. Our most recent accreditation was in 2014 and our next site visit is scheduled for 2021. APA’s accreditation process is intended to recognize and promote consistent quality and excellence in education and training in health service psychology. We earned the 7 years decision, the maximum at the time of the 2014 accreditation, based on the CoA’s professional judgment that we had compliance or substantial compliance with all domains of the Guidelines and Principles for Accreditation with no serious deficiencies. If you ever have a question related to the program’s APA accredited status you can contact the APA Office of Program Consultation and Accreditation, American Psychological Association, 750 1st Street, NE Washington CD 2002, Phone: (202) 336-5979; Email: apaccred@apa.org; Web: www.apa.org/ed/accreditation.

We also have been accredited by the Psychological Clinical Science Accreditation System (PCSAS) since May 21, 2015, and our next site visit is scheduled for 2025. PCSAS is an independent, non-profit body incorporated in December 2007 to provide rigorous, objective, and empirically based accreditation of Ph.D. programs in psychological clinical science. PCSAS’s accreditation process is intended to recognize and promote clinical science programs that embody the highest training standards and that graduate clinical scientists who advance our understanding and management of behavioral and mental health problems through their research and application. We earned PCSAS accreditation by demonstrating a strong and consistent record of producing graduates with successful clinical science careers. If you have any questions related to the program's PCSAS accreditation status you can contact the Psychological Clinical Science Accreditation System, Richard M. McFall, Executive Director, 1101 East Tenth Street, IU Psychology Building, Bloomington, IN 47205-7007; Phone: (812) 856-2570; E-mail: rmmcfall@pcsas.org; web: http://www.pcsas.org.

The program also has been a member of the Academy of Psychological Clinical Science Programs (APCS) since 2001. APCS is a coalition of doctoral and internship training programs that share a common goal of producing and applying scientific knowledge to the assessment, understanding, and amelioration of human problems. APCS created PCSAS as an independent entity in 2007. More information about APCS, its programs and resources, and current news on clinical science can be found at https://www.acadpsychclinicalscience.org/.

C. Mission Statement

Our program's mission is to advance clinical science. Clinical science is defined as a set of processes and methods directed at the promotion of human adaptive functioning; the assessment, understanding, treatment, and prevention of human maladaptive functioning in behavior, affect, cognition, or health; and the application of knowledge in ways consistent with scientific evidence. Our program's emphasis on science underscores its commitment to empirical approaches to evaluating the validity and utility of testable hypotheses and to advancing
knowledge by this method. We seek to develop professional competencies in individuals who are committed to productive careers in basic, applied, and/or translational research, and in evidence-based approaches to administration, implementation, service delivery, dissemination, and evaluation.

D. Student Outcome Goal

The program’s graduate student outcome goal is to produce graduates who are competent, productive, and successful at (a) conducting research relevant to the assessment, treatment, prevention, and understanding of health and mental health disorders; and/or (b) using science methods and evidence to design, develop, select, implement, deliver, evaluate, supervise, and disseminate evidence-based assessments, interventions, and prevention strategies.

The *sine qua non* of a successful Clinical Science training program is a clear track record of consistently producing graduates who pursue successful careers as clinical scientists. The most straightforward example of a career as a clinical scientist would be one devoted primarily to research and scholarship, involving programs of research, peer-reviewed publications, external research funding activities, and mentoring students within an academic setting (e.g., university, college, medical school, school of public health, public/private research organization, etc.). There are multiple career paths, however, that could define a clinical scientist, many of which involve scientific activities in addition to evidence-based service delivery, such as developing and testing new assessments and interventions; program development, administration, and evaluation; treatment outcome research; refining and elaborating current treatments; evaluating the contributions of specific factors to treatment outcomes; assessing population-specific or culture-specific treatment effects; teaching, training, supervising, and evaluating service providers; and advancing public awareness, policy, or legislation about the role of science in psychological practice.

E. Program Time Limits

Each student has ten years to matriculate and successfully complete all departmental, clinical science area (e.g., internship), and Graduate School requirements to receive their Ph.D. This ten-year time limit results from the combination of the department’s preliminary examination requirement that it must be successfully defended by the ninth semester with allowing one extra semester for potential remediation purposes (10 semesters equals five years); and (a) the department’s dissertation policy that the dissertation project must be successfully defended within five years of successful completion of the preliminary examination, and (b) the clinical area’s policy that the internship must be successfully completed within five years of the successful completion of the preliminary examination. Special or extenuating circumstances (e.g., family or medical leave) can extend the time limit, if approved by the student’s Advisor, administrative structure of the program (e.g., Director of Clinical Training, Director of Graduate Programs, Department Chair), and the Graduate School.
F. Training Environment

We have attempted to create a stimulating learning environment. Our expectation is that every admitted student will complete the program successfully, and we make every effort to facilitate student success. We strongly believe in and actively promote the need for lifelong learning, scholarly inquiry, and professional problem-solving. As such, the faculty will encourage, help, and expect you to consult current scientific literature relevant to your coursework, research areas, and clinical practice training; attend guest lectures, colloquia, conferences, and workshops that relate to science and practice; and to become members of professional organizations that support clinical science and practice.

We also encourage students to make deliberate efforts to ensure their own psychological and physical health during their graduate training through appropriate health-enhancing and stress-reducing activities. At the same time, we are aware that graduate school can be a difficult and stressful time in a student’s life, and conflicts with other students, with faculty, or with a student’s advisor can occur. The stresses of graduate school also may contribute to physical or psychological difficulties as well. There are a number of avenues of support should a student experience difficulties. Students should turn first to their primary advisor or to the Director of Clinical Training for advice and direction. Some students feel the need for additional psychological support, and may seek personal therapy during their graduate training. The Director of Clinical Training can provide names and agencies of referral sources.

G. Key Personnel

Department of Psychology Leadership:
Department Chair: Bob Stephens, Ph.D., 540-231-6304, Stephens@vt.edu
Director of Graduate Programs: Julie Dunsmore, Ph.D., 540-231-4201, jdunsmor@vt.edu

Department of Psychology Staff:
Departmental Administrator: Susan Armstrong, 540-231-9627, sanderson@vt.edu
Fiscal Manager: Kim Raymond, 540-231-3184, Raymond@vt.edu
Information Technology Manager: Ben Pfountz, 540-231-7401, psychelp@vt.edu

Clinical Science Area:
Director of Clinical Training: Lee Cooper, Ph.D., 540-231-7709, ldcooper@vt.edu

H. Key Acronyms

APPIC: Association of Psychological Postdoctoral and Internship Centers, www.appic.org
CoA: Commission on Accreditation (within APA), www.apa.org/ed/accreditation

ABCT: Association for Behavioral and Cognitive Therapies, www.abct.org
APS: Association for Psychological Science, http://www.psychologicalscience.org
III. Individual and Cultural Diversity

A. Equal Opportunity/Affirmative Action Statement

Virginia Tech does not discriminate against employees, students, or applicants on the basis of age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, genetic information, veteran status, or any other basis protected by law.

The university is subject to titles VI and VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Sections 503 and 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990, as amended; the Age Discrimination in Employment Act; the Equal Pay Act; the Vietnam Era Veterans’ Readjustment Assistance Act of 1974; Federal Executive Order 11246; Genetic Information Nondiscrimination Act of 2008 (GINA); Virginia’s State Executive Order Number Two; and all other applicable rules and regulations.

B. Discrimination and Harassment

Definition of Discrimination: Discrimination occurs when a person experiences an adverse employment action, because of their age, color, disability, gender, national origin, political affiliation, race, religion, sexual orientation or veteran status. And the action is not because of a bone fide occupational qualification.

It should be noted that there are times when an individual may feel harassed, discriminated against, or that he or she is being subjected to a hostile environment, or treated unfairly or differently from other people, but there is no relationship between the behavior complained of and a protected characteristic such as age, color, disability, gender, genetic information, national origin, political affiliation, race, religion, sexual orientation or veteran status. Policy 1025 does not cover such situations, but a person may contact the Dean of Students Office or the Office of the Provost for assistance.

Some examples of possible discriminatory behavior include:

- Deciding not to work with someone because you think they have a disability that you believe will prevent them from doing the job
- Engaging in recruitment, employment, or selection practices that might---even unintentionally---disadvantage a gender or ethnicity, e.g., having restrictions or requirements that are not bona fide occupational requirements for the position.
- Preventing someone from wearing religious or ethnic dress because you think it will make other people feel uncomfortable.

Definition of Harassment: Harassment, which is a form of discrimination, is defined under Virginia Tech policy 1025 to occur in any of the following situations:

- When conduct based on a person’s age, color, disability, gender, genetic information, national origin, political affiliation, race, religion, sexual orientation or veteran status unreasonably interferes with that person’s work, academics, or participation in university activities.
- When conduct based on one of these characteristics, including---but not limited to---sexually-related conduct, creates an environment that is hostile, threatening, or intimidating. This is sometimes known as hostile environment harassment.
- When a person’s employment, training, or education depends upon submitting to unwelcome sexual advances, requests for sexual favors, or related conduct. In this type of harassment, the person who is making the advances or requests has power over the other person, such as advisory, supervisory, or grading authority. This is sometimes known as sexual coercion or quid pro quo sexual harassment.

It should be noted that harassment does not need to be sexual to violate the policy. In addition, harassment can occur even if one person does not have power over the other.
Some examples of possible discriminatory harassment:

- Mistreating someone due to his or her race, religion, or sexual orientation
- Making fun of a person’s disability
- Telling unwelcome jokes
- Putting down people who are older, who are pregnant, or who come from other countries
- Urging religious beliefs on someone who finds it unwelcome.

Some examples of possible sexual harassment, if unwelcome, repeated, or severe:

- Flirting
- Unwanted touching
- Sexually suggestive messages, letters, posters, or pictures
- Comments about a person’s clothing, his or her body, or personal appearance
- Sexual advances or propositions
- Repeated requests for dates
- Pressure for sexual activity

Anyone having questions or concerns concerning about Policy 1025, any of these regulations, or related issues should contact:

**Virginia Tech Department of Human Resources**
Pamela White
Executive Director for Equity and Access
North End Center, Suite 2300 (0318)
300 Turner Street NW
Blacksburg, VA 24061
Email: pdwhite@vt.edu
Telephone: 540-231-8771

**C. Diversity Values**

The doctoral program and Clinical Science area are committed to creating a training environment that is respectful of all individuals, regardless of individual background or circumstances, and is committed to training students to be knowledgeable and respectful of all aspects of human diversity. Respect for diversity and for values different from one’s own is a central value of clinical psychology training programs. The valuing of diversity is also consistent with the profession of psychology as mandated by the American Psychological Association’s *Ethical Principles of Psychologist and Code of Conduct* (“APA Ethics Code”) (APA, 2010) and the American Psychological Association’s *Guidelines on Multicultural Training, Research, Practice, and Organizational Change for Psychologists* (APA, 2003). Psychologists should actively work and advocate for social justice and prevent further oppression in society. Psychologists do provide services, teach, and/or engage in research with or pertaining to members of social groups that have been devalued, viewed as deficient, or otherwise marginalized in the larger society.

Academic training programs in clinical psychology exist within multicultural communities
that contain people of diverse racial, ethnic, and class backgrounds; national origins; religious, spiritual and political beliefs; physical abilities; ages; genders; gender identities, sexual orientations, and physical appearance. Clinical psychologists believe that training communities are enriched by members’ openness to learning about others who are different than them as well as acceptance of others. Faculty, practicum supervisors, and graduate students are encouraged to work together to create training environments that are characterized by respect, safety, and trust. Further, faculty and graduate students are expected to be respectful and supportive of all individuals, including, but not limited to peers, staff, clients, and research participants.

We recognize that no individual is completely free from all forms of bias and prejudice. Nonetheless, faculty and graduate students in psychology training programs are expected to be committed to the social values of respect for diversity, inclusion, and equity. Further, faculty and graduate students are expected to be committed to critical thinking and the process of self-reflection so that prejudices or biases (and the assumptions on which they are based) may be evaluated in the light of available scientific data, standards of the profession, and traditions of cooperation and mutual respect. Thus, faculty and graduate students demonstrate a willingness to examine their own attitudes, assumptions, behaviors, and values and to learn to work effectively with “cultural, individual, and role differences including those based on age, gender, gender identity, race, ethnicity, culture, national origin, religion, sexual orientation, disability, language, and socioeconomic status” (APA Ethics Code, 2010, Principle E).

Faculty will engage students in a manner respectful of their multiple cultural identities. Faculty will provide equal access, opportunity, and encouragement for students inclusive of their multiple cultural identities. Assuming no one is free from biases and prejudices; faculty will remain open to appropriate challenges from students to their held biases and prejudices. Faculty are committed to lifelong learning relative to multicultural competence.

While in the program, graduate students will be expected to engage in self-reflection of their attitudes, beliefs, opinions, and feelings. Students will be expected to examine and attempt to resolve any of the above to eliminate potential negative impact on their ability to perform the functions of a psychologist, including but not limited to providing effective services to individuals from cultures and with beliefs different from their own and in accordance with APA guidelines and principles.

Our training program is committed to educating each other on the existence and effects of racism, sexism, ageism, heterosexism, religious intolerance, and other forms of invidious prejudice. Evidence of bias, stereotyped thinking, and prejudicial beliefs and attitudes should be appropriately brought to the attention of the individual first, and if not sufficiently addressed, and then this issue can be brought to the attention of an appropriate supervisor, faculty advisor, the Director of Clinical Training, the Director of Graduate Programs, or the Department Chair.

In summary, all members of our program are committed to a training process that facilitates the development of professionally relevant knowledge and skills focused on working effectively with all individuals inclusive of demographics, beliefs, attitudes, and values. We agree to engage in a mutually supportive process that examines the effects of one’s beliefs, attitudes, and values on one’s work with all clients, research subjects, colleagues, and/or students. Such training
processes are consistent with psychology’s core values, respect for diversity and for values similar and different from one’s own.

D. Accommodations

The faculty and staff of the Clinical Science area are committed to providing an accessible educational environment in the classroom, research laboratory, and practicum environments for all of our students. If you are a student who requires an accommodation in relation to your classroom, research laboratory, or practicum experience, please contact Services for Students with Disabilities (SSD) at ssd@vt.edu or 540-231-3788.

IV. Professional Conduct

A. University Code of Conduct

All students, faculty and staff are expected to contribute to an environment characterized by mutual respect. Intolerance and bigotry are antithetical to the values of the university and unacceptable within the Virginia Tech community. Verbal assault, defamation, harassment, and sexual harassment interfere with the mission of the university, the department and the clinical training program, and are not tolerated. A description of university policies against verbal assault, defamation, harassment, and sexual harassment can be found at http://www.hokiehandbook.vt.edu/codeofconduct/.

B. Academic Integrity and Ethical Principles

Academic integrity and honesty are necessary preconditions to the academic freedom fundamental to any university. Ethical conduct is the obligation of every member of the university community and breaches of academic integrity constitute serious offenses. The principles of academic integrity entail simple standards of honesty and truth. Each member of the university has a responsibility to uphold the standards of the community and to take action when others violate them. These are responsibilities of every student and faculty member. The full university policies on academic integrity and the university code of student conduct can be found online via the following link: http://www.graduate.ombudsman.vt.edu/policies/policies.html.

C. Plagiarism

Plagiarism is scholarly theft, and it is defined as the unacknowledged use of secondary sources. More specifically, any written presentation in which the writer does not distinguish clearly between original and borrowed material constitutes plagiarism. Because students, as scholars, must make frequent use of the concepts and facts developed by other scholars, plagiarism is not the mere use of another’s facts and ideas. However, it is plagiarism when students present work of the other scholars as if it were their own. Plagiarism is a serious offense. An act of plagiarism within a course may lead to a failing grade on the assignment, paper, or exam in the course as well as other sanctions. An act of plagiarism in a thesis, preliminary examination, dissertation, or other research contribution will also be met with severe
consequences that may include dismissal from the program.

D. Professional Ethical Principles and Code of Conduct

Students are expected to adhere to the highest personal ethical and moral standards, and specifically to conduct themselves according to the Ethical Principles of the American Psychological Association (APA) in all aspects of their professional behavior. Your professional conduct and ethical behavior will be governed by the applicable principles of the current version of the American Psychological Association’s Ethical Principles and Code of Conduct during the time you are in graduate school. The ethical principles and code of conduct can be obtained online from the following website: http://www.apa.org/ethics/code/index.aspx. You will abide by its standards throughout your training in our program. Violations of these principles and standards may constitute grounds for dismissal from the program.

E. Electronic Mail and Listserves

The administrative structure of the department and clinical area, and program faculty, communicate primarily to students through email. Students are expected to regularly check their email and respond promptly and within any stated deadlines. Students should immediately notify the department and area of any changes in their email address. Late and infrequent responses will be addressed with the student and their advisor.

Program information (e.g., notice of policy changes, program events, upcoming deadlines) will be communicated through our Clinical listserv. The Director of Clinical Training will subscribe all first year students to this listserv. Once subscribed, please check your email regularly for any announcements. Students should feel free to post relevant announcements to this listserv.

F. Social Media

Students can have websites, blogs, signature lines, Facebook, Twitter, etc., that are entertaining and reflect their personal preferences and personalities. However, students should consider the potential impact of this information on their professional image. Clients, graduate and internship programs, and potential employers may all conduct internet searches and use the resulting information in decisions about therapy, or job interviews or offers. Legal authorities also view websites for evidence of illegal activities.

Students should also note that if they identify themselves as a graduate student in the program or reveal information relevant to the graduate program in their email signatures, voicemail files, Twitter accounts, Facebook pages, or website/blog information, then this information becomes part of their program-related behavior and may be used in student evaluations. For example, if a student posts doing something unethical or illegal on a web site, or uses the web site to engage in unethical or unprofessional behavior (e.g., disclosing confidential information), then the program may use this information in student evaluation, including decisions regarding probation or dismissal.
Students are encouraged to consider the use of electronic media carefully. They should attend to what content to reveal about themselves in these forums, and whether there is any personal information that they would not want program faculty, employers, or clients to read or view. A student who uses these media should also consider how to protect the security of private information.

G. Membership in Professional Organizations

As an important part of your development of professional identity, integrity, values, and lifelong learning, students are encouraged to join regional or national psychology organizations such as the American Psychological Association (APA), the Association for Psychological Science (APS), or other organizations with more specific missions such as the Association for Behavioral and Cognitive Therapies (ABCT) and/or Society for a Science of Clinical Psychology (SSCP).

V. Application-Selection-Admission

A. General

The faculty prides itself on taking considerable time and effort for choosing outstanding students for the program. Therefore, we see our job as helping all students succeed in the program. We have few dropouts and most students accepted into the program will receive their Ph.D. Our program considers undergraduate grade point average (GPA), GRE scores, letters of reference, and a personal statement from prospective students when making admissions decisions. In addition to GPA, GREs, letters of reference, and personal statements, research experience and "fit" with faculty and program research are also considered by our doctoral program when making admissions decisions. Other characteristics taken into account are the quality of a prospective student’s writing samples, the degree of difficulty in undergraduate course selection, work experience, phone and personal interviews, the reputation of the undergraduate institution, and diversity.

Graduate students currently in the program can be instrumental to the recruitment of students for our program. It is likely that you will be contacted by potential candidates for information regarding your experiences and opinions of our program. Graduate students typically help and participate in the interview process either through helping with transportation, housing, meeting, or social events; providing tours of facilities, campus, and town; and/or interviewing. This is not a required activity and is to be done on a voluntary basis.

Students are admitted only in the fall semester of each academic year and are expected to attend full-time. Applicants with either Bachelor’s or more advanced degrees are welcome. Applicants should have sufficient preparation in psychology at the undergraduate level. This typically includes completion or near completion of the requirements for the undergraduate major in psychology at the time of application, though it is possible that some applicants will have sufficient coursework in psychology and have completed a different major. All admissions are for the doctoral programs leading to the Ph.D. We do not offer terminal MS programs, although students earn an MS en route to the Ph.D.
Admission to the clinical program is competitive and based on the following:

- Quality of the applicant's academic record (official transcripts)
- Undergraduate preparation in psychology
- Three letters of recommendation from former professors or supervisors
- Scores on the Graduate Record Examination (verbal and quantitative)
- Personal statement

There are no strict cutoffs for acceptable grade point averages (GPAs) or GRE scores, but competitive applicants typically have GPAs above 3.2 and GRE Verbal and Quantitative scores that each are at or above the 60th percentile. Other scholarly accomplishments, particularly research experience, are desirable and may offset lower GPAs or GRE scores.

**B. Undergraduate Preparation**

The Clinical Science area of concentration in the Department of Psychology presumes a background in psychology equivalent to our undergraduate major. This includes courses in psychopathology, personality, research methods, and statistics. Courses in physiological psychology, biopsychology, or neuropsychology are also highly recommended for students who wish to pursue a neuropsychological emphasis in their training. Entering students lacking relevant background courses may be required to gain these competencies through additional course work.

**C. Application**

The application procedure involves the following process, information, and documents, and all application materials must be received by **December 1st**.

- **Application**: Complete the online application at the Graduate School Website, [http://graduateschool.vt.edu/applying](http://graduateschool.vt.edu/applying), and pay the application fee. Only online applications will be considered. Notify the Director of Graduate Programs at jdunsmor@vt.edu if do not have internet access to the online application system.

- **Personal Statement**: Upload a personal statement or cover letter describing your reasons for interest in our program; your educational, research, and clinical training and experiences; and provide the name(s) of one to three faculty members that you are interested in working with along with the reasons why.

- **Official Transcript(s)**: Upload a scanned version of an official transcript(s) from all post-secondary schools attended. While completing the online application and prior to submitting it, upload one copy of a scanned official
transcript from each institution from an undergraduate or graduate degree has been earned. Do not send transcripts for community college attendance or from any institution enrolled in classes but did not earn a degree. Make sure scanned documents are legible before uploading, as non-legible documents will result in processing delays.

- **Letters of Recommendation.** Our program requires at least three (3) letters of recommendation in your application package. Have your letter writers submit their letters online following the instructions on the Graduate School web page. Please indicate in your online application's cover letter or your resume/CV the names of the referees who are submitting letters for you online.

- **GRE Scores:** Have official GRE scores reported directly to Virginia Tech. The ETS Institution Code is **5859**. Only Verbal and Quantitative scores are required. We also recommend that you send directly to the Department of Psychology a copy of your official GRE scores, as a safeguard to relying on ETS to send your scores. The Psychology subject test is not required.

