



UNIVERSITY OF
SOUTH CAROLINA



GRADUATE STUDENT HANDBOOK
2019 – 2020 Academic Year

DEPARTMENT OF PSYCHOLOGY

UNIVERSITY OF SOUTH CAROLINA
COLUMBIA, SC

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INTRODUCTION

This Handbook is the most up-to-date rendering of the rules, regulations, and guidelines that will direct you through your graduate study. Please read it now and refer to it frequently throughout your time of study. ***It is your responsibility to assure that all appropriate forms are collected and included in your academic file.***

Please be aware that modifications in program procedures and requirements are introduced from time to time in order to ensure that our graduates will be well prepared to meet changing professional demands. You need to be aware of such modifications as some may apply to you. You should follow the procedures outlined in the Handbook for the year you began the program, but also track additional notices that are sent regarding changes or updates that have occurred. For example, you may want to see if you can take advantage of increased flexibility or new curriculum options that arise after you have entered the program. In most instances, these types of decisions are made available to entire classes of students rather than requiring individual petitions.

In some rare cases, program changes involve increases in requirements or other program modifications that are more controversial. These changes will be binding on all students at the discretion of the Program Faculty Committee- even those students who have come into the Program "under a different Handbook" (i.e., prior to any modifications to the current handbook). This will be the case unless the individual student or the student's class has been exempted from the requirement. These exceptions could occur in those instances in which accommodation to the change presents greater burden for one class than another.

Major Professor

An important faculty member for you is your Major Professor (sometimes referred to as the advisor or research mentor). This is the faculty member that you intend to work with most closely for your professional training. He or she functions as your primary (but not exclusive) resource person within the program. Your Major Professor is typically a member of the Clinical-Community Program Committee and is assigned at the time of admission. Our goal is to match students and faculty into mutually agreeable pairings for apprenticeship training. You may end up working closely with more than one faculty member; however, for administrative purposes you should still have one person designated as the Major Professor. Most students remain with a Major Professor at least through the M.A. degree to provide continuity during the first few years in the program. If you want to change your Major Professor, discuss this with your present Major Professor, indicate the person to whom you would like to be reassigned, and then notify the Program Director of any change that has been agreed upon. When you have completed course requirements and examinations, and are preparing to begin work on your dissertation, your dissertation chairperson automatically becomes your Major Professor until graduation. Your Major Professor will work in conjunction with the Director of the Clinical-Community Program to provide you with annual feedback and assist you in maintaining good standing in the Program.

Record-keeping

As you proceed with your studies, your program file (kept in the Graduate Program Coordinator's office) should reflect all decisions regarding your progress in the Program. **When any important decision is made, make certain that the decision is recorded in writing and that the written record becomes part of your file.** This includes any "approvals" you receive (e.g., comps outline, dissertation prospectus, courses waived, etc.). Grades and copies of official forms will also go into this file. Prior to graduation, your file will be checked by the Graduate Program Coordinator and will be sent to the Graduate School for action (if it is complete). A checklist of the forms that should accumulate in your file is included at the back of this Handbook. All forms are found within our program's web page under the "Current Students" section. It is critical that all students supply the Graduate Program Coordinator and the Program Director with their current e-mail address, current mailing address, and telephone numbers and that this information be kept current.

Mailboxes and Workspace

All graduate students have a mailbox on the second floor of Barnwell College and have electronic mailboxes as part of the university e-mail system. You can get the key to your mailbox from Psychology Department office staff. Clinical-Community students have additional mailboxes in the Psychology Services Center (PSC). You should check your e-mail daily and other mail regularly (i.e., at least weekly) for bulletins and other important announcements. You must take responsibility for monitoring your university e-mail account either directly or via forwarding this mail to your preferred e-mail address. Please be sure that Robert Heller, the IT Manager within the

Department of Psychology, has the most current e-mail address that you want used for Psychology department listservs. You will also need to make sure that your contact information is kept current in the university system. You can do this by logging in to Self-Service Carolina at www.my.sc.edu as a student, and clicking on the “Personal Information” tab to the left. These are a major mechanism for distributing information to students.

Every student has access to workspace through their mentor’s research lab or can have other space assigned to them appropriate for their duties. In addition to these assigned spaces, graduate students also have exclusive access to the Graduate Computer Laboratory located on the second floor of Barnwell College as well as the Graduate Student Lounge located on the fourth floor of Barnwell. Your Major Professor should take responsibility for assigning or locating work space for you.

Important Names and Contact Information

Clinical-Community Program Director Director of Clinical-Community Training (DCCT)	Bret Kloos, Ph.D.	kloos@mailbox.sc.edu	777-2704	Barnwell 237D
Graduate Program Coordinator	LaToya Reese	reeselz@mailbox.sc.edu	777-2312	Barnwell 224A
Psychology Department Interim Chair	Jane Roberts, Ph.D.	jerobert@mailbox.sc.edu	777-4263	Barnwell 224C
Assistant to the Department Chair	Dorothy Kennedy	DOROTHYK@mailbox.sc.edu	777-8082	Barnwell 224B
Business Manager	Jessica Escorcia	escorcia@email.sc.edu	576-6798	Barnwell 241
IT Systems Manager	Robert Heller	HELLERRE@mailbox.sc.edu	777-1239	Barnwell 244B
Human Resources Coordinator	To-be-named		777-4263	Barnwell 220
Director, Psychological Services Center (PSC)	Michele Burnette, Ph.D.	BURNETMM@mailbox.sc.edu		1331 Elmwood Dr., Suite 100
Associate Director, PSC	Stephen Taylor	st4@email.sc.edu		1331 Elmwood Dr., Suite 100
PSC Administrative Assistants	Dianne Glasser To-be-named	GLASSERD@mailbox.sc.edu		1331 Elmwood Dr., Suite 100

PSYCHOLOGY DEPARTMENT PROGRAMS AND COMMITTEES

The Department of Psychology has over 40 full-time faculty and over 70 graduate students in three programs (Clinical-Community, Experimental, and School Psychology). The Department is one of the largest departments in the College of Arts and Sciences. Currently there are over 900 undergraduate psychology majors making this one of the top departments on campus for undergraduate majors.

The Department of Psychology office is located in Room 224 in Barnwell College. In addition to the information posted on the Department's website, there is a directory listing of all faculty and their office numbers in the main office of the Barnwell College Building. The office of the Director of the Clinical-Community Program is located in Room 237D. Students should contact the Director if an appointment is needed. Typically, meetings with the Director are to address information or concerns that relate to a group of students, or individual concerns that cannot be dealt with through one's Major Professor. Most routine requests for information should go through one's Major Professor, who can discuss the issue with the Program Director. This general process for routine information requests serves the purpose of increasing the Major Professor's ability to help guide his or her students in the future.

One function of the Program Director is to convene regular Program Committee meetings. The policy-making and executive operations of the Program are conducted at these meetings. The Program Committee consists of all Clinical-Community Program faculty and up to three Clinical-Community student representatives. Others may attend the meeting, but are non-voting participants. Student representatives are voting members for all issues except those pertaining to confidential issues for individual students. Members of the first-year class, second-year class, and third-year class and above each elect a representative to form the three student representatives. It is through such student representation that you can voice influence on policy decisions as they are being made. Students have input on all substantive matters germane to the program.

The Department of Psychology faculty as a whole meets periodically throughout the academic year. A system of committees also provides policy and consultative input to the Department Chair on department-wide issues (e.g., Executive Committee, the three Graduate Program Committees, Undergraduate Program Committee, etc.). The specific Program Committee usually manages issues specific to a particular program. Student representatives serve on the departmental faculty meetings through the Psychology Graduate Student Association and Psi Chi.

The Psychology Department annually names an Ombudsperson for each program to handle initial student grievances or other issues or problems which might be sensitive, embarrassing or otherwise too difficult to be discussed with one's Major Professor or Program Director. A listing of these individuals for each academic year is available from the Department Chair's administrative assistant or the Psychology Graduate Student Association representatives. The current ombudsperson for the Clinical-Community program is Dr. Sandra Kelly. The Ombudsperson for each program is a faculty member in the Department of Psychology who is not a member of that program.

Colloquia and Other Meetings Outside of Coursework

The Department sponsors annual colloquia featuring distinguished psychologists from across the country, as well as presentations by our own faculty and/or prospective faculty. Colloquia usually take place in the time slot of Monday at 3:30 p.m. No classes, meetings (except other planned Departmental meetings), or other activities should be scheduled Mondays between 3:30 and 5:00 p.m. Graduate students are strongly encouraged to attend these colloquia as this provides an opportunity for students to increase their breadth and/or depth of exposure to important areas of our discipline.

Students are also urged to join at least one professional society and to attend each year at least one workshop or conference sponsored by psychological or other scientific organizations. These activities are part of your professional development and should be discussed with your Major Professor.

Psychology Graduate Student Association

The Psychology Graduate Student Association (PGSA) was founded in the fall of 1969 to provide the graduate students with an organized voice in the administration of the Department. All psychology graduate students are automatically granted membership to PGSA. Members of the PGSA may elect representatives to sit on the major standing committees in the Department. If elected, student representatives have full voting rights and may serve as officers of the committee. At least one student is eligible to sit on all ad hoc committees set up within the

Department.

Every graduate student is encouraged to attend the monthly meetings of PGSA. The importance of the contribution of the students who have been active in PGSA to the growth and evolution of our program has been immeasurable. The organization is structured to maximize communication. The Departmental administrative assistants have a list of the current representatives, their addresses and phone numbers.

Direct influence on decisions can be registered through PGSA representatives or student representatives on the Clinical-Community Program Committee. Currently, three students (one from each of the first two years and one representing students in their third year or beyond) serve as members of the committee.

TRAINING PERSPECTIVE

The Clinical-Community Psychology Program identifies with a Clinical-Community Science model of training. The program has a clearly specified philosophy of education and training, compatible with the mission of its sponsor institution and appropriate to the science and practice of psychology. The program's education and training model and its curriculum plan are consistent with this philosophy.

As described on our website, our program's training philosophy and model includes training graduate students (a) as Clinical-Community Scientists, integrating the science and practice of these psychology subfields, (b) to create and disseminate new knowledge related to understanding, treating, and preventing psychosocial and mental health problems, and (c) to promote positive outcomes for people at the level of the individual, family, group, organization, and community. The program believes science should be integrated into practice, and practice experiences into science, and that these domains should not be treated dichotomously. For example, we emphasize ways in which skills and knowledge (e.g., choosing measurement tools, inferring causes of behavior, effective communication skills, ethics, and human diversity) are general skill sets needed across research and practice contexts rather than framing certain skills and courses as "research" or "practice" oriented.

The Clinical-Community Psychology Program bridges the Psychology subfields of Clinical and Community Psychology. The program emphasizes the understanding of the causes of psychological wellbeing and unwanted psychological conditions, and what intervention strategies are needed to promote more positive lives for people. We define health along a broad continuum of functioning that extends beyond the simple absence of pathology or disease. Our program places a particular emphasis on understanding the role of environmental influences on psychological wellbeing, in part because of the integration of Community Psychology and its focus on the social causes of stress. We consider the integration of cultural factors into research and applied practice to be critical to the future of our nation's health. Our training model provides: (a) training in research and research methods that help inform the planning or delivery of psychosocial interventions and (b) knowledge on how to develop and implement applied practices that are contextually appropriate and grounded in empirical science. Our program exists in the context of USC as a Carnegie I research institution for its high research productivity and a Department of Psychology that is consistently one of the top departments on campus for extramural research funding.

A foundational element of the program's training is that scientific principles and scientific approaches are critical for addressing societal problems. Basic, applied, translational, and dissemination research and the implementation of this knowledge into routine practice through organizational change are keys to improving the human condition. Essential elements to good science include the use of multiple approaches and observations, the triangulation of research methods, and constructive criticism from others to refine our thinking. Our approach can be summarized as "Using Science to promote Change."

Consistent with our training philosophy, the overarching goal of the program is to prepare students as Clinical-Community Scientists who can function effectively in a variety of settings, including research and professional practice settings. Courses and other curriculum requirements are sequenced throughout the program in such a way that consideration of theory and systematic research precede training in techniques for applied work (e.g., the delivery of services to the public, research projects). Our approach to this ordering of training experiences is described below:

1. Basic content courses and other activities which set the stage for applied theory courses and applied work

in research, assessment, and intervention are undertaken early in students' graduate training (e.g., first year research work with the mentor and Research Approaches to Human Behavior (PSYC772) serve as background for the Master's thesis; Systems and Theories of Psychological Intervention (PSYC725) serves as background for intervention practicum courses). Likewise, required overview courses in biological, social, cognitive, and affective aspects of behavior set the stage for later theoretical study and applied work related to both research and practice. These early courses and training activities provide *exposure* to important concepts and theories for the discipline and form an essential base of knowledge that students take forward into their training.

2. Courses and other training activities which integrate didactic material and applied work in research, assessment, and intervention (e.g., thesis completion, introductory practica with child, adult, and community clients, Organizational Behavior (PSYC745)) provide initial *experience* in the key professional roles of Clinical-Community Psychologists. These courses and activities, which tend to occur in the middle of students' training, also highlight a general program emphasis on the reciprocal role of learning from didactic and applied experiences. Students are expected to have a range of experiences throughout their training that incorporate ongoing involvement in learning from scientific literature and applying this knowledge to hands-on research and/or practice activities, which then informs one's ongoing exploration of the scientific literature. This reciprocal learning process is a significant part of maintaining competence in one's work over time.
3. Advanced experiences in applied work (e.g., the review paper component of the comprehensive exams, dissertation completion, advanced therapy practica supervised by faculty, externships supervised by professionals in the community, the full-time pre-doctoral internship year), which typically occur later in students' training, lead to developing specific areas of *expertise* within the field. This expertise comes from sustained and focused exploration of current scientific knowledge in an area (either research or practice-related), hands-on experience in conducting new work in the area, and ongoing communication and feedback with a network of experts in the area (e.g., self-directed involvement with supervisors, committees, research teams, peer review).

The sequential elements of training in our program (i.e., the exposure, experience, and expertise approach described above) are reflected in our annual student evaluation form, where students early in their training are evaluated on exposure, students in the middle of their training are evaluated on experience, and students later in their training are evaluated on expertise.

PROGRAM GOAL, OBJECTIVES, AND COMPETENCIES

Training Objectives and Competencies

The Clinical-Community Doctoral Program is designed to teach students about the science and practice of Clinical and Community Psychology. Graduates of the program are expected to have an understanding of critical professional issues in Clinical and Community Psychology, including how to engage in quality, ethical practices as a psychologist. Students are expected to acquire knowledge and demonstrate competence in: (a) the breadth of scientific psychology, (b) the theoretical, methodological, and scientific foundations of Clinical and Community Psychology, (c) the psychological assessment of human problems and how to formulate and implement interventions to address these issues, (d) the integration of diversity issues, such as cultural factors, into one's work as a psychologist, (e) the maintenance of current knowledge and the application of current knowledge to professional activities, and (f) how to use sound professional and ethical judgment in problem-solving as a psychologist.

GOAL/OBJECTIVES (first implemented in 2013-2014 academic year & revised in 2015 & 2019)

Goal 1: The overarching aim of the program is to prepare students as Clinical-Community Scientists who can function effectively in a variety of settings, including research and professional practice settings.
Objective 1 for Goal 1: Students acquire and demonstrate the knowledge of theory and research related to the fields of Clinical and Community Psychology
Competencies Expected for this Objective: 1a. Can develop organized responses to basic questions related to Developmental Psychology

- 1b. Can develop organized responses to basic questions related to Social Psychology
- 1c. Can develop organized responses to basic questions related to Cognitive Psychology
- 1d. Can develop organized responses to basic questions related to Behaviorism & Learning Theory
- 1f. Can develop organized responses to basic questions related to Biological Basis of Behavior
- 1e. Can develop organized responses to basic questions related to Affective Basis of Behavior
- 1g. Can develop organized responses to basic questions related to the Integration of the Above areas within Psychology
- 1h. Can develop organized responses to basic questions related to Psychological Problems and Disorders
- 1i. Can develop organized responses to basic questions related to Diversity Issues in Psychology
- 1j. Can develop organized responses to basic questions related to History and Systems of Psychology
- 1k. Can develop organized responses to basic questions related to Psychological Interventions
- 1l. Can develop organized responses to basic questions related to Systems Perspective on Psychology

How Outcomes are Measured and Minimum Levels for Achievement (MLA) for these Objectives/Competencies:

Each competency is assessed through performance in required courses (See Table B3) as determined by the faculty member teaching the course/s that cover the listed topic. Students are also assessed on these competencies by faculty members during their Master’s Oral Comprehensive Exam (usually completed by the end of the 3rd year) and their Doctoral Oral Comprehensive Exam (completed by the end of the 5th year). Student performance in courses and on the comprehensive exams is reviewed by all program faculty as part of the annual student review process and feedback is provided to the student through the faculty mentor and program director from this process.

MLA for Objective 1

- Pass Master’s Oral Comprehensive Exam (Year 3)
- Pass Doctoral Oral Comprehensive Exam (Fall Year 5)

Objective 2 for Goal 1: Students demonstrate ability to conduct themselves professionally and ethically

Competencies Expected for this Objective:

- 2a. Comes on-time to and prepared for class, meetings, and other professional activities
- 2b. Demonstrates adequate interpersonal and communication skills when collaborating with peers, faculty, and community members
- 2c. Dresses and behaves appropriately in formal and informal professional settings
- 2d. Completes program milestones on time
- 2e. Adheres to and is able to formulate and discuss solutions to ethical dilemmas consistent with APA ethical standards (in applied work and research)

How Outcomes are Measured and Minimum Levels for Achievement for these Objectives/Competencies:

These competencies are assessed by: (1) performance in the required Ethics course (PSYC 760) as determined by the faculty member teaching the course, (2) mid-year and end-of-the-year practica and externship evaluations as rated by supervisors of these activities, (3) mentor observations of student behavior, (4) input from other faculty members who have interacted with the student in professional settings, (5) students’ annual self-evaluation, and (6) official records of student completion of program milestones. Student performance in these competencies is reviewed by all program faculty as part of the annual student review process and feedback is provided to the student through the faculty mentor and program director from this process.

MLA for Objective 2

- Practica & Externship evaluation(s): average ratings on relevant items
- Self-evaluation/annual report: no problems identified by instructors or mentors; milestones completed on time or early
- Mentor evaluation: No problems identified

Objective 3 for Goal 1: Students demonstrate the ability to consume, conduct, and communicate research to a variety of audiences

Competencies Expected for this Objective:

- 3a. Able to consume, critique, and synthesize research literature
- 3b. Demonstrate knowledge of and ability to apply research methods (e.g. sampling, measurement, design) appropriate for the research questions

- 3c. Demonstrates empirical skills during recruitment and data collection
- 3d. Demonstrates basic to advanced quantitative skills
- 3e. Demonstrates ability to present research ideas and results in a written or oral format
- 3f. Demonstrates awareness of how one's biases influence interpretation of the results of one's own and others' research
- 3g. Applies a systems perspective throughout research process
- 3h. Receives/gives feedback effectively as a member of a research team
- 3i. Demonstrates effective interpersonal and communication skills with participants, community members, and team members

How Outcomes are Measured and Minimum Levels for Achievement for these Objectives/Competencies:

These competencies are assessed by: (1) student performance in multiple required research-focused courses, including Research Methods (PSYC 772) and Statistics (PSYC 709 and PSYC 710), as determined by the faculty members teaching these courses, (2) successful completion of research credits through Research in Clinical Community Psychology (PSYC 773), as determined by the student's research mentor, (3) performance on required program research-related milestones (including the Master thesis/second year project, written comprehensive exam, dissertation proposal, and dissertation defense), as determined by faculty members serving on these committees for each student, (4) mentor evaluation and student self-evaluation of student research progress, and (5) evidence of at least one student presentation at a professional conference or publication in preparation each year. Student performance in these competencies is reviewed by all program faculty as part of the annual student review process and feedback is provided to the student through the faculty mentor and program director from this process.

MLA for Objective 3

- Pass Research in Clinical-Community Psychology (PSYC 773)
- Pass Master Thesis/Second Year Project
- Pass Written Comprehensive Exam
- Pass Dissertation Proposal
- Pass Dissertation Defense
- Student Evaluation: One presentation at professional conference or publication in preparation per year
- Mentor evaluation: No problems identified by student or faculty

Objective 4 for Goal 1: Students demonstrate the ability to use evidence-based assessment and intervention strategies in applied settings

Competencies Expected for this Objective:

- 4a. Selects and uses appropriate assessment tools and methods
- 4b. Able to conduct clinical interview
- 4c. Able to write integrated assessment reports
- 4d. Able to integrate individual and environmental factors, including assessment results, in conceptualizing and proposing solutions to applied problems (community-based problems, and/or case conceptualizations and treatment plans
- 4e. Selects and appropriately implements evidence based interventions for applied problems
- 4f. Selects and applies appropriate evaluation methods and adjusts intervention as needed
- 4g. Receives and gives supervision effectively
- 4h. Demonstrates effective interpersonal and communication skills with clients, community members, and team members
- 4i. Demonstrates awareness of how one's biases influence all aspects of applied work

How Outcomes are Measured and Minimum Levels for Achievement for these Objectives/Competencies:

These competencies are assessed by: (1) student performance in the required Assessment course (PSYC 761), as determined by the faculty member teaching this course, (2) student performance in additional relevant courses, including Research Methods (PSYC 772), Statistics (PSYC 709 and PSYC 710), Foundations of Community Psychology (PSYC 727), Systems and Theories of Psychological Intervention (PSYC 725), and the required Seminar in Community Psychology, as determined by the faculty members teaching these courses, (3) mid-year and end-of-the-year practica and externship evaluations as rated by supervisors of these activities, (4) mentor evaluation and student self-evaluation of student assessment and intervention activities and skills, and (5) evidence of at least one integrated assessment report or case conceptualization per year when enrolled in clinical practica. Student performance in these competencies is reviewed by all program faculty as part of the annual student review process and feedback is provided

to the student through the faculty mentor and program director from this process.

