

Stephen F. Austin State University
JAMES I. PERKINS COLLEGE OF EDUCATION
Department of Human Services and Educational Leadership



School Psychology Doctoral Program

Program Approved by the
Texas Higher Education Coordinating Board

Doctoral Student Handbook

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Program Resources

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Welcome

Dear Student,

On behalf of the faculty, staff, and students of the Department of Human Services and Educational Leadership at Stephen F. Austin State University, we welcome you to the School Psychology Doctoral Program. Whether you are coming to us from near or far, you are joining a dynamic community of faculty and students who are engaged in learning, teaching, research, and professional leadership in the field of school psychology. With the ongoing advance of research and professional practice, we believe that the spirit of inquiry and the dedication to professionalism that flows from the scientist-practitioner model will be a career-long gift. We hope you will find the School Psychology Program, the Department of Human Services and Educational Leadership, the James I. Perkins College of Education, and University to be an exciting, stimulating environment in which to grow professionally and personally.

The role of a school psychologist is a complex one that requires a variety of technical skills and personal qualities to be successful. We have taken care to sort out the skills, knowledge, and qualities that should prepare you for effective work with future clients across a variety of settings. However, no training program alone can develop all the skills that are necessary for success. Your professional development ultimately depends upon your own abilities, desires, and initiative to learn and grow. By joining our program, you are also joining the specialty of school psychology, the community of school psychologists, and the even broader community of psychologists. Your experience as part of the school psychology community will be enhanced by becoming a student member of such organizations as the American Psychological Association (APA), the Texas Psychological Association (TPA), the National Association of School Psychologists (NASP), Texas Association of School Psychologists (TASP), the Association for Behavior Analysis International (ABAI), and the Texas Association for Behavior Analysis (TxABA). We strongly encourage membership in professional organizations and active engagement in our program-level student organization, which will prove beneficial in becoming a part of our local community.

The program faculty members have prepared this handbook to serve as a guide while you complete the doctoral program. We suggest you use it as your first source of reference for any questions you may have; however, please remember that your faculty advisor is the best point of contact you have with the program.

The SFASU School Psychology Faculty

General Information about the Doctoral Program

Stephen F. Austin State University (SFA) is a regional university located in Nacogdoches, TX, a thriving historic community nestled in the beautiful piney woods of East Texas, only 132 miles from Houston and 165 miles from Dallas. With a student population of approximately 13,000, SFA has a strong reputation for excellence. Located within the SFA Perkins College of Education (PCOE) Department of Human Services and Educational Leadership, the School Psychology Doctoral Program has a long-standing commitment to engagement in cutting edge research, training practices, and the integration of technology.

The School Psychology Doctoral Program began in 2009. The degree takes approximately 3- or 4-years years to complete, leading to licensure as a psychologist in the state of Texas. Graduates of the School Psychology Doctoral Program have a 100% of employability upon graduation and licensure as either Licensed Specialists in School Psychology and/or Licesed P. Typically, students in the program receive multiple job offers following and in the process of graduation. It is common for Texas school districts and special agencies to contact program faculty with openings throughout the year for full and part time school psychologists around the country. Further, many of our graduates go on to work in independent clinical practices or at higher education institutions. The state of Texas (and places across the country) continues to identify school psychologists and psychologists as in demand rofessionals.

Facilities. The Human Services and Telecommunication Building's (HSTC) network infrastructure accommodates gigabit Ethernet to the desktop for high-speed networking. It contains Interactive Television classrooms with H.323 protocol and H.320 backward compatibility. There is a digital video editing facility with the ability to stream media feeds for interactive internet-distributed multimedia content. All classrooms have ethernet connectivity for student use as well as multimedia presentation capability, internet access, document cameras and sophisticated built-in computer systems. In addition, the building and campus offers wireless connection capability for students. Many other resources are available in the College of Education, including a TV studio, Macintosh computer lab, and an audiovisual materials lab. State-of-the-art technology is available to students and faculty through the Center for Professional Development and Technology.

In addition to the above facilities and resources, the HSTC also contains the School Psychology Assessment Center, Human Neuroscience Laboratory, Counseling Clinic, Stanley Speech and Hearing Clinic, and the Cole Audiology Laboratory. Both the Counseling Clinic and Speech and Hearing Clinic have recording capabilities in all the clinic rooms, conference rooms, and student work areas. The SFA School Psychology Doctoral Program includes resources for clinical and research experiences.

The *Journal of Human Services: Training, Research and Practice*, <http://scholarworks.sfasu.edu/jhstrp/>, connects the School Psychology Doctoral Program faculty at the department level with national and international representation on the Editorial Board. The journal serves as an accessible option for the publication of faculty and students' scholarship. The departmental website is provides an overview of all opportunities available: www.humanservices.sfasu.edu.

The School Psychology Doctoral Program

The School Psychology Doctoral Program was authorized by the Texas Higher Education Coordinating Board (THECB) in 2009. However, a the new 99-hours doctoral track was authorized by THECB in 2018. Since 2009, the doctoral program has been dedicated to producing ethical, responsible, and competent school psychologists who employ scientific knowledge and methods of critical and creative problem-solving. The mission of our program is to apply scientific knowledge and method to the assessment and treatment of learning, behavioral, and psychosocial problems in general and special education populations within public schools. Our program emphasizes critical thinking, communication, personal responsibility, social responsibility, empirical and quantitative skills, and teamwork. A cohort training model is used based on an established course sequence, and the instructional modality is face-to-face in a physical classroom. Students in the School Psychology Doctoral Program will be prepared to become licensed doctoral-level mental health service psychologists, who can work effectively with children and families. In addition, our students may be employed as educators, researchers, and/or practitioners within public/private schools and higher education, as well as within community mental health facilities, hospital/medical settings, and independent practice.

Program Overview

The School Psychology Doctoral Program at SFA embraces a scientist-practitioner model of training, in which practice, research, and theory are considered integrated components that reciprocally influence and strengthen each other. A scientist-practitioner is a professional who is: (1) a consumer of empirically based practices, (2) a reflective decision maker regarding professional actions and, (3) a researcher who collects data from their own settings and reports these findings to the professional community. The Program prepares students to integrate scientific knowledge and skills into all professional activities, to promote empirically established practices on behalf of those being served, and to exemplify the legal and ethical standards of the psychology profession. The emphasis is on developing competencies necessary for functioning in applied settings.

The School Psychology Doctoral Program is designed as a 99-hour, post-baccalaureate program; however, students with a master's degree in clinical, counseling, or school psychology can complete the degree in 66 hours, pending course sequence approval.

The School Psychology Doctoral Program stresses the applied scientific nature of school psychology and its professional and ethical responsibilities to those that it serves, while respecting the cultural diversity of all those with whom its faculty and students work. Training orientations combine assessment and intervention with the social-ecological model as the central unifying scientific themes in understanding human behavior, in working with children, youth, families and schools. Within the training orientation, emphasis is placed on effective scientifically supported interventions for academic, behavioral, and family and system problems.

Philosophy

The primary purpose of the program is to prepare students to provide and promote research-supported, psychological services for children, youth, families, and schools. The program is founded on the central belief that school psychologists offer a unique and valuable contribution to society through the provision of scientifically sound prevention and intervention services. The need for quality school psychological services has been strongly felt throughout the state of Texas, the United States, and beyond.

As a program within the Department of Human Services and Educational Leadership in the PCOE, the program emphasizes the professional identity of school psychologists within the broader field of psychology that prepares students to competently perform a variety of school psychology and practicing psychologist functions. The program also addresses an education that values and respects cultural diversity among students, faculty, and service recipients.

