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SECTION 1: OVERVIEW

INTRODUCTION

Congratulations on your admission to the Clinical Psychology Program at The University of Southern Mississippi! We are glad that you decided to pursue a doctorate with us. Expect a rigorous but exciting training experience during your tenure at USM. This document summarizes some of the important procedures and regulations that will govern your activities as you proceed toward your degree. When you first read this document, you may feel overwhelmed by the many “rules” governing your graduate career. However, it is our experience that having clear goals, objectives, and procedures helps to ensure that students complete the doctorate degree in a timely fashion. Indeed, in recent years, the majority of our students have completed the doctorate within five to six years of entering the program.

The material contained herein is not intended to substitute for or otherwise modify the regulations that are contained in the current Graduate Bulletin, the Department of Psychology Graduate Student Handbook, or other official University documents. Rather, this document supplements and extends more general University- and Departmental-level requirements as they might apply specifically to the graduate program in clinical psychology. The program handbook may be more specific than the handbooks at other levels within the University, and it is your responsibility to adhere to these specific policies. This Policy and Procedures Manual will be updated periodically with a new posting at the beginning of each Fall semester. Relevant policy memoranda that appear between publications will be available on our clinical psychology website and incorporated into subsequent editions of the manual. If you judge a section of this Manual to be unclear, or if you identify additional topics that you believe warrant inclusion in the next edition, please inform the current Director of Clinical Training, Dr. Sara Jordan.

A copy of this document is always available on the clinical psychology program website, located at: www.usm.edu/clinical-psychology/program-overview-and-handbook. You will be asked to read this document in the first week (by the second Friday of the incoming semester) of your training in the clinical psychology doctoral program and to sign a form to indicate that you have read this document and have had the opportunity to ask questions about its contents. You will be notified (via e-mail on our listserv) annually whenever the document is updated. Please download and read the updated document as soon as possible after receiving notification of an update. A reread will get you up-to-date on changes and will serve as a good reminder of the general policies. We will also review new policies and procedures and answer questions at our annual Beginning of the Year Clinical Psychology Program Meeting held the first Friday of the Fall semester.
THE CLINICAL PSYCHOLOGY DOCTORAL PROGRAM’S MISSION STATEMENT

The University of Southern Mississippi’s doctoral program in clinical psychology is grounded in the scientist-practitioner model in which the scientific and professional components of clinical psychology are complementary and fully integrated at all stages of training. The program is a traditional Boulder Model clinical training program that prepares its graduates first as scientists and then as practicing clinical psychologists. The clinical training program presumes that all clinicians must be capable of making contributions to the science of psychology through research and consultation as well as through practice, and it is not geared to those graduate students who are interested only in clinical training. Graduates are prepared to pursue careers in academia, research, mental health care delivery, or practice in public and private settings.

In adhering to its philosophy, the clinical psychology program maintains a focus on three broad goals for its students. It is the program’s goal that at the time of graduation, students will (1) have achieved a broad base of knowledge in the field of psychology, (2) be capable of contributing to current knowledge in clinical psychology, and (3) be capable of providing evidence-based clinical services that are consistent with ethical and professional standards. The program has 14 specific training objectives designed to help students meet these broad goals:

1. Students will acquire basic knowledge of the core domains of scientific psychology, including the biological, social, developmental, and cognitive/affective bases of behavior; and the history of psychology.
2. Students will be capable of synthesizing and integrating psychological theory into their research and practice.
3. Students will acquire knowledge of psychological research methods.
4. Students will acquire knowledge of statistics.
5. Students will be able to articulate and defend research questions and results.
6. Students will be knowledgeable and capable of generating an original research study and producing scholarly products.
7. Students will prioritize their training as a scientist and value collaborative research efforts.
8. Students of the program will provide competent practice in diagnosis of psychopathology and theoretical conceptualization of cases.
9. Students of the program will provide competent practice in evidence-based assessments and interpretation of assessment findings in integrative reports.
10. Students of the program will provide competent practice in selection and implementation of evidence-based interventions.
11. Students will develop the skills necessary to provide a range of clinical services.
12. Students of the program will have developed an awareness of issues of cultural diversity and will approach their work with an awareness of and sensitivity to contextual issues, including diversity.
13. Students will have knowledge of and act in accordance with the law, APA ethical codes, and HIPAA in their clinical practice and scholarly work.
14. Students will display professionalism in their relationships with faculty, staff, supervisors, peers, students, and clients.

PEOPLE

Clinical Training Committee

The Clinical Training Committee (CTC) consists of all full-time tenure eligible and tenured faculty members in the clinical psychology program and is chaired by the Director of Clinical Training (DCT). Admissions, annual student evaluations, curriculum changes, and disciplinary actions, as well as other program-related issues, are all decided by the CTC. During the Fall and Spring semesters, the CTC meets weekly to discuss issues relevant to the clinical psychology training program. The committee also meets regularly during the Summer semester. All program decisions that require a vote are passed when a simple majority of the eligible faculty (not faculty present) votes in the affirmative. An outline of each CTC meeting agenda is maintained by the DCT.

Graduate Program Buddy

Once accepted to the clinical psychology doctoral program, you will be assigned a program “buddy,” typically someone in your designated major professor’s lab. The program buddy will be available to answer general questions about the program as well as specific questions about your transition to Hattiesburg and USM. Although we want all new students to feel fully supported by the entire program, the program buddy readily provides students with a peer from whom to obtain information following admission.

New Clinical Psychology Graduate Students (And Our First Year Party)

Each year, we welcome our incoming cohort of clinical psychology graduate students, who represent the emerging future of our program. We want you to become integrated as part of the team right away! As part of a welcoming spirit, the clinical psychology program has a longstanding tradition of hosting a beginning-of-the-year party (“the first year party”), normally held early during the Fall semester in the home of one of the clinical faculty members. This gathering allows all clinical faculty members and all continuing clinical psychology graduate students to meet the new students. Watch for the announcement early during the Fall semester!
Clinical Psychology Program Students

Without the doctoral students there would be no clinical psychology doctoral program. As a faculty, we recognize that you are our most important asset, and we are dedicated to training you as a future clinical psychologist and scientist. We are committed to supporting your professional growth and offering you a variety of training opportunities. In turn, we expect a lot from you! We selected you from a large group of applicants and believe you are among those best suited for our research teams and our clinical program’s training mission. Certainly, we have high expectations, but we know you can meet them. While doing so, we want you to get the most out of your experience and to be an active participant in making the program increasingly better. We value your input and often actively seek it out. For example, you will be asked to be highly involved in the admissions process—from housing applicants to hosting an applicant party to interviewing applicants to helping with behind-the-scenes arrangements. You will soon be returning to someone else all of the goodwill once bestowed upon you! Like an exemplar of how our program operates, our admissions interview process is highly successful because our current students play such an important role. What else can we say? Welcome to the team!

Clinical Psychology Program Alumni

It may be difficult to consider yourself as a future alumnus of the clinical psychology program when you are just starting out or working to steadily progress through the various requirements, courses, and experiences of the program. However, graduation day will arrive sooner than you think! The clinical psychology doctoral program has produced stellar scientist-practitioners, and the faculty are proud of our graduates and the professional positions that they hold. We definitely want to keep in touch with you after you graduate! Yes, we have to collect data on recent alumni to report to the American Psychological Association for accreditation purposes. However, you are not just a provider of data to put in a database! We hope to maintain professional and academic relationships with you. You are our graduate students of today but are our research collaborators of tomorrow. You are our practicum supervisees now but soon you will be our future students’ internship supervisors. Regardless of whether you remain connected through professional activities, you will have a lifelong connection to USM’s doctoral program in clinical psychology, and we are dedicated to making that connection a positive one.

Administrative Assistant for the Clinical Psychology Program

The clinical program administrative assistant (currently Ms. Cindy Medenwald) is located in the Psychology Clinic [Owings-McQuagge Hall (OMH) 217-G, 601.266.4588]. It is important that all new clinical psychology graduate students provide her with a local mailing address, telephone number(s), and e-mail address. All clinical psychology students, new and continuing, should also
keep her advised of any changes of address, telephone number(s), or e-mail address that might occur. If you are a new student, please identify yourself to her as soon as you arrive on campus. She will be able to direct you to faculty, staff, and facilities within the department.

The clinical program administrative assistant supports the functions of the Psychology Clinic, the clinical psychology doctoral program, and the Department of Psychology. As such, she wears many hats! As students, we ask that you please be aware of her multiple responsibilities and the amount of work required of her to support the faculty in our program as well as across the department. Although she will also support you in your progress through the program and in your work in the clinic, please recognize that doing so is not her primary function in the department. That is, she supports the faculty and our implementation of the program and training clinic that, in turn, will help you. She is not your assistant—even when you are working as a clinician in the clinic.

**Graduate Student Representatives**

Each year, two clinical psychology graduate students are elected by their peers to serve as liaisons between the clinical psychology students and the Clinical Training Committee (i.e., student representatives). The student representatives are elected during the Summer semester and serve a one-year term. To ensure representation across the student body—as well as awareness of and attention to the various concerns that students at different stages in training may have—one student representative is elected from the rising second year class, and one is elected from the rising third year class and beyond. Students must be in residence for the upcoming year to be on the ballot. Students who previously served as a student representative are eligible for election if they remain in residence. During the Summer semester, all current students (rising second years through internship class for the upcoming year) vote for both representative positions for the next academic year. Students who are completing internship and who will graduate in the current year are not eligible to vote. The student with the most votes from his/her peers for each of the two positions (rising second year class and rising third year class and beyond) will be the student representative for that position if the student agrees to accept the position. Regardless of the number of votes from peers, students must be in good standing in the program to serve as a student representative. The student representatives will meet with the DCT as needed to discuss any concerns brought to their attention that are relevant to the training program. The student representatives will also participate in the weekly meetings of the CTC. Of course, the student representatives will be excused for discussions in which it would be inappropriate or unethical for them to be present (e.g., discussions of student performance).

The graduate student representatives for 2016-2017 are Claire Houtsma and Hyejin Jin. Feel free to contact Claire or Hyejin with questions or concerns to bring forward to the CTC.
The Campus Representative Network is the medium through which the American Psychological Association of Graduate Student (APAGS) communicates with students across the country. To best represent all graduate students, APAGS recruits a Campus Representative (CR) from every graduate psychology department in the nation. CRs: (1) inform students in their departments about issues relevant to the field of psychology and graduate students in particular; (2) ensure reciprocal communication between graduate students and APAGS/APA; (3) serve as a resource for information about legislative issues affecting the field of psychology and the clients that we serve; and (4) act as liaisons between graduate students in their program and their State, Provincial and Territorial Associations (SPTAs). The CR position carries many important responsibilities as well as exciting opportunities to connect with the governance and leadership of APA and APAGS. The Clinical Psychology Doctoral Program elects an APAGS Campus Representative each summer to serve in this role for one year. The CR joins the APAGSREP listserv and forwards the emails that are received that are entitled "Action Alerts" to our clinical listserv. The representative must email regular summaries of actions taken to department’s State Advocacy Coordinator for the Advocacy Coordinating Team (a position also held by a graduate student in the department, which may be a clinical psychology student). The CR also serves as the CR to the APSSC. This is a new position with similar advocacy responsibilities.

CLINICAL PSYCHOLOGY GRADUATE STUDENT ORGANIZATION (CPGSO)

The Clinical Psychology Graduate Student Organization (CPGSO) was chartered in 2013-14. Under the leadership of the charter members, the CPGSO has become a full-fledged and official student organization designed to systematically coordinate program-related activities initiated by the graduate students in the clinical psychology doctoral program. An executive committee for CPGSO is elected in the summer semester. All current clinical psychology doctoral students are encouraged to participate in the CPGSO and the many meetings and fundraising events arranged by the organization. The CPGSO’s primary goal is to raise money for and administer the Client Assistance, Retention, and Enrichment (CARE) fund. The CARE fund was established by the CPGSO to provide grants to assist in paying for services at USM’s Psychology Clinic for clients who cannot otherwise afford services due to financial hardship, either temporary or longstanding. The CPGSO also aims to eventually raise money to assist clinical psychology doctoral students in their research and professional travel.

Executive Leadership for the CPGSO

The executive leadership for the CPGSO for 2016-2017 is as follows:

President: Laura Hansen
Vice President: Tiffany Harrop
Secretary: Hyejin Jin
Treasurer: Chris Gillen
Philanthropy Coordinator: Keyne Law
Fundraising Coordinator: Becca Broerman

The faculty advisor for the CPGSO is Dr. Joye Anestis.

GRADUATE STUDENTS’ OBLIGATION TO ETHICAL BEHAVIOR

Ethical Principles and Code of Conduct of the American Psychological Association

You will be governed by the applicable principles of the current version of the American Psychological Association’s Ethical Principles and Code of Conduct during the time you are in graduate school. The ethical principles and code of conduct can be obtained online from the following website: www.apa.org/ethics/code/index.aspx. You will be asked to read this document in the first week (by the second Friday of the incoming semester) of your training and to sign a form to indicate that you have read this document. You will abide by its standards throughout your training at The University of Southern Mississippi (and beyond!).

The APA Ethics Code will be formally discussed in Psychology 607 (Ethics and Current Issues in Psychology), including implications and applications for graduate students in training. Students will also have many formal opportunities for discussion of ethical principles throughout their coursework, research, and clinical experiences as well as have the opportunity to apply these principles in a variety of settings.

Academic Honesty

Plagiarism is scholarly theft, and it is defined as the unacknowledged use of secondary sources. More specifically, any written presentation in which the writer does not distinguish clearly between original and borrowed material constitutes plagiarism. Because students, as scholars, must make frequent use of the concepts and facts developed by other scholars, plagiarism is not the mere use of another’s facts and ideas. However, it is plagiarism when students present the work of the other scholars as if it were their own work. Plagiarism is a serious offense. An act of plagiarism within a course may lead to a failing grade on the assignment, paper, or exam—or a failing grade for the course itself—as well as other sanctions. An act of plagiarism in a thesis, dissertation, or other research contribution will also be met with severe consequences that may include termination from the program. To ensure that you understand the nature of plagiarism, you must complete the tutorial found at: www.lib.usm.edu/legacy/plag/plagiarismtutorial.php and have the results of the quiz e-mailed to the DCT (Sara Jordan at sara.jordan@usm.edu) during your first week (by the second Friday of the incoming semester).
ACTION STEP REMINDERS FOR FIRST YEAR STUDENTS TO COMPLETE BY THE SECOND FRIDAY OF THE INCOMING SEMESTER

- Read the *Policy and Procedures Manual for Clinical Psychology Graduate Students*; sign and submit form of completion for student file.

- Read the *American Psychological Association Code of Ethics*; sign and submit form of completion for student file.

- Complete plagiarism tutorial on the University Libraries website; email results to Cindy Medenwald for your file.

- Complete CITI *Responsible Conduct of Research* Training and provide certificates to Cindy Medenwald for your file.
SECTION 2: CLINICAL PSYCHOLOGY DOCTORAL PROGRAM CURRICULUM

CLINICAL CONCENTRATION AREA TRAINING OPTIONS

The clinical psychology training program is committed to the concept of broadly-based general clinical training. However, upon admission to the program, students are accepted into one of two areas of clinical concentration: (1) clinical adult or (2) clinical child. Generally, students in either concentration area will have similar coursework and clinical practicum requirements, although sequencing of these experiences will differ by concentration area, permitting specialized training in the elected concentration area earlier in training. In addition, students will typically be assigned a major professor, conduct their thesis and dissertation, and take electives (through consultation with and approval by their major professor) within their area of concentration. We believe this approach to the curriculum will allow students the opportunity to develop competencies specific to their area of interest before applying to internship, thus maximizing their potential for a suitable internship match. Because of the different course sequences associated with the child and adult areas, changing concentration areas could delay your progress through the program. Therefore, changing concentration areas is discouraged. Please see the DCT as soon as possible if you are considering changing your concentration area. Sometimes students will work in the labs of other faculty members on specific, time-limited projects that may help them gain additional research experience or clinical hours. Students should obtain approval from their major professor before volunteering for additional work in another professor’s lab to ensure that they do not become too over loaded and are staying on track for their independent research projects.

PROGRAM OF STUDY IN CLINICAL PSYCHOLOGY AT USM

The first two years of graduate work consists of completing the master’s core sequence (which is also relevant for students entering with a master’s degree and obtaining only the Ph.D. at USM), preliminary clinical coursework, introductory practicum experiences in the Psychology Clinic, and research under the supervision of your mentor. The sequence of courses that you will take as a clinical psychology graduate student is designed to ensure that you receive strong preparation in the research and theoretical literature of psychology as an experimental behavioral science, the fundamental skills to conduct an empirical thesis and dissertation, and the requisite clinical skills necessary to prepare you to begin seeing clients in the Psychology Clinic and in our affiliated community settings. Be aware that you must submit a Plan of Study form to the Graduate School during your first semester at USM. After completing your M.A. degree, you will need to resubmit the plan of study for your Ph.D. degree. [Since there is no terminal M.A. degree program, the plan of study is the same (i.e., for the doctoral program in clinical psychology). Accordingly, you have to hand-edit a few items on the plan of study when submitting it for your M.A. (e.g., change “dissertation committee” to “thesis committee.”) A
copy of the plan of study is available to complete online or to download as an Excel file from the Graduate School website: http://www.usm.edu/graduate-school/plans-study-doctoral-programs. A copy of each plan of study (master’s and doctoral) should be provided to the clinical program administrative assistant for your student file.

Program Curriculum

THE MASTER’S CORE

Cognitive Processes PSY 722
Advanced Behavioral Neuroscience PSY 624
Advanced Developmental Psychology PSY 679
Quantitative Methods I PSY 662
(or REF 762 Quantitative Analysis II)
Quantitative Methods II PSY 663
(or REF 830 Multivariate Analysis)
Research Evaluation PSY 661
Thesis (6 hrs) PSY 698*

*Students entering with a master’s degree who have their thesis accepted as meeting the thesis requirement will complete 3 hrs of PSY 794–Research Apprenticeship during their first semester and will not be required to complete PSY 698 hours.

ADDITIONAL NON-CLINICAL COURSES TO BE TAKEN BEFORE PH.D. IS COMPLETED

Departmental Courses:
History and Systems of Psychology PSY 718
Advanced Social Psychology PSY 750

Professional Core:
Ethics PSY 607
Cultural Bases of Behavior PSY 613
Seminar in Teaching of Psychology (1 hr) PSY 701

Additional Research Design and Analysis:
Psychometric Theory PSY 768
Dissertation (12 hrs) PSY 898
Students entering with a baccalaureate degree spend most of the second year of graduate training completing the master’s core sequence and the thesis, while continuing to work on the clinical core sequence and starting Clinical Practicum in the clinic.

Coverage of affective bases of behavior is infused in the psychopathology sequence as well as throughout courses in social, cognitive, cultural basis of behavior, and developmental psychology. It is additionally met through two mandatory talks per year (one in Fall, one in Spring) held during designated dates for the department’s Lunch Bunch series.

THE CLINICAL SEQUENCE

The clinical core is designed to provide a strong foundation in the skills deemed essential to clinical practice. The active research orientation that exists within the clinical psychology program requires that students continue to conceptualize clinical practice and phenomena in terms of theory and basic knowledge from all areas of our discipline. Core courses in the clinical sequence are:

**Content Courses:**
- Psychological Disorders of Childhood
- Adult Psychopathology
- Adult Cognitive Assessment

- Behavioral and Emotional Assessment of Children (Child) or
- Objective Personality Assessment (Adult)
- Introduction to Clinical Skills
- Child Behavior Therapy
- Empirically Supported Therapy for Adults

**Practica, Externships, & Internship:**
- Clinical Psychology Practicum (minimum 8 semesters and 22 hrs)
- Internship in Clinical Psychology (3-12 hrs)

Second, third, and fourth year students in PSY 782—Clinical Psychology Practicum must attend a weekly didactic. Four of these didactics per year are designated as topics in the Supervision and Consultation Series. Topics will not repeat in three years; thus, students will be exposed to 12 unique topics in the Supervision and Consultation Series portion of the practicum didactic.
Please note that for Fall and Spring semesters the minimum number of hours for full-time graduate study is nine (9) semester hours and the maximum number of hours for full-time graduate study is thirteen (13) semester hours. Thus, you should be registered for 9 to 13 hours in the Fall and 9 to 13 hours in the Spring, which is mandatory for tuition waivers to be applied. As long as you are registered for a minimum of 9 graduate hours, you may have additional undergraduate hours (up to 13 total for graduate plus undergraduate), which would be covered by the tuition waiver. Students may use these hours for elective courses through consultation with the DCT and their major professor. Due to tuition waiver limitations, loads in the Summer will typically be 3 hours. If you expect to propose or defend your dissertation in the Summer, you must notify the DCT so that the program can petition for an additional hour of tuition waiver. You will be advised regarding how many hours to register for during each semester.

Sometimes equivalent courses (with different course names) are substituted for other courses in the degree plan (e.g., REF 762 and REF 830 courses for PSY 662 and PSY 663); you will be advised by the DCT when to enroll in such courses. Students can refer to the General Five-Year Course Plan (Appendix A) for general information about course sequencing and a sample plan to progress through to completion of the program in five years. See more information in the Course Scheduling and Academic Advising section below.

Course Grade Expectations and Consequences

Only grades of A and B are considered acceptable for graduate courses in the Clinical Psychology Program at USM. A grade of C is considered failing and will result in a formal warning letter from the DCT. A second C will result in the student being placed on departmental and program probation, and a third C will result in automatic termination from the program.

Grades of D or F are also considered failing, but these have more significant consequences. Specifically, an F will result in automatic termination from the program. A grade of D will result in immediate departmental and program probation and a termination review. A grade of D in combination with a grade of C or lower will result in automatic termination from the program.

All courses resulting in a final grade of C or lower must be retaken until an acceptable grade (B- or better) is obtained. Grades may not be replaced. A remediation plan will be put in place for the student to facilitate success when retaking the failed course(s).

Finally, students must also maintain a GPA of 3.0 or better (i.e., a student who maintains a B-average will be placed on academic probation). All course grade expectation policies for the Clinical Psychology Program are consistent with the Grade Policy for the Department of Psychology.
COURSE SCHEDULING AND ACADEMIC ADVISING

Please remember that not all graduate courses are offered every semester. Furthermore, personnel changes and other scheduling considerations sometimes require modifications to the timetable of classes (Schedule of Classes in SOAR) released each year by the Office of the Registrar. Prior to registration in the Fall and Spring semesters, the DCT will send information regarding the courses and hours in which you should register. To facilitate with this process, the DCT maintains a Clinical Advising Form (Appendix B) for each student that is updated each semester during the advisement period. When advised for registration, the DCT will indicate when you have options regarding the sequencing of courses. When decisions about your course sequencing need to be made, it is important that you consult with your faculty advisor (major professor) to plan a schedule that will satisfy your program of study through consultation with the DCT.

Please respond promptly to feedback from your major professor and the DCT about your course schedule. Please ensure that you register for classes promptly and as advised. Failure to do so could cause problems with your tuition waiver, financial aid, or graduate student status at the Graduate School. Once your schedule is determined, register appropriately and do not deviate from it without consulting with your major professor and the DCT and having the DCT’s approval. During the Summer semester, it is important that you register for the exact number of hours indicated by the DCT.

MAJOR PROFESSOR

Although the DCT provides guidance on course enrollment, your major professor is your formal academic advisor and mentor as well as your thesis and/or dissertation chair. In those rare cases in which a student wishes to identify a new major professor, the student should first discuss this change with both the current and prospective mentor. The student must next notify the DCT in writing. The DCT will contact the current and proposed major professor to confirm the proposed change in mentors and will then notify the CTC of this change.

In rare cases, non-clinical faculty members have directed clinical psychology students’ theses and dissertations. If you select a non-clinical faculty member as your thesis or dissertation director, the DCT will appoint a clinical faculty member, typically one who is a member of your thesis or dissertation committee, to serve in the capacity as your clinical psychology program advisor or the DCT will serve in this capacity.

As stated before and reiterated here due to the importance of this policy, students should obtain approval from their major professor before volunteering for additional work in another professor’s lab to ensure that they do not become too overloaded and are staying on track for their independent research projects.
TRANSFER OF GRADUATE COURSES FROM OTHER INSTITUTIONS

Transfer of Required Departmental Courses

If you believe that a required departmental core course taken at another institution is equivalent to the one required for the clinical psychology doctoral training program at USM, you should provide the DCT with a copy of the transcript on which that course grade appears, a copy of the course syllabus, a sample of written material from the course (e.g., tests or papers), and any other available materials that you believe will be helpful in determining whether the course in question is equivalent to the one required at USM. The material will be furnished to the USM instructor who normally teaches the course. That person, in turn, will make a recommendation to the DCT regarding course equivalence. This recommendation will be reviewed for possible approval by the CTC.