- **TOEFL Scores-International Students Only:** TOEFL (Test of English as a Foreign Language) scores are required of all international students whose first language is not English, except those applicants who have graduated from an accredited university where English is the language of instruction. To have the TOEFL requirement waived, the degree must be awarded. See [http://graduateschool.vt.edu/applying/requirements](http://graduateschool.vt.edu/applying/requirements) for additional information on the TOEFL requirement.

- **Scholarly Work Samples-Optional:** Copies of theses, paper presentations, publications or other evidence of scholarly or professional work can be uploaded with your application. If unable to upload, these documents can be directly sent to the Department of Psychology.

**D. Selection for Interview**

We follow a mentoring model of selection in which individual faculty choose finalists from a pool of applicants as they become complete, and with most reviews occurring before the winter holiday break. Each application is read by the preferred faculty advisor (as indicated in personal letter or application). There are no strict cutoffs for acceptable grade point averages (GPAs) or GRE scores, but competitive applicants typically have GPAs above 3.2 and GRE Verbal and Quantitative scores at or above the 60th percentile. Other scholarly accomplishments, particularly research experience, are desirable and may offset lower GPAs or GRE scores. We look especially for compatibility between individual faculty interests and the research interests and actual research experience of individual students. Given this process, it is, therefore, very important that a preferred advisor, or advisors, is nominated on the personal letter or application. It is to one’s advantage to complete the application as early as possible, but certainly by the Dec. 1st deadline.
All preferred applicant packages selected by faculty advisors are sent to the Director of Clinical Training for approval to interview. The Director of Clinical Training’s approval for interview is based on a review of the applicant’s grades, scores, interests, and experiences within a broader context of available admission and interview slots, funding, faculty needs, and faculty advisor-student ratio. If approved, the faculty advisor will contact the applicant directly to set up an interview. We conduct interviews of prospective candidates in early February. We typically invite twice as many applicants for interviews than there are available slots. Interviews may also be conducted via phone or electronic video conferencing if there is a conflict with our interview day (e.g., the candidate already committed to another program’s interview day), traveling to campus represents a hardship, or the candidate was identified and approved subsequent to our interview day.

E. Selection for Offer of Admission

If following the interview process an applicant is nominated for an offer of admission by a faculty advisor, the request is sent forward for approval from the Doctoral Admissions Committee (Director of Clinical Training -> Director of Graduate Programs -> Department Chair). Approval for an admission offer is based upon the candidate meets all of the required graduate school, departmental program, and clinical area requirements and cutoffs (or there is a letter of explanation by the advisor for any below cutoff requirement) and the number of and order of admission slots for the department, clinical science area, and faculty advisor. The actual number of and order of offers of admissions slots is determined by the Department Chair, in consultation with the Area Directors. If an applicant is approved for an offer of admission by the Department Chair, the individual faculty member will contact the applicant directly to alert her/him that an official offer letter of admission from the Department Chair will be forthcoming, or notify the applicant of their status (e.g., wait list).

Students no longer being considered for an offer of admission will be notified as soon as possible. In some cases, this information is communicated by the Graduate School and can take several weeks to be processed. In some cases, you may be able to get updated information on the status of the application process (e.g., whether all interview invites have been extended; whether all offers have been extended), by contacting the Director of Clinical Training. Beware of information posted on student-focused online forums that may be inaccurate or incomplete.

F. Acceptance of Offer of Admission

For acceptances of offers before April 15th, the Clinical Science area subscribes to the following Council of University Directors of Clinical Training (www.cudcp.us) guidelines:

- Offers of admission can be extended during a large time period. Most initial offers of admission are extended by March 15. Offers may be communicated by phone or email, but will be followed up by a written confirmation within 48 hours.
• You should not feel pressured, nor feel compelled to accept an offer of admission before April 15. This applies to offers of admission and to funding offers that accompany admission. It is impermissible for programs to request a decision prior to April 15 or to indicate that funding will be available only if students make decisions earlier than this date. Violations of this policy should be reported to CUDCP immediately (http://cudcp.us/contact.html) and your identity will be protected. Of course, it is permissible for you to accept an offer as soon as you are certain of your decision (i.e., even before April 15). But the decision to do so should be based on you, and not due to pressure placed upon you by a training program.

• Do not hold more than two offers for more than one week unless there is specific information (e.g., a visit is scheduled, funding decisions) you are waiting to receive from the program. Difficulty making up one’s mind is not considered as adequate excuse to limit the options available to other applicants.

• Once you have accepted an offer of admission to a training program, you should inform all programs in which you are still being considered. Be sure to inform programs either that you are declining outstanding offers of admission or you no longer wish to be considered for admission.

• For more information, please review the full CUDCP policy pertaining to graduate school offers and acceptances here: http://www.cudcp.us/files/CUDCP%20grad%20offers%20policy_Revised2013.pdf

For acceptances and offers after April 15th the Department of Psychology subscribes to the “Resolution Regarding Scholars, Fellows, Trainees, and Graduate Students” as adopted by the Council of Graduate Schools in the United States; and to the statement adopted by the Council of Graduate Departments of Psychology which indicates that:

• Acceptances given or left in force after April 15 commits the student not to solicit or accept another offer.

• Offers made after April 15 must include the proviso that the offer is void if acceptance of a previous offer from a department accepting this resolution is in force on that date.

VI. Student Support Services

A. Peer Mentoring Program

The graduate students of the Department of Psychology provide a Peer Mentoring Program for all first year graduate students. The purpose of the Peer Mentoring Program is to match first
year graduate students with an advanced student mentor within their area. We recognize that the first year is pivotal to future success as a graduate student, and that feeling supported can increase one’s engagement and confidence during the transition to life in Blacksburg and graduate school. Advanced students can meet with their mentee on a weekly, monthly, and/or as-needed basis to provide social support, accountability in meeting deadlines and achieving milestones, tips about time management and studying, and general guidance about the program. Participation in this program is optional.

B. University Support Services

Virginia Tech offers a number of student support services available to our students including Schiffert Health Center, Cook Counseling Center, Graduate Life Center, Cranwell International Center, Multicultural Programs and Services, Services for Students with Disabilities, Recreational Sports, and Women’s Center. For a full list of services and resources for graduate students see below or go to http://graduateschool.vt.edu. The Director of Clinical Training is also available for consultation regarding referrals to psychologists or private providers willing to help our students in the program.

C. Graduate School Listservs

The Graduate School maintains e-mail listservs through which official communication is sent to the graduate-student community: Grads-burg@listserv.vt.edu (in Blacksburg) or Grads-ext@listserv.vt.edu (at extended campus locations) are the official channels of communication for important Graduate School notices. Messages are posted on a need basis. You cannot unsubscribe from the list. Glc-programs@listserv.vt.edu is used to send weekly notices to graduate students about programs and activities in the Graduate Life Center, funding opportunities, research projects, and other topics of particular interest to graduate students.

D. Student Organizations

For a complete listing of all student organizations, visit the student organizations database and search by your interests. Here are some major graduate-student organizations that represent graduate students' voice in university governance, graduate education and student life:

• Graduate Student Assembly (GSA): The GSA organizes social events to encourage graduate students to come together across departments; it administers research- and travel-grant programs to support graduate student research and educational efforts; and it represents graduate student interests in university governance.

• Black Graduate Student Organization (BGSO): The BGSO promotes a greater sense of community among graduate students of African descent.

• Council for International Student Organizations (CISO): This umbrella organization represents all international student organizations at Virginia Tech.
• **Queer Grads and Allies (QG&A):** QG&A provides resources, support, events, and activities for graduate students at Virginia Tech, both queer and allied.

E. **Police and Campus Safety**

The [VT Police](#) strive to enhance the safety and quality of life for students, faculty, staff and visitors through effective law enforcement and proactive crime prevention in partnership with the university community. A few of the VTPD’s services are listed below:

- **Safe Ride:** Through this program students, faculty, and staff can be driven to any building on campus free of charge. This service runs from sunset to sunrise, when classes are in session. Call (540)231-SAFE for a ride.

- **Blue Lights:** The University has installed blue light safety phones located throughout campus. All of the safety phones connect directly with the Virginia Tech Police and are available 24 hours a day, 7 days a week. If you are in need of emergency assistance, please use one of the blue light safety phones or call 911 from your cellular phone.

VII. **Administrative Structure**

A. **Director of Clinical Training**

The Director of Clinical Training (DCT) is responsible for the administrative and training oversight of the clinical program. The DCT is readily available to meet and discuss various matters with graduate students including curriculum, research, practicum, internship, career planning, and relationships with faculty members, personal problems, and the like. Typically, if there is a question or issue about the training program that your advisor cannot answer or address, asking the DCT would be your logical and expected next step.

The DCT is responsible for the program’s adherence to APA’s and PCSAS’s criteria of health service psychology and clinical science doctoral training in which yearly reports and periodic self-studies are required. An important role of the DCT is providing a procedure for and overseeing the selection of new students and making sure all enrolled students on campus are provided annual and regular feedback about their progress in the program. The DCT reviews clinical courses on a regular basis and is responsible for the entire clinical practicum training sequence including practicum team assignments, clinical supervision, training clinic operations, external practicum sites and placements, and the internship application process. The DCT consults with the Director of Graduate Programs and the Department Chair on teaching and clinical assistantships. The DCT is responsible for letters and certification forms for students in the program including continuation onto the preliminary examination and doctoral degree, internship applications, and letters of recommendations. The DCT provides leadership in achieving and maintaining diversity in our training program including recruitment and retention efforts for both faculty and students. The DCT maintains a database on current students and graduate alumni, the information gathered is important for inclusion on reports that must be
submitted annually to APA and PCSAS, and for self-study reports required in association with the APA and PCSAS site visits.

The DCT is a member of the Council of University Directors of Clinical Psychology (CUDCP) and the Academy of Psychological Clinical Science (APCS), and maintains memberships with other groups with whom there are shared interests (e.g., SSCP, ABCT, APPIC, APTC). The DCT also maintains a relationship with other mental-health programs and services in the university.

B. Clinical Science Area Committee

The Clinical Science Area Committee (CSAC) consists of all core faculty members of the program, and is chaired by the Director of Clinical Training (DCT). Recruitment of students and faculty, annual student evaluations, continuation onto PhD applications, readiness for internship, curriculum changes, student issues and disciplinary actions, and readmission requests as well as other program-related issues, are all reviewed and processed by the CSAC. During the fall and spring semesters, the CSAC generally meets every other week to discuss issues relevant to the Clinical Science training program. Each member of the CSAC serves on a committee designed to evaluate and improve some aspect of the clinical training program (e.g., recruitment, curriculum, practicum, and scholarly productivity). During the summer sessions, the committee does not meet, unless an emergency situation arises. All program decisions that require a vote are passed when a simple majority of the eligible faculty (faculty present) votes in the affirmative. Affiliated members can attend if they wish to, though they must attend if their clinical student advisee is being discussed or reviewed.

C. Graduate Student Representatives

Each year, four clinical psychology graduate students are elected by their peers to serve as student representatives to the CSAC. The representatives are elected at the end of the spring semester or beginning of the fall semester and serve a one-year term. One representative each is elected from the first year class, second year class, third year class, and fourth year class. At times, a representative will be asked and agree to represent two of the years (e.g., fourth and fifth-year students). The purpose of having a representative is to have a conduit between your cohort and the clinical faculty including exchanging of information, conducting survey or opinion polls, and having a voice in meetings where program structure and/or issues are proposed, discussed, and potentially integrated into the program. Representatives will also serve on an area subcommittee (e.g., Recruitment, Curriculum, Scholarly Productivity, and Practicum). Representatives also help directly with, or organize others to help with, annual area events such as the Research Fair, Clinical Science Scholar Series, Interview-Visitation Weekend, Internship Match Celebration, etc. The student representatives participate actively in all matters concerning the clinical program with the exception of yearly evaluations of clinical students, student issues, or decisions regarding clinical faculty or students. Of course, the representatives will be excused for discussions in which it would be inappropriate or unethetical for them to be present (e.g., discussions of student performance).

The area faculty firmly believe that graduate student participation and input in this function is
vitally critical to the collegial culture and continual improvement of our program. We do recognize that this service takes extra time and effort. As such the faculty will make every effort to support, recognize, and honor your involvement (e.g., on a SAR, in a letter of recommendation, etc.).

D. Advisor

Each student admitted into the program is assigned initially to the faculty member who most closely matches his or her research and clinical interests. This faculty member will assist the student in planning her or his program of study. Usually, but not always, the advisor serves as the chair of the student’s master thesis, preliminary examination, and dissertation committee. Students may change advisors as well as their research interests during their studies in the clinical program. In addition, it is possible for students to be involved in the research programs of more than one faculty member. If you have any questions about these issues, you can discuss them with the Director of Clinical Training.

If, for any reason, a student no longer has an Advisor, the student should seek a new Advisor immediately and notify the Director of Clinical Training and the Director of Graduate Programs. If there is an unavoidable delay in finding a new Advisor, the DCT (Director of Clinical Training) will temporarily fill that post for up to one academic term until a new Advisor is found. At the end of that term the student must have found a permanent Advisor in order to continue in the graduate program. If the loss of an Advisor is out of the control of the student (e.g., the Advisor leaves VT), the graduate program will help the student find a new Advisor.

E. Department Administrator

The Department Administrator (currently Susan Armstrong) is located in Williams Hall (109). It is necessary that all new clinical graduate students provide her with a local mailing address, telephone number(s), and email address. All clinical students, new and continuing, must keep the Department Administrator (and the DCT) advised of any changes in local address, telephone number(s), or e-mail addresses that might occur.

Please keep your address, e-mail, and telephone number current with the DCT and Department Administrator after you graduate. The clinical program and/or the department periodically find it necessary to contact its graduates, and it is important that we maintain up-to-date contact information, particularly to gather information from our past graduates needed for accreditation.

VIII. Goals, Objectives, and Competencies

The clinical training program is organized to help students accomplish two major goals (Science and Practice) with specific objectives and competencies within each goal. These include:
A. Research

Goal 1: To produce graduates with broad and general training in the science of psychology, such that their research integrates science and practice.

Objective 1A (Behavioral Science Foundation): Students will demonstrate substantial understanding of and competency in the breadth of scientific psychology.

Competency 1A1: Students will demonstrate basic knowledge of the behavioral science core content areas of psychology including biological aspects of behavior, cognitive-affective aspects of behavior, social aspects of behavior, and human development.

Competency 1A2: Students will demonstrate substantial understanding of and competence in History & Systems and Individual & Cultural Diversity as these topics are represented in the required courses in the behavioral science core content areas listed above in Competency 1A1.

Objective 1B (Research): Students will demonstrate substantial understanding of and competence in research skills.

Competency 1B: Students will demonstrate substantial understanding of and competence in (a) psychological measurement, (b) research methodology, and (c) techniques of data analysis.

Competency 1B2: Students will demonstrate knowledge and competence necessary for (a) integrating research and practice, (b) analyzing evidence-based procedures, and (c) developing comprehensive doctoral level conceptualizations of direct relevance to clinical psychology (i.e., preliminary examination).

Competency 1B3: Students will demonstrate comprehensive understanding and skill in designing and implementing major research projects (thesis and dissertation) including formulation of problem, design of study, analysis of data, interpretation of results, written product, and sensitivity to ethical standards relevant to empirical research in clinical psychology.

Competency 1B4: Students will demonstrate motivation and competence in contributing to and disseminating scientific knowledge and research relevant to clinical psychology (e.g., manuscript submissions to peer-review journals, grant applications, conference presentations, etc.).

Competency 1B5: Students will be knowledgeable about procedures for obtaining external research funding.
B. Evidence-Based Practice

**Goal 2:** To produce graduates with demonstrated knowledge and competence for entry into the evidence-based practice of clinical psychology, such that their practice is guided by clinical science and their scholarly and research contributions are informed by professional practice.

**Objective 2A (Dysfunctional Behavior and Psychopathology):** Students will demonstrate understanding and competence concerning dysfunctional behavior and psychopathology.

- **Competency 2A1:** Students will demonstrate basic knowledge and competence concerning the scientific and theoretical foundations of dysfunctional behavior and psychopathology.

- **Competency 2A2:** Students will demonstrate knowledge and competence concerning the potential impacts of individual and cultural diversity on diagnoses and formulations of dysfunctional behavior and psychopathology.

**Objective 2B (Assessment):** Students will demonstrate knowledge and competence in theories of and methods for conducting evidence-based clinical assessments.

- **Competency 2B1:** Students will demonstrate knowledge and entry level competence in providing evidence-based assessment including necessary diagnostic interviewing; administration, scoring, and interpretation of relevant assessment instruments; and integrated report writing.

**Objective 2C (Intervention):** Students will demonstrate knowledge of theories and methods of evidence-based intervention.

- **Competency 2C1:** Students will demonstrate knowledge and entry level competence in theories and methods of diagnostic formulation and case conceptualization.

- **Competency 2C2:** Students will demonstrate knowledge of and entry level competence in implementing evidence-based psychological interventions.

- **Competency 2C3:** Students will demonstrate knowledge and entry level competence in evaluating the effectiveness of a variety of empirically supported psychological interventions including those they have provided to clients in supervised practicum courses.

**Objective 2D (Ethics and Professional Standards):** Students will demonstrate knowledge of and entry level competence in applying ethical and professional standards to their activities as professional psychologists in training.
**Competency 2D1:** Students will demonstrate knowledge and competence in applying accepted ethical and professional standards in their required course work, including the Ethics course, the integrated and sequential practicum sequence, and in all other doctoral program activities.

**Objective 2E (Diversity):** Students will demonstrate knowledge and entry level competence in providing psychological services to individuals who represent various aspects of individual and cultural diversity.

**Competency 2E1:** Students will appropriately consider individual differences and cultural diversity in the selection, administering and interpretation of assessment measures, and in the selection and implementation of culturally sensitive approaches to intervention.

**Objective 2F (Supervision and Consultation):** Students will demonstrate knowledge of theories and competence in providing supervision and consultation at basic entry level to professional practice.

**Competency 2F1:** Students will demonstrate knowledge of supervision literature and competence in providing basic clinical supervision at an entry level.

**Competency 2F2:** Students will demonstrate knowledge of consultation literature and competence in providing basic consultation to outside professionals and entities at an entry level.

**Objective 2G (Professional Development):** Students will demonstrate substantial progress towards establishing a professional identity as a clinical psychologist including attitudes that support life-long learning, scholarly inquiry, and professional problem-solving.

**Competency 2G1:** Students will demonstrate comprehensive professional development through their scholarly and professional attainments while completing their doctoral programs and in their subsequent careers as clinical psychologists.

By the completion of training, program graduates are expected to possess critical analytic skills; be able to identify new knowledge and bring that knowledge to bear upon research and clinical problems; and be competent to use core knowledge in the design of research studies, in your teaching, and in the manner in which you deliver clinical services. You should be competent to select and apply assessment approaches and treatments with empirical support for their effectiveness, should be relatively resistant to “fads” in the clinical realm, and should pass the national (EPPP) and any additional state licensing examinations (written or oral) without major difficulty. Program graduates should be able to read the scientific literature critically; select and formulate research questions; and be skilled in research design, data collection, data management, data analysis, APA-style writing, and appropriate outlets of submission and publication. You should be involved actively in the conduct of research and program evaluation.
activities and dissemination of that research through presentations at professional meetings and publications in the scientific literature. You should be to identify appropriate grant agencies and organizations relevant to your research and competent in basic grant writing skills. In the conduct of your clinical work and the design of research, you should be knowledgeable about issues of clinical and research ethics, and function within the APA ethical guidelines and the laws of your state of employment. You should be competent in the treatment of diverse client populations, in the recruitment of diverse participant populations in your research, and competent to formulate research questions and select research methods appropriate to populations under study.

We anticipate that our graduates will use these areas of skill and knowledge in a range of career paths in clinical science, including academic, research, or administrative positions in departments of psychology or psychiatry in universities, medical schools, or agencies devoted primarily to research and scholarship, involving programs of research, peer-reviewed publications, external research funding activities, and mentoring future clinical scientists. We recognize a subset of our graduates will decide to focus their skills and knowledge on primarily science-based clinical practice. Ideally, these graduates follow through on our broader mission to advance clinical science through additional activities such as developing and testing new assessments and interventions; program development, administration, and evaluation; treatment outcome research; refining and elaborating current treatments; evaluating the contributions of specific factors to treatment outcomes; assessing population-specific or culture-specific treatment effects; training, teaching, supervising, and evaluating service providers; and advancing public awareness, policy, or legislation about the role of science in psychological practice.

IX. Faculty and Research Interests

The clinical training program draws from a special group of psychologists. The core faculty group is committed to clinical science and disciplined scholarly inquiry. Core faculty membership is defined by a contribution of 50% or more of professional time and effort to the clinical science area and meeting one of three criteria: (a) an active program of research of direct relevance to issues in clinical psychology; (b) responsibility for teaching a required clinical course; and/or (c) extensive student involvement, through a combination of mentoring an individual student, clinical supervision, involvement on numerous student committees, and/or clinical program or center administration.

Affiliated program faculty members are contributing faculty who meet one of the three criteria above while providing less than 50% of their time to the clinical program. It is noteworthy that these individuals take on these responsibilities despite their accountability structures being largely outside of our program area. This reflects the collaborative and collegial culture of the department, the quality of our students, the appeal of our clinical scientist model, and the overall standing of our program in the larger environment of APA and PCSAS accredited programs.

This large group of contributing faculty assures that no single faculty member carries
responsibility for the mentoring of an unduly large number of students, and provides, in many instances, several faculty members working in related areas of scholarship (e.g., autism spectrum disorders, childhood disorders, neurological-bases) with whom a student may work.

A. Core Faculty

_Axsom, Danny, Ph.D._, is currently an Associate Professor of Psychology. Social clinical psychology, trauma and victimization by aggression.

_Clum, George, Ph.D._, is a Professor of Psychology. He teaches Adult Psychopathology and Ethics at the graduate level and Introduction to Clinical Psychology at the undergraduate level. His principle scholarly interests are in the assessment and treatment of depression/suicide and the anxiety disorders, including PTSD, panic disorder/agoraphobia and obsessive compulsive disorder.

_Cooper, Lee, Ph.D._, is a Clinical Associate Professor of Psychology and Director of Clinical Training. He is also the Director of the Psychological Services Center (PSC). His research interests focus on the integration of research and practice including contextual-based interventions, routine outcomes monitoring, and supervision of reflective practice.