The program's philosophy is operationalized through the following specific values:

1. Approaches every aspect of professional functioning from a scientist-practitioner perspective;
2. Adopts a systems-based ecological framework that acknowledges the multiple influences on human behavior including biological, environmental, cultural, familial, socio-political, and institutional influences;
3. Works respectfully, collaboratively, and ethically with parents, teachers, and other key individuals in the lives of children and youth;
4. Treats every person as a unique individual who is capable of improving their life in dignified and meaningful ways;
5. Honors and accommodates human diversity while acknowledging basic aspects of human functioning that are common to people of all ages and backgrounds;
6. Advocates and upholds the legal and ethical standards of the psychology profession;
7. Honors the role of the school psychologist by giving back to the profession through leadership and other service-related activities in professional organizations, research and dissemination activities, and other forms of service to the profession;
8. Serves a pragmatic societal function in the state of Texas and beyond through the provision of quality prevention and intervention services to children, youth, parents, and families; and
9. Maintains a steadfast commitment to professional improvement and accountability through the ongoing evaluation of all professional activities.

Although not accredited, the program integrates the following philosophical and ethical foundations of the American Psychological Association (APA) in all training activities:

- Psychologists are committed to increasing scientific knowledge of behavior and people's understanding of themselves and others and to the use of such knowledge to improve the condition of individuals, organizations, and society.
- Psychologists respect and protect civil and human rights and the central importance of freedom of inquiry and expression in research, teaching, and publication.
- They strive to help the public in developing informed judgments and choices concerning human behavior. In doing so, they perform many roles such as researcher, educator, diagnostician, therapist, supervisor, consultant, administrator, social interventionist, and expert witness. (From the preamble of the Ethical Principles of Psychologists and Code of Conduct, APA, 2003; <http://www.apa.org/ethics/code/index.aspx>).

The program honors the tenets of the National Association of School Psychologists:

The National Association of School Psychologists (NASP) empowers school psychologists by advancing effective practices to improve students' learning, behavior, and mental health. (From the mission statement of the National Association of School Psychologists, <https://www.nasponline.org/utility/about-nasp/vision-core-purpose-core-values-and-strategic-goals>).

School Psychology Doctoral Program Goals, Objectives, & Competencies

The School Psychology Doctoral Program's philosophy holds that one learns best by engaging in evidence-based intervention. The program mission is to apply scientific knowledge of behavior and research methods to the assessment and treatment of learning, behavioral, and psychosocial problems in regular and special education populations in the public schools. Our program emphasizes functional analytic, collaborative, and data-based decision-making expressed in the following themes:

1. An appreciation and respect for the special attributes, dignity, diversity, and unique characteristics of each student as a contributor to our culture;
2. A commitment to support the best interests of students over and above bureaucratic and procedural demands of institutions;
3. An emphasis on the scientist-practitioner model of problem solving directed at behavioral assessment, intervention, consultation, follow-up treatment, applied and basic research, and on-going program evaluation.
4. Our training model assumes that the primary functions of a school psychologist are relevant to both academic and social issues within the public school system as well as mental health issues outside the academic realm. An additional tenet of this training model is that the school psychologist's service is most effective when it is approached from a data-based decision-making orientation.

These goals and the manner in which they are operationalized are consistent with the SFA mission, which states that the University is a comprehensive institution dedicated to excellence in teaching, research, scholarship, creative work, and service. These goals also reflect the mission of the PCOE, which is to prepare competent, successful, caring and enthusiastic professionals dedicated to responsible service, leadership, and continued professional and intellectual development.

Through the personal attention of our faculty and staff, we engage our students in a learner-centered environment and offer opportunities to prepare for the challenges of living in the global community. Graduates will be qualified to contribute substantially to the following needs and service trends:

1. Provision of research-based intervention services to children and youth for academic, behavioral, and emotional problems within the schools, where they can be delivered most immediately and effectively;
2. Provision of prevention services through assessment screenings, systems analysis, and data analysis;
3. Creation and provision of culturally responsive interventions and helping services to children of all backgrounds;
4. Provision of services for early detection and intervention for children, from preschool to high school and college, with significant behavioral, cognitive, physical, and psychological challenges;
5. Implementation and dissemination of applied research pertaining to wellness and remedial programs;
6. Establishment of effective data collection and analysis systems for school and program improvement;
7. Assessment of instructional, behavioral and emotional problems;
8. Consultation services with schools, teachers, and parents, provision of assessment and interventions for children, adolescents, young adults, and families, in environments that include but are not limited to schools, colleges/universities, community mental health settings, hospitals, and specialized treatment settings.

State Licensure and Certification at the Doctoral Level

Licensure as a Licensed Psychology (LP) in the State of Texas: Licensure requires meeting the Rules of the Texas Behavioral Health Executive Council (BHEC) and Texas State Board of Examiners of Psychologists (TSBEP). In addition to the degree in psychology from a regionally accredited university, students must pass the Examination for the Professional Practice of Psychology (EPPP) for licensure as a doctoral-level psychologist or as a Licensed Psychological Associate (master's level; 70%) and the state Jurisprudence Exam (90%). The Jurisprudence Examination is required of all candidates for licensure and covers the Texas Psychologists' Licensing Act, Board Rules, and applicable Texas laws. Other requirements include a one-year pre-doctoral internship, supervised by two licensed psychologists, and a one-year post-doctoral experience, also supervised by a licensed psychologist. Provisional licensure must be acquired prior to full licensure. EPPP and the Jurisprudence Examination must be passed prior to provisional licensure. Fees are included throughout the application and exam process. TSBEP Rules change frequently. It is the responsibility of the student to remain informed of these changes. It is highly recommended that students download and review the TBHEC TSBEP Statutes and Rules (<https://www.bhec.texas.gov/statues-and-rules/index.html>), in order to be well prepared for the licensure process.

Licensure as a Licensed Specialist in School Psychology (LSSP) in the State of Texas: Licensure includes meeting the requirements of both the BHEC and TSBEP. Subsequent to a master's degree in school psychology from a regionally accredited university, candidates must pass the National Association of School Psychology (NASP) Praxis® exam. *All students are required to take and pass the Praxis examination during the summer prior to enrollment in SPSY 6154 School Psychology Internship.* These examinations are administered every other month, beginning in January. The minimum passing score for licensure as an LSSP in Texas is 147. Licensure also requires the passing of a state jurisprudence exam within 6 months of application. The Jurisprudence Examination is required of all candidates for licensure and covers the Texas Psychologists' Licensing Act, Board Rules, and applicable Texas laws. For more information, please contact:

Texas Behavioral Health Executive Council
333 Guadalupe, Suite 3-900
Austin, TX 78701
512-305-7700
www.bhec.texas.gov

Certification as a Nationally Certified School Psychologist (NCSP): NASP offers the NCSP credential, which is recognized by 34 states in the U.S. To obtain certification as an NCSP, students must have their credentials reviewed by the NCSP Board (administered by NASP). Successful completion of the NCSP examination and review of application material by NASP will then earn the NCSP certification. Continued NCSP certification requires on-going professional development with 75 documented clock hours of in-service education every three years. An application packet for the NCSP may be obtained from:

National Association of School Psychologists
4340 East West Highway, Suite 402
Bethesda, MD 20814
301-657-0270

<https://www.nasponline.org/standards-and-certification/national-certification/apply-for-the-ncsp>

Program Emphasis

The emphasis of the School Psychology Doctoral Program curriculum is on prevention and intervention within the context of data-based decision-making. While preparing students to deal effectively with maladaptive behaviors and difficulties at the individual and systems level, the program also prepares students to identify and utilize strengths and resources of individuals and systems.

To achieve its goals, the program provides extensive training in the foundations of psychology and prepares its students to practice school psychology at a high-level of professional proficiency. The areas covered in the foundations include:

1. Biological aspects of behavior
2. Cognitive and affective aspects of behavior
3. Social aspects of behavior
4. History and systems, mental health and psychopathology
5. Psychological measurement and statistics
6. Research methodology
7. Data analysis

Those aspects of the doctoral curriculum that relate to professional practice and comprise strong components of the program include:

1. Traditional and functional assessment and data-based decision-making;
2. Prevention and intervention;
3. Collaboration, consultation, and supervision;
4. Individual and cultural diversity;
5. Organizational change and program evaluation;
6. Legal, ethical, and professional issues in school psychology;
7. Extensive practicum experience; and
8. A comprehensive pre-doctoral internship.

