

REVISED: Fall, 2014

CLINICAL PSYCHOLOGY GRADUATE STUDENT HANDBOOK  
University of Colorado Boulder  
Boulder, CO 80309-0345

This handbook provides a comprehensive and current orientation to the doctoral program in clinical psychology. It has been prepared to give you program information about which you should be aware. If you have any questions about anything in this handbook, please contact the Director of Clinical Training for additional information. This handbook describes the rules that have been enacted by the Clinical Program Faculty to govern the work of graduate students. Students should feel free to petition the Clinical Program Faculty for exceptions to these rules if they believe that special circumstances warrant an exception.

The University of Colorado Graduate School Rules document is available at <http://www.colorado.edu/GraduateSchool/policies/>. You are advised to review these rules, as well as a copy of the most recent University of Colorado Catalog, found at <http://www.colorado.edu/catalog/>, as supplements to this handbook. Because it is modified from time to time, you should keep this handbook throughout your graduate program; you are governed by the Fall 2014 edition.

Table of Contents

| <u>Topic</u>                                     | <u>Page</u> |
|--|-------------|
| 1. Introductory Information                      | 2           |
| 2. Financial Support                             | 4           |
| 3. Students with Prior Graduate Work             | 4           |
| 4. Advising                                      | 5           |
| 5. Student Evaluation                            | 5           |
| 6. Curriculum                                    | 7           |
| 7. Neuroscience and Behavioral Genetics Programs | 9           |
| 8. Research Practicum                            | 10          |
| 9. Clinical Training                             | 12          |
| 10. The M.A. Degree                              | 13          |
| 11. The Ph.D. Comprehensive Examination          | 13          |
| 12. The Ph.D. Dissertation                       | 15          |
| 13. Clinical Internship                          | 16          |
| 14. Clinical Program Deadlines                   | 18          |

The Clinical Psychology Program is accredited by the Commission on Accreditation of the American Psychological Association (APA). Questions related to the program's accredited status should be directed to the Commission on Accreditation:

Office of Program Consultation and Accreditation  
American Psychological Association  
750 1<sup>st</sup> Street, NE  
Washington, DC 20002  
(202) 336-5979

## 1. INTRODUCTORY INFORMATION

**REGISTRATION.** New graduate students receive registration information prior to arriving on campus. Preregistration generally occurs late each semester for the following semester. Further information about registration is contained in the Graduate School Catalog.

If you are not a Colorado resident and are a qualified person, you must petition for Colorado in-state tuition classification within one year so that you are eligible for in-state tuition starting in your second year of graduate study. Failure to do so may result in ineligibility to hold a monthly appointment at the University and will result in your being responsible for paying non-resident tuition. Instructions on how to apply for residency can be found on the registrar's website: [http://registrar.colorado.edu/students/tuition\\_classification.html](http://registrar.colorado.edu/students/tuition_classification.html).

**PROGRAM DURATION.** Our program is designed to require five to six years to complete under normal circumstances, with the internship to be served during the last year of the program. Any significant proposed departure from this typical schedule, such as wanting to take two years to complete the dissertation or relatively short delays in program progress due to parenthood or illness, should be approved by the Clinical Program Faculty based on a written proposed plan for completing the program. That proposed plan, once approved, would constitute the basis for evaluating subsequent student progress.

According to the rules of the Graduate School, all doctoral students have six years from the start of their course work to complete all requirements for the degree. If a student is unable to complete the degree in this six-year period, s/he may ask the Clinical Program Faculty for approval to file a petition for an extension to the time limit with the Dean of the Graduate School. Only truly exceptional and rare circumstances will warrant support for any extension beyond seven years.

**LEAVES OF ABSENCE.** If satisfactory progress in the program cannot be made due to major and long-lasting personal difficulty in a student's life, we encourage the use of official leaves of absence from the program through the University's Time Off Program (TOP), <http://registrar.colorado.edu/students/timeoffprogram.html>. TOP will hopefully provide an opportunity for a student to resolve the difficulty and then be welcomed back to the program on a full-time basis. Once a student is a doctoral candidate, the Graduate School does not recognize leaves of absence. Therefore, students must register continuously after achieving doctoral candidate status, with the exception of the internship year.