_Harrison, David, Ph.D._ is currently an Associate Professor of Psychology. He is the Director of the Behavioral Neuroscience Laboratory and Director of Neuropsychological & Counseling Services.

_Jones, Russell, Ph.D._ is a Professor of Psychology. He specializes in trauma psychology in the areas of natural and technological disasters as well as interpersonal violence. He is also an expert in the behavioral sciences. A related area of study is disaster preparedness.

_Ollendick, Tom, Ph.D._, is a University Distinguished Professor and the Co-Director of the Child Study Center. His research and professional interest center upon clinical child and adolescent psychology, developmental psychopathology, cognitive behavior therapy, and social learning theory.

_Richey, John, Ph.D._, is currently an Assistant Professor of Psychology. His program of research broadly seeks to advance knowledge of how the brain processes social information and clinical manifestations of faulty social information processing. Specifically, he is interested in how variation in neural circuits leads to impairment in two highly prevalent and debilitating disorders: autism and social anxiety disorder (SAD).

_Scarpa, Angela, Ph.D_ is currently an Associate Professor of Psychology. She is the Founder and Co-Director of the Virginia Tech Autism Clinic, and Director of the VT Center for Autism Research. Her general interest is in child and adolescent mental health, and the study of developmental psychopathology. Currently, her work is focused on children, adolescents, and young adults with autism spectrum disorders (ASD).

_Stephens, Robert, Ph.D._, is a Professor of Psychology and Chair of the Department of
Psychology. His research interests are treatment and etiology of substance abuse and dependence.

White, Bradley, Ph.D., is currently an Assistant Professor of Psychology. His research addresses dispositional, cognitive and contextual factors in the development and maintenance of social and behavioral problems in children, adolescents, and young adults. He is also interested in the efficacy and effectiveness of cognitive-behavioral interventions for child and adolescent psychopathology.

White, Susan, Ph.D., is currently an Associate Professor of Psychology. Projects in her lab include treatment and support services for adolescents and adults with autism spectrum disorders (ASD) and anxiety, and difficulty with anxiety; empirically informed assessment of psychiatric comorbidity (such as anxiety in people with ASD); and eye gaze patterns and their potential utility as biomarkers related to comorbidity.

Winett, Richard, Ph.D., is the Heilig Meyers Professor of Psychology. Dr. Winett’s research focuses on health behavior, particularly the intersection of health psychology and public health, and the development of primary and secondary prevention programs linked to nutrition, physical activity, and exercise.

B. Affiliated Faculty (who are currently mentoring Clinical Science students):

Bickel, Warren, Ph.D., is a Professor of Psychology and the Director of the Addiction Recovery Research Center at Virginia Tech Carilion Research Institute. His research interests are addiction and recovery, delayed discounting, neuroscience of decision-making processes, and trans-disease processes.

Chiu, Pearl, Ph.D., is currently an Assistant Professor of Psychology and Virginia Tech Carilion Research Institute. Her research interests are the neuroscience of motivation and valuation, decision-making; depression, substance use disorders, PTSD; quantitative neurobehavioral predictors and mechanisms of treatment response; fMRI-informed assessment and intervention; and interpersonal influences on decision-making.

Dunsmore, Julie, Ph.D., is currently an Associate Professor of Psychology and Director of Graduate Programs. Her research interests are parents’ emotion socialization (e.g., parents’ variation in emotional expression, positive emotional expression, and beliefs about emotions) and its influence on children’s developing social cognition, affective social competence, and prosocial behavior.

Friedman, Bruce, Ph.D., is currently an Associate Professor of Psychology and area director for the Biological Psychology area. His research interests are psychophysiology of anxiety, emotion, and personality; analysis of heart rate variability and autonomic nervous system activity; and mind-body interactions and health.

King-Casas, Brooks, Ph.D., is currently an Assistant Professor of Psychology and Virginia Tech Carilion Research Institute. His research addresses two broad areas of inquiry: (a)
neural basis of valuation and learning in social settings, and, (b) abnormalities of social valuation. His work seeks insight into neural computations underlying normative social behavior using methods of decision neuroscience, behavioral economics, and social psychology.

X. Student Admissions, Training Outcomes, and Other Data

The Clinical Science area, in accordance with APA implementing regulations and CUDCP recommendations, provides potential graduate students, current students, and the public with accurate information on our program and on program expectations using the most up-to-date data on education and training outcomes. These data presented in tabular format include admissions data, time to completion, program costs, internship placement, attrition, and licensure. These data are located on our website at http://www.psyc.vt.edu/graduate/clinical, and are updated annually.

XI. Training, Facilities, and Mentorship

A. Research Training

Research training is the core of our program, students are expected to be involved in research and actively disseminate research throughout their graduate education and beyond. The Clinical Science area operates on the proposition that research training is a necessary and vital part of the education of clinical psychologists. Although the program admits only persons who expect to receive a Ph.D., each student who enters at the bachelor’s degree level is expected to complete an empirical master’s project while in progress toward the doctoral dissertation. Students may conduct research under the supervision of either clinical or departmental research faculty. In addition to the master’s project and dissertation, clinical students are expected and strongly encouraged to be involved in multiple lines of research activity under the direction of a faculty member during each semester in residence.

Most of the clinical and departmental faculty members have research teams. These research teams are usually centered on the interests of the faculty member or members. Students select a research team (or teams) that best match their research and career interests. The faculty member who directs the research team will usually function as the student’s advisor for the master’s project and dissertation research.

Beginning students immediately become involved in research labs assisting projects and begin planning and reading in a particular research area so as to design a master’s thesis project. Concurrently, they are completing the required behavioral science foundation course sequence, and the required research and quantitative methods three-course sequence. The majority of our students take additional research and quantitative methods courses that are offered within our department or in other departments. Further, research is integrated throughout other aspects of the student’s training including coursework that requires creating research projects or interventional research as part of their applied training. Students are also expected to attend program, departmental, regional, and national research forums, workshops, and colloquia.
B. Research Facilities

Students and faculty study human behavior in a range of settings from the laboratory to the community and use diverse methodologies spanning descriptive studies, quasi-experiments, analog studies, single-subject designs, and randomized control trials. Students develop and carry out research with a research team and a faculty mentor(s). The goals are to learn how to conduct high-quality, publishable research; to begin a program of research and scholarship; and, to learn how to secure external funding for programmatic research. A number of different research facilities provide opportunities for a wide range of basic and applied clinical research. These include the following: the Addictions Research Lab (Stephens); the Behavioral Neuroscience Laboratory (Harrison); the Center for Research in Health Behavior (Winett); the Child Study Center (Ollendick and S. White); the Cognition, Emotion, and Self-Regulation Lab-CEaSR (B. White); the Integration of Science and Practice Lab (Cooper); the Psychosocial Interventions Lab (S. White); the Virginia Tech Autism Center (Scarpa-Friedman and S. White); the Virginia Tech Center for Autism Research (Scarpa-Friedman); the Stress Coping Lab (Jones); the ScanLab (Richey); the Clinical Science Suite (Richey, B. White, and Scarpa-Friedman); and the VirginiaTech-Carilion Research Institute (Chiu, King-Casas, Bickel).

C. Research Mentorship

Prior to or upon arrival at Virginia Tech, incoming students are assigned to a research mentor. Students typically have been admitted because of the close match between their research interests and those of a core faculty member, so this assignment is based on mutual interest. Although most students work with the same mentor throughout, students have the option of changing mentors as they progress through the program, and some students either change mentors or work with more than one faculty member concurrently. In all cases, however, the student has a close, apprenticeship relationship with a faculty member, who serves as the student’s primary advisor to guide the student in decisions about courses, research, and clinical experiences, and who is aware of the student's progress and difficulties. Students whose primary research mentor is a nonclinical faculty member should also select a clinical faculty to serve as a clinical mentor/advisor for purposes of career planning and mentoring around issues of professional practice behavior and development.

From the beginning of the first semester, the student works actively with the research mentor. The formal commitment to the research mentor is a minimum of eight hours per week, but most students spend greater amounts of time in research activities.

Students should engage in a variety of professional activities beyond research, clinical, and course requirements. Of foremost importance is publication of empirical research in peer-reviewed journals. Additional important activities include collaboration on scholarly chapters and presentation of research at meetings of professional societies. Students should also join professional societies most closely allied with their specific areas of scholarship. Development of a plan for publication, presentation, and involvement in professional societies should be accomplished in consultation with the student’s primary mentor.
D. Clinical Training

Exposure to professional clinical activities begins in the fall semester of the first year of graduate training and continues through the completion of the clinical internship. To provide broad clinical training for students, the clinical science area offers a variety of different clinical experiences. The Psychological Services Center (PSC) is staffed by faculty and clinical graduate students and provides evidence-based assessment, treatment, and consultative services for a fee to the surrounding communities. The doctoral program also requires an external practicum placement experience in the student’s third year and usually this has taken place at a local service agency, facility, or organization, or at a national site.

Our clinical training bridges research and application. We keep informed about the most recent developments in psychological research, and only provide treatments that have been proven to be effective through multiple scientific studies. The treatments that we provide primarily align themselves with cognitive-behavioral approaches. Moreover, practicum training at the PSC and external sites is based on the evidence-based practice in psychology model (EBPP, see also http://www.apa.org/practice/guidelines/evidence-based-statement.aspx), encompassing the notion that best practice is based on the integration of the best available research with clinical expertise in the context of key patient characteristics (including culture and preferences).

The population served and the clinical problems addressed at the PSC typically reflect the research interests and clinical expertise of our faculty in the clinical program. Understanding, treating, and, ultimately preventing psychological problems, hinge on careful research, which is why the psychological services that we offer at the PSC embody a science-practice integrative approach and are uniquely specialized.

All clients first undergo a careful assessment with the most widely-used and research supported assessment approaches and measures. With a working case formulation and diagnosis, a well-established empirically supported treatment (EST) is the starting point for developing a treatment plan with clear goals and initiating a safe and agreed-upon intervention. We offer individual, dyadic, and family interventions, as well as group therapy programs. Treatment is typically provided once weekly, although more intensive schedules are also possible when warranted. The length of treatment varies depending on the severity and types of clinical problems. Whereas the average duration of treatment is approximately 12 to 16 sessions, patients can be seen for much longer periods of time if they show good treatment motivation and progress in therapy. Progress on goals and evaluation of treatment effectiveness are continually measured through a variety of routine outcomes monitoring systems.

E. Practicum Sites

Extensive practicum training with diverse clients focuses on evidence-based approaches to assessment and intervention such that clinical science guides practice. Practicum training occurs at the program's clinical centers, and through external practicum at a variety of sites in the local community and elsewhere. A culminating experience is an established clinical psychology internship that matches and enhances students' long-range, clinical science career plans.
The majority of clinical training will take place at the Psychological Services Center (PSC), located at 3110 Prices Road, about a 10 minute drive from campus or Williams Hall. The PSC is under the directorship of Dr. Lee Cooper. The PSC provides services to the community as a whole. Every student is required to carry cases at the PSC in their first, second, and fourth year in the program. A variety of clinical problems is addressed through the PSC. The Director of Clinical Training and the Department Chair consult on a routine basis about supervisor assignments, practicum student progress, and student problems. Evidence-based approaches to assessment, treatment, and/or prevention of these disorders are used in the PSC and the PSC is a site for clinical research on the diagnosis, assessment, treatment, and/or prevention of these disorders.

In addition to practica required at the PSC for the student’s first, second, and fourth years in the program, many sites for the external practicum during the student’s third year are available in the surrounding community, including community mental health centers, schools, medical centers, and other specialized clinical centers. Students are expected to work with their mentors and the Director of Clinical Training to plan and select external practica. New practicum sites can and have been developed in response to changing circumstances in the field and student interests (e.g., neuropsychology, treatment of veterans and their families).

F. Clinical Supervision.

The hallmark of our clinical practice training is close supervision by the faculty supervisor(s). Faculty supervisors are licensed by the Virginia Board of Psychology. New and/or licensed-eligible faculty interested in providing supervision are paired with a licensed supervisor until they become knowledgeable and comfortable with the supervision process and/or licensed. The faculty supervisor assumes ultimate clinical responsibility for the client's treatment and the responsibility of maximizing the student's training. Supervision must be conducted face-to-face, in-person, and not through electronically mediated education (unless special circumstances require tele-supervision). Our faculty maintains supervision loads of 4-6 trainees at a time, in order to ensure the capacity to be attentive to student training. Faculty supervisors are responsible to arrange and provide all student trainees with at least 2.5 hours of weekly group supervision, which allows the small group of students’ time for discussion of practicum experiences. Faculty must provide or arrange at least one hour of individual supervision at least once every two weeks for those with active cases. While the practicum student is primarily responsible to the faculty supervisor, advanced students will also provide supplementary feedback, guidance, and consultation.

We firmly believe in the evaluation of competency of our students across multiple aspects of performance, development, and functioning. Supervisors will utilize a set of developmentally-based competencies that state what is expected of the student in the general areas of professional conduct, ethical conduct, assessment, interviewing, relationship skills, case conceptualization skills, intervention and treatment skills, ESTs, consultation, and supervision, along with individual and cultural differences.

As part of our program’s ongoing commitment to ensuring the quality of our students, each
practicum evaluation is based in part on direct observation. Direct observation includes live supervision and video recording. Direct observation provides the essential information regarding students’ development of competencies, as well as quality of the services provided, that cannot be obtained through other methods. This allows supervisors to provide a more accurate assessment of the students’ development of profession-wide and program-specific competencies.

G. Integration of Research and Practice

A primary goal of our clinical science program is the training our students in the integration of science and practice, such that research guides application and practice issues inform clinical research. To this goal, students’ major research projects (thesis and dissertation), along with the Preliminary Examination, must demonstrate the integration of science and practice within the written product and oral defense. Further, clinical research training is integrated throughout our student’s training including coursework, applied training, and in assistantships. Our students gain direct experience conducting clinical research through our core faculty labs that focus on the understanding, prevention, assessment, and intervention of cognitive, behavioral, and health problems and issues. We also strongly emphasize the integration of science into practice through the emphasis on evidence-based practices, especially empirically supported treatments and the evaluation of treatment effectiveness. PSC operations include specialty clinics that provide students with extensive experience and supervision in administering and interpreting scientifically-based ‘goal standard’ measures culminating in a comprehensive, integrated, and diagnostic report. Students often participate in outreach/consultative presentations and workshops to the local community focused on promoting and disseminating evidence-based practices.

XII. Assistantships

There are a variety of financial assistance programs available within the Department of Psychology. The most common forms of support are teaching (TA), research (RA), and graduate (i.e., clinical) assistantships (GA). The PSC has several GA positions each year, typically working within one of the assessment clinics (adult, child, autism). Teaching assistantship monies fund these GA positions. Acceptance into the graduate program does not guarantee financial support, but the vast majority of the students in the program in recent years have received support.

If you hold a teaching, research, or graduate assistantship appointment, your duties will be determined after the class schedules and job preferences of all TAs, RAs, and GAs are known. The assignment of assistantships is a complex juggling act. Your appointments are renewed annually, if funds are available. If you are a TA/RA/GA, your appointment begins August 16. Plan your arrival in Blacksburg accordingly and be here in time to begin performing your duties.

The following is departmental policy concerning financial (TA, RA, GA) assistance for graduate students. Note that eligibility is not meant to imply any guarantee of support. Other circumstances such as availability of funds must be considered in granting financial assistance. Persons who enter the Ph.D. program without prior graduate school experience ordinarily will be
eligible for financial support during their first 4 years of residence. Under ordinary circumstances students will be eligible for 2 years of support prior to completion of the M.S. degree. Persons who have not completed all requirements (including a successful oral defense) for the M.S. degree by the end of their fifth semester in the program will have a lower priority for funding relative to students who have successfully completed their M.S. degree requirements and master’s project by this time.

The Department Chair has the responsibility of judging what circumstances are “extraordinary,” when exceptions are appropriate, and the level of support to be granted to individual students.

Students with assistantships must be registered for at least 12 credit hours per semester. Students on full assistantships are expected to work an average of 20 hours per week for the assistantship and are considered to be 50% employed. You must maintain at a 3.2 QCA, have no outstanding incomplete grades, and be doing the job that is required of you. It is rare that a TA/RA/GA appointment is revoked; however, it is your responsibility to see that neither the department nor you are put in an uncomfortable situation.

Application of these criteria, based on “normal” progress, may be made difficult by extenuating circumstances. In addition, state funds are allocated on the basis of teaching needs and specific department teaching needs must be taken into account. In general, priority for department support will be given to students based on factors such as normal progress to degree and the ability or experience required to meet specific department needs. Priority for department financial support will be reduced by a student’s lack of normal progress or because she or he has exceeded the number of years for which students are eligible. The Department Chair does not make final decisions about “non-departmental” support, such as research assistantships supported by grants, or about position outside the department.

Other sources of funding can be explored on the Graduate School-Financial Matters website (http://graduateschool.vt.edu/financial/funding_opp/index.html#nogo) including current funding opportunities, grants, fellowships, and University Scholarships and Financial Aid (http://www.finaid.vt.edu/).

XIII. Requirements of the PhD Program

Helpful Terminology:
Program = Department PhD Program requirement
Area = Clinical Science Area requirement
Program/Area = Combination of both Program and Area requirements

A. Courses: Breadth, Core, Depth, and Practica

The program seeks to prepare students in a number of ways through course work. Students complete a range of core courses in the department program and the clinical area. In addition, students pursue elective courses in their area of emphasis both within the department
and outside the department. A sample plan of study is provided below to give prospective students a concrete example of the clinical curriculum. The department's and area's courses, as well as faculty research, focus on the science of human behavior from biological, cognitive-affective, social, psychological, and developmental perspectives, and the courses attend to issues of history of thought and development, and cultural and individual diversity.

All students must meet the minimum requirements for the MS/PhD degree as described in the graduate catalog, available at the VT Graduate School website. These also are summarized in the Plan of Study described below, and located on the graduate program forms website that is linked to the department’s website. It is the student’s responsibility to meet both the department and university requirements for fulfilling the curriculum for the MS and PhD degrees. Careful planning is essential. To guide course planning, all students complete a Plan of Study for the MS and a second Plan of Study for the PhD. Consult the Graduate Catalog for general university-level requirements. Psychology Department requirements are described below. All graduate courses are not offered each semester or year. It is important that entering graduate students consult with their advisors in order to plan a program of study which will satisfy these guidelines.

The curriculum areas of history of thought and individual and cultural diversity are infused throughout many of these courses.

**Program/Area Breadth Requirement (Behavioral Science Foundation):** For Clinical Science students, this requirement is met by completing four courses – at least one course within each of these four domains: Biological, Cognitive–Affective, Social, and Developmental Aspects of Behavior. This breadth curriculum is consistent with guidelines from the American Psychological Association for breadth of scientific psychology knowledge and understanding. Often this requirement can be met by completing a basic 5000-level course in one of these areas, such as the “Biological” and “Developmental” courses. However, other courses at the 5000- and 6000-level can be completed to meet a requirement in a domain. However, one course can only meet a requirement for one domain. Specific courses should be decided by the student and her/his advisor. To help determine when you can take breadth and depth courses, refer to the Graduate Courses Schedule available on the Graduate Information page on the department website.

- **Biological Aspects of Behavior** (one of these)
  - PSYC 5404: Biological Bases of Behavior
  - PSYC 5294: Psychophysiology
  - PSYC 6254: Advanced Topics in Clinical Psychology: Neuropsychology

- **Cognitive-Affective Aspects of Behavior** (one of these)
  - PSYC 5344: Cognitive Psychology
  - PSYC 5544: Cognitive Development
  - PSYC 5274: Personality Processes

- **Social Aspects of Behavior** (one of these)
  - PSYC 5314: Psychological Perspectives in Social Psychology
  - PSYC 5554: Social Development
Human Development (one of these)
PSYC 5544: Cognitive Development
PSYC 5554: Social Development
PSYC 5274: Personality Processes
PSYC 6944: Advanced Topics in Developmental Psychology

Program Core Requirement (Quantitative and Research Methods Foundation): Three quantitative and research methods courses are required of all departmental PhD students. The department has a two-semester, two-course sequence in research methods in the student’s first year.

PSYC 5315: Research Methods I
PSYC 5316: Research Methods II

And at least one more additional courses is required in advanced statistics, psychological measurement, research methodology, or techniques of data analysis. Examples include:

PSYC 5134: Advanced Psychometric Theory
PSYC 6014: Multivariate Data Analysis
EDRE 6694: Hierarchical Linear Modeling
EDRE 6684: Instrument Development and Validation
EDRE 6504: Qualitative Methods in Education Research I
EDRE 6524: Qualitative Methods in Education Research II
HD 6514: Structural Equation Modeling

Area Core Requirement (Clinical Knowledge Foundation): All of the following courses are required of clinical science students.

PSYC 5284: Psychopathology (Adult)
PSYC 6264: Child Psychopathology
PSYC 6254: Psychological Assessment
PSYC 6254: Ethics

Area Practica Requirement (Clinical Practice Foundation): All of the following practica are required of clinical science students.