The faculty members of the School Psychology Doctoral program are dedicated to working with students in a close mentoring relationship, in order to prepare them for doctoral-level practice and research. Students are encouraged to pursue outside experiences and professional interactions (e.g., professional organization membership, presenting at regional and national conferences, and publishing in refereed professional journals). In particular, faculty in the School Psychology Doctoral Program are dedicated to working with students from diverse and multicultural backgrounds and are particularly interested in promoting the achievements of students from under-represented populations. As per the THECB's authorization of this doctoral program, didactic instruction is provided mostly (approximately 70% of courses) via face-to-face in a classroom or other appropriate setting. A few classes are offered via online or livestream (please see the below class schedule).

Program Learning Outcomes

1. **Human Diversity:** Candidates demonstrate professional awareness and sensitivity in working with diverse individuals, groups, and communities.
2. **Psychoeducational Foundations:** Each doctoral student must demonstrate appropriate knowledge of the historical, political, and legal policies and procedures that affect the field of psychology and education.
3. **Content Knowledge:** Each candidate must also demonstrate the ability to use knowledge of biological, psychological sociocultural, ethical, and legal factors to understand typical and atypical behavior.
4. **Research and Technology:** Candidates must demonstrate the ability to use their knowledge of research, statistics, and evaluation methods to inform all areas of practice, from choosing appropriate methods for collecting information to making recommendations for interventions based on empirical evidence.
5. **Professional Skills and Dispositions:** Candidates will conduct themselves in a manner that aligns with the values and attitudes found within the American Psychological Association policies and guidelines. Candidates will demonstrate knowledge, skills, and professional work characteristics/dispositions and effectively apply them in practice.
6. **Application of Principles and Procedures:** Assessment that demonstrates candidates' knowledge, skills, and dispositions are applied effectively in the practice of psychology. As part of this assessment, each graduate student must document the ability to use both problem-solving (client-centered) and process-focused (consultee-centered) models of consultation.
7. **Communication:** The candidate will demonstrate proficiency in written and spoken communication skills relevant to the field of psychology. This includes, but is not limited to: effective writing for different purposes, presentation skills for a variety of audiences and purposes, and skills for interacting appropriately with others.

Accreditation

Stephen F. Austin State University is accredited by the Southern Association of Colleges and Schools (SACS) and the Texas Higher Education Coordinating Board as a Bachelor's, Master's, Specialist, and Doctoral degree granting institution. The Council for the Accreditation of Educator Preparation (CAEP) accredits teacher education programs at the bachelor's, master's, and specialist's degree levels. The SFA Graduate School adheres to the Guidelines of the Council of Graduate Schools in the United States, and the SFA School Psychology Program adheres to the Council's charge to protect the rights of students.

Admissions and Degree Requirements

Student Selection

Applicants with master's or specialist degrees in school psychology or related field (i.e. clinical or counseling psychology) who receive positive ratings of required application materials (i.e., completed university application, official transcripts, professional interests and goals narrative, vita, recommendation from faculty and/clinical supervisors) and faculty interview shall be admitted to the post-master's doctoral program. The School Psychology Graduate Application process can be located on the program webpage <http://www.sfasu.edu/humanservices/97.asp>

Applicants with master's degrees in other disciplines, non-thesis master's degrees in psychology, or bachelor's degrees may apply to the post-baccalaureate Ph.D. program. These students could be eligible

for transferring credits (up to 15 hours). The most competitive undergraduate juniors in psychology or psychology-related fields may apply for early admission to the post-bachelor's Ph.D. program through the SFA Overlap Program http://www.sfasu.edu/humanservices/documents/overlap-rec_fm_062014.pdf.

Admission decisions are based on full faculty review of applications, size of incoming cohort, and consideration of the collective body of application materials. Applications are due March 1st of each year. Applicant interviews will occur in March. Graduate assistant applications will also be considered at this time. It is anticipated that the program will accept 7-8 new students per year, with emphasis on attracting a highly qualified and diverse doctoral student population.

For an application file to be considered complete and eligible for review, required materials must be received in both the School Psychology program AND the SFA Graduate School. It is strongly advised that the application process begins well in advance of the anticipated date of initial enrollment.

Clear admission: An applicant to the School Psychology Doctoral Program must have an overall grade point average of 2.5 and a grade point average of 2.8 on the last 60 hours of undergraduate work (exclusive of freshman-level courses), each on a 4.0 scale.

Probationary admission: An applicant to the School Psychology Doctoral Program failing to achieve clear admission to graduate study may be considered for probationary admission on a case-by-case basis under which the student is eligible to work toward a graduate degree, but with the provision that the student earn at least a B on course work the first semester or summer session of registration or be placed on academic suspension.

Provisional admission: School Psychology Doctoral Program applicants who are unable to supply all the required documentation prior to the first semester of enrollment, but who, based on previous academic performance, appear to meet the requirements for clear admission, may be considered for provisional admission. The record must indicate a minimum overall grade point average of 2.5, and a 2.8 for the last 60 semester credit hours (exclusive of freshman-level courses), based on a 4.0 scale. This status requires the recommendation of the appropriate department and the approval of the academic dean, and it is valid for one regular semester or two summer sessions only.

Overlap Program Admission: The Overlap Program permits qualified undergraduates to pursue a limited number of graduate studies concurrently with undergraduate ones. A maximum of 12 credit hours is allowed. To be eligible for the Overlap Program, a student must be enrolled at SFA and must have achieved at least 95 semester hours of undergraduate credit. A student with fewer than 115 hours of undergraduate credit must present a 3.0 grade point average both overall and in the major field. A student with 115 hours or more of undergraduate credit, however, may be admitted to the Overlap Program by presenting a 2.5 grade point average overall and a 2.8 grade point average in the major field.

To be admitted to the Overlap Program, a student should:

- Apply to the Graduate School
- Complete an Overlap Application which can be located at: <http://www.sfasu.edu/graduate/documents/overlap-recommendation.pdf>
- Obtain the recommendation of the School Psychology Program, and
- Obtain the recommendation of the appropriate academic dean.

Support for Diversity

The School Psychology Doctoral Program faculty members are committed to supporting diversity. Following the guidelines of APA, the program faculty members make systematic, coherent, and long-term

efforts to attract and retain students and faculty from differing ethnic, racial, and personal backgrounds into the program. Consistent with such efforts, the program faculty act to ensure a supportive and encouraging learning environment appropriate for the training of diverse individuals and the provision of training opportunities for a broad spectrum of individuals. Further, the program faculty avoids any actions that would restrict program access on grounds that are irrelevant to success in graduate training. The program implements a thoughtful and coherent plan to provide students with relevant knowledge and experiences about the role of cultural and individual diversity in psychological phenomena as they relate to the science and practice of professional psychology. We also follow:

The Diversity Statements from the department of Human Services and Educational Leadership:

<http://sfasu.edu/humanservices/827.asp>;

PCOE (<http://coe.sfasu.edu/about-us/vision-mission-and-core-values>); and

SFA (<http://www.sfasu.edu/multicultural/>)

Student Demographic

Since its conception in 2009, the program has had 37 graduates. Racial/ethnic minority enrollment is approximately 52% of the total doctoral enrollment in school psychology. About 70% of the students identify as female (please see <http://www.sfasu.edu/humanservices/97.asp> for additional information).

Here is the student demographic information for the last three years:

Academic Year	# of Candidates Enrolled in the Program	Females	Males	# of Ethnically Diverse Students	# of Program Completers
2021-2022					
2020-2021	29	19	10	17	3
2019-2020	26	18	8	15	1
2018-2019	29	20	9	14	6

Minimum Completion Requirements

The School Psychology Doctoral Program includes formal course work, practica and internship experiences, participation in local, regional or national professional organizations, comprehensive evaluation, and dissertation research. Doctoral students, with completed masters degree are required to take at la MINIMUM of 66 semester hours including the full-time academic year internship. Students with no accepted masters degree must complete 99 hours. Students are encouraged to attend full time and follow the sequence of courses. Following the recommended full-time sequence, the minimum time for completion of the doctoral program for students is 3 years. Following the official full-time sequence, the average time for completion of the post-baccalaureate doctoral program for students is 4 years.