MLA for Objective 4

- Seminar in Community Psychology (Practice Skills) course
- Practica and externship evaluations: average ratings or better on relevant items
- Student evaluation: At least one integrated assessment report or case conceptualization per year when enrolled in clinical practica
- Mentor evaluation: no problems identified by student or faculty

Objective 5 for Goal 1: Students demonstrate understanding and value of cultural competence

Competencies Expected for this Objective:

- 5a. Demonstrates understanding of differences in beliefs and practices that emerge from various aspects of identity
- 5b. Demonstrates understanding of how differences in beliefs and practices affects one's own educational, applied, and research efforts.
- 5c. Demonstrates understanding of the ways in which diversity and individual differences can enhance the field of psychology
- 5d. Demonstrates reflective awareness of how oneself and the system in which one works are promoting or discouraging multicultural sensitivity

How Outcomes are Measured and Minimum Levels for Achievement for these Objectives/Competencies:

These competencies are assessed by: (1) student performance in the required Social Inequality and Psychology course (PSYC 749), as determined by the faculty member teaching this course, (2) student performance in additional required and elective courses that cover material related to diversity and cultural competence (almost all courses that students take), as determined by the faculty members teaching these courses, (3) mid-year and end-of-the-year practica and externship evaluations as rated by supervisors of these activities, (4) student performance on program milestones (e.g., Masters oral comprehensive exam, Doctoral oral comprehensive exam) where evidence of cultural competence is assessed, as determined by faculty members serving on these committees, and (5) mentor evaluation and student self-evaluation of student cultural competence. Student performance in these competencies is reviewed by all program faculty as part of the annual student review process and feedback is provided to the student through the faculty mentor and program director from this process.

MLA for Objective 5

- Practicum evaluation: Average rating or better on relevant items
- Student evaluation: no problems identified by instructors or mentors
- Mentor evaluation: no problems identified by students or faculty

B. Personal Adjustment and Demonstrating Competencies

It is recognized that students display a wide range of personality characteristics. The intention of the Clinical-Community Faculty when addressing issues of personal adjustment is to attend to only those characteristics that appear to be related to ineffective professional functioning. Effective functioning includes freedom from behavioral problems that seriously limit effective functioning as a psychologist, problems in personal growth and self-understanding that interfere with effective functioning as a graduate student in this program and could affect functioning as a professional psychologist, accurate representation of professional competence and qualifications, and responsibility for identifying professional needs and seeking additional training to meet such needs. The Clinical-Community Faculty members are concerned with personal problems that interfere with effective functioning. For example, chronic tardiness in turning in assignments and/or irresponsibility in scheduling and meeting other professional obligations (such as client contacts) may be judged as professionally irresponsible. Any behavioral problems that interfere with professional functioning become the focus of remedial attention to be addressed (if possible) via mechanisms specified in section D.

C. Competencies as a Graduate Student

Students must demonstrate freedom from behavioral problems that seriously limit the student's potential for effective functioning as a psychologist. The student successfully completes graduate course work, including advanced professional practica. Written evaluations by the faculty judge the student's ability to exhibit professionally responsible behavior, including adherence to University or agency policies, punctuality of work

assignments, professional ethics, proper record keeping, and appropriate professional relationships with peers and supervisors.

The following are goals which are highly valued by both faculty and students, but often do not lend themselves readily to concrete, measurable standards:

1. Demonstrating a commitment to accurately represent professional competence and qualifications.
2. Demonstrating the ability to take responsibility for identifying training needs, and planning and structuring training to meet one's professional goals.

Any decision of the faculty to terminate a student in the program for other than academic reasons is subject to a review at the request of the student. Up to four weeks will be allowed for the student to prepare his or her argument to be presented by the student to the full faculty of the Clinical-Community Program in the Department of Psychology. At the option of the student, a graduate student representative to the Clinical-Community faculty may be present at the review meeting. A majority vote of the quorum of the faculty present at the appeal meeting will be final concerning the student's retention in the program. In the event of a tie vote, the student will be admitted to the next year of training.

PROGRAM AND DEPARTMENTAL POLICIES

Credit Load

A full-time program for graduate students each semester is typically 9 to 12 credits for the first three years and variable after that. Students must be in residence during the first three years, at minimum, and typically are in residence for five years. The Graduate School requires 6 credit-hours of enrollment while serving as a graduate assistant for full-time status during the regular academic year; however, less than 9 hours of enrollment may have implications for financial aid. Students work up to 20 hours a week on assistantships either within or outside the department, unless they have obtained external training awards (e.g., NIH Training Fellowships). The maximal load for each summer session is three credits per session and six total credits for the summer, though students do not typically register for summer courses.

The federal government requires that students be continuously enrolled throughout the academic year to qualify for full graduate assistantship funding without taking Federal Insurance Contributions Act tax withholding. In addition, the Financial Office has requirements regarding the number of credits in which the student must be enrolled to prevent having to begin to repay student loans. **Students receiving assistantship support during the summer must be enrolled for at least one credit the prior fall and spring session.** Regarding the status of students during their internship year, see the section on Internship for a discussion regarding Z-status.

Maximum Period Allowed for Completion of the Degree

The program is designed to be completed in six years, which includes the year of full-time internship training. Most students complete the degree in either six or seven years. The Graduate School regulations specify "All work to be applied toward the Ph.D., exclusive of the Masters' portion, should be completed within eight years prior to graduation." "No later than five years after the candidate has taken the comprehensive examination, he/she must present a dissertation based on research that has been approved by a committee of professors in his/her major field and the Dean of the Graduate School." If one does not meet this timetable, it is possible to re-validate coursework, but the student must be re-examined by the faculty for these areas of study and the student must pay fees for each course that is re-validated. Written and Oral Comprehensive Exams would also need to be re-validated but there is no fee for this.

Policy on Continuous Enrollment

All degree-seeking graduate students are required to enroll for a minimum of one hour in Psychology in every fall and spring semester during their course of study, except when on internship. **Failure to enroll in any such semester will constitute withdrawal from the Program.** After internship, each student must enroll for 1 credit in the fall and spring semesters until graduation (usually dissertation credits). If a student graduates in August, he/she must be signed up for one credit that session unless the dissertation was already submitted to the graduate school at a time when the student was concurrently enrolled for at least one credit.

Family Leave Policy

The University of South Carolina's Graduate Student Family Leave (GS-FL) policy establishes minimum standards for accommodation for a leave associated with childbirth or adoption. The policy is designed to assist a matriculated graduate student who is the primary child-care provider immediately following the birth or adoption of a child. It is designed to make it possible to maintain a student's enrollment status under a new category of existing special enrollment, Z-status,) and to facilitate the return to class work, and where applicable, research and teaching in a seamless manner (<http://www.gradschool.sc.edu/post.asp?eventid=365>). Medical complications or other extenuating circumstances are not included in this policy. Such situations are more appropriately covered by the University's current policies regarding course incompletes and withdrawal and/or leave of absence due to extenuating circumstances. These policies are located in the *Graduate Studies Bulletin*: (<http://bulletin.sc.edu/content.php?catoid=35&navoid=4221>).

University Grading Policies

The Graduate school will disqualify a student who obtains a grade less than B in four or more courses (or 12 credit hours of coursework) taken for graduate credit. To request re-admission, the student must petition their own graduate program, but he/she must have at least a 3.00 grade point average overall in order to petition. A grade of I (incomplete) can be given by an Instructor. Incomplete work must be made up promptly (typically one semester for NRs; one year for Incompletes, although faculty can designate lesser time periods for completion). If the work is not made up within one year, the incomplete grade will automatically be changed to an "F". Students must maintain

a grade point average no less than 3.00 on ALL courses numbered 700 or above.

Clinical-Community Program Policy on Grades Less than B

The Clinical-Community Program strives for excellence in academic and professional work. The faculty expects this from every student. Grades of A signify excellence. Grades of B and B+ signify good to very good performance appropriate for doctoral level work. Grades of C+ or lower indicate unsatisfactory performance. The Graduate School stipulates that any student receiving four grades below B will automatically be terminated from graduate school. While the Graduate School accepts a limited number of grades less than B, the Clinical-Community faculty considers a grade below B as less than satisfactory performance and an indication of deficiency in the content area. Students receiving a grade less than B in any required graduate course in the Department will be expected to submit to the Program Director and Major Professor a plan for remediation of deficiencies that have been identified by the instructor. The instructor should also be consulted in developing the remediation plan, as appropriate for the instructor's relationship to the program. Remediation may consist of repeating the course, auditing the course, additional coursework, selected reading in the area, or other strategies proposed by the student in consultation with the course instructor and Major Professor. The written explanation and plan should be submitted before the beginning of the next academic semester following the unsatisfactory grade and will be reviewed by the program faculty for approval by a vote (two-thirds of voting faculty must approve the plan). After the remediation has been completed, the student must obtain the Major Professor's written statement to that fact and a copy should be given to the Program Director. The remediation of the unsatisfactory coursework, however, does not result in a change of grade for that course.

Procedure for Evaluation of Non-Academic Aspects of Graduate Student Training

All students are evaluated by the program faculty at the end of each year of graduate study and more often if necessary. First year students are evaluated at the end of their first semester in addition to the annual evaluation at the end of their first year. At the time of the evaluation, progress toward the graduate degree is reviewed. All known data relevant to this progress are considered. One of four possible recommendations may result from this evaluation:

1. The student is encouraged to continue in the program, and general professional recommendations or suggestions for improvement may be offered.
2. The student is encouraged to continue in the program for a specified period of time, but is apprised, in writing, of problems perceived by the faculty and advised concerning their remediation (see below).
3. The student is permitted to continue in the program pursuant to his or her successfully completing a specified and written program of remediation prescribed by the faculty.
4. The student is dismissed from the program for reasons specified in writing. This decision would ordinarily be involved only when the remediation plan as specified was not successfully completed (see text below), when there are pronounced violations of ethical and professional conduct standards, or when persistent patterns of conduct are judged to be resistant to remediation.

Any problems identified shall be presented to the student in writing (Recommendation 2, 3, or 4). Faculty (or staff) members providing significant information relevant to the student's evaluation will provide such information as completely as possible. The student shall be afforded an opportunity to consult with the faculty member(s) involved. Evaluative information and remediation plans will be signed by the student to acknowledge receipt of the information, and will be signed by the Director of Clinical Training, and the student's Major Professor. The signed evaluation and remediation plan will then be placed in the student's confidential file. If the student does not agree with the evaluative information or the plan for remediation, he or she will be given a maximum of four weeks to prepare a request for reconsideration. The student may select any consenting representative (including another student) to appear with her or him at a reconsideration hearing before a majority of the program faculty who will subsequently vote to affirm or modify the documents in question. The result will then be placed in the confidential file of that student. Remediation plans will be explicit with stated criteria for judging their success or failure. The faculty shall be asked to determine whether the criteria specified have been met, as indicated by a majority vote of program faculty members present at the meeting. The student will be given written notification of faculty vote with a written justification for why the remediation was considered unsuccessful.

USC System Policy on Sexual Harassment:

Statement of Policy: It is the policy of the University of South Carolina that sexual harassment of employees or

students in the University System is prohibited and shall subject the offender to disciplinary action which may include but is not limited to, transfer, demotion, or dismissal. This policy is in keeping with federal guidelines which address the issue of fair employment practices. It is also the policy of the University that false accusations of sexual harassment shall not be condoned. See <http://www.sc.edu/policies/ppm/eop102.pdf>.

Definition: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; b) submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Procedures: Any University employee having a complaint of sexual harassment should notify immediately the System Affirmative Action Officer, the Affirmative Action Coordinator, or the Personnel Officer on each campus. A student with a sexual harassment complaint should notify immediately the Dean of Student Affairs or the Affirmative Action Coordinator on each campus. The student may also notify the Department Chair.

IV. Policy on non-reprisal: No student, employee or applicant may be subjected to restraint, interference, coercion, or reprisal for filing a sexual harassment complaint or serving as a witness.

Policies on Any Type of Outside Student Employment or Professional Involvement

All professional employment performed by full-time graduate students will be obtained and carried out only in consultation with the Program Director who must grant permission for this additional employment. A written statement describing any work--either of a professional or non-professional nature--to be performed must be filed with the Program Director and must have his/her written approval. For Graduate School policy see <http://www.sc.edu/policies/ppm/acaf400.pdf>

The Clinical-Community program is a full-time program. The University is investing significant resources into your training. Additional employment should be worked out with one's Major Professor and the Program Director to ensure that this work does not interfere with the student's success and progress in the program. We also have a duty to the public to ensure that students in our program are not overstepping their professional training. Outside employment includes any contract testing work, and paid or volunteer work that might be characterized as human services (e.g., Big Sister/Big Brother, serving as a USC resident mentor). Note below the requirements for a written request if the student wishes to work above and beyond the assistantship (under Supplemental Work Policy). This approval serves the dual purpose of monitoring the ways in which students may be presenting their competencies to the community and monitoring activities that may violate program and university policies.

Students should not undertake regular employment (of a psychological or non-psychological nature) during periods when they are enrolled full-time in coursework (including thesis or dissertation work) and are working on a department-funded assistantship. In those rare instances in which the student does not have a Psychology Department assistantship, the student may be allowed to engage in up to 20 hours per week of work from an outside employer, however, this needs program approval to ensure that the work is not conflicting with the student's full-time status as a student.

All supplemental paid or unpaid work of a psychological nature must receive prior written approval by the Program Director and the student's Major Professor (this includes contract testing with the Department of Juveniles Justice or other agency, relief work in residential facilities, etc.). The DCCT and the student's Major Professor are expected to aid in the evaluation of the student's overall workload and progress in the program. Whether the additional work is of a professional or volunteer nature, students should submit a written request which includes the name of the agency/organization for which they will be working, the supervisor's name and credentials, the amount of supervision they will receive, the number of hours per week they will be working, a rationale for why they believe this opportunity will be valuable for their professional development, and a statement explaining why they believe the additional work will not result in slowing their progress in their program of studies or requirements for the program.

Graduate Teaching Experience

The department and program strongly encourage graduate students to obtain teaching experience during their graduate program. Teaching in the evening school or for summer sessions is currently done as an assistantship through the Department of Psychology. Calls for teaching are made regularly via e-mail by the Chair. Requests for this assignment should be approved by your Major Professor (to insure this is coordinated with your training goals) and the request made directly to the Chair. Students must have successfully completed two semesters at USC before applying to teach as an instructor of record in the Department of Psychology at USC. Students must provide evidence of previous teaching experience and/or complete the College Teaching course (PSYC 790) to be eligible for consideration as an instructor. Additional university policies may apply. See <http://www.sc.edu/policies/ppm/acaf400.pdf>.

Course schedules and assigning instructors for undergraduate courses at USC must be made firm well in advance. Commitments to be an instructor of record for a course should be taken very seriously to insure quality educational experiences for our undergraduates. If a student makes such a commitment to be an instructor and is assigned a course, then alternate assistantship assignments through the department will only be made under extraordinary circumstances.

Professional Involvement

Full professional development requires more than attending classes and satisfying degree requirements. Students should become involved according to their interests with a larger network of psychologists and professionals within the university and at regional, national, or international levels. Students are encouraged to become professionally involved in organizations such as the American Psychological Association (APA), American Psychological Society (APS), Southeastern Psychological Association, South Carolina Psychological Association (SCPA), Society for Community Research and Action (SCRA), or other prominent national organizations. Most of these organizations have provisions for student membership at reduced fees.

Plagiarism

Plagiarism is defined as "presenting, as one's own, the work or the opinions of someone else." Most students define plagiarism as "copying material of some sort, either word-for-word or sense-for-sense." Although that definition is accurate, the criterion is not merely copying material; ideas, conclusions, and ways of organizing material can be plagiarized. Specifically, one is guilty of plagiarism when:

1. The words, sentences, ideas, conclusions, examples, and/or organization of an assignment are borrowed from a source (a book, an article, another student's paper, etc.) without acknowledging the source.
2. A student submits another's work in lieu of his or her own assignment.
3. A student allows another person to revise, correct, or in any way rewrite his or her assignment without having the approval of the instructor.
4. A student submits written assignments received from commercial firms, fraternity or sorority files, or any other source.
5. A student allows another person to take all or part of his or her course.
6. A student submits an assignment (a paper, a library assignment, a revision, etc.) done together with another student without having approval from the instructor.

Penalties for plagiarism may include, but not be limited to, failure for the piece of work involved, failure in a course, or dismissal from the Graduate Program.

Procedure for Modifying Clinical-Community Program Requirements:

1. All decisions regarding transferring courses for course requirements will be made through the student's Major Professor and the Program Director, using an "Individual Course Waiver" form which can be found online at <http://psych.sc.edu/clinical-community/forms>. Decisions for substituting another course for a course requirement are made by petitioning the Program Director, after the student has consulted with the major professor and the faculty member that has recently taught the required course regarding whether the curriculum substitution appears adequate. Any student wishing to substitute a course for a required course must do so PRIOR to taking the required course.
2. Petitions for waiving or transferring credit for program requirements will be initiated by the student and

endorsed by the student's Major Professor using the "Individual Course Waiver" form before submission to the Program Director. Prior to consideration, the student will provide the Major Professor with the appropriate paperwork from the following: a) specific requests for program alterations; b) a record of previous coursework, including a syllabus with a list of readings; and c) a letter or other written documentation from an instructor who typically teaches an equivalent course at USC recommending the waiver of a required course.

3. Faculty are less likely to waive practicum courses than other courses in the curriculum. Students seeking to waive a practicum course must have had a course that covered all key aspects of the practicum in order to apply for a waiver of a practicum course. Practica are not easily waived. The faculty have agreed that there is a need to directly observe the student's applied work in order to write appropriate letters for internship.
4. A student can seek a meeting concerning waivers of course requirements as early as fall of the first graduate year.

Student Annual Reviews and Evaluation of Progress

Progress and performance for all students are reviewed by the Program faculty annually at the end of the spring semester. First year students have an additional review following the completion of their first semester (but which takes place immediately when classes resume in the spring semester) to ensure that all new students are "on track" in the program and to remediate any problems before they jeopardize completion of the program.

The annual review process occurs as follows. Students complete the Student Evaluation for the Clinical-Community Doctoral Program – Student Form. The student emails the completed form to their mentor and to the Graduate Student Services Coordinator. The mentor reviews the student's completed form and completes the Mentor/Supervisor Form of the Student Evaluation for the Clinical-Community Doctoral Program. In a program faculty meeting, the information provided by the student, grades, and input from faculty and assistantship supervisors will be considered in evaluating the student's progress during the previous year. Each student will receive written feedback based on the evaluations from the Program Director prior to the start of the next academic year (i.e. August of the fall semester). If a student has not received feedback by the beginning of the fall semester the student should contact the DCCT and Major Professor regarding the annual review.

Student evaluation meetings will be confidential; therefore, student representatives will not be present.

Grievance Procedures

The Graduate School has established grievance procedures for students. Students should consult the current Graduate School Bulletin for specific procedures (see

<http://bulletin.sc.edu/content.php?catoid=35&navoid=4243&hl=grievance&returnto=search>) or

Academic Grievance Policy: <http://www.sc.edu/policies/ppm/staf630.pdf>

Non-Academic Grievance Policy: <http://www.sc.edu/policies/ppm/staf627.pdf>

In addition to university procedures, students in the Clinical-Community program may first direct grievances to the Program Director, the Psychology Department Ombudsperson, or the Chairperson of the Psychology Department.

Disabilities

If you have a disability and need accommodations, the process begins with DCCT and the request is considered with the help of the Office of Student Disability Services (ODS, see <http://www.sa.sc.edu/sds/>). While it is possible for the program to informally accommodate students without using ODS, it is preferable to involve them in the process. Since the Ph.D. in Clinical-Community Psychology involves a systematic and sequential program of training, accommodations are considered from an overall programmatic perspective rather than from an individual course perspective. Accommodations are rarely granted on a retroactive basis. If you have a disability but have not contacted ODS, please call them directly at 777-6142. If you are already registered with ODS, please make an appointment with the DCCT as soon as possible to discuss any course accommodations that may be necessary.

Ethics

Graduate students in the Clinical-Community Psychology program are expected to behave ethically and professionally. Students should be familiar with the Code of Ethics for psychologists published by the American Psychological Association, and should use these and the State Code of Ethics (S.C. Code Ann. §40-55-60 (Law Co-

op. 2001) and S.C. Code Ann. Regs. Ch. 100, Appendix B (Law Co-op. Supp. 2000) as guidelines. The State Code covers competence, impaired objectivity and dual relationships, client welfare, welfare of supervisees and research subjects, protecting confidentiality of clients, representation of services, fees and statements, assessment procedures and reports, violations of law and aiding illegal practice. However, the State Board of Examiners in Psychology uses the Code of Ethics established by the American Psychological Association to resolve any ambiguities which may arise in interpreting the rules of conduct.

Cultural Competence in the Workplace

There are two levels of policies and guidelines that are relevant to issues in cultural competence in the workplace. At a more basic level, graduate students with assistantships are University employees and must follow University policies on maintaining a nondiscriminatory work environment (see <http://sc.edu/eop/about.shtml>). In addition, students are expected to develop a more sophisticated level of appreciation and sensitivity regarding cultural issues in accordance with APA guidelines (see <http://www.apa.org/pi/multiculturalguidelines.pdf>). All students are strongly encouraged to download APA's document on cultural competence at the link listed above and to be familiar with these guidelines as they proceed through their program of study. Elements of cultural competence are integrated into the required courses of the Clinical-Community program (e.g., PSYC 760, PSYC 749, etc.).

GRADUATE ASSISTANTSHIPS AND FINANCIAL AID

There are five mechanisms of support for graduate student assistantships:

Department "A-funded" Assistantships (Mechanism A)

These assistantships are composed of instructional, teaching, research, or staff assistantship positions (or combinations of these) supported through the Department's operating budget (also termed "A-funds"). Instructional assistantships involve helping a faculty member with course-related tasks, teaching assistantships involve teaching an undergraduate course as the instructor of record, research assistantships involve assisting with faculty research, and staff assistantships involve helping specific faculty or the department in organizational and administrative tasks related to the functions of the department. Students are assigned to a specific faculty supervisor for these positions who in turn assigns the specific job duties. The time commitment is typically 20 hours per week, but can be less than this. Assignments are made by the department chair in consultation with program directors and faculty.

Grant-funded Assistantships (Mechanism B)

These positions are from grants obtained by specific faculty members to support completion of the funded project. It is the faculty member's discretion who is supported in these positions. The stipend depends on the grant's budget.