**APA ETHICS CODE.** All students are expected to familiarize themselves with and abide by every aspect of the 2002 version of Ethical Principles of Psychologists and Code of Conduct that went into effect on June 1, 2003 and was amended in 2010. The Ethics Code can be found in the *American Psychologist* (2002, 57, 1060-1073) or online at <http://www.apa.org/ethics/code/index.aspx>.

**OFFICE SPACE.** The Director of Clinical Training assigns office space.

**CLASS REPRESENTATIVES.** Each class elects, through its own procedures, a representative to the Clinical Program Faculty meetings. Class representatives generally serve for one academic year. Although student representatives fully participate in Clinical

Program Faculty meetings, only the Clinical Program Faculty vote on issues for which a vote occurs. To protect confidentiality, student representatives are not present when faculty members discuss issues related to individual prospective or current students or faculty members.

**STUDENT RECORDS.** The Clinical Program keeps individual student records. Student records are considered to be confidential documents, available only to the Clinical Program Faculty members as needed. All required documents that are prepared by students are not considered completed until they have been filed in the student's record. Each student's record, kept in its own three-ring binder, has the following sections:

Application Materials

- Application
- Transcripts
- GRE Scores
- Letters of Recommendation
- Personal Statement

Correspondence

Funding

Grades (Yearly)

NIH Tutorial

Master of Arts Documents

- Master's Proposal Approval Form
- Candidacy Application
- Master's Exam Report

Clinical Evaluations (Yearly)

Comprehensive Exam Documents

- Comprehensive Exam Part I – Agreement Form
- Comprehensive Exam Part I – Completion Form
- Candidacy Application
- Doctoral Exam Report

Dissertation Documents

- Abstract Leaflet
- Email to Grad School with Exact Title of Dissertation
- Email Announcement of Defense
- Doctoral Exam Report
- Final Grade Card
- Dissertation Signature Page

Internship Evaluations

Student Evaluations (Yearly)

TA Evaluations

External Activities

Abstracts

## 2. FINANCIAL SUPPORT

Being a graduate student in the clinical program is a full-time job. It is very difficult to make normative progress in the program on a part-time basis. Accordingly, every effort will be made to provide all students with four academic years of support.

**NATURE OF STUDENT SUPPORT.** Typically, first-year students will receive Teaching Assistantships (TAs); starting in their second year, students will receive either Research Assistantships (RAs) or TAs.

The actual amount of support is dictated either by university regulations or by the field settings. There may be relatively small differences in the amount of support, but on average all sources of support will provide about \$1,900 per month throughout the academic year. In the case where a field placement stipend is significantly less than a TA or RA, every effort will be made to provide additional support in order to bring the student's income in line with that of students receiving TAs or RAs.

**SUPPLEMENTARY SUPPORT.** On occasion, additional one-quarter time (up to 10 hours per week) TAs become available during the academic year. Every effort will be made to assure that these occasional supplementary sources of support are distributed equitably. A small number of summer TAs and RAs are also usually available.

There usually are some funds for support for travel to attend and present research findings at meetings or conferences. Information about travel support can be found on the departmental Resources for Current Graduate Students webpage <<http://psych-www.colorado.edu/grad-resources.html>> and the Graduate School's award webpage <<http://www.colorado.edu/GraduateSchool/funding/awards.html>>.

## 3. STUDENTS WITH PRIOR GRADUATE WORK

Students with prior graduate work will meet with the Director of Clinical Training to determine an individualized program of advanced academic work, research, and clinical practicum experiences. The curriculum will follow the basic format of our graduate curriculum with changes based on the nature and extent of prior academic and applied experience. The determination of transfer credit to apply toward required courses will be made by faculty members teaching these courses, who will evaluate the comparability of the prior graduate training to our own courses. Credit may not be transferred until the student has completed at least six credits of graduate level coursework as a degree-seeking student on the CU Boulder campus with a 3.0 GPA. Rules and regulations regarding transfer credit are determined by the Graduate School and available for review at <[http://www.colorado.edu/GraduateSchool/academics/\\_docs/transfercrredit.pdf](http://www.colorado.edu/GraduateSchool/academics/_docs/transfercrredit.pdf)>. A student may receive a Master's Degree from the University of Colorado after completing all requirements for that degree, even if the student already has a Master's Degree from another university; a second Master's Degree is not required, though.