Program Sequence and Curriculum

The official course sequence for full-time enrolled students who are admitted to the post-baccalaureate (99-hours) Doctoral Program is as follows:

YEAR ONE (Classes are Face-to-Face, Hybrid, or Online)		
Fall	Spring	Summer I & II
SPSY 6344: Adv. Human Gr. & Devel.	SPSY 6348: Ethics	
RSCH 6311: Intro to Ed. Research	SPSY 6347: Advanced School Psychology	SPSY 6349: History & Systems
SPSY 6315: Child/Family Assessment	SPSY 6312: Individual Intelligence Testing	SPSY 6323: Multicultural Considerations in Therapy
SPSY6318: Seminar in Professional Psychology*	SPSY 6331: Quantitative Research Methods	SPSY 6346: Child/Adolesc. Psychopath.
Total: 12 hours	Total: 12 hours	Total: 9 hours
YEAR TWO (All classes are Face-to-Face)		
Fall	Spring	Summer I & II
SPSY 6321: Child and Adolescent Therapy	SPSY 6314: Human Neuroscience	SPSY 6316: Advanced Neuropsychological Assessment
SPSY 6301: Learn/Cognitive Dev.	SPSY 6317: Biopsychological Interventions*	SPSY 6353: Practicum
SPSY 6311: PsychoEd. Assessment	SPSY 6303: Consultation and Supervision	SPSY 6305: Severe Dev. Disab./Autism
SPSY 6334: Psychometrics and Clinical Research*	SPSY 6343: Social Bases of Behavior and Personality	
		<i>Prepare for Internship Application</i>
Total: 12 hours	Total: 12 hours	Total: 9 hours
YEAR THREE (All classes are Face-to-Face)		
Fall	Spring	Summer I & II
SPSY 6353: Practicum	SPSY 6353: Practicum	SPSY 6138: Dissertation
SPSY 6335: Multivariate Analysis	SPSY 6138: Dissertation	
SPSY 6336: Single Case Res. Design	SPSY 6322: Advanced Family Therapy	
SPSY 6138: Dissertation	SPSY 6306: Applied Behavior Analysis	<i>PRAXIS Examination</i>
<i>Submit Internship Application</i>		
<i>Doctoral Comprehensive Examination/Dissertation Completion and Oral Defense</i>		
Total: 12 hours	Total: 12 hours	Total: 3 hours
YEAR FOUR		
Fall	Spring	Summer I & II
SPSY 6154: Internship	SPSY 6154: Internship	
Total: 3 hours	Total: 3 hours	

*New Courses

Potential degree program for students with an existing master’s degree in school psychology:

YEAR ONE		
Fall	Spring	Summer I & II
SPSY6318: Seminar in Professional Psychology*	SPSY 6348: Ethics	SPSY 6346: Child/Adolesc. Psychopath.
SPSY 6301: Learn/ Cognitive Dev.	SPSY 6347: Advanced School Psychology	SPSY 6353: Practicum
RSCH 6311. Intro to Ed. Research*	SPSY 6331: Quantitative Research Methods	
		<i>Prepare for Internship Application</i>
9	9	6
YEAR TWO		
Fall	Spring	Summer I & II
SPSY 6353: Practicum	SPSY 6353: Practicum	SPSY 6138: Dissertation
SPSY 6335: Multivariate Statistics	SPSY 6317: Biopsychological Interventions	SPSY 6349: History & Systems
SPSY 6321: Child and Adolescent Therapy	SPSY 6343: Social Bases of Behavior and Personality	SPSY 6305: Severe Dev. Disab./Autism
SPSY 6138: Dissertation <i>Committee Identified and Completed Proposal Development w IRB approved.</i>	SPSY 6138: Dissertation <i>Doctoral Comprehensive Exam Dissertation Completion and Oral Defense</i>	
<i>Prepare for Internship Application</i>		
Total: 12 hours	Total: 12 hours	Total: 9 hours
YEAR THREE		
Fall	Spring	Summer I & II
SPSY 6154: Internship	SPSY 6154: Internship	
Total: 3 hours	Total: 3 hours	

Transferring Credits

For students with a master’s degree who do not come from a school, clinical, or counseling psychology program, upon the request of the student, the faculty members will carefully study the transcripts and syllabi from previous institutions and degree plans will be developed and distributed to each student upon admission.

Shifts in Course Schedules

Program shifts in course schedules will only occur in cases of unanticipated, significant attrition within cohorts. Changes in any degree plan due to student’s change in enrollment status or the program’s required adjustment because of cohort enrollment will result in the development of new individual student plans and distribution. When the program is required to make a course schedule shift, an announcement will be made to all students.

Deviations from the Official Course Sequence

Any student requested deviation from the official course sequence and/or degree plan must be approved by the School Psychology Doctoral Program faculty in writing. Students should first bring proposed changes to their advisor, who will then bring the proposal to the School Psychology Doctoral Program faculty for a final decision. Changes made without School Psychology Doctoral Program faculty written approval will result in delays in program completion and a loss of good standing in the program. Loss of good standing could result in being placed on probation; delayed approval for practicum, internship, and dissertation, and dismissal from the program.

Continuous Progress

The School Psychology Program expects all doctoral students to make continuous progress towards their degrees. A program is only considered complete after the appropriate documentation for degree completion has been filed with the School Psychology Doctoral Program faculty or the Graduate School.

Graduate Student's Responsibility

The program includes the following major requirements. **It is the graduate student's responsibility to comply with all regulations for graduation as outlined in this document and in the SFA Graduate School Handbook.**

Residency

Each student *should* enroll in residence as a full-time student for at least 9 hours per Fall and Spring semesters and 6 hours in the Summer. Approximately 60% of all courses are face-to-face and the instructor and the students are expected to be in the same room during lectures/practices. Other courses can be fully online, livestream, or hybrid modalities.

COVID-19 Statement

As a result of the COVID-19 health crisis, the School Psychology Doctoral Program follows the guidance offered by our institutional administration (<https://www.sfasu.edu/covid19>) as well as that from the World Health Organization, the US Center for Disease Control, and the state and local health departments in the program's location, in regard to maintaining operations in a manner that reduces risk of exposure to the COVID-19 virus. In addition, we follow the recommendations and guidance of the U.S. Department of Education's Office of Postsecondary Education for programs that allow for flexibility in the methods by which students may continue their education.

The faculty will work with students to accommodate and help them continue their education despite interruptions caused by COVID-19. We are permitting students to waive the above residency standards to implement distance-learning, solely for the purpose of allowing currently enrolled students to complete a term that is interrupted by COVID-19 social distancing requirements. Similarly, students enrolled in practicum and internship are allowed to participate in distance education for a period of time until they can resume ground-based attendance. We may also provide online/livestream opportunities for students who have difficulties due to the public health crisis.

Grade Standards and Quality Points

Grades of A, B, and C will allow students to receive graduate credit representing 4, 3, and 2 quality points, respectively. If a student receives a C in any class, they will be placed on academic probation and will be required to (a) repeat the course in which the C was earned during the *next semester the course is offered* and (b) make at least a B. If a student makes a second C, or any grade lower than a C, then they will be dismissed from the program. In addition, a GPA of 3.25 must be maintained at all times. A student whose cumulative grade point average is less than this is placed on academic probation. In the next semester or summer term in attendance, the student must achieve a cumulative 3.25 average. If the cumulative 3.25 is not met, the student is ineligible to continue graduate studies at SFA for one year and must officially reapply to the program in order to complete the degree after the suspension period.

Withheld: A grade of Withheld is given to the student who shows good cause for not completing the work by the end of the semester. The grade of Withheld is appropriate only when, because of unavoidable circumstances, a student cannot complete all of the coursework by the end of the semester/term. Examples of unavoidable circumstances include documented illness which prevents a student from attending classes, death in the immediate family, military service, or other emergencies deemed

appropriate by the instructor. A grade of Withheld should not be requested nor given for lack of completion of work because of procrastination or dissatisfaction with the grade earned.