Externally-funded Service Contracts (Mechanism C)

As available, students can work for external agencies in the Columbia area through service contracts with the Department of Psychology. The supervisor and specific duties are outlined in the contract. The amount of these contracts varies and the contract length is usually either 9 or 12 months. The work is not to exceed 20 hours per week. Tuition is typically covered partly by the agency and partly by the Department and/or Dean's office. We make every effort to insure tuition coverage for students filling these contracts; however, occasionally external agencies have placed limits on tuition coverage that have led to students covering a part of their own tuition costs. These contracts are arranged through the Director of the Psychology Services Center. Advanced students are preferred for these positions as the agencies prefer students with more experience. There can be limits on international students taking these assistantships due to federal law.

Fellowships and Awards (Mechanism D)

Students have regularly applied for and received awards (e.g., APA, Ford Foundation, SREB, NIH F31 fellowships) that provide assistantship support and tuition coverage as part of the award. These applications are typically initiated by students with the support and cooperation of faculty.

Institutional Research Training Grant Program (Mechanism E)

Some students concurrently enter the Clinical-Community Psychology Doctoral program and the Behavioral-Biomedical Interface Program (BBIP). BBIP is an interdisciplinary university program supported by an NIH

institutional research training grant from the National Institute of General Medical Sciences as well as funds from the College of Arts and Sciences, the Arnold School of Public Health, and the USC Provost's Office.

Funding Mechanisms Schedule (Note that exceptions are made for formal leaves of absence which have been approved by the Graduate School)

- Years 1-2:** Students are typically supported via mechanism A, B, D, or E.
- Years 3-4:** Mechanisms A, B, C, or D are all possible. We encourage students to obtain at least some experience as a teaching assistant, preferably after the student has received the M.A. degree.
- Years 5:** Students are typically supported via mechanism B, C, or D. Students may be eligible for mechanism A, but are considered a lower priority for this category than students earlier in the program.
- Years 6 or beyond:** Students are sometimes supported by mechanism C or D beginning the sixth year of full-time enrollment in the program but the department is not responsible to provide funding at this stage. Most course requirements should have been completed and if the student's dissertation has not been defended, the cost of taking course 899 (Doctoral Research & Dissertation Prep) in order to maintain continuous enrollment will be the student's obligation. In some situations, students may have the opportunity to be funded via Mechanism B if the Primary Investigator of a research grant agrees to fund them.

Timetable for Assistantships:

- November Discuss with your Major Professor if you would like to be a teaching assistant (instructor of record) as an assistantship for the next academic year. The call for these positions typically comes from the Chair's office in late November or early December.
- Early March Discuss with your Major Professor the options for assistantship support for the next year.
- March If external contracts are identified; interviews are usually conducted in late March and early April for these positions.
- May Preliminary plan for Department-funded assistantships is made by chair in consultation with program directors and faculty.
- August Plan for Department-funded assistantships is finalized by reporting day (date faculty are to report back for official duty).

Please refer to the Office of Student Financial Aid and Scholarships for additional information about financial support: <http://www.sc.edu/financialaid/>

Funds for Travel

There are four mechanisms to receive support for professional travel through the university. First, faculty with extramural funding may choose to support student travel to present research at conferences or other grant-related travel. In addition, the Psychology Department, the College of Arts and Sciences, and the Graduate School have mechanisms to provide support for student travel to present at conferences. Each of these three sources have different mechanisms and typical funding amounts. Please see the Department of Psychology's Administrative Assistant for more details about department support. The respective websites for the two colleges also contain information about student travel awards.

Funds for Research

In some cases, the University has funds for dissertation support for doctoral candidates. Students should contact the Graduate School directly for procedures. The College of Arts and Sciences and the Graduate School award a limited number of Summer Dissertation Fellowships to students in the final phases of completion of the dissertation, but the student must have no other support for that period of time to be eligible. Several federal agencies maintain pre-

doctoral fellowship programs to provide up to three years of support for students in training. The National Institute of Mental Health, National Science Foundation, and National Research Council have programs relevant to the interests of students in the Clinical-Community Program. Application for these funds involves the preparation of a training plan and research proposal.

American Psychological Association Fellowships

The APA continues to sponsor a Minority Fellows Program for graduate students in psychology. These fellowships are multi-year stipends and are awarded competitively. The APA awards approximately 100 Student Travel Awards to enable students to travel to professional meetings to present their research. The deadline for application is early spring. The APA also makes Dissertation Research Awards of \$500. Students may apply after the prospectus is approved.

Southern Regional Education Board

The Southern Regional Education Board (SREB) supports the career development of ethnic minority scholars through fellowships and mentorship programs (http://www.sreb.org/page/1074/doctoral_scholars.html). SREB offers a 3-5 year doctoral fellowship that must be applied for during the first year of the program and a one-year dissertation fellowship. Students from the Clinical-Community program have been competitive for fellowships. SREB holds annual student development and mentorship meetings for student fellows and faculty mentors and maintains a network of professional contacts for their alumni.

Student Loans from Emergency Fund

The Department donations earmarked specifically for graduate student loans in cases of emergency. Two loan categories have been established. "Short" loans will be made to students for a period not to exceed 60 days. "Long" loans will be made from the remaining two-thirds of the fund for periods exceeding 60 days. Typically, these loans are repaid by the end of the semester or summer term in which they are received. In the event that a "short-term" loan is not repaid within 60 days, it will automatically be treated as a "long-term loan," subject to the interest charges of 4%. Graduate students interested in obtaining a loan will be required to obtain the application forms from Dr. Bret Kloos on which to indicate the amount requested and the reason for the withdrawal (e.g., unexpected school expenses, personal emergency, etc.). The petition will then be acted upon and the student will be authorized to withdraw the amount stipulated from the accounts.

Note about Taxes

It is our understanding at this time that students must declare on income tax returns monies received from assistantships, etc. Fellowships may be exempt but students are advised to consult with the IRS regarding current income tax stipulations.

Clinical-Community Program Awards

The Clinical-Community Program has four awards which have been endowed by donors. Information about these is sent to all graduate students annually via our student listserv, typically early in the spring semester because these awards are applied for late in the spring semester.

Graduate School Fellowships

The Graduate School has a number of fellowships available. Information and deadlines can be found on their website at: <http://gradschool.sc.edu/students/paying-grad.asp?page=paying>

**CURRICULUM AND REQUIREMENTS
FOR THE CLINICAL-COMMUNITY PROGRAM**

While there is individuality in the programs our graduate students follow, there are certain requirements common to all. These can be summarized as follows (and explained in greater detail in the sections following):

Requirements for the Ph.D. in Clinical-Community Psychology

1. Curriculum and Credit Hours (69 hours + 12 Dissertation Hours)
2. Doctoral Candidacy
3. Program of Study
4. Research Requirements
5. Master's Degree Requirements
6. Practica
7. Comprehensive Examinations
8. Dissertation Research
9. Internship

CURRICULUM AND CREDIT HOURS

<u>Core Didactic Courses</u>	<u>Min Hours</u>	<u>Courses</u>
Basic Quantitative Methods in the Analysis of Behavioral Data I, II	6	709 and 710
Core Module, Basics of Neuroscience	3	702a
Survey of Social Psychology	3	770
Seminar in Developmental Psychology	3	820
Principles of Human Diversity	3	749
Psychological Assessment I	3	761
Cognition, Learning, & Cognitive Neuroscience; or Cognitive; or Basics of Learning	3	888 or 702b, or 702d
<i>Subtotal</i>	<i>24</i>	
<u>Core Research Skills</u>		
Research Approaches to Human Behavior	3	772
Thesis Preparation ¹	3	799
Doctoral Research & Dissertation Preparation	12	899
<i>Subtotal</i>	<i>18</i>	
<u>Specialty Courses</u>		
Systems and Theories of Psych. Interventions	3	725
Psychological Problems & Resilience	3	726
Foundations of Community Psychology	3	727
Issues & Ethics/ History & Systems	3	760
Seminar in Community Psychology Practice Skills	3	742, 745, 777, 783, 829, or 845
<i>Subtotal</i>	<i>15</i>	
<u>Required Practicum</u>		
Intervention Practica (Students must take 4 semesters of sequence (a) or 4 semesters of sequence (b) to fulfill this requirement for clinical specialization)	12	(a) 782 and/or 830 (b) 827 and/ or 835
<u>Electives for Specialization</u> (support research, or additional practica to be competitive for Internship)	12	763, 829, 839, etc.
<u>Total</u>	<u>81</u>	

¹ For doctoral students who entered the program with a prior Master's degree and elect not to obtain a second Master's degree through our program, Independent Advanced Research (Psyc 889) should be substituted for Thesis Preparation credits.

Recommended Course Sequence (typical completion of program hurdles)

Year 1

Fall	Hrs	Spring	Hrs
Quantitative Methods I (709)	3	Quantitative Methods II (710)	3
Foundations of Community Psychology (727)	3	Research Methods (772)	3
Systems of Psychological Intervention (725)	3	Principles of Human Diversity (749)	3
		Psychological Assessment (761)	3
<i>Total</i>	9	<i>Total</i>	12
<i>(develop thesis topic)</i>		<i>(form specific thesis plan)</i>	

Year 2

Fall	Hrs	Spring	Hrs
Elective	3	Social Psychology (770)	3
Intervention Practicum I.A	3	Intervention Practicum I.B	3
Seminar in Developmental Psychology (820)	3	Psych. Problems and Resilience (726)	3
Elective	3	Thesis Preparation (799)	3
		Teaching of Psychology (790)	1
<i>Total</i>	12	<i>Total</i>	13
<i>(implement thesis project)</i>		<i>(complete thesis document and defense)</i>	

Year 3

Fall	Hrs	Spring	Hrs
Basics of Neuroscience (702A)	3	Seminar in Community Psychology Practice Skill (742, 745, 783, or 845)	3
Intervention Practicum II.A	3	Intervention Practicum II.B	3
Issues & Ethics/ History & Systems (760)	3	Cognition, Learning & Neuroscience (888) (or 702b or 702d)	3
Elective	3	Elective	3
<i>Total</i>	12	<i>Total</i>	12
<i>(develop comprehensive paper topic & committee)</i>		<i>(finalize outline of comprehensive paper and obtain committee approval)</i>	

Year 4

Fall	Hrs	Spring	Hrs
Dissertation research	6	Dissertation research	6
<i>Total</i>	6	<i>Total</i>	6
<i>(complete doctoral orals exam; develop dissertation prospectus)</i>		<i>(obtain approval of prospectus from dissertation committee)</i>	

Year 5

Continue Dissertation Research and Other Research on Campus (on Z-status), or Full-Time Externship, or Pre-Doctoral Internship

Year 6

Pre-Doctoral Internship for students who choose to do it in this year, versus Year 5

2.) DOCTORAL CANDIDACY

After completing all requirements for the Master's degree, students must apply for doctoral candidacy. Students must pass all courses as specified in the chart below in their first two years (passing means getting a grade of B or better). In addition, students must successfully defend their master's thesis by May 15 of their third year (however, students are encouraged to defend the master's thesis earlier, by the end of their second year or fall semester of their third year). After completing all of these requirements, students may then apply for doctoral candidacy. The Clinical-Community faculty will review the student's record and determine if the student may continue in the program towards doctoral candidacy. Students failing to meet all of these requirements by May 15 of their third year will not be allowed to apply for doctoral candidacy. Students failing to meet all of these requirements by May 15 of their third year may choose to finish the Master's degree but will leave the program after graduating with their Master's degree. Students who have not completed all requirements for the Master's degree by May 15 of their fourth year will be asked to leave the program. Please note for students entering with a Master's degree and thesis from another institution, doctoral candidacy per the above procedures is evaluated upon the completion of the second-year project. For these students, this project needs to be completed by the end of the third year in the program (May 15) or they will not be eligible for doctoral candidacy. The table below presents coursework required for the master's degree.

Year 1

Fall	Hrs	Spring	Hrs
Quantitative Methods I (709)	3	Quantitative Methods II (710)	3
Foundations of Community Psychology (727)	3	Research Methods (772)	3
Foundations of Intervention (725)	3	Principles of Human Diversity (749)	3
		Psychological Assessment (761)	3
<i>Total</i>	9	<i>Total</i>	12

Year 2

Fall	Hrs	Spring	Hrs
Elective	3	Social Psychology (770)	3
Intervention Practicum IA	3	Intervention Practicum IB	3
Seminar in Developmental Psychology (820)	3	Psych. Problems and Resilience (726)	3
Elective	3	Thesis Preparation (799)	3
		Teaching of Psychology (790)	1
<i>Total</i>	12	<i>Total</i>	13

All students must take the initiative to inform their Major Professor that they have completed the qualifying procedures for doctoral candidacy. Once qualifying requirements are completed, the student should obtain the appropriate form from the C-C program's Blackboard folder and have it signed by the Major Professor and Director of Clinical Training. The form must be filed with Department Records Office and the Graduate School.

Course and Schedule Adjustments for BBIP Students

The students who are also part of the Behavioral-Biomedical Interface Program (BBIP) take a few additional courses in a particular sequence. In the first semester of Year 1, BBIP students take the neuroscience module. In the second semester of Year 1, they take a prescribed human genetics course; in the first semester of Year 2, a seminar on endocrinology; and finally in the second semester of Year 2, BBIP students take a seminar on behavioral-biomedical interface issues. Students in BBIP, as well as all students and post-doctoral fellows involved with any federal grants, take an approved course on Responsible Conduct of Research (RCR) ideally in their first year but no later than their second year, and then again after four years have lapsed (as required by the National Institutes of Health). Because BBIP students have more course requirements than the basic program curriculum, some of the Clinical-Community course requirements recommended for the first two years are deferred, which is determined in consultation with faculty mentors, the BBIP director, and Clinical-Community Program director.

3.) PROGRAM OF STUDY

Two separate Programs of Study must be approved and filed with the department and Graduate School. The Master's Program of Study (MA-POS) must be completed and on file within 12 months of enrollment in the program and prior to the Master's Comprehensive Exam and Defense. **Students who have not submitted the MA-POS will not be permitted to take the Comprehensive Exam and Defense.** (Students who enter the program with the Master's Degree can omit this step). A fillable pdf of the MA-POS can be found on the department or Graduate School website at: <http://gradschool.sc.edu/forms/>

The Doctoral Program of Study (D-POS) must be completed and on file within 24 months of enrollment in the program. A student cannot be admitted to Doctoral Candidacy until the D-POS has been submitted and the student has completed the qualifying requirements. A Program of Study indicates the courses that have been taken or will be taken by the student to fill the requirements of the degree and should be completed with the Major Professor and approved by the Program Director for submission to the Graduate School. **Students who have not submitted the D-POS will not be permitted to submit their dissertation prospectus, take their Doctoral Oral Exam, or be approved for internship.** A fillable pdf of the PhD Program of Study can be found on the department or Graduate School website at: <http://gradschool.sc.edu/forms/>

4.) RESEARCH REQUIREMENTS

General research involvement

Students are assigned to research mentors by the time they arrive for their first fall semester. Students are expected to participate in research activities throughout the training program. The research faculty sponsor may be selected from any of the programs in the Psychology Department; however, students with a primary research mentor outside of the C-C program should have an identified secondary mentor/advisor from among the Clinical-Community faculty to assist with navigating program requirements.

In the first year, all students are linked with a research mentor for collaboration on research projects. Students are expected to be involved in research activity a minimum of 5 to 6 hours per week, and should have regular meetings with faculty devoted to research mentorship. Minimal frequency of mentorship meetings during a student's residence in the program is expected to be monthly, though early in the program students more frequent meetings (e.g., weekly or every-other-week) are expected.

By the end of the first year, the student is expected to develop in conjunction with the research supervisor, a research plan (mini-proposal) to be conducted as the Master's thesis (or in the case of students who already have a Masters, as a second-year project). This research plan is also developed through the Research Approaches to Human Behavior course.

Activities and Obligations of Students:

1. Students are expected to become actively involved in research from the beginning of the first year.
2. Students should stay in close touch with their research supervisor, meeting regularly (e.g., weekly or biweekly) to develop, plan and implement research projects that involve faculty-student collaboration.
3. By the end of the spring semester of the first year, each student develops, in conjunction with the research supervisor, a written plan for the Master's thesis. This project, which begins either in the summer or fall of the second year, will involve the conceptualization, literature review, research design, implementation, analysis, and write-up phases of the project.
4. For continuity and depth of training, the general expectation is that a student would remain with their research mentor during the first and second years. However, if a student (or faculty member) feel compelled to make a switch, the logical time would be at the end of the first year. To promote trust and continuity, students and faculty should have the understanding that their contract with each other is for a minimum of one year. Extenuating circumstances may arise, such as a faculty member taking an unexpected leave for a semester or the faculty member and student mutually discovering that they are not interested in the same research topics. In such cases, the Program Director would assist students and faculty in changing assignments. The Program Director could also act as a potential liaison for students and faculty in resolving obstacles to successful research involvement.

Obligations and Role of Faculty:

1. The research supervisor (typically the Major Professor) should conduct a research study evolving from their research program or interests that will (at least) pass through parts of the data collection stage during the student's involvement to provide exposure/experience to data collection.
2. The research supervisor should have a clearly defined role for the student that includes some involvement with design, preparation of materials, and data collection. Additional responsibilities could include literature reviews, data preparation, executing data analyses, etc.
3. The research supervisor should plan to have regular contact with the student throughout the year. The student should be included in regular research team meetings. In addition, the supervisor will meet with the student regularly to assess progress, provide feedback and maintain engagement in the process. It is expected that individual meetings between faculty and new students will occur at least on a biweekly basis.

In the third year and beyond, the student should continue to be linked with a research mentor as in the first two years. Unless a switch is made, the same research mentor from the Master's thesis would continue on during the third year. If a change in mentor is desired, the student needs to discuss this with the current and prospective mentor as well as with the DCCT. Third year research activities should bring the student closer to a viable dissertation project. They may also take a more advanced position within a faculty member's program of research.

5.) MASTER'S DEGREE REQUIREMENTS

Master's thesis

In the second year (and in some cases sooner), students work to complete their Master's thesis. Three credit hours each semester are taken for PSYC 799 (Thesis Preparation). The experience of the Master's thesis is designed to train students in primary research, prepare them to engage in a more extensive dissertation, and hopefully provide them with a publishable product. To this end, while there is room for a variety of approaches to the Master's thesis, it is expected that students will play a major role in the development of the idea and conducting of the work. This will give the student experience in managing a study in preparation for their dissertation. The thesis should be the type of study wherein the student would be the first author.

The thesis is directed by a departmental faculty member who chairs the student's thesis committee (usually the student's Advisor). The committee consists of the Chair plus one additional faculty member, the second reader. At least one of the thesis committee members is a faculty member of the Clinical-Community program. These two faculty will be responsible for passing your prospectus, helping with suggestions for revisions, and will be involved in the thesis defense. Once the student (in consultation with his or her mentor) has determined who he/she will have as the faculty committee of two, this committee is proposed to the Program Director for approval. Students should endeavor to include faculty members with the most relevant expertise for their subject matter. The prospectus of the research plan must be approved in a thesis proposal meeting that includes the student and the two thesis committee members. Both members of the thesis committee must agree that the thesis proposal is a pass. The thesis must be approved in advance of data collection (or analysis, if the thesis is an analysis of existing data). Upon completion of the thesis, the student must successfully defend their thesis at a thesis defense meeting that includes the student and the two thesis committee members. A successful defense means both members of the thesis committee agree that the thesis is a pass. The Master's thesis is complete when the thesis has been successfully defended and the appropriate paper work has been filed with the Program Director and with the Graduate Programs Administrative Assistant in your permanent file. See the Clinical-Community program's Blackboard Folder and <http://gradschool.sc.edu/forms/> for the necessary forms.

The Master's thesis can be conceptualized as having four parts for which the student is responsible. The design of the study should be such that the student played a major role in the development of the idea. Students may not implement another student's dissertation as a way of providing their own thesis, although they could add to the dissertation or someone's ongoing project if their addition was a separate intellectual contribution. Data analysis would need to be appropriate to the design. The entire thesis must be written in APA style, and the student should aim to produce a freestanding research paper which could be published (such that the length would be appropriate, necessary tables and figures are included, references are included, etc.). Students should plan to finish the thesis at the end of their second year or in the fall semester of their third year. As presented earlier, the latest a student can finish the thesis and still be allowed to apply for doctoral candidacy is May 15 of their third year.

It is important for students to recognize that evaluating and giving high quality feedback on a research proposal or completed research project takes time. Out of consideration of their committee members, students need to send their thesis documents to their committee members AT LEAST 10 days in advance of the scheduled meeting, or earlier if committee members indicate that they need more time to review the documents. This applies to both the Master's proposal and the completed Master's thesis, as well as the dissertation proposal and completed dissertation.

Each student is encouraged to present their thesis at regional, national, or international conferences. Students are encouraged to try to publish their study.

For students who enter the Ph.D. program having already completed a master's degree at another institution, the requirements change depending on whether or not a thesis was done. If the completed master's program did not require a thesis, the student must complete the master's thesis following the same guidelines as the other Ph.D. students in the program and the master's oral examination is necessary. If the completed master's program required a thesis, the student may complete a second year project in lieu of a thesis. The second year project may involve organizing, writing and submitting an empirical paper for publication with their major advisor. The filing of an MPOS (Master's Program of Study) is not necessary in either of these situations.

Oral MA comprehensive exam

Prior to the thesis defense meeting, the thesis committee may recommend a third faculty member who will serve as an additional person on the oral MA comprehensive exam, which is given at the time of the defense of the Master's thesis. The Oral MA comprehensive exam committee consists of the two thesis committee members plus a third faculty member. This third faculty member will be appointed by the Department Chair in order to increase the breadth of examiners from the department and to ensure that the range of psychology is covered in the oral exam. The thesis committee and the student can recommend the third committee member for the oral MA comprehensive exam to the Department Chair but ultimately the Department Chair decides who to appoint to this committee.