PSYC 5965: Clinical Practicum (First and Second Year, Fall Semester)
PSYC 5966: Clinical Practicum (First and Second Year, Spring Semester)
PSYC 6965: Clinical Practicum (Third and Fourth Year, Fall Semester)
PSYC 6966: Clinical Practicum (Third and Fourth Year, Spring Semester)
PSYC 7965: Internship (one full year)

Program/Area Depth Requirement (Area of Emphasis): All students complete three courses in a student’s area of emphasis (e.g., quantitative analysis, child development, neuroscience, etc.), in addition to the core, breadth, and clinical requirements. These graduate-level courses within the student’s research concentration area deepen her or his understanding of the theories, methodologies, and existing literatures pertaining to her or his defined area of interest. The courses can be within or outside the department and are tailored by the student and advisor to meet a student’s interests and career goals.
Sample Plan of Study: This is just a sample plan based on the requirements described above; your actual plan will depend on a number of factors including your interests and career plans, plan of courses, availability of courses, and your progress through the program. To help determine when you can take breadth and depth courses, refer to the Graduate Courses Schedule available on the Graduate Information page on the department website. Plan of Study (POS) instructions, FAQ, examples, and templates can be found in a link at [http://www.psyc.vt.edu/graduate/](http://www.psyc.vt.edu/graduate/)

**Program/Area Breadth Requirement = Behavioral Science Foundation courses (4 courses)**  
**Program Core Requirement = Quantitative and Research Methods courses (3 courses)**  
**Program/Area Depth Requirement = Area of Emphasis courses (3 courses)**  
**Area Core Requirement = Psychopathology (Adult), Child Psychopathology, Assessment, and Ethics (4 courses)**  
**Area Practica Requirement = Clinical Practicum (8 semesters) and Internship (one year)**

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Minimum Grade Requirement: It is the Department of Psychology’s graduate program policy that a failure to attain at least a B- in a core course will require remediation. Students who receive grades lower than a C- must retake the course, consistent with the Graduate School Policy. A student receiving a C+, C, or C- in a core, depth, breadth, or clinical course must remediate deficiencies in her or his performance to the satisfaction of the instructor. Remediation may involve attending some or all of the classes the next time the course is offered, re-taking tests, re-doing papers or other class assignments, or completing alternate assignments to demonstrate competence in the areas that were deficient. Tasks to be performed and criteria to be met are left to the discretion of the instructor but generally should approximate evidence of a level of competence consistent with the grade of B- or higher. It is the student’s responsibility to initiate this process by contacting the instructor and creating a written contract for the work to be completed. The contract should be signed by both the student and the instructor and a copy should be forwarded to the Director of Graduate Programs. Normally remediation should occur in the semester following the one in which the deficient grade was received unless, at the instructor’s request, the student must wait until the course is offered again. When the deficiency is remediated, the instructor will send a letter to the Director of Graduate Programs documenting that the remediation has occurred and the letter grade that the student’s remediated performance has earned. The Director of Graduate Programs will inform the student and place a copy of the letter in the student’s file.

The Clinical Science area can require some form remediation for grade of B- in a program or area core course. The area faculty view these courses as essential and critical foundational courses for conducting good clinical science, and may evaluate a grade of B- as deficient for further advancement in the program. As such, a grade of B- in a core course will be reviewed by the clinical area faculty, along with input from the instructor, for possible remediation. If remediation is deemed necessary. Remediation may involve attending some or all of the classes the next time the course is offered, re-taking tests, re-doing papers or other class assignments, or completing alternate assignments to demonstrate competence in the areas that were deficient. Tasks to be performed and criteria to be met are left to the discretion of the instructor but generally should approximate evidence of a level of competence consistent with the grade of B or higher. It is the student’s responsibility to initiate this process by contacting the instructor and creating a written contract for the work to be completed. The contract should be signed by both the student and the instructor and a copy should be forwarded to the Director of Clinical Training. Normally remediation should occur in the semester following the one in which the deficient grade was received unless, at the instructor’s request, the student must wait until the course is offered again. When the deficiency is remediated, the instructor will send a letter to the Director of Clinical Training documenting that the remediation has occurred and the letter grade that the student’s remediated performance has earned. The Director of Clinical Training will inform the student and place a copy of the letter in the student’s file.

Waiving Core Courses and Transferring Depth, Breadth, and Additional Required Courses: Graduate students who enter the PhD program after completing graduate level courses at another university can request waivers of required courses. Requests for waivers should be made during the student's first semester of academic study, but may be considered later.
Procedure for waiving a Program Core (research methods) course: Comparability of the prior coursework to the Program Core courses in the Department is the primary criteria for granting a waiver. Students should first consult with the current instructor of the course they wish to waive and provide him or her with documentation of the completed course that will serve as basis for the waiver. Normally, this documentation would include copies of:

1. The transcript (unofficial is acceptable) showing a final grade of B or higher in the completed course;
2. The completed course syllabus, text, and reading lists;
3. Tests, notes, projects, etc. from the completed course (if available).

This instructor then contacts the student by email or in writing. Although the instructor offers an informal opinion on the comparability of the completed course, the instructor does not make the decision on waiving a Program Core course. If following the instructor’s review the student wishes to pursue the waiver, s/he then would submit all of this documentation along with the instructor’s email/letter to the Director of Graduate Programs. A separate request and set of documentation should be submitted for each requested Program Core course waiver.

The Director of Graduate Programs will submit the waiver request and documentation to be reviewed by an ad hoc committee of the Director and two faculty members who regularly teach the Program Core (research methods) course sequence. This ad hoc committee of three makes the final decision on the request for a waiver of a Program Core course. The Director will then notify the student of the Committee's decision and also place a letter of notification in the student's file in the department office. The student also must be sure to document the waived Core course as a transferred course on her or his Plan of Study document.

Procedure for transferring or waiving other courses (Clinical, Breath, Depth, and Additional courses): Only Core (research methods) courses require a waiver review by the instructor and department committee. All other courses that a student wishes to transfer or waive, and count toward her or his program-specific coursework requirements is handled within the Clinical Science area. To request a transfer of a course, the student should submit a request by email or in writing to her or his advisor that includes the following documentation:

1. The transcript (unofficial is acceptable) showing a final grade of B or higher in the completed course;
2. The completed course syllabus, text, and reading lists;
3. Tests, notes, projects, etc. from the completed course (if available).

The advisor then corresponds with the Director of Clinical Training regarding the nature of the student’s request, and the advisor’s recommendation regarding the transfer request. If needed, the Director of Clinical Training can gather additional input from other faculty (e.g., faculty who teach similar or related courses) regarding the suitability or comparability of course content. The Director of Clinical Training then makes the decision as to whether the course can be transferred and count toward the clinical, breadth, depth, or additional coursework requirement within the clinical area. The Director of Clinical Training notifies the student of this decision by email or letter, and places a letter of notification in the student’s file in the Department office. The student also
must be sure to document the transferred course on her or his Plan of Study document.

Recommendation to Retain Your Syllabi: It is recommended that you permanently retain a copy of the course syllabus for each of the graduate courses you take during your program-of-study at Virginia Tech, or at least until you are licensed to practice psychology. Such information is occasionally useful to various state licensing boards, to the National Register of Health Service Psychologists, or to agencies as they review your application for licensure or other credentialing.

B. Master’s Degree en route to the Doctoral Degree

Students are admitted to the Doctor of Philosophy degree program in the department. However, the department views the successful completion of a Master's thesis and associated courses as an important component en route to the doctorate. Accordingly, it does not offer a non-thesis MS degree. Moreover, all graduate students must demonstrate successful completion of the MS degree and be reviewed by their Area faculty, Director of Graduate Programs, and Department Chair prior to beginning the preliminary examination process. For students who obtain their MS within the Department, this review and evaluation is accomplished by requesting permission to continue onto the PhD program and to initiate the preliminary examination.

Graduate students who enter the department with an MS from another Department of Psychology are required to demonstrate successful completion of all requirements for the MS in psychology at Virginia Tech prior to receiving the Ph.D. Although they may complete these requirements any time prior to receiving the Ph.D., they must have the thesis requirement waived and be evaluated for readiness by the clinical area faculty prior to entering the preliminary exam process.

C. Plan of Study: Master’s Degree

Plan of Study: The University’s Graduate Catalog offers a detailed explanation of University-level requirements. The following text delineates only Psychology Department additions and changes from the Graduate Catalog. How to File the MS Plan of Study (see Breadth, Core, Depth, Clinical, and Practica curriculum above): instructions, examples, and document templates can be found in the Graduate Handbook link at http://www.psyc.vt.edu/graduate/

Prior to completing 15 credit hours, you are required to file a Plan of Study for the Master's Degree. Please consult your major advisor before composing a Plan of Study. You can also consult with the Director of Graduate Programs for additional help and information. They will explain the required components and format for the Plan of Study. After composing the Plan of Study, obtain the signatures of all members of your MS Student Advisory Committee, the Director of Graduate Programs, and the Department Chair. You must include the faculty identification number of any committee member who is not a regular Psychology Department faculty member below her/his name on your program of study. If your Plan of Study changes prior to completion of the MS you must complete a change of plan form that is signed by your advisory committee members, the Director of Graduate Programs, and the Department Chair. Failure to have an accurate Plan of Study entered on the university computer system will preempt graduation.
The student is also to submit to the Director of Graduate Programs a *Clinical Science Area Curriculum Worksheet* with their Plan of Study. This worksheet is located on the Psych Grad Program Scholar Project Site. This worksheet is a helpful aid in tracking the completion of necessary course requirements for the clinical science area.

**D. Research: The Master’s Thesis**

**Overview:** The purpose of the master’s thesis is to help develop students’ research and scholarship skills. While there are many approaches to preparing a master’s thesis, the Clinical Science area has decided that we want students to use the developing, conducting, analyzing, and writing of the thesis to build skills needed for publication of empirical work. These skills include concise, conceptually strong, and logical writing; a detailed introduction/conceptual/literature review section; a methodology section including specific instruments and detailed psychometric information about them; a results section with techniques of data analysis, figures and tables; and a discussion of general findings, implications for the field of study and clinical practice, and strengths and limitations of the project. Moreover, the thesis committee will focus their input and help towards developing a thesis project that could be subsequently written and submitted for a peer reviewed journal.

**Master’s Thesis Student Advisory Committee (SAC):** The Thesis Committee normally consists of the student’s major advisor and two members. The major Advisor (Chair of Student Advisory Committee) must hold the terminal degree and hold the rank of Assistant Professor or above in the Department of Psychology.

The Student Advisory Committee (SAC) must have at least two members from the Psychology faculty, one of whom has chaired a Psychology thesis to completion. An experienced committee member will provide guidance to the major professor who is chairing his or her first master’s SAC.

The typical composition of a clinical area Master Thesis committee is 3 members from the clinical area. However, this is a flexible guideline with faculty members recruiting across areas and the VTCRI research faculty. For this policy, Drs. Brooks King-Casas, Pearl Chiu, and Warren Bickel of VTCRI are considered psychology faculty based on their appointments within the Department. The overriding goal of a committee structure is that it best matches the student’s interest and content area.

Students may nominate one member or an additional member of the thesis committee who is not a member of the Faculty of Psychology. In this case, however, there must still be two members of the Faculty on the committee. The student may be asked by other members of the advisor committee to submit a current vita of that “outside” person and a brief statement on the reason this person would be useful on the Committee. All outside Committee members must satisfy the criteria for affiliated membership on our Faculty. If less than two members of the committee are Psychology Department faculty, the chair must write a memo explaining why departmental faculty are not appropriate, and why selected committee members are appropriate.

**Thesis’s Proposal:** A formal proposal for the thesis research must be presented to and
approved by the student’s committee. We require both a formal proposal meeting prior to the master’s thesis, and a meeting to defend one’s thesis. All members of the committee must approve both the proposal and the final defense. The main purpose of the proposal meeting is to provide clarity and common understanding among committee members and the student regarding the scope, focus, and audience for the thesis.

All research that involves human subjects must be submitted to and approved by the Virginia Tech Institutional Review Board (IRB) prior to the collection or analysis of any data. Even projects that use existing data must be submitted to the IRB for prior approval. Requirements, deadlines, and all forms are available at the website: www.irb.vt.edu. All students must complete Training in the Protection of Human Subjects and successfully pass the training before their research proposal will be approved by the IRB. Students are encouraged to take the tutorial during their first semester. Instructions to access the on-line tutorial can be found at the web site of the Office of Research Compliance or the Institutional Review Board at http://www.irb.vt.edu/pages/tutorial_intro.htm.

Students should begin planning for their thesis research during the first year of graduate study. An ideal time to complete the proposal is during the summer between the first and second year. Students are strongly encouraged to complete their thesis research during the second year of graduate study. Based on our current SAR-Progress to Degree evaluation criteria, the thesis should be proposed by the student’s third semester in the program and defended by the student’s fifth semester in our program.

Thesis Defense: The SAC evaluates the student performance on the (a) written product and (b) oral defense of the empirical Master’s thesis. Demonstration of basic research competency requires “passing” the required written product and a “satisfactory” oral defense of the Master’s thesis. The SAC renders a decision of a “Pass,” “Pass with Revisions,” or “Not Pass” on the written product, and “Satisfactory” or “Unsatisfactory” for the oral defense.

The clinical area requires an oral defense of the thesis. Prior to the defense, all members of the thesis committee must be given a written or electronic copy of the thesis for review and approval. Committee members must be given sufficient time to review the thesis (at least one week), and the student should anticipate feedback and recommendations for revisions from committee members at the defense. This feedback and recommendations are to improve the quality of the current product and the likelihood of a successful manuscript submission to a peer-reviewed journal. All committee members must approve the thesis. The thesis oral defense affords the faculty an opportunity to focus on the students’ in-depth understanding of the theories, mechanisms, methodology, research design, statistics, analyses, conceptualizations, and research, theory, and practice implications of the research conducted.

The following are structural meeting guidelines for thesis defenses. The chair of the committee will explain the structure and process of the defense to the audience. Typically, the defense will have the following three phases, modified as needed at the discretion of the committee chair.

a) The student will provide a 15-20 minute presentation that is open to all members of the
university community and wider public. There will be time for questions from the audience at the end of this presentation.

b) At a time deemed appropriate and at the discretion of the committee chair, the audience will be asked to leave the room so that the student and committee can complete further questioning privately.

c) At a time deemed appropriate by the committee chair, the student will be asked to leave the room so that the committee can deliberate. Once completed, the student will return alone to receive the outcome of the committee vote and other feedback.

You must schedule the defense of your Master's thesis with the Graduate School. Requests to schedule examinations must include the time, date, building and room number, title of thesis, and the names and signatures of the SAC. These requests are due in the Graduate School at least two weeks before the examination date requested. Notification of the approval of the examination scheduling and the examination form/card will be sent electronically to the student and all members of the SAC. The examination should not be conducted if the Advisor has not received notification that the examination has been scheduled and the examination form/card has been received. The final examination result should be entered in the Electronic Signature System within 2 days after the examination, with each committee member signifying whether the exam performance was Satisfactory or Unsatisfactory.

All members of a Student's Advisory Committee are required to participate in that student's final examination. Depending upon the technological resources available, committee members may participate from a remote location. If an Advisory Committee member cannot participate, the committee member should recommend to the Chair of the Advisory Committee, when possible, the name of a scholar eligible for advisory committee membership to serve as a proxy during the examination. After consultation with the student, the Chair makes such a proxy appointment in writing. Regardless of the size of the advisory committee, only one official proxy will be approved. Those conducting the examination must log in to the Electronic Signature System and enter in their decision on the exam result. The proxy must communicate with the committee member for whom he or she is serving as a proxy regarding the exam result decision, and the original committee member must log in to the Electronic Signature System to enter the decision on behalf of the proxy.

All committee members must also signify approval or disapproval of the thesis in the Electronic Signature Approval System. This signifies that the thesis is in final form and ready for ETD submission to the Graduate School. The final version of the thesis approved by the student's Advisory Committee must be submitted electronically as an ETD to the Graduate School no later than two weeks after successful completion of the final examination.

Evaluation Criteria for Thesis Project: Essential elements and criteria include:
- General: Demonstrates basic level competency in the design and implementation of a research project.
- Specific: Demonstrates writing competence including use of APA style and
appropriate for journal submission;
• Demonstrates ability to provide a clear statement of problem;
• Demonstrates ability to conduct and write an adequate and systematic literature review;
• Demonstrates understanding of and use of theory to inform the conceptualization, design, and interpretation;
• Demonstrates ability to generate novel hypotheses;
• Demonstrates ability to design a study that follows from hypotheses;
• Demonstrates appropriate methodology including psychological measures and data gathering;
• Demonstrates familiarity and proficiency in basic data analytical procedures;
• Demonstrates adequate data presentation methods;
• Demonstrates adequate interpretation of the results from data analysis;
• Demonstrates ability to provide meaningful discussion and conclusions;
• Demonstrates ability to critically evaluate own and others’ research;
• Demonstrates ability to integrate science and practice;
• Demonstrates ability to discuss practice implications;
• Demonstrates knowledge and application of ethical principles and guidelines relevant to psychological research;
• Receives approval from university and department IRBs including successfully passing the VT Human Subjects Tutorial;
• Demonstrates responsible conduct of research (e.g., quality assurance checks, adherence to protocol, confidentiality);
• Demonstrates initiative, conscientiousness, and perseverance in handling research problems;
• Demonstrates ability to prepare and present thesis project in oral defense, similar in quality to presentation at a professional research conference;
• Demonstrates ability to answer and discuss relevant questions in oral defense.

Waiving the Thesis Requirement: Students who have completed a Master’s thesis in another Department of Psychology and who wish to waive the thesis requirement at Virginia Tech should submit a request for a waiver to the Director of Clinical Training along with a signed copy of their thesis. Normally, requests for waivers of the thesis requirement should be made during the student’s first semester in residence at Virginia Tech. Upon receipt of the student’s request for a waiver and thesis, the Director of Clinical Training will convene a committee to read and evaluate the adequacy of the thesis. The committee should be composed of three faculty at Virginia Tech who hold the rank of Assistant Professor or higher and whose areas of expertise most closely match the topical and methodological area of the thesis. At least two of the committee members must be from the Department but they need not be from the student’s current area. Area Directors may or may not be members of the committee. The standard for granting a waiver of the thesis requirement will be the completion of a thesis comparable in quality to that typically completed by students who receive their MS within the VT Department of Psychology. Members of the evaluating committee will submit their vote regarding the waiver of the thesis requirement to the Director of Clinical Training. It is not
required that the evaluating committee meets to discuss the adequacy of the thesis although such a meeting may be scheduled at the request of any committee member or the Director of Clinical Training.

If at least two committee members recommend waiver of the thesis requirement, the Director of Clinical Training will send a letter to the Director of Graduate Programs documenting the membership of the evaluating committee and the final vote regarding the waiver of the thesis. The Director of Graduate Programs will then inform the student that the thesis requirement has been waived and will place a copy of this letter and the Director of Clinical Training’s letter in the student’s file.

A thesis submitted to the Director of Clinical Training for waiver that was written in a foreign language must either be translated to English or the student must meet with the committee convened by the Director of Clinical Training to explain the thesis. In either case, the student must present the thesis in English in sufficient detail for the committee to reach a decision regarding the quality and comparability of the document in relation to those completed in the VT Department of Psychology. At least some of the thesis may need to be translated to aid in the evaluation process (e.g., the hypotheses, design, tables or results, etc.). The decision on whether to translate the thesis or meet with the committee to explain the document should be decided by the student in consultation with the committee members.

Thesis Deadlines: The area’s expectation is a successful Thesis proposal by the end of the third semester. A Does Not Meet Expectations rating on the student’s SAR will be given in the fourth semester if this standard has not been met. The student would have until the end of the fifth semester to propose the Thesis or risk dismissal from the program.

The area expects a successful Thesis defense by the end of the fifth semester. A Does Not Meet Expectations rating will be given on the student’s SAR in the sixth semester if this standard has not been met. The student would have until the end of the seventh semester to complete the Thesis or risk dismissal from the program.

E. Applying for Continuation on to the Preliminary Examination

Admission to the preliminary exam process (and onto the doctoral degree) depends upon an evaluation of a student’s progress and participation in the program and specifically a student’s readiness for the exam. The general requirements for students are completion of an acceptable master’s thesis, successful completion of all or a substantial part of the department and clinical core courses, good academic standing, ‘Meets Expectations’ ratings on the domains of the annual Student Activities Report (SAR) and three letters of recommendation from Department faculty, preferably the thesis committee, including one from the student’s Advisor.

Students who are admitted to the program with a master’s degree or with the master’s degree requirement waived are strongly advised to follow the requirements for students admitted to the program without a master’s degree except that letters of recommendation would come from any Department faculty, including one from the Advisor. Thus, depending upon the number of courses waived and progress in the program, a student entering the program with a masters
degree could take as little as one complete semester or as much as several complete semesters to apply for admission to the preliminary exam process.

Students are to apply for continuation within one month of successfully defending their thesis. In practice, it is expected that students will be well prepared for entrance into the preliminary exam process and that most students will move forward in a timely and successful manner. If, in consultation with their advisor, it is considered in the best interest of a successful application for continuation that the student should postpone or delay their application, then the Advisor must report to the faculty area the reason(s) and plan of action for the postponement.

As described above, after completion of the MS, continuation onto and an initiation of the Preliminary Examination requires that the student be evaluated by the Clinical Science area faculty, the Director of Graduate Programs, and the Department Chair. This process is invoked by the student and the application packet must be sent in electronic version at least seven days before a scheduled Clinical Science Area Committee (CSAC) meeting. Steps for this review process include:

a. The student should submit their application packet within one month of the successful defense of their thesis. Or if student and advisor want to postpone the application and review, a documented plan of action with timelines is presented to the DCT and area faculty within the one month of the thesis defense.

b. Student provides an electronic application packet to the Director of Clinical Training (DCT), at least seven days before a scheduled Clinical Science Area Committee (CSAC) meeting that contains:
   - A letter to the DCT asking for continuation onto the preliminary examination process. The letter should include a statement regarding future educational and research objectives, professional goals, and the name of the faculty member who will supervise your PhD work;
   - A copy of the final MS thesis;
   - A copy of your most recent annual evaluation (SAR);
   - A copy of your past year’s practicum evaluations;
   - A current curriculum vita (CV).

c. Student requests that three faculty members, preferably your MS thesis committee members, send electronic letters directly to the DCT regarding their recommendations on your continuation onto the preliminary examination and into the doctoral program.

d. The DCT will schedule the review at the next available CSAC meeting and alert all area faculty of the review and location of materials to review (i.e., a folder on a Scholar Project Site), who will evaluate the application and vote on continuation in the doctoral program. The DCT will forward a letter of the outcome of the vote, and a summary of any reasons for dissenting opinions, to the Director of Graduate Programs. The Director of Graduate Programs will also have access to the application materials on the Scholar
Project Site.

e. The Director of Graduate Programs will review the student’s application and academic record for any of the following indicators of potentially deficient performance:
   - A dissenting vote on continuation from one or more of the clinical area faculty;
   - Lack of support or concerns raised within a faculty letter;
   - Unsatisfactory progress to degree;
   - Overall cumulative GPA less than 3.2;
   - Rating(s) of ‘Does Not Meet Expectations’ in the Research, Professional Development, and/or Clinical Practice domains on the most recent SAR;
   - Rating(s) of ‘Does Not Meet Expectations’ and student performance related to remediation plans on prior SARS, if applicable.

f. If there are no indicators of deficient performance, the Director of Graduate Programs (DGP) will give the application to the Department Chair for a final decision on continuation. If one or more indicators of deficient performance are present the Director of Graduate Programs will convene the Doctoral Admissions Committee (DAC) which includes the director of graduate programs, the area directors and a faculty representative of the student which may or may not be the advisor, who will review the application and vote on continuation. The Director of Graduate Programs will transmit the results of the vote of the DAC and the DGP to the Department Chair along with the application and a summary letter of the clinical area vote.

g. The Department Chair will make the final decision regarding the student’s request for continuation and notify the student, the Director of Graduate Programs, and the Director of Clinical Training.