A total of up to six (6) semester hours of graduate credit (typically two courses) from other accredited institutions may be transferred to your program at USM or waived by the DCT, if such coursework is within the time limitations that the University allows for the degree. The limit to 6 semester hours of transferred credit is mandated by the Graduate School. The Transfer Credit Approval Form should be completed for transfer courses. Courses completed as part of another completed degree program (e.g., master’s degree) cannot be transferred in per Graduate School requirements. Please refer to the Graduate Bulletin for the Graduate School policy on transferring courses. Equivalent courses earned as part of a formal graduate degree program may be waived on your USM Degree Plan by the DCT at the time you apply for graduation. It is important to note that waived courses will not appear on your USM transcript as part of your doctoral program.

Clinical Courses, Ethics, and Statistics Courses Cannot be Transferred or Waived

You cannot transfer or waive courses taken at other institutions for the required clinical courses. In addition, you cannot transfer ethics or professional issues courses taken at other institutions for 607 (Ethics and Current Issues in Psychology). Finally, we require the statistics course sequence to be completed at USM.

MASTER’S DEGREE EN ROUTE TO THE DOCTORATE

A master’s degree is required en route toward the doctorate. If you enter the clinical psychology program with only a baccalaureate degree, you must complete a master’s degree, with thesis, at USM. If you enter with a research-oriented master’s degree, with thesis, from another department of psychology, you are expected to provide a copy of the thesis to the DCT early during the Fall semester of the first year. The DCT will appoint two readers for your thesis
(typically one of the readers is your major professor). The two readers will advise the CTC after reviewing your thesis. If the CTC determines that your master’s thesis meets the research criteria normally expected of master’s theses conducted by clinical psychology students at USM, you will not be required to earn a master’s degree at USM. If the CTC determines that your master’s thesis does not meet the standard for thesis projects in the clinical psychology training program, you will be required to complete a thesis for the program and you would earn a subsequent M.A. degree from USM.

NON-THESIS M.S. OPTION IF WITHDRAWING FROM THE DOCTORAL PROGRAM

A non-thesis master’s degree is not available through the clinical psychology doctoral program. Voluntary or involuntary attrition from the clinical psychology program is rare, and approximately 90% of entering clinical psychology students receive their doctoral degree. Nonetheless, the department has established a mechanism for the academically eligible student, who chooses to withdraw from the doctoral program, to apply for a non-thesis (terminal) master’s degree (the M.S. in Psychology), which is a general psychology (not clinical) degree. To be eligible, the student must have completed all master’s degree requirements except the thesis. Students who select this option are not eligible to continue in the clinical psychology doctoral program at USM. A Change of Status Form must be filed with the Graduate School to withdraw from the Ph.D. program and change to the M.S. degree plan. The DCT or your major professor can access this form from the Graduate School website. Likewise, students earning the M.S. must complete a master’s comprehensive exam requirement (described in more detail in Section 3).

GRADUATE MINOR

No minor field is required in the master’s or doctoral program in clinical psychology at USM. You must have prior approval from the CTC to take graduate courses in another department at USM or to have it apply toward your degree.
SECTION 3: REQUIRED RESEARCH AND COMPREHENSIVE EXAMS

MASTER’S THESIS

Getting Started on the Thesis

Research training in the clinical psychology program is arranged sequentially and hierarchically. You will start with exposure to research under the guidance of your mentor in the first semester, including some initial steps that will lead to the master’s thesis project. Specifically, you should begin exploring the literature and speaking with your major professor about a master’s thesis topic in your first semester. We encourage you to begin the thesis process as early as possible because, in your second semester, you will take the Research Evaluation in the Behavioral Sciences course, in which you will learn more advanced competencies related to developing a research proposal. It is beneficial if you have a good knowledge of the literature base and at least initial thoughts about the design of your thesis project before you take Research Evaluation. Students must establish a thesis committee and file a thesis prospectus (see below) with the CTC no later May 1st of their first year. Students who enter the program with a master’s degree and for whom the master’s thesis was approved by the CTC do not have to complete an additional thesis (thus, the sections directly below do not apply). However, these students will register for Research Apprenticeship and should initiate independent research work through consultation with their mentor early in the Fall semester of their first year.

Composition of Master’s Thesis Committee

If you enter the clinical psychology program without a master’s degree, your master’s thesis work will be supervised by a departmental committee that includes a committee chair (your major professor) and at least two committee members, selected in consultation with your major professor and appointed by the Graduate School. Qualified individuals from outside the University may serve as members if they have specialized knowledge needed by the student but will have to provide their credentials to the Graduate School to be approved to be on the committee (must have Associate Graduate Faculty status). If your major professor (thesis committee chair) is not a member of the clinical faculty, one member of the master’s thesis committee must be a member of the clinical faculty. However, most students (well over 90%) have a clinical faculty member as the major professor.

A Graduate Committee Request Form (see Graduate School website under Current Students) must be signed by you, your thesis committee (including thesis chair), and the department chair. A copy of this form should be provided to the clinical program administrative assistant for your student file and the original sent to the Graduate School to officially form your committee.
In the event that the composition of your thesis committee changes, you have to re-file a Graduate Committee Request Form to reflect the changes. This form should be filed in advance of your thesis proposal meeting.

**Thesis Prospectus**

A thesis prospectus (Appendix C) must be developed within the first year through consultation with your major professor. Each student must file a thesis prospectus with the CTC and have it approved no later than May 1st of the first year or the student will receive a warning; if the student fails to file a thesis prospectus with the CTC that is subsequently approved by the CTC by August 31st of the second year, the student’s status will be changed to fails to meet expectations (Appendix E).

All CTC faculty members should receive a hard copy of the document for their review. Once the prospectus is received, the DCT will place it on the agenda for the next available CTC meeting (time allowing). Please note that it could take several weeks before the CTC is able to discuss and vote on your thesis prospectus. The thesis prospectus is not intended to be a full thesis proposal, but rather, a two-page document that includes a brief literature review, study aims, preliminary hypotheses, and a research methods section. This document must be approved by your major professor before you file it with the CTC. The purpose of the thesis prospectus is to ensure you are making satisfactory progress in fulfillment of your research requirements. Once the thesis prospectus has been approved by the CTC, you can form your thesis committee (if you have not already done so), prepare a proposal document, and hold your thesis proposal meeting. A copy of the approved thesis prospectus (signed by the DCT) is placed in the student file. You will be notified by the DCT about the thesis prospectus approval.

**Thesis Proposal**

A written proposal including your literature review, method, and proposed analyses, accompanied by the Thesis Proposal Cover Memo (Appendix D), must be distributed in hard copy to all members of your thesis committee. You should also provide an electronic copy to any committee member requesting it. The committee will have two weeks to read and provide feedback on the document per the thesis proposal cover memo, which is returned to the thesis chair. If, after the two-week review period, all members of the thesis committee agree that the document is adequate, then a formal proposal meeting will be scheduled. Note that a student may have to provide some proposal changes in writing prior to scheduling the proposal meeting, if requested by a committee member. If a member of the thesis committee indicates that the document is not ready for a proposal meeting, then concerns identified by that committee member must be addressed in consultation with your major professor and a revised draft sent out to your committee for an additional two-week review period, as above. At the proposal meeting, you will present and defend your proposed study, address committee
questions, and seek approval to proceed with the study. Each student must successfully propose the thesis no later than January 31st of the second year or the student will receive a warning; if the student fails to propose the thesis by May 1st of the second year, the student’s status will be changed to fails to meet expectations (Appendix E).

A Dissertation, Nursing Capstone, & Thesis Proposal Approval Form (see your major professor to obtain this form from the Graduate School website prior to your proposal meeting) must be completed by your thesis chair (to show approval) and signed by you, your thesis committee, and the department chair. A copy of this form should be provided to the clinical program administrative assistant for your student file and the original sent to the Graduate School to officially inform them of the results of your oral proposal.

Thesis Defense

After the thesis committee members have been adequately consulted about results of your research, as well as the form and condition of the manuscript, the committee chair will ask you to schedule the defense. The finalized thesis must be distributed to your thesis committee in hard copy a minimum of two weeks prior to the scheduled date of the defense. You should also provide an electronic copy to any committee member requesting it. There is not an accompanying memo (as that required for the thesis proposal), and the defense date can be established prior to or at the time of distributing the thesis (i.e., the committee members are already well-versed in the methodology, have been involved in the process, and do not need to provide feedback that may alter the project as is the case in the proposal stage). Nevertheless, a committee member is always welcome to provide feedback prior to the meeting if there is something they want to ensure you address at the meeting. You are responsible for securing the meeting location. The examination will be open to any member of the graduate faculty and, at the discretion of the committee chair, may be opened to the public. The committee chair, with advice from the committee, has complete authority for the conduct of the defense. The chair may ask whether you should leave the room at the start of the meeting for committee-only discussion prior to your defense presentation (any non-committee attendees would also be asked to leave the room). The chair may recognize those attendees outside of your committee wishing to ask questions about your research. Questions and resulting discussion are appropriate for this important event. The chair may end the open part of the defense by restricting the meeting to the committee after an appropriate time, asking non-committee attendees to be excused. Discussion of the results of the defense must be limited to the committee members. A majority vote will determine the result of the defense and shall be reported to the Graduate School at the close of the meeting (see information about form below).

The Contact Graduate Reader Form (https://apps.usm.edu/graduate-school/contact-graduate-reader) as well as an email to the Reviewer of Graduate Dissertations, Nursing Capstone
Projects & Theses (hereafter referred to as the Graduate Reader) with an attachment of the thesis title page are due a semester before you graduate (see Graduate School deadlines at: https://www.usm.edu/graduate-school/deadlines-graduation-thesis-dissertation-and-nursing-capstone-project). You may have to estimate your defense date for this form. In addition, you must email the Graduate Reader to let her know when a final defense of the thesis is actually firmly scheduled (at least 10 business days before the defense). The current Graduate Reader, Jeanne Stewart, can be reached at Jeanne.Stewart@usm.edu or graduatereader@usm.edu.

You are responsible for sending this email 10 business days before your defense even if you gave the exact defense date on the Contact Graduate Reader Form because it serves as confirmation of the meeting for the Graduate Reader.

You must be registered for at least 1 hour of thesis (PSY 698) during the semester in which you defend. You should also adhere to Graduate School deadlines for conferment of degrees. Please note that you cannot be given a “P” (pass) for PSY 698 until your committee-approved document has been submitted to the Graduate School. Therefore, if you are continuing to work with the Graduate Reader in the semester after your defense semester, you may have to register for an additional 1 hour of PSY 698 for that semester. To prevent registering for another credit hour in the following semester and/or to avoid delaying graduation, students are encouraged to make any necessary changes and submit their committee-approved document to the Graduate Reader expeditiously following the defense. To graduate the semester you defend you MUST meet graduation deadlines for final document submission to the Graduate Reader. If you defend outside of your graduation semester, you must submit your final document with required changes by the end of the semester to avoid registering for PSY 698 in the following semester. Students are encouraged to defend the thesis no later than August 1st of the second year. Each student must successfully defend the thesis no later than October 15th of the third year or the student will receive a warning; if the student fails to defend the thesis by January 31st of the third year, the student’s status will be changed to fails to meet expectations; and if the student still has not defended the thesis by May 1st of the third year, a termination review will be convened (Appendix E). More serious consequences will result if the student remains in the program through the Summer semester of third year but still fails to defend the thesis (next set of consequences takes place August 1st of third year and then again December 1st of fourth year). Refer to Appendix E.

Both a Results of Oral Defense and a Results of Comprehensive and/or Qualifying Exams Form (see your major professor to obtain these forms prior to your defense meeting) must be completed by your thesis chair [to show approval of the thesis defense, passing of the master’s comprehensive exam (see relation to thesis defense below)] and signed by you (student signature for oral defense of thesis form only), your thesis committee, and the department chair. A copy of these forms should be provided to the clinical program administrative assistant for your student file and the originals sent to the Graduate School to officially inform them of the results of your thesis defense and master’s comprehensive exam. Per graduate school
policy, you will also be required to submit your document to Turnitin, generate an originality report, and submit this to your major professor. Your major professor must review this report and you must make any necessary corrections before your Committee Chair can sign off on your Results of Oral Defense form. Specific instructions for how to do this are provided in Appendix I and in the Department of Psychology Graduate Student Handbook. You will also need to submit two copies of your signed title pages (signed by all committee members) on cotton paper. You must prepare your thesis in the Graduate School format (see guidelines posted on the Graduate School website: http://aquila.usm.edu/graduateschooldocs/). Starting with Summer 2016, you will be required to use the Templates provided by the Graduate School on this website. Once your document is ready to submit, you should follow the instructions provided in the “Instructions for Using Aquila/How to Submit to the Reviewer” section. Paper submission for the proofing stage is allowed under certain circumstances; however, the electronic submission is the preferred method. Note that the review and approval process with the Graduate Reader will require you to reply promptly and exactly as instructed to ensure your document is accepted in the necessary timeline. Once you have made all edits required by the Graduate Reader and your thesis has been approved, you will submit two copies of the finalized thesis on cotton paper to the Graduate Reader. A PDF version of your thesis will also be maintained in the Cook Library Aquila database.

The document entitled USM Guidelines Guidelines and Publication Manual contains formatting guidelines and information regarding use of templates for formatting the thesis and dissertation. This document and the templates are available on Aquila at: http://aquila.usm.edu/graduateschooldocs/. The thesis/dissertation preparation guidelines should be reviewed prior to commencing the thesis or dissertation. These documents contain details pertaining to the format of the thesis and dissertation as required by the Graduate School bound copy, including the requirements pertaining to margins, type, style, elements, paper, submission procedures, binding, and stylistic concerns (which often vary from the APA Style Manual guidelines and, in that case, supersede APA style).

Time Limitations to Complete the Thesis

Failure to maintain adequate research progress at all stages of the thesis project will result in disciplinary action. As noted above, after submitting the thesis prospectus, you will write a formal thesis proposal, followed by a formal thesis proposal meeting with your committee. Prior to collecting any data with human participants, you will need to submit an application to the University’s IRB (www.usm.edu/research/institutional-review-board). Details of the application process are provided in a later section of this document under “Review and Approval of All Research Involving Human or Animal Subjects”. You cannot commence data collection until you receive written approval from the IRB. We expect you to successfully defend your thesis by the last day of classes in the Summer semester of the second year (Appendix E). Although the Graduate School requires that all master’s degrees at USM be
completed within six calendar years from the date of initial enrollment in the graduate program, the CTC mandates that all requirements for the master’s degree, including a successful thesis defense, be met by May 1st of the third year at which time a termination review is triggered. Deadlines triggering a warning and a change in status to fails to meet expectations precede the termination review deadline. The consequences of failing to meet the deadlines of the various stages of thesis progress are detailed in Appendix E.

Grading for Thesis and Dissertation

Thesis and Dissertation courses (PSY 698 and 898) are now graded using an “S” (Satisfactory) and “U” (Unsatisfactory) grading scale while the project is in progress. Students are encouraged to work with their Major Professor to establish the criteria needed to obtain a Satisfactory grade each semester a student is enrolled in thesis or dissertation credits. Consistent with the Graduate School policies, any grade of “U” will result in probationary status and one semester to remediate the concerns. More than one U grade will result in dismissal. Students will receive a “P” (Pass) the semester that they successfully defend the thesis/dissertation. Students are strongly encouraged to work quickly to finalize the defense document and to seek approval from the Major Professor and committee to submit the document to the Graduate School in the same semester as the defense occurred. Failure to do so may result in needing to enroll in additional thesis/dissertation credits the semester following the defense.

MASTER’S COMPREHENSIVE EXAM AND RELATION TO MASTER’S THESIS DEFENSE

In addition to regular examinations, a comprehensive examination is required by the Graduate School for the master’s degree. A successful master’s thesis defense meeting fulfills the master’s comprehensive exam requirement for the M.A. awarded by the clinical psychology program. Thus, you should have the thesis committee sign all appropriate forms (for thesis defense and master’s comprehensive exam as described above) following your successful thesis defense. Students entering the program with a master’s degree whose thesis is accepted by the CTC are not required to complete the master’s comprehensive examination.

In rare instances, a student may choose to withdraw from the clinical psychology program with a terminal M.S. degree (non-thesis option) in psychology, which is a general psychology (not clinical) degree. In this situation, a written comprehensive examination must be completed in place of the thesis defense. The Graduate School requires that the Comprehensive Examination be administered no later than the last week of the semester/term in which the student expects to receive the degree and the results reported by the department chair to the University Registrar and the Graduate School no later than the last day for presenting signed theses to the Graduate School. The student must give four weeks’ notice to the CTC, in writing, to sit for the non-thesis M.S. option comprehensive examination. The CTC will form an examination
committee consisting of the major professor and two other members of the CTC. If the major professor is unavailable, the DCT will assign a third CTC faculty member to chair the committee. The committee will write an examination consisting of five essay questions that sample from the domains of coursework the student completed to date. Each answer will be scored by two readers who will assign grades of PASS or FAIL. In the case of rater disagreement, a third rater ("blind" to which faculty member gave which of the other two ratings) will grade the essay, and the higher two of three ratings for that question will be assigned. Two PASSING ratings are required for a passing grade on an answer. If two raters score an essay as FAILING, that section of the examination may be repeated one time only. A new test item in the same area will be written, and the student must sit for the exam within 10 working days. All second essays will be administered on the same day. To pass the master’s comprehensive examination, a student must earn two passing grades on four of the five essays. If a student does not pass the examination within two test administrations, the student will be dismissed or terminated from the program without the non-thesis M.S. degree. It is up to the discretion of the CTC (by majority vote) to allow another written project (i.e., in an alternative format) produced by the student to be submitted as fulfilling the master’s comprehensive exam requirements in place of the written exam.

**DOCTORAL DISSERTATION**

**Composition of Doctoral Dissertation Committee**

Your doctoral dissertation will be supervised by a departmental committee composed of a committee chair (your major professor) and at least three other members approved by the department chair and appointed by the Graduate School. Qualified individuals from outside the University may serve as members if they have specialized knowledge needed by the student but will have to provide their credentials to the Graduate School to be approved to be on the committee (must have Associate Graduate Faculty status). **Three** members of the committee must be members of the clinical faculty (this may include the major professor). You should discuss with your major professor about constituting an appropriate committee soon after completing the degree requirements for the master’s degree or by the end of your second year of study (or sooner) if you completed a master’s thesis elsewhere that was accepted by the CTC.

*A Graduate Committee Request Form (see Graduate School website under Current Students)* must be signed by you, your dissertation committee (including dissertation chair), and the department chair. A copy of this form should be provided to the clinical program administrative assistant for your student file and the original sent to the Graduate School to officially form your committee.
Dissertation Proposal

The dissertation project must be approved by your major professor (or dissertation chair) and by your dissertation committee. A written dissertation proposal including your literature review, method, and proposed analyses, accompanied by the Dissertation Proposal Cover Memo (Appendix D), must be distributed in hard copy to all members of your dissertation committee. You should also provide an electronic copy to any committee member requesting it. The committee will have two weeks to read and provide feedback on the document per the dissertation proposal cover memo. If, after the two-week review period, all members of the dissertation committee agree that the document is adequate, then a formal proposal meeting will be scheduled. Note that a student may have to provide some proposal changes in writing prior to scheduling the proposal meeting, if requested by a committee member. If a member of the dissertation committee indicates that the document is not ready for a proposal meeting, then concerns identified by that committee member must be addressed in consultation with your major professor and a revised draft sent out to your committee for an additional two-week review period, as above. At the proposal meeting, you will present and defend your proposed study, address committee questions, and seek approval to proceed with the study.

Your study must be empirical in nature, and it must be an original and significant contribution to knowledge in your chosen field. The DCT will not certify you as internship ready until you have successfully proposed your dissertation (among other requirements for internship eligibility). To meet this deadline, students will be required to have disseminated a hard copy of the completed proposal document that has been approved by their chair to their entire committee by September 1st of the semester that they plan to apply for internship. The proposal meeting must be scheduled by October 1st. If a student’s dissertation proposal is not approved following this meeting, he/she will have until November 1st to revise the document and successfully propose to be certified to apply for internship (Appendix E).

In addition to deadlines to propose the dissertation to apply for internship, there are deadlines to propose the dissertation to remain in good standing in the program. Each student must successfully propose the dissertation no later than May 1st of the fourth year or the student will receive a warning; if the student fails to propose the dissertation by September 1st of the fifth year, the student’s status will be changed to fails to meet expectations; and if the student still has not proposed the dissertation by September 1st of the sixth year, a termination review will be convened (Appendix E).

A Dissertation Proposal or Prospectus Approval Form (see your major professor to obtain this form prior to your proposal meeting) must be completed by your dissertation chair (to show approval) and signed by you, your dissertation committee, and the department chair. A copy of this form should be provided to the clinical program administrative assistant for your student
file and the original sent to the Graduate School to officially inform them of the results of your oral proposal.

A Doctoral Comprehensive Exam: Dissertation Proposal Evaluation Form (see Appendix G) should also be complete by your dissertation committee following your dissertation proposal meeting. This form is used for program evaluation data regarding our comprehensive exams process.

**NOTE:** If successful completion of the dissertation proposal occurs **after** the student has already passed the clinical case conference portion of the doctoral comprehensive exam, then the student will have successfully passed the full doctoral comprehensive exam after passing the dissertation proposal. In that case, the student should complete a *Results of Comprehensive and/or Qualifying Exams Form* (see your major professor and/or DCT for completion of this form). It must be signed by the DCT [to show passing of the clinical case conference portion of the exam], your dissertation committee [to show passing of the dissertation proposal portion of the exam], and the department chair. A copy of this form should be provided to the clinical program administrative assistant for your student file and the original sent to the Graduate School to officially inform them of the results of your oral proposal. See more information in the Doctoral Comprehensive Exam section.

**Dissertation Defense**

After the dissertation has been accepted and after all required coursework has been completed, a final oral examination on the dissertation and related fields (dissertation defense) will be conducted by your dissertation committee. The finalized dissertation must be distributed to your dissertation committee in hard copy a minimum of two weeks prior to the scheduled date of the defense. You should also provide an electronic copy to any committee member requesting it. There is not an accompanying memo (as that required for the dissertation proposal), and the defense date can be set prior to or at the time of distributing the dissertation (i.e., the committee members are already well-versed in the methodology, have been involved in the process, and do not need to provide feedback that may alter the project as is the case in the proposal stage). Nevertheless, a committee member is always welcome to provide feedback prior to the meeting if there is something they want to ensure you address at the meeting. The examination will be open to any member of the graduate faculty and, at the discretion of the committee chair, may be opened to the public. The committee chair, with advice from the committee, has complete authority for the conduct of the defense. The chair may ask whether you should leave the room at the start of the meeting for committee-only discussion prior to your defense presentation (any non-committee attendees would also be asked to leave the room). The chair may recognize those attendees outside of your committee wishing to ask questions about your research. Questions and resulting discussion are appropriate for this important event. The chair may end the open part
of the defense by restricting the meeting to the committee after an appropriate time, asking non-committee attendees to be excused. Discussion of the results of the defense must be limited to the committee members. A majority vote will determine the result of the defense and shall be reported to the Graduate School at the close of the meeting (see information about form below).

The Contact Graduate Reader Form (https://apps.usm.edu/graduate-school/contact-graduate-reader) as well as an email to the Graduate Reader with an attachment of the dissertation title page are due a semester before you graduate or due before your defense if defending earlier than completion of internship (see Graduate School deadlines at: https://www.usm.edu/graduate-school/deadlines-graduation-thesis-dissertation-and-nursing-capstone-project). You may have to estimate your defense date for this form. In addition, you must email the Graduate Reader to let her know when a final defense of the dissertation is actually firmly scheduled (at least 10 business days before the defense). The current graduate reader, Jeanne Stewart, can be reached at Jeanne.Stewart@usm.edu or graduatereader@usm.edu. You are responsible for sending this email 10 business days before your defense even if you gave the exact defense date on the Contact Graduate Reader Form because it serves as confirmation of the meeting for the Graduate Reader.