The third faculty member who serves on the oral MA comprehensive exam is not a member of the thesis committee and is not involved in the thesis. The third faculty member does not read the thesis, but can be at the thesis defense if they are invited and they wish to attend. The third faculty member is an active participant only in the oral examination aspect of the oral MA comprehensive exam. Faculty who provide only research training and substantive courses that are part of the non-clinical core are eligible to serve as third members on MA comprehensive committees. The oral exam essentially covers material from the courses which the student completed for the Master's Degree. There is a particular emphasis placed on demonstrating an understanding of the foundations of both community and clinical psychology. The examination will last approximately 1-1/2 hours with the first 45 minutes devoted to the specific defense of the thesis. The thesis defense would begin with a brief (e.g., 10-15 minute) presentation of the thesis followed by questions from the two major readers. Once the thesis defense is complete, the oral MA comprehensive exam begins. If the third faculty member was not present for the thesis defense itself, he/she would join the meeting at this point. The oral MA comprehensive exam consists of general questions over topics in psychology that the candidate would be expected to know from the course work in their own program of studies. (You should bring the Program of Studies which makes you eligible for the Master's Degree to the defense/examination meeting.) The two readers decide on the acceptability of the thesis, but all three faculty confer regarding the passing of the comprehensive examination.

6.) PRACTICA

The Clinical-Community Program's Practica experiences are designed to develop professionals who are capable of applying assessment and intervention skills for the remediation of problems in a range of settings and circumstances and with a range of clients. A focus of the Clinical-Community program is to prepare students who are competent in clinical service delivery to individuals, couples, children, adolescents, and families. In addition, students obtain exposure and experience with professional service delivery models from Community Psychology such as prevention programs, organizational consultation, and program evaluation services. **While students are covered under the university liability insurance for activities completed with the direct approval of the program (e.g., MOU in place), students are strongly encouraged to obtain their own professional liability insurance. Insurance can be obtained for about \$35.00/year from The Trust at apait.org.**

Students complete, at minimum, two of three year-long practica sequences (Adult/Couples, Child/Family, and/or Community) through the PSC. Students may complete both sequences in one of the two clinical practica series. The series are defined as follows:

- *Child and Family Therapy Series* (PSYC 782 (Child/Family Practicum) and PSYC 830 (Advanced Child/Family) or one semester of PSYC 782 and three semesters of PSYC 830.
- *Adult and Couples Therapy Series* (PSYC 827 (Applied Individual and Couples Psychotherapy) and PSYC 835 (Advanced Psychotherapy Practicum) or one semester of PSYC 827 and three semesters of PSYC 835
- *Combination Series*: Both of these two clinical practicum Series (e.g., PSYC 782 and PSYC 830 in year 2, and PSYC 827 and PSYC 835 in year 3).

Students will not be able to take community focused practica as part of this two year, 12 credit requirement. . In order to maintain the community perspective in our program, students will be able to take community practica as electives in addition to the incorporation of the community-oriented perspective which is infused throughout the coursework of the program. Students are encouraged to develop expertise in one practice area as part of their course of study by continuing practice training over multiple years. Elective practica opportunities are also offered through the PSC, such as Group Therapy, usually experienced as part of a course on group therapy process and procedures. Students should seek diverse and significant clinical training experiences and reliably document these experiences in order to be a competitive applicant for APA internships.

Ideally, a student who wishes to maintain a community focus and pursue an APA internship should enroll in Community Practicum while maintaining Clinical Practicum sequences in both the 2nd & 3rd years. Students with need at least 500 hours of supervised clinical practica experience to obtain APA internships. Furthermore, choosing Alternative Internships over APA or APPIC accredited internships will affect a student's ability to obtain licensure and be classified as a "Clinical Psychologist." Therefore, all such decisions about practica and internship experiences must be made purposefully with thorough understanding of future career goals and objectives.

At the core of clinical practicum at the PSC is an emphasis on training students in empirically-supported interventions and evidence-based practice in general. The theoretical base of such interventions may vary depending on practicum supervisor expertise. Most clinical practica emphasize cognitive behavioral approaches, including Acceptance and Commitment Therapy but may also include coverage of interpersonal, ecological and family systems approaches as well as brief psychodynamic approaches in adult practicum. Students learn to flexibly match the best empirically-supported treatments combined with critical non-specific therapeutic skills for optimal outcomes. The Program has maintained its emphasis on individualized practicum experiences for students. The typical format for clinical practica is a weekly group discussion on some central theoretical or applied problem and additional individual supervision.

Students begin their supervised practica within the first two years in the program. Typically, this experience initially involves assessment work with volunteers, followed by assessment opportunities through the Psychological Services Center, the campus-based outpatient center serving the campus and the community. The typical training strategy is to supply the students with material involving theory and general parameters of the applied enterprise and then to model the activity for the student. The student's work is closely monitored through direct (live and recorded) observation.

Students taking clinical practica are evaluated at mid-year and at end of year on several dimensions related to developing competence as a therapist. These dimensions include: Ethics, Professionalism, Supervision, Site Policy and Procedures Adherence, General Clinical Skills/Non-Specifics within Session, Diversity Issues, Assessment, Case Conceptualization/ Formulation, Treatment Planning and Implementation, Note Keeping and Report Writing. 4th and 5th year students use this evaluation as the penultimate clinical rating in lieu of the prior clinical comps procedure. In order for 4th and 5th year students to pass this milestone, there can be no B ratings ("Below Expectations") on the form. If there are B ratings, these students will need additional supervised experience in the area(s) rated lower. For students not using the evaluation as the penultimate, B ratings may occur but these will likely mean a lower grade in the course.

Additionally, for all students, if the average ratings in any category is a B (“Below Expectations”), it will result in the need for a formal remediation plan. This evaluation is placed in the students’ permanent record and utilized during the program’s annual review process to assess clinical competency.

General Guidelines for Supervision of Practica

All practicum work must be supervised by an appropriately trained professional as described by the South Carolina State Board of Examiners in Psychology (licensing board). At the Psychology Services Center (PSC), this must include a faculty member as a primary or secondary supervisor. During the fall and spring semesters, in rare instances in which a student is seeing clients and is not signed up for credit (as might occur if the student has only one client who is only periodically seen or does a special assessment for one client), the Director of the PSC must be made aware of this by the student and he/she will typically supervise the student or help identify an alternate supervisor.

Practicum students must have an identified supervisor for all practicum work that continues over the winter and summer leave time. For winter break, the student’s supervisor for the fall semester will continue as the supervisor on record unless other arrangements have been made. For practicum work continuing over the summer, students should check with the spring semester supervisor for guidance. If you are seeing a case through the PSC over the summer, you must let the Director of the PSC know that this work is continuing so that the PSC has a list of all students in need of supervision. You **MUST** have supervision for the summer if you are carrying a client caseload or seeing at least one client.

Community Training Slots

Students in the Program often perform some supervised clinical-community services outside the University setting during their tenure in the Program. Introductory applied experience is included in select courses (e.g., Assessment 761, Community Psychology 727). For example, during the first year of the program, many students have the opportunity to become involved with community partners in the greater Columbia area through our program’s Community Psychology course (PSYC 727) which has led to on-going opportunities (e.g., externship experiences). In addition, an introduction to community intervention experience gained through a required elective community practice course, typically address consultation, program development, and/or program evaluation skills (e.g., PSYC 742, 745, 751, 845). Extended service experiences outside of the PSC may be accomplished through training slots available within the community during the regular academic year or in the summer, including externships.

The goal of the community training slots is to enhance the student's professional competence through practical field experiences that complement their academic knowledge and faculty supervised practicum experiences. The program relies on the supervision provided by non-university personnel to conduct training for Clinical-Community students within the field. There are agreements with various agencies to provide student training experiences and supervision. These experiences and the supervision plan must be reviewed and approved by the DCCT. If a student identifies a new potential externship site on their own accord, s/he is required to discuss the experience with their mentor, the program director, and PSC director to obtain approval for the experience from the program. This approval involves demonstrating how the work fits into the students overall training goals, that the off-campus supervisor has appropriate training and credentialing, and that the site is committed to student training and quality supervision. A memorandum of agreement (MOA) is then established between the university and the community setting. Such arrangements have been made over the years with agencies such as the SC Department of Mental Health, Hall Institute, Richland Family Practice, Richland Springs, and Morris Village Substance Abuse Treatment Center.

Guidelines for Required Adult and Child/Family Practica Sequences (March, 2014)

Didactic component (PSYC 782, 827) should include the following:

1. Documentation issues
 - a. The following are required to be in each client’s electronic file at the PSC:
 - i. Assessment/intake/diagnostic summary (completed by session 4)
 - ii. Treatment plan (completed by session 4)
 - iii. Contact log

- iv. Progress note for any substantive contact (1st draft must be submitted to your supervisor through Titanium within 24 -48 hours of the client contact), notes are expected to be treatment-plan oriented
 - v. Termination/discharge summary
 - b. Instructor reviews format for the above documents, including the importance of keeping progress notes succinct
- 2. How to Use Individual Supervision Time
 - a. Discussion of work with clients
 - b. Watching videos of therapy sessions
 - c. Discussion of personal strengths/weaknesses and how these might affect working with clients
 - d. Cultural issues that influence the process and outcome of therapy
 - e. Career development/personal goal-setting
 - f. Personal reflection (e.g., genogram)
 - g. Discussion of supervision process (e.g., goals, models)
- 3. Beginning of Therapy Issues (ethics)
 - a. Therapeutic contract
 - b. Consent for treatment
 - c. Confidentiality
 - d. How to make a phone call to a client
 - e. What to say during the first session
- 4. Client Engagement
 - a. Dealing with resistance/ambivalence and other barriers to treatment
 - b. Non-specific therapeutic skills (empathy)
 - c. Micro-counseling
 - d. Termination issues
 - e. Role-playing exercises to prepare the student in these skills
- 5. Cultural Issues
 - a. Being sensitive to issues of race, gender, sexual orientation, SES, religion, etc. in working with clients
 - b. Addressing cultural issues directly/indirectly during treatment
- 6. Review of Treatment for Common Disorders in the Population
 - a. For adult practicum: anxiety, depression, substance use issues, etc.
 - b. For child practicum: conduct problems, ADHD, anxiety, etc.
- 7. Treatment Issues
 - a. How to do a literature review to determine if a treatment has a research base
 - b. How to decide on a treatment
 - c. How to obtain treatment manuals
 - d. The expectation is that, with a lighter caseload, students will be able to read more of the literature to determine an appropriate treatment

General Organization of Child/Family (PSYC 782), Individual/Couples (PSYC 827) (3 credits each; 1st semester):

- Students will receive 2 hours/week didactics/group supervision all semester—will typically start out more didactic and will move towards group supervision as the semester progresses and students acquire a caseload
- Students will be expected to start contacting potential clients in their 3rd week of receiving didactics/group supervision
- Students will also receive at least ½ hour/week of individual supervision throughout the semester and will be expected to attend even when clients cancel; may be done as 1 hour every other week.
- Students' expected caseload will be 1-3 clients

General Organization of Advanced Child/Family (PSYC 830), Advanced Individual/Couples (PSYC 835) (3 credits each; 2nd semester):

- Students will receive 2 hours/week group supervision

- Students will receive at least ½ hour/week of individual supervision, which will be primarily focused on reviewing case progress in terms of treatment plan, watching videos of therapy sessions, discussing literature regarding treatment approaches, etc. May be done as 1 hour every other week. Individual supervision occurs whether or not there has been new client contact (see 2a through 2f above).
- Students' expected caseload will be 1-3 clients
- All students will be expected to audio/videotape therapy sessions for supervision

Administration Issues and Other Supervisor Responsibilities:

- Practicum courses are to be designated as “by permission of instructor” for registration. Clinical-Community program students who need these practica for requirements should receive priority over other students for registration (e.g., students from another program, program students taking a third practicum sequence). Among program students, 2nd and 3rd year students are the highest priority. Career goals should be an important part of determining who is able to register for a practicum course among 2nd and 3rd year classes.
- The ideal size for these practicum courses is 5-6 students. If fewer than three students are enrolled in the practica, faculty cannot count the course toward his/her teaching load and the practica will need to be deferred or special arrangements made. If there are more than 6 students, the instructor should develop a plan for providing appropriate supervision with the PSC Director and the DCCT. Individual supervision of more than 6 students for a practicum course is considered an overload in teaching responsibilities.
- Supervisors must provide emergency contact information to students and discuss when to make use of this resource. The contact information should have primary and back-up contacts (e.g., primary supervisor, PSC director, and DCCT).

7.) EXTERNSHIP POLICY AND PROCEDURES

This policy was approved at the 4/16/2018 Clinical-Community Faculty Meeting. It is a revision of previous policy with clarification added by a working group of students and faculty.

1. Coordination of Externship Opportunities

- a. Defining and externship
 - i. An externship is any organized professional activity where a doctoral student provides psychological services in settings located away from USC facilities or in settings embedded in community agencies. Typically, these activities would not have direct supervision of USC Psychology Faculty but from qualified professionals at the site. The activities might constitute a psychological service include therapy, assessment, consultation, evaluation, group facilitation, organizational capacity building, community development, representing USC in a coalition, etc.
 - ii. Externships may be paid or volunteer positions where students earn experience in exchange for training and supervision by professionals at the externship site.
 - iii. In all types of externships, a Memorandum of Understanding (MOU) is required between the setting hosting the extern and the Clinical-Community Training Program.
 - iv. All externship opportunities need to be reviewed between the student and mentor. Formal approval of student involvement in the externship will be documented by the MOU and signed by the student, mentor, externship site supervisor, and the CC Program Director.
 - v. The Clinical-Community program has many partnerships with community agencies. Some externships are long-term commitments that renew each year (note a new MOU is required each year for continuing externships). Some are episodic opportunities that are available on a project-to-project basis. Finally, some externships might be developed with an agency as a specific opportunity arises. See guidelines below for developing a new externship.
 - vi.

2. The Role Of Externships In Clinical-Community Training

- a. *The Faculty make a commitment to students' career development* through our applied research, intervention activities, and practica at the Psychology Services Center. These activities provide many opportunities for student development; however, they cannot always provide the range of career development experiences in which students may want to develop expertise.
- b. *Externship experiences are designed to supplement quality training* by expanding training opportunities not otherwise available experiences (e.g., assessment in hospital settings, health promotion with a community-based agency, organizational consultation). Externships can also allow students to gain more hours in specific skills where they want to build expertise.
- c. *Recommendation for all students.* – We recommend that all students participate in at least one externship (e.g., at least one for 5-10 hours a week) for at least a semester to obtain community-based experience.
 - i. This recommendation is consistent with our interest in clinical-community science and implementing the best intervention methods in the field.
 - ii. We expect that these applied experiences will inform research and policy.
 - iii. In the recent past, students who have had at least one externship experience have been competitive for internship placements when the externships helped develop specific skills rather than simply accrue hours. Students most competitive for internships have completed more than one externship
 - iv. *Notes of Caution* – *Externship match needs to be a thoughtful part of career development planning with mentors.* Some externship experiences may not be as beneficial as others.
 - v. *Note of Caution II* - *Care needs to be taken about commitment of time.* Externships are meant to supplement career development. Your research and the development of expertise are the largest determinants in getting jobs. Externships can become problematic when they take away from these core professional development activities.

3. Externship Oversight and Coordination

- a. APA mandates that the program has a responsibility to review all externship activities. This responsibility includes reviews of ethical conduct and an assessment that externship activities are proportionate to other core activities in a student's career development. The Clinical-Community Program Director is responsible to engage faculty in a process for conducting these reviews.
- b. Student must complete a Memorandum of Understanding (MOU) using the template provided by the program. This must be reviewed and approved by an externship supervisor and the USC Clinical-Community Program Director for any on-going professional activity outside of the PSC/ Department. A MOU must be approved BEFORE any work begins at the site. Activities that begin before having an approved MOU need to cease immediately until a MOU is approved. Students undertaking externship activities without an approved MOU will be placed on academic probation with consequences to be determined after a Clinical-Community faculty review. The MOU is available on the program Blackboard site and in the appendix of the handbook - https://blackboard.sc.edu/webapps/blackboard/execute/launcher?type=Course&id=1013620_1&url=
- c. A standard MOU template has been developed by the program and should be used to develop the specific MOU for each externship opportunity.
- d. In most cases, students are responsible for working with faculty and externship supervisor to develop the agreement. In some cases, the externship partnership will develop from ongoing collaboration between faculty and a community agency.
- e. Each MOU must specify
 - i. Role and responsibilities of the Extern at the site
 - ii. Responsibilities of the Externship Site for providing resources, required supervision, necessary training, and regular evaluation (e.g., mid-term and final) to be part of student record

- iii. Expectations for performance, regular activities, number of hours to be worked, limit to hours per week, and length of MOU agreement
- iv. MOU specifies how conflicts will be addressed and how an agreement may be ended early.
- v. Regular evaluation will include at least one evaluation by a supervisor at the externship site and at least one evaluation of the site by the student.

4. The Clinical-Community Program will keep a data base of current and past externship sites.

- a. In April of each year, a listing of externship sites that will be continuing or are interested in taking new students will be announced. Opportunities that develop during the year will be announced by email and included in the externship database.
- b. At the beginning of each semester, students will need to report their externship activities in the externship database (note - need to develop reporting mechanism). An MOU can cover both semesters of an academic year but would need to be reconfirmed in the externship tracking database at the beginning of the spring semester.

8.) COMPREHENSIVE EXAMINATIONS

General Comprehensive Project Procedures

Part I. General Comprehensive Examination ("Comps Project")

The general section of the written comprehensive examination will be a demonstration of the ability to integrate information and critically review a body of empirical research through one or more theoretical frameworks. The focus of the written product may be any area of scientific inquiry that fits within our program description (see <http://www.psych.sc.edu/clinical-community-program-0>) Before the end of the third year of graduate work, or by August 15, each student will be expected to complete the written part of the general comprehensive exam. The primary goal of this exam is to demonstrate proficiency in critical thinking and written communication via the comps. A secondary goal of the process is to encourage students to submit written products for peer-review to develop skill in the use of constructive feedback from peer review. Students have different schedules for developing chosen areas of expertise, conceptualizing project ideas, and taking on leadership roles for written products. Because of these differences, we offer two choices for how to meet the exam requirements.

One of two types of written products may be chosen by the student in consultation with his or her major professor:

- A. Comprehensive review paper. The written product will be in the form of a *Psychological Review* or *Psychological Bulletin*-type paper. Benefits: Such papers, if published, are often highly cited works and can be helpful in defining and demonstrating a student's expertise. In addition, the product of the comprehensive review paper is often useful for developing the dissertation project.
- B. Integrated portfolio of peer-reviewed work. The portfolio will consist of two or more peer-reviewed written products (i.e., manuscripts and/or peer-reviewed grant applications) for which the student was the primary author (for manuscripts) or principle investigator (for grants). The peer-reviewed written products must have a closely-related topic. The student will independently produce an integrated introduction and discussion section to synthesize the works together for the committee and to describe the importance of the program of work and the future directions. In addition, (a) the place the work was submitted for peer review should be described (e.g., journal, funding agency), (b) the status of the work should be clearly indicated (e.g., "funded", "in-press"), and (c) all peer-reviewed feedback from the submitted works should be included (e.g., peer-review comments in appendices). Benefits: The portfolio option has the advantage of rewarding students who have already been active in publishing and/or grant writing as a primary author and have begun to develop a cohesive program of research relatively early in their graduate career. The portfolio introduction could be in the format of an article, a brief or a personal statement, all of which could be useful in meeting academic career milestones (e.g., for job applications). Alternatively, the focus of the new writing could be to better articulate the student's developing program of research, similar to what applicants for faculty positions are asked to do in research statements and job talks. These statements are

longer and more detailed statements than are provided in publications and grant applications and are related to the conceptual foundations, relevance to health, and potential longer-term implications if the work is successful.

In both options, it is important to note that the new writing produced for the committee must be an independent effort. Because this is an examination, once the plan for the comprehensive paper has been approved by the committee, students are not allowed to have other people (students, faculty) read the paper and provide feedback. Any consultation that is solicited from other students or faculty during the examination period should be documented in a log and submitted along with the final written product.

Clinical-Community students will not be allowed to accept internship assignments before the passing of the general comprehensive examination. Students not completing their comprehensive paper requirement by the end of their third year should not register for dissertation credits until the paper is completed; however, the Director of the Clinical-Community Program may make exceptions in certain circumstances.

A. Selection and Approval of Type of Product, Topic and Committee.

Students should select the type of written product and a topic for the comps paper if selected in consultation with the Major Professor or other faculty members. Faculty members can be asked to suggest topics in their field of expertise. The comps project is designed to demonstrate a student's ability to integrate psychological theory and research findings and focus them on a single problem or set of problems. Committee members can be active in helping a student define a problem clearly prior to the point at which an outline is approved by the committee. The Program Director will approve or disapprove the type of written product, general topic, and the comps paper committee. It is the responsibility of the student to approach proposed members of the comps paper committee and solicit their willingness to serve prior to contacting the Program Director. A topic for the comps paper and a committee of at least four faculty must be selected, and approval given by the Director of Clinical-Community Training by the end of October of the student's third year. At least three committee members must come from the Psychology Department and all committee members must be graduate faculty. The fourth committee member must be a faculty member outside of the psychology department. The designation of graduate faculty refers to those faculty who are eligible to teach graduate courses at USC (see *USC Graduate Bulletin* for details). The function of the comps paper committee will be to help the student specify a topic for study, review the proposed outline, and to review and evaluate the quality of the final product.

A form indicating approval of the type of written product, general topic, and committee membership should be signed by the Director and placed in the student's file. If the Director does not give approval, the student may appeal the decision and request a review by the Clinical-Community Program Committee.

B. Proposal Approval

Following approval of the topic and committee, the student should prepare an outline of the proposed written product in consultation with committee members. The student may consult with individual committee members with regard to the outline prior to a formal meeting. Once an outline is developed, the student will schedule a meeting of the Comps Committee to approve the outline. The student will have available for committee members a tentative outline of the written product at least one week in advance of the meeting. The student should be prepared at the meeting to describe the unique contributions of the written product. For example, to compare and contrast the proposed review paper with any similar review papers, to describe the uniqueness of the aims of a grant application, or delineate the student's contribution to peer-reviewed products included in a portfolio. The outline meeting is a process meeting and the student should expect changes in the outline. It is possible that more than one meeting will be required. Critical to final approval of the comps project proposal is unqualified acceptance of the outline by the committee. Concerns by the committee regarding the viability of the idea, availability of relevant literature, etc., are issues which should be resolved before the outline is approved. Outlines considered only minimally acceptable by committees tend to result in borderline written products. In addition, the committee is encouraged to discuss in advance and document in writing the standards they will use to evaluate the written product. For example, the product may be expected to be of comparable quality to products the faculty typically review as part of peer-review for journals or for funding agencies.