#### 4. ADVISING

RESEARCH MENTOR ASSIGNMENTS. The process of assigning students to research mentors begins during the evaluation of applicants for admission. Applicants are asked to indicate which faculty member they would like to work with for their research, and decisions regarding admission are made, in large part, on the basis of the match of those expressed preferences with the availability of specific research mentors. One of the major reasons for interviewing applicants is to assess the match between students and mentors. Thus, students are admitted already assigned to research mentors. Every effort will be made to accommodate students who decide they would prefer to work with a different mentor, but this can be difficult to arrange. Another Clinical Program Faculty member must agree to take on the student before a change will be approved. If a change of interests or circumstances necessitates a change of advisor, students should obtain written consent from the faculty member with whom they wish to work and the approval of the Director of Clinical Training.

Although research mentors serve as students' formal academic advisors, students should feel free to consult with any member of the Clinical Program Faculty to discuss any issue pertinent to their training program. The Director of Clinical Training is available as an advisor regarding general program matters.

ADVISORY COMMITTEE. By the end of the Spring term in their first year, students must form a three-person advisory committee to advise and guide the student. The committee will consist of the research mentor and two Clinical Program Faculty members. Students will meet with their advisory committee each Spring to review their progress for the year and plans for the coming year.

#### 5. STUDENT EVALUATION

GRADING. Students must obtain a grade of "B-" or better in each core clinical course and in statistics or retake the course. If a student receives a "C" or poorer in an elective course, the student may take another elective rather than repeating the course.

Graduate students will be given IFs and IWs in the case of incomplete work if the instructor believes that such grades are justified. After one year these grades will be automatically changed to F or W if a grade has not been submitted.

DEADLINES FOR COMPLETION OF RESEARCH PRACTICA. Research practicum papers must be submitted by September 30th following students' second year in the program. Students not completing their research practicum project assignments by the deadline will be placed on Program Caution, which serves as a formal warning. Students on Program Caution who have not completed their research project assignments by the end of the Fall semester (last day of classes) of their third year will be put on probation as described in the Student Continuance, Due Process, and Termination section below.

THE EVALUATION PROCESS. Each year by mid-April, students complete a yearly report form and give it to their research mentor. Students must also meet with their advisory committee by the end of April. The Clinical Program Faculty members conduct formal

evaluations of all graduate students in clinical psychology at the end of each Spring semester. Evaluation of students will be held with only Clinical Program Faculty (and associated faculty as relevant) present in order to allow the faculty to arrive at an integrated, confidential, and comprehensive evaluation of each student. The Clinical Program Faculty members discuss the readiness of students who are applying for internship at the beginning of the Fall semester.

Research mentors will provide written feedback to the student by the end of May each year. The written feedback may include information from the student's yearly report form, advisory committee meeting, or Clinical Program Faculty's evaluation meeting. The feedback letter will include information on the student's coursework and research, and if applicable, clinical work and teaching. The feedback will specify whether the student is making good progress as well as specify if there are requirements the student must complete by a certain time in order to remain in good standing. The research mentor discusses this feedback with the student. Both sign the written feedback, which goes in the student's file.

A student may request to meet with the Director of Clinical Training at any time if they want to discuss their progress in the program. If a student is dissatisfied with their evaluation, he or she can also petition to meet with three representatives of the Clinical Program Faculty to discuss the evaluation. The Director of Clinical Training will select two representatives, and the student will select one representative to form this faculty committee.

**EVALUATION OF ETHICAL BEHAVIOR.** All students are expected to govern themselves according to the highest ethical standards. Specific ethical considerations concerning practice and research are spelled out in the APA Ethics Code and the State of Colorado licensing law.

The Clinical Program considers violation of ethical behavior on the part of students to represent a significant difficulty and will not hesitate to put such students on probation for infractions of the APA Ethical Principles of Psychologists and Code of Conduct. Violations of the APA Ethical Principles of Psychologists and Code of Conduct that are considered more severe can result in immediate dismissal from the program.

The Executive Committee of the Department of Psychology will serve as the appeal board in the event that a student wishes to appeal the imposition of any sanctions related to violations of ethical behavior.