You must be registered for at least 1 hour of dissertation (PSY 898) during the semester in which you defend. You should also adhere to Graduate School deadlines for conferment of degrees. Please note that you cannot be given a “P” (pass) for PSY 898 until your document has been submitted to the Graduate School. However, if you are continuing to work with the Graduate Reader in the semester after your defense semester, you may have to register for an additional 1 hour of PSY 898 for that semester. To prevent paying for another credit hour in the following semester and/or to avoid delaying graduation, students are encouraged to make any necessary changes and submit their committee-approved document to the Graduate Reader expeditiously following the defense. To graduate the semester you defend you MUST meet graduation deadlines for final document submission to the Graduate Reader. If you defend outside of your graduation semester, you must submit your final document with required changes by the end of the semester to avoid tuition fees in the following semester. Students are encouraged to defend the dissertation no later than the June deadline for August graduation during the internship year (typically mid-June). Each student must successfully defend the dissertation no later than one academic year following the completion of the pre-doctoral clinical internship or the student’s status will be changed to fails to meet expectations; if the student still has not defended the dissertation two academic years following the completion of the pre-doctoral clinical internship, a termination review will be convened (Appendix E). Students must also adhere to the eight calendar year limit to obtain the doctoral degree set forth by the Graduate School.
A Results of Oral Defense form (see your major professor to obtain this form prior to your defense meeting) must be completed by your dissertation chair (to show approval of the dissertation defense) and signed by you, your dissertation committee, and the department chair. A copy of this form should be provided to the clinical program administrative assistant for your student file and the originals sent to the Graduate School to officially inform them of the results of your dissertation defense. You will also need to submit two copies of your signed title pages (signed by all committee members) on cotton paper. Per graduate school policy, you will also be required to submit your document to TurnItIn, generate an originality report, and submit this to your major professor. Your major professor must review this report, approve any final changes, and submit an online form to the Graduate Reader with the results of this report. Specific instructions for how to do this are provided in Appendix I and in the Department of Psychology Graduate Student Handbook.

You must prepare your dissertation in the Graduate School format (see guidelines posted on the Graduate School website: http://aquila.usm.edu/graduateschooldocs/). Starting with Summer 2016, you will be required to use the Templates provided by the Graduate School on this website. Once your document is ready to submit, you should follow the instructions provided in the “Instructions for Using Aquila/How to Submit to the Reviewer” section. Note that the review and approval process with the Graduate Reader will require you to reply promptly and exactly as instructed to ensure your document is accepted in the necessary timeline. Once you have made all edits required by the Graduate Reader and your dissertation has been approved, you will submit two copies of the finalized dissertation on cotton paper to the Graduate Reader. A PDF version of your thesis will also be maintained in the Cook Library Aquila database.

Time Limitations to Complete the Dissertation

Failure to maintain adequate research progress at all stages of the dissertation project will result in disciplinary action. As noted above, you will first write a dissertation proposal, followed by a formal dissertation proposal meeting with your committee. Prior to collecting any data with human participants, you will need to submit an application to the University's IRB (www.usm.edu/research/institutional-review-board). Details of the application process are provided in a later section of this document under “Review and Approval of All Research Involving Human or Animal Subjects”. You cannot commence data collection until you receive written approval from the IRB. We expect you to successfully defend your dissertation by the June deadline for August graduation during your internship year (Appendix E). Although the Graduate School requires that all doctoral degrees at USM be completed within eight calendar years from the date of initial enrollment in the doctoral program, the CTC requires that you successfully defend the dissertation within two academic years after completing the pre-doctoral internship. Note that the academic year ends on the last day to post grades in the Spring semester (approximately mid-May). Failure to complete the dissertation within one
academic year post internship will result in a status change to **fail to meet expectations**. Failure to complete the dissertation within two academic years post internship will result in **termination review** (Appendix E). For students who complete their internship late in their training (particularly those who entered the program with a master’s degree and, thus, their doctoral clock began their first year), the eight calendar year limit set forth by the Graduate School may supersede the program’s dissertation milestone timeline. If so, students’ coursework will expire and they will have to petition for a **revalidation exam** and pay a revalidation fee (see the *Graduate Bulletin* for more details).

**TIMETABLE FOR SUBMISSION OF THESIS AND DISSERTATION TO THE GRADUATE SCHOOL**

For the exact deadlines you must meet to graduate with your master’s or doctoral degree in a specific semester, you should consult the appropriate calendar of *Graduation and Dissertation/Thesis Deadlines*, which may be obtained from the Graduate School at: https://www.usm.edu/graduate-school/deadlines-graduation-dissertation-and-nursing-capstone-project. Although these are the deadlines for submission of the documents for graduation in a given semester, the Graduate Reader expects to receive your document within a reasonable time period following your successful defense—particularly if your defense form indicated that your document is **approved with no revisions**. Therefore, you should work diligently to turn in your document shortly after your defense. If you have many revisions to make to the content of the document (i.e., not just minor edits and formatting), your committee should indicate that the document is **approved with pending revisions as indicated**. Once those revisions are made, your committee chair communicates to the Graduate Reader that the necessary changes have been made. You should then work to get your document turned in to the Graduate Reader within a reasonable time period after that communication.

**RESEARCH AND SCHOLARLY INTEGRITY EDUCATION: RESPONSIBLE CONDUCT OF RESEARCH**

USM’s Office of Research Integrity (ORI) has a goal to guide and serve the University’s research community through Research and Scholarly Integrity Education, including the Responsible Conduct of Research (RCR) program. Mandatory education in the RCR for all Principal Investigators (PIs) and significant personnel participating in sponsored projects, including staff, postdoctoral fellows, **graduate students**, and undergraduate students. Whereas research integrity is a crucial factor in this program, the RCR curriculum is intended to follow the National Institute of Health’s (NIH) April 2011 update on its requirement of training in the RCR and the National Science Foundation’s (NSF) execution of the America COMPETES Act. **All graduate students are required to complete the online training through the Collaborative Institutional Training Initiative (CITI).** Based on Graduate School and Department of Psychology policies, you are required to complete this training within the **first semester** in the program. Upon completion of the course, please provide the clinical program administrative
assistant a copy of your CITI course certification for your student file and inform the DCT when you have done so.

When you register for the CITI course, you have to add a course and update your learner group at which time you should select the common course group for Graduate Students at The University of Southern Mississippi. Be sure to indicate that you would collect data with human subjects in the social and behavioral sciences (SBR). It should take 4 to 6 hours total to complete all modules, which may be completed in multiple sessions. **USM’s passing mark for certification is set at 85% summed across all modules.** You will receive a certificate of completion and also a Curriculum Completion Report showing your performance in each module (grouped into two courses, the Common RCR Course and the SBR Basic Course). You must provide a printout showing your Curriculum Completion Report for both of these courses. In addition, you should save an electronic copy as this will also be a required part of any IRB application you submit in the future.

The CITI RCR courses must be completed before receiving any IRB approval or sponsored program funding. They are also required for a graduate degree, and you will not pass your degree audit without certification in all required modules. Copies of your certification are sent directly from CITI to the Graduate School. Information about the RCR initiative that is specific to graduate students can be found at:

www.usm.edu/sites/default/files/pdf/responsible_conduct_of_research/rcr-training-requirements.pdf,

instructions for the CITI course in RCR can be found at:

www.usm.edu/sites/default/files/pdf/responsible_conduct_of_research/citi_instructions.pdf,

and the CITI course can be directly accessed at: www.citiprogram.org/.

### REVIEW AND APPROVAL OF ALL RESEARCH WITH HUMAN OR ANIMAL SUBJECTS

The **USM Human Subjects Protection Review Committee** (Institutional Review Board; IRB; www.usm.edu/research/institutional-review-board) must review and approve all research conducted using human subjects. The **USM Institutional Animal Care and Use Committee** (IACUC; www.usm.edu/research/institutional-animal-care-and-use-committee) must review and approve all research using non-human subjects. These regulations are discussed in detail in PSY 607 (Ethics and Current Issues in Psychology). **Approval must be obtained prior to the beginning of any data collection.** The appropriate application forms may be obtained online at the website(s) indicated above. You must complete and electronically submit the application form to your major professor. Upon approval, your major professor will send it to the department chair; the department chair, in turn, submits the approved application to the IRB. As a student, you are not permitted to submit projects directly to the IRB.
PUBLICATION MANUAL OF THE AMERICAN PSYCHOLOGICAL ASSOCIATION

The acceptable guide which governs much of the format of the thesis and dissertation, and which has been endorsed by the Graduate School as appropriate for theses and dissertations in Psychology, specifically, is the current version of Publication Manual of the American Psychological Association. In addition to the thesis and dissertation, much of the other work in which you will be engaged during your program of study at USM will require mastery of the APA Publication Manual, and you are advised to acquire a copy early in your graduate career (i.e., during your first semester in the program).

DOCTORAL COMPREHENSIVE EXAM POLICY AND PROCEDURES

All doctoral students in clinical psychology are required to take and pass a doctoral comprehensive examination. The following information pertaining to the doctoral comprehensive examination is published in the Graduate Bulletin:

At the completion of specified required coursework and other examinations, the doctoral student is required to take a written and/or oral comprehensive examination in his or her major and minor field. A student who does unsatisfactory work on the comprehensive examination may be granted a second examination at the next regularly scheduled time or later. The student’s doctoral committee will recommend the conditions to be met before the examination may be repeated. The comprehensive examinations may be retaken only once. The comprehensive examination should be successfully completed either before the first formal prospectus meeting or before substantial research is completed for the dissertation and within six years from initial enrollment. The student’s committee chair should submit the comprehensive exam results form to the Graduate School (Graduate Bulletin).

For clinical psychology doctoral students, the comprehensive doctoral examination is used to assess whether the student has acquired substantial understanding of and competence in the breadth of scientific psychology, including the scientific, methodological, and the theoretical foundations of practice. In addition, psychological assessment, diagnosis, and intervention critical to the practice of Boulder-model trained clinical psychologists are covered in the examination. In other words, the doctoral examination will test student competencies in both applied and research skills, as well as the integration of these skills. The comprehensive examination serves as an important benchmark and transition point through the program.

The student must pass the comprehensive examination as one requirement (among others) for certification as “internship ready” on the DCT verification submission form for internship applications. Likewise, a student may not schedule a final defense of the dissertation before successfully completing the doctoral comprehensive examination (including the clinical case
conference portion) and should not register for an excessive number of dissertation hours prior to passing the doctoral comprehensive examination.

**Doctoral Comprehensive Exam Content**

The doctoral comprehensive examination is designed to cover the following Broad Areas:

1. Research Methods and Statistics
2. Psychopathology and Diagnosis
3. Assessment and Psychometrics
4. Intervention
5. Ethics and Professional Practice
6. Cultural Bases of Behavior

These broad areas will be assessed through the student’s performance in two portions of the doctoral comprehensive exam: (1) dissertation proposal and (2) clinical case conference. The student must pass both portions to pass the doctoral comprehensive exam.

It is the Clinical Psychology Training program’s policy that the Clinical Training Committee (CTC; the full time tenure-track or tenured faculty members of the clinical psychology program) serve as the full doctoral committee for the purpose of the doctoral comprehensive examination. Signatures affirming successful completion of the exam will be secured by the student’s dissertation committee (dissertation proposal portion) and the DCT (clinical case conference portion).

**Doctoral Comprehensive Exam Part A: Dissertation Proposal**

The goal of the dissertation proposal portion of the doctoral comprehensive exam is to assess the student’s competency in the first domain (research methods and statistics); however, competency in other domains may be demonstrated depending on the nature of the project.

A student who successfully passes his/her first dissertation proposal based on a majority vote of the dissertation committee has also passed the dissertation proposal portion of the doctoral comprehensive exam on the first administration. All members of the dissertation committee will complete a Doctoral Comprehensive Exam: Dissertation Proposal Evaluation Form for the purpose of obtaining program evaluation data only; outcome of the proposal meeting (pass or fail) is determined by the committee vote. If a student fails the first dissertation proposal but successfully passes the second dissertation proposal, the student has passed the dissertation proposal portion of the doctoral comprehensive exam on the second administration. If a student fails his/her second dissertation proposal, the student has failed the doctoral comprehensive exam and will be terminated from the program. At that time, the student will be provided with the policies and procedures for grade appeals. For the purpose of the grade
appeal process, the date that the student receives the dissertation proposal results will be considered the date the grade is assigned.

**Doctoral Comprehensive Exam Part B: Clinical Case Conference**

During the Spring semester of their third year, each student will be scheduled to present a clinical case (therapy or assessment) at the clinical case conference. The format involves a presentation and question and answer period (described in more detail below). The clinical case conference will be attended by the CTC and other non-presenting students enrolled in PSY 782.

**GENERAL OUTLINE FOR CLINICAL CASE CONFERENCE PRESENTATION**

The goal of the clinical case conference portion of the doctoral comprehensive exam is to assess the student’s competency in the second through sixth domains covered by the doctoral comprehensive exam. To achieve this goal, students should cover the following dimensions:

I. Provide general demographic information only (using pseudonyms and being careful to insure the client is not reasonably identifiable) and reason for referral for the case
II. Provide background history that is relevant to case conceptualization
III. Provide assessment information and behavioral observations; for assessment-only cases provide the evidence base for the assessment battery
   a. All cases should have some type of assessment information even if only seen for therapy
   b. If a full psychological assessment preceded treatment, it would be appropriate to present those data as well
   c. Provide a good description of the onset, duration, and severity of symptoms, the level of impairment, and the settings in which both symptoms and impairment take place
IV. Provide a coherent case conceptualization that informs evidence-based approaches to treatment
V. Describe the main treatment objectives; for assessment-only cases, describe assessment-informed recommendations
VI. Describe the outcome goals
VII. Describe the client’s response to treatment thus far; for assessment-only cases, describe assessment-informed recommendations
VIII. Describe any anticipated or encountered barriers to treatment (or implementation of assessment recommendations) and plans to overcome them
IX. Describe consideration of cultural factors in assessment, case conceptualization, and/or treatment or, if not applicable, address how culture may have impacted assessment, case conceptualization or treatment
X. Describe ethical considerations in assessment, case conceptualization, and/or treatment
CLINICAL CASE CONFERENCE FORMAT

1. Each student will be scheduled for an individual clinical case conference, which will be held in a classroom (TBA). Students may present a case either from our on-campus clinic or an externship site. The case (whether from practicum or externship) must be cleared with your practicum supervisor to be presented in clinical case conference. However, your supervisor should not help you prepare the clinical case conference and should not provide feedback on your visual presentation. Regardless of the origin of the case, only pseudonyms should be used during the clinical case conference (no names, initials, or other potentially identifying information).

2. The clinical case conference will be attended by a majority of clinical faculty and all second-, third-, and fourth-year students enrolled in practicum, even if the student is leaving next year for internship. Students in the fifth year and up do not have to attend clinical case conference (but are invited to do so if they choose). First year students do not have to attend clinical case conference (but are invited to do so if they choose). Second- through fourth-year students must clear any clinical case conference absences with their practicum supervisor and the DCT. Such absences would only be allowed for extraordinary circumstances or sickness (just like a class).

3. The presenting student will deliver a formal presentation (with use of visual aids, preferably PowerPoint). The presentation should start promptly and not exceed 40 minutes. Students are encouraged to show a short clip of the client, particularly if it helps illustrate a point for the case conceptualization.
   a. Attending students should not ask questions during the presentation but are encouraged to take notes and ask questions at the end.
   b. Faculty will also ask minimal questions during the presentation but may raise a question for a point of clarification if deemed necessary.

4. A question and answer period will follow the case presentation. It will last for no more than 20 minutes.
   a. First, faculty will ask a series of questions.
   b. Once faculty have completed all questions and if time allows, the floor will be opened for questions from attending students.

5. The clinical case conference will not exceed 60 minutes. No feedback will be given at that time so that faculty can complete their ratings independently.

6. The presenting student should send their PowerPoint presentation or other visual aids via email to the DCT and practicum supervisor before the presentation so that it can be reviewed by the faculty.

7. All attending clinical faculty will independently complete a Clinical Case Conference Evaluation Form (Appendix F) and return their ratings to the DCT who will aggregate the ratings (see Clinical Case Conference Assessment below).
For each student completing the clinical case conference portion of the doctoral comprehensive exam, all attending faculty will complete the Clinical Case Conference Evaluation Form, which includes ratings for 12 items (dimensions of the clinical case conference) on a scale from 1-Inadequate to 5-Superior, with 3 representing Adequate performance. Items 1-8 only will be used to assess competency for the Clinical Case Conference portion of the Comprehensive Exam. These items will be compiled to form the Comprehensive Exam Part B Score. Items 9-12 address presentation skills and will not contribute to the Comprehensive Examination Part B score, but will contribute to the Overall Clinical Case Conference score. Only the first 8 items will be used to evaluate Part B of the Doctoral Comprehensive Exam.

The DCT will aggregate the ratings across all attending faculty for each item to obtain a dimension mean (for each dimension) and will average the ratings across all dimension means to obtain a grand mean. A grand mean (i.e., an average total score, rather than a summed total score) will be used.

To pass the clinical case conference portion of the doctoral comprehensive exam, the student will have to earn a dimension mean of 3 or higher for each dimension and a grand mean of 3 or higher from the first 8 items on the rating form (Doctoral Comprehensive Exam Part B) only.

**First Administration**

- For the first administration, if the grand mean is greater than or equal to 3 and no dimension mean is less than 3, the student has passed the clinical case conference portion of the doctoral comprehensive exam on the first administration.
- For the first administration, if the grand mean is greater than or equal to 3 but the student has one or two dimension means less than 3, the student will be allowed a follow-up clinical case conference with the CTC (with a new case; see clinical case conference scheduling below).
  - Rationale: This indicates that the student has an overall adequate competency across dimensions but, nevertheless, one or more dimensions is deficient. To meet the requirement of adequate competency in the field, there should be no such deficiencies.
  - The follow-up clinical case conference is still considered part of the first administration of the doctoral comprehensive exam and will follow the same format with a new case being presented to the CTC.
  - For the first administration follow-up, if the student earns a grand mean greater than or equal to 3 and no dimension mean less than 3, the student has passed the clinical case conference portion of the doctoral comprehensive exam on the first administration.
For the first administration follow-up, if the grand mean is less than 3 OR if the grand mean is greater than or equal to 3 but the student has one or more dimension means less than 3, the student has **failed the first administration of the clinical case conference portion of the doctoral comprehensive exam** and will have to repeat the clinical case conference at a second administration (see clinical case conference scheduling below).

- **Rationale:** This indicates that the student is deficient in one or more dimensions and, therefore, does not meet the minimal standards for competency.

For the first administration, if (a) the grand mean is less than 3, or (b) more than two dimension means from items 1-8 is less than 3, the student has **failed the first administration of the clinical case conference portion of the doctoral comprehensive exam** and will have to repeat the clinical case conference at a second administration (see clinical case conference scheduling below).

- **Rationale:** This indicates that the student has failed to demonstrate overall adequate competency across the dimensions and, therefore, does not meet the minimal standards for competency.

**Second Administration**

- For the second administration, if the grand mean is greater than or equal to 3 and no dimension mean is less than 3, the student has **passed the clinical case conference portion of the doctoral comprehensive exam on the second administration.**

- For the second administration, if the grand mean is greater than or equal to 3 but the student has one or two dimension means less than 3, the student will be allowed a follow-up clinical case conference (with a new case; see clinical case conference scheduling below).

  - **Rationale:** This indicates that the student has an overall adequate competency across dimensions but, nevertheless, one or more dimensions is deficient. To meet the requirement of adequate competency in the field, there should be no such deficiencies.

  - The follow-up clinical case conference is still considered part of the second administration of the doctoral comprehensive exam and will follow the same format with a new case being presented.

  - **For the second administration follow-up, if the student earns a grand mean greater than or equal to 3 and no dimension mean less than 3, the student has passed the clinical case conference portion of the doctoral comprehensive exam on the second administration.**

  - For the second administration follow-up, if the grand mean is less than 3 OR if the grand mean is greater than or equal to 3 but the student has one or two dimension means less than 3, the student has **failed the**
second administration of the clinical case conference portion of the doctoral comprehensive exam and will be terminated from the program.

- Rationale: This indicates that the student is deficient in one or more dimensions after multiple attempts and, therefore, does not meet the minimal standards for competency.
- For the second administration, if the grand mean is less than 3, the student has failed the second administration of the clinical case conference portion of the doctoral comprehensive exam and will be terminated from the program.
  - Rationale: This indicates that the student has failed to demonstrate overall adequate competency across the dimensions after multiple attempts and, therefore, does not meet the minimal standards for competency.

The CTC will complete the aggregated ratings for the first and second administrations (or any follow-up) of the clinical case conference portion of the doctoral comprehensive examination within two weeks of the clinical case conference. Aggregated assessment results will be provided to the student in writing by the Director of Clinical Training (DCT) within three weeks of the clinical case conference. Results will also be placed in the student’s file. Students may request a meeting with the DCT and major professor to clarify this written feedback within 2 weeks of receiving written results.

If a student fails the doctoral comprehensive exam and is terminated from the program, the student will be provided with the policies and procedures for grade appeals. For the purpose of the grade appeal process, the date that the student receives the clinical case conference assessment results will be considered the date the grade is assigned.

CLINICAL CASE CONFERENCE SCHEDULING

Students will be automatically scheduled for their first administration of the clinical case conference in Spring semester of third year. If a student requires a first administration follow-up for the clinical case conference, it will be scheduled during the late Spring or early Summer semester of third year. If a student does not pass the clinical case conference portion of the doctoral comprehensive exam after the first administration follow-up, the student will be scheduled for the second administration in Spring of their fourth year. If a student requires a second administration follow-up for the clinical case conference, it will be scheduled during the late Spring or early Summer semester of fourth year.

Passing the Doctoral Comprehensive Exam

The doctoral comprehensive exam is considered passed when the student has passed both portions of the exam—the dissertation proposal and the clinical case conference. Completion of these two events may happen at widely different times during the student’s career. Likewise,
for some students the clinical case conference portion may precede the dissertation proposal portion of the doctoral comprehensive exam requirement, whereas for other students the dissertation proposal portion may precede the clinical case conference portion of the doctoral comprehensive exam requirement. Whenever both requirements for the doctoral comprehensive exam have been met (either after passing the clinical case conference if it is the second requirement met or after passing the dissertation proposal if it is the second requirement met), the student has passed the doctoral comprehensive exam (i.e., as of the date of the second requirement being met). If the dissertation proposal was passed on the first attempt and the clinical case conference was passed on the first administration or first administration follow-up, the doctoral comprehensive exam is considered passed on the first attempt. If either the dissertation proposal or the clinical case conference required a second attempt/administration, the doctoral comprehensive exam is considered passed on the second attempt.

At the time of completion of both portions of the exams, a *Results of Comprehensive and/or Qualifying Exams Form* (see major professor or DCT to obtain this form) must be completed and signed by the DCT [to show passing of the clinical case conference portion of the exam], your dissertation committee [to show passing of the dissertation proposal portion of the exam], and the department chair. A copy of this form should be provided to the clinical program administrative assistant for your student file and the originals sent to the Graduate School to officially inform them of the results of your doctoral comprehensive exam. Completion of the doctoral comprehensive exam formally admits the student to doctoral candidacy.
SECTION 4: CLINICAL EXPERIENCES

ON-CAMPUS CLINICAL PRACTICUM: THE PSYCHOLOGY CLINIC

Sequencing and Prerequisites for Practicum

Clinical experiences are sequenced and arranged hierarchically. Typically during the Summer semester of your first year, you will begin your clinical practicum experience in our departmentally maintained on-campus Psychology Clinic. The practicum sequence consists of a minimum of eight semesters of Clinical Practicum (counting summers). Although a minimum of eight semesters and 22 credit hours of practicum are required, you are expected to enroll in practicum for the remainder of your in-residence semesters (although students may opt to stop seeing clients at the Psychology Clinic starting in the Spring of their final year in residence if they have applied for internship; otherwise students who have not yet applied for internship will continue to carry a clinic caseload during Spring of the fourth year and possibly beyond). To begin clinical practicum, you must have completed PSY 736 (Introduction to Clinical Skills).