For students who choose the comprehensive review paper, an outline of the written product should be approved by the Comps Committee no later than May 20th of the student's third year. **For students who choose the integrated portfolio, an outline of the introduction and assemblage of the peer-reviewed articles/ grant applications must be completed by the same deadline: May 20th of the third year.** Faculty should not meet for this purpose during the summer sessions, and may choose to not be available after the end of the spring semester. It is preferable to have the outline approved well before May 20th of the student's third year so that the comps project can be completed before the end of the third year.

The approved outline should be placed in the student's file. Once the outline is approved, the student will complete the written product without feedback on the writing from committee members, other faculty, or other students. However, if the student, upon delving deeper into the subject area determines that a revision of the outline is required, the student may consult the committee members, other faculty or students on issues related to the conceptual approach or organization that may need to be modified. A log of all such contacts should be kept including the date, people involved in the consultation, and topics covered during the consultation. In the case of similar written products published prior to the outline meeting, an existing recent review will not automatically exclude the topic from consideration for a comps paper. Students who have an approved outline for a paper will not be held accountable for similar papers published during a period of six months following the date of the outline approval. A separate decision regarding appropriateness of the topic will be made by each committee. Remember, the comprehensive paper is an examination, and therefore outside help from other students such as editorial feedback or help with proofreading of the written work are not allowed.

C. Form of the Project.

1. Comprehensive review paper. The paper is to be a critical or theoretical review similar to those published in *Psychological Review*, *Psychological Bulletin*, or *Clinical Psychology Review*. The paper should review an area of research that has not been reviewed in the previous five years. It is important to critically evaluate the research and to integrate findings rather than to treat the studies as an annotated bibliography. The readers of the paper should be able to understand through your analysis which studies should be weighted more heavily in the conclusions and how the findings can be integrated. The topic chosen should have a body of empirical research sufficient to warrant a comprehensive review. Final decision regarding the appropriateness of the breadth of the specific topic focus shall be in the hands of the comps paper committee.

2. Integrated portfolio of peer-reviewed work. The goal of the portfolio option is for the student to articulate his or her own developing program of research with concrete examples given in the form of peer-reviewed products. The introduction must provide a rich description of the importance of the problem to be addressed by the program of research and a cohesive explanation of the theoretical foundations of the program of work. The products in the portfolio are judged as to how well they fit within the described program of research and the quality of the portfolio items. The extramural, peer-reviewed feedback from these products is provided as an aid to the committee, but the committee will make its own independent assessment of the quality of the work. Finally, the general discussion describes the implications of the specific products for the future directions of the program of work.

D. Preparation and Submission of Comps Projects.

For review papers, APA style is the default choice unless a specific journal is targeted with different guidelines. Since the goal of this paper is the completion of a useful or hopefully published product, the length of the paper should adhere to the guidelines for the target journal, but would typically not exceed 35 pages of text (double-spaced). The length of the introduction for the integrated portfolio should not exceed 10 pages of text (double-spaced). However, the complete portfolio will vary in length and should include: the introduction, two or more peer-reviewed products, and the peer reviews. Students with concerns about executing scientific/technical writing or other aspects of the proposed product should seek advice from the major professor or other faculty about books and other resources that describe principles of effective scientific writing.

The largest danger for students that always leads to a failing written comps is that the review paper/portfolio introduction does not get written. The next largest danger for students is that the first complete draft of the work is completed without sufficient time to reflect on the writing, and thoroughly proofread the work. Because deadlines for

outline and paper are now firmly fixed, students should not delay. Inevitably, the longer students have postponed beginning the paper, the worse the final product.

The student will provide each committee member a copy of the final product not later than 5 p.m. on August 15 immediately prior to the start of the student's fourth year. If August 15 falls on a weekend, the paper must be turned in by 5:00 on the Monday following the 15th. Failure to meet this deadline constitutes a "failed" grade for the paper.

E. Procedures for Evaluation of Comprehensive Project.

1. A meeting of the Committee members should be scheduled within approximately four weeks after the comprehensive project is submitted. (However, it is likely that a project submitted during the summer may not be acted upon until the Fall semester when faculty return.) At this meeting, the committee members (in the absence of the student whose project is being evaluated) will vote on the acceptability of the paper. Each committee member should write on paper his/her vote, limited to the options of Pass or Fail.
2. If all three votes are in agreement, whether Pass or Fail, the committee will discuss the strengths and weaknesses of the project and rate the student on the competencies forms for the written exam. Following this discussion, the committee will provide feedback to the student, including the decision to Pass or Fail, and more specific feedback regarding the strengths and weaknesses of the project and the competencies ratings. When the initial vote of the committee members results in a split decision, either for or against passing, the committee will discuss the strengths and weaknesses of the project and following this discussion, a second vote may be taken. A pass for the exam is based on the majority of the committee members voting "Pass" in their final vote. If exactly half of the committee members vote "Pass" (e.g., if there were four committee members), this is a Fail outcome.
3. In cases where a project has been failed, either by a split or unanimous decision, the committee will submit, in writing, a statement regarding the weaknesses of the project. This statement will be submitted to both the student and the Program Director within one week of the decision meeting. The voting sheet of the committee, the written statement, and a copy of the comprehensive project will be retained in the files of the Program Director. These materials will be retained until such time as the student is awarded a degree from the program.
4. If a student fails to submit a project by the designated deadline in the third year, that will constitute a Fail on the Comprehensive Project. A failed project means the student may continue with the same topic, but it will be necessary to revalidate the topic and committee members with the Program Director following the usual procedures as outlined in the Student Handbook, above.

One copy of the approved project must be put in the student's file in the Graduate Records Office. A second copy must be submitted for the general file of comprehensive projects at the PSC. These projects will be available to future students to aid in preparing their own papers.

F. Policies Regarding Comps Project Completion.

1. Students who do not pass their comprehensive project on their first attempt will not be allowed to register for dissertation credits until the comps project has been passed.
2. If the student has failed the comps project (either because of a vote to fail by the committee or because of not turning a paper in by August 15th following the third year), then the student will be required to pass their comps project by the end of their fourth year or be dropped from the Program.

Summary Timetable for Completion of Comps Project:

Task Deadline

Topic and Committee approved by the Program Director October 31st of the third year

Committee meeting to approve outline May 20th of third year

(December 15th is recommended)

Completed paper submitted to committee members August 15th of the third year

(March 15th is recommended)

Feedback meeting ~4 weeks after submission

Signed approval forms entered in student's records file After feedback meeting

Informal Suggestions for Organization and Fulfilling of the Goal and Purpose of a Comprehensive Review Paper

Outline Format Suggestion:

I. Introduction to the topic

II. Theoretical background

- Briefly introduce the reader to major theories in the area, but do not give great detail
- Maybe just a paragraph on each
- Tell when introduced, main ideas, major people who have worked in this area
- Write only enough, so when the committee reads the studies, they can think in terms of the theories-- as the writer, you will also want to be thinking about the studies in these terms

III. Paper parameters

- what the paper will and won't cover
- if including tables to basically summarize the studies, report that tables with details of the studies will be included and should be referred to
- state how the topics in the literature review will be organized

IV. Methodological considerations

- keep these unique to your topic although addressing the major aspects of design
- e.g., they know that self-report measures have limitations in general and that sample size should be large enough
- addressing these issues as concepts here makes it possible to refer to these ideas with less detail in the body of the review
- consider briefly citing studies which handle the different methodological considerations especially well and those for which they are serious problems
 - A) Issues regarding definitions and concepts
 - B) Limitations of samples used
 - C) Measurement issues
 - D) Design issues
 - E) Other issues

V. Review of the empirical literature

- This should be organized in some fashion around concepts – think through the research area to find ways to categorize, to find themes that seem important for the area, and that allow for comparison and contrast of the studies.
- This should not be conducted as an annotated bibliography, but rather should grapple with the quality of the studies. The review should read as a critique which makes determinations as to the importance of the findings of studies based on the quality of the research which allows for conclusions which weight the best research findings accordingly.

VI. Summary and conclusions

- very important section! Do not let the paper fall flat here – there is where you get to make your important contribution; this is where you should push your ideas, use creativity
- should be 10% of the paper (6 – 8 pages or so)
- Think through and discuss what the findings and your conclusions mean? What are the major implications of the findings?

- Think about individuals working in this field and what would be important for them to know from this paper
- Consider whether our knowledge in the area has changed over time (especially since past reviews)? Are researchers still examining the same types of things? Why/Why not?

Overall Expectations:

- 40 page maximum without tables and references
- Paper should mainly be about the concepts around which you are organizing the studies
 - use literature as an illustration of your ideas
 - how the studies address the important ideas and concepts
- Don't pad the paper with in-depth description of studies.
 - use tables to summarize details (e.g., samples, measures, etc.) or organize important information into a concise presentation
 - only summarize important aspects of the studies in the meat of the paper while making overall determination of the quality and usefulness of the study and how it relates to other studies
 - You don't have to *prove* that you've read every study by citing every detail of it.
 - It is easy to fall into a pattern of devoting 1-2 paragraphs discussing each study you review without integrating information across studies. This leads to a paper that is a series of abstracts rather than a synthesis and critique of the literature, and does not meet the goals of the paper.
- Use a critical eye when examining the literature.
 - compare and contrast!!!!
 - each study does not have equal weight or importance, so don't give each study similar amounts of text
 - weigh good studies more in light of your conclusions
 - Identify noteworthy studies
 - use importance/weight to understand discrepant results
 - "Y's well-controlled study also looked at _____. However, one problem with X's study is _____. Because X's findings are different from Y's, then we should likely weigh Y's findings more and think _____."
- Indicate whether the studies support one theory or another.
 - Are they meant to test a particular theory?
- What best informs the literature?
- What do we know at the end of the critique, so we know where to go next?
- Recognizing that many areas of research are very difficult and fraught with problems, don't decide that everything is flawed and useless – rather focus on what is best in the literature, or what provides a model for future studies, or what might be noteworthy for studies in the future
 - Don't spend a lot of time picking apart each study's methodological flaws (unless noteworthy), but be willing to make an overall judgment of its value which guides the reader in weighing its value
 - Make allowances for problems researchers have when collecting data (e.g., difficult populations to research).
 - You would want to mention major flaws, if they raise questions as to the credibility of the results.

Recommended Book:

Galvan, Jose L. (2009). *Writing literature reviews: A guide for students of the social and behavioral sciences, 4th edition*. Los Angeles, CA: Pyczak Publishing.

Part II. Ph.D. Oral Comprehensive Examination

Each student in a doctoral program will take an oral comprehensive examination.

Purpose:

The University of South Carolina Graduate School requires a general oral comprehensive examination. The purpose of this examination is to provide evidence to the department that the student is competent in general knowledge of psychology and in the student's area of expertise. General knowledge is defined as the knowledge necessary to teach a course in introductory psychology. Of course, a student should also be very competent in the area of psychology in which the student has specialized. Specifically, the oral comprehensive assesses: (1) knowledge in general psychology; (2) the student's ability to integrate knowledge from diverse areas; and (3) the student's ability to perform as an expert in psychology in a conversational and interrogatory setting. This last purpose has direct transfer to participation in professional meetings, to dealing with professionals other than psychologists, and to similar types of occasions.

Committee:

The full committee shall be proposed by the major advisor/dissertation director and approved by the graduate program director and department chair.

1. The committee will consist of four members.
2. The student's dissertation director, advisor, or professor directing the student's research is on the committee and serves as its Chair.
3. A second member is selected from the graduate program in which the student is studying. The selection is made by the major advisor/dissertation director after consultation with the student.
4. A third member of the committee must be selected from outside the Department of Psychology, but within the University. This person shall be selected in the manner specified by the Graduate School. To wit, person shall be 1) a USC graduate faculty member; or 2) a graduate faculty member at another accredited institution with expertise in psychology; or 3) a USC faculty member who is not a member of the graduate faculty, but who is qualified to serve on this committee; 4) if the proposed member is not in category (1) a justification must be made to the department chair and the Graduate School. Ultimately, this member is selected by the program director after consultation with the student.
5. The fourth member of the committee will be selected by the department chair. This member will be from one of the applied areas for doctoral candidates in Experimental Psychology, and from the experimental area for doctoral candidates in School and in Clinical/Community Psychology.
6. A copy of the student's approved program of study will be attached to the request to form a committee and sent to all committee members prior to the exam.
7. The whole committee must be present in person or electronically (e.g, via Skype) at the oral examination. In the case of unplanned absences, an alternative person may be appointed by the program director with approval from the chair.

Time Frame

Students must complete the Ph.D. Oral comps and the Dissertation Prospectus prior to applying for internship, but they may choose the order in which they complete these milestones. One of these milestones must be completed by May 1st of the year prior to internship and the other milestone must be completed by October 15th of the year prior to internship. Of course, student may complete both milestones by May 1st and are encouraged to complete these milestones by the deadlines in order to be more competitive candidates for internship. Failure to meet these deadlines will place the student under review and might jeopardize their internship endorsement. Certification of the comprehensive examination for doctoral students remains valid for five years from the academic term taken, after which it must be revalidated. This rule is stipulated in the USC Graduate School Bulletin.

General Content and Format

The content of the examination will be from two main sources:
These are defined as those topics found in introductory psychology textbooks. Fundamental grasp of advanced

knowledge in the student's course of study.

Equal time and emphasis will be appropriated to key concepts in general areas of psychology and to the grasp of advanced knowledge in the student's area of expertise. The exam period shall last an hour and thirty minutes. The first 5 to 10 minutes shall consist of organization by the committee members without the student being present. It is the responsibility of the chair of this committee to establish the format and conduct the examination including areas covered. The exam proper should be a minimum of 60 minutes and no more than 75 minutes.

Evaluations:

1. A student can be graded on three levels.

Pass

Incomplete: The student's success (that is a pass) will be established only after re-examination in a specific area or areas which were deemed deficient. There is only 1 attempt at re-examination.

Fail.

2. A positive vote by at least three members of the Committee is required for a "pass."

3. The vote will be by written ballot.

4. Students are expected to pass within two attempts. If re-examination is to take place the committee will be reconvened. Failure to pass with two attempts constitutes unsatisfactory progress toward the Ph.D. and the student's Graduate Program Committee may recommend that the student be terminated from the program.

(Passed by the full Faculty of the Psychology Department, January 26 2015, Effective, August 15, 2015)

8.) DISSERTATION RESEARCH

Department-Wide Guidelines for Ph.D. Dissertation

(Policy Approved by General Faculty: January, 1993)

The graduate school has specific requirements and guidelines for the dissertation. The following is a supplement and departmental interpretation of the graduate school bulletin; it adds to, but does not replace, graduate school requirements.

The dissertation is both a process and a product. It is a process because preparation for it begins from the moment a student enters graduate school; it is a product because it occurs at the culmination of a graduate student's career and signals the student has acquired the skills and training to become a successful leader in the field. .

Because it is a process, the preparation for an execution of the dissertation occurs over many years; it can be broken down into a series of stages, each of which will be addressed separately. These guidelines are general departmental guidelines to be followed by all students. Each graduate program area may assign and attach more stringent and additional guidelines for the dissertation.

Course Work

Students should pursue course work during their careers at USC in a timely manner. During their course work they should be thinking about areas of concentration, research, and avenues of exploration that they might find fulfilling. Students along with their course work should be involved in one, two or several research projects. These research projects might be of their own design or that of a faculty member in their graduate program. The seeds of a fine dissertation are often germinated during a student's first or second year of course work, laboratory work, or field placements. Course work should be mostly completed before proposing the dissertation. The student should also be proficient in statistics and necessary computer programming prior to proposing the dissertation.

Developing an Idea

The dissertation is designed to be a meaningful venture. Students should develop an idea which has theoretical and applied scientific utility. It is recommended that students define their topic in a manner which satisfies the following criteria:

1. The study is stated in terms of a question or problem which needs to be solved.

2. The question or problem is meaningful and interesting to the student, to the point where the student can sustain the interest over the course of an extended period of time.
3. The proposed study follows from some previous work such as a pilot study, a previous study conducted by the student, a review paper, work by other students and faculty in the department, or specific work in the field.
4. The proposed study helps to answer the questions being proposed.

Proposing the Idea

Technically, the dissertation may be proposed at any time during the student's normal course of study. Practically speaking, most students propose the dissertation in their fourth year. However, there is nothing to prevent a well-prepared student from beginning a dissertation earlier. The process actually begins by developing a committee. [NOTE: The Clinical-Community Program requires that graduate students submit their dissertation topic and chairperson to the DCCT immediately following the completion of their coursework or by the end of their fourth year in the program (whichever comes first).]

Developing a Committee

At the time that the student is ready to begin work on the dissertation, the student will select from the faculty a *dissertation director* to direct the dissertation, subject to the consent of the faculty member. Often, this person is the student's advisor. The person need not be from the program in which the candidate is enrolled. The student must select a dissertation director who is knowledgeable in the problem area.

Committee Composition. A committee of at least two other faculty members in the department and one faculty member outside the department is also selected by the student in consultation with the dissertation director. At least one of the other two faculty members from the department should have some substantive knowledge in the area being proposed. This knowledge does not have to be especially focused, but the faculty committee members should be able to substantively add to the student's direction and research.

Outside Faculty Member. The faculty member who comes from outside the psychology department is on the committee to ensure quality control and to certify to the graduate school that the dissertation and its process have met university procedures and standards. This faculty member also may, and often does have an interest and expertise in the student's area of research. Consultation with the dissertation director or the graduate program director will usually aid a student in determining who would be an appropriate faculty member from outside the psychology department.

Committee Approval. Any faculty member, indeed any individual at any institution, can be proposed. Exceptions to the standard policy require the approval of the program director, the department chair, and the Dean of the Graduate School.

These four faculty members constitute the student's dissertation committee and in most instances, will constitute the examining committee for the oral defense. All members of the committee must be members of the graduate faculty, unless approval is obtained for an outside member as described above. The committee acts for the department in all matters concerning the dissertation proposal, its execution, its final form, and examination on it. All dissertation committees must be approved by the DCCT and then the department chair.

Changing a Committee. Once a committee is approved, it is considered exceptional for committee membership to change. A faculty member who may be unable to carry out committee duties (e.g., due to illness, sabbatical leave, etc.) may, with approval by the student, ask for permission to be removed from the committee. A substitute member would then be obtained in keeping with procedures for original selection of the committee. A student changing the dissertation topic substantially may, with approval of the committee members, ask for dissolution of the committee. Under such circumstances, a new committee would be formed, and the entire normal process would resume from the beginning (i.e., approval of a proposal, etc.).

If the dissertation director or member of the committee leaves prior to the initiation of the actual data collection, a new dissertation director and/or member must be appointed. If the dissertation director or member of the committee

under whom the work was performed leaves USC after the initiation of data collection, the member may continue as the director or member of the committee if the defense of the dissertation takes place no later than one academic year following the prospectus meeting. Any member substitution must be approved by the department chair and the Dean of the Graduate School.

The Prospectus Meeting

The student arranges for a prospectus meeting and the announcement of this meeting is posted at least one week ahead of time. The student should make arrangements for holding the prospectus meeting with the graduate office in the department and the announcement form can be found online at https://ww2.cas.sc.edu/psyc11/sites/default/files/attached_docs/CCPHDProsCommApproval.pdf. Any faculty member or graduate student in the department may attend the prospectus meeting. The dissertation committee will review the prospectus with the candidate. A copy of the final prospectus with the written approval of all committee members is filed in the student's folder. Students are required to have an approved prospectus before applying for an internship. The DCCT will not write a letter of recommendation for you for internship applications until the prospectus has been passed and all milestones, except for the dissertation defense, have been completed. It is the responsibility of the student to make sure the DCCT has the necessary documents proving you have completed all required milestones **AT LEAST ONE WEEK before first internship applications are due (typically November 1).**

It is important for students to recognize that evaluating and giving high quality feedback on a research proposal or completed research project takes time. Out of consideration of their committee members, students need to send their dissertation documents to their committee members AT LEAST 10 days in advance of the scheduled meeting, or earlier if committee members indicate that they need more time to review the documents. This applies to both the dissertation proposal and completed dissertation.

At the prospectus meeting, students have a 10-15 minute presentation prepared to introduce the study. Explain how you became interested in the topic or how the research idea developed. In the presentation, briefly review the literature which supports the research proposal and explain the methodology as to how the research question will be answered to the extent that it is clear to the committee how you intend to proceed. Following the presentation, committee members will introduce questions as necessary to clarify issues or raise potential problems.

Preparing a Prospectus

Although there are minor variations in how the prospectus should be written (each faculty member has a view of the prospectus and you should consult with your dissertation director about this), there are major common elements of the written prospectus. The prospectus shall follow APA style guidelines.

Sections. There are five major sections: introduction, method, analysis, brief discussion, and references. The introduction should contain a concise and relevant review of the literature pertaining to the question or problems at hand. The question should be formulated within this section and the specific rationales should be given for the project. The introduction should read like a persuasive argument. Namely, the literature cited should indicate what has been done and why the proposed project follows logically from what has been done previously.

The introduction should identify an unanswered question in the research that has been conducted so far, why that question is important, and how the present study will answer that question. The argument usually makes an explicit statement of the specific hypothesis tested in the research. The argument should also convince the reader that the particular way in which this project will be undertaken is necessary for a successful resolution of the problem.

The method section should include the following sections as appropriate to the project: subjects or participants, design, treatment conditions, raters or testers or observers, measures, tasks, apparatus, procedures, and scoring (these are the most common, but not the only ones, nor do all of these have to be included.) The method section should be given in sufficient detail so as to allow the committee members to understand and critique all aspects of the proposed project, including preparatory details such as method of recruiting subjects. If there are supportive details or information (for example, consent forms, recruitment strategies, and copies of measures) these can be left out of the text of the method section and instead placed in appropriate appendices at the back of the prospectus. By placing materials in the appendices, the method section can read like a good journal article.