A student who is entitled to receive a grade of Withheld must develop a written contract with the instructor of the course to remove the grade of Withheld. The contract, signed by both instructor and student, must be filed with the program secretary and Office of the Department Chair. The instructor and student shall maintain copies for future reference. The instructor will also specify that, if the work is not completed by the designated time, a grade of F will replace the Withheld on the student's transcript. If the student completes the required work by the assigned completion date, the instructor will submit the new grade to the Office of the Registrar. In most instances, work to be completed should be finished within the first several weeks following the end of the semester/term. The maximum time allowed to finish the course work is one calendar year, after which time the Withheld grade automatically becomes an F.

Time Limitations

All requirements toward a doctoral degree must be completed within a period of 10 consecutive calendar years from the date that doctoral credit is first earned. This should be considered when transferring in courses completed prior to registration in the doctoral program. Although the time limit for completing the doctoral degree is 10 years, the School Psychology Doctoral Program strongly encourages full-time students to complete their doctoral program within 5 years of their acceptance into the program.

Faculty

The program faculty body is composed of state licensed and/or nationally certified psychologists, school psychologists, or professionals having expertise in a content area deemed relevant in training psychologists (i.e., neuroscience). Graduate training in school psychology is complemented by the expertise and resources provided by faculty in the Departments of Psychology and Human Services and Educational Leadership. This interdisciplinary approach affords the student a broader perspective of the field of psychology.

Faculty Advising: Each student is assigned a temporary academic advisor from the department upon admission to the Ph.D. program. The advisor is available to support the student in a variety of ways, including program planning and scheduling, corrective intervention, and career exploration. No later than the beginning of the second year, students should choose a permanent advisor.

Degree Plan

The plan of study is developed prior to admission into the School Psychology Doctoral Program and must be reviewed and approved by the full body of program faculty, copied, and sent to the College and Graduate School Dean. A copy of the approved plan of study is forwarded to the student and maintained in the local files with the program secretary.

Transfer Credit

Under certain circumstances, a graduate student may transfer 15 semester hours of doctoral level or equivalent coursework taken at other accredited institutions.

To transfer any credit from other institutions, however, the student must submit an official transcript and course syllabi for each course to be reviewed and have the approval of the program's instructor of record, the School Psychology Doctoral Program faculty, appropriate academic department and academic dean. The credits must have been completed not earlier than 10 years prior to the student's first graduate enrollment at SFA. Moreover, if the student fails to complete work on the graduate degree at SFA before the expiration of the 10 years, the transfer credit will not be applicable toward the School Psychology degree.

Any course accepted by transfer will carry credit, but not grade-point value. To transfer credit, the student must have earned a course grade of B or better. There is no automatic transfer of graduate credit, but the School Psychology Doctoral Program faculty has the prerogative to recommend to the Dean of the Graduate School the acceptance of transferable credits. The rule governing the time limit for doctoral credit also applies to transferable credits (10-year limitation).

The School Psychology Doctoral Program faculty does not allow course credit for experiences such as workshops, seminars, remedial study, or other such types of learning experiences. The School Psychology Doctoral Program faculty and the Graduate School do not award doctoral credit for undergraduate or master's-level coursework.

Immediately after admission to the program and receipt of program degree plan, students must contact the program secretary in writing to request the approval for transfer credit and submit the course syllabus and documentation that the course(s) had not contributed to a prior degree. Program faculty will then review this information during a program meeting, and students will be notified in advance of enrollment of the final decision.

Professional Standards

The School Psychology program is firmly based on professionally recognized core areas of psychology, education, and professional practice. The faculty of the School Psychology Program and the Department of Human Services and Educational Leadership prides itself in the practice of offering its students individualized guidance and supervision, as well as opportunities for continuous personal interaction between students and professors. Ethical practice is modeled, expected, and enforced. Ethics and professional practice standards are discussed across several classes and applied in practica and internship. Upon entrance into the program, students are expected to sign a policy statement on impairment, incompetence, and ethical misconduct. Additionally, students are evaluated on ethical behavior and conduct as part of the program's annual student evaluation process.

Student Support Opportunities and Resources

Financial support for graduate students may include financial aid, grants, loans, scholarships, and assistantships. Information regarding these opportunities can be found at the SFA Financial Aid Office (<http://www.sfasu.edu/admissions-and-aid#section=financial-aid>).

Graduate Assistantship

The School Psychology Doctoral program provides 16 assistantships for qualified graduate students. Stipends vary according to assignment and educational level of the applicant. Graduate Assistantships in the School Psychology Doctoral program require assisting in research and/or teaching or assisting with undergraduate courses. Graduate Assistantships require 20 hours of work per week. A 20-hour assistantship carries a stipend of \$18,000 for the full year (Fall, Spring, and Summer semesters). For consideration for a graduate assistantship, applicants should complete a graduate assistantship application. It is available from the program secretary and should be submitted along with a curriculum vita and three letters of recommendation.

Graduate assistantship positions are competitive (e.g., there are typically more students than assistantship slots) and are not guaranteed with an offer of admission. Graduate assistantship positions are renewable for up to four years for post-baccalaureate students and two years for students coming into the program with a master's in school psychology, pending adequate performance, annual reviews, and budgetary requirements.

A graduate student on scholastic probation may not hold a graduate assistantship. In general, a person may not have any employment in addition to the graduate assistantship. If a graduate assistant wants to maintain additional employment, a request must be made to and approved by the program faculty, and an outside employment form must be submitted according to University policy. The minimum course load for a graduate assistant is 9 semester hours.

Lumberjack Education Assistance Program

Active, regular (100% FTE) employees of the university, their spouses, and dependents, as well as certain graduate assistants may participate in the Lumberjack Education Assistance Program (LEAP), provided eligibility requirements are met. Highlights of the Lumberjack Education Assistance Program (LEAP) include:

- Mandatory tuition and fees are exempted for eligible participants, except statutory tuition (\$50 per semester credit hour for undergraduate classes or \$80 per semester credit hour for graduate classes).
- Employees who enroll in classes will have scholarship support available to cover the statutory tuition costs.
- There is no cap on the number of courses an employee, spouse, or dependent may take with the LEAP benefit.
- The program is available to employees who had already reached the former Employee Scholarship Program annual cap of \$3,000.

The application form for LEAP is available through [mySFA](#) in the Benefits section of the Employee tab. Neither employees nor dependents are taxed on any portion of the exempted undergraduate tuition and fee value. However, pursuant to Internal Revenue Code (IRC) 117(d), employees who take graduate courses are taxed on exempted tuition and fee values that exceed \$5,250 annually. Also pursuant to the IRC, dependents of employees who take graduate courses are taxed on the exempted tuition and fees for those courses.

Professional Activities

Students who participate in professional activities, e.g. attending or presenting papers at state or national conventions, are eligible to apply for travel funds from the PCOE.

Student-to-student mentoring: Each incoming doctoral student is assigned to an existing graduate assistant from the School Psychology Doctoral Program for mentoring purposes during the first semester of the program. The role of the mentor is to provide information regarding the program from a student's perspective. The specific arrangement and form of mentoring are determined by each pair of students.

Professional conference attendance: All faculty within the Department of Human Services and Educational Leadership encourage students to attend appropriate professional conferences and workshops. In this program, conferences and workshops sponsored by the National Association of School Psychology (NASP), the Texas Association of School Psychology (TASP), the International Association of Behavior Analysis (IABA), the Texas Association of Behavior Analysis (TxABA), the Texas Psychological Association (TPA), and the American Psychological Association (APA) are most meaningful to students. Students are expected to document engagement in ongoing professional involvement (e.g., professional conference and workshop attendance, professional organization service and leadership) and scholarly activities (e.g., professional presentations, publications). Such documentation should be present in dossiers submitted annually on October 1st for program faculty review and evaluation. Students should maintain updated dossiers throughout enrollment.

Professional involvement: Student membership in at least one professional state organization (e.g., TASP) and at least one national organization (e.g., NASP, APA) are required throughout enrollment. The purchasing of professional liability insurance is required, as well. Beyond these minimum expectations, the following activities are products that meet the criteria for professional involvement to be included in dossiers for annual review.