Junior Clinical Practicum

During the Summer of the first year and Fall of the second year, students will enroll in Junior Clinical Practicum (PSY 782). Students will spend the shorter Summer semester with a supervisor outside of their concentration area (i.e., child students will be in adult practicum; adult students will be in child practicum). Students will spend the longer Fall semester with a supervisor in their primary concentration area (i.e., child students will be in child practicum; adult students will be in adult practicum). Students enroll for 2 semester hours of PSY 782 for the Summer of first year and for 3 semester hours of PSY 782 for the Fall of second year. Junior Clinical Practicum students are expected to adhere to requirements set forth by their clinical supervisor. Generally, Junior Clinical Practicum students participate in group case supervision with the members of their practicum team, attend Wednesday afternoon didactics, learn clinic procedures, begin on duty-clinician shifts, begin didactic training on models of supervision and consultation, and complete other clinical training tasks to the extent expected by their supervisor (e.g., serving as psychometrician for an advanced clinician’s testing case). In the Fall semester, Junior Clinical Practicum students begin to carry their own independent caseload of assessment clients and/or begin conducting intake sessions. Toward the very end of the Fall semester, Junior Clinical Practicum students may add a therapy case to their caseload in preparation for carrying therapy clients during the Spring. Students must have successfully completed an assessment course (typically PSY 641) prior to being assigned assessment cases. Students entering the program with previous clinical experience (e.g., entered with a master’s
degree) may be permitted to see assessment or therapy clients sooner in their practicum experience (at their supervisor’s discretion through consultation with the CTC).

Clinical Practicum

During the Spring semester of the second year, students demonstrating satisfactory performance in their Junior Clinical Practicum experiences will be permitted to enroll in 3 credits of Clinical Practicum (PSY 782) with a supervisor in their primary concentration area. Students will complete a year and a semester (Spring and Summer of second year, Fall and Spring of third year) of regular clinical practicum in their concentration area (i.e., child students will complete child practicum; adult students will complete adult practicum), typically rotating supervisors each semester. Students are required to complete at least two semesters (Summer of third year, Fall of fourth year) of practicum experience outside of their primary concentration area (i.e., child students will complete adult practicum; adult students will complete child practicum). The described sequence is what is typical for most students, but it may be modified based on student progress or other circumstances.

Practicum students generally maintain a client caseload ranging from 4 to 6 active cases and a balance of assessment and therapy cases. Practicum students are expected to manage all aspects of their clinic caseload, including responsibility for scheduling their appointments, reserving a room and testing materials, collecting client fees, keeping appropriate case notes and other chart materials up to date, and video recording sessions per supervisor guidelines. Practicum students will also be given the opportunity to serve as Peer Practicum Partners, supervising junior practicum (2nd year) students as they are oriented to the clinic and begin to take on clinical duties. More information about specific duties can be obtained from your practicum supervisor. The Psychology Clinic Operations Manual describes the policies and procedures of the Psychology Clinic and is designed specifically for clinical practicum students. Students are required to abide by all policies and procedures described in the Operations Manual. A copy of the Operations Manual will be provided to students prior to beginning their practicum experience and may also be found in the ODC room in the Clinic.

Clinic supervision is provided by full-time clinical faculty members, all of whom are licensed or license-eligible in one or more states. Faculty that are not yet licensed in Mississippi will be supervised by a licensed faculty member until they are licensed. All of your clinic paperwork will be co-signed by your clinical supervisor and the licensed faculty member. Your supervisor will usually change each semester and you will typically have a minimum of three clinical practicum supervisors during your training. Practicum supervisors are assigned by the Director of the Psychology Clinic through consultation with the CTC.
Clinical Program Didactics

During the academic year (August through May), each Wednesday from 3:00-4:00 PM, all students enrolled in PSY 782 (junior clinical practicum and clinical practicum) will participate in the Clinical Program Didactic for the week. Didactics will involve an array of topics presented by the clinical faculty as well as guest speakers. Some didactic meetings will be used for internship application preparation and internship debriefing (see Pre-doctoral Clinical Internship section). Four of the didactic meetings will be reserved for topics that are part of the Supervision and Consultation Series, followed by a fifth meeting for administration of a Supervision and Consultation Written Assessment Quiz (see description below). Late in the Spring semester, the Wednesday 3:00-4:00 hour will be used for Clinical Case Conference (see description below), presented by third year students. Participation in the didactic meetings and clinical case conferences is mandatory for all students in PSY 782, which includes all second, third, and fourth year students and may include some fifth+ year students. Participation in this practicum requirement does not depend on client caseload.

Supervision and Consultation Series

Each academic year, four of the Clinical Program Didactics will be reserved for topics that are part of the Supervision and Consultation Series. Unique topics will be presented each year during a three-year period (no repeated topics). Thus, students will be exposed to 12 unique topics related to supervision and consultation during their three years in practicum (second through fourth year). The topics in this series will be presented by clinical faculty or qualified guest speakers. Recent topics have included clinical supervision in motivational interviewing, theories of clinical supervision, forensic consultation, consultation in medical settings, and school consultation. A syllabus outlining the structure and expectations for the Supervision and Consultation Series is provided to students. Readings are provided in advance of the presentations, which students are required to read prior to attending the meeting. Students are expected to attend all 12 meetings (they will sign an attendance sheet) and are required to do make-up work if they miss a meeting. Presentation notes are typically provided to the students via the clinical listserv after each meeting. Following the four topics for a given year, students will take a Supervision and Consultation Written Assessment Quiz, consisting of multiple choice and short essay questions that are answered during a one-hour quiz session (scheduled during the practicum didactic hour). Handouts and readings may be used as a reference for the written assessment quiz. Participation in the written assessment is mandatory; however, its purpose is to provide program outcome data, and the results of the written assessment do not impact the students’ grades for PSY 782. Nevertheless, if the results of the written assessment indicate that a student requires some remediation in knowledge, the student will be provided additional materials and instruction as necessary.
Clinical Case Conference

The clinical case conference portion of the doctoral comprehensive exam (described in Section 3) is considered an important part of the clinical training experience. Students participate both as a presenter (during Spring of third year) but also gain valuable knowledge through participation as an attendee at the clinical case conferences. Students will attend, on average, more than 15 clinical case conference presentations during their second through fourth years in practicum. For more information on scoring and procedures, see the Doctoral Comprehensive Exam section of this handbook (Section 3).

Practicum Evaluations

At the end of each semester, the practicum supervisor will provide each student in clinical practicum and junior clinical practicum with a formal evaluation (Student’s Skills in PSY 782 Supervisor’s Evaluation; Student’s Skills in Junior Practicum Supervisor’s Evaluation). Students will be rated as Strong, Satisfactory, or Needs Improvement on items related to general clinical behavior, assessment skills, treatment planning, treatment implementation, treatment documentation, general professional ethics and responsibilities, supervision behaviors, and specific duties related to junior practicum. In addition, students are given written, qualitative feedback on their strengths, weaknesses, and suggested experiences for future growth. The CTC discusses practicum evaluations as a group to ensure consistency in feedback and grading across students. At the start of each semester, the new practicum supervisor reviews the evaluation from the previous supervisor for each student in his/her practicum course. At the end of each semester, the previous semester’s evaluation is considered when completing the current evaluation so that growth and improvement can be tracked and so that any longstanding problems can be determined.

In addition, once the semester is completed, students complete the Student Evaluation of PSY 782 Supervisor online survey. The data are retrieved by the clinical program administrative assistant, and all provided information is anonymous. Once all surveys are completed, the clinical program administrative assistant compiles the information for each practicum supervisor. This feedback allows continued growth of the supervisors and enhancement of their practicum courses.

Accelerated Training

Occasionally, students entering the program with a master’s degree and an empirical thesis attempt to complete their doctoral training within 4 years, rather than the standard 5 years. Please note that most students will not fulfill 22 credit hours of practicum training within 5 semesters; thus, students who wish to pursue accelerated training must develop a practicum
training plan that will allow completion of a minimum of 22 credit hours of practicum within the anticipated 3 years on campus. This plan must include a balance of child and adult practicum experiences and will likely be more heavily weighted toward their primary concentration area. This plan must be developed in collaboration with their advisor and must be approved by the CTC.

OFF-CAMPUS CLINICAL EXTERNSHIP EXPERIENCES

Following the successful completion of at least one semester of on-campus Clinical Practicum, students will be eligible for placements at off-campus externship facilities. Students in any externship (paid or unpaid) must be enrolled in Clinical Practicum (PSY 782). Clinical externships are considered to be part of your practicum training, and evaluative information about your externship performance impacts your PSY 782 grade. Furthermore, you must be enrolled in PSY 782 to be covered by the University’s professional liability insurance policy. Whereas the on-campus clinical practica are supervised by our on-campus clinical faculty through the Psychology Clinic, the clinical externships typically are supervised by on-site doctoral level staff members at the off-campus agency. However, the on-campus clinical supervisor, clinical externship coordinator, and DCT will monitor the externship experiences. Externship placements are assigned by the DCT and clinical externship coordinator through consultation with the CTC and are designed to help ensure a broad exposure to work environments common to clinical practice after graduation. Students will be given the opportunity to express a preference, but there is no assurance that they will be given their first choice. Students will typically rotate through a minimum of two off-campus clinical training agencies. Prior to placement at an external site, students may be required to complete a formal application and interview process, pass a background check, and/or pass a drug screen as a condition of placement. Failure to pass a background check may affect one’s standing in the program.

These can either be paid externship positions (20 hours per week) or unpaid, volunteer externship positions (typically 8 hours per week but the amount of time can be negotiated as long as beneficial for the student and the site). Students who are not making satisfactory progress in other areas (e.g., research) may not be allowed to complete a volunteer, unpaid externship until they have made sufficient gains in the deficient area. Speak to your major professor and DCT to ensure that your externship placements provide sufficient clinical hours and experiences to make you competitive for internship sites to which you plan to apply.

On occasion, a student with previous clinical training or experiences (e.g., entered the program with a master’s degree in clinical psychology earned elsewhere) may be allowed to take an externship assistantship prior to their first semester of Clinical Practicum. Although not participating in the in-house practicum, the student will enroll in 1 hour of PSY 782 given that
the externship is part of practicum training (and, again, course enrollment provides the University’s professional liability insurance).

Feedback that includes a written evaluation and recommendation from the off-campus externship supervisor on the Clinical Externship Supervisor Evaluation of Student form will be considered when assigning a letter grade for PSY 782 during those semesters when a student is on externship. That is, all students participating in a clinical externship (unpaid or paid) must have their externship supervisor(s) complete a clinical externship evaluation form. If the form is not returned by the deadline, the student will receive an Incomplete grade for PSY 782, which will be changed upon receipt of the evaluation.

Feedback about the externship experience is regularly sought from students. Each year, students who have completed a clinical externship will complete the Student Evaluation of Externship Site Supervisor and Experience for External Clinical Placements. The feedback on this form will be used for continual improvement in the quality of the externship training experience. If the CTC determines that a site is no longer providing training experiences of high quality—or that are inconsistent with the program goals and objectives—and changes cannot be negotiated with the site, it will no longer be used for an externship experience.

Clinical externship placements in recent years were at these sites: Pine Grove Behavioral Health (Hattiesburg, MS); South Mississippi State Hospital (Purvis, MS); Forrest County Court Services (Hattiesburg, MS); Baptist Children’s Village (Wiggins, MS); Boswell Regional Center (Magee, MS); Southern Behavioral Medicine Associates (Hattiesburg, MS); Specialized Treatment Facility (Gulfport, MS); University of Mississippi Medical Center (Jackson, MS); Will’s Way Pediatric Behavioral Psychology (Hattiesburg, MS); Mississippi Challenge Academy (Camp Shelby/Hattiesburg, MS); Gulf Coast Veterans Health Care System (Biloxi, MS); Mississippi State Hospital (Whitfield, MS). Some sites have a strong research component, and others may have highly specialized training experiences (e.g. post-traumatic stress disorder; behavioral medicine; substance addictions). Some offer more generalized clinical experiences.

The clinical faculty may require that a student complete additional semesters of in-house practicum before being permitted to participate in off-campus clinical externship experiences.

PRE-DOCTORAL CLINICAL INTERNSHIP

Overview of Internship Process

The clinical psychology program fully conforms to the APPIC (Association of Psychology Postdoctoral and Internship Centers) procedures and requirements pertaining to pre-doctoral clinical internship application and acceptance. You will be versed in those policies and procedures throughout your training in the program, particularly early in the academic year.
immediately preceding your internship year. These policies and procedures can be found online at: [www.appic.org/](http://www.appic.org/) and [www.natmatch.com/psychint/](http://www.natmatch.com/psychint/). The CTC requires that the internship agencies to which you apply be accredited by the American Psychological Association (APA) or the Canadian Psychological Association (CPA). Students should consider their country of citizenship and licensure requirements in the jurisdiction in which they expect to pursue licensure in weighing the risks and benefits of applying to APA-only or CPA-only accredited internships. Students are encouraged to consult with their major professor and the DCT in arriving at these decisions. It is highly unlikely that any a student will be permitted to apply to an unaccredited internship. However, there may be some extraordinary circumstances that warrant consideration. If you wish to apply to an internship that is not APA or CPA accredited, please provide a written justification to the CTC, who will then consider your request. You must receive approval from the CTC before submitting an application to any unaccredited program.

During your time in the program, the CTC will hold several events to orient you to the internship process. Annually, we will hold internship debriefings (with the cohort who just interviewed so that they can pass on information about their experience); we will also hold meetings to discuss the APPIC Application for Psychology Internship (AAPI) process and review how to count hours. MyPsychTrack ([www.mypsychtrack.com/](http://www.mypsychtrack.com/)), through a partnership with APPIC, is a free service as long as you are in an APPIC associate program such as ours. The DCT will provide you a code to register for MyPsychTrack as well as to renew your registration annually as long as you are a student in the program. Through use of MyPsychTrack, the DCT will be able to access your hours, and you will be able to export your hours directly to the AAPI Online. Time2Track is another reputable fee-based hours tracking application that also allows you to export your hours to the APPI Online, but this system requires that you pay a fee. You may select either system, but you are required to track your hours in one such hours tracking system. You will not be permitted to track hours on paper or to use software not specific to this task (e.g., Excel). You will need to produce reports from the tracking system to report your hours annually (in the Spring) to the DCT as well as to report your hours at the time of internship application for DCT verification. You may wish to consult with more advanced peers regarding their experiences before selecting an hours tracking system.

If you have previously counted your hours using one system but want to change to another (i.e., from MyPsychTrack to Time2Track or vice versa), you can enter your baseline hours in the new system (by category) and build your hours from there. In the event that you use the baseline hours option, maintain the detailed records from your other source regarding those hours so that you are able to appropriately enter the information into the AAPI.

Please note that if you entered the program with a master’s degree from another institution where you gained supervised clinical hours that you plan to report these terminal masters hours on your AAPI, you need to have your training director, major professor, or primary supervisor from your master’s program communicate in writing to the DCT to verify the
terminal masters hours that you have recorded. This information is necessary for the DCT to be able to later verify your terminal masters hours at the time that you apply for internship. Without verification from a representative from your master’s program, the DCT will have to choose the option stating that the terminal masters hours cannot be verified.

Eligibility to Apply for Internship

You must hold a successful dissertation proposal meeting and pass your doctoral comprehensive exam no later than November 1st of your application year, with a first attempt at least by October 1st, and be in good standing in the program before the DCT will endorse your APPIC application. In addition, the CTC uses the Council of University Directors of Clinical Psychology (CUDCP) Expectation for Internship Eligibility (Appendix H) to determine internship eligibility. The only exception is #5 (completed all coursework) if a student has one or two remaining courses to complete due to the timing of course offerings. However, you will only be endorsed as internship eligible if you will have all coursework completed at the time of leaving for internship.

During the annual evaluation process in the Summer semester before you anticipate applying for internship, the CTC will determine your internship readiness and will vote on whether you should be verified as “internship ready,” pending completion of any milestones that still need to be met (e.g., comprehensive exam, dissertation proposal) and barring any circumstances that would change the evaluation of readiness (e.g., professional/ethical concerns). If the CTC is unable to deem you internship ready at the time of the annual evaluation in the Summer but foresees the possibility of you remediating the concerns so that you could be internship ready in mid-Fall semester, you will be provided details about the concerns with a remediation plan and a time at which you will be evaluated again for your internship readiness. Finally, the CTC will review and provide feedback on your choice of sites. You are not permitted to apply for clinical internship until the CTC has judged you to be internship ready and has approved your choices of sites.

Selection of Internship Sites, the Application Process, and Preparation for Interviews

Early in the Fall semester, members of the CTC will meet as a group with the prospective interns for the purpose of discussing the internship application process and communicating guidelines. We will also review your preliminary list of application sites. The DCT, as well as the other CTC members, will help you identify potential internship facilities that may be a good match for you and assist you with specific items on the internship application form. Your major professor will provide general feedback on your essays and sample cover letter(s). The DCT will not verify you as internship eligible until your major professor indicates that he or she approves your essays/cover letter. The CTC will also assist you in preparing for interviews with a meeting to review tips as well as conducting individual mock interviews in the Fall before actual
interviews begin. The CTC fully understands that the internship interviews will require that you be away from campus, and your schedules (e.g., clinic duty, assistantship hours) will be adjusted accordingly. On APPIC Phase I Match Day, the DCT and other members of the CTC will be available to consult with any student who receives notification that they did not match with an internship program. The DCT and CTC can provide further information and assistance with the application for APPIC Phase II Match, if the student decides to apply for the Phase II Match. Even if the APPIC Phase II Match, it is necessary that students apply to APA-accredited internship programs only.

**Internship Debriefing Process: Sharing Experiences with Others**

Each Spring semester (following the completion of internship interviews), at least one of the practicum didactic meetings will be devoted to an internship debriefing. Students who just completed the internship application and interview process will share their experience with more junior students and answer questions to familiarize them with what to expect when they go through the process themselves. The debriefing will also allow ample time for Q&A (including submission of questions from junior students prior to the debriefing meetings). The debriefing will be overseen by the DCT and other members of the CTC.

**Program Enrollment During Internship**

While you are on your one-year pre-doctoral internship, you must enroll for a minimum of one credit hour of PSY 881–Internship in Clinical Psychology) for each of the three academic periods (i.e., Fall, Spring, and Summer) that you are on internship. Please note that you initiate internship enrollment in Fall semester, even if you have a summer start date. All students, regardless of start and ending dates, are enrolled in PSY 881 for Fall, Spring, and Summer semesters (1 hour each semester). In addition, you must register for 3 hours of PSY 898–Dissertation during the semester that you defend your dissertation if you have not defended prior to your internship year. If you are still working with the Graduate Reader to get your dissertation approved by the Graduate School in the semester following your defense semester, you may need to enroll in 1 hour of PSY 898–Dissertation at that time as well. You should keep this policy in mind when scheduling your defense. While on internship, you may register for additional hours of PSY 791–Research in Psychology if you require the credit hours for financial aid purposes. **Students on internship are not on a graduate assistantship and, thus, are not eligible for tuition remission.**

**Program Communication with Clinical Internship Agencies**

Your clinical internship agency may provide the DCT with periodic evaluations (e.g., quarterly, semi-annually) of your progress. These evaluations, in turn, will be made available to the CTC.
We will not award credit for internship until the director of training at the internship site has informed us in writing that you have fully completed all requirements for the internship.

Doctorate Will Not Be Awarded Prior to Confirmation of Internship Completion

Upon completion of all degree requirements, students in the clinical psychology doctoral program are conferred a Ph.D. in Psychology (Clinical)—the major is psychology and the emphasis is clinical psychology. The Ph.D. degree will not be awarded until all program requirements have been met, including completion of the pre-doctoral clinical internship. Thus, you will not graduate from the clinical psychology doctoral program when even a small portion of your internship requirement remains to be completed. The USM DCT will not certify to the Graduate School or Registrar’s Office that your internship has been completed until confirmation of that fact has been provided in writing by the appropriate authority (usually the Director of Psychological Services or the Director of Training) at the facility where you are completing your internship.

If grades for the Summer semester are due prior to completion of your internship, you will receive an “Incomplete” for PSY 881 until the notification is received, at which time your grade will be changed to the appropriate letter grade. If you have met all other requirements for the degree and if your change of grade is processed by late August, the Graduate School Degree Auditor is able to confer your degree for Summer graduation. If you received an Incomplete at the time Summer grades were due, your transcript will reflect a note indicating the following: “The final internship grade was posted following successful completion of all requirements of the internship. Note date of grade change.” Final transcripts for each student will reflect the name/location of the student’s internship, that the internship was APA or CPA-accredited, and the exact start date and end date of the internship.
SECTION 5: STUDENT PROGRESS

ANNUAL EVALUATION OF CLINICAL PSYCHOLOGY GRADUATE STUDENTS

Toward the middle of each Summer semester, you will receive a formal, written evaluation of your progress. First, you will be asked to complete an Annual Student Activity Report (SAR), which is a self-evaluation that will be used to inform the CTC’s evaluation of your work. The SAR will typically cover the period of June 1st to May 31st. You will also submit an updated copy of your curriculum vitae (CV) with the SAR. Your major professor will draft an initial letter based on your SAR and CV information and send it to the DCT.

The CTC will then meet to review the initial information as well as data from the records in your student file, including supervisor evaluations across settings (practicum, externship, and placement evaluations), course grades, and other pertinent academic information. The DCT will finalize the written evaluation letter based on the review of the multiple pieces of information from your file and the CTC discussion. The evaluation includes both a written narrative and a concluding assessment of your progress in the areas of academic coursework, research, clinical work, assistantship, and professional behavior. Each of these dimensions is judged according to the following scale: Exceeds Expectations, Meets Expectations, or Fails to Meet Expectations. Your evaluation will also include a statement about your overall standing in the program (in good standing, warning, fails to meet expectations, or probation). If a student’s performance is rated as fails to meet expectations in any area, the rating is accompanied by an explanation. If one area is rated as fails to meet expectations, then the student fails to meet expectations for the program. Subsequently, a formal remediation plan outlining the steps the student will need to take to return to good standing in the program will be written and reviewed with the student. For all students (regardless of program standing), the written annual evaluation will be accompanied by an in-person meeting with the DCT, or with the DCT and the faculty advisor, as appropriate to discuss its contents and address questions the student may have about his/her future plans.

FAILURE TO MEET EXPECTATIONS AND PROGRAM PROBATION

A student’s status may be changed from “in good standing” to “fails to meet expectations” or “program probation” for unsatisfactory academic progress in coursework or for unsatisfactory performance in other training domains, including but not limited to graduate assistantship, research-related duties, clinical practica requirements, externship placements, internship placements, and/or professional or ethical violations or concerns.

Note that students may receive a warning or a status change to fails to meet expectations or probation at other times of the academic year (not only at the time of the annual evaluation).
Failure to meet milestone deadlines (e.g., thesis or dissertation proposals/defense deadlines) will result first in a warning at the time of the deadline. If not met by the next deadline, the student’s status will be changed immediately to fails to meet expectations. Failing the doctoral comprehensive exam will also result in a change in status to fails to meet expectations (i.e., for coursework). A student may also be given a warning or have a status change to fail to meet expectations because of performance in other training domains, such as assistantship, practicum, externship, or ethical/professional behavior. However, serious violations in these domains may also result in program probation or a termination review. As described in the Course Grade Expectations and Consequences subsection in Section 2 and consistent with the Grade Policy for the Department of Psychology, students earning non-passing grades (below B-) may receive a warning, program probation, termination review, or automatic termination (i.e., depending on the combination of grades). Please refer to that section for specific details.

Any time that a clinical psychology doctoral student fails to meet expectations or is placed on program probation, the basis for the change in status, the term of the status period, and the conditions which must be met to be returned to good standing within the program will be specified in writing in a remediation plan that has been approved by the CTC. The remediation plan may, in part, be developed through consultation with the student. If a student believes that the status is not justified or that the conditions of the remediation plan are unreasonable, the student may appeal in writing to the department chair within 10 working days of receipt of the remediation plan. Failure to meet the conditions of the remediation plan to return to good standing within the timeframe described will result in a termination review. If the CTC determines that the student should be terminated from the clinical psychology training program, it will so recommend to the department chair and the Graduate School.

Students with a change in status to fails to meet expectations or probation will typically remain on such status for a minimum of one semester (but the timeframe may be shorter or longer). For example, students who receive a status of fails to meet expectations because of missing a research milestone deadline would be returned to good standing upon completion of the research milestone (assuming it is completed before another deadline). This timeline could happen much more quickly than one semester. Likewise, if a student is found to have a specific need for remediation in another area (e.g., clinical work, assistantship) and fails to meet expectations in that area at the time of the annual evaluation, the timeframe for remediation efforts and an evaluation to return to good standing may be shorter than one semester, provided that it is a reasonable amount of time to remediate the problem and that the shorter timeframe favors the student (e.g., gives the student the opportunity to return to good standing to possibly apply for internship).

In contrast, students receiving a warning or being placed on probation for unacceptable grades must successfully remediate the unacceptable grade(s), which may require a longer time period than one semester based on course offerings. If placed on probation for unacceptable grades,
the student must meet the requirements of the remediation plan, without incurring any additional complaints or problems, for the probationary status to be removed. However, removal of probationary status will not prevent termination from the program in the event the student earns a subsequent failing grade (a grade of C or lower) in a third course.