The third section details the method of statistical analysis and the potential interpretation of the results. This section

should give a detailed account of all statistical analyses that are planned, including specifications of planned and post hoc analyses. Secondly, this section should include a description of expected results. Finally, the discussion describes the significance and implications of expected results should be discussed. The analysis and discussion sections can be accomplished in anywhere from three to ten pages. It should not be very long but nevertheless should be inclusive.

A reference section must be included in the prospectus; it is a complete list of literature cited, prepared in proper APA form. Any additional information which is useful to the committee such as informed consent forms, instructions to participants, examples of stimuli, or other materials should be included in the prospectus (and the final dissertation) as appendices.

The written draft. The prospectus can vary in length depending upon the complexity of the problem and procedures undertaken. The final prospectus draft should be double spaced and typed neatly with all pages carefully proofread.

It is important that the committee not be convened until the dissertation director and the student feel that the prospectus is in proper form. The prospectus should demonstrate that the student has full command of the area under investigation, that the basis for the project is sound, and that the procedures have been carefully thought out. A rushed prospectus is likely not to pass.

The candidate may have a reasonable expectation that the dissertation will ultimately be approved if the research is conducted in the manner specified in the approved prospectus. It is important, therefore, for the committee to reach agreement upon the design and implementation procedures of the research.

Expenses. If the cost of carrying out the dissertation research is great, the student may request financial support from the department after first applying to the graduate school for financial aid. Summer dissertation fellowships are available and have been awarded by the Graduate School each year. Other awards are also available from outside the University.

Review of Progress. Students are expected to hold their dissertation defense meeting no later than one year after the prospectus has been approved. If the dissertation has not been completed within one year of the prospectus approval, the student's dissertation committee must have a formal committee meeting to review the progress of the research. It is the responsibility of the student to see that the meeting is convened. If the student is unable to execute the research project in the manner approved at the prospectus meeting, the student should obtain written approval of the student's committee to amend the prospectus. This amended prospectus must be placed in the student's file.

Data Collection

All research, both on and off-campus, requires prior approval by the animal review committee, institutional review board, as well as any similar body for the setting in which the research is to be pursued.

Regular Consultation with the Dissertation Director

Consultation with the dissertation director is essential. During all phases of the project, the student should be seeking feedback on all aspects of the project. Typically, two or three drafts of the final dissertation are reviewed by the dissertation director and given back to the student for revision. At this point, it is highly recommended to get feedback from committee members as the dissertation is being prepared.

The Preparation of the Document

After feedback from committee members, the final version of the document can be prepared. This final version should be consistent with the guidelines published by the graduate school (type size, margins, paper weight and other such rules), and in APA style. Committee members should have a completed document two full weeks prior to the date of the defense.

The Defense

The defense of the dissertation is the culmination of a lengthy process of research and scholarly effort. It is a time of celebration and of closure; it also marks the beginning of new careers. The psychology department fully expects that each candidate who has proceeded through the process of developing a dissertation should see and mark the

occasion of the dissertation defense in a positive manner.

The defense has traditionally been seen as an examination. While it is still an evaluation of the student's final piece of work, the likelihood that a student will pass is high, if all other stages and aspects of the dissertation process have been successfully navigated. Students should approach the defense as a meeting of closure with anticipation, but with every expectation for celebrating a success. The faculty and students of the Psychology Department are encouraged to come to dissertation defenses. Each student's culmination of work should be seen as a success not only for the student, but for the Department, the University, and the academic body as a whole.

The dissertation defense should not be scheduled until (1) the dissertation director is satisfied with the final draft; (2) all other work and department or university requirements are completed *including the Ph.D. orals*; and (3) the dissertation committee members have had sufficient time to read the final draft (a minimum of two weeks).

The oral defense of the dissertation must be announced at least one week in advance. The meeting will take approximately one hour and will preferably be scheduled during regular business hours. The dissertation director will introduce the student to those assembled (briefly). The student will then make a 15-20 minute presentation of his or her research. This should include a brief introduction, brief review of the methodology, a more extensive review of the results, and a more extensive discussion of the meaning of the findings. The presentation will be followed by a series of substantive questions by the examining committee. The nature of the questions will deal with issues that are raised by the research; this should be an intellectual debate of theories, data, or applications. Other faculty and students in attendance may then be given the opportunity to ask any relevant questions relevant to the defense. At the conclusion of the examination, the examining committee will ask all assembled to leave the conference room so that they may deliberate.

There are four possible outcomes. (1) Students can successfully pass the oral defense and signatures placed on the appropriate forms (see <http://gradschool.sc.edu/forms/>). (2) Students can pass the defense, but a signature of the dissertation director might be withheld until the student has made certain necessary changes in the document as deemed appropriate by the committee. (3) Students can be told that major changes need to be incorporated into the dissertation and that the committee will reconvene to consider the changes that the student makes. (4) The student fails - failure would come about because of gross incompetence, plagiarism, unethical behavior, or some other major unforeseen situation which, in the eyes of the faculty, nullify the process and the product of the dissertation. This is a highly unusual circumstance which would come about only in exceptional cases, if all other aspects of the dissertation process have been followed successfully.

Submitting the Final Document

The dissertation is completed when the final version of the document has been approved by the committee and submitted in the correct format to the graduate school. Most students are required to make some changes to the dissertation document after the defense. Submission of the document to the graduate school is the final step in the process, whether or not changes are required after the defense meeting. This is a critical issue for meeting the graduation requirement of concurrent enrollment at USC at the time of graduation. One must be concurrently enrolled for credits at the time of the dissertation is completed or else the university will require that the student enroll for at least one credit during the semester in which the student graduates.

Publication

Students are encouraged to publish their dissertations. The student must be the sole or first author of the publication. The student, however, may assign junior authorship to others who have made substantive contributions to the work.

Graduate Research Competency and Doctoral Dissertations

(Policy Approved by General Faculty: October 5th, 1982)

A doctoral dissertation should show a student's competence in research. Accordingly, the student should understand and be able to discuss and defend all parts of the dissertation including, and especially, the research methods employed. While students may obtain assistance, each student shall be responsible for informing the dissertation committee concerning the nature and extent of such resources. Furthermore, it is incumbent upon the student (even at the prospectus meeting) to understand why a particular design or analysis has been employed, and how this design or analysis addresses research questions and is an appropriate design for analysis. Of course, additional and/or

different analyses may become necessary as a result of the outcome of the research.

Time Span and Planning

Faculty members in the Clinical-Community Program recognize that the students in the Program need to move on to an internship. However, faculty are not obligated to accommodate impending time demands if the quality of the proposed project is at risk. In other words, if a student begins the dissertation process early enough, the time constraints arising from the need to begin the internship should not interfere with the conduct of the dissertation. Students should allow the approximate time estimates listed below for each activity:

1. Frequent discussions with a faculty member (usually the Chair) in order to arrive at a doable and worthwhile project (two to six months)
2. Review of literature, working out details of design and procedure, writing and rewriting prospectus (two to six months)
3. Collection of data (minimum of four months, depending on type of project, but most projects take more than four months)
4. Analysis and interpretation (one to four months)
5. Write-up final dissertation (one to four months)

Unless one is exceptionally adept in managing time, it would be very difficult to begin to seriously consider topics for a dissertation in September of one year and then expect to finish in time for the start of an internship in the middle or late summer of the next year. Two suggestions are offered to get around this problem. First, begin well in advance of your final year in thinking about and seriously discussing potential problems or questions that you would like to answer in your dissertation. Second, plan your internship around the dissertation rather than vice versa. It takes a lot of frustration and aggravation out of the process if, when you are ready to go on internship, you have successfully completed your dissertation and can concentrate fully on the internship.

Time Frame

Students must complete the Ph.D. Oral comps and the Dissertation Prospectus prior to applying for internship, but they may choose the order in which they complete these milestones. One of these milestones must be completed by May 1st of the year prior to internship and the other milestone must be completed by October 15th of the year prior to internship. Of course, student may complete both milestones by May 1st and are encouraged to complete these milestones by the deadlines in order to be more competitive candidates for internship. Failure to meet these deadlines will place the student under review and might jeopardize their internship endorsement. Certification of the comprehensive examination for doctoral students remains valid for five years from the academic term taken, after which it must be revalidated. This rule is stipulated in the USC Graduate School Bulletin.

Collecting Data at a Distant Site

The primary justification for collection of dissertation data at some other location besides the Columbia area is that a particular subject population is needed for the question being asked. In other words, the rules allow adjustment to meet the needs of the research. However, this allowance is not to accommodate someone's need to do any research, regardless of the subject population needed, at a distant site just because they happen to be going to that site for internship or job. If you are interested in a project which requires some population that is not available in the Columbia area, you are justified in seeking allowance to collect your dissertation data at a distant site. The Department tends to be very cautious in allowing students to collect data at another location, particularly when subjects or other resources are available here. From the student's point of view, it is easier to execute the dissertation in Columbia as opposed to a distant location because faculty are here for consultation during the project and other resources are available.

9.) INTERNSHIP

Completion of an approved full-time internship is a requirement for the degree. The majority of our students seek an APA-approved internship. If the internship is not APA accredited, the student must obtain approval of the internship and from the program faculty prior to beginning the internship. For non-accredited internships, the student must develop a portfolio documenting the nature of the training activities in sufficient detail to determine their appropriateness for professional practice training, the frequency and format of supervision, the credentials of the supervisors, and the evaluation of the student's performance, which includes competency evaluations for specific roles and tasks that were part of the internship training. The final version of this portfolio must be kept with the student's other C-C program records. Coordination with the internship sites has typically been maintained through correspondence and periodic evaluations of students which are provided by the site. At minimum there should be a mid-year and final evaluation to provide feedback to the student and the program (see next paragraph). Reactions from students and evaluations from internship sites, as well as alumni evaluations, have suggested that our students enter their internship year with a solid set of applied skills and an orientation to assess and enter a social system at a number of different levels.

The final evaluation from the internship must include a detailed evaluation of the competencies demonstrated as part of the training experiences. This evaluation must include the assessment methods used by the supervisors (e.g., direct observation, audio/video tape observation, reviews of written products) and ratings that specify the extent of competency compared to those able to engage in autonomous practice or the extent of supervision still needed in specific roles. Specific areas of competence relevant to practice must address: interpersonal behavior with other professionals, seeking supervision appropriately for addressing client needs, professional responsibility in documentation and other administrative tasks, knowledge and application of ethical/legal issues, rapport and relationship skills with clients, diversity sensitivity and self-awareness, specific assessment and intervention skills as performed during the internship, oral and written communication skills, use of feedback to improve performance, and experience in supervising other professionals. Degree of autonomy should specify if the intern demonstrated competence as needed for independent practice or the extent of support still needed to perform competently (e.g., continuous supervision, intermittent ongoing supervision, occasional supervision needed for unusual cases).

Students must have completed doctoral orals and have an approved dissertation prospectus **before applying** for an internship (typically November 1). It is preferable to have defended the dissertation before internship as the internship year is generally very busy. The demands of the internship, along with looking for post-internship work opportunities, tend to compete heavily for time and energy with the dissertation work. At a minimum, students should at least have their data collected prior to leaving on internship.

Requirements of the Full-Time Internship Experience

It is expected that the full-time internship involves at least 1,500 hours of supervised experiences in professional psychology activities accumulated over a 12-24 month period. When taking into account professional leave, sick leave, and vacation, the 12 month period may functionally be 48 weeks (but not less than this). The internship hours should include at least 375 direct client contact hours and 150 hours of supervision by an appropriately licensed psychologist (group and/or individual supervision). Among the 150 hours, at least 75 hours should be individual supervision. The student should have more than one supervisor over the period of the internship. The majority of the activities should be applied practice in Clinical-Community Psychology (e.g., assessment, intervention, consultation, program evaluation). APA-approved internships will meet these criteria. These criteria also meet South Carolina standards toward licensure as a Psychologist. If you are considering licensure issues for a state other than South Carolina you should consult the list of requirements for pre-doctoral internship hours, which vary for each state (<https://www.asppb.net/page/psybook>).

Hints for Internship Application

An annual meeting is held, typically late in the spring or early in the fall semester with those planning on applying for internship to discuss the application process. Start thinking early about what you want in the way of settings, new learning experiences, and specializations. Start conducting research on where you might want to apply internship in the spring before you plan to apply. Utilize the Association of Psychology Postdoctoral and Internship Centers (APPIC) Directory information, which is on-line at www.appic.org. Augment information from the Director with discussions with faculty and "veteran" students. Students who have just completed the process typically have a wealth of information and are full of suggestions.

In choosing internship sites consider:

1. What specific types of applied experiences do I want to accumulate before I am considered an “independent” psychologist? The internship year is often one of the last opportunities to receive closely supervised training to increase the depth or breadth of your experience. If you can articulate what you would like to be doing, it is easier to sort through which internships will meet your wish list.
2. Who will you be working with during the internship? Many postdoctoral positions are found through contacts made during the internship year. For example, internship sites vary in their level of involvement with researchers or specific types of applied professionals. Find internships that will allow you to work with or in close proximity to a desired future employer.
3. How available are the psychologists as supervisors? Some sites truly emphasize training and others only pay this lip service. Some sites can survive without the services provided by the interns, and the presence of interns is primarily for staff to be involved in training future psychologists. No one likes to be an indentured servant, even for only one year.
4. What is the reputation of the site? No matter how good or poor the actual training you receive is, some sites have strong reputations because of their history and the quality of most intern’s experiences. If you want to be more competitive for jobs, choosing a site with a strong reputation provides an additional advantage on your vita.
5. Does the actual week-to-week workload fit with your goals? If you are highly enthusiastic about full-time service delivery work, this is less of an issue. Some sites expect 40-45 hours per week on-site and others may functionally expect you to be on site 60 hours per week or more. Those 15-20 hours could be available for finishing the writing of your dissertation, working toward other career goals outside of service delivery work, or having more time for non-work activities. You need to determine how you want to invest your time.

Most applications are due in November or December, with many due by November 1. (See <https://natmatch.com/psychint/aboutdates.html>). The applications for each internship site typically specify different requirements. Be prepared to complete "special" forms (although most internships now are using the standard APPIC form). Read the standard form (www.appic.org) early in your career to begin to understand what type of information you should keep track of over time! Get some feedback on the "personal statements" you include. Do not hesitate to approach a faculty member for help.

Internships typically request information on the number of cases you have assessed or treated, with what diagnoses, in what type of practicum, with what type of supervision, from what theoretical perspective, for a total of how many sessions, in a group or individual, how many of what kind of tests, etc. Keep a record of your clinical experience including types and numbers of clients, tests, clinical problems, and sessions from the beginning.

Be prepared for some sites requesting (even requiring) face-to-face interviews. Site visits can offer you as much information as you provide the site. If you are not able to visit a site, you might discretely contact current interns and ask their impressions.

Obtain letters of recommendation from faculty who know you best and who have given reason for you to believe they think highly of your work.

APA-approval is desirable but provides no guarantee that the site is an excellent one. Although there may be good training opportunities available at some non-approved sites, they are not recommended because of restrictive clinical psychology licensing laws in many states. Some states require more postdoctoral hours for applicants with non-APA approved internships than for those with APA-approved internships.

APPIC has a National Matching Service which students use for placement. Familiarize yourself with the rules binding the internships, the applicants, and selection procedures. The APPIC website is the most appropriate place to look for this information. To keep up with the APPIC policies and requirements for using this service, you may log on to the website, www.appic.org.

APPIC rules require you to notify the internship placement and the Psychology Graduate Programs office as to your placement choice. Once you have accepted a site, you must provide the Program Director’s office with the site, supervisor and inclusive dates of internship. The graduate school also requires this information and your graduation will be delayed without it.

Types of APPIC Internship Sites

There are a variety of options for internship sites. These include, but are not limited to, VA hospitals, medical centers, medical schools, college counseling centers, in-patient hospitals, private practices, and community agencies. They vary in their emphasis on clinical versus research training, and they vary in their focus on child, adolescent, and adult populations.

Tips

The key to matching to internship successfully is your fit with the internship site. Therefore, knowing the type of site you might be interested in and matching your training in graduate school to the requirements of potential internship programs is key. To sell yourself as a good fit, it is also helpful, but not necessary, for your research training to be consistent with your clinical training. The more strongly you can develop a focused identity (e.g., emerging adult therapist, pediatric psychologist, behavioral medicine scientist, developmental disability assessment expert) the better. Networking through your advisors and at conferences will also increase your chances of successfully matching.

Tracking Clinical Hours for APPIC

Internship sites vary in the number of minimum clinical hours they require. For example, research-oriented sites may not specify a minimum number of clinical hours. Other sites may require as many as 800 direct service (intervention or assessment) hours. Also, some sites may be looking for a specific type of experience (e.g., individual therapy), which may or may not be clearly advertised. It is important to research sites to know their exact requirements. It may also be prudent to contact training directors for the site’s specific minimum requirements. **TRAINING DIRECTORS MAY ONLY GET APPLICATION MATERIALS (COVER LETTERS, ESSAYS, AND VITAES) FOR THOSE APPLICANTS WHO MEET THE MINIMUM REQUIREMENTS.** So it is crucial to meet these minimum requirements.

A good rule of thumb is to shoot for **500 direct service hours** by the Nov 1 APPIC deadline of your application year. This is equivalent to **4 clinical hours/week**, or about 53 clinical hours/semester for the 9.5 semesters (including summers) from fall semester of your second year through Nov 1 of your fifth year. These hours may include but are not limited to individual therapy, group therapy/psychoeducation, and assessments. These hours may occur in a clinical or research setting.

There are some paid, web-based programs available for tracking hours (e.g., Time2Track and PsyKey). These programs can be automatically uploaded into the APPIC system. It is important to track clinical experiences in detail, including demographics, sexual orientation, and disability status of your clients, clinical setting, assessment tools used, for example. Supervision should also be tracked, including licensure status of your supervisor. Some sites also require a specific number of integrated assessment reports, and these should carefully tracked. Note writing, session preparation, supervision, and other support activities are also reported on the APPIC application. It is strongly recommended that you read the APPIC website to see the level of detail required by the application.

The following is a suggested timeline of activities for preparing for internship applications:

Year	Activities	Completed?
First Year	<ul style="list-style-type: none"> • Research internship site types • Research APPIC requirements/tracking details • Find a tracking system that works for you 	
Second Year	<ul style="list-style-type: none"> • Research extracurricular training experiences • Begin required practicum • Complete comprehensive assessments and integrated reports (e.g., with therapy clients) • Approximately 160 direct service hours by July 	
Third Year	<ul style="list-style-type: none"> • Create a “long list” of internships • Continue required practicum • Complete comprehensive assessments and integrated reports (e.g., with therapy clients) 	

	<ul style="list-style-type: none"> • Begin advanced practicum at the PSC (Advanced Assessment) and/or clinical experiences in external settings (Health Psychology Practicum, School Mental Health Practicum, Community Practicum, Externship, Etc.) • Approximately 160 direct service hours by July 	
Fourth Year	<ul style="list-style-type: none"> • Create short list of internships • Get the Internships in Psychology book by Williams-Nickelson, Prinstein, & Keilin • Draft essays and cover letters for review • Continue advanced and/or external clinical experiences • Approximately 160 direct service hours by July 	
Fifth Year	<ul style="list-style-type: none"> • Finalize internship list • Finalize site specific essays and cover letters • Order transcripts • Request letters of recommendation • Complete APPI <ul style="list-style-type: none"> ○ Enter basic information ○ Enter hours and send to DCT • Continue advanced and/or external clinical experiences • Approximately 25 direct service hours by Nov 1 	

Special Enrollment (Z-Status)

When you leave for internship, the Program Director will notify the Graduate School that you will be away on internship for the following school year. You will apply for special enrollment. Special Enrollment essentially makes you a full-time student in the view of the University – thus, you will not have to begin paying off student loans and you can still receive financial aid that year if you wish. (Note: financial aid is based in part on tuition costs, and may be less when listed under Special Enrollment than when enrolled as a full-time student). If you get any notices to the contrary, contact the Graduate Program Coordinator and make sure that he/she has completed the proper paperwork with the Graduate School Office, Financial Aid Office, and Registrar’s Office.

Also, you must submit the financial aid form F.1 (Special Academic Enrollment Release Form) to the Graduate School before going on internship, and they will forward it to the Financial Aid Office for processing. **If you defend your dissertation and turn the final document into the graduate school before starting your internship (and during a semester when you are registered for an 899 credit), you will not have to sign up for another credit of 899 again (just make sure that you have at least the required hours).** If you did not defend your dissertation and submit it to the graduate school while enrolled in classes, you will need to enroll for 1 credit of 899 for the semester in which you graduate.

If you have not completed your dissertation after completion of the internship year, you must maintain continuous enrollment at USC until you graduate. Failure to enroll for at least one credit each fall and spring semester will be considered withdrawal from the program. The Psychology Department does not support tuition assistance after the internship year. You should determine with the Bursar’s office whether you can maintain in-state residency, which will reduce tuition costs. Check with the Financial Aid Office for specific procedures required to make sure that any student loans are deferred during this time.

Be sure that the Psychology Graduate Programs Office and the Program Director have your current e-mail address, home address, telephone number, and the name and address of your internship director.

10.) ALTERNATIVE CLINICAL-COMMUNITY INTERNSHIP

As part of an APA accredited program, we require that students complete an internship as part of their doctoral degree. We strongly encourage students to complete APPIC approved internships and our students have had good success in matching with placements. APPIC internships can facilitate a wide range of career positions after students obtain their doctoral degrees. However, there are situations where students' career development and developing expertise in particular psychology practice skills do not fit the training opportunities offered by the majority of APPIC sites. Previously, there were a larger number of internship sites that identified themselves as specializing in clinical-community psychology; these sites have decreased markedly over the past 20 years. In response, the USC Psychology faculty will consider student proposals for an alternative internship if they meet the guidelines for a structured experience in psychology practice described below. *At least one third of training time during alternative internships must be devoted to clinical activities and supervision of these activities.* It is imperative that students provide a justification of how an alternative internship can help them meet their career development goals as part of this proposal. They also need to describe proposed training activities, supervision, and consultation with the psychologists and affiliated professionals involved in their internship training. The expectations of internship proposal standards and rigor are similar, or sometimes more extensive than APPIC experiences.