All students at the University of Colorado at Boulder are subject to the Honor Code for academic matters. Acts of academic dishonesty (e.g., plagiarism, cheating) are violations of the Honor Code and subject to academic sanctions from involved faculty members and non-academic sanctions given by the Honor Code Council, which include but are not limited to university probation, suspension, or expulsion. The Honor Code guidelines are described in the Honor Code web site, which can be found at <<http://www.colorado.edu/honorcode/>>. Students must also adhere to the University's policy on discrimination and harassment, which can be found at <<http://www.colorado.edu/policies/discrimination.html>>; students who violate this policy shall be disciplined or subjected to corrective action, up to and including termination or expulsion.

**STUDENT CONTINUANCE, DUE PROCESS, AND TERMINATION.** Students remain in good standing as long as they complete the requirements on time and no issues regarding ethical conduct are raised. If students elect to complete an additional course of specialty training (such as behavioral genetics or neuroscience), they must declare this at the end of the second year by writing a letter, which will be put into their file.

Students in good standing who find they need to extend their time in the program an additional year should consult their research mentor and inform the Director of Clinical Training. Such students will receive lower priority for funding or other considerations than students who remain on schedule.

If a student is put on Program Caution, the student will receive a letter from the Director of Clinical Training explaining what the student has done or failed to do, specifying the consequences (including change in standing in the Program), stating what must be done to remediate these consequences, and specifying a time by when this remediation must be completed. If the student completes the specified remediation, he or she will receive a second letter, informing the student that he or she is no longer on Program Caution. If the student fails to meet the requirements for remediation, the student will be put on probation.

If a student is put on probation, a meeting will be held with the student, the research mentor, and the Director of Clinical Training. The student will be told that his or her status in the Program is in jeopardy, and the student will be provided an opportunity to explain his or her situation. The mentor and Director of Clinical Training will specify the work that needs to be completed, the time frame for its completion, and the consequences of non-completion (i.e., termination from the program). The Director of Clinical Training will then send the student a letter, summarizing the work to be completed, time frame, and consequences of non-completion. Once a student completes the specified remediation, he or she will receive a second letter, informing the student that he or she is no longer on probation.

**STUDENT AND FACULTY GRIEVANCES.** Students are encouraged to discuss their concerns first with the faculty member(s) or other parties involved, and then inform the Director of Clinical Training if their concerns are not adequately addressed. Students may also go directly to the Director of Clinical Training (or the department Chair) if they prefer. Students can also anonymously submit grievances directly to the Director of Clinical Training through an anonymous web-based reporting form. A link to this page can be found on the program website, on the "Current Students" page <<http://psych.colorado.edu/~clinical/training-current-students.html>>. Neither your email nor any other identifying information is included in e-mail sent to the Director of Clinical Training through this portal. If a student believes that she or he has experienced or witnessed possible discrimination or harassment, the student should contact the University's Office of Discrimination and Harassment <<http://hr.colorado.edu/dh/>>. The grievance policy for faculty is the general grievance policy used by the College of Arts and Sciences <<http://www.colorado.edu/ArtsSciences/facultystaff/policies/grievance.html>>.

## 6. CURRICULUM

The curriculum consists of (a) satisfactory completion of a Research Practicum paper; (b) satisfactory completion of core courses; (c) satisfactory completion of breadth and diversity

requirements; (d) satisfactory completion of Clinical Practicum sequence; (e) a dissertation; and (f) an internship.

**CORE COURSES.** Each Clinical Psychology graduate student must complete, with a grade of “B-“ or better, the following core courses: PSYC 5423 (Research Problems in Clinical Psychology), PSYC 5433 (Adult Psychopathology), PSYC 5741 (General Statistics I), PSYC 5751 (General Statistics II), PSYC 7663 (Intellectual Assessment Lab), PSYC 7673 (Adult Psychotherapy), PSYC 7683 (Intellectual Assessment with Practicum), and PSYC 7693 (Personality Measurement). Students who have not yet taken PSYC 5453 (Developmental Psychopathology) are required to take a new course titled, Development and Individual Differences Across the Lifespan; the course number for this course has not yet been assigned. Students who have not previously taken PSYC 7703 (History, Ethics, and Professional Issues in Clinical Psychology) are required to take three new 1-credit courses titled (a) Ethics, (b) History and Systems, and (c) Supervision and Consultation; the course numbers for these courses have not yet been assigned.