It is important to note that sometimes a formal warning is given prior to a change in status (e.g., for missing deadlines on research progress) but sometimes a student will have a status change without a warning (e.g., failing the comprehensive exam results in a status of fails to meet expectations without a warning). Likewise, a student’s status could be changed from in good standing directly to program probation or termination review (e.g., earning a second C, earning a D, serious violation in performance or ethical/professional behavior in a training domain). That is, a status of fails to meet expectations does not necessarily precede a termination review. Finally, a student may move from fails to meet expectations status to termination review if the remediation plan is not met in the timeframe allotted. Therefore, it is not necessary for program probation to precede a termination review.

METHODS USED TO FACILITATE PROGRESS OF STUDENTS EXPERIENCING DIFFICULTY IN THE PROGRAM

When a student experiences difficulties in the training program, several steps may be taken. These include, but are not limited to: (a) reducing the student’s course load, (b) approving a request for a formal leave-of-absence through the Graduate School, (c) referring a student for medical treatment or psychological therapy, (d) requiring additional semesters of practicum or other clinical experience beyond the minimum normally required by the program, and (e) providing additional faculty mentoring and encouragement.

POLICIES AND PROCEDURES TO TERMINATE THE ENROLLMENT OF STUDENTS

The attrition rate in the clinical psychology program is low. When a student does leave, it is usually for a personal reason (e.g., incompatible program fit) rather than an academic reason. There have been a few instances in the past, however, when students have voluntarily withdrawn from the program because of difficulty making progress, and there have been instances when students were terminated for academic reasons. Failure to meet Program, Departmental, or Graduate School requirements (e.g., reasonable timeline on research, meeting requirements for grades in coursework, passing the comprehensive exam) is grounds for termination. Unethical behavior, such as plagiarism and other forms of academic dishonesty as well as serious ethical concerns in clinical settings, are also grounds for termination.
GRADUATE SCHOOL PROTOCOL FOR DISMISSAL OF A STUDENT

The following are some reasons for dismissal of a student with regular status from a graduate program:

• The student did not return to good academic standing following probationary semester(s).
  o A GPA of 3.0 was not achieved. (Some programs have more rigorous standards).
  o The student did not earn the required improved grade on a retaken course.
  o The student failed to meet other remediation criteria.
  o The student earned grades that made it impossible to return to good academic standing, thus rendering graduation impossible.
  o The student earned a grade of C- or below that could not be retaken because the one allowable retake was used to replace a prior low grade.

• The student earned a grade of C- or below that could not be retaken because the one allowable retake was used to replace a prior low grade.
  o The student earned the 7th hour of C+ or below that could not be retaken because the one allowable retake was used to replace a prior low grade.

• The student failed to show acceptable improvement in research/scholarly progress after a probationary semester.
• The student exceeded the time limit for the degree program without completing the degree.
• The student was proven to have committed academic/research misconduct or other ethical violation.
• The student violated the Code of Student Conduct and required disciplinary action. (In this case dismissal follows review by the Dean of Students).
• The student failed to demonstrate professional competency and/or exhibited conduct inappropriate to the profession.
• The student failed a qualifying exam, comprehensive exam, or defense twice.
• Other (Departments may have discipline-specific policies which stipulate reasons for dismissal).

Students with conditional status who do not achieve the minimal GPA on the first 9 hours of graduate-level coursework (master’s = 3.0; specialist = 3.25; doctoral = 3.5) will be automatically dismissed by the Graduate School. Dismissal of these students requires no action by the department.

Dismissals will normally be initiated at the end of a semester following the posting of grades unless the dismissal is a result of academic misconduct or unethical/unprofessional behavior.

Dismissal must be initiated using the following protocol:

1) The student’s advisor and/or department chair will schedule a termination review with the student. The purpose of this meeting is to communicate the justification for dismissal with the
student and to allow the student to provide written documentation of any extenuating circumstances that should be considered in a decision to dismiss. This meeting should be conducted face to face if possible. If the student cannot meet face to face, the meeting should take place via telephone, videoconference, or conference call. Email is acceptable but should be used only if personal communication is not possible.

2) If the department chooses to move forward with a dismissal following a termination review, the following items must be submitted to the dean of the Graduate School either electronically as a pdf with electronic signatures or as a hard copy with original signatures:

- A letter addressed to the student articulating the reason(s) for dismissal.
- A completed dismissal form indicating the reason(s) for dismissal and signed by the advisor, department chair or director, and the college dean.

3) Upon receiving notice of the dismissal, the dean of the Graduate School will send the student a formal letter of dismissal along with a copy of the letter of rationale from the department as an attachment. The dean’s letter will inform the student of the following:

a. That scheduled classes (including current semester classes and future classes for which the student is pre-registered) must be dropped using the withdrawal process within seven (7) working days of receiving the dismissal letter from the dean of the Graduate School and that if he/she does not withdraw from classes the Graduate School will initiate the withdrawal.

b. The impact of dismissal on a graduate assistantship, insurance, and tuition.

c. The student’s right to appeal the dismissal and instructions for filing an appeal.

The letter will be sent to the student by certified mail through the U.S. Postal Service and by email using the student’s official USM email address.
SECTION 6: GRADUATE SCHOOL FORMS AND PROCEDURES

KNOW THE GRADUATE SCHOOL WEBSITE

The website for the Graduate School (www.usm.edu/graduate-school) includes relevant information, including deadlines, policies, and forms. All graduate students should be familiar with this site!

PRE-GRADUATION PROCEDURES AND THE GRADUATE SCHOOL

Please carefully read the version of the Graduate Bulletin that governs your academic career (usually the Bulletin for the year that you entered the program) for relevant regulations, guidelines, and deadlines at least one year before your anticipated graduation (for both your master’s degree and your doctoral degree). The Graduate Bulletin can be accessed at: www.usm.edu/registrar/graduate-bulletins.

The doctoral student must file a variety of documents with the Graduate School. You are advised to check your files in the Graduate School for completeness of documentation when you submit your dissertation defense form.

Documents to be Filed in the Graduate School

PLAN OF STUDY (M.A. AND PH.D.)

Plan of Study Form – This form details the coursework and other milestones you must complete to fulfill degree requirements. This form should be submitted during the first semester of enrollment in the program. After completing your M.A. degree, you will need to resubmit the plan of study for your Ph.D. degree. [As explained earlier, since there is no terminal M.A. degree program, the plan of study is the same (i.e., for the doctoral program in clinical psychology). In fact, note that you should cross-off “dissertation” and put “thesis” in all relevant areas when submitting the plan of study for the initial M.A.] This form can be found online at: https://www.usm.edu/graduate-school/plans-study-doctoral-programs. It must be signed by known members of your relevant committee (thesis or dissertation) for the degree. If you do not know your full committee, you can list your chair only. This form also must be signed by you and by the DCT or the department chair.

PROGRESS TO DEGREE FORMS

The Graduate School has a series of forms that must be completed at each step of your graduate training. Some of the forms can be completed by you (e.g., Graduate Committee
Request Form) and others must be completed by your major professor or the DCT (e.g., Results of Oral Defense for thesis or dissertation). The student-completed forms can be found on the Graduate School website (https://www.usm.edu/graduate-school) under Student Forms. These forms are referenced throughout this handbook’s section on thesis, dissertation, and the comprehensive examination. **To avoid unnecessary delays or unexpected financial charges, it is important that you carefully follow all Graduate School policies.** If you have any questions, feel free to ask your major professor, the DCT, or the Graduate School. However, please also realize that it is **your responsibility to ensure that all appropriate forms are filed with the Graduate School on time.**

For completion of these forms, please note the following:

- For both your master’s and doctoral degrees, your major is “psychology” and your emphasis area is “clinical.” You do **not** indicate adult or child concentration areas on these forms.
- The Department of Psychology is in the College of Education and Psychology.
- You do not have to list your social security number as long as your emplid (student ID) is listed.
- Your committee members will change between thesis and dissertation (at the least one member will be added for the dissertation if not other changes).

**Forms:**

**Graduate Committee Request Form** – This form states faculty members that have agreed to serve on your thesis or dissertation committee. This form must be signed by you, the committee members, and the department chair. You may access this form directly from the Graduate School website. If you wish to have someone other than a faculty member from the Psychology department serve on your committee, please notify the DCT so that the credentials of the prospective committee member can submitted to the university for Graduate Faculty Status approval.

**Dissertation, Nursing Capstone, & Thesis Proposal Approval Form** – Prior to your thesis or dissertation proposal meeting, you must ask your major professor to prepare this form to bring to your defense meeting. After the thesis proposal and/or dissertation proposal meeting and approval of the respective project, this form is signed by the committee. It is also signed by you and the department chair prior to filing with the Graduate School.

**Results of Oral Defense** (for Thesis, Dissertation, and Nursing Capstone) – Prior to your final thesis or dissertation defense meeting, you must ask your major professor to prepare this form to bring to your proposal meeting. Following your thesis or dissertation defense, this form is signed by the committee. It is also signed by you and the department chair prior to filing with the Graduate School. Along with the form, a copy of the thesis or dissertation title page must be submitted to the Graduate School for approval. After you defend your thesis or dissertation,
you will electronically submit your document (formatted using the Graduate School templates and guidelines) to the Graduate Reader (via Aquila) for edits and approval. Ultimately, once edits are made and your final document is accepted by the Graduate Reader, you will submit two copies of your document (on cotton paper) with original committee signatures on the title page (on the same type of cotton paper as the rest of the document).

Results of Comprehensive Exam and/or Qualifying Exam — This form will be completed twice in your graduate career (once for your master’s degree, unless you are not earning a master’s degree at USM, and once for your doctoral degree):

• Master’s Comprehensive Exam. Prior to your final thesis defense meeting, you must ask your major professor to prepare this form to bring to your defense meeting. This form is completed following the successful defense of the master’s thesis, which serves as the master’s comprehensive exam (indicated on the form). The date of the oral defense is considered the date of the exam, and the exam is considered passed if the thesis defense is passed. This form must be signed by the thesis committee members and the department chair. The results of the Master’s Comprehensive Exam must be submitted to the Graduate School on or before the last day for presenting signed final/defended theses to the Graduate School.

• Doctoral Comprehensive Exam. This form is completed following the student successfully passing the dissertation proposal and clinical case conference requirements for the doctoral comprehensive exam. These two events may happen at widely different times during the student’s career. Likewise, for some students the clinical case conference portion may precede the dissertation proposal portion of the doctoral comprehensive exam requirement, whereas for other students the dissertation proposal portion may precede the clinical case conference portion of the doctoral comprehensive exam requirement. Whenever both requirements for the doctoral comprehensive exam have been met (either after passing the clinical case conference if it is the second requirement met or after passing the dissertation proposal if it is the second requirement met), the form should be completed. The date that the second requirement was met is considered the date of the exam. If the dissertation proposal was passed on the first attempt and the clinical case conference was passed on the first administration or first administration follow-up, the doctoral comprehensive exam is considered passed on the first attempt. If either the dissertation proposal or the clinical case conference required a second attempt/administration, the doctoral comprehensive exam is considered passed on the second attempt. This form must be accessed by your major professor or the DCT, signed by the dissertation committee members, the DCT (if not already a dissertation committee member), and the department chair. The dissertation committee signatures verify that the student has passed the dissertation proposal portion of the doctoral comprehensive exam. The DCT will maintain the clinical case conference records and must sign the form to verify that the student has passed
the clinical case conference portion of the doctoral comprehensive exam. The results of the doctoral comprehensive exam must be submitted to the Graduate School on or before the last day for presenting signed final/defended dissertations to the Graduate School. Thus, the timeline for our program will definitely precede this Graduate School deadline. Completion of the Doctoral Comprehensive Exam formally admits the student to doctoral candidacy.

APPLICATION FOR M.A. OR PH.D. DEGREE (APPLYING TO GRADUATE)

On or before the deadline in the semester before you wish to graduate (both for the master’s degree and the doctoral degree), you must apply for graduation, which triggers a degree audit. The degree auditor will verify your application and notify you and your advisor/DCT of any problems. Paperwork to apply for a graduate degree can be found on the Graduate School website under Current Students: https://www.usm.edu/graduate-school/application-graduate-degreecertificate. You will have to complete a degree application in SOAR, print it and obtain signatures from the relevant committee (thesis or dissertation, depending on the degree), you, your advisor, and the department chair; complete an exit survey; ensure that your plan of study is on file at the Graduate School (remember that you need one for M.A. and a new one for Ph.D.); and pay the graduation application fees (currently $100 for M.A. and $325 for Ph.D., which includes the binding of the document for University copies). All paperwork (including a receipt to show payment to the business office) is required to apply for graduation.

If, for some reason, you will not graduate in the semester for which you applied, you must notify the graduate degree auditor, complete a Graduation Deferment Form, also found on the Graduate School website under Current Students, and pay a deferment fee (currently $50).

It is your responsibility to ensure that all of the necessary paperwork is on file and up-to-date at the Graduate School. Likewise, ensure that any paperwork that is sent to the Graduate School is copied and provided to the clinical program administrative assistant for your student file.

GRADUATE DEGREE AUDITOR

The Graduate School degree auditor is housed in the Graduate School in McCain Library. As you prepare your degree applications for review, please note the following:

1. Thesis and dissertation credit remains an E grade until the dissertation is complete AND has been submitted to and accepted by the Graduate School.

2. Only 6 hours of thesis credit and 12 hours of dissertation credit will count toward the degree (even if many more hours have been taken). Students sometimes count too many hours for the dissertation and assume this will make up the difference if they have not taken enough hours. You may consider enrolling for a research class such as PSY 691/791 when faced with this situation.
3. Courses carrying the numbers 797/897 (Independent Study) do NOT count toward the master’s or doctoral degree (therefore, do not register for those courses).

4. Only six hours of transfer work is allowed toward both the master’s and doctoral degrees combined.

5. A grade-point average of B (3.0) or better is required for graduate degrees by the time you complete the course-hour requirements for the degree.

6. An I (Incomplete) is allowed to remain on the record for one semester only. After that semester, it becomes an F. Any incomplete grades will have to be changed to the final grade before a degree can post.

**PAPERWORK COPIES FOR STUDENT FILES AND HOW TO FOLLOW PROCEDURES WHILE COMPLETING MILESTONES**

Absolutely all forms sent to the Graduate School should be provided to the clinical program administrative assistant so that a copy can be placed in your student file for the clinical psychology doctoral program. It is also strongly recommended that you maintain a copy for your own records.

See Appendix H for a detailed step-by-step Paperwork and Procedures Checklist for Students, which pulls together information from across the program handbook—including the milestone timeline—and the Graduate School website. **If you are completing a milestone, CHECK APPENDIX H to ensure that you are following procedures carefully.** After you check Appendix H and refer to the appropriate section of the handbook, if you still have questions, you can ask the DCT. Please do not ask the DCT questions without checking these resources first. Do not rely on guidance from your peers, the clinical program administrative assistant, or your major professor. It is your responsibility to check the procedures and to follow them appropriately.
SECTION 7: FINANCIAL INFORMATION AND WORK

ASSISTANTSHIPS/WORK OPPORTUNITIES/FINANCIAL AID

Graduate Assistantships

Most graduate students receive a stipend through a graduate assistantship assignment (in the department, on a research grant, or at an externship site). If you accept one of these appointments, you will commit to work 20 hours per week. Other benefits of a graduate assistantship are a tuition waiver (including out-of-state fees) and graduate student healthcare insurance (the assistantship pays for 50% of the insurance premium and the student is responsible for the remaining 50%). In almost all cases, the department places students in activities that will enhance their training and professional development. Students may, for example, help faculty to conduct research (either in-house or at an external site) or serve as teaching assistants within the department. More advanced students may serve as assistants in the Psychology Clinic, provide clinical services under supervision at one of our affiliated training sites in the community (i.e., externship), do research that is supported by faculty members’ grants (which may also occur at an externship site), or be instructor of record for an undergraduate class in the psychology department. The department will solicit student preferences for specific assignments, but please be aware that not all requests can be honored. Please read the following information regarding graduate assistantships carefully.

A. To be eligible for a graduate assistantship, background checks are required and administered through USM Department Human Resources. Students who fail a background check are not permitted to receive a graduate assistantship. Failed background checks may also affect enrollment in a graduate program.

B. You must have an average of B or better each semester and must perform assignments in a satisfactory manner to maintain a graduate assistantship appointment. In addition, any student who receives a disciplinary action (e.g., warning, fails to meet expectations, or probation) may not be eligible for these assignments. Priority for these assignments goes to students who are in their first four years of graduate training and who are in good standing. Departmental funding for students in the fifth year or beyond is usually not available but has been awarded in some circumstances when resources are available.

C. If you are on a graduate assistantship appointment, you must maintain a full-time course load during the period of the appointment.

D. General tuition and the non-resident fee are waived if you hold a graduate assistantship appointment. To qualify for this waiver, you must be registered for courses totaling 9 to 13 hours in the Fall, 9 to 13 hours in the Spring, and the advised number (typically 3 to 6 hours) in the Summer. Courses taken as Audit, certain independent study courses, and
some undergraduate courses do not count toward these hours. Students are no longer required to apply for Mississippi state residency after attending graduate school at USM for one year although you are still encouraged to do so. This could save you money in the event that circumstances come about that require you to pay your tuition (i.e., university policy changes). If you do declare residency in Mississippi, please also be sure to complete the application process and provide the necessary documentation to also have your residency status with the university changed. The residency application and detailed instructions can be found on the Registrar’s website: www.usm.edu/registrar/mississippi-residency.

E. Students on a graduate assistantship receive the graduate student health insurance plan. More information about the graduate health insurance policy can be found at: http://www.usm.edu/employment-hr/ga-ra-international-student-information and: www.uhcsr.com/usm. If a student is otherwise insured, the graduate student health insurance plan can be actively waived by completion of the waiver form found at: studentcenter.uhcsr.com/usm. At the same website, you can enroll in the insurance (to ensure it becomes active on August 15th); otherwise, if you do not actively enroll or actively waive it, you will be automatically enrolled in early September (check the website for specific dates). The assistantship pays for 50% of the insurance premium; the student is responsible for the remaining 50% of the premium, which is deducted in increments from the stipend paychecks (12-month coverage divided into 9 payments during the academic year). The insurance is currently through UnitedHealthCare. Direct questions about the graduate student health insurance to Holland Insurance at 888-393-9500 or e-mail mholland@hollandinsuranceinc.com.

F. Whether functioning as a teaching assistant, research assistant, clinic coordinator, research extern, clinical extern, or instructor of record for your assistantship, you will be asked to collect an evaluation from your assistantship supervisor each semester. Therefore, each student who is in residence in the program (i.e., funded by the program) will have a placement evaluation each semester. The type of evaluation form will vary depending on the type of work you are doing for the graduate assistantship. There are three types of placement evaluations: teaching assistant, research assistant, and clinical extern. The evaluation forms and due dates will be distributed by the DCT each semester. [A clinical externship evaluation is also required each semester for any unpaid, volunteer externship and is the same as the paid clinical externship evaluation.] Instructors of record will have at least one class observed by their teaching supervisor, and an evaluation form will be completed for that observation. Likewise, course evaluations will be collected for the graduate student instructor’s own student file.

Opportunities for Clinical Psychology Students to Teach Undergraduate Classes

The Department of Psychology affords opportunities for advanced clinical psychology graduate students to teach undergraduate classes at USM. Graduate students must have completed 18
hours in their discipline before teaching undergraduate classes and the department must file paperwork with the Provost’s office before you can be credentialed to teach as instructor of record. Clinical psychology students are typically eligible to teach by the Summer semester following their first year. You are urged to consider these opportunities. If you believe you are eligible, it is suggested that you discuss the matter with your advisor and the DCT. All clinical psychology students, whether they intend to teach or not, are also required to take PSY 701, Seminar in Teaching of Psychology (1 hr). For any semester that you teach an undergraduate course, you should enroll in PSY 702 (Practicum in Teaching of Psychology) if there is room in your schedule with your major professor, who will serve as your direct supervisor for teaching. Your teaching supervisor should approve your syllabus before it is distributed. Likewise, the teaching supervisor should provide feedback on other elements of the course, including Blackboard, notes, exams, and other elements for which you require feedback. As indicated above, the teaching supervisor will observe at least one class session and complete a formal evaluation of the teaching based on the observation.

Additional Financial Aid

The Perkins Loan Program (formerly NDSL) is available to graduate students who meet certain needs-based criteria for federal aid. Students who are U.S. citizens may also apply for a Stafford Loan. As of July 1, 2012, all Stafford loans to graduate students are unsubsidized, which means that interest accrues immediately, even during school and deferment periods. It does not mean you have payments during school and deferment periods, but it does mean you will owe that accrued interest when you start making your payments.

Applicants for financial aid should apply by **March 15th** (priority date) for loans to begin the Fall term. The Free Application for Federal Student Aid (FAFSA) may be obtained from the USM Office of Financial Aid: [www.usm.edu/financialaid/](http://www.usm.edu/financialaid/).

EMPLOYMENT WHILE A STUDENT-IN-TRAINING

The USM’s graduate program in clinical psychology is designed as an intensive full-time experience, and students are not admitted for part-time graduate studies. A full-time academic schedule, together with an assistantship appointment, normally requires a full-time effort that precludes outside work. Consequently, such activity is to be avoided during the period you are in training. However, the CTC recognizes that financial exigencies do occur. Requests for exceptions to this program policy should be submitted in writing to the DCT who will submit it to the CTC for its decision. Such requests will be considered on a case-by-case basis and will be approved only if the CTC judges the requested activity not to conflict with any of the ethical principles or the student’s training or to be harmful to the program or otherwise impede upon the student’s University responsibilities. Such employment activity, when approved, would normally come later rather than earlier in a student’s program of study.
Consideration of any off-site clinical activities of students in their fifth year or beyond (i.e., who are no longer funded by the program) must also be presented to the CTC for approval. Students should submit the location of the work, their title, a description of their job responsibilities, the name and credentials of their supervisor at the site, and a description of the supervision plan (i.e., duration and frequency of face-to-face supervision meetings). Educational experiences out of state may require special approvals by the university due to state reciprocity agreements for distance education. If approved, the hours are considered “program sanctioned” and can be counted toward the student’s APPIC application. Only hours supervised by a Ph.D.-level psychologist will be considered for program sanctioning for APPIC hours.

Keep in mind that as a student in training, the state of Mississippi and the APA ethics code prohibit you from using the title of “Psychologist” and restrict the professional activities in which you may engage.

CONTINUOUS ENROLLMENT AND TUITION

Doctoral students who are no longer on graduate assistantship with tuition remission (i.e., typically students in their fifth year and beyond) still must enroll in a minimum of one hour of coursework (usually PSY 898–Dissertation ) each Fall and Spring semester until the semester they defend the dissertation, at which time they are required to register for one (1) hour of PSY 898. If you defend your dissertation during a semester in which you registered for 1 hour of PSY 898 but the defense was past the deadline to graduate at the end of that semester and the Graduate Reader has not yet accepted your dissertation by the end of that semester, you may have to register for one additional hour of PSY 898–Dissertation the following semester. You must be registered for a minimum of one credit hour during the semester you graduate.

Failure to meet the continuous enrollment policy can result in the student having to re-apply to the Graduate School, pay a re-application fee, and a fine for “back tuition” (i.e., 1 hour of tuition for each semester they failed to enroll upon readmission, at the current rate). For continuous enrollment purposes only, the Summer semester is not considered part of the regular academic year. Therefore, an off-site, unfunded student does not have to register for summer semester hours (the exception being that students on internship must register for PSY 881–Internship in Clinical Psychology during their final summer on internship, as described in Section 4).

Students no longer on graduate assistantship—including during their internship year—are responsible for paying tuition. Please refer to the tuition and fee schedule located at: www.usm.edu/graduate-school/tuition-fees. The current cost of tuition for the 2016-17 academic year is $426 per credit hour. The out-of-state fee is waived for PSY 898–Dissertation
and PSY 881—Internship in Clinical Psychology courses, so you will not be charged out-of-state tuition regardless of your state of residency during those years.
SECTION 8: OTHER SPECIFIC INFORMATION

RESIDENCY

The USM Graduate Bulletin specifies a minimum residency requirement for the doctoral degree. The doctoral program in clinical psychology, however, is designed as a five-year program, including the doctoral clinical internship. Thus, our students will far exceed the minimum residency requirements as specified in that document. Students are expected to be full-time students in residence during their first four years in the program. In rare instances, those students entering with an accepted master’s degree and thesis are permitted to be full-time students in residence during only the first three years in the program.