These guidelines are modeled after those of APPIC approved clinical-community psychology internship sites. It is incumbent upon the student to develop a proposal that extends her/his training beyond what is possible in the USC Clinical-Community Doctoral Program. Training experiences, projects, and supervisors outside of the USC program are required. An Internship Coordinating Committee of USC Faculty and Outside Supervisors is required for management and review of the internship experience. The committee reviews the internship and is charged with determining whether the proposal accomplishes the goals of an internship experience and whether it has sufficient resources for the intern's development. A mid-year review of the internship is scheduled if the proposal is approved. The mid-term internship review will consider supervisors' evaluations of intern performance and progress on internship goals. Adjustments to the internship proposal may be considered at this time if needed. A final review by the committee will be conducted after the internship is complete. If the Coordinating Committee finds that the internship fulfills the goals of the training proposal and finds the intern's final report acceptable, the internship will be considered completed. The Chair of the Internship Coordinating Committee will write a letter to the Director of Clinical-Community Training to summarize how the student fulfilled the requirements of a doctoral internship. Finally, the student will submit internship materials to the Clinical-Community program Director to keep in the student's file. These materials include: proposal, evaluations, and a final report of activities accomplished.

Alternative Internship Proposal

Each alternative internship proposal must address each point outlined below. To facilitate consideration by the committee, students should use the outline format to organize their proposals.

1. **Overview:** Summarize the training goals, training site(s), and personnel that are proposed.
2. **Justification:** This is your rationale for how an alternative internship can assist in your development as a psychologist.
 - a. Write a statement of your career interests and include a copy of your CV as an appendix to the proposal.
 - i. Statement of career development interests (parallel to APPIC applications)
 - ii. Statement of how internship can advance career interests (parallel to APPIC applications)
 - b. State what you want to accomplish in your proposed internship; specifically which skills you will develop and how they relate to your career development
 - c. Provide a rationale for why APPIC opportunities are limited given your career development goals
3. **Requirements of Internship**
 - a. Relevant APA Guidelines
 - i. Domains of training psychology practice skills to be addressed in the proposal: Assessment and Evaluation, Program Development, Intervention, Consultation, Supervision of Others,

Dissemination of Evidence Based Practices, Strategies for Scholarly Inquiry, Professional Conduct and Ethics

- ii. Hours – 1500 hours divided into three domains
 1. General Internship Activities – at least 975
 2. Direct Client Contact – at least 375
 3. Supervision – at least 150
 - iii. Timeframe for completion – Include expected time frames (see Relevant APA Guidelines section on page 48 of this Handbook if the internship would last longer than 12 months)
 - iv. Supervision – Must have psychologists outside of USC Psychology Department Faculty; Your training and career development must include consultation with licensed psychologist (see APA Guidelines)
 - v. Cultural and individual differences and diversity – include how these training priorities will be addressed
 - vi. Supervised experience in supervision – include how this training area will be met through the internship experience
4. **Specific Training Goals**
- a. Include a statement linking your training goals to APA domains. Create a table “cross-walk” for presenting your training goals by APA domain.
5. **Internship training settings**
- a. Include a description of each training site, its mission, populations served and resources available for your training.
6. **Internship training components**
- For each component of your proposed internship, include a description of the activity, deliverables, supervisors, and training goal addressed in each project component. *At least one third of training time during alternative internships must be devoted to clinical activities and supervision of these activities.* For example:
- a. Specific Projects/Activities
 - i. Deliverables (e.g., assessment or evaluation reports; intervention curriculum)
 - ii. Project Supervisors
 - b. Specific Professional Development components addressed
7. **Internship Coordinating Committee**
- Each alternative internship must create a committee to review, approve, and oversee internship activities. The committee must be composed of both psychologists at training sites and USC Department of Psychology faculty:
- a. Training site psychologists are not USC Department of Psychology faculty and represent interests of the training site.
 - b. USC Department of Psychology faculty committee member(s) serve as a liaison between training activities and the Clinical-Community program.
 - c. Coordinating Committee members do not have to be based in Columbia, SC.
 - d. The chair of the Internship Coordinating Committee must be a USC Department of Psychology faculty member who can monitor the documentation and training needs of the alternative internship experience.
8. **Education Components Included in Your Internship Training**
- APPIC internship programs include educational opportunities as part of their training. While an on-going internship seminar is not a possibility for most alternative internship proposals, we encourage you to create a structure for educational opportunities in your proposal. These may include attending grand rounds in a medical school, attending an ongoing seminar, or directed readings and discussion with a mentor.

Furthermore, we encourage students to develop mentoring relationships with expertise in the areas related to trainees’ professional development goals. The training site and faculty at USC have relationships with a number of psychologists who have been willing to participate as mentors for career development

conversations.

9. **Qualifications of Supervisors, Consultants, and Committee Members**

Include a section where you describe the qualifications of persons involved in your proposed training.

- a. Include title, degrees and brief description for each supervisor and consultant.
- b. Supervisors and consultants may include some professionals who are not psychologists if a case can be made for how their expertise will advance your training and you have training from psychologists in other aspects of your internship.

10. **Evaluation Process**

Critical to the success of any internship experience is the opportunity for formal feedback and evaluation of performance. There are three evaluation activities included in each internship: Proposal meeting, Mid-year evaluation, and Final Evaluation. Students proposing an internship must create the indices and forms for evaluation that relate specifically to their training goals. See an example of the internship evaluation form on page 50 of this Handbook.

- a. **Review of Internship Protocol**
 - i. The Internship Coordinating Committee meets to review and approve the proposal. Prior to this meeting, the student is working with a USC Department of Psychology faculty mentor to develop the proposal and her/his training goals
 - ii. The Internship Coordinating Committee should have at least one week to review the proposal
 - iii. Students are encouraged to speak with potential Coordinating Committee members before the proposal meeting
- b. **Mid-Way Evaluation**
 - i. Supervisors of each project need to complete an evaluation form and discuss their evaluation with the intern in-person
 - ii. All written evaluation forms must be submitted for committee to review
 1. Evaluation forms for supervisors will review APA domains and the intern's training goals
 - iii. Internship Coordinating Committee reviews progress on training goals and evaluation of supervisors
 - iv. Adjustments in the training plan are made as necessary
- c. **Final Evaluation of Completed Internship**
 - i. Supervisors of each project need to complete an evaluation form and discuss their evaluation with the intern in-person
 - ii. All written evaluation forms are submitted for Internship Coordinating Committee to review
 1. Evaluation forms for supervisors comment on performance in APA domains and the intern's training goals
 - iii. Internship Coordinating Committee reviews progress on training goals and evaluation of supervisors. The final evaluation must include feedback to the trainee about their level of independence as judged by supervisors for the practice activities included in the training (see below).
 - iv. Internship Coordinating Committee Chair writes letter to USC Director of Clinical-Community Training to justify completion of internship requirements

11. **Final Internship Report**

Prepare a report for the final internship meeting that addresses each point below:

- a. Use the structure of the approved internship proposal
- b. Provide a description for internship activities and accomplishments
- c. Account for hours completed in each of the three training categories
- d. Review progress on each training goal
- e. If relevant, include examples of “deliverable” items produced during the internship on the evaluation forms
- f. Provide a copy of your updated CV
- g. Submit report to the Internship Coordinating Committee and the USC Psychology Department’s Director of Clinical-Community Training

Relevant APA Accreditation Guidelines²

The following APA program accreditation guidelines should be used to structure the internship experience. Program-only accreditation requirements do not apply, e.g., “The program adheres to and makes available to all interested parties formal written policies and procedures that govern intern selection...”

Domain A: Eligibility

- The program is sponsored by an institution or agency which has among its primary functions the provision of service to a population of recipients sufficient in number and variability to provide interns with adequate experiential exposure to meet its training purposes, goals, and objectives.
- The program requires of each intern the equivalent of 1 year full-time training to be completed in no less than 12 months (10 months for school psychology internships) and no more than 24 months.
- The program engages in actions that indicate respect for and understanding of cultural and individual diversity.

Domain B: Program Philosophy, Objectives, and Training Plan

- The primary training method is experiential (i.e., service delivery in direct contact with service recipients). The experiential training component includes socialization into the profession of psychology and is augmented by other appropriately integrated modalities, such as mentoring, didactic exposure, role-modeling and enactment, observational/vicarious learning, supervisory or consultative guidance.
- Intern supervision is regularly scheduled and sufficient relative to the intern’s professional responsibility, assuring at a minimum that a full-time intern will receive 4 hours of supervision per week, at least 2 hours of which will include individual supervision.
- The content of internship training activities addresses the application of psychological concepts and current scientific knowledge, principles, and theories to the professional delivery of psychological services to the consumer public; professional conduct and ethics; and standards for providers of psychological services.
- In achieving its objectives, the program requires that all interns demonstrate an intermediate to advanced level of professional psychological skills, abilities, proficiencies, competencies, and knowledge in the areas of:
 - a) Theories and methods of assessment and diagnosis and effective intervention (including empirically supported treatments);
 - b) Theories and/or methods of consultation, evaluation, and supervision;
 - c) Strategies of scholarly inquiry; and
 - d) Issues of cultural and individual diversity that are relevant to all of the above.

Domain C: Program Resources

- Supervision is available from individuals who:
 - a) Are doctoral-level psychologists who have primary professional responsibility for the cases on which they provide supervision, and are appropriately credentialed (i.e., licensed, registered or certified) to practice psychology in the jurisdiction in which the internship is located.

²APA Guidelines and Principles for Accreditation of Programs in Professional Psychology (2007). Downloaded from <http://www.apa.org/ed/gp2000.html>

- b) Serve as professional role models to the interns consistent with the training goals and objectives.
- In addition to doctoral-level psychologists, supervision can also be provided by appropriately qualified adjunct staff/supervisors to augment and expand interns' training experiences.

Domain D: Cultural and Individual Differences and Diversity

- The program has a thoughtful and coherent plan to provide interns with relevant knowledge and experiences about the role of cultural and individual diversity in psychological phenomena and professional practice. It engages in positive efforts designed to ensure that interns will have opportunities to learn about cultural and individual diversity as they relate to the practice of psychology. The avenues by which these goals are achieved are to be developed by the program.

Table of Specific Training Goals

In accordance with the APA-guidelines outlined above, this internship will incorporate training in numerous domains, including assessment, intervention, evaluation, and supervision of others. Table 1 lists these domains and specific training goals for each.

Table 1. Cross- walk between APA training domains and student's alternative internship training goals

APA Domains	Training goals
Assessment and Evaluation	
Dissemination	
Program development	
Intervention	
Consultation	
Supervision of others	
Strategies of scholarly inquiry	
Issues of cultural and individual diversity	
Professional conduct and ethics	

Example of Internship Feedback Form

For each domain you can comment on, please circle/mark a level of competency you have observed and provide some written feedback:						
Competency Domain/ Training Goal	<i>Not Applicable</i> Not assessed for this training experience NA	<i>Advanced Skills</i> Comparable to autonomous practice at licensure level A	<i>High Intermediate</i> Occasional supervision needed HI	<i>Intermediate</i> Should remain a focus of supervision I	<i>Entry Level</i> Continued Supervision is needed E	Comments
Assessment and data analysis	NA	A	HI	I	E	
Dissemination	NA	A	HI	I	E	
Program development	NA	A	HI	I	E	
Intervention activities	NA	A	HI	I	E	
Consultation activities	NA	A	HI	I	E	
Supervision of others	NA	A	HI	I	E	
Strategies of scholarly inquiry	NA	A	HI	I	E	
Issues of cultural and individual diversity	NA	A	HI	I	E	
General Professional Conduct and ethics	NA	A	HI	I	E	
General Comments on strengths or challenges/observed growth:						

Minimum Level of Achievement (MLA) for Graduation

The Minimum Level of Achievement Required for Students to Graduate from the Clinical-Community (C-C) Ph.D. Program consists of eight components: Grade Point Average, Annual Evaluations, Results of Master's Thesis Defense, Results of Masters Orals, Results of Written Comprehensive Exam, Results of Ph.D. Dissertation defense, Results of Ph.D Oral Exams, and Internship Evaluation.

All of the following criteria must be met. Please note that more detailed description of each of these milestones is included in the program's handbook.

Grade Point Average: In accordance with the University of South Carolina Graduate School Bulletin's Academic Standard for Graduation, at the time of graduation, the student's graduate cumulative grade point average (GPA) must be at least 3.00 (B) on a 4.00 scale. Additionally, the student's average on all grades recorded on the program of study for courses numbered 700 or above must be at least 3.00 and all courses listed on the program of study must be at least 3.00. If a student receives a grade of C for a required class listed on the Program of Study, the student must re-take the class or follow other remediation procedures outlined by the student's advisory committee.

Annual Evaluations: The student evaluations done on an annual basis record the student's progress for each year of the program. In the 5th year of the program, prior to internship, students must receive a rating of 9 (on the 1 to 10 point scale) which indicates satisfactory achievement in each of the following five Objectives:

- Objective 1: Students acquire and demonstrate the knowledge of theory and research related to the fields of Clinical and Community Psychology.
- Objective 2: Students demonstrate the ability to conduct themselves professionally and ethically.
- Objective 3: Students demonstrate the ability to consume, conduct, and communicate research to a variety of audiences.
- Objective 4: Students demonstrate the ability to use evidence-based assessment and intervention strategies in applied settings.
- Objective 5: Students demonstrate understanding and value of culture competence.

At the time of graduation, any student who had a remediation plan based upon unsatisfactory performance in any category must have satisfied the requirements of the remediation plan in full, to the satisfaction of the CC faculty and documentation of such must be on file.

Results of Master's Thesis Defense: For the Master's Thesis Defense, both faculty members who comprise the thesis committee must register that the student has passed the thesis defense. The rubric for the Master's Thesis Defense must indicate that the student's average rating, taken across the 9 categories (see items 3a-3i for the student evaluation system, Appendix G), was satisfactory or above.

Results of Master's Orals: For the Master's Orals defense, the two thesis committee members and one member from the School or Experimental Programs of the Department and appointed by the Department Chair must register that the student has passed the defense. The student must demonstrate an understanding of all courses in the first two years of program, comprising the Master's program of study (see Appendix G). The rubric for the Masters Oral Comprehensive Exam must indicate that the student's average rating, taken across the 10 categories (see items 1a-1j in Appendix G), was satisfactory or above.

Results of Written Comprehensive Exam: For the Written Comprehensive Exam, the student is evaluated by a committee of 4 faculty members, 3 from the psychology department with at least 2 from the C-C program (including the major advisor), and 1 from another campus unit (e.g., Social Work, Public Health, Medicine, Education). Three out of four passing votes are required for an overall pass.

Results of Ph.D. Dissertation Defense: For the Doctoral Dissertation Defense, the student is evaluated by a committee of 4 faculty members, 3 from the Psychology Department with at least two from the C-C program (including the major advisor), and 1 from another campus unit (e.g., Social Work, Public Health, Medicine, Education). The rubric for the Doctoral Dissertation Defense must indicate that the student's average rating, taken across the 9 categories (3a-3i) was satisfactory or above.

Results of Ph.D. Oral Exam: For the Doctoral Dissertation Defense, the student is evaluated by a committee of 4 faculty members, 2 from the CC program (including the major advisor), 1 from the Psychology Department chosen by the Chair of the department and 1 from another campus unit (e.g., Social Work, Public Health, Medicine, Education). A positive vote by three of the four committee members is required for a pass. The student must demonstrate knowledge in general psychology, the ability to integrate knowledge from diverse areas, and the ability to perform as an expert in psychology in a conversational and interrogatory setting. The rubric for the Doctoral Oral Comprehensive Exam must indicate that the student's average rating, taken across the 10 categories (1a-1j in Appendix G) was satisfactory or above.

Internship Evaluation: In order to graduate from the Clinical-Community Program students must complete a full-time internship involves at least 1,500 hours of supervised experiences in professional psychology activities accumulated over a 12-24 month period, with a minimum of one-third of these hours representing clinical practice (per the new policy on alternative internships adopted prior to the 2015-16 academic year). The Final Internship Evaluation received from the supervisors must indicate satisfactory performance and an endorsement for the student to practice in a clinical setting. Applied skills such as assessment, intervention, consultation, and program evaluation must be deemed appropriate for professional practice.

Limits for Remediation Plans: Failure of major exams (e.g., Comprehensive Exams) will include a remediation plan, but students are required to pass on the second attempt at the exam to remain in the program (see relevant procedures for each exam). For other areas of remediation, there is a maximum of two total attempts at a remediation plan for one issue and if the second attempt is not successful, the student is discharged from program. Any student requiring more than two separate remediation plans will receive additional program faculty review of whether there is sufficient evidence that the student will be unable to meet one of the following areas of competency per APA accreditation standards: (A) behaves in ways that reflect the values and attitudes of psychology, including integrity, deportment, professional identity, accountability, lifelong learning, and concern for the welfare of others; (B) engages in self-reflection regarding one's personal and professional functioning; engages in activities to maintain and improve performance, well-being, and professional effectiveness; (C) actively seeks and demonstrates openness and responsiveness to feedback and supervision or (D) responds professionally in increasingly complex situations with a greater degree of independence as they progress across levels of training. Students will be discharged from the program if two-thirds of the faculty vote that the student appears unable to meet one or more of these competencies.

APPLYING FOR GRADUATION

The Graduate School has very specific procedures that must be followed to receive your degree. You must file an application for degree within 15 days after the beginning of the semester in which you plan to graduate. You must be enrolled in the university during the term in which you will graduate. For students leaving to go on internship it is highly recommended to have defended your dissertation BEFORE you leave for internship. If you have not defended, you may need to register for one credit hour for the semester in which you will graduate. At the time you file for graduation you should submit a copy of the title page of your dissertation (even if you have not yet defended the dissertation – an unsigned title page is acceptable at this time).

It is critically important that you follow the procedures for graduation set by the Graduate School. You should submit all materials to the Graduate Coordinator. The Graduate Coordinator will then schedule a meeting with the Graduate School Records Officer to review your file and ensure that all requirements for graduation have been completed. Make every effort to be prepared for this meeting and to schedule the meeting in advance of the deadline.

RECORD-KEEPING RESPONSIBILITIES

Students are responsible for making sure that all necessary forms indicating approvals are placed in the Record file in the Graduate Admissions office (Room 224A, Barnwell). Failure to meet these record-keeping requirements could lead to graduation delays. See checklist on the next page.

CHECKLIST OF RECORD-KEEPING RESPONSIBILITIES

DATE FILED	FORM TO BE FILED	OFFICIAL DEADLINE
	Any waiver of courses; acceptance of previous coursework	End of 1 st Year
	Master's Program of Study (MPOS).. if you are pursuing a Master's	End of 1 st Year
	Approval of Master Thesis Prospectus	Spring of 2 nd Year
	Completion of Qualifying Requirements	End of 3 rd Year
	Application for Graduation (MA)	Start of semester you will receive your MA
	Request for Concurrent Enrollment (If you are receiving your MA from USC) G-CON form	Start of semester you will receive your MA
	Defense of Thesis (G-TSF) and Oral Examination for Masters	Spring of 3 rd Year
	Approval of Comps Paper Outline (copy of outline and committee signatures to be placed in the file)	Spring (May 15 th) of 3 rd Year
	Approval of Comprehensive Paper	Paper Submitted by August 15 of 3 rd Year
	Approved Program of Study (DPOS)	Early in first year for Master's degree. Soon after earning doctoral candidacy for Ph.D.
	Orals Committee approved and corresponding form sent to Graduate School (G-DCA)	
	Notification of Ph.D. Orals Meeting	
	Dissertation Committee approved (G-DCA)	
	Ph.D. Oral Comprehensive Examination passed	
	Notice of Dissertation Prospectus Committee meeting	
	Approval of Dissertation Proposal (Dissertation Prospectus Action Form)	Prior to Applying for Internship
	Announcement of Dissertation Defense (to be posted in hallway)	
	Dissertation Defense (G-DSF)	
	Internship placement, address and Director of Training	
	Internship Completion Form	
	Clearance for graduation	
	Address of first job and notice of subsequent job changes	

CLINICAL-COMMUNITY ACTIONS REQUIRING FORMS AND POSTING OF MEETINGS

NOTE: Forms for the actions listed below can be downloaded from the program's web page (Current Students page, <http://psych.sc.edu/clinical-community/forms>) or obtained in Graduate Programs office. The administrative assistant in the Graduate Programs Office is the person who will post notices for meetings after being informed of such. You should keep track of these forms and make sure that they are in your file in the Admissions Office. All forms needing the Program Director's signature should be given to the administrative assistant for the Graduate Program Coordinator to obtain the signature.

Waiver of Courses

Action: Need to present documentation (see Handbook) to faculty member who teaches the course for approval for a waiver

Form: Requires signatures of the faculty member approving the waiver, the Major Professor, the Director of the Clinical-Community Training Program (DCCT), and the student

Completion of Qualifying Requirements

Action: After completion of qualifying requirements (see Handbook), form needs to be signed.

Form: Signed by Major Professor and DCCT

Approval of Master Thesis Prospectus

Action: A meeting is held to approve the student's thesis prospectus

Form: Taken to the meeting and signed by the committee and the student

Defense of Thesis and Oral Examination for Masters

Action: Meeting to defend the thesis and then to have the comprehensive oral examination

Form: Two forms, one for the thesis defense and one for the oral examination, taken to the meeting and signed there by the Chair of the thesis committee. The two forms are then forwarded to the DCCT and the Chair of the Department.

Posting required: One week prior to the meeting

Approval of Comprehensive Paper Topic and Committee

Action: By October 31st of a student's third year in the program, the student decides upon a topic with their Major Professor and in conjunction with the Major Professor proposes a committee of three (see Handbook) for approval by the DCCT.

Form: Turned in to the DCCT for a signature

Approval of Comprehensive Paper Outline

Action: By the end of spring semester of a student's third year the student has an outline meeting with the committee. The meeting must occur by May 15th unless explicit permission is given from the program director for a late meeting; no meetings should be held later than May 22nd for a third year student.

Form: A copy of the outline with signatures of the committee members on it signifying approval is required to be on file.

Approval of Comprehensive Paper

Action: A meeting occurs where the committee members vote on the student's performance on the paper

Form: Two forms are taken to the meeting. One is signed by all of the committee members and one is signed by the Chair of the committee and forwarded on to the DCCT and the Chair of the Department.