1. Active participation in professional service leadership in a local, regional, state, and/or national professional organization (i.e., representative, student liaison, officer, conference development);
2. Active participation in service leadership in program-sponsored professional development activities;
3. Active participation and service leadership in university graduate student organizations.
4. Participation in log-approved Continuing Professional Development (CPD) activities, which may include, but are not limited to opportunities offered in and outside the program; and
5. Participation in service leadership in program-related activities (i.e., Orientation, peer mentoring, admission interviews, faculty search interviews, student recruitment).

Scholarly activities: Prior to degree completion, all students are expected to have at least one professional conference presentation at the state, regional, or national level or publication in a refereed journal. Beyond this minimal requirement, the following are products that meet the criteria for this area in annual reviews:

1. Submission of a manuscript for publication in a professional journal, which may be completed with faculty or fellow students;
2. Submission of a grant proposal for review;
3. Presentation of a workshop for a professional community, agency or organization;
4. Presentation of a workshop for parents, adolescents or young children;
5. Presentation of a scholarly paper or poster at a local non-program, state, regional or national/international professional conference; and
6. Author or co-author of a book chapter, journal article, encyclopedia entry, book review, or test review.

Research presentation requirement: This requirement should be completed prior to the pre-doctoral internship. To demonstrate knowledge and ability in the area of school psychology research, the student is required to be the first author and primary presenter at an advisor-approved state, regional, or national conference. The presented project must be reviewed and supervised by a faculty member within the School Psychology Doctoral Program. Students may apply to the SFA Student Activities and the PCOE for financial support to meet travel needs. A poster or paper presentation will be acceptable.

Departmental graduate student organizations: The School Psychology Student Organization introduces interested students to the school psychology profession and facilitates in presenting and attending state and national conferences enhancing school psychology.

Other resources. Other sources of support for doctoral students include easy access and full use of the university library system, grant-related opportunities, research funding opportunities, electronic mail/internet access, and use of the University's computer labs.

Making Changes

Due Process

Formal reviews of student performance. Student progress is reviewed on an ongoing basis. Review of student performance may occur on two levels. One level is the annual review, which includes all students in the program. The second level is the individual review, which occurs when a student-related problem is documented and filed by a faculty member, field supervisor, or other individuals affiliated with the training program.

Annual review. The annual review is comprised of two components including: (a) student self-assessment and (b) a review of the student's overall performance conducted by the School Psychology Doctoral Program faculty.

When necessary, the faculty will work in collaboration with the student to develop a Plan of Improvement designed to improve the student's performance in the program. The committee will provide specific goals and objectives to the student, as well as deadlines related to the improvement plan. A Plan of Improvement could include, but is not limited to, the following options:

- Additional clinical coursework and/or supervised experience
- Reduction in the number of classes taken each semester
- Change of amount, format, and/or content of supervision
- An individual Plan of Improvement.
- Referral to SFA's Early Alert Program
- A leave of absence from the program

If students are not satisfied with the decision of this review, they should work closely with their advisor to ensure that an acceptable resolution is achieved. If the students are still dissatisfied, they may appeal the decision by following the Student Appeals Process as described in the SFA Student Handbook (<http://www.sfasu.edu/documents/student-handbook.pdf>).

Individual review: An individual review may occur when a faculty member and/or concerned party expresses a concern or complaint about the student in writing to the School Psychology Program faculty, at which point the student's faculty advisor is informed. The concern may revolve around academic or behavioral issues, such as but not limited to:

- Inability or unwillingness to acquire and integrate professional standards into clinical practice
- Inability to acquire professional skills and reach an accepted level of competence expected of doctoral students
- Inability to manage personal behavior to the extent that it interferes with training or work with clients

The student and advisor meet. The advisor completes the appropriate evaluation form (such as Dispositions Assessment form, Professionalism Rating Form, Internship Evaluation Form). The advisor, in conjunction with program faculty, makes one of three possible decisions:

- The problem is resolved and requires no formal action (state reasons).
- A Plan of Improvement, to which both parties agree, is developed and documented.
- The faculty advisor has ongoing serious concerns about the problem, or the problem cannot be remediated through a student Plan of Improvement, and the matter is forwarded to the Department Chair.

If this process is initiated, a letter will be sent to the student regarding the decision of the faculty. It is the responsibility of the advisor to follow up and monitor the situation regardless of the specific decision.

Assessment of Dispositions

Students will be evaluated on their development of professional dispositions throughout the program, and failure to maintain professional dispositions may result in students requiring a Plan of Improvement with stated objectives that must be met. Should a student fail to make expected progress, the student may be terminated from the student's practicum, internship, or program.

Independent Study

Independent study occurs in rare situations and requires approval of the faculty member, program director, and department chair.

Changing the Degree Plan

Upon admission to the School Psychology Doctoral Program, students will be provided with a degree plan. The degree plan is submitted to the Dean's Office in the PCOE. A copy of the degree plan is sent to the Graduate Dean, and another copy is placed in the student's file in the School Psychology office. Any changes to the degree plan must be approved by the faculty advisor and program director and a degree plan change form submitted to the Dean's office.

Evaluation and Review of Student Performance

Process for Evaluation of Student Progress

Each student's progress is evaluated annually. Students document progress and performance in the program by establishing and maintaining a portfolio. Continued registration in the program is contingent on demonstration of adequate progress as determined by faculty review. In addition, students receive regular feedback on their professional dispositions throughout each academic year.

Retention

To remain in good standing in the program the student must: (a) maintain a minimum overall grade point average of 3.25, (b) maintain appropriate professionalism in class and field settings; (c) observe the fundamental rules of ethical conduct; and (d) receive successful annual reviews conducted by the department throughout their graduate training experience.

Consistent with university policy, the Department of Human Services and Educational Leadership reserves the right to refuse the privilege of further attendance to a student when it has become evident that the student lacks the personal qualities, professional characteristics, or scholastic attainments essential for success.

Inactive Status

Students are expected to be enrolled each semester until completion of the degree. Failure to enroll each semester over the course of a school year without written approval by the Program Director and

Department Chair for the absence will result in removal from the program. If the student wishes to return to the program, reapplication for admission is required.

Leave of Absence

Students must register each semester unless they have been granted an approved leave of absence. Requests for a leave of absence should be made in writing to the Program Director. Requests must be made prior to the semester in which the leave will begin. The maximum length of leave that can be approved is one calendar year. Leaves of absence must also be approved by the Department Chair. Failure to register without a leave of absence will result in being dropped from the program.

Probation and Dismissal

After students enroll in the Department and Graduate School, they may continue to register as long as they remain in good academic standing, make satisfactory academic progress, and are within the time limitations contained in the departmental handbook and the graduate catalog. Students are considered in good standing if they have a minimum GPA of 3.25, are making satisfactory progress toward completing degree requirements, and meet the minimum requirements, as outlined in the SFA Graduate Handbook (<http://sfasu.edu/docs/research-graduate-studies/orgs-graduate-student-handbook-202004.pdf>) Failure to complete departmental requirements by the department's stated deadlines may also result in corrective action by the Graduate School.

Practicum and Internship Requirements

Students complete three integrated practicum courses (SPSY 6353). The integrated practicum courses are required for both post-baccalaureate and post-master's doctoral students. Also required is the accumulation of 300 hours each Fall and Spring semester of enrollment, as well as 200 hours for a Summer semester, for a total of 800 hours. Two experiences are school-based, and one typically occurs in a clinical setting. Students will receive supervision from appropriately licensed and credentialed field-based and university-based supervisors during their practicum experiences. In addition to on-site supervision by the assigned field supervisor, practicum students meet weekly on campus for group supervision.

A Field Supervision Practicum or Internship Agreement is completed for each student prior to the beginning of the practicum experience. Students are required to develop goals and objectives for their practicum experience and document their experiences using weekly and cumulative logs. Additionally, three times per semester written evaluations are collected from the field agency. These evaluations are discussed with the student and the field-based supervisor. This information is used by the university and practicum supervisors in a variety of ways to enhance the working relationships between the university and the field agency.