F. Plan of Study: Doctoral Degree

Plan of Study: Instructions, examples, and document templates can be found in the Graduate Handbook link at [http://www.psyc.vt.edu/graduate/](http://www.psyc.vt.edu/graduate/). Prior to completing 15 hours beyond the MS degree, the PhD candidate must file a Plan of Study for the PhD. You will need signatures from the members of your PhD Student Advisory Committee, the Director of Graduate Programs, and the Department Chair. For students who have obtained core course waivers, please attach a copy of Director of Graduate Program’s notification letter. Your plan of study should note the semester and year that you plan to take your preliminary examination. Also, you must include the faculty identification number of any committee member who is not a regular Psychology Department faculty member below his/her name on your plan of study. If your Plan of Study changes prior to completion of the PhD you must complete a plan of study change form and have it signed by
advisory committee members, the Director of Graduate Programs, and the Department Chair. Failure to have an accurate Plan of Study entered on the university computer system will preempt graduation.

The student is also to submit to the Director of Graduate Programs a Clinical Science Area Curriculum Worksheet with their Plan of Study. This worksheet is located on the Psych Grad Program Scholar Project Site. This worksheet is a helpful aid in tracking the completion of necessary course requirements for the clinical science area.

G. The Preliminary Examination

Overview: Consistent with policies of the Graduate School and the Department of Psychology, the Preliminary Examination in the clinical science area is designed to examine the student's mastery of knowledge and skills in developing comprehensive doctoral-level conceptualizations of direct relevance to clinical psychology. As such, it is intended to tap knowledge and skills necessary to become a doctoral-level psychologist with particular expertise in clinical research. Moreover, the preliminary examination committee will focus their input and help towards developing a written product that could be subsequently written and submitted to a peer-reviewed journal or granting agency.

Specifically, the Clinical Preliminary Examination consists of two related parts: 1) a ten-week writing phase resulting in the production of a scholarly written product in the student's area of emphasis, and 2) completion of an oral examination on the theory, research, and practice of that area of study.

The scholarly written product can take a number of forms. The product can consist of an in-depth analysis and review of a particular topic/problem/issue in the student's area of emphasis. In particular, it is expected that this paper will consist of a conceptual, evaluative, critical, and integrative review that summarizes a literature and that sets forth major developments within a particular clinical research area, or provides a bridge between related specialized fields within psychology or between psychology and related fields. In all cases, reviews that are theoretically-based and develop connections between areas of research and prevention, treatment, and intervention are particularly valuable. The review should also include any ethical, individual differences, and/or cultural diversity issues pertinent to the topic. Instead of an extensive conceptual review in an area, a student may develop with the committee’s approval a more focused empirical review, meta-analysis, or grant proposal. Once the topic has been approved, the student is provided a 10-week writing phase.

The oral examination consists of an examination of the student's knowledge about theory, research, ethics, individual and cultural issues, and practice in his or her area of emphasis. As such, it examines diverse issues related to that area of emphasis and how those issues evolve from theory and research in psychology in general, and clinical psychology in particular. The scope of the oral exam may extend well beyond the confines of the written product.
Timing of the Preliminary Examination: Students are eligible to initiate the Preliminary Examination process following successful completion of their Master’s thesis and clinical faculty approval of continuation onto the preliminary examination. Assuming that the Master’s degree has been completed by the end of the second year in residence or, at the latest, by the end of the fall semester of the third year in residence, most students would take the Preliminary Examination during the spring semester of their third year, the summer between their third and fourth year if committee approves writing over the summer, or the fall semester of their fourth year in residence. However, the process could be initiated prior to that time if the student has met the above requirements or has entered the program with a Masters degree. Passing of the Preliminary Examination is a prerequisite to proposing the doctoral dissertation prospectus that should occur prior to October 15 of the fourth or fifth year in residence (so that the student can be approved for internship placement prior to October 15 of that year). Students entering the program with a Master’s degree can initiate the Preliminary Examination process during the semester in which all or a substantial number of core courses have been completed. Such students might anticipate completing the Preliminary Examination in the spring of the second year in residence or earlier.

Students wishing to apply for internship in the fall must successfully pass their preliminary exam, written and oral parts, by the end of the preceding spring semester. The only exception is that a student who has not passed part of the exam, may: 1) revise and rewrite a preliminary exam product during the summer and/or, 2) take or retake the oral exam in the fall when they are applying for internship. However, the first preliminary exam must occur in the spring semester prior to applying for internship in the subsequent fall semester.

Under special extenuating circumstances, a student could successfully propose their written product and then designate a 10-week writing period in the near future if it is apparent that no writing can occur immediately after the proposal meeting.

Preliminary Examination Committee: The student, in concert with his/her Advisor, should select a Preliminary Examination Committee of four members. At least three of the members should be a core or affiliated clinical faculty member with the one of remaining members from either the full-time psychology department faculty or full-time faculty from another department at Virginia Tech, or if appropriate, a comparable institution. Faculty in the Department of Psychology who are formally affiliated (i.e., core or affiliated area faculty) with more than one of the graduate training areas may be counted as a member of whichever area the student and SAC agree is appropriate to accomplish the professional training goals of the student and program. Students may also include as a fifth member of the committee, a person who is an adjunct faculty member in our department or a person not affiliated with Virginia Tech. In all instances, it is the responsibility of the student's advisor to apprise all members of the purpose and rules of the preliminary exam. This four-member committee evaluates the Preliminary Examination Written Product and the Preliminary Examination Oral Defense according to criteria specified below.

Proposal: The student should work closely with his/her Advisor and propose to their Advisor a topic of interest to him/her. In general, this proposal should consist of a brief (i.e., no more than 10-12 pages) written statement that details the topic that the student wishes to address.
A tentative outline for the product should also be prepared that includes the content areas or sections, projected number of pages dedicated to each major section, and a journal(s) or grant type and agency that the product could be appropriately submitted. Once approved by the Advisor the student should arrange a meeting of the committee to review the proposed topic and to provide additional guidance to the student on the acceptability of the nature and scope of the proposed product. If the proposed product is found wanting by the Advisory Committee, the Advisor should work with the student to develop an acceptable proposal. The Advisory Committee should then reconvene, if necessary, to determine the revised topic's acceptability.

Written Product: Once the topic has been approved, the 10-week writing phase should commence (unless for extenuating circumstances). The student can receive verbal feedback from committee members on the conceptualization of the product throughout this time period. Students cannot receive specific feedback about their actual writing nor should students present writing samples to committee members or any other faculty or students. The actual writing of the product should represent the independent effort of the student. Failure to complete the product within that timeframe constitutes a failure to pass the written product phase of the examination.

Following completion of the written product, the student should distribute electronic or written copies of the written product to the Examining Committee. Following review of the written product, and within a 7-day period, the Advisor should contact members of the committee to discuss the student's performance and to obtain independent recommendations of "acceptable" or "not acceptable" from each member. To pass the Preliminary Examination written product, a student must receive an evaluation of "acceptable" from three of the four members of the Examining Committee. Passing the Preliminary Examination Written Product entitles the student to proceed with the Oral Examination (see below). A student will not receive feedback from faculty on features of the Written Product before the Oral Examination beyond the status of "acceptable." Passing the written part of the exam means that regardless of performance in the oral exam, the student has passed the written exam.

If the consensus of the Committee is that the student's product is not acceptable in its present form and that he/she must revise the Preliminary Examination Written Product, the student will not be permitted to proceed with the Oral Examination. Rather, following feedback from the Advisor and from members of the Examining Committee on areas in which the written product is found wanting, the student should undertake a revision of the Preliminary Examination Written Product and submit the revised product to the Examining Committee within 10 weeks of the beginning of the revision period. During this process, the student can receive verbal feedback as described previously. Upon completion of the revised product, it should be resubmitted to the Examining Committee who will render an evaluation (again, within 7 days) of "acceptable" or "not acceptable" only. If the revised Preliminary Examination Written Product is found acceptable (at least 3 of the four (or 4 of 5) Examining Committee members rendering such an evaluation), the student may schedule the Oral Examination (see below). No other feedback is provided except for the status of "accept." If the revised Preliminary Examination Product is "not acceptable" however, a "failure" of the Preliminary Examination is recorded with the Graduate School.
Graduate School policy indicates that a student must then wait a minimum of 15 weeks before retaking the Preliminary Exam. Under such circumstances, the student might elect to revise the "not acceptable" product once again or to propose a new topic and/or type of written product mutually agreed upon by the student and Advisory Committee. An "acceptable" or "not acceptable" decision only will be made on this re-revised or new written product. If the student's revised or new written product is found “not acceptable” upon consensus of the Advisory Committee, a “failure” of the Preliminary Examination will be recorded with the Graduate School. This would constitute the second failure of the Preliminary Examination and, consistent with Graduate School policy and Department Rules and Regulations, the student would be dismissed from the program for insufficient progress. Passing the Preliminary Examination Written Product at that time permits the student to schedule the Oral Examination.

Oral Examination: Within two weeks of successful completion of the Preliminary Examination Written Product, the Oral Examination should be conducted. The oral exam must be scheduled through the Graduate School and two weeks in advance of the defense date. Although the Preliminary Examination Written Product serves as the stimulus or springboard for the Oral Examination, the exam also addresses broader issues including the relationship of that area of emphasis to psychology as a basic behavioral science, to clinical psychology as an applied science, to individual and cultural diversity issues, etc. As such, issues of theoretical/conceptual importance, research/methodological significance, and ethical and diversity concerns are examined. Further, basic prevention, assessment, and treatment practice implications as they apply to that area of emphasis are examined. The Oral Examination should be scheduled for a two-hour period. However, a student’s oral presentation of their product should not exceed 20 minutes assuming no interruptions.

Preliminary examination scheduling is processed digitally through Electronic Scheduling System (ESS). The preliminary examination request must be submitted at least 2 weeks prior to the examination date. The ESS does not allow a student to request an exam date less than two weeks from the examination request submission date. It is important that students plan in advance with their advisory committee to ensure that all advisory committee members can attend the examination for the date/time requested. If any member of the advisory committee does not approve the preliminary examination request the student will need resubmit with a new date/time. Requesting a room in the examination request does not reserve the room; students must reserve the room through the building room coordinator.

Immediately following the examination, the student will be asked to leave the examining room. Following discussion of the student's performance, each member of the Examining Committee will indicate his/her evaluation of the student's performance. An evaluation of "satisfactory" or "unsatisfactory" will be provided by each member of the Committee. The Advisor will record the evaluations and, if necessary, engage in discussion and deliberation before inviting the student back into the examining room to reveal the Committee recommendation.

To pass the Oral Examination, a candidate must receive a "satisfactory" vote from three of the four (or 4 of 5) members of the Examining Committee; receiving an "unsatisfactory" vote from two or more of the Committee members constitutes a “failure” of the Oral Examination.
According to Graduate School Policy, one full semester (or a minimum of 15 weeks) must lapse before a second examination can be held. Failure to pass the Oral Examination at the second sitting will result in the student's dismissal from the program.

Evaluation Criteria: Criteria for evaluation employed by the examining committee include the following, though specific criterion will depend on type of written product:

- General: Demonstrates mastery of knowledge and skills in developing comprehensive doctoral-level conceptualizations of direct relevance to clinical psychology.
- Specific: Writing competence including use of APA style and appropriate for journal submission;
- Demonstrates ability to provide a clear statement of problem;
- Demonstrates ability to conduct and write an adequate and systematic literature review;
- Demonstrates understanding of and use of theory to inform the conceptualization and interpretation;
- Demonstrates ability to generate novel hypotheses;
- Demonstrates ability to design a study, or set of studies, that follows from hypotheses;
- Demonstrates appropriate methodology including psychological measures and data gathering;
- Demonstrates familiarity and proficiency in basic and advanced data analytical procedures;
- Demonstrates adequate data presentation methods;
- Demonstrates accurate interpretation of the results from data analysis;
- Demonstrates ability to provide meaningful discussion and conclusions;
- Demonstrates ability to critically evaluate own and others’ research;
- Demonstrates knowledge and understanding of evidence-based procedures and practices;
- Demonstrates ability to integrate science and practice;
- Demonstrates ability to discuss practice implications;
- Demonstrates knowledge of individual and cultural differences as they relate to examination topic;
- Demonstrates knowledge and application of ethical principles and guidelines relevant to topic area;
- Demonstrates knowledge of grant writing and review process, if applicable;
- Demonstrates ability to prepare and present the preliminary examination product in oral defense, similar in quality to presentation at a professional research conference;
- Demonstrates ability to answer and discuss relevant questions in oral defense.

Preliminary Examination Deadlines: The area’s expectation is a successful preliminary examination defense by the end of the seventh semester in residence. A Does Not Meet Expectations rating on the student’s SAR will be given in the eight semester if this standard has not been met. The student would have until the end of the ninth semester to complete the preliminary examination or risk dismissal from the program.
H. Research: The Dissertation

Overview: The doctoral dissertation is expected to be an original empirical study, representing an independent research effort on the part of the student. Students at this final stage are expected to demonstrate increased independence in the formulation of research questions and testable hypotheses as compared to the thesis. All research that involves human subjects must be submitted to and approved by the Virginia Tech Institutional Review Board (IRB) prior to the collection of any data. All students must complete Training in the Protection of Human Subjects and successfully pass the training before their dissertation proposal will be approved by the IRB.

Dissertation Student Advisory Committee (SAC): The major Advisor (Chair of SAC) must be a full-time member of the faculty of the Department of Psychology.

The SAC must have a minimum of four members who hold academic rank at Virginia Tech, at least three of whom are Psychology Department faculty. Note that individuals whose only appointment to the University is “Adjunct” are not considered to have academic rank.

The SAC must have a chair who has directed a Psychology thesis to completion and one member who has directed a Psychology dissertation to completion, or two members who have directed Psychology dissertations to completion if the chair has not directed a Psychology thesis to completion. An experienced committee member will provide guidance to the major professor who is chairing his or her first doctoral SAC.

At least one member of the SAC must be affiliated with a different graduate training area than the student (i.e. Developmental Science, Industrial/Organizational, or Biological) or with another department or program at Virginia Tech. Faculty in the Department of Psychology who are formally affiliated (i.e., core or affiliated area faculty) with more than one of the graduate training areas may be counted as a member of whichever area the student and SAC agree is appropriate to accomplish the goals of instilling breadth in the committee. Decisions regarding the final composition of the SAC should be made by the student in conjunction with the Advisor. The SAC may have additional members without academic rank at Virginia Tech.

Dissertation Proposal: A formal proposal for the dissertation research must be presented to and approved by the student’s committee. We require both a formal proposal and meeting prior to the dissertation. All members of the committee must approve the proposal. The main purpose of the proposal meeting is to provide clarity and common understanding among committee members and the student regarding the scope, focus, and audience for the dissertation. Moreover, the committee will provide their input and help towards designing a dissertation project that could be subsequently written and submitted to a peer reviewed journal.

Dissertation Defense (The Final Examination) Procedures: The clinical area requires both a (a) written product and an (b) oral defense of the dissertation. Prior to the defense, all members of the dissertation committee must be given a written or electronic copy of the dissertation for review and approval. Committee members must be given sufficient time to review the dissertation (usually, one week), and the student should anticipate feedback and
You must schedule the defense of your Dissertation with the Graduate School. Requests to schedule examinations must include the time, date, building and room number, title of dissertation, and the names and signatures of the Examining Committee. These requests are due in the Graduate School at least two weeks before the examination date requested. Notification of the approval of the examination scheduling and the examination form/card will be sent electronically to the student and all members of the Examining Committee. The examination should not be conducted if the Advisor has not received notification that the examination has been scheduled and the examination form/card has been received. The final examination result should be entered in the Electronic Signature System within 2 days after the examination, with each committee member signifying whether the exam performance was “satisfactory” or “unsatisfactory.”

All members of a Student's Advisory Committee are required to participate in that student's final examination. Depending upon the technological resources available, committee members may participate from a remote location. If an Advisory Committee member cannot participate, the committee member should recommend to the Chair of the Advisory Committee, when possible, the name of a scholar eligible for advisory committee membership to serve as a proxy during the examination. After consultation with the student, the Chair makes such a proxy appointment in writing. Regardless of the size of the Advisory Committee, only one official proxy will be approved. Those conducting the examination must log in to the Electronic Signature System and enter in their decision on the exam result. The proxy must communicate with the committee member for whom he or she is serving as a proxy regarding the exam result decision, and the original committee member must log in to the Electronic Signature System to enter the decision on behalf of the proxy.

Evaluation Criterion: The dissertation defense affords the faculty an opportunity to focus on the students’ in depth understanding of the theories, mechanisms, methodology, research design, statistics, and/or research, theory, and practice implications of the research conducted. Criteria for evaluation employed by the examining committee include:

- General: Demonstrates advanced level competence in the design and implementation of a major research project including increased independence in the formulation of research questions and testable hypotheses as compared to the thesis.
- Specific: Demonstrates writing competence including use of APA style and appropriate for journal submission;
- Demonstrates ability to provide a clear statement of problem;
- Demonstrates ability to conduct and write a systematic literature review;
- Demonstrates in-depth understanding of and use of theory to inform the conceptualization and interpretation;
- Demonstrates ability to generate novel hypotheses;
- Demonstrates ability to design a study that follows from hypotheses;
- Demonstrates appropriate methodology including psychological measures and data gathering;
• Demonstrates familiarity and competency in basic and advanced data analytical procedures;
• Demonstrates adequate data presentation methods;
• Demonstrates accurate interpretation of the results from data analysis;
• Demonstrates ability to provide meaningful discussion and conclusions;
• Demonstrates ability to critically evaluate own and others’ research;
• Demonstrates ability to integrate science and practice;
• Demonstrates ability to discuss practice implications;
• Demonstrates knowledge of individual and cultural differences as they relate to dissertation;
• Demonstrates knowledge and application of ethical principles and guidelines relevant to dissertation;
• Demonstrates ability to prepare and present dissertation in oral defense equivalent to presentation at a professional research conference or a job talk;
• Demonstrates master of the research area;
• Demonstrates ability to discuss practice implications;
• Demonstrates knowledge of individual and cultural differences as they relate to dissertation;

The following are guidelines for dissertation oral defenses. The chair of the committee will explain the structure and process of the defense to the audience. Typically, the defense will have the following three phases, modified as needed at the discretion of the committee chair.

a) The student will provide a presentation that is open to all members of the university community and wider public. There will be time for questions from the audience at the end of this presentation.

b) At a time deemed appropriate and at the discretion of the committee chair, the audience will be asked to leave the room so that the student and committee can complete further questioning privately.

c) At a time deemed appropriate by the committee chair, the student will be asked to leave the room so that the committee can deliberate. Once completed, the student will return alone to receive the outcome of the committee vote and other feedback.

The dissertation requires evaluations by faculty of your performance on both the (a) written product and (b) oral defense of the empirical doctoral dissertation. The four-member SAC renders a decision of a “Pass,” “Pass with Revisions,” or “Not Pass” on the written product, and “Satisfactory” or “Unsatisfactory” for the oral defense. Demonstration of advanced research competence requires “passing” the required written product and a “satisfactory” oral defense of the empirical doctoral dissertation. All Committee members must approve or “pass” the dissertation written product and approve a “satisfactory” performance in the oral defense.

All committee members must also signify approval or disapproval of the dissertation in the Electronic Signature System. This signifies that the dissertation is in final form and ready for ETD submission to the Graduate School. The final version of the dissertation approved by the student's Advisory Committee must be submitted electronically as an ETD to the Graduate
School no later than two weeks after successful completion of the final examination.

**Dissertation Deadlines:** A successful dissertation proposal is expected by Oct. 15th (for purposes of Internship applications) of the ninth semester. A **Does Not Meet Expectations** rating will be given in the tenth semester if not met. The student would have until the end of the eleventh semester to propose the dissertation or risk dismissal from the program.

A successful dissertation defense is required by the end of the tenth year post initial semester of admission or by the end of their fifth year post successful defense of the preliminary examination or the student will risk dismissal from the program.

**I. Electronic Signature Approval System for Defenses**

Defense examinations of the master thesis, preliminary examination, and dissertation are moving towards being scheduled within an Electronic Signature Approval System. A request to schedule a defense must be submitted at least 2 weeks prior to the examination (i.e., the defense) date and the Electronic Signature System (ESS) will set it up accordingly. The ESS does not allow a student to request an exam date less than two weeks from the examination request submission date. It is important that students plan in advance with their advisory committee to ensure that all advisory committee members can attend the examination for the date/time requested. If any member of the advisory committee does not approve the preliminary examination request the student will need resubmit with a new date/time. Requesting a room in the examination request does not reserve the room; students must reserve the room through the department’s room coordinator.

Students will sign into the Electronic Signature Approval system to request their examination. Advisory committee members will sign into the Electronic Signature Approval system to approve the examination request as well as electronically sign the examination card (notification sent to the @vt.edu <http://vt.edu> email address). Once an examination request is approved by the advisory committee and the Graduate School, an email confirmation will be sent to the student, advisory committee and department staff coordinator with notification of the official examination scheduling. An examination should not be held without receipt of the notification email from the Graduate School. Please contact the Graduate School before the examination if you have not received a scheduling notification email.

The Electronic Signature Approval system can be accessed online at https://gradexam.stl.vt.edu/pages/login.php.

An Electronic Signature Approval system guide can be found online at https://secure.graduateschool.vt.edu/GSITWiki/Wiki.jsp?page=UniversityTools.

Questions regarding the use of the Electronic Signature Approval system should be directed to Graduate Admissions and Academic Progress (540-231-8636; gradappl@vt.edu <mailto:gradappl@vt.edu> ).
J. Practicum Training

The practicum is the first set of supervised practical training experiences in the sequence of professional training in psychology that extends from initial classroom education to internship and licensure. The practicum is designed to meet the training goals of our graduate area program. The practicum comprises all supervised pre-internship training experiences conducted under the auspices of the graduate program in settings providing professional psychological services. The practicum provides the integration of academic knowledge with practical, supervised experience, and prepares the student for future training in professional psychology, particularly for the internship that follows. On practicum, student therapists apply and extend the knowledge, skills, and attitudes learning in the program’s didactic and classroom-based experiential components to produce increasingly sophisticated levels of understanding and skill.