SHORT ABSENCES DURING TIMES OF PROGRAM OBLIGATION

If you have to leave town during the regular semester (Fall, Spring, or Summer), or during your regularly scheduled work time if on externship, for any reason, you should clear it with each of the following people: (1) Director of Clinical Training; (2) your major professor; (3) professors for any of the classes that you would miss during the time of your absence; (4) your supervisor for practicum (if applicable); and (5) your supervisor(s) for your teaching assistantship, research assistantship, and/or externship. You must secure permission from each of these people before the absence.

If you have to leave town during the interim when you have required hours at your externship, you need to clear the absence with both the Director of Clinical Training and your externship supervisor.

Please be mindful of expectations beyond your classes/exams when scheduling travel during semester breaks. Although your exams may end early, you likely still have obligations due to your assistantship/externship or practicum/clinical duties. Be aware of those expectations and ensure that you do not depart too early or return too late to meet your obligations. Check in with the DCT and/or your supervisors if you have any questions about travel dates.

If you must leave town because of an emergency, please inform your major professor and any direct supervisors as soon as possible.

FORMAL LEAVES OF ABSENCE

Written requests for a formal leave of absence from the clinical psychology program should be directed to the DCT, who will refer the matter to the CTC. In recent years, medical leaves, emergency leaves, and leaves for other significant personal reasons have been approved. The
CTC may request additional supporting documentation before approving a leave of absence. Once approved by the CTC, it must be submitted to the Graduate School for final approval. Leave is usually granted for one academic year. In very rare cases, additional leave beyond one academic year may be granted. Requests for an extension of a leave of absence must be submitted in writing before the current leave of absence expires. Leave extensions will be granted for no more than one academic year at a time. A student may not have access to university facilities and support during the period of leave. At the expiration of a leave of absence, the student must submit a readmission form, which can be found at the Application for Graduate Readmission link at: www.usm.edu/graduate-school/apply-graduate-school. However, because the student is returning from an approved leave, the readmission fee is waived by the Graduate School.

PROGRAM DEADLINES FALLING ON A WEEKEND/HOLIDAY

All program deadlines that fall on a weekend or holiday are pushed to the next business day.

RESOURCES FOR GRADUATE STUDENTS

Faculty Research Labs

In addition to collecting data in the Psychology Clinic and in field settings, the clinical psychology faculty members conduct research in the following laboratories:

Downstairs Clinical Laboratory Suite (OMH 136)
- Suicide and Emotion Dysregulation Lab (Directed by Dr. Mike Anestis)
- Personality and Positive Psychology Lab (Directed by Dr. Randy Arnau)
- Personality and Behavior Studies Lab (Directed by Dr. Brad Green)

Upstairs Clinical Laboratory Suite A (OMH 228)
- Youth Substance Use and Risky Behavior Lab (Directed by Dr. Nora Charles)
- Child Neuropsychiatric Disorders and Electrophysiology Lab (Directed by Dr. Stephanie Smith)
- Anxiety and Trauma Research Lab (Directed by Dr. Dan Capron)

Upstairs Clinical Laboratory Suite B (OMH 237)
- Child Routines and Behavior Lab (Directed by Dr. Sara Jordan)
- Personality, Assessment and Clinical Outcomes Lab (Directed by Dr. Joye Anestis)
Office and Other Workspace

If your assistantship assignment (see below) requires a workspace to complete your duties, the department will assign a work area to you. Consult your immediate supervisor as soon as you receive your assignment. A designated conference area is available for graduate students who teach undergraduate classes to hold office hours and meet with their students. Graduate students who work specifically in a faculty member’s research laboratory may be assigned appropriate workspace in those facilities by that faculty member. **Additionally, the clinical psychology graduate student work space is located in OMH 104.**

Colloquia and Seminars

The department, the clinical psychology program, and other departmental entities, sponsor speakers, colloquia, and seminars throughout the year. The Lunch Bunch series brings in speakers (both from within and outside of the University) on a regular basis (typically about once per month on Fridays at noon). The Journal Club brings together graduate students to discuss published papers, often including work in which USM graduate students took part. All clinical psychology graduate students are strongly encouraged to take advantage of all opportunities for learning and professional development. Clinical psychology graduate students are urged to attend the departmental colloquia conducted in non-clinical as well as in clinical areas. Students are definitely expected to attend the annual Hildman Colloquium, typically held in the Spring semester. In addition to the Hildman Colloquium, attendance to other seminars/workshops/colloquia may be considered mandatory. If so, it will be communicated in advance to students, and students should attend unless otherwise excused by the DCT.

**LUNCH BUNCH SERIES: COVERAGE OF AFFECTIVE BASES OF BEHAVIOR**

Each Fall and Spring semester, one Lunch Bunch meeting (typically held on a Friday from noon to 1 pm) will be devoted to a topic covering affective bases of behavior. Although the Lunch Bunch series is generally optional, all clinical psychology doctoral students are expected to attend the two Lunch Bunch meetings covering affective bases of behavior. That is, attendance at those seminar presentations is mandatory. A reading will be provided by the speaker prior to the seminar, and a written assessment of knowledge gained from exposure to the material will be conducted after each seminar. Handouts and readings may be used as a reference for the written assessment. Participation in the written assessment is mandatory; however, its purpose is to provide program outcome data and the results of the written assessment do not impact the students’ standing in the program. Nevertheless, if the results of the written assessment indicate that a student requires some remediation in knowledge, the student will be provided additional materials and instruction as necessary.
Grants and Funding

The ability to attract research funding reflects peer approval of a scientific research program and is an important skill for scientist-practitioners to acquire. Graduate students are therefore strongly encouraged to seek both internal and external funding to support their research under the mentorship of the major professor. In recent years, our students’ research has been funded by Sigma Xi, the National Institute of Mental Health, DHHS Administration for Children and Families, American Psychological Foundation, APAGS/Psi Chi Junior Scientist Fellowship, and various internal entities. Speak to your mentor about grant opportunities in your research area. There are many opportunities for students to seek funds—particularly for dissertation support—through a variety of national organizations and funding agencies.

The Clinical Psychology Program has several avenues for internally supporting graduate student research. First, clinical psychology students can submit a proposal for a **Clinical Psychology Travel Grant** to reimburse allowable expenses to travel and present research at a regional, national, or international conference. Students who are first authors and/or presenting authors are eligible to apply. Students may be awarded one travel grant per academic year (August to July). Every effort will be made to fund as many students as possible. The total amount of each grant will vary depending on availability of funds, number of applications, and level of conference, with a maximum grant amount of $150. A call for submissions for a Clinical Psychology Travel Grant will be announced twice yearly for conferences within the specified timeframe.

Second, clinical psychology students can apply for a **Thesis/Dissertation Grant**. Each student is eligible for a lifetime maximum amount of $250 to help fund his or her thesis or dissertation. That is, the amount may be awarded in part for the thesis and in part for the dissertation, or it may be awarded in full for either the thesis or the dissertation. Funds for the thesis/dissertation grant are awarded as reimbursements after project costs have been incurred and proper documentation has been submitted. To apply, students complete a short application with a budget and budget justification. Applications are accepted on a rolling basis.

Third, clinical psychology students can apply for a **Clinical Psychology Outstanding Research Award**. These awards are designed to recognize one first through third year graduate student and one advanced (post-third year) graduate student who excel in research. Research accomplishment will be evaluated as a whole, rather than one specific study. Each award will consist of a $200 grant to be used to reimburse expenditures related to your program of research, a plaque commemorating your accomplishment, and prestige among your colleagues. A student winning the award at one level is not eligible to apply at that same level in subsequent years. However, a student winning at the beginning level can apply later for the advanced level award. Award applications will be announced annually, and award winners will be notified during the Fall semester.
Applications for these internal funding mechanisms can be found on the program website at: www.usm.edu/clinical-psychology/funding-and-award-applications.

Membership in Professional Organizations

MISSISSIPPI PSYCHOLOGICAL ASSOCIATION (MPA)

The Mississippi Psychological Association (MPA) holds its annual three-day meeting during the Fall of each year. Graduate students in clinical psychology are encouraged to enrich their professional and scientific socialization to our discipline by attending this meeting. Many of your graduate student colleagues will be presenting their research, and many workshops and other presentations will be of particular interest to clinical psychology graduate students. Student membership status, at a reduced fee, is available for psychology graduate students who wish to affiliate with MPA. More information about MPA can be obtained from the website: www.mpassoc.org.

NATIONAL AND REGIONAL PSYCHOLOGICAL ORGANIZATIONS

Most clinical psychology graduate students at USM affiliate with regional or national psychology organizations such as the Southeastern Psychological Association (SEPA), the American Psychological Association (APA), the Association for Psychological Science (APS), or with other organizations with more specific missions such as the Association for Behavioral and Cognitive Therapies (ABCT), Society for Research in Child Development (SRCD), or American Association of Suicidology (AAS) among others. Many of these organizations also provide reduced rates for student membership. Many students also join Psi Chi, a psychology honor society, or Sigma Xi, a science honor society. Both Psi Chi (www.psichi.org/) and Sigma Xi (www.sigmaxi.org/) grant funds for graduate student research projects.

Keys

Students in the clinical psychology program receive a main key to the clinic. Keys to the filing cabinet housing client files as well as keys to additional clinic rooms are located in the On Duty Clinician room, which is opened by the main clinic key. The clinic key opens all main doors to the building as well. The clinical psychology student work space and the research laboratory spaces each have a key in a lockbox that requires a code. Upon the recommendation of your assistantship supervisor or research advisor, and the approval of the department chair, you may be assigned other keys. You should discuss this matter with your supervisor/advisor. Key assignment, when approved, is coordinated by the department administrative assistant, Ms. Angela Pam, or her designate. Please return keys promptly after your assignment is complete!
The department may charge you for lost keys or keys that are not returned. Under no circumstances should departmentally-issued door keys be duplicated or assigned to others.

**Message Boxes**

Graduate student message boxes are in the Psychology Clinic (OMH 214-H). You may use your departmental message box to receive mail that is professional or training-related. To have mail delivered to your message box, use this address: *Department of Psychology, The University of Southern Mississippi, 118 College Drive, #5025, Hattiesburg, MS 39406-5025.* If you are a new student, check your message box when you arrive on campus. All students should check their message boxes periodically. Your instructors, faculty advisor, departmental secretaries, various offices across campus, as well as your graduate student colleagues will be communicating with you through your departmental message box. Please do not have your personal mail addressed to the department. Should you need a campus address for your personal mail, you may rent a box at the U.S. Post Office branch located in the Thad Cochran Building on campus.

**iTech Services Including USM Email Account**

You will need to activate your USM email account to allow you access to e-mail and other electronic resources. Such an account will be issued to you at no charge by Information Technology (iTech), located in room 103 of the Cook Library. Once your university account is established, please provide your e-mail address to the DCT and the clinical program administrative assistant. Many of you will also have accounts from other ISPs or service providers. Please provide e-mail addresses for all accounts you use regularly, so we can reach you promptly if necessary. You should check your @usm.edu account regularly or ensure it is forwarding information to another email address that is checked.

iTech can also help you with accessing the wireless internet on campus, access SOAR, change your password, download mobile apps, get your email synced with your mobile phone, etc. See the following two links for assistance in these and other areas: [www.usm.edu/itech/things-do](http://www.usm.edu/itech/things-do) and [www.usm.edu/itech/how-do-i](http://www.usm.edu/itech/how-do-i). You can also call 601.266.HELP (601.226.4357).

We ask that you use your USM email account for all official business related to your role as a graduate student in the clinical psychology doctoral program. It is imperative that your USM email account be used in any written materials for collection of data with human subjects, per the IRB regulations.

If you use an email signature, do not identify yourself as a “doctoral candidate.” Doctoral candidacy is a specific designation by the Graduate School that comes late in your graduate career (i.e., you are not formally admitted to doctoral candidacy until after the doctoral comprehensive exam is passed). Furthermore, this term can be confusing to the lay public. You
should use the term “doctoral student” if you choose to identify yourself as such in your email signature.

Eagle Alert

Your USM email account will also receive information from Eagle Alert, which warns students, faculty, and staff about imminent danger and emergency situations. You can receive campus emergency alert notifications via email, text message, and voicemail. You may change your information or opt out of the personal phone and text message portion of Eagle Alert (whereas campus email notifications are required) at: www.usm.edu/safety/eagle-alert.

Clinical Psychology Program Listserv and Website

A considerable amount of program information (e.g., notices of policy changes, program events, upcoming deadlines) will be communicated through our Clinical listserv. Before the beginning of your first year, all students will be subscribed to this listserv (mailman.usm.edu/mailman/listinfo/clinical) by the DCT using your USM email account. Once subscribed, please check your email regularly for any announcements. Students should also feel free to post relevant announcements to the listserv (send email to clinical@usm.edu).

In addition to the listserv, information is regularly updated on the clinical psychology program website. Students should particularly attend to the Resources for Current Students section of the program website, which provides links to important information, forms, upcoming program events, upcoming deadlines and due dates, and funding and award applications. Information is posted here so that it is easily accessible and does not require searching through old emails for postings. However, students will also be notified of any new information, deadlines, etc. on the clinical listserv. Because the information is readily available, it is your responsibility to keep up with program events and due dates.

Psychology Graduate Student Listserv

A considerable amount of departmental information relevant to all graduate students in psychology is communicated from the department chair’s office via the psychology graduate student listserv. All students should subscribe to this listserv at: mailman.usm.edu/mailman/listinfo/psygrad. You will not be automatically enrolled on this listserv, so please be sure to submit your request early in your first semester. Again, please check your email regularly for any announcements from this listserv.
Unauthorized Use of Departmental Resources

Departmental computers, copy machines, copy paper, long distance telephone lines, supplies, and other resources are to be used only for official departmental/clinic business (e.g., when required as part of your graduate assistantship) and then only when specifically authorized by the department chair or your immediate faculty supervisor.

USM Office for Disability Accommodations

If a student has a disability that qualifies under the American with Disabilities Act (ADA) and requires accommodations, he/she should contact the Office for Disability Accommodations (ODA) for information on appropriate policies and procedures. Disabilities covered by ADA may include learning, psychiatric, physical disabilities, or chronic health disorders. Students can contact ODA if they are not certain whether a medical condition/disability qualifies.

Address: The University of Southern Mississippi, Office for Disability Accommodations
118 College Drive # 8586, Hattiesburg, MS 39406-0001
Voice Telephone: 601.266.5024 or 228.214.3232
Fax: 601.266.6035
Website: www.usm.edu/oda

Individuals with hearing impairments can contact ODA using the Mississippi Relay Service (1.800.582.2233;TTY) or email Scott Dossett at scott.dossett@usm.edu.

Personal Counseling and Psychotherapy Services

Numerous services are available in the areas of personal, social, and marital counseling as well as psychotherapy. On-campus services include the University Counseling Center, which is located in Room 200 of Kennard-Washington Hall. Off-campus facilities include Pine Belt Mental Healthcare Resources, which is a publicly supported mental health facility located about three miles from campus at 103 S. 19th Street, as well as a number of private practitioners in psychology and psychiatry. Clinical psychology faculty members do not accept clinical psychology graduate students as psychotherapy clients because of the dual relationship such an arrangement would create.

Services and Organizations Designed to Address Student Diversity

There are many student organizations at USM designed to address special interests or diversity
among the student body. The Office of Student Activities, located in Room 110 of the Hub, will be happy to provide additional information on these organizations. Phone: 601.266.4403. Go to their website at www.usm.edu/student-activities for a list of registered student organizations.

Opportunities to Become Involved at the Graduate School

The Graduate School affords opportunities for graduate students to become involved in leadership roles and research. Interested graduate students may want to seek serving as the departmental representative for the Graduate Student Senate. The USM Graduate Student Senate is composed of a representative from each department or school nominated by the chair or director. The senate meets regularly to cover agenda items pertinent to graduate students throughout the University. More information can be found at: www.usm.edu/graduate-school/graduate-student-senate. The Susan Siltanen Graduate Student Research Symposium offers an opportunity for participants to hear paper presentations of scholarly research from various disciplines of undergraduate and graduate study. The graduate student participants make paper presentations and discuss their research with other students, faculty, and guests. The top ranked papers in each college are eligible for monetary awards. Information about the symposium is at: https://www.usm.edu/graduate-school/susan-siltanen-graduate-student-research-symposium.

APPEALS, GRIEVANCES, AND OTHER POLICIES

Graduate Student Appeals of CTC Decisions

You may appeal any decision made by the CTC. A written appeal is normally directed to the DCT who will present the matter to the CTC. Your appeal may contain a request to present your case to the CTC in writing. If you are still dissatisfied with the decision of the CTC, you may take the matter directly to the department chair (see Grievance Policy below).

Grade Review Policy

The instructor (defined as one who has the responsibility for a content course, special problem course, practicum/internship course, research course, thesis, or dissertation) has the authority over all matters affecting the conduct of the class, including the assignment of grades. Student performance will be evaluated according to the criteria made available to all students within the first two weeks of each semester. Grades are not to be determined in an arbitrary or capricious manner.

If you disagree with the final grade given by an instructor, an orderly appellate procedure is available. You must initiate the appeal procedure within 30 school days (excluding Saturday, Sunday, and official student holidays) of the beginning of the semester subsequent to the one
in which the grade was awarded, or 120 calendar days after the issuance of spring semester grades, if you are not enrolled during the Summer term. The procedure assures due process for you as well as for the instructor. The policies and procedures governing grade review can be obtained from the Provost’s webpage: www.usm.edu/provost.

**Graduate School Grievance and Appeals Policy**

This procedure follows the Grievance and Appeals Procedures included in the Graduate Bulletin and gives the student due process.

1. Department/School Level. The student will submit a signed letter to the chair or director within fifteen (15) working days of notification of dismissal from the Dean of the Graduate School or other action that prompts a grievance or appeal. The letter must state the action for which the student is filing an appeal or grievance and explain the basis of the appeal or grievance. The chair/director will review all pertinent material, interview the student and relevant faculty member(s), and render a decision on the appeal/grievance, normally within ten (10) working days of receipt of the appeal/grievance. The decision of the chair/director will be submitted to the student via certified mail and the student’s official USM email account. This correspondence will also be copied to the dean of the Graduate School.

2. Dean of the College Level. If the student chooses to appeal the departmental decision, he/she must submit a written appeal within ten (10) working days of the emailed notification of the departmental/school decision to the dean of the college. The dean will review the appeal and render a decision on the appeal, normally within ten (10) working days of receipt of the appeal. The decision of the college dean will be submitted to the student via certified mail and the student’s official USM email account. This correspondence will also be copied to the Dean of the Graduate School.

3. Dean of the Graduate School Level. If the student chooses to appeal the academic dean’s decision, he/she must submit a written appeal within ten (10) working days of the emailed notification of the academic dean’s decision to the dean of the Graduate School. The graduate dean will convene a Graduate School Appeals Committee (made up of faculty who are members of the Graduate Council and one graduate student) which will review all pertinent materials and hold an official hearing on the appeal. Normally, the hearing will be held within ten (10) working days of the receipt of the written appeal as long as the university is in session or within ten (10) working days of the university beginning a session. The student may attend the hearing and a representative of the department/school may also attend the hearing or respond to the appeal in writing. The Appeals Committee will submit a letter detailing their decision to the dean of the Graduate School. The dean will send the student a letter indicating the Committee’s decision via certified mail and the student’s official USM email account.
4. Provost Level. If the student chooses to appeal the Graduate School Appeals Committee’s decision, he/she must submit a written appeal within ten (10) working days of the emailed notification of the committee’s decision to the Provost. The Provost will review all appeal materials and render a decision on the appeal, normally within ten (10) working days of receipt of the appeal. The decision of the Provost will be submitted to the student via certified mail and the student’s official USM email account. This correspondence will also be copied to the dean of the Graduate School.

5. President Level. If the student chooses to appeal the Provost’s decision, he/she must submit a written appeal within ten (10) working days of the emailed notification of the Provost’s decision to the President. The President will review all appeal materials and render a final decision on the appeal, normally within ten (10) working days of receipt of the appeal. The decision of the President will be submitted to the student via certified mail and the student’s official USM email account. This correspondence will also be copied to the dean of the Graduate School. The decision of the President is final.

Additional information for the procedure for graduate students can be found at the Graduate School website at: www.usm.edu/graduate-school/graduate-appeals-grievance-processes. For an outline of the student grievance process, see USM’s Institutional Policies webpage on the grievance policy at: www.usm.edu/institutional-policies/policy-stua-ds-002.

For additional information regarding FERPA and your right to amend possible inaccuracies of your student records, contact the Registrar’s office.

Policies on Sexual Harassment, Affirmative Action, and Equal Opportunity

The University of Southern Mississippi, in its efforts to foster an environment of respect for the dignity and worth of all members of the university community, is committed to maintaining a work-learning environment free of sexual harassment. It is the policy of the university that no member of its community shall sexually harass another. Any employee or student who violates this policy is subject to disciplinary action including termination. Sexual harassment is illegal under both state and federal law.

Information about the University’s sexual harassment and other affirmative action and equal opportunity employment (AA/EOE) policies can be found at: www.usm.edu/aa-eeo/aaeeo-policies.

Records Access Policy

The Family Educational Rights and Privacy Act of 1974 (FERPA), or the Buckley Amendment, deals with the subject of access to educational records, and it requires institutions to establish
policies, which set forth the procedure by which these records are to be reviewed or inspected. University policy in this matter is specified in the current USM Student Handbook as well as at: www.usm.edu/institutional-policies/policy-stua-reg-001.

Use of Laptops in Class

Student use of laptop computers is permitted in class insofar as they are used for note-taking, references materials for discussion, and in compliance with course syllabi and instructor guidelines. The use of laptops for other purposes (e.g., emailing, Facebook, instant messaging, video chat, playing games, Internet browsing), except as explicitly authorized by the course instructor, constitutes unprofessional behavior. The use of other electronic devices during class is prohibited. Although laptops are generally allowed in class, it is up to the discretion of the instructor, and any instructor may determine that laptops are not permitted in general—or during specific class meetings. Certainly, computers do not need to be accessed during all activities of a class. For example, if classmates are delivering a presentation, there is no reason that other students should have their laptops open. Students misusing laptops or using other electronic devices during class (e.g., texting on cell phones) may be dismissed from class and may receive other disciplinary consequences at the discretion of the instructor and/or the CTC. Professional behavior constitutes an important domain in faculty evaluation of student performance.
Considerations for Social Media

Clinical psychology doctoral students should carefully consider how they present themselves via social media, such as Facebook. Current or potential clients or undergraduate students as well as peers and supervisors/employers may view online information. Thus, students should monitor their privacy settings carefully and should consider the type of information that they display that could be seen by such an audience. Clinical psychology doctoral students should never discuss clients/patients or students (even if deidentified) via social media.

General Guidelines for Dress Code

Students should dress appropriately for the setting in which they are working. When seeing clients in the clinic, running participants in the lab, teaching a course, or otherwise representing the clinical psychology doctoral program, professional dress (i.e., business casual) is expected. Refer to the Psychology Clinic Operations Manual for more information about expectations for presenting yourself in the Psychology Clinic. You may need to adhere to a more specific dress code when working at an externship site, so be sure to know the dress expectations there and to follow them. Finally, keep in mind that clients come to the Psychology Clinic to seek help from professionals. When you are in the clinic during business hours, even if you are not seeing your own client, you may come in contact with a client. Therefore, you should be dressed in a manner that is acceptable in a professional setting.

Child Care

College policy prohibits students from bringing children to class. The USM Center for Child Development provides facilities for children ages 6 weeks through 5 years old. The program consists of planned activities, educational programs, hot meals, and snacks. There is a long waiting list, so apply early and directly to the Center. There are other child care providers in the community, and many of these also have a wait list. If you have dependent children, we recommend that you begin to make your child arrangements well before you arrive on campus.

Other Relevant Policies and Webpages

Information about academic standards, due process, and grievances can be found in The Graduate Bulletin (www.usm.edu/registrar/bulletins) and the USM Student Handbook, also referred to as the New Student Survival Guide (www.usm.edu/sites/default/files/groups/student-success-center/pdf/student_survival_guide_2010b.pdf).

A full listing of USM student support services can be found at: www.usm.edu/success/student-support-services.
The website for the registrar’s office includes valuable information, including academic calendars, course schedules, information about graduation, etc.: www.usm.edu/registrar.