Program of Studies for the Master's Degree

Action: The student records all of the courses which will apply to the Master's Degree

Form: Signatures required by the student, Major Professor, and DCCT

Approval of the Ph.D. Orals Committee

Action: The student submits three names for the members of the orals committee including the Dissertation Chair, the outside person on the dissertation and a third faculty member (see Handbook) to the DCCT who submits a formal request to the Chair of the Department asking for approval of the three submitted names and requesting assignment of the fourth member of the orals committee.

Form: The DCCT makes a written request to the Chair of the Department for approval and assignment of the fourth member. The Chair informs the student of the fourth member in writing. This written documentation is then forwarded to the student's permanent file.

Ph.D. Orals Examination

Action: A meeting is held by the orals committee and the committee votes on the student's performance.

Form: There are two forms needing signatures for this examination. One form is signed by all four committee members at the time of the meeting. The second form is signed by the Chair of the Orals Committee (typically the Dissertation Chair) and forwarded to the DCCT and the Chair of the Psychology Department for their signatures.

Posting required: One week notice prior to the meeting is required

Approval of the Dissertation Committee

Action: The student submits the names of the dissertation committee members (see Handbook) to the DCCT who submits a formal request for approval to the Chair of the Department.

Form: The DCCT writes a formal letter to the Chair of the Department for approval. This letter is then forwarded to the student's permanent file.

Approval of the Dissertation Prospectus

Action: The dissertation committee meets

Form: This form is signed by the student and the committee members.

Posting required: One week prior to the meeting

Dissertation Defense

Action: A meeting is held for the student to defend the dissertation and for the dissertation committee to formally pass on the dissertation.

Form: The form is signed by the Committee Chair and forwarded to the DCCT and the Chair of the Psychology Department.

Posting required: One week prior to the meeting

2019-2020 CORE PROGRAM FACULTY

Core Program Faculty

- Cheryl Armstead, Ph.D.
- Kimberly D. Becker, Ph.D.
- Jessica Bradshaw, Ph.D.
- Michele Burnette, Ph.D.
- Amanda Fairchild, Ph.D.
- Kate Flory, Ph.D.
- Bret Kloos, Ph.D.
- Mariah Kornbluh, Ph.D.
- Ron Prinz, Ph.D.
- Jane Roberts, Ph.D.
- Jeffrey Schatz, Ph.D.
- Suzanne Swan, Ph.D.
- Mark D. Weist, Ph.D.
- Dawn Wilson, Ph.D.
- Guillermo, Wippold, Ph.D.
- Nicole Zarrett, Ph.D.

Affiliated Faculty

- **Rosemarie Booze, Ph.D.**, Associate Professor, Department of Psychology, Experimental Program
 - **Thomas P. Cafferty, Ph.D.**, Distinguished Professor Emeritus, Department of Psychology, USC
 - **Steven Harrod, Ph.D.**, Associate Professor, Department of Psychology, Experimental Program
 - **Kimberly Hills, Ph.D.**, Clinical Associate Professor, Department of Psychology, School Program
 - **Ryan Landoll, Ph.D.**, Adjunct Assistant Professor, US Air Force, Shaw Air Force Base, Sumter, South Carolina
 - **Patrick Malone, Ph.D.**, Associate Professor*
 - **Carl Paternite, Ph.D.**, Adjunct Professor, Department of Psychology, Miami University
 - **Matthew Sanders, Ph.D.**, Adjunct Professor, Department of Psychology, University of Queensland
 - **Bradley Smith, Ph.D.**, Adjunct Professor, Department of Psychology, University of Houston
 - **Sara Wilcox, Ph.D.**, Adjunct Associate Professor, Department of Exercise Science, USC
 - **Douglas Wedell, Ph.D.**, Professor and Chair, Department of Psychology, Experimental Program
- *Faculty who are formally affiliated with the Clinical-Community Program.

COMPETENCY RATING FORMS

Master Thesis Proposal

Please rate the student on each of the following competencies using the following rating scale:

US – Unsatisfactory S – Satisfactory E – Excellent

Objective 3 for Goal 1: Students demonstrate the ability to consume, conduct, and communicate research to a variety of audiences

3a. Able to consume, critique, and synthesize research literature	US	S	E
3b. Demonstrates knowledge of and ability to apply research methods (e.g., sampling, measurement, design) appropriate for the research question	US	S	E
3c. Demonstrates empirical skills during recruitment and data collection	US	S	E
3d. Demonstrates basic to advanced quantitative skills	US	S	E
3e. Demonstrates ability to present research ideas and results in a written or oral format	US	S	E
3f. Demonstrates awareness of how one's biases influence interpretation of the results of one's own and others' research	US	S	E
3g. Applies a systems perspective throughout research process	US	S	E
3h. Receives/gives feedback effectively as a member of a research team	US	S	E
3i. Demonstrates effective interpersonal and communication skills with participants, community members, and team members	US	S	E

Student Name: _____

Committee Members: _____

Master Thesis Defense

Please rate the student on each of the following competencies using the following rating scale:

US – Unsatisfactory S – Satisfactory E – Excellent

Objective 3 for Goal 1: Students demonstrate the ability to consume, conduct, and communicate research to a variety of audiences

3a. Able to consume, critique, and synthesize research literature	US	S	E
3b. Demonstrates knowledge of and ability to apply research methods (e.g., sampling, measurement, design) appropriate for the research question	US	S	E
3c. Demonstrates empirical skills during recruitment and data collection	US	S	E
3d. Demonstrates basic to advanced quantitative skills	US	S	E
3e. Demonstrates ability to present research ideas and results in a written or oral format	US	S	E
3f. Demonstrates awareness of how one’s biases influence interpretation of the results of one’s own and others’ research	US	S	E
3g. Applies a systems perspective throughout research process	US	S	E
3h. Receives/gives feedback effectively as a member of a research team	US	S	E
3i. Demonstrates effective interpersonal and communication skills with participants, community members, and team members	US	S	E

Student Name: _____

Committee Members: _____

Master Oral Comprehensive Exam

Please rate the student on each of the following competencies using the following rating scale:

US – Unsatisfactory S – Satisfactory E – Excellent

Objective 1 for Goal 1: Students acquire and demonstrate the knowledge of theory and research related to the fields of Clinical and Community Psychology

1a. Can develop organized responses to basic questions related to Developmental Psychology	US	S	E
1b. Can develop organized responses to basic questions related to Social Psychology	US	S	E
1c. Can develop organized responses to basic questions related to Psychological Problems and Disorders	US	S	E
1d. Can develop organized responses to basic questions related to Diversity Issues in Psychology	US	S	E
1e. Can develop organized responses to basic questions related to History and Systems of Psychology	US	S	E
1f. Can develop organized responses to basic questions related to Psychological Interventions	US	S	E
1g. Can develop organized responses to basic questions related to Research Methods and Statistical Methods.			
1h. Can develop organized responses to basic questions related to psychological assessment and psychometrics			
1i. Can develop organized responses to basic questions related to professional Ethics			

Student Name: _____

Committee Members: _____

Doctoral Written Comprehensive Exam (Comps Paper)

Please rate the student on each of the following competencies using the following rating scale:

US – Unsatisfactory S – Satisfactory E – Excellent

Objective 3 for Goal 1: Students demonstrate the ability to consume, conduct, and communicate research to a variety of audiences

3a. Able to consume, critique, and synthesize research literature	US	S	E
3b. Demonstrates knowledge of and ability to apply research methods (e.g., sampling, measurement, design) appropriate for the research question	US	S	E
3c. Demonstrates empirical skills during recruitment and data collection	US	S	E
3d. Demonstrates basic to advanced quantitative skills	US	S	E
3e. Demonstrates ability to present research ideas and results in a written or oral format	US	S	E
3f. Demonstrates awareness of how one’s biases influence interpretation of the results of one’s own and others’ research	US	S	E
3g. Applies a systems perspective throughout research process	US	S	E
3h. Receives/gives feedback effectively as a member of a research team	US	S	E
3i. Demonstrates effective interpersonal and communication skills with participants, community members, and team members	US	S	E

Student Name: _____

Committee Members: _____

Dissertation Proposal

Please rate the student on each of the following competencies using the following rating scale:

US – Unsatisfactory S – Satisfactory E – Excellent

Objective 3 for Goal 1: Students demonstrate the ability to consume, conduct, and communicate research to a variety of audiences

3a. Able to consume, critique, and synthesize research literature	US	S	E
3b. Demonstrates knowledge of and ability to apply research methods (e.g., sampling, measurement, design) appropriate for the research question	US	S	E
3c. Demonstrates empirical skills during recruitment and data collection	US	S	E
3d. Demonstrates basic to advanced quantitative skills	US	S	E
3e. Demonstrates ability to present research ideas and results in a written or oral format	US	S	E
3f. Demonstrates awareness of how one’s biases influence interpretation of the results of one’s own and others’ research	US	S	E
3g. Applies a systems perspective throughout research process	US	S	E
3h. Receives/gives feedback effectively as a member of a research team	US	S	E
3i. Demonstrates effective interpersonal and communication skills with participants, community members, and team members	US	S	E

Student Name: _____

Committee Members: _____

Dissertation Defense

Please rate the student on each of the following competencies using the following rating scale:

US – Unsatisfactory S – Satisfactory E – Excellent

Objective 3 for Goal 1: Students demonstrate the ability to consume, conduct, and communicate research to a variety of audiences

3a. Able to consume, critique, and synthesize research literature	US	S	E
3b. Demonstrates knowledge of and ability to apply research methods (e.g., sampling, measurement, design) appropriate for the research question	US	S	E
3c. Demonstrates empirical skills during recruitment and data collection	US	S	E
3d. Demonstrates basic to advanced quantitative skills	US	S	E
3e. Demonstrates ability to present research ideas and results in a written or oral format	US	S	E
3f. Demonstrates awareness of how one’s biases influence interpretation of the results of one’s own and others’ research	US	S	E
3g. Applies a systems perspective throughout research process	US	S	E
3h. Receives/gives feedback effectively as a member of a research team	US	S	E
3i. Demonstrates effective interpersonal and communication skills with participants, community members, and team members	US	S	E

Student Name: _____

Committee Members: _____

Doctoral Oral Comprehensive Exam

Please rate the student on each of the following competencies using the following rating scale:

US – Unsatisfactory S – Satisfactory E – Excellent

Objective 1 for Goal 1: Students acquire and demonstrate the knowledge of theory and research related to the fields of Clinical and Community Psychology

1a. Can develop organized responses to basic questions related to Developmental Psychology	US	S	E
1b. Can develop organized responses to basic questions related to Social Psychology	US	S	E
1c. Can develop organized responses to basic questions related to Cognitive Psychology	US	S	E
1d. Can develop organized responses to basic questions related to Behaviorism & Learning Theory	US	S	E
1f. Can develop organized responses to basic questions related to Biological Basis of Behavior	US	S	E
1e. Can develop organized responses to basic questions related to Affective Basis of Behavior	US	S	E
1g. Can develop organized responses to basic questions related to the Integration of the Above areas within Psychology	US	S	E
1h. Can develop organized responses to basic questions related to Psychological Problems and Disorders	US	S	E
1i. Can develop organized responses to basic questions related to Diversity Issues in Psychology	US	S	E
1j. Can develop organized responses to basic questions related to History and Systems of Psychology	US	S	E
1k. Can develop organized responses to basic questions related to Psychological Interventions	US	S	E
1l. Can develop organized responses to basic questions related to Professional Ethics	US	S	E

Student Name: _____

Committee Members: _____

Student Practicum/Externship Evaluation

Name of Student:	Semester:
Year in Program:	Clinical Setting:
Name of Supervisor:	Type and Amount of Clinical Work:
Nature of Supervision:	Type of Case/Tx Procedures Used:

Please rate the student on all generic clinical competencies, taking into account her/his developmental level in the program (e.g., 2nd yr, 3rd yr, or pre-intern). Use the following 3-level scale:

B = Below Expectations; M = Meets Expectations; E = Exceeds Expectations;
Circle NA (Not Applicable) if the item is not germane for the practicum/site.

ETHICS

- | | |
|--|----------|
| 1. Recognizes and analyzes ethical/legal issues. | B M E NA |
| 2. Seeks information and consultation when confronted with ethical/legal issues. | B M E NA |
| 3. Identifies personal distress as it relates to professional functions. | B M E NA |
| 4. Maintains confidentiality of client information. | B M E NA |
| 5. Understands and maintains appropriate professional boundaries with clients. | B M E NA |
| 6. Demonstrates appropriate responses to crisis situations. | B M E NA |

PROFESSIONALISM

- | | |
|--|----------|
| 1. Evidences commitment to practicum training (i.e., time, effort, readings) | B M E NA |
| 2. Punctual to class, supervision, and therapy sessions. | B M E NA |
| 3. Negotiates needs and manages conflict/disagreements with supervisors, peers, and agency staff (i.e., actively, in timely manner, non-defensively) | B M E NA |
| 4. Shows respect toward support staff roles and prerogatives. | B M E NA |
| 5. Evidences collegial peer interactional style (i.e., provides feedback, support, and is actively engaged especially in group practicum). | B M E NA |
| 6. Communicates successes and problematic issues with clients in a confidential and respectful manner. | B M E NA |

SUPERVISION

1. Works collaboratively with supervisor(s) (i.e., shares common goals for supervision). B M E NA
2. Prepares for supervision (i.e., reviews and can pull up video to aid supervision, prepares questions/concerns/plans in advance, has all notes and other relevant paperwork complete). B M E NA
3. Recognizes and accepts supervisor's input and authority. B M E NA
4. Displays good judgment regarding the need for supervisory assistance. B M E NA
5. Recognizes his/her own responsibility in making the appropriate choice for the client based on supervisor's input and their working knowledge of the client, and requests supplemental support from supervisor when appropriate. B M E NA

SITE POLICY AND PROCEDURES ADHERENCE

1. Understands and adheres to agency operating procedures and policies B M E NA
2. Punctual in completing agency tasks (i.e., scheduling and cancelling sessions, attending sessions, completing notes and reports) B M E NA

GENERAL CLINICAL SKILLS/NON-SPECIFICS WITHIN SESSION

1. Appropriately displays warmth, empathy, and genuineness in response to client cues. B M E NA
2. Evidences verbal facility and clarity of expression. B M E NA
3. Shows an ability to tolerate strong affective responses and manage conflict. B M E NA
4. Supports client progress and efforts. B M E NA
5. Displays flexibility in meeting clients' needs (i. e., not unduly agenda "bound") B M E NA
6. Shows the ability to establish and maintain a working alliance with clients. B M E NA
7. Discusses ruptures in the alliance with the client as needed. B M E NA

DIVERSITY ISSUES

1. Knowledgeable and respectful of client diversity (i.e., ethnicity, race, gender, age, sexual orientation, disability, religion, SES, etc.) B M E NA
2. Actively considers diversity issues in assessment, case conceptualization, and treatment planning and implementation B M E NA
3. Displays an awareness of interfering biases via an awareness of one's own cultural identity, self-concept, and self-appraisal as they might affect interactions with the client. B M E NA

ASSESSMENT

4. Is able to perform a clinical interview. B M E NA
5. Uses systematic approaches to gathering data to inform clinical decision-making. B M E NA
6. Shows knowledge of standardization/psychometric issues related to assessment strategies. B M E NA
7. Displays the ability to propose and defend diagnostic conclusions. B M E NA

8. Demonstrates an emergence of critical thinking and analysis with respect to information gathered. B M E NA

CASE CONCEPTUALIZATION/FORMULATION

1. Demonstrates the ability to form a complete case conceptualization using model of one's choosing (e.g., Cognitive, ACT) to inform treatment planning. B M E NA
2. Effectively communicates clinical findings and impressions (conceptualization) to client. B M E NA
3. Can create and conduct a case presentation, effectively communicating clinical findings and impressions. B M E NA

TREATMENT PLANNING AND IMPLEMENTATION

1. Applies knowledge from psychological science to therapy by using appropriate resources to inform casework—(e.g., published materials, manualized protocols, evidence-based practice data base searchers) B M E NA
2. Ensures that treatment plan emerges from problems and strengths identified, case conceptualization, and EBP selected. B M E NA
3. Constructs collaboratively defined treatment goals with client. B M E NA
4. Effectively explains treatment rationale and process. B M E NA
5. Engages in session-to-session planning and preparation based on goals, treatment rationale, and client's response to interventions. B M E NA
6. Continually assesses client progress. B M E NA
7. Adjusts treatment plans and interventions per assessment of progress, therapeutic processes, and/or changes in circumstances. B M E NA

NOTE KEEPING AND REPORT WRITING

1. Has an organized, disciplined approach to writing and maintaining notes and other agency records. B M E NA
2. Effectively relays relevant information in session notes. B M E NA
3. Can write an integrated report inclusive of assessment data, diagnoses, integrated conclusions, and recommendations. B M E NA
4. Can write a closing/treatment summary considering procedures employed, evidence of client progress, disposition of the case, and recommendations. B M E NA

Brief Integrated Summary of Student's Practicum Performance (note: please comment any "B" ratings, including educational action plans for addressing the supervisor's concern)

Review of Evaluation With the Student

I have carefully read and thoroughly reviewed this evaluation with
_____ on _____.
(Date)

Clinical Supervisor Signature

I have discussed my evaluation with my supervisor on _____.
(Date)

I have submitted additional written information to be considered when reviewing this
evaluation. Yes _____ No _____

Student Signature

USC Clinical-Community Psychology Doctoral Program
Instructions for Externship Memoranda of Understanding

As part of our Externship Policies, we require that students complete a memorandum of understanding for any activity. As stated in the policy that is included in the Handbook and available on Blackboard [https://blackboard.sc.edu/webapps/blackboard/execute/launcher?type=Course&id= 1013620_1&url=](https://blackboard.sc.edu/webapps/blackboard/execute/launcher?type=Course&id=1013620_1&url=)

1. An externship is any organized professional activity where a doctoral student provides psychological services in settings located away from USC facilities or in settings embedded in community agencies. Typically, these activities would not have direct supervision of USC Psychology Faculty but from qualified professionals at the site. The activities might constitute a psychological service include therapy, assessment, consultation, evaluation, group facilitation, organizational capacity building, community development, representing USC in a coalition, etc.
2. Externships may be paid or volunteer positions where students earn experience in exchange for training and supervision by professionals at the externship site.
3. In all types of externships, a Memorandum of Understanding (MOU) is required between the setting hosting the extern and the Clinical-Community Training Program.
4. All externship opportunities need to be reviewed between the student and mentor. Formal approval of student involvement in the externship will be documented by the MOU and signed by the student, mentor, externship site supervisor, and the CC Program Director.
5. The Clinical-Community program has many partnerships with community agencies. Some externships are long-term commitments that renew each year (note a new MOU is required each year for continuing externships). Some are episodic opportunities that are available on a project-to-project basis. Finally, some externships might be developed with an agency as a specific opportunity arises. See guidelines below for developing a new externship.

Note: At a minimum, the MOU should include

1. Role and responsibilities of the Extern at the site
2. Responsibilities of the Externship Site for providing resources, required supervision*, necessary training, and regular evaluation on forms provided by CC program (e.g., mid-term and final) to be part of student record
3. Expectations for performance, regular activities, number of hours to be worked, limit to hours per week, and length of MOU agreement
4. Any payment arrangements
5. How conflicts will be addressed and how an agreement may be ended early
6. That student will be providing ratings on externship site on forms provided by CC program at the end of externship.

*If no on site licensed supervision is provided, indicate under CC program responsibility if it will be provided here and how compensated. Otherwise, what other provisions for supervision are being provided (e.g., site will bring in supervisor).

Memorandum of Understanding

This Memorandum of Understanding is entered into by and between

_____ and the Clinical Community Psychology Program in the Department of Psychology at the University of South Carolina, hereinafter referred to as the CCP.

I. **Purpose.**

The purpose of this collaborative relationship is to provide USC psychology graduate student, _____, with the opportunity to gain further experience _____.

II. **Roles and Responsibilities.**

_____ (Externship site) agrees to the following responsibilities and activities:

Responsibilities of the Externship Site include provision of resources, required supervision*, necessary training, and regular evaluation of student on forms provided by CC program (e.g., mid-term and final) to be part of student record. Describe the number of hours you will be given to work and what activities the externship site will provide the student (e.g., assessment of approximately X number of clients per week). If student is receiving payment for their activities, this should be stated here.

*If no on site licensed supervision is provided, indicate under CC program responsibility if it will be provided by a faculty member. Otherwise, what other provisions for supervision are being provided (e.g., site will bring in supervisor). Furthermore, the externship site needs to identify a person on site with whom the student can consult on a daily basis.

The Clinical Community Program agrees to the following responsibilities and activities:

Make regular site reviews as required by APA.
Maintain regular communication with the site supervisors—identify who will do this (e.g., Dr. Burnette for adult sites; Dr. Flory for child and family sites).
Provide evaluation form to site supervisor(s) and student at appropriate times.
(Add other here such as licensed supervision if necessary)

The Psychology Graduate Student, _____, agrees to the following responsibilities and activities:

Expectations for performance, regular activities, number of hours to be worked, and if there is a range, limit to hours per week. Upper limit for students already on an assistantship is 10 hours. Student will provide an evaluation of site at then end of placement (and during upon request) using form provided by clinical community program.

III. **Terms.**

This MOU is at will and can be modified by mutual consent of authorized officials. This MOU shall become effective _____ and will remain in effect until modified or terminated by any one of the partners by mutual consent. In the event of a dispute regarding the responsibilities of each party, the site director/supervisor and/or authorized official will meet with the Clinical Community Program Chair and/or faculty mentor and the student to attempt to resolve. In the absence of mutual agreement by authorized officials to modify or terminate, this MOU shall end on _____.

This MOU is the complete agreement between _____ and the Clinical Community Program and may be amended only by written agreement signed by each of the parties involved.

Name of Externship Site here

Authorized Official: _____
Signature

Print Name

Site Direct Contact/Supervisor: _____
Signature

Print Name

Address: _____

Telephone: _____

Email Address: _____

Clinical Community Psychology

Chair of Clinical Community Program _____
Signature

Print Name

Faculty Mentor: _____
Signature

Print Name

Program Supervisor (if relevant): _____
Signature

Print Name

Address: _____

Telephone: _____

Email Address: _____

Graduate Student: _____
Signature

Print Name

Address: _____

Telephone: _____

Email Address: _____