Our mission statement articulates our commitment to clinical science in all program activities, and the importance of integrating science and practice in our clinical application training sequence. Our clinical practice training program is designed to provide students with the broad skill set needed to offer the most widely-used and research-supported assessment and interventional approaches. Our program strongly emphasizes evidence-based practices in the development of the clinical scientist. Our primary starting point for clients is a comprehensive evidence-based assessment for disorders, as well as problems in living and relationships. With a working case formulation and diagnosis, a well-established empirically-supported treatment is the starting point for developing a treatment plan with clear goals and initiating a safe and agreed-upon intervention. Progress on goals and evaluation of treatment effectiveness are continually measured through a variety of routine outcomes monitoring systems.

Our practicum sequence proceeds from basic to advanced skills and from general clinical skills to specific assessment approaches and psychological interventions. In your first year, you will take coursework on adult psychopathology and intervention, child psychopathology and interventional, and on psychological assessment. These courses have practicum-like or practicum-ready components to learn associated practical skills through observation, role-playing, and simulated client interviewing, and assessment, diagnostic and case conceptualization readings, exercises, and assignments. Moreover, you will begin your practicum sequence and training in your first year-first semester. Your first two years (and total of three out of the four year training sequence) of practicum experience will be in the Psychological Services Center (PSC), our in-house training clinic. Throughout your first two years, you will be closely supervised by a faculty member and typically an advanced practicum student. The practicum experiences themselves are graded in complexity, as students move from didactics, role-playing, observation of advanced students, and/or co-therapy to one highly supervised case with a client, and then to multiple assessment and/or treatment cases. A third level of professional functioning is assumed with an external practicum placement, or “externship.” The externship involves placement at a community setting (inpatient or outpatient), local hospital, school, health organization, or a nationally recognized clinic, center, or hospital. Additionally, you will take a professional ethics course to learn APA’s Ethics Code and legal standards, along with learning how your own values and moral principles interact with the application of law and ethics within the context of direct and shared clinical experiences. Advanced students then return to the PSC in their fourth year to obtain additional assessment and intervention training experiences and to function more independently in their final year. You will
also obtain some beginning supervisory experiences working with first and second year practicum students. Finally, you will be approved for, apply to, obtain, and successfully complete an APA-approved internship (or faculty approved equivalent) as your capstone experience in professional pre-doctoral training.

Practicum Teams. Our program utilizes a “vertical team” approach in which each team consists of at least one faculty supervisor with first, second, and fourth year students. The Director of Clinical Training makes the practicum team assignments, with student input. Assigning graduate students to a team rather than to an individual faculty member allows for a broader variety of practicum experiences. Students are assigned to practicum teams based upon their interests and clinical training needs, along with the availability and training expertise of a faculty supervisor. Throughout their practicum training, you will complete initial intake interviews and reports, conduct assessments using both general and domain specific measures, and lead (or co-lead) weekly individual, family, couple, and/or group therapy sessions using empirically supported cognitive behavioral therapy approaches for issues such as anxiety, depression, health, behavioral or emotional control. Building on the assessment course, you will conduct psycho-educational evaluations using such instruments as the WAIS/WISC/WMS, Woodcock-Johnson Cognitive and Achievement Battery, Connors Behavior Checklists/CBCL/SCL-90, ADIS/SCID and other scientifically-based measures. You will receive live and taped supervision and engage in both weekly group and individual supervision. As you progress beyond the initial clinical experiences and demonstrate increasing clinical skill, additional experiences at the PSC are available including couples and family therapy, specialized assessment, and health issues.

While teams differ in specific models and procedures, each team emphasizes linking theory and research to the techniques and processes of assessment and treatment. You will be exposed to the current body of knowledge of the supervisor’s preferred theories and methods of assessment and diagnosis; effective interventions; evaluation; and consultation and supervision. This is done through teaching, assigned readings, case presentations, team discussions of clients being treated, and discussion of specific assessment and intervention issues. As discussed later, practicum strongly focuses on evidence-based assessments and interventions.

Clinical Supervision. The hallmark of our practicum is close supervision by the faculty supervisor(s). Faculty supervisors are licensed by the Virginia Board of Psychology. New and/or licensed-eligible faculty interesting in providing supervision are paired with a licensed supervisor or receive supervision from a licensed supervisor until they become knowledgeable and comfortable with the supervision process and/or licensed. The faculty supervisor assumes ultimate clinical responsibility for the client's treatment and the responsibility of maximizing the student's training. Supervision must be conducted face-to-face, in-person. Our faculty maintain supervision loads of 4-6 trainees at a time, in order to ensure the capacity to be attentive to student training. Faculty supervisors are responsible to arrange and provide all student trainees with at least 2.5 hours of weekly group supervision, which allows the small group of students’ considerable time for discussion of practicum experiences. Faculty must provide or arrange at least one hour of individual supervision at least once every two weeks for those with active cases. While the practicum student is primarily responsible to the faculty supervisor, advanced students will also provide supplementary feedback, guidance, and consultation.
Direct Observation: As part of our program’s ongoing commitment to ensuring quality graduates, each practicum experience and evaluation is based in part on direct observation, either live or electronically. Direct observation provides essential information regarding trainees’ development of competencies, as well as the quality of the services provided, that cannot be obtained in other methods. This allows the clinical and peer supervisors to provide a more accurate assessment of trainees’ development of profession-wide and program-specific competencies. Direct observation includes live observation, streaming, or video recording. Direct observation methods must comply with all appropriate regulations, laws, and professional standards with regard to confidentiality and security.

Telesupervision: It is our view that in-person, face-to-face relationship is the best form of supervision. Telesupervision should be only utilized when in-person supervision is not possible. Telesupervision is not to be used simply for travel (e.g., student lives outside of Blacksburg) or financial expedience (e.g., low-cost substitute for in-vivo supervision). Telesupervision may account for no more than 25% of the total supervision time for a given semester of practicum. Telesupervision should not be utilized until the supervisory relationship is well established. Telesupervision should not be utilized until the student trainee has completed his/her first semester of practicum and has basic intervention experience within the doctoral program. If telesupervision is to be used then the student trainee and faculty supervisor are to follow the PSC policy for telesupervision (available from the PSC Director) which provides additional procedures and guidelines (e.g., video platform) to follow.

On-Site Training Clinic. The majority of clinical practicum training takes place at the Psychological Services Center (PSC). Evidence-based approaches to assessment, treatment, and/or prevention of behavioral and health problems and disorders are emphasized in the PSC, and the PSC is also a site for clinical research on the diagnosis, assessment, treatment, and/or prevention of these disorders. The PSC maintains a Scholar project site available to all students and faculty of materials related to all aspects of PSC structure, services, training, and policy and procedure.

At the PSC, clinical training bridges research and treatment. We keep informed about the most recent developments in psychological research, and only provide treatments that have been proven to be effective through multiple scientific studies. The treatments that we provide align themselves mainly with cognitive-behavioral approaches, and clinical practicum at the PSC is based on the EBPP model, encompassing the notion that best practice is based on the integration of the best available research with clinical expertise in the context of key client characteristics (including culture and preferences).

The PSC works in collaboration with several other clinics or centers that also provide clinical training opportunities to our students. The PSC and these sites refer clients to each other and operate under the same policies and procedures when providing client service. These clinics and centers include the Child Study Center (CSC), the Child Assessment Clinic (CAC), and the Virginia Tech Autism Clinic (VTAC).
**First Year Practicum.** Students in our program begin their sequential and integrated practicum training sequence in their first semester in the program. The faculty supervisor utilizes a step-wise, graduated approach to prepare the beginning first-year student clinicians to interview, assess, and treat clients. This process involves introducing general methods of interviewing and typical modes of assessment through a process of didactics, role-playing, written exercises, seeing a simulated “client,” shadowing an advanced student, observation of other student therapists with clients, and/or co-therapy with an advanced therapist, and finally, seeing one referred client to the PSC. By the end of first practicum, first year students will have typically see one to two referred clients and/or co-lead a group. All of these clinical experiences are highly supervised and monitored. Areas of competencies focused on and evaluated in first year practicum include professional conduct, ethical behavior, awareness of individual and cultural differences, interview and relationship skills, and implementation of evidence-based treatment strategies and techniques.

**Summer Practicum.** The program also offers a voluntary summer practicum for students between their first and second year in the program. Summer practicum provides a training experience in which to further practice and develop basic interviewing, assessment, and treatment skills that makes second year practicum more effective. In addition, summer practicum also focuses on the competencies of demonstrating a scientific approach to practice, conducting comprehensive and integrative assessments, diagnostic and case formulations, reflective practice, and treatment process issues.

**Second Year Practicum:** Students continue in their second year to participate in practicum at the PSC. During this second year, the student will move towards more independent functioning with more complex cases and diverse clients, and across more treatment modalities and evidence-based assessments and interventions. There is more focus, supervision, and evaluation of competencies in the areas of case conceptualizations, evidence-based manualized interventions, ethical conduct and legal issues, and measurement of the efficacy of interventions, in addition to continued development of interviewing, assessment, and treatment skills.

**External Practicum “Externship”:** Externship is typically performed during the students’ third year. External practicum placements or multiple external practicum placements are selected consistent with a student’s career goals. In addition, students frequently select externships that offer the opportunity to work within a different level of care (e.g., inpatient) and/or a different system of care (e.g., Veterans Administration center), to work with clients with diverse backgrounds, and to obtain quality supervision. Students are supervised by qualified professionals in terms of training and experience including licensed clinical psychologists, medical doctors, social workers, and nurses. The Director of Clinical Training oversees, provides, or arranges additional supervision if needed. Supervisors are required to complete our program’s externship practicum evaluation form for each student or can provide an equivalent evaluation of their own if it covers the major competencies area of our training program.

**Fourth Year Practicum:** Advanced students return to the PSC in their fourth year in the program to obtain additional evidence-based assessment and intervention training experiences and to function more independently in their final year. These advanced students work with their supervisor, advisor, and the Director of Clinical Training to select and arrange the clinical training and experience that best meets
their internship needs and career goals. For example, an advanced student interested in a career studying and working with childhood disorders may design their fourth practicum experience to focus on family therapy. They also obtain beginning supervisory experiences working with first and second year practicum students.

Assessment. Consistent with the program’s mission, an extremely strong emphasis is placed upon scientifically based theories, methods, and procedures of assessment. The PSC, along with affiliated clinics, maintain an extensive library of empirically supported “gold standard” assessment self-, parent-, teacher-, observer-, and therapist-report measures of behaviors, cognitions, emotions, diagnostics, symptoms, life satisfaction, distress, etc. To help start the assessment process, graduate PSC assistants and trained students provide an initial phone screen for all clients based on the OwlOutcomes ROM system. The phone screen will provide the student therapist with basic demographic information, initial symptomology, and proposed measures. The student therapist should decide, based on gathered information and in consultation with supervisor(s), on the initial and ongoing assessment measures to be utilized in the intake-assessment phase and in the intervention phase.

Assessment Clinics. The PSC also operates several specialized assessment clinics that students can gain further supervised experience with evidence-based assessment measures and protocols. The graduate student also receives extensive training and experience in diagnostic formulation, case conceptualization, report writing, feedback, and consultative procedures. These assessment clinics currently focus on childhood disorders including anxiety, externalizing, and autism spectrum, or adulthood disorders particularly attentional, learning, anxiety, depression, and/or personality problems. Each assessment center has a dedicated clinical faculty member responsible for its mission, operations, and supervision.

Case Conceptualization: As part of practicum training and as an area of evaluation will be the case conceptualization. Students will be asked to provide either weekly/informal case conceptualizations during supervisor or a formal case formulation of a required case presentation. A preferred case conceptualization model is Diagnosis (identifying the client’s problems) -> Case Formulation (understanding the developing and maintaining conditions of the client’s problems) -> Treatment Planning (interventions for the client’s problems). The goal for any case conceptualization presentation is to provide and discuss (1) diagnostic impressions based on the client’s report of problems or concerns along with evidence-based assessment measures, (2) the maintaining conditions of the client’s problems and how the client came to have these problems, and (3) the treatment goals and specific evidence-based interventions planned to address the problems identified.

Intervention. Consistent with the program’s mission, a strong emphasis is placed upon scientifically based methods of intervention, most developed within a cognitive-behavioral framework. The PSC maintains an extensive library of empirically supported treatments materials including therapist manuals and client workbooks that are available to all student therapists and supervisors. A complete listing of all empirically supported treatments categorized by key words is maintained on an electronic library database system. Students also have Virginia Tech Libraries electronic access to APA’s databases PsychTHERAPY AND PsychTESTS.

Students record their use of empirically supported treatments and other types of
treatments on the discharge summary form, which is completed for all clients discharged from the PSC. They also record their use of empirically supported treatments on Time2Track, required to be turned into the PSC Director at the end of each semester of practicum. Moreover, students are directly evaluated by their clinical supervisors on our competencies-based practicum evaluation for their use and skill in the implementation of empirically supported treatments. Each student must have demonstrated the entry level ability to select and accurately implement empirically supported treatments to receive a passing grade in the practicum sequence and verification of approval for internship.

The PSC also offers presentations and workshops to our graduate students, faculty, and the local community focused on promoting and disseminated evidence-based practices. One prime example of this mission is the annual Clinical Scientist Scholar Speaker series in which a nationally recognized cognitive-behavioral therapy researcher provides a research colloquium to our department and a clinical practice workshop to our students and local community.

Evaluation of the Efficacy of Interventions. Also consistent with the program’s mission, we place an emphasis on the scientific approach and methods of evaluation, particularly on the evaluation of the efficacy of interventions. Students are expected to administer both overall functioning/quality of life measures and specific symptom or symptom-cluster measures to fully evaluate the effects of treatment. Ideally, students are to carry out routine outcomes monitoring of treatment progress on all of their clients.

The PSC has the web-based Outcomes Questionnaire (OQ) and Owl Outcomes (OO) systems. These routine outcomes monitoring (ROM) systems are web-based, auto-scored, and provide up-to-date graphs with clinical cut-offs. These ROM systems feature reliable and valid community outpatient-based questionnaires for adults, adolescents, children and their parents. They measure overall symptomology, specific symptomology, behavioral monitoring, interpersonal relations, therapeutic alliance, treatment expectations, and social role functioning upon intake, assessment, and throughout treatment.

Individual and Cultural Diversity. Our student therapists also need to be culturally competent. More specifically, our students need to have a shared positive value of cultural diversity, be responsive to cultural needs of clients, and deliver services in a way that empowers the client. The PSC actively promotes a training environment that openly values the differences and similarities among people, and respects the multiple identities of clients and communities with whom we work. To help develop skills, the students work with their clinical supervisor, in practicum at the PSC and external practicum sites, to acquire clinical experience with members of a minority or marginalized community. Clinical supervisors also provide learning objectives, supervision, and/or readings focused on cultural and individual diversity issues. The PSC maintains a library of materials available to students including models, guidelines, and exercises addressing cultural complexities.

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

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

Supervision and Consultation. Theories, models, and methods of consultation and supervision are both competency areas that are infused throughout practicum and within some courses (e.g., Psychological Assessment). Advanced students (fourth year and beyond) have the option of providing supplemental or peer supervision in order to gain basic supervision skills. When a student is providing peer supervision, the supervisor provides theories, models, and methods of supervision through didactics, discussions, modeling, experiential training, supervision-of-supervision, and required readings.

Students are required to provide consultation; at least one consultative experience per year of practicum training. Consultation involves the voluntary relationship between two professionals who are often of different occupational groups (e.g., psychologist and psychiatric nurses) for the purpose of solving a work-related problem or enhancing services to third parties. When a student is providing consultation, his/her supervisor will provide theories, models, and methods of consultation through didactics, discussion, modeling, experiential training, individual supervision, and required readings. Consultation experience can take multiple forms, such as working with a local school psychologist on a complex assessment case or providing a professional opinion to another provider. Alternatively, students can provide training on an area of expertise and special interest, e.g., a workshop on evidence based treatment of child depression to a group of community mental health practitioners.

Competency-Based Evaluation. Our program firmly believes we have a duty and responsibility to evaluate the competence of our students across multiple aspects of performance, development, and functioning. We make these expectations explicit for student trainees prior to the outset of clinical training. This is done through orientation meetings with the Director of Clinical Training, individual meetings with the faculty supervisor or Director of Clinical Training, and on the PSC Scholar project site. The program utilizes a set of developmentally based competencies that state what is expected of the student in the general areas of professional conduct, ethical conduct and legal issues, assessment skills, interview and relationship skills, case conceptualization skills, intervention and treatment skills, empirically supported treatment protocols, consultation, and peer supervision, along with components related to individual and cultural differences. Personal growth, self-care, reflective practice, and development of a professional identity are also included as measured competencies.
Each student’s practicum work is evaluated each semester by the faculty leader of the practicum team and an advanced student peer supervisor. Supervisors complete the evaluation with an advanced student supervisor and meet with each of their practicum students at the end of each semester. The completed, reviewed, and signed competency-based evaluations are sent to the Director of Clinical Training, who reviews them and sends them to the departmental administrative assistant to be placed in the student's clinical program file. Additionally, the competency-based evaluations are included in the student's yearly Student Activities Report (SAR). There is also a second level of review, conducted by the PSC Director, involving student’s level of skill given their year in the program and adherence to chart completion and PSC rules. A similar approach is followed for external practicums. This level of review assures that no student advances in practicum if skills are deficient or if clinical procedures are not followed. If the student receives a “Does Not Meet Expectations” rating on their practicum evaluation, the specific deficit will be identified, and a remediation plan will be implemented; the student must demonstrate competency to the “Meets Expectations” level as specified in the remediation plan. The remediation plan could include repetition of practicum, additional practicum assignments, or other relevant intervention to build competency.

Professional Functioning: It is important for student trainees to understand and appreciate that competence in professional psychology programs is defined and evaluated comprehensively. Specifically, in addition to performance in coursework, seminars, scholarship, examinations, and related program requirements, other aspects of professional development and functioning (e.g., cognitive, emotional, psychological, interpersonal, technical, and ethical) will also be evaluated. These evaluative areas include, but are not limited to, demonstration of sufficient: (a) interpersonal and professional competence (e.g., the ways in which student trainees relate to clients, peers, faculty, staff, allied professionals, the public, and individuals from diverse backgrounds or histories); (b) self-awareness, self-reflection, and self-evaluation (e.g., knowledge of the content and potential impact of one’s own beliefs and values on clients, peers, faculty, staff, allied professionals, the public, and individuals from diverse backgrounds or histories); (c) openness to processes of supervision (e.g., the ability and willingness to explore issues that interfere with the appropriate provision of care or impede professional development or functioning); and (d) resolution of issues or problems that interfere with professional development or functioning in a satisfactory manner (e.g., by responding constructively to feedback from supervisors or program faculty; by successful completion of remediation plans; by participating in personal therapy in order to resolve issues or problems).

This policy is applicable to settings and contexts in which evaluation would appropriately occur (e.g., courses, research laboratories, practica, supervision), rather than settings and contexts that are unrelated to the formal process of education and training (e.g., non-academic, social contexts). However, irrespective of setting or context, when a student trainee’s conduct clearly and demonstrably (a) impacts the performance, development, or functioning of the student trainee, (b) raises questions of an ethical nature, (c) represents a risk to public safety, or (d) damages the representation of psychology to the profession or public, appropriate representatives of the program may review such conduct within the context of the program’s evaluation process.

Procedure and Resolution of Practicum Issues or Concerns. One of the primary purposes
of assigning graduate students to a team rather than to an individual faculty member is to allow for a broader variety of practicum experiences. While this can be extremely beneficial to most graduate students, there may be times when the recommendations and advice of the team may conflict (e.g., when two faculty members co-lead a team). When this happens, the student can do the following:

1. Clarify which alternative he/she is expected to follow in the course of treatment by providing a summary statement of the approach he/she plans to follow and solicit feedback and clarification on this approach.

2. Seek additional clarification as to which faculty member will be the primary Supervisor on that particular case or the course of action to be pursued.

Any particular problems with the particular team assignment, course of action, supervision style, or interpersonal issue should be discussed first with the Faculty Supervisor(s) on that team and, barring satisfaction at that level, should then be brought to the attention of the PSC Director. Every attempt will then be made to resolve any issues or problems that may be interfering with the training process.

Course Credit. In light of the number of hours that students typically spend on practicum-related activities, the number of credits they sign up for and receive is 2 hours per semester as 1st and 4th year students and 3 hours per semester as 2nd year and 3rd year students. According to Graduate School policies and procedures, this would roughly require 8 hours per week of practicum related activities for 1st and 4th year students and 12 hours per week of practicum-related responsibilities for 2nd year and 3rd year students. Expectations of students at each year of training will be specified in the syllabus or practicum placement contract, and will include some combination of didactics, readings, group/individual/peer supervision, peer observations and/or shadowing, writing assignments, direct client contact, comprehensive assessments, co-therapy, audiovisual review, literature search, chart documentation, and/or clinical training at other pre-approved sites (e.g., Child Study Center).

Caseloads. The caseload for a given practicum student is ultimately determined by the faculty supervisor on the student's team. The following are suggested guidelines based on a number of factors including credit hours devoted to practicum, preparation time, experience, training needs, clinic needs, and internship qualifications. First-year students with limited clinical experience typically assume a caseload of 1 client in the fall semester and then a caseload of 2 clients plus one comprehensive assessment in the spring semester. Summer practicum caseloads are determined by the faculty supervisor and are based on the number of hours the student therapist is working at the PSC along with the clinical needs of the PSC. In past summers (12 weeks of practicum), the student is typically expected to accumulate at least 32 hours of direct clinical contact and complete at least one formal assessment.

Second-year students, and first-year students with more extensive clinical experience, normally carry a caseload of roughly 3 client contact hours per week and at least one comprehensive assessment per semester. A variation of this expectation is that the second-year student is expected to accumulate at least 36 direct contact hours per semester (or 72 contact
hours for the academic year). The focus of what constitutes an adequate caseload should be based on client contact hours. Hence, to maintain a weekly average of 3 contact hours a student therapist may have to maintain a caseload of 4-5 clients (to account for cancellations, no-shows, every other week sessions, etc). It is worth noting that the APPIC Application for Psychology Internship requires calculation of actual client contact hours, not number of cases.

Fourth-year student's caseloads are quite varied depending on the student's training needs, practicum team needs, and/or the faculty supervisor's training philosophy. For example, a fourth-year student caseload may range from 2-3 peer supervision cases and no clients, to 1 client and 2 peer supervision cases, to 2 clients and 1 peer supervision case, along with formalized assessment experience, etc. The advanced student and her/his supervisor(s) should agree upon the actual configuration of the caseload.