A RECOMMENDATION TO RETAIN YOUR SYLLABI

It is recommended that you permanently retain a copy of the course syllabus for each of the graduate courses you take during your program of study at USM, as well as a copy of the Graduate Bulletin. Such information is occasionally useful to various state licensing boards, to the National Register of Health Service Providers in Psychology, or to other agencies as they review your application for licensure or other credentialing.

A DATE YOU MAY NEED TO KNOW IN THE FUTURE

Our graduates occasionally call to obtain the date the clinical psychology program at USM was initially accredited by the American Psychological Association. Such information is sometimes required for various application forms. The USM doctoral program in clinical psychology has been fully accredited by the American Psychological Association since April 27, 1979. That information may also be found in the listing of accredited programs that appears each year in The American Psychologist and on the APA website at: http://www.apa.org/ed/accreditation/programs/clinical.aspx.

For information about our accreditation status, you can contact the Commission on Accreditation of the American Psychological Association, which can also be reached at:
Office of Program Consultation and Accreditation
750 First Street, NE
Washington, DC 20002-4242
Phone: 202-336-5979
TDD/TTY: 202-336-6123
Fax: 202-336-5978
apaaccred@apa.org

A FINAL REQUEST

Please keep your address, e-mail, and telephone number current with the DCT, clinical program administrative assistant, and the USM Alumni Office after you graduate! The program or the department occasionally finds it necessary to contact its graduates, and it is important that we maintain up-to-date contact information, particularly to gather information from our past graduates that is needed for reaccreditation.
SECTION 9: APPENDICES
Important Notes:

- All in-residence students will register for **9 to 13 hours total** during each regular academic semester (Fall and Spring).
  - Of these 9 to 13 hours, each student (depending on other course load) will have anywhere from 1 to 9 hours of research. Research hours will be a combination of PSY 691 and/or PSY 698 if pre-masters or a combination of PSY 791 and/or PSY 898 if post-masters. Students need to register for the combination of research hours **as advised**.
  - Students must register for 9 to 13 hours to ensure their tuition waiver.

- All in-residence students must register for Summer semester hours. Summer hours will vary from 3 to 6 hours depending on year in the program. It is imperative to register for the number of hours **as advised** because tuition waivers are hour-specific for each student depending on course requirements.

- Students entering the program with their master’s degree will have some modifications as follows:
  - These students begin with PSY 791/PSY 898 for research credits. These students do not take PSY 691 or PSY 698 at USM.
  - In lieu of PSY 691 in the first semester, these students register for 3 hours of PSY 794—Research Apprenticeship.
  - These students can transfer up to 2 courses (6 hours) and would have a modified schedule accordingly.

- The sample course sequencing below assumes students will take content courses as quickly as possible (note, there are some variations in course content load for adult and child students beginning in third year due to timing of offerings for these concentration areas). Any student may have modifications to the sample course sequencing based on course offerings or otherwise delaying course content to a later semester after consultation with the DCT and major professor.

- All off-site students (even if not yet on internship) must register for a minimum of 1 hour for Fall semester and 1 hour for Spring semester to maintain continuous enrollment. Otherwise, the student will have to apply for readmission with the Graduate School (for a fee). Off-site students do **not** have to be enrolled during Summer semester to maintain continuous enrollment (but do have to enroll for PSY 881—Internship in Clinical Psychology during their final summer semester of internship).
  - Students who are in the program 5+ years **BEFORE internship** would have extra research hours (either PSY 791 or PSY 898) in Year 5, etc. **(as advised)**.
Important Notes (continued):

• *All students* must register for at least 1 hour of PSY 698–Thesis during the semester that they **defend** the thesis. If the thesis is not completely finalized with the Graduate Reader by the end of the defense semester, the student may need to register for an additional 1 hour of PSY 698–Thesis for the subsequent semester. At the end of the semester that the thesis has been approved and accepted by the Graduate School, the student will receive a “P” (pass) for PSY 698–Thesis. Note that in order to graduate with the master’s degree at the end of the defense semester, the student must successfully orally defend and submit the document to the Graduate Reader by the deadlines set forth by the graduate school. Defense and initial submission deadlines typically occur in March, June, or October (see Graduate School website for a current list of deadlines).

• *All students*—in-residence or off-site—must register for 3 hours of PSY 898–Dissertation during the semester that they **defend** the dissertation. If the dissertation is not completely finalized with the Graduate Reader by the end of the defense semester, the student may need to register for an additional 1 hour of PSY 898–Dissertation for the subsequent semester. At the end of the semester that the dissertation has been approved and accepted by the Graduate School, the student will receive a “P” (pass) for PSY 898–Dissertation. Note that in order to graduate at the end of the defense semester, the student must successfully orally defend and submit the document to the Graduate Reader by the deadlines set forth by the graduate school. Defense and initial submission deadlines typically occur in March, June, or October (see Graduate School website for a current list of deadlines).

• *All students on internship* register for 1 hour of PSY 881 in Fall, Spring, and Summer. Even if a student’s internship starts July 1st, the student waits until Fall to register for the first hour of PSY 881. Conversely, even if a student’s internship ends August 31st, the student takes the third (and last) hour of PSY 881 in Summer semester [in this case, students are assigned an Incomplete (I), which is changed to the actual grade following completion of the internship.]
## Appendix A: Five-Year Plan (continued)

### Sample Course Sequencing:

#### FIRST YEAR

##### Fall Semester

<table>
<thead>
<tr>
<th>Adult Concentration</th>
<th>Child Concentration</th>
<th>Hrs</th>
<th>Hrs</th>
</tr>
</thead>
<tbody>
<tr>
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<td>PSY 777-Psychological Disorders of Childhood OR (depending on offerings for semester)</td>
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<td>3</td>
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<tr>
<td>PSY 780-Adult Psychopathology</td>
<td>PSY 780-Adult Psychopathology</td>
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<tr>
<td>PSY 641-Adult Cognitive Assessment</td>
<td>PSY 641-Adult Cognitive Assessment</td>
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<td>3</td>
</tr>
<tr>
<td>PSY 662-Quantitative Methods I</td>
<td>PSY 662-Quantitative Methods I</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>OR REF 762 - Adv Regression Analysis (if approved)</td>
<td>OR REF 762 - Adv Regression Analysis (if approved)</td>
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<td>Combination of PSY 691 &amp;/or 698 OR 794, 791 &amp;/or 898</td>
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<td>3</td>
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##### Spring Semester

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<td>OR REF 830 Multivariate Analysis (if approved)</td>
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##### Summer Semester

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#### SECOND YEAR

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<td>PSY 777-Psychological Disorders of Childhood OR (depending on course taken first year)</td>
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<td>PSY 780-Adult Psychopathology</td>
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<td>PSY 624-Advanced Behavioral Neuroscience</td>
<td>PSY 624-Advanced Behavioral Neuroscience</td>
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<tr>
<td>PSY 613-Cultural Bases of Behavior</td>
<td>PSY 640-Beh/Emot Assessment of Children OR (depending on offerings for semester)</td>
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<tr>
<td>PSY 613-Cultural Bases of Behavior</td>
<td>PSY 613-Cultural Bases of Behavior</td>
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<td>PSY 782-Clinical Practicum (Assessment - adult)</td>
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### Spring Semester

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<td>PSY 740-Objective Personality Assessment</td>
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<td>PSY 718-History of Modern Psychology</td>
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### Summer Semester

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### Third Year

#### Fall Semester

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<td>PSY 750-Social Psychology</td>
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### FOURTH YEAR

#### Fall Semester

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### FIFTH YEAR *

#### Fall Semester

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#### Spring Semester

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* Student must register for 1 hour of PSY 898–Dissertation during the semester that the dissertation is defended. This may also be fulfilled during fourth year if the defense occurs prior to internship. Student may need to register for an additional 1 hour of PSY 898–Dissertation for the semester following the defense semester if still working with the Graduate Reader for final acceptance of the document to the Graduate School (only then can passing grade for PSY 898 be given).
### APPENDIX B: CLINICAL ADVISING FORM

<table>
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<tr>
<th>Course</th>
<th>Course Title</th>
<th>Semester Taken (include current)</th>
<th>Grade</th>
<th>Notes (e.g., waived/ transferred, substituted)</th>
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<td>PSY 607</td>
<td>Ethics and Current Issues</td>
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<td>PSY 624</td>
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**Note.** Use blank lines above for electives or other courses required under your handbook year. Use back if necessary.

"Most students take either PSY 640 (if child) or PSY 740 (if adult); put N/A for the other course if not taking as an elective; "Course is required for your M.A. degree;" Three of four of these courses are required for your M.A. degree.

### PSY 782 – Clinical Practicum

<table>
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<th>Supervisor</th>
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**Note.** Use back if needed for additional semesters.
PSY 782 – Clinical Practicum (cont’d)

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Thesis prospectus _______ Thesis defended _______ Comps passed _______
Thesis proposed _______ Diss Proposed _______ Diss Defended _______

PRE-MASTER’S

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POST-MASTER’S

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</table>
APPENDIX C: THESIS PROSPECTUS

A total of 2 pages maximum; single-spaced; 1-inch margins; 12 point font; you must include the section headers but not the additional instructional details; you must include the signature line; any figure or table counts in the 2-page limit; citations should be made in the text but a reference list is not required.

I. Aims/Goals
Briefly describe the aim/goals of the project. What question(s) will this study help to answer? [One paragraph]

II. Rationale
Provide a brief rationale for the proposed study. Why is the study worth pursuing? How will it contribute to the literature? You will probably want to cite some relevant studies here, but this should not be an exhaustive literature review. [Two paragraphs]

III. Hypotheses
What do you expect to find? [One paragraph]

IV. Method
Briefly discuss the design of the study. Detail your methods and procedures (including the types of measures you plan to use, even if you have not yet selected specific instruments). Identify the source of your data: Who will the participants be, from where will they be sampled, and how many participants will you need? How will the design of the study allow you to answer the question(s) from Part I? [Two paragraphs]

V. Proposed Analyses
How will you analyze the data? What statistics do you anticipate using? [One paragraph]
APPENDIX D: THESIS/DISSERTATION PROPOSAL COVER MEMO

(A copy should be given to each committee member as a cover memo when distributing a thesis or dissertation PROPOSAL for committee review)

The University of Southern Mississippi
Clinical Psychology Doctoral Program

TO: <committee members>
FROM: <committee chair>
DATE:
RE: <student’s name> Document

Check one: □ Thesis □ Dissertation

Attached is a copy of this student’s document for your inspection. Please read it and return your comments directly to me by _________________ if possible, which allows two weeks for review. The student will schedule the formal committee meeting after the two-week review period, pending all committee members agree that the meeting can be held at that time.

_______ a. The document appears to be ready for a formal committee meeting. My corrections are indicated in the manuscript, which will be provided after the meeting.

_______ b. Significant modifications should be addressed at the meeting. I am providing feedback now, but I do not need to see another revision of the document before scheduling a formal committee meeting.

_______ c. Major modifications or revisions are needed to the document. I am providing feedback now, and I would prefer to see another revision of the document before scheduling a formal committee meeting.

_______ d. Other disposition (see comments below).

Comments for b, c, or d (use back as necessary, or provide comments in the document):
<table>
<thead>
<tr>
<th>Requirement</th>
<th>Deadline</th>
<th>Consequence if Missed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thesis Prospectus Approved</td>
<td>May 1 of first year</td>
<td>WARNING\nThe student will receive a letter that documents that he/she did not meet the expected deadline for the thesis prospectus, which also will be reflected in the student’s annual evaluation.</td>
</tr>
<tr>
<td></td>
<td>Aug 31 of second year</td>
<td>FAILS TO MEET EXPECTATIONS\nThe student will receive a letter that documents that he/she failed to meet expectations for research, which will be documented in the student’s annual evaluation for the research category. A written remediation plan will be developed in collaboration with the student, the major professor, and the DCT.</td>
</tr>
<tr>
<td>Thesis Proposal Approved</td>
<td>Jan 31 of second year</td>
<td>WARNING\nThe student will receive a letter that documents that he/she did not meet the expected deadline for the thesis proposal, which also will be reflected in the student’s annual evaluation.</td>
</tr>
<tr>
<td></td>
<td>May 1 of second year</td>
<td>FAILS TO MEET EXPECTATIONS\nThe student will receive a letter that documents that he/she failed to meet expectations for research, which will be documented in the student’s annual evaluation for the research category. A written remediation plan will be developed in collaboration with the student, the major professor, and the DCT.</td>
</tr>
<tr>
<td>Requirement</td>
<td>Deadline</td>
<td>Consequence if Missed</td>
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<tr>
<td>-------------</td>
<td>----------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>Thesis Final Defense Approved</td>
<td>Aug 1 of second year</td>
<td><strong>SUGGESTED GUIDELINE</strong> Guideline for the student, but no consequence if not met.</td>
</tr>
<tr>
<td></td>
<td>October 15 of third year</td>
<td><strong>WARNING</strong> The student will receive a letter that documents that he/she did not meet the expected deadline for thesis defense, which will be reflected in the student’s annual evaluation.</td>
</tr>
<tr>
<td></td>
<td>January 31 of third year</td>
<td><strong>FAILS TO MEET EXPECTATIONS</strong> The student will receive a letter that documents that he/she failed to meet expectations for research, which will be documented in the student’s annual evaluation for the research category. A written remediation plan will be developed in collaboration with the student, the major professor, and the DCT. The CTC may modify the student’s schedule (e.g., no practicum or reduced client load) to free up time to complete the thesis.</td>
</tr>
<tr>
<td></td>
<td>May 1 of third year</td>
<td><strong>TERMINATION REVIEW</strong> Depending on the circumstances, the CTC will develop another remediation plan or terminate the student from the program.</td>
</tr>
<tr>
<td></td>
<td>August 1 of third year</td>
<td><strong>TERMINATION REVIEW/FUNDING WITHDRAWN/NO CLASS REGISTRATION</strong> Barring extraordinary circumstances, the student will be terminated from the program or allowed to continue in the program but only allowed to register for 1 hr (PSY 698-Thesis). If the student remains in the program, he/she will not be allowed to participate in practicum or externship and will receive no funding (again, barring extraordinary circumstances). Likewise, another written remediation plan will be developed in collaboration with the student, the major professor, and the DCT.</td>
</tr>
<tr>
<td></td>
<td>Dec 1 of fourth year</td>
<td><strong>TERMINATION</strong> Barring extraordinary circumstances, the student will be terminated from the program at this time.</td>
</tr>
<tr>
<td>Requirement</td>
<td>Deadline</td>
<td>Consequence if Missed</td>
</tr>
<tr>
<td>-------------------------------------------------</td>
<td>---------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Doctoral Comprehensive Exam</td>
<td></td>
<td>The student must pass the doctoral comprehensive exam to apply for internship. If a student fails the first clinical case conference or first clinical case conference follow-up, the student’s status will be changed to <strong>FAILS TO MEET EXPECTATIONS</strong> for the doctoral comprehensive exam, which will be documented in the student’s annual evaluation for coursework. A written remediation plan will be developed in collaboration with the student, the major professor, and the DCT.</td>
</tr>
<tr>
<td>Clinical Case Conference portion</td>
<td>Spring of third year</td>
<td>The student will be automatically scheduled for the clinical case conference portion of the doctoral comprehensive exam in Spring of third year.</td>
</tr>
<tr>
<td>Doctoral Comprehensive Exam</td>
<td>October 1 of application year</td>
<td>The student must pass the doctoral comprehensive exam to apply for internship. See more about this portion of the exam in dissertation proposal section below. The student can attempt a second dissertation proposal by November 1 and still apply for internship if passed. <strong>NOTE:</strong> The student must pass the clinical case conference portion and the dissertation proposal portion of the doctoral comprehensive exam to successfully pass the exam. See the Doctoral Comprehensive Exam section of the Handbook.</td>
</tr>
<tr>
<td>Dissertation Proposal (to apply for internship)</td>
<td></td>
<td>The student cannot apply for internship and will have to wait for a subsequent year to apply for internship.</td>
</tr>
<tr>
<td>Dissertation Proposal Distributed</td>
<td>September 1 of application year</td>
<td></td>
</tr>
<tr>
<td>Proposal Meeting</td>
<td>October 1 of application year</td>
<td>If the initial proposal is failed, the student must successfully propose (have project approved) by November 1 of application year. The student cannot apply for internship until the dissertation is successfully proposed.</td>
</tr>
</tbody>
</table>
### Appendix E: Program Milestone Timeline (continued)

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Timing</th>
<th>Description</th>
</tr>
</thead>
</table>
| **Dissertation Proposal Meeting**           | May 1 of fourth year   | **WARNING**
The student will receive a letter that documents that he/she did not meet the expected deadline for dissertation proposal, which will be reflected in the student’s annual evaluation.                                                                 |
| **(to remain in good standing)**            |                         |                                                                                                                                                                                                                                       |
| **September 1 of fifth year**               |                         | **FAILS TO MEET EXPECTATIONS**
The student will receive a letter that documents that he/she failed to meet expectations for research, which will be documented in the student’s annual evaluation for the research category. A written remediation plan will be developed in collaboration with the student, the major professor, and the DCT. The CTC may modify the student’s schedule and/or sanctioned employment to free up time to complete the dissertation proposal. |
| **September 1 of sixth year**               |                         | **TERMINATION REVIEW**
Depending on the circumstances, the CTC will develop another remediation plan or terminate the student from the program.                                                                                                               |
| **Dissertation Final Defense Approved**     | June deadline for August graduation of internship year | **SUGGESTED GUIDELINE**
Guideline for the student, but no consequence if not met.                                                                                                                                                                            |
| **One academic year post-internship**       |                         | **FAILS TO MEET EXPECTATIONS**
The student will receive a letter that documents that he/she failed to meet expectations for research. A written remediation plan will be developed in collaboration with the student, the major professor, and the DCT.                                      |
| **Two academic years post-internship**      |                         | **TERMINATION REVIEW**
Depending on the circumstances, the CTC will (a) develop another remediation plan or terminate the student from the program.                                                                                                       |
**NOTE:** The thesis deadline must be met to remain in the program. To make timely progress through the program and graduate in 5 years (including internship), the dissertation should be successfully proposed **no later than** October 1 of the fourth year (or November 1 of fourth year if initially failed and re-proposed).

Under certain circumstances, and in consultation with the student, the CTC may determine that a formal leave of absence (arranged through the Graduate School) is appropriate for the student.

Any student receiving a status change to fails to meet expectations or who has a termination review will be provided with a written remediation plan that outlines the steps that need to be taken (with timeline) to get back in good standing with the program.

a Each written remediation plan following a **termination review** will require an **automatic termination review** at the end of the semester to re-evaluate the student’s status (or at an earlier date if an earlier review date is specified in the remediation plan).

b See the *Doctoral Comprehensive Examination* section of this document regarding follow-up clinical case conference or second clinical case conference (if first clinical case conference or first clinical case conference follow-up are not passed).

c For students who complete their internship late in their training (particularly those who entered the program with a master’s degree and, thus, their doctoral clock began their first year), the eight calendar year limit set forth by the Graduate School may supersede this dissertation milestone timeline. If so, students’ coursework will expire and they will have to petition for a revalidation exam and pay a revalidation fee (see the *Graduate Bulletin* for more details).
APPENDIX F: CLINICAL CASE CONFERENCE EVALUATION FORM

Student Name: ____________________________ Practicum Supervisor: __________________

Date of Clinical Case Conference: ______________ Rater: ______________________________

Each attending faculty member will complete this form independently. Ratings will be aggregated across faculty to calculate average dimension scores and a grand mean. For each of the 12 items, place an “X” on the line to represent the students’ performance (from 1-Inadequate to 5-Superior) on that dimension during clinical case conference. Please note that Items 1-8 assess core domains of competency and are rated as part of the student’s Comprehensive Exam Part B score. Items 9-12 evaluate general presentation skills but do not factor into the student’s Comprehensive Exam Part B score. Provide qualitative feedback for strengths, areas to target for improvement, and overall assessment of clinical case conference performance.

Doctoral Comprehensive Exam Part B

1. Assessment information was summarized clearly and integrated into case conceptualization.
   - 1  2  3  4  5
   - Inadequate  Fair  Adequate  Good  Superior

2. Case conceptualization was clear and communicated precipitating factors as well as factors contributing to the maintenance of symptoms (including sufficient and relevant background information).
   - 1  2  3  4  5
   - Inadequate  Fair  Adequate  Good  Superior

3. Treatment (or assessment recommendations) followed directly from the assessment information and case conceptualization.
   - 1  2  3  4  5
   - Inadequate  Fair  Adequate  Good  Superior

4. Student described the outcome goals and client’s response to treatment if applicable.  N/A
   - 1  2  3  4  5
   - Inadequate  Fair  Adequate  Good  Superior

5. Student described anticipated or encountered barriers to treatment (or implementation of assessment recommendations) and plans to overcome them.
   - 1  2  3  4  5
   - Inadequate  Fair  Adequate  Good  Superior
6. **Student described the evidence base for their assessment battery and/or treatment approach.**

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<th>3</th>
<th>4</th>
<th>5</th>
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</table>
   Inadequate | Fair | Adequate | Good | Superior |

7. **Student addressed cultural factors in assessment, case conceptualization, and/or treatment or addressed how culture may have impacted assessment, case conceptualization, and/or treatment.**

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<th>5</th>
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</table>
   Inadequate | Fair | Adequate | Good | Superior |

8. **Student addressed ethical considerations in assessment, case conceptualization, and/or treatment.**

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<th>5</th>
</tr>
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</table>
   Inadequate | Fair | Adequate | Good | Superior |

**Presentation Skills** *(Scores do not contribute to Comprehensive Exam Part B)*

9. **Visual presentation of client information was clear.**

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<th>5</th>
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</table>
   Inadequate | Fair | Adequate | Good | Superior |

10. **Preparation and ability to discuss the case with ease (e.g., not just read from slides/notes).**

    | 1 | 2 | 3 | 4 | 5 |
    |---|---|---|---|---|
    Inadequate | Fair | Adequate | Good | Superior |

11. **Student fielded questions from the faculty.**

    | 1 | 2 | 3 | 4 | 5 |
    |---|---|---|---|---|
    Inadequate | Fair | Adequate | Good | Superior |

12. **Student fielded questions from his/her peers.**

    | 1 | 2 | 3 | 4 | 5 |
    |---|---|---|---|---|
    Inadequate | Fair | Adequate | Good | Superior | N/A
Qualitative Feedback

Strengths displayed by the student during the clinical case conference:

Areas to target for improvement based on student’s performance during the clinical case conference:

Overall assessment of student’s clinical case conference performance:
APPENDIX G: DOCTORAL COMPREHENSIVE EXAM: DISSERTATION PROPOSAL EVALUATION FORM

Student Name: ___________________________ Dissertation Chair: ________________
Date of Dissertation Proposal: __________________________

Each attending dissertation committee member will complete this form independently. Ratings will be aggregated across faculty to calculate average dimension scores and a grand mean. For each item, place an “X” on the line to represent the students’ performance (from 1-Inadequate to 5-Superior) on that dimension as reflected in the written dissertation proposal and the oral proposal meeting.

1. **Attention to relevant prior literature**
   
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<tbody>
<tr>
<td>Inadequate</td>
<td>Adequate</td>
<td>Superior</td>
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</table>

2. **Ability to integrate the literature reviewed**
   
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<th>5</th>
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<tbody>
<tr>
<td>Inadequate</td>
<td>Adequate</td>
<td>Superior</td>
<td></td>
<td></td>
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</tbody>
</table>

3. **Study purposes/goals/hypotheses follow from theory and/or empirical findings**
   
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<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inadequate</td>
<td>Adequate</td>
<td>Superior</td>
<td></td>
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</tbody>
</table>

4. **Strength of the study design/research methods**
   
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<tr>
<th>1</th>
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<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inadequate</td>
<td>Adequate</td>
<td>Superior</td>
<td></td>
<td></td>
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</tbody>
</table>

5. **Appropriateness of the statistical analyses to address the questions posed**
   
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<thead>
<tr>
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<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inadequate</td>
<td>Adequate</td>
<td>Superior</td>
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</table>

6. **Demonstrated knowledge of psychometrics**
   
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<th>5</th>
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<tbody>
<tr>
<td>Inadequate</td>
<td>Adequate</td>
<td>Superior</td>
<td></td>
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</tbody>
</table>
APPENDIX H: CUDCP INTERNSHIP ELIGIBILITY

COUNCIL OF UNIVERSITY DIRECTORS OF CLINICAL PSYCHOLOGY EXPECTATION FOR INTERNSHIP ELIGIBILITY

1. Trainee meets or exceeds foundational and functional competencies as outlined by the Assessment of Competency Benchmarks Work Group.