School-based practica can only be completed during the Fall and Spring semesters and must be scheduled in advance. The clinic practicum may be completed during the Summer semester and must be arranged via the instructor and the university-based supervisor. Upon successful completion of the practicum experiences, students are prepared for internship. A 20-hour embedded practicum experience is also included in SPSY 6312: Individual Intelligence Testing.

Doctoral Internship Training

Eligibility

Students must be enrolled in the SFA school psychology doctoral program, have demonstrated competency in practica (i.e., scores of 3 or higher on each item on the field-based supervisor evaluation form), and be considered in good standing with the program in order to begin their doctoral internship experience.

Students must also successfully pass their Doctoral Comprehensive Exam prior to beginning their pre-doctoral internship experience. Furthermore, the doctoral internship is a culminating experience that is post-practicum and post-course work; therefore, all non-dissertation course work must be completed. It is highly recommended that students also defend their dissertation prior to beginning their pre-doctoral internship training.

Pre-Doctoral Internship Training Program Options

The pre-doctoral internship is an organized program consisting of properly administered, systematically coordinated, planned, structured, and sequenced training experiences that extend beyond practicum training in depth, breadth, duration, frequency and intensity of experiences. The primary training method is experiential, including modeling, vicarious/observational learning, and supervisory or consultative guidance. At all times, interns and supervisors adhere to the ethical principles of APA and NASP. Specific responsibilities for the internship agency, intern, and university are outlined in the SPSY 6154 Memorandum of Agreement.

In general, students have three options for completing their doctoral internship training experience. Any option that a student chooses must be approved by the School Psychology Doctoral Program faculty in order to ensure appropriateness of the placement, activities, and field supervision. The doctoral internship training requirements outlined below are a minimum standard. They do not necessarily lead to licensure as a psychologist. Licensure as a psychologist means that an individual may practice psychology independently. The requirements for licensure as a psychologist typically require specific training beyond earning a Ph.D. and vary from state to state. Students that wish to become licensed psychologists should research the requirements for internship training in the jurisdiction in which they wish to become licensed and ensure that their doctoral internship training program meets those standards. It is the responsibility of the student to maintain all documentation and secure experiences necessary to become licensed in the jurisdiction in which they seek licensure.

Option 1 – Accredited Internship Training Program

When choosing this option, the student applies for and is accepted into a pre-doctoral internship training program approved by the American Psychological Association (APA) and/or the Association of Post-doctoral and Internship Centers (APPIC). Although there are some APA and APPIC approved internships in the state of Texas, this option may require relocation to another state for one year. Applications for APA and APPIC approved internships are due as early as October 15th during the fall semester prior to beginning internship. Doctoral graduate students in school psychology who pursue an APA-accredited and/or APPIC internship will typically meet state psychology board requirements for licensure as a psychologist; however, it is not guaranteed.

Option 2 – Internship Training Program

This option is open to students who apply for and are admitted into internship training programs that are not accredited by APA or APPIC, but are designed to meet a synthesis of requirements

for doctoral internship training programs outlined by the NASP, APA, The Council for Directors of School Psychology Programs (CDSPP), and the Texas State Board of Examiners in School Psychology (TSBESP). The requirements for this type of training program are outlined in the Memorandum of Agreement. Internship programs meeting these requirements must employ two or more interns and two or more licensed psychologists at their agency. Also, the training program must be sequenced and structured in nature with clear training goals and experiences. If the internship training program is completed in a school and a separate licensure/certification is required to practice psychology in a school setting in the jurisdiction in which the internship agency is located, the supervising psychologist must also have this license/certification. This option is designed to meet licensure requirements in the state of Texas; however, there is no guarantee that this experience will lead to licensure as a psychologist.

Option 3 – University/Agency Consortium Agreement

If a student wishes to gain internship training in a school or mental health facility that does not meet the requirements for Option 2, the student may arrange a consortium agreement with the University and internship agency. The training program must be sequenced and structured with clear training goals and experiences. There must be at least one full-time licensed psychologist employed by the internship agency. Also, the student must receive 2 hours of individual supervision by a licensed psychologist that is employed full time by the internship agency and 2 hours of group supervision by a licensed psychologist, who is a faculty member of the School Psychology Doctoral Program. If a separate licensure or certification is required to practice school psychology in a school setting, the supervising psychologists must also have this license/certification. This option is recommended for students who wish to practice psychology in school settings upon completing PhD requirements. This option does not clearly meet licensure requirements in the state of Texas; therefore, if a student wishes to become a licensed psychologist they should carefully research the licensure requirements for the jurisdiction in which they wish to be licensed and ensure that the training program satisfies those requirements.

Required Hours and Settings

If the internship program takes place in a school setting, interns must log a total of 1,750 hours with at least 25% of those hours spent in direct services. If the internship program takes place in a mental health setting, a total of 2,000 hours with at least 25% of those hours spent in direct services is required. Students in the post-baccalaureate program must complete their doctoral internship in a placement that allows for a minimum of 600 hours in a public-school setting.

Obtaining Pre-Doctoral Internship Training

Academic training programs and internship training programs are two separate training experiences in health service psychology. The internship training experience typically occurs in a different agency and/or institution than academic training. Academic training programs are not required to provide internship training programs. Internships are not guaranteed under Options 1, 2, and 3 for all students; therefore, it is the student's responsibility to apply for and build relationships with possible internship agencies. Also, a willingness to relocate during internship year is highly encouraged.

Responsibilities

In general, the responsibility for the effectiveness of the internship is shared equally by the intern, the school or agency supervisor and internship program, and the University-based supervisor. If a problem is identified, then it should be brought to the attention of the other parties as soon as possible. Examples of problems which might interfere with the effectiveness of the internship include, but are not limited to: inappropriate experiences for the intern, misunderstanding the requirements of the internship, personality conflicts, inappropriate or unprofessional behavior on the part of the intern, or other issues. If a problem is

determined by the intern or school/agency supervisor, it is particularly important that the University-based supervisor be contacted immediately. Such problems should not be ignored until the end of the semester. The University-based supervisor will work with the intern and the supervisor to find a solution to the problem. If no solution can be found, the internship would be terminated before the end of the semester.

The intern: The intern is responsible for discharging their assigned duties in a professional manner and for responding to supervision appropriately. The intern shall follow all rules and regulations of the sponsoring school or agency comparable to that of any other employee. This includes such matters as working hours, time off, vacations, and manner of dress.

The school or agency supervisor: The intern supervisor must have a minimum of three (3) years of credentialed experience as a licensed school psychologist or psychologist and be employed as a regular employee or consultant with the school district or agency. The school or agency supervisor helps determine the most appropriate experiences for the intern, assigns duties to the intern, and provides on-going supervision of the intern's work, either directly or through other staff personnel. It is especially important for the school or agency supervisor to notify the SFA internship coordinator if a problem develops during the internship which does not seem amenable to solution within the school or agency. At the end of each semester and at the end of the internship, the supervisor will be asked to submit a written evaluation of the intern's work, and to help the SFA internship coordinator determine a grade for the intern.

The SFA University-based supervisor: The University-based supervisor helps place the intern, determines the experiences of the intern, and works with the intern and the school or agency supervisor as necessary to work out details and training experiences of the internship. The coordinator contacts the supervisor periodically to monitor the progress of the intern and to be apprised of any problems.

Petition for Candidacy

Doctoral Comprehensive Examinations

All students must pass a program-administered Doctoral Comprehensive Examination prior to taking SPSY 6138: Dissertation. After completing 45 doctoral hours of school psychology coursework, students are eligible to take the Doctoral Comprehensive Examination. Sections of the Doctoral Comprehensive Examination align with the 10 domains of the NASP, as well as the APA training competencies. Students who fail must schedule a re-take, another form of the initial examination. Failing scores on the second evaluation will result in dismissal from the program, barring extenuating circumstances.