Tracking Practicum Hours. To help students track their hours, the PSC maintains an Institutional Account with Time2Track, [www.time2track.com](http://www.time2track.com). Time2Track is a web-based site designed to help psychology graduate students track clinical training experiences for practica, internship, and licensure. It was designed to specifically mirror the format of the AAPI internship application. Upon graduation the student will be taken off the Institutional Account by the PSC Director. The graduated student can then, if they want, purchase an Individual Account (e.g., to help with future licensure) subsequent to graduation. Moreover, Time2Track maintains the student’s file in their system in case they chose at a later date to purchase an Individual Account.

K. Internship

The capstone of practicum training for our program is the internship. Completion of an internship is a requirement for completion of the doctoral degree in our program. Degree requirements are not considered met without certification from the director of the internship that the student has met all internship requirements satisfactorily. The student’s research mentor and the student maintain ongoing discussions about readiness to apply for internship. Students select internship sites based on training needs and the degree to which the internship fits into the student’s long-term career path. The Director of Clinical Training also meets and advises prospective intern applicants about the status of their ongoing clinical experiences and their relative comparability to existing Association of Psychology Postdoctoral and Internship Centers (APPIC) data. Except under extraordinary circumstances, students apply only to internships accredited by the American Psychological Association (APA-accredited) or approved by APPIC (APPIC-approved). Students are to follow the rules and regulations for the internship application, interview, and selection process as defined by APPIC. APPIC rules and regulations can be accessed through the APPIC website at [http://www.appic.org](http://www.appic.org). Because the procedures governing the internship selection process change each year, they are not included in the student handbook. Students should access the APPIC website regularly to obtain current information.

Review and approval by the Director of Clinical Training and clinical faculty is necessary to apply for internship. This process is to ensure that the student is “ready” for internship per competences. The student submits a completed Internship Verification Form and current Curriculum Vitae (CV) to the Director of Clinical Training for initial review and approval. The Director of Clinical Training then brings this information along with practicum evaluations to the
entire clinical science area faculty for final approval. The objectives of the Internship Verification Form are based on Council of University Directors of Clinical Psychology’s (CUDCP) criteria for internship readiness and peer reviewed articles relevant to internship readiness (e.g., Callahan, Hogan, Klonoff, and Collins, 2014; Callahan, Collins, and Klonoff, 2010; Power, Robins, Watkins, Rourke, and Alderfer, 2011). The Director of Clinical Training schedules regular group meetings to help the students through the selection, application, interviewing, and ranking process. The Director of Clinical Training, along with the input internship students, has also developed a step-by-step guide to the internship application process available to all students and faculty on a Scholar project site.

Requirements of the Clinical Science area for application to clinical internships:

a. Completion of the Master’s degree.

b. Successful completion of first, second, and externship practica.

c. Successfully pass the Preliminary Examination, written and oral, by the end of the spring semester preceding the semester of the internship application process (the subsequent fall semester). The only exception is a student who has not passed one part of the exam, and they are to revise and rewrite a preliminary exam product during the summer and/or take or retake the oral exam in the fall when they are applying for internship. However, the first preliminary examination defense must occur in the spring prior to applying for internship in the fall.

d. Successful proposal of the Dissertation research project by October 15th of the fall semester in which the student applies for internship.

e. Review and approval by the Director of Clinical Training and the Clinical Science Area Committee (CSAC). This process is to ensure that the student is “ready” for internship per our program’s stated competencies as well as outcomes measures cited in the literature as minimal and/or necessary for a successful match. For this review and approval process, student submits a completed Internship Verification Form and current CV to the Director of Clinical Training, due by the first week of the fall semester of application. The Director of Clinical Training then brings this information along with practicum evaluations to a Clinical Science Area Committee meeting for clinical area faculty approval.

While on Internship, the Director of Clinical Training is available to provide any additional support, consultation, or needed documentation. The Director of Clinical Training will contact each student on internship for the following documentation from their Internship Director:

a. A verification letter of expected successful completion of Internship if the student wants to walk in the May graduation ceremony, this required at least one month before the date of the graduation ceremony;

b. A verification letter of successful completion on Internship in order to meet the requirement for completion of the doctoral degree.

If Not Matched to an Internship: Given the current internship imbalance, it is possible that a well qualified student will not match to an APA-accredited and/or APPIC-approved internship in either Match Phase I or II. The Clinical Science area, primarily the Director of Clinical Training and the student’s Advisor, will work collaboratively to manage the challenge of
students successfully obtaining an internship match. We will make every effort to limit the financial burdens during the unmatched year and to develop a specific plan to assist students who go unmatched with educational, mentorship and training opportunities during the subsequent training year.

A Does Not Meet Expectations rating on a SAR Summary Evaluation can be given if the student is not approved to apply for an internship or does not match to an internship. If there is an unsuccessful match, the Does Not Meet Expectations rating of this component and remediation plan will be provided in a separate document. Program completion time limits (ten years total or five years post preliminary examination) also apply to the successful completion of the internship.

L. Enrollment and Plan of Study while on Internship

Students do not register for internship so they do not to have pay tuition, however internship hours should still be on your Plan of Study (POS) when you leave for internship. Without the internship placeholder on the POS, the student could be seen by the Graduate School as not attending for a year and the Graduate School policy is that student has to be readmitted into the program with all the paperwork involved.

For the Graduate School, your Plan of Study must match up to your application for degree, your enrollment history, and your file in the Graduate School. As such, the Internship “place holder” hours should be dropped from the POS in the spring semester (see also “expected successful completion of internship letter” procedure below). Internships don’t end until the summer months, yet the Department of Psychology allows internship students to graduate and participate in commencement at the end of the spring semester. Removing the placeholders before graduation makes sure the POS is not flagged as not matching up with a student’s transcript (remember students do not register for internship so they do not have to pay tuition).

Upon reception of all letters of Expected Successful Completion of Internship by the April 15th deadline, the Director of Clinical Training will provide the Director of Graduate Programs with the list of names of those students on internship and planning to walk in the department’s graduation ceremony. The Director of Graduate Programs will then forward the list to the Graduate School in order to ensure removal of the Internship hours from the POS so that students can receive their diplomas.

There can special cases such as a student does need to be enrolled as an international student. For international students dealing with enrollment requirements, full time student status, and CPT vs. OPT for their internship (and possibly postdoctoral) year, it is recommended that they contact the Graduate School to inquire about enrolling in the 1-credit course “Graduate Cooperative Education Program (GRAD 7944) for the applicable fall, spring, or summer academic terms while on internship. Immigration issues may require additional consultation with the Graduate School.
There can also be the special case such that a student does need some documentation of “enrollment” for student loans. The Department Chair can write a letter to help provide documentation that the internship is a required part of the training program.

M. **Defending your Dissertation while on Internship**

A student must be enrolled in the semester in which they intend to defend their dissertation. These students can enroll in either 1-credit hour or 3-credit hours and pay the corresponding tuition and fees, referred to as Defending Student Status (DSS). The one vs. three credit distinction depends on students being able to meet the DSS deadline specified by the graduate school. Typically, the one credit works if you defending within the first couple weeks of the semester. The graduate school uses the annual calendar for setting this deadline, so the specific date changes each year. Students in this situation should consult the graduate school website [http://graduateschool.vt.edu/academics/dates_deadlines/commencement_deadlines.html](http://graduateschool.vt.edu/academics/dates_deadlines/commencement_deadlines.html) and, if needed, talk with listed contacts regarding any questions they have about the deadline.

If you defend prior to leaving for internship then you do not need to register for any credits during the fall and spring semesters of your internship.

N. **Graduation Ceremonies**

If the student plans to participate in the university’s graduate student commencement they will need to successfully defend their dissertation late March/early April with the ETD due two weeks after the defense.

Graduate students can walk in the department’s commencement ceremony as long as they successfully defend their dissertation the day before the department’s ceremony. As noted above, to walk in the department’s commencement ceremony, the Director of Clinical Training will need a letter of Expected Successful Completion of Internship from the Internship Training Director by April 15. This will provide us with necessary documentation for that student to finish in good standing and get the diploma.

O. **Awarding of the Doctoral Degree**

Students must meet all program requirements and complete their clinical dissertation prior to the annual graduation ceremony, which is held in May. The American Psychological Association requires that all degree requirements, including the clinical internship, must be completed prior to the awarding of the doctoral degree. The Department of Psychology fully expects that the student will finish Internship in good standing and this is documented by the letter of expected successful completion.
XIV. Student Involvement

A. Clinical Research Fair

The Clinical Science area holds a Research Fair once a year, usually on the Friday of orientation week, for an entire afternoon. The Scholarly Productivity committee will arrange and direct the Fair and graduate students are expected to present their Thesis, Preliminary Examination, or Dissertation at least once during their years in the program.

B. Department and Centers’ Colloquia

Department and associated centers (e.g., PSC, CSC, VTAC, VT-CAR) offer colloquia that provide unique opportunities for students to learn from leading researchers in psychology as well as up-and-coming young psychologists being considered for positions in the Department. Students are strongly encouraged to attend Departmental colloquia and job talks. Announcements about colloquia are posted on the Departmental website and listserv.

C. Clinical Scientist Scholar Series

The Clinical Science area has developed an annual Clinical Scientist Scholar Speaker series in which a nationally recognized cognitive-behavioral therapy researcher provides a research colloquium to our department and a clinical practice workshop for our students, faculty, and the local community.

D. Area and Department Committees

The Clinical Science Area Committee (CSAC) maintains several standing sub-committees. Students are expected to serve on the CSAC and/or at least one sub-committee during their time in our program. The Department of Psychology also has a number of committees on which a graduate student can serve on. These committees provide opportunities for students to contribute to the development and quality of their own training. Examples of committees include: Curriculum, Scholarly Productivity, Practicum, Recruitment, Diversity, and Professional Development.

E. Professional Development Series

The Professional Development Series was developed with a primary emphasis on providing current graduate students with a deeper understanding of practical, applicable information to enhance understanding of how to navigate a career in the field of psychology. A secondary goal of this series was to continue to actively promote collaboration and communication across all areas of the department. The topics for the series are developed through brainstorming sessions among the graduate student representatives across all department graduate concentration areas, and through subsequent surveys of desired topics among the psychology department student body. Presentations and panel discussions have included Early Career Faculty and their Career Trajectories, Publishing your Research in Peer Reviewed
F. Town Hall Meetings

The Director of Clinical Training will attempt to hold a “Town Hall” meeting once a semester that is open to all clinical graduate students. The purposes of this meeting are to: (a) afford the Director an opportunity to convey the goals and purposes of the clinical faculty and any recent discussions, concerns, or developments that may be occurring in the near future; (b) afford the clinical area graduate students an opportunity to present and discuss their observations, concerns, needs, desired improvements, etc. to the program.

G. Peer Mentoring

Advanced graduate students of the Department of Psychology Ph.D. program can provide peer mentoring to a first year graduate student. The purpose of the Peer Mentoring Program is to match first year graduate students with an advanced student mentor within their area. Advanced students can meet with their mentee on a weekly, monthly, and/or as-needed basis to provide social support, accountability in meeting deadlines and achieving milestones, tips about time management and studying, and general guidance about the program. Typically, an individual advanced student will be the designated coordinator and that person should be contacted if interested in being a peer mentor.

XV. Performance Evaluations and Feedback: Student Activities Report (SAR)

The progress that each graduate student makes toward the doctoral degree will be evaluated annually in the beginning of the spring semester with a Student Activities Report (SAR). The evaluation will be conducted by the faculty only of the Clinical Science Area Committee (CSAC) in consultation with the student's Advisor. A summary of the results of the evaluation will be placed in the student's department folder and the student will be informed by their Advisor of the results of the evaluation.

A. Purpose

The primary purposes of the SAR are to inform the clinical faculty of the student’s progress in the program, to provide a formal method of giving feedback to the student, and to help a student formulate training goals and plans. The process is necessarily an evaluative one and involves applying standards and criteria to all students, but also the context of evaluating performance in light of training and career goals.

Regardless of the student’s eventual career path, progress and production in the five training domains of Progress to Degree, Academic, Research, Professional, and Clinical activities is seen as crucial. The SAR is an annual listing of the student’s activities and accomplishments in each of these domains, along with overall and/or specific goals. Given that most training activities can be construed as relevant to development in more than one of these
domains, it is acknowledged that the listing of specific activities in specific areas may be arbitrary.

The SAR and subsequent evaluation of the student by the faculty are built on the premise that it is in the student’s best interest to know the specific expectations of the faculty. Thus, general criteria for successful progress in each domain are specified. These criteria serve as guidelines that promote consistency in faculty ratings across students. Moreover, these criteria were developed and designed to best prepare and position our students for clinical science-oriented internships, post-docs, and initial employment. The evaluation of an individual student will also consider extenuating circumstances imposed by both professional interests (e.g., subject population) and personal circumstances.

It is important to note that the five training domains reviewed on the SAR are not weighted equally in the overall evaluation of the student. The emphasis in the Clinical Science area is on developing students as clinical scientists who will use their unique scientific perspective and research skills to further the field. While it is acknowledged and anticipated that students’ career paths will be diverse, solid training and experience in the principles and methods of clinical research and practice are seen as the foundation upon which all career paths will be built. The primary emphasis in this evaluative process, therefore, is in the domain of Research, in which students can earn an ‘Exceeds Expectations’ rating. Successful, or ‘Meets Expectations’ rating, performance is expected in all domains. Unsatisfactory progress, or ‘Does Not Meet Expectations’ rating, in any one domain will result in a clearly defined remediation plan with a timeline for change, and the lack of remediation and/or change within the expected timeline can be cause for dismissal from the program.

B. Timing and Process

Completion of the SAR is an iterative process normally initiated at the end of each calendar year and the start of the spring semester. The goal is for all campus residency students to complete the SAR at the beginning of the spring semester in order for the clinical faculty to review each student by the end of March. In this process, there are opportunities for the student and their Advisor to discuss and summarize accomplishments, highlight strengths and areas of needed development, and set goals for the next year. The steps for each year in the program in the evaluation process are:

1. The student lists activities and accomplishments in each section of the electronic SAR for the prior calendar year only (i.e., January 1 to December 31) as indicated in the instructions.

2. The student is required to meet with his or her Advisor to review the electronic SAR. Additions and modifications are made by the student as appropriate depending upon the discussion and feedback from the advisor. Once finalized, the student and Advisor electronically sign and date the SAR, and can provide any additional comments on the SAR.
3. The student sends the electronic SAR to the Director of Clinical Training at the designated date in the spring semester. Students should also include the following in their electronic packet:
   a. Unofficial transcript from Hokie Spa;
   b. Curriculum Vitae (CV);
   c. SPOT surveys for the calendar year;
   d. Assistantship Evaluation forms for the calendar year;
   e. Clinical Practicum (including externship) evaluations for the calendar year.

4. SARs are reviewed by a faculty subcommittee, and a SAR Summary Evaluation is presented to the entire clinical faculty for review. Discussion of the student’s performance during the review meetings results in faculty comments and ratings in each domain, and summary if applicable. Any domain that received a rating of **Does Not Meet Expectations** must include a remediation plan with timeline for change. The SAR Summary Evaluation Form of each student is then returned to the student's Advisor.

5. The student and their Advisor meet again to review and electronically sign the final version of the SAR Summary Evaluation Form. The student is free to disagree with specific aspects of the evaluation and can make comments to this end on the SAR Summary Evaluation Form after signing it. If the student provides new information that would substantially change the evaluation, the Advisor should present this information to the Director of Clinical Training and the clinical faculty subcommittee and the SAR Summary Evaluation Form should be adjusted, if appropriate and necessary, prior to final signatures.

6. Once signed, the student forwards the SAR Summary Evaluation Form to the Director of Clinical Training. Subsequently, the SAR Summary Evaluation Form is placed in the student’s department file.

C. Ratings

During a clinical subcommittee faculty meeting, the student is rated in each of the domains of Progress to Degree, Academic, Research, Professional, and Clinical activities using the following categories:

- **Does Not Meet Expectations** – performance is below minimal expectations
- **Meets Expectations** – performance/progress consistent with or beyond expectations
- **Exceeds Expectations** – performance/progress approximating ideal expectations
  (Note – this rating is only given in the Research domain)

A **Does Not Meet Expectations** rating means that a student is below meeting the most minimal expectations of the program. As noted above, a **Does Not Meet Expectations** rating in any one domain will result in a remediation plan with a timeline. The lack of remediation and/or change within the expected timeline can be cause for dismissal from the program.
A **Meets Expectations** rating means the student’s performance on a wide range of activities are being done as expected based on the program’s and area’s expectations, and within each student’s circumstances (i.e. advisor, types of projects, quality of products, etc.). A rating of **Meets Expectations** in the Research domain will be based on meeting criteria for at least four of the five subdomains and one component has to be submissions and publications. Specific comments and goals for the next year can be used to inform the student of relative strengths and areas of needed development within the broader rating of **Meets Expectations**.

The **Exceeds Expectations** rating will be given only in the Research domain. A rating **Exceeds Expectations** requires that at least four of the five subdomains are rated as “exceed” and one must be submissions and publications, and the fifth must be at least “meets expectations.” It will also be expected that the student also met the criteria in the Progress to Degree domain. This rating must be endorsed by all members of the clinical subcommittee faculty.

The Clinical Science area does not provide a rating for the Overall category on the SAR Summary Evaluation Form.

**D. Domains and Minimal Levels of Acceptable Achievement**

**Section I – Progress to Degree:**

Annual ratings in the Progress to Degree domain are based on adequate progress on the thesis, preliminary examination, and dissertation projects. The Progress to Degree domain also includes the Internship. The outline below describes the required Progress to Degree domain accomplishments to the rating of **Meets Expectations** by year and semester in the program. The expected deadlines and remediation deadlines for Progress to Degree are:

a. Thesis Proposal: successful proposal by the end of the third semester. A **Does Not Meet Expectations** rating will be given in the fourth semester if this standard has not been met. The student would have until the end of the fifth semester to propose the Thesis or risk dismissal from the program.

b. Thesis Defense: successful defense by the end of the fifth semester. A **Does Not Meet Expectations** rating will be given in the sixth semester if this standard has not been met. The student would have until the end of the seventh semester to complete the Thesis or risk dismissal from the program.

c. Continuation Application and Preliminary Examination Proposal: Though the Clinical Science area does not have specific deadlines for the continuation onto the Preliminary Examination/PhD application and the Preliminary Examination proposal, it is expected that the continuation application be submitted within one month of a successful thesis defense, and the preliminary examination proposal take place within a semester’s length (16 weeks) of an approved continuation.
d. Preliminary Examination Defense: successful defense by the end of the seventh semester. A **Does Not Meet Expectations** rating will be given in the eighth semester if not met. The student would have until the end of the ninth semester to complete the preliminary examination or risk dismissal from the program.

e. Dissertation Proposal: successful proposal by Oct. 15th (for purposes of Internship applications) of the ninth semester. A **Does Not Meet Expectations** rating will be given in the tenth semester if not met. The student would have until the end of the eleventh semester to propose the dissertation or risk dismissal from the program.

f. Dissertation Defense: successful defense by the end of the tenth year post initial semester of admission or by the end of their fifth year post successful defense of the preliminary examination or risk dismissal from the program. Though the successful defense of a dissertation is a required Progress to Degree component, it is not required on the SAR given most students will have completed their campus residency in the program and be working elsewhere (e.g., Internship) while completing and defending their dissertation.

g. Internship: Successful completion of an APA-accredited internship, APPIC-approved, or faculty-approved equivalent, is required for the PhD degree. A **Does Not Meet Expectations** rating can be given if the student is not approved to apply for an internship, does not match to an internship, and is unable to successfully complete their internship. Given that the internship match phases occur early in the calendar year (February and March) and our goal is to provide timely feedback, internship match status is not required on the SAR. If there is an unsuccessful match, the **Does Not Meet Expectations** rating of this component and remediation plan will be provided in a separate document. Program completion time limits (ten years total or five years post preliminary examination) also apply to the successful completion of the internship.

**NOTE REGARDING THESIS WAIVER:** Expected dates of completion of the preliminary exam and dissertation proposals and defenses are one year earlier for those students who have been granted a waiver of the thesis requirement.

**Section II – Academic Activities:**

Annual ratings in the Academic Activities domain are based on courses completed at Virginia Tech during the previous calendar year and cumulative QCA. The student’s cumulative QCA at Virginia Tech is reported and reviewed along with the courses completed during the past year in order to provide a context for the student’s recent performance. A **Meets Expectations** rating requires a course grade of at least B- or better, and a cumulative GPA of 3.20 or higher. Any student whose cumulative QCA falls below 3.20 will receive a **Does Not Meet Expectations** rating and then have one year to raise their QCA to 3.2 or higher. Failure to do so may result in dismissal from the program.

If the student has received less than a B- or an Incomplete in any core course during the calendar year, that student should attach the remediation plan that was designed to help develop the necessary knowledge, understanding, experience, and/or skill needed for at least B- level
performance.

The faculty may also determine that receiving a B- in a specific program or area core course (e.g., Research Methods, Psychological Assessment) requires a remediation plan in order to help the student develop the knowledge, understanding, experience, and/or skill necessary for PhD level work. If so determined, a remediation plan or a request for one from the student and advisor will be stated on the SAR Summary Evaluation Form.

The student will also list her/his depth area (e.g., child development, quantitative, etc.) so that the faculty can better evaluate the student’s body of coursework performance in the context of their chosen depth area of scientific psychology knowledge and expertise. First and second year students can put “n/a” or “to be determined” if they are not sure of their depth area.

Section III – Research Activities:

The Research Activities domain is divided into multiple sub-domains reflecting: 1) research team involvement; 2) submitted and presented conference posters and presentations; 3) submissions and publications; 4) a cohesive statement of the purpose, scientific import, and programmatic nature of the student’s research efforts; and 5) research-related grants and awards.

Table 1 shows prototypical Research domain accomplishments of students who Meet Expectations by year in the program. Entries in the cells of this table reflect expected accomplishments for the previous calendar year. A single rating for the Research Activities domain is generated by the faculty after considering all components and, hence, the full range of activities represented in Table 1. A rating of Meet Expectations in this domain will be based on meeting at least four of the five criteria components, and one component has to be submissions and publications. It is possible to be performing less than expected in one of the other components of research activities (conference presentations, grants, other research activities, and statement) and still receive a Meet Expectations rating. In this sense, Table 1 reflects a prototype of the student who Meet Expectations. The faculty will judge whether the student’s overall research performance during the previous year approximates or exceeds these expectations.