2. Trainee successfully completed a master’s thesis (or equivalent).

3. Trainee passed program’s comprehensive or qualifying exams (or equivalent).

4. Trainee’s dissertation proposal has been accepted at the time of application to the internship.

5. Trainee successfully completed all required course work for the doctoral degree prior to starting the internship (except hours for dissertation and internship).

6. Trainee completed an organized, sequential series of practicum experiences supervised by at least two different clinical psychologists that involve formalized practicum experience in evidence-based assessment and therapy. The Trainee completed at least 450 face-to-face hours of assessment/intervention and at least 150 hours of supervision by a clinical psychologist who routinely employed individual and/or group supervision models and at least one or more of the following intensive supervision methods (e.g., direct observation, co-therapy, audio/videotape review). During early formative years, the ratio of face-to-face hours to supervision hours approximated 1:1 and increased to around 4:1 as the Trainee developed intermediate to advanced clinical skills.

7. Trainee has contributed to the scientific knowledge within psychology, as evidenced by:
   a. Publishing an article in a refereed journal or a book chapter as an author or co-author, or
   b. Presenting at least three papers/posters/workshops at regional, national, or international professional conferences or meetings.

8. Trainee was enrolled in a program that conducts formal annual evaluations of each student for purposes of monitoring trainees’ developing competencies and assuring that only students making satisfactory progress are retained and recommended for doctoral candidacy and entry into the profession. This annual program review of each student utilizes evaluations obtained from different faculty and supervisors and covers the full range of competencies including academic, research, clinical skills, and ethical professional behavior. Trainee has been rated as meeting expectations and possessing the required competencies at the time of applying for internship.

   Adopted January 22, 2011
APPENDIX I: TURNITIN PROCEDURE
(from the 2016-17 Graduate Student Handbook of the Department of Psychology)

Thesis/ Dissertation TurnItIn Check
TurnItIn is now required for all final drafts of the Thesis or Dissertation prior to being submitted to the Graduate Reviewer. It is suggested that students make final edits following the defense meetings and then upon approval from the Major Professor, take the following steps to check for plagiarism. It will be the student’s responsibility to provide the Major Professor with the final document and the Originality Report from TurnItIn prior to sending the Results of Oral Defense form to the Graduate School. The Major Professor should determine what, if any, action needs to be taken after reviewing the Originality Report. The steps for the Student and the Major Professor are described below. Contact bonnie.nicholson@usm.edu if you encounter any problems.

Students:
1. Prior to submitting the final draft of the thesis or dissertation to the Graduate Reviewer, the student will be responsible for generating an Originality Report on TurnItIn.
   a. Go to: www.turnitin.com
   b. Log in using your e-mail and password (if you have not previously used turnitin, please create an account)
   c. Click the tab “Enroll in a Class”
   d. Log in using the class ID and Enrollment password pictured below.
   e. Find the Assignment labeled: Thesis/ Dissertation & submit your thesis or dissertation file as a Microsoft word document.
   f. Wait until the “Similarity” section changes from “Processing” to a bar with the % similar reported.
   g. Click “View” and upon receiving the Originality Report, print and/or send to your Major Professor (On the bottom left of the Originality Report, click the printer symbol. You can choose to download a PDF to save to your computer to e-mail to your major).

Major Professors:
2. The Major Professor should receive the Originality Report in an email and review the report. Bibliographic references and quotes have been excluded. Please do not simply refer to the percentage noted on the first page. It is important to review the entire document. Take whatever action may be necessary at this time to finalize the document for submission. Students can be
required to submit the document again if changes are required. Resubmission follows the same steps as outlined above. Note: the documents do not become part of the Turnitin repository.

3. When the major professor is satisfied with the final product, they should sign the Results of Oral Defense form.
APPENDIX J: PAPERWORK AND PROCEDURE CHECKLIST FOR STUDENTS

Clinical Psychology Doctoral Program
Paperwork and Procedural Checklist for Students

GENERAL NOTES:

• You are responsible for initiating all paperwork described (note: this may mean requesting a specific form from your major professor).
• This information is available in other various forms (including the Graduate School website, clinical psychology program website, and clinical psychology program handbook). Make yourself aware of these expectations and follow these directions. Plan ahead. Ask your major professor or me (DCT) if you are unclear of an expectation. Do not ask staff to prepare forms for you. To be clear, it is not the clinical program administrative assistant’s responsibility to prepare or route this paperwork for you.
• Be sure to obtain all necessary signatures on all forms for which signatures are required.
• For both your master’s and doctoral degrees, on forms that are filed with the Graduate School:
  o Your major is “Psychology” and your emphasis area is “Clinical” on all paperwork that goes to the Graduate School. You do not indicate adult or child concentration areas on these forms.
  o The Department of Psychology is in the College of Education and Psychology.
• Be sure that a copy of anything that is sent for file at the Graduate School is copied and placed in your student file for the program. Do not deliver forms to the Graduate School without providing the original for copy (or providing a copy of it) for your student file.
• Paperwork and procedures may change during your time in the program, and it is your responsibility to ensure that you are using the most up-to-date information and forms as well as following the most current procedures. The current student handbook and the current graduate bulletin and Graduate School deadlines supersede this document in the case of any conflicting information.
• The Graduate School website is: www.usm.edu/graduate-school.
• The program website is: www.usm.edu/clinical-psychology, and particularly forms and links can be found on the program page: www.usm.edu/clinical-psychology/information-forms-and-links.
• All of the Graduate school forms are available on the the Graduate School website. Many are password protected and may only be accessed by faculty. Please see your major professor for preparation and completion of these forms.
• Although not formally a requirement below, please keep the DCT aware when you propose or defend your thesis or dissertation. This information is tracked in a milestones checklist for all graduate students. A quick email (sara.jordan@usm.edu) will be fine!
RESEARCH

THESIS

NOTE: This entire Thesis checklist is NA if you entered the program with a master’s degree and your thesis is reviewed and accepted

Thesis prospectus (using template provided in Program Handbook and accurately following those guidelines) distributed to all faculty on the CTC

Thesis prospectus approved by the CTC and signed by DCT for student file

- **Program Timeline:** *Warning:* May 1st first year; *FTME:* August 31st second year (see Appendix E in Handbook)

File **Graduate Committee Request Form** to form thesis committee (copy to student file; form to Graduate School); this may also occur before the thesis prospectus approval

Thesis proposal distributed to committee with **Thesis Proposal Cover Memo** (cover memo from Program Handbook from your thesis chair to other members of your committee); committee has 2 weeks to review and provide feedback prior to the scheduling of proposal meeting

Thesis proposal meeting held (you confirm the time and schedule the room) and proposal approved by committee; file **Dissertation, Nursing Capstone, & Thesis Proposal Approval Form** (copy to student file; form to Graduate School)

- **Program Timeline:** *Warning:* January 31st second year; *FTME:* May 1st second year (see Appendix E in Handbook)

- **REMINDER:** *What should you bring to your thesis proposal meeting for signatures?*
  - Dissertation, Nursing Capstone, & Thesis Proposal Approval Form
  - Graduate Committee Request Form (IF not already signed and submitted)

Thesis final document distributed to committee at least 2 weeks prior to defense meeting (no other formal review period required; no cover memo required)

Email the Graduate Reader at graduatereader@usm.edu to inform of the exact date of your thesis defense; be sure to send this email at least 2 weeks prior to the date of the defense; send this email even if you are also sending the Contact the Graduate Reader form (below) at the same time with the exact date of the thesis defense

Submit a **Contact the Graduate Reader** form by the published deadline for graduation, typically middle of the semester prior to graduation, **OR** 2 weeks prior to the date of the defense, whichever date is earlier (see Graduate School website for online form link)

- **NOTE:** You may have already completed this step if you are defending your thesis later than the requirement to submit this form for your specific graduation deadline (see Graduation with M.A. checklist below); if already done, there is no need to repeat it—your email to the graduate reader (step above) will provide information about the actual date
Email the title page of your thesis to the Graduate Reader at *graduatereader@usm.edu* for approval by the published deadline on the Graduate School website. This deadline coincides with the application for degree deadline, typically the middle of the semester prior to graduation **OR at least 2 weeks prior** to your scheduled defense date, **whichever date is earlier.**

- **NOTE:** if already done, there is **no need to repeat it**
  - Thesis defense meeting held (you confirm the time and schedule the room) and final defense approved by committee; file **Results of Oral Defense** (for Thesis), **AND Results of Comprehensive and/or Qualifying Exams Form** (mark “Master’s Comprehensive Exam” for the latter; copy of both forms to student file; both forms to Graduate School)

- **Program Timeline:** **Guideline:** August 1st second year; **Warning:** October 15th third year; **FTME:** January 31st third year; **Termination Review:** May 1st third year; **Termination Review/No Funding:** August 1st third year; **Termination:** December 1st fourth year (see Appendix E in Handbook)

- There are also deadlines to file the thesis oral defense results that are specific to graduate any given semester (see Graduate School website for deadline information)

- **REMINDER:** What should you bring to your thesis defense meeting for signatures?
  - Results of Oral Defense (for Thesis)
  - Results of Comprehensive and/or Qualifying Exams Form (for master’s comprehensive exam)
  - Thesis signature pages on the cotton paper that you will use for the full document when submitting to the Graduate School (recommend you get 3 copies signed)
  - Graduate Committee Request Form (IF there was any change to the committee and IF new committee form is not already signed and submitted)

After you have made all of the necessary edits required by your committee, electronically submit your thesis document for proofing/approval to the Graduate Reader via Aquila. Specific instructions are provided on the Aquila website: [http://aquila.usm.edu/graduateschooldocs/](http://aquila.usm.edu/graduateschooldocs/) (see Graduate School website for deadline information that is specific to graduate any given semester)

Submit final thesis title pages (two copies on cotton paper) signed by committee to the Graduate Reader (see Graduate School website for deadline information that is specific to graduate any given semester)

Once approved by the Graduate Reader, submit final copies of the thesis (on same cotton paper as the title pages) to the Graduate Reader (see Graduate School website for deadline information that is specific to graduate any given semester)

**DISSERTATION**

File **Graduate Committee Request Form** to form dissertation committee (copy to student file; form to Graduate School)
Dissertation proposal distributed to committee with Dissertation Proposal Cover Memo (cover memo from Program Handbook from your dissertation chair to other members of your committee); committee has 2 weeks to review and provide feedback prior to the scheduling of proposal meeting.

Dissertation proposal meeting held (you schedule the room) and proposal approved by committee; file Dissertation, Nursing Capstone, & Thesis Proposal Approval Form (to student file; form to Graduate School)

- **Program Timeline:**
  - **To Submit Internship Applications:** September 1st for document; October 1st for proposal; November 1st for re-proposal; **Warning:** May 1st fourth year;
  - **FTME:** September 1st; **Termination Review:** September 1st sixth year (see Appendix E in Handbook)

- **REMINDER:** What should you bring to your dissertation proposal meeting for signatures?
  - Dissertation, Nursing Capstone, & Thesis Proposal Approval Form
  - Graduate Committee Request Form (IF not already signed and submitted)
  - Results of Comprehensive and/or Qualifying Exams Form (for doctoral comprehensive exam IF the clinical case conference portion of the doctoral comprehensive exam has already been passed)

Dissertation final document distributed to committee at least 2 weeks prior to defense meeting (no other formal review period required; no cover memo required)

Email the Graduate Reader at graduatereader@usm.edu to inform of the exact date of your dissertation defense; be sure to send this email at least 2 weeks prior to the date of the defense; send this email even if you are also sending the Contact the Graduate Reader form (below) at the same time with the exact date of the dissertation defense.

Submit a Contact the Graduate Reader form 2 weeks prior to the date of the defense (see Graduate School website for online form link) OR by the published deadline on the Graduate School website, whichever date is earlier. This deadline coincides with the application for degree deadline, typically the middle of the semester prior to graduation.

- **NOTE:** if already done, there is no need to repeat it—your email to the graduate reader (step above) will provide information about the actual date

Email the title page of your dissertation to the Graduate Reader at graduatereader@usm.edu for approval by the published deadline on the Graduate School website. This deadline coincides with the application for degree deadline, typically the middle of the semester prior to graduation OR at least 2 weeks prior to your scheduled defense date, whichever date is earlier.

- **NOTE:** if already done, there is no need to repeat it

- Dissertation defense meeting held (you schedule the room) and final defense approved by committee; file Results of Oral Defense (for Dissertation) (to student file; form to Graduate School)

- **Program Timeline:** Guideline: June graduation deadline for August graduation during internship year; **FTME:** One academic year post-internship; **Termination Review:** Two
academic years post-internship (see Appendix E in Handbook; note that an academic year ends on the last day to post grades in the Spring semester (approximately mid-May).

- There are also deadlines to file the dissertation oral defense results that are specific to graduate any given semester (see Graduate School website for deadline information)
- REMINDER: What should you bring to your dissertation defense meeting for signatures?
  - Results of Oral Defense (for Dissertation) form
  - Dissertation signature pages on the cotton paper that you will use for the full document when submitting to the Graduate School (recommend you get 3 copies signed)
  - Graduate Committee Request Form (IF there was any change to the committee and IF new committee form is not already signed and submitted)

After you have made all of the necessary edits required by your committee, electronically submit your dissertation document for proofing/approval to the Graduate Reader via Aquila. Specific instructions are provided on the Aquila website: http://aquila.usm.edu/graduateschooldocs/ (see Graduate School website for deadline information that is specific to graduate any given semester)

Once approved by the Graduate Reader, submit final dissertation title pages (two copies on cotton paper) signed by committee to the Graduate Reader (see Graduate School website for deadline information that is specific to graduate any given semester)

Submit final copies of the dissertation (on same cotton paper as the title pages) to the Graduate Reader (see Graduate School website for deadline information that is specific to graduate any given semester)

COMPREHENSIVE EXAMS

MASTER’S COMPREHENSIVE EXAM

NOTE: The master’s comprehensive exam is N/A if you entered the program with a master’s degree and your thesis requirement was waived

When you successfully defend your master’s thesis, you have passed your master’s comprehensive exam. See the Thesis procedures above regarding filing the appropriate form.

DOCTORAL COMPREHENSIVE EXAM

You will be automatically scheduled for the first administration of the clinical case conference portion of the doctoral comprehensive exam in Spring of your third year; A follow-up administration and/or second administration will be scheduled if needed

The dissertation proposal portion of the doctoral comprehensive exam is scheduled by you (see Dissertation procedures above)
Once the student has passed both the dissertation proposal and clinical case conference requirements, the doctoral comprehensive exam is passed; file **Results of Comprehensive and/or Qualifying Exams Form** (copy to student file; form to Graduate School)

- **Program Timeline:** To Submit Internship Applications: Both requirements must be met by October 1st or November 1st if a second dissertation proposal is necessary (see Appendix E in Handbook)

**PLANS OF STUDY**

First semester of first year, file **Plan of Study** (Excel form available for download on program website and Graduate School website; copy to student file; form to Graduate School; when you link to it online, you can select “file,” “download as” to save as an Excel file or you can fill it out online and print it); there is no specific M.A. degree plan of study because it is a non-terminal degree; therefore, you use the Ph.D. plan of study and mark out “dissertation” and put “thesis” where needed on right side of the form; most of the form will not be known at this point—put what you know, leave it blank if you do not know, and get it on file with the Graduate School; the degree auditor will audit your file for all of these things at the time you apply for graduation, so it is important to get the plan of study submitted early (first semester)!

- **NOTE:** This step is NA if you entered the program with a master’s degree and your thesis is reviewed and accepted

First semester after obtaining the M.A. degree (or first semester of first year if you entered the program with a master’s degree and your thesis is reviewed and accepted), file **Plan of Study** (Excel form available for download on program website and Graduate School website; copy to student file; form to Graduate School; when you link to it online, you can select “file,” “download as” to save as an Excel file or you can fill it out online and print it); although it is the same plan of study form as filed for the M.A. degree, this form now serves as the checklist for your Ph.D., rather than your M.A.; much of the form still will not be known at this point—put what you know, leave it blank if you do not know, and get it on file with the Graduate School; the degree auditor will audit your file for all of these things at the time you apply for graduation, so it is important to get the plan of study submitted early (the semester directly after receiving your master’s degree)!

- **TO REITERATE:** You must file another plan of study although you may have already done so to earn your M.A. degree; each degree awarded from the Graduate School must have a plan of study on file, despite it being the same form, to be used for the degree audit for that specific degree
APPLYING FOR INTERNSHIP

NOTE: All dates below refer to the specified date during your internship application year.

By August 1st, ensure you are subscribed to the APPIC listserv

By September 15th, secure recommendation letter writers

By October 1st (or after successful proposal of your dissertation) register with APPIC

By October 1st, finalize your list of application sites in consultation with your major professor (although it may change up until the time of finalized application)

By October 1st, send all of your recommendation letter writers the information that they need to write your letter (send sooner if they request an earlier date)

  • Information to provide letter writers:
    ▪ Information about structured letter format (revised in 2016) required by APPIC
    ▪ CV
    ▪ Finalized list of sites with at least some basic information or note about why you are interested in the sites, even if just a note about the training opportunities or rotations you like so they get a feel for what you are wanting out of internship
    ▪ A reminder of the settings in which they have worked with you (e.g., in class, practicum supervisor, on thesis and/or dissertation committee)
    ▪ If you had them for practicum, remind them of a particularly notable case, etc. (if so, use only initials of course!)
    ▪ Any other information (e.g., essays, cover letter) that a specific letter has requested if applicable; provide such documents in at least a good draft form
    ▪ If applicable, clearly communicate if you need more than one type of letter (e.g., one that is general, and one that contains more specialized information that will only go to certain sites)
  
  • NOTE: Keep your letter writers informed if anything changes from the original list (including dropping sites OR adding sites)

By October 1st, provide the DCT with a bulleted list of 2 to 5 strengths and 2 to 5 areas of potential further development that you self-identify (to be used to help DCT answer open-ended questions in the DCT verification portal)

By October 1st, send your major professor a draft of all essays and a draft of at least 1 or 2 cover letters for review, feedback, and edits; your major professor will decide how many different cover letters they want to see, but if you have any questions about any specific letter, you should check with your major professor

By October 15th, send finalized list of sites to the DCT (this step may not be necessary if the DCT is a letter writer and already received your list)

  • NOTE: Keep the DCT informed of EXACTLY where you apply if anything changes from the original list (including dropping sites)
At the time you finalize your hours for the AAPI and submit the hours for DCT verification, provide the DCT with a brief overview of where hours were obtained as well as a copy of your hours from an online tracking system (e.g., MyPsychTrack) to use in the verification process (DCT will communicate further details)

If reporting terminal master's program hours on the AAPI, provide the DCT with information to clearly verify those hours (or "I verify the above information but cannot verify the Terminal Masters hours." will be selected)

NOTE: DCT verification on the AAPI will not be completed until you provide your hours printout and information about your sites where hours were obtained and your major professor reports that he or she has read and approved your essays/cover letter

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**GRADUATION**

**GRADUATION WITH M.A.**

NOTE: This entire Graduation with M.A. checklist is NA if you entered the program with a master’s degree and your thesis is reviewed and accepted

File Application for Degree (see Graduate School website for application and deadline information; deadline is during the semester BEFORE graduation; copy to student file; application to Graduate School)

Pay Master’s degree fee ($100), which includes thesis binding fee, and obtain a copy of receipt (due at time of graduation application, which is during the semester BEFORE graduation; see Graduate School website for payment link to pay with debit or credit card; copy of receipt to student file; receipt to Graduate School)

Complete Exit Survey (due at time of graduation application, which is during the semester BEFORE graduation; see Graduate School website for survey link; copy to student file; survey form to Graduate School)

Submit a Contact the Graduate Reader form (see Graduate School website for deadline and online form link; deadline is during the semester BEFORE graduation; you may have to estimate on thesis defense date but do **not** delay form if defense is not set yet)

- NOTE: You may have already done this step if you defended your thesis earlier than the graduation deadline (see Thesis checklist above; if already done, there is **no need to repeat it**)

Email the title page of your thesis to the Graduate Reader at graduatereader@usm.edu for approval (see Graduate School website for deadline, which is during the semester BEFORE graduation)

- NOTE: You may have already done this step if you defended your thesis earlier than the graduation deadline (see Thesis checklist above; if already done, there is **no need to repeat it**)

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Ensure that you have a **Plan of Study** on file; you cannot graduate without a plan of study on file; however, this task should be done if you filed it during the first semester as indicated under Other/Plans of Study above; if already done, there is no need to repeat it.

Ensure you meet all Graduate School deadlines for submission of thesis defense results and documents (see Thesis checklist above)

Be sure to check the graduation instructions on the Graduate School website. It will reference the need to submit a transcript; however, per the degree auditor for psychology, you do **NOT** need to submit a transcript (she prefers to access that for you).

**GRADUATION WITH Ph.D.**

File **Application for Degree** (see Graduate School website for application and deadline information; deadline is during the semester **BEFORE** graduation; copy to student file; application to Graduate School)

Pay **Doctoral degree fee** ($325), which includes dissertation binding fee, and obtain a copy of receipt (due at time of graduation application, which is during the semester **BEFORE** graduation; see Graduate School website for payment link to pay with debit or credit card; copy of receipt to student file; receipt to Graduate School)

Complete **Exit Survey** (due at time of graduation application, which is during the semester **BEFORE** graduation; see Graduate School website for survey link; copy to student file; survey form to Graduate School)

Submit a **Contact the Graduate Reader** form (see Graduate School website for deadline and online form link; deadline is during the semester **BEFORE** graduation; you may have to estimate on dissertation defense date but do **not** delay form if defense is not set yet);

- **NOTE:** You may have already done this step if you defended your dissertation earlier than the graduation deadline (see Dissertation checklist above; if already done, there is no need to repeat it)

Email the title page of your dissertation to the Graduate Reader at **graduatereader@usm.edu** for approval (see Graduate School website for deadline, which is during the semester **BEFORE** graduation)

- **NOTE:** You may have already done this step if you defended your dissertation earlier than the graduation deadline (see Dissertation checklist above; if already done, there is no need to repeat it)

Ensure that you have a **Plan of Study** on file; you cannot graduate without a plan of study on file; however, this task should be done if you filed it during the first semester after obtaining the M.A. degree (or during your first semester in the program if you entered with a master’s degree) as indicated under Other/Plans of Study above; if already done, there is **no need to repeat it**

Ensure you meet all Graduate School deadlines for submission of dissertation defense results and documents (see Dissertation checklist above)

Be sure to check the graduation instructions on the Graduate School website. It will reference the need to submit a transcript; however, per the degree auditor for psychology, you do **NOT** need to
submit a transcript (she prefers to access that for you).

**OTHER**

### Action Steps for First Year Students (note due dates below)

Read the *Policy and Procedures Manual* for Clinical Psychology Graduate Students; sign and submit form of completion for student file within two weeks of receipt of *Manual*.

Read the *American Psychological Association Code of Ethics* on the APA website; sign and submit form of completion for student file by the second Friday of the incoming semester.

Complete plagiarism tutorial on the University Libraries website; email results to sara.jordan@usm.edu and cc: Cindy.medewald@usm.edu by the second Friday of the incoming semester.

Submit final transcripts to the graduate school by end of first semester (recommend October to avoid problems registering for Spring semester).

### Responsible Conduct of Research Training through CITI (first semester in the program)

Complete the Responsible Conduct of Research (RCR) program as part of *Research and Scholarly Integrity Education*, which is offered through the Collaborative Institutional Training Initiative (CITI) during your first semester in the program; once completed print and provide copy of your completion certificate and your two Curriculum Completion Reports (basic and RCR courses) for student file; inform DCT of completion via email.

### Committee Changes (if applicable)

IF your Thesis or Dissertation COMMITTEE CHANGES, re-file a Graduate Committee Request Form (from Progress Toward Degree Forms excel workbook) to form thesis committee (copy to student file; form to Graduate School); this step will be NA if you do not have a committee member change; you do not have to re-file previous paperwork (e.g., an approved proposal form).

### Miscellaneous

- You will also be responsible for submitting various paperwork throughout your training (e.g., annual *Student Activity Report*; supervisor evaluation forms; graduate advising form) for which you will be prompted and for which due dates will be shared for all students in the program. Please always adhere to the due dates provided.

Please inform me at sara.jordan@usm.edu if you identify anything that needs to be corrected or if you note any contradictory information in this checklist. Thanks!
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<thead>
<tr>
<th>Clinical Psychology Faculty:</th>
<th>Email:</th>
<th>Office Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anestis, Joye</td>
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<td>Assistant Professor</td>
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<tr>
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