Doctoral Dissertation Requirements and Procedures

Doctoral Dissertation Committee

Doctoral candidates must write a dissertation based upon research that makes an original contribution to the literature. Before beginning the dissertation process, the student should obtain and become familiar with the Dissertation Guide, which is applicable to all doctoral dissertations. This guide is located on the SFA Graduate School website (See <http://www.sfasu.edu/graduate/108.asp>). The School Psychology Doctoral Program requires a dissertation committee that consists of three members of the School Psychology Doctoral Program faculty, one Graduate faculty member from the Human Services and Educational Leadership department, and at least one Graduate faculty member from outside the department of Human Services and Educational Leadership.

The required course dissertation course is SPSY 6138 Dissertation, which can be taken for a total of nine (9) credit hours. As per Graduate School policy, if the student is unable to complete the dissertation by 9 credit hours, the student must continuously enroll in a minimum of one credit of SPSY 6138 every Fall, Spring, and Summer semester, until the dissertation is defended and approved. At a minimum, the student will meet with the dissertation committee two times; once for the proposal defense and once for the final dissertation defense. The student's committee may request additional meetings if necessary. Students may not propose and defend their dissertation within the same semester. Students should not expect to propose or defend their dissertations during the Summer semesters or during semester breaks. Faculty may or may not be on contract during the summer semester, and therefore may not be available for a dissertation proposal or defense during that time period. Students must plan carefully to propose and defend the dissertation within the academic year (e.g., Fall or Spring semesters) and within the parameters set by the Graduate School.

Students are encouraged to complete their dissertation during their last year of coursework prior to the pre-doctoral internship. Completion of the dissertation prior to internship benefits the student during their internship experience and ensures graduation upon completion of the internship experience. At a minimum, the dissertation proposal should be completed before the student leaves for internship. Dissertations are graded on a Pass (P) or Fail (F) scale. Students will be given a grade of Pass (P) on the 9 credits required for SPSY 6138 after they successfully complete their proposal (6 credit hours) and defend (3 credit hours). The grade of Withheld will be assigned to indicate progress on the project. The grade of F will be assigned to students that do not make any progress during the enrolled semester and subsequently be dismissed from the program.

The Dissertation Process

The following information is provided as a guide to help students initiate and sustain a successful dissertation process. The most conscientious students will begin the process the first year of enrollment by seeking faculty-guided engagement in critical review of bodies of literature that address their social issue areas and populations of greatest interest. Each opportunity for paper development might be used to further shape and hone research questions that could be considered in pilot studies and the future dissertation. Variation in the details below may occur as a function of the dissertation topic itself, the student, the dissertation chair and committee, and other aspects of the process. Students are responsible for initiating all the major steps of this process. Students should refer to the syllabus for SPSY 6138 for the Dissertation course prior to enrollment.

a) Preparing the dissertation proposal

Before registering for dissertation credit, the student should choose a dissertation chair. The dissertation chair should be a School Psychology Doctoral Program faculty member (or the

dissertation needs to be co-chaired and one of the co-chairs must be a School Psychology Doctoral Program faculty member). The dissertation topic must be approved by the student's doctoral committee chair prior to proceeding with the proposal process. Once an idea has been generated, the student should write several research questions that address the selected topic. The dissertation chair will assist the student in formulating researchable questions. In conjunction with the chosen chair, the student will then select the dissertation committee and gain permission of each faculty member chosen to serve on the committee. Note that all departmental committee members must be members of the graduate faculty, which requires approval by the departmental and university committees. Students are to verify this status as invitations are extended for committee membership.

The dissertation proposal should provide information on the need/rationale and overview of the study (Chapter One), review relevant literature (Chapter Two), and describe research methodology for addressing the questions (Chapter Three). Students should work with their doctoral committee chairperson and committee members as needed in order to refine the proposal and schedule the proposal meeting. The student should allow the dissertation chair(s) or committee members at least a two-week period for returning drafts during regular semesters. When the dissertation chair has approved the proposal manuscript, the student should work with the committee chair and other members to schedule a date for a proposal meeting. The student is responsible for (a) working with the department administrative assistant or secretary to secure a room for the meeting, (b) notifying committee members of proposal date and time, c) providing all committee members with a copy of the proposal, and d) collecting and bringing multiple copies of the appropriate forms to the meeting for faculty signatures.

The proposal manuscript must be given to committee members at least two weeks in advance of the scheduled proposal meeting to provide time for committee members to prepare for the meeting or to raise major questions that should be addressed prior to the meeting. The student is also responsible for securing the necessary approvals and sanctions related to the dissertation study from the agencies and settings where the research will be implemented prior to the proposal meeting.

At the meeting itself, the student will be asked to provide an overview of the dissertation proposal in a PowerPoint presentation and to address related questions from committee members. The meeting is designed to clarify dissertation plans and procedures as deemed necessary by the student and committee members. At the conclusion of the meeting, committee members vote on the proposal and share the decision with the student. Upon successful completion of the proposal meeting and approval by the SFA Institutional Review Board (IRB), students may proceed with their dissertation research. Students are responsible for all arrangements and details associated with conducting the dissertation study including (but not limited to) securing the necessary research settings(s), subjects, observers, data collectors, and other related details. This includes any financial costs incurred in order to carry out the dissertation and approval process.

b) Preparing the dissertation defense

Upon completing the entire study, analyzing the data, and preparing a final copy of the dissertation in accordance with the University's Dissertation Guide, students should schedule the dissertation defense meeting. For this, the student should work with the committee chair and other members to determine an agreed upon date for the defense meeting. If necessary, changes in committee membership may be made by the student or the faculty or the committee. The request is submitted to the committee chair, and the change would be reflected on the School Psychology Doctoral Dissertation Committee form.

The student MUST notify the school psychology secretary and the program director at least 30 days prior to the proposed dissertation defense date. The student must then complete the routing form to notify the following people regarding date and time of defense: Department Chair, College Dean, and Graduate Dean. It is not unusual for the announcement to be publicized in the university newspaper and members of the student body may be encouraged to attend. It is the student's responsibility to reserve a room with appropriate technology to support the defense presentation. Once a location for the meeting has been secured, the student will email committee members with the date and time. At least two weeks prior to the meeting, the student must (a) provide a final copy of the dissertation document to the committee members AND (b) use the "Pre-Defense Routing Form" (obtained from Program administrative assistant) to accompany copies of the dissertation document for the Department faculty (1 copy each left with Program administrative assistant), Department Chair, College Dean, and Graduate Dean.

The doctoral candidate will give a formal 30-40 minute presentation (overview of study, summary of results, discussion, and implications). The dissertation committee may question the candidate during or after the presentation; however, in the most structured process questions are reserved until after the completion of the PowerPoint presentation. Following the formal presentation, at the discretion of the committee, questions can be solicited from the non-committee attendees for up to 20 minutes followed by a break. Following the question and answer period, the candidate and all non-committee members will be asked to leave the room so that the committee may discuss the candidate's performance in private. During deliberations, which usually take no longer than 30 minutes, committee members will vote to "approve," "approve with conditions," or "not approve" the defense. The candidate is then asked to return to the room to receive the committee's final decision.

c) After the dissertation defense

Once the dissertation has been defended, the student works with the chairperson to make any committee-recommended changes to the dissertation document. Committee members reserve the right to review and approve the final revised manuscript. The final manuscript is the document signed by the dissertation committee and the dean of Graduate Studies and is subsequently bound, placed in the library and uploaded to ScholarWorks. Therefore, the manuscript must be of the highest possible quality with respect to content and presentation. The student bears the primary responsibility for quality but must realize that each member of the dissertation committee also bears responsibility and is not obligated to sign the manuscript until satisfied with the overall quality of the dissertation. Before making copies of the manuscript, the student should thoroughly proofread all pages of the dissertation to make sure all mechanical specifications have been met. Failure to meet one or more specifications could result in the manuscript being returned for correction, thereby causing the expenditure of additional time and money that could otherwise be avoided. Details concerning the requirements for submission of the dissertation are available on the Graduate School's webpage (<http://www.sfasu.edu/academics/orgs/graduate-students-faculty/theses-exhibitions-dissertations>).