A Does Not Meet Expectations rating indicates that a student has clearly not met expectations in at least two sub-domains.

An Exceeds Expectations rating in the Research Activities domain will be given to those students who surpass the criteria deemed Meet Expectations. Table 2 displays prototypical accomplishments of these students in the sub-domains of the Research Activities domain. Note that there are multiple entries in some cells reflecting alternate ways of demonstrating Exceeds Expectations performance. The faculty will use the criteria in Table 2 in order to judge whether the student’s accomplishments in the Research Activities domain approximate those considered ideal. This rating requires that at least four of the five criteria components are met and one must be submissions and publications, and the fifth must be at least “Meets Expectations.” It will also be expected that the student also met the criteria in the Progress to Degree domain. This rating must be endorsed by all members of the clinical faculty subcommittee and the Clinical Science Area Committee.
Section IV – Professional Development Activities:

The Professional Development Activities domain provides a place for students to list activities that further their professional development as a scientist, clinician, teacher, or department citizen. It includes 1) attendance of departmental and center colloquia and job talks or note if viewed online, 2) attendance of professional conferences or workshops, 3) assistantship assignments and evaluation ratings on the Graduate Assistantship Evaluation form, 4) teaching assignments and SPOT ratings, 5) honors and awards, and 6) grants related to training, service, or evaluation. A single rating for the Professional Development Activities domain is generated by the faculty after considering all component areas in this domain. It is possible to be performing less than ideally in one area and still receive a Meets Expectations rating if the student is performing at or above expectations in other areas. Students generally are evaluated as Meets Expectations if they are active in attending departmental/centers’ colloquia, workshops, and job talks, attend at least one conference or workshop, and receive good evaluations in their teaching and assistantship roles during the past year. A student may receive a Does Not Meet Expectations rating based on lack of or minimal attendance at departmental/centers’ colloquia, workshops, job talks, research fairs, conferences etc. A student may also receive a Does Not Meet Expectations rating for lower than average ratings for graduate student teachers on a SPOT survey and/or below expected performance on an assistantship as reported by the faculty member overseeing the assistantship.

Section V – Clinical Practice Development:

The Clinical Practice Development domain provides a place to evaluate the development of clinical practice skills. The student’s performance in clinical practicum settings will be reviewed for the prior calendar year. The focus will be on seeing gradual, integrated, and cumulative progress across the year with more emphasis placed on evaluations from the most recent practicum experience. Written evaluations from each semester will be used to rate the student in this domain. All evaluations will take into account the student’s level of training, prior experience, and the circumstances of the practicum experience (e.g., nature of work, difficulty of cases, etc.). Students are expected to achieve mastery on the clinical competency skills appropriate for their level of training as reflected in the ratings of specific clinical core competencies and components on the Clinical Practicum Student Evaluation form and/or the Clinical Externship Student Evaluation form. Each of the practicum evaluation forms utilizes the same metric of evaluation as the current SAR. Hence, if a student receives an overall rating of ‘Meets Expectations’ on all practicum evaluations, the student will receive a Meets Expectations for this domain on their SAR. If a student receives an overall ‘Does Not Meet Expectations” rating on any practicum evaluation and/or on multiple core competency areas across evaluations they will receive a Does Not Meet Expectations rating in this SAR domain.
E. Research Activities: Meets Expectations Table (Table 1)

This Table 1 shows prototypical Research domain accomplishments of students who *Meets Expectations* by year in the program. Evaluations will take place after SARs are submitted (in January). The SAR should encompass accomplishments only from the previous calendar year. For example, accomplishments listed for Second Year students refer to activities completed from January 1st (of Year 1) to December 31st (of Year 2).

<table>
<thead>
<tr>
<th>Domain</th>
<th>First Year</th>
<th>Second Year</th>
<th>Third Year</th>
<th>Fourth+ Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Team Involvement</td>
<td>Show initiative on research team; assist on team projects; be involved in at least one non-thesis project</td>
<td>Show leadership on research team; assist on team projects; be involved in at least one non-thesis project</td>
<td>Show initiative &amp; leadership on research team in addition to undertaking prelim; be actively involved in at least one team project</td>
<td>Show initiative and leadership by being the leader on at least one team research project in addition to dissertation</td>
</tr>
<tr>
<td>Conference Presentations/ Submissions</td>
<td>Identify conferences and appropriate projects/data sets relevant to area of study in preparation to submit abstracts</td>
<td>Present as coauthor for at least one regional, national, or international conference</td>
<td>Present as lead author at one national or international conference</td>
<td>Present as lead author on two papers at national or international conference(s); two presentations at single conference is acceptable</td>
</tr>
<tr>
<td>Publications</td>
<td>Work on one manuscript as coauthor - does not need to be submitted this year</td>
<td>Submit one peer-reviewed manuscript or book chapter as coauthor (can be manuscript worked on during 1st year)</td>
<td>Submit two new peer-reviewed manuscripts or book chapters as coauthor</td>
<td>Submit one new peer-reviewed manuscript as lead author and a second new manuscript or book chapter as co-author</td>
</tr>
<tr>
<td>Scope/Quality/ Programmatic Nature of Research Projects</td>
<td>Identify and begin to conceptualize thesis project ideas</td>
<td>Quality of thesis shows conceptual &amp; methodological sophistication; Work beyond thesis consistent with programmatic scope of research</td>
<td>Work beyond prelim consistent with programmatic scope of research and where appropriate, interdisciplinary collaborations</td>
<td>Work beyond dissertation consistent with programmatic scope of research and where appropriate, interdisciplinary collaborations</td>
</tr>
<tr>
<td>Grant and Award Activity</td>
<td>Research appropriate funding mechanisms for internal and external grant submission; identify a mechanism to apply for (e.g., travel, GRDP)</td>
<td>Identify external fellowship or grant mechanism &amp; begin completing application as PI (e.g., NSF, NRSA, NDSEG, foundation) OR assist on another PI’s submission &amp; apply for travel or similar award (e.g., GRDP)</td>
<td>Submit (or re-submit) one external fellowship/research application with student as PI. Funding source should cover some aspect of tuition/stipend or research support, and be beyond travel or similar awards.</td>
<td>If not funded, address reviewer comments and re-submit previous fellowship application or submit new fellowship application</td>
</tr>
</tbody>
</table>
Research Activities: Exceeds Expectations Table (Table 2)

The table shows prototypical Research domain accomplishments of students who *Exceeds Expectations* by year in the program. As in Table 1, specific table entries refer to accomplishments during the previous calendar year.

<table>
<thead>
<tr>
<th>Domain</th>
<th>First Year</th>
<th>Second Year</th>
<th>Third Year</th>
<th>Fourth+ Year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Research Team Involvement</strong></td>
<td>Show initiative on team and lead one new research project</td>
<td>Show initiative and leadership on research team; lead other students (graduate or undergraduate) in data collection/new projects</td>
<td>Show initiative, independence, and leadership on research team; leader on at least one additional project</td>
<td>Show initiative and leadership on team with multiple research projects; involve and supervise newer students in projects</td>
</tr>
<tr>
<td><strong>Conference Presentations/ Submissions</strong></td>
<td>Submit to at least one regional, national, or international conference</td>
<td>Present as lead author at one national or international conference; coauthor on a second presentation</td>
<td>Lead author for 2 presentations at national or international conference(s); co-author on two additional presentations</td>
<td>Lead author on 2 presentations at national or international conferences; continue co-authorship on two others</td>
</tr>
<tr>
<td><strong>Publications</strong></td>
<td>Be working on manuscript or chapter as coauthor</td>
<td>Submit peer-reviewed manuscript for publication as first author; coauthor on one accepted article or chapter</td>
<td>Coauthor on 1 peer-reviewed paper or chapter that has been accepted; lead author on one other peer-reviewed publication that has been accepted</td>
<td>Coauthor on 2 peer-reviewed papers (or one paper and one chapter) accepted; lead author on additional peer-reviewed publication accepted</td>
</tr>
<tr>
<td><strong>Scope/Quality/ Programmatic Nature of Research Projects</strong></td>
<td>Thesis topic is of scope and quality predictive of publication in a top journal; thesis topic will outline program of research or multiple studies</td>
<td>Starts a program of research based upon thesis; Pursues logical extensions of thesis work in new research projects and where appropriate, interdisciplinary collaborations</td>
<td>Work beyond prelim consistent with programmatic scope of research and where appropriate, interdisciplinary collaborations</td>
<td>Student’s program of research is recognized by others (as evidenced by being invited to present research, give symposia, workshops, etc.) and, where appropriate, interdisciplinary collaborations</td>
</tr>
<tr>
<td><strong>Grant and Award Activity</strong></td>
<td>Submit NSF, NDSEG or other national early career fellowship application in first semester of first year or submit GRDP (or equivalent)</td>
<td>Receive or submit external fellowship/research grant (e.g., NSF, foundation); if awaiting review on a prior submission, submit an additional internal or external application as PI (e.g., travel, dissertation, GRDP)</td>
<td>Receive external fellowship or research grant (e.g., NSF, NDSEG, NRSA, foundation); OR if fellowship unfunded or awaiting review, submit award application (e.g., travel, dissertation, GRDP); OR if funded, work on the funded award</td>
<td>Receive external fellowship or research grant (e.g., NSF, NDSEG, NRSA, foundation); OR if fellowship funded or awaiting review, submit award application (e.g., travel, GRDP); OR if fellowship funded, work on the funded award</td>
</tr>
</tbody>
</table>
**F. SAR Summary Evaluation Form and Remediation Plan**

In the spring semester, students will receive a SAR Summary Evaluation Form with a rating of “Meets Expectations” or “Does Not Meet Expectations” on each domain area, along with committee review and faculty area comments. The clinical area also provides a rating of “Exceeds Expectations,” but only for the research domain. The clinical area does not provide a rating for the Overall category. If a student “Does Not Meet Expectations” in one or more areas of the evaluation, the SAR Summary Evaluation will also include a specific timeline and plan for remediating the deficiency. Failure to remediate the deficiency within the prescribed time may be cause for dismissal from the graduate program. Students who receive a “Does Not Meet Expectations” evaluation in one or more areas will not automatically lose assistantship funding but will be lower priority for funding should the department’s budget be insufficient to fund all students. In all cases, students are expected to sign the final SAR Summary Evaluation Form to acknowledge receiving the evaluation feedback. If students wish to respond to the evaluation or to provide more information relevant to the evaluation, they may do so on the SAR Summary Evaluation Form.

**XVI. Student Status and Classifications**

**A. Student Responsibilities**

A student’s status and classification (described below) is based on the premise that ultimately it is the graduate student’s responsibility to (1) be enrolled appropriate to level and year of training; (2) performing at least at ‘Meets Expectations’ level for all training domains required of their program, as listed on the SAR; (3) be in regular contact with their Advisor (and if not available, then the Director of Clinical Training) regarding the structure and timeline of their plan of study, research, teaching, etc.; (4) respond within the requested timeline or deadline for graduate program-related information by either their Advisor, Director of Clinical Training, Director of Graduate Programs, and/or Department Chair; and (5) have their most current contact information in their departmental file including phone number, email address, and mailing address. This policy is in addition to maintaining a satisfactory QCA and the Virginia Tech Graduate School policy for readmission when a student has not been registered for more than one calendar year.

**B. Leave of Absence**

A student may request a ‘Leave of Absence’ (including Family Medical Leave) to interrupt their graduate work for a variety of personal reasons. Examples include birth or adoption of a child, severe illness of an immediate family member, serious personal health condition, and unique opportunities that require the student to be away from the program and which further the student’s professional development. A ‘Leave of Absence’ can be for up to one year and will stop the progress-to-degree clock. Implications for assistantship funding should be discussed in advance with the Director of Clinical Training and Department Chair, and may not be
foreseeable at the time of requesting the Leave of Absence. The request for leave must be submitted in writing to the Director of Graduate Programs, following consultation with the Advisor and Director of Clinical Training. The Advisor, Director of Clinical Training, and Director of Graduate Programs may recommend a Leave of Absence to the Department Chair, who must approve the leave. At end of the leave, the student must request permission for an extension of the leave to the Director of Graduate Programs, following consultation with their Advisor and the Director of Graduate Programs. The Department Chair must approve the extension. Please note that according to Graduate School policy, when students have not been registered for more than one calendar year, an Application for Readmission is required regardless of whether the student has been on a formal Leave of Absence. The Readmission process requires a review of the student’s progress and of the Plan of Study to determine what changes, justification of old course work, committee changes, or other conditions may be required for readmission to the degree. The required forms are at: http://graduateschool.vt.edu/forms/index.html.

C. Readmission Following an Absence of One Year or More

When a student has not been registered for more than one calendar year, the Graduate School requires an Application of Readmission (http://graduateschool.vt.edu/forms/academics/Application_for_Readmission.pdf) whether or not the student has been on formal Leave of Absence. In addition, the Graduate School examines the Plan of Study (POS) of all students readmitted following an absence of one year or more (including those on formal Leave of Absences) and requires that any courses on the POS more than 5 years old be justified. Justification of courses can be accomplished in several ways but requires documentation and is not automatic (see http://graduateschool.vt.edu/forms/academics/Course_Justification_Request.pdf).

D. Preliminary Examination to Completion of Doctoral Degree Time Requirement

The Department of Psychology expects that all requirements for the doctoral degree will be completed within five calendar years from the time the student passes the preliminary examination. This includes time spent on Leave of Absence or internship. Otherwise, the student will need to reapply to the clinical area. If accepted, the student’s research advisory committee will require that a new preliminary examination be passed. Re-taking coursework or completing additional coursework may also be considered necessary given the current scientific state of the field of inquiry.

E. Student Classifications

In Good Standing: The student is considered to be in Good Standing if the student is enrolled in a program for three or more credit hours, is in regular contact with their Advisor, and has received a rating of Meets Expectations or higher in all domains evaluation on the most recent SAR.

Probation: Failure to meet expectations in any of the designated areas of evaluation on the SAR will lead to probationary status. Deficits to be remediated and the time period in which
to do so will be specified on the SAR summary evaluation form. If deficits are not remediated within the time period specified in the SAR evaluation the student may be dismissed from the graduate program. If a student successfully remediates a deficiency within the specified time period, and a new deficit is noted on the next SAR, probationary status will start again (i.e., the original deficiency will not continue to “count against” the student after remediation).

Probationary status may also be assigned when a student has no contact, despite multiple requests, with their Advisor and/or Director of Clinical Training for a one semester period, unless previously agreed upon, as documented by the Advisor or on the SAR.

Finally, probationary status or immediate dismissal from the program may also be recommended outside of the annual evaluation cycle if the student performs below basic levels of professional conduct (e.g., dereliction of assistantship duties, unprofessional behavior) and/or commits an ethical violation.

Dismissal: Recommendations for dismissal of a student from graduate studies in Psychology due to failure to meet expectations in the annual evaluation will come from the Clinical Science Area Committee at the end of the annual evaluation process in the spring semester. Other recommendations for probation or dismissal may be bought by the Student Advisory Committee, or other faculty in the Department at any time. Students may also be recommended for dismissal based on below basic levels of professional conduct, ethical violations, dereliction of assistantship or professional duties, or University codes of conduct. Such recommendations should be made directly to the Director of Graduate Programs, who will consult the Director of Clinical Training, the Student Advisory Committee, the Doctoral Admissions Committee, and other appropriate sources before making a recommendation to the Department Chair. The Department Chair will then make a recommendation to the Dean of the Graduate School.

Students will be sent notification in writing that they are being officially dismissed from the Psychology Department Graduate Program. In order to re-enter the Psychology Graduate Program the student would need to re-apply to the program area and be considered along with new applicants during the regular graduate recruitment cycle. The decision to be accepted back into the graduate program would be at the discretion of the faculty.

F. Student Records and Retention Schedule

The graduate program documents and maintains records of each student’s education and training experiences and evaluations for evidence of the student’s progression through the program, as well as for future reference and credentialing purposes. Based on Virginia State Code Records Retention Policies and Virginia Tech’s Records Retention Schedule, the program must retain graduate student records for 10 years after graduation or withdrawal; and then shred.

XVII. Due Process and Appeals

Graduate education is a complex activity involving a high order of student-faculty relationship. It follows that the mentorship and evaluation of a graduate student’s conduct,
training, and progress is, and must be, dependent in large part on the judgment of the student’s Advisor, teacher, or supervisor, augmented by the collective judgment of the members of the advisory committee, training faculty, and program administrators. It is assumed that most problems involving graduate education will be discussed informally and reconciled at the Advisor, advisory committee, and/or training faculty level. Indeed, most discussions of this kind will commonly occur among the student, their Advisor or instructor or supervisor, the other members of advisory committee, and other training faculty. However, from time to time serious actions, issues, or questions may arise that place the student’s status or classification in jeopardy including risk of dismissal from the program. On these occasions it is important that the clinical area provide full opportunity for the student’s grievance to be reviewed in a judicious manner.

**Due Process:** Our program provides due process to students by having procedures and processes available that provide students their full due process rights. Due process requires notice and some opportunity for a hearing before a student can be dismissed or terminated from the program. Substantive due process requires that decisions regarding the fate of students be made free from malice, bad faith, or ill will, with the substance of a decision bearing a rational relationship to the information provided in a situation or case. Furthermore, it should be clear that professional judgment was exercised in such a manner that it would be consistent with that of the profession.

Our program’s due process requirements include:

a. Providing the student with notification that the student’s progress to degree, academic work, research work, clinical performance, and/or professional conduct is placing the student’s status in jeopardy;

b. Making expectations for improved performance clear to the student in writing and within what time frame improvement is expected;

c. Providing the student with an opportunity to explain his or her situation;

d. Deciding to dismiss a student (if program and/or remediation expectations are not met) in a non-capricious, careful, and deliberate manner.

**Appeals Procedure:** Whenever a Clinical Science area graduate student believes that any work or conduct has been improperly evaluated, believes that there has been unfair treatment, or believes the consequences or decisions of due process to be unfair, it is expected that the student will take up the questions directly with the faculty member(s) involved. This may be their Advisor, another faculty member, an instructor responsible for a course, a supervisor responsible for practicum, the faculty area, or a program administrator. If, after earnest inquiry, the matter is not reconciled, the graduate student can appeal the question, issue, or decision to the Director of Clinical Training. If the Director of Clinical Training is a party to the appeal, then the student should appeal the question to the Director of Graduate Programs, who will assume this responsibility. The Director of Clinical Training or Director of Graduate Programs will choose two other faculty members to review the appeal and make a recommendation to the Department Chair who will make a decision on the matter (or to the College’s Dean, if the Department Chair is party to the appeal). If no decision can be reached, the matter will be referred for a department level review following the procedures of the department. A response in writing to the student from the Department Chair will be provided within one month of the student’s appeal. A student can appeal the department decision by entering the University Appeals Procedure, described in
XVIII. Student Grievances and Complaints

The Clinical Science area and its faculty are committed to developing and maintaining a supportive, respectful learning and training environment. Part of this commitment is the recognition that in the course of graduate training, students may experience difficulties with procedures, policies, advisor, advisory committee, instructors, supervisors, training faculty, program administrators, or fellow graduate students. Given the intensity of the training and the apprenticeship quality of graduate work, these difficulties are expected. The clinical program wishes to make the training process as fair and humane as possible, while also maintaining the high standards necessary for completion of a doctoral degree.

Students who feel they are being discriminated against on the basis of color, race, gender, religious affiliation, age, national origin, or handicap have the right to exercise the grievance procedure.

Students who are seeking assistance with a disability and do not believe they are being provided reasonable accommodations may also utilize the grievance procedure for resolution. However, in order to ensure disability accommodations are made, the student must be registered with the Services for Student with Disabilities located at 210 Lavery Hall (x3788).

Grievance and Complaint Procedure: It is assumed that most problems involving graduate education will be discussed informally and reconciled at the advisor, advisory committee, instructor, supervisor, training faculty, and/or fellow student level. Indeed, most discussions of this kind will commonly occur among the student, their advisor, or other training faculty. However when a serious issue arises during the course of a student’s career that is not resolvable through direct communication with the involved parties, it may be channeled through the grievance procedure and process of the program. All inquiries and complaints will be treated confidentially.

Whenever a conflict between students and faculty or with other students occurs, the following policies and procedures are provided in an effort to resolve conflicts between student and student, and between students and faculty.

A. The first step in addressing these conflicts is for the student to consult with their faculty advisor.
B. If speaking to one’s advisor is inappropriate for a particular problem, the conflict is not resolved to satisfaction, or if additional input is needed, the conflict may be brought to the attention of the Director of Clinical Training, who may request written documentation from the student of the complaint or grievance. The Director of Clinical Training may also seek consultation from the Director of Graduate Programs and/or Department Chair.
C. A typical and recommended option at this point is an informal resolution; an individual does not wish to file a formal complaint but nonetheless wishes to resolve the issue in a constructive manner. Action taken by the Director of Clinical Training within this
procedure does not constitute a finding in violation of relevant policy. An informal resolution can include any of the following options:

i. With the advice and assistance of the Director of Clinical Training, the graduate student may meet with the involved party to discuss the situation.

ii. The Director of Clinical Training may discuss the problem with the other party. The student may request that, if practical, such a conversation be held without revealing his or her identity directly to the other party.

iii. The Director of Clinical Training may consult with appropriate peers (e.g., Director of Graduate Programs) in governance or supervisors (e.g., Department Chair) to explore options for informal resolution.

D. If an effective informal solution is not achieved in consultation with the Director of Clinical Training, then the student has the option of consulting directly with the Director of Graduate Programs or the Department Chair.

E. If still dissatisfied, students have an additional option of seeking assistance from the Graduate School Ombudsperson (http://www.graduate.ombudsman.vt.edu/). However, it is expected that all such conflicts are to be addressed first within the program, then within the department, before seeking a resolution outside the department.

F. If the complaint or grievance cannot be resolved informally, a written grievance may be composed and given directly to the Director of Clinical Training, or given to the Department Chair. All complaints and grievances will be treated confidentially; documentation will be kept in a locked cabinet, separate from student or personnel files, in the Department Chair’s office.

G. The Director of Clinical Training, in consultation with the Department Chair, will keep a log of all formal complaints and grievances within the auspices of the clinical area. The clinical area will, if required, share this with accrediting bodies. However, any shared information will be provided in de-identified format.