**APA BREADTH & DEPTH REQUIREMENT.** For the breadth requirement, each Clinical Psychology graduate student must complete, with a grade of “B-” or better, one course in each of the following areas:

(A) Biological aspects of behavior: Students who have not completed the minor requirement in biological aspects of behavior are required to take a new course titled, Biological Aspects of Behavior; the course number for this course has not yet been assigned.

(B) Cognitive-affective aspects of behavior: Students who have not completed the minor requirement in cognitive-affects aspects of behavior are required to take a new course titled PSYC 5131 Affective Science.

(C) Social aspects of behavior: Students who have not completed the minor requirement in social aspects of behavior are required to take PSYC 5606 Social Personality Proseminar.

**DIVERSITY REQUIREMENT.** Issues of cultural and individual diversity are addressed in many of the core and minor requirement courses. In addition, students must complete, with a grade of “B-” or better, PSYC 7703 (Multicultural Issues in Psychology).

**GENERAL INFORMATION REGARDING CURRICULUM.** In order to take more than 15 credit hours of graduate coursework in any given semester, a student must petition the Dean of the Graduate School for an exception to the credit limit. The Director of Clinical Training and Graduate School Dean must approve additional credits, along with the Instructor of the class you wish to add. Ordinarily, no more than 18 credits will be approved, as additional credits increase tuition. Students must complete a minimum of 30 hours of Doctoral Dissertation credit; no more than 10 hours of which may be earned prior to the student passing the Comprehensive Examination; an additional 10 hours may be earned during the semester in which the student passes the Comprehensive Examination.

It is to students’ advantage to complete courses in the semester (or year) of registration. By university rules, grades of IW are converted to W one year after the IW is reported. In such cases, a student would have to reregister for the course in order to receive credit.

Specific course offerings are published by the University in the Schedule of Courses.

Required core courses are concentrated in the first two years of the program. Elective courses and breadth requirements are most commonly taken in the third and fourth years of the program. Following is an example of a typical sequence of courses:

| <u>First Year*</u>                 |  |
|------------------------------------|--|
| <u>Fall</u>                        | <u>Spring</u>  |
| PSYC 5433 - Adult Psychopathology  | PSYC 5423 - Research Problems in Clinical Psychology |
| PSYC 5741 - General Statistics (I) | PSYC 5751 - General Statistics (II)                  |
| PSYC 6603 - Clinical Brown Bag     | PSYC 6911 - Research Practicum                       |
| PSYC 6911 - Research Practicum     | PSYC 7693 - Personality Measurement                  |

\*Students must fulfill the NIH ethics for research requirement. The University of Colorado Institutional Review Board (IRB) has a tutorial that also fills this requirement at <http://humanresearch.colorado.edu/pre-submission/citi-training>. A copy of your certificate must be given to the Clinical Program Assistant for your file.

| <u>Second Year</u>   |   |
|--|---|
| <u>Fall</u>  | <u>Spring</u>   |
| PSYC 7673 - Adult Psychotherapy                                | PSYC XXXX - Development and Individual Differences Across the Lifespan* |
| PSYC 7683 - Intellectual Assessment with Practicum (3 credits) | PSYC 7683 - Intellectual Assessment with Practicum (1 credit)           |
| PSYC 7663 - Intellectual Assessment Lab (1 credit)             | PSYC XXXX - Ethics*   |
|  | PSYC XXXX - History and Systems*  |
|  | PSYC XXXX - Supervision and Consultation*                               |
| PSYC 7713 - Practicum in Clinical Psychology                   | PSYC 7713 - Practicum in Clinical Psychology                            |
| PSYC 6911 - Research Practicum                                 | PSYC 6911 - Research Practicum  |

\* taken in 2nd year or as offered

| <u>Third and Subsequent Years</u>            |  |
|--|--|
| <u>Fall</u>                                  | <u>Spring</u>                                |
| PSYC 7713 - Practicum in Clinical Psychology | PSYC 7713 - Practicum in Clinical Psychology |
| PSYC 8991 - Doctoral Dissertation            | PSYC 8991 - Doctoral Dissertation            |
| XXXX XXXX – Breadth Requirement              | XXXX XXXX – Breadth Requirement              |

## 7. NEUROSCIENCE AND BEHAVIORAL GENETICS PROGRAMS

Ph.D. IN NEUROSCIENCE. Students in the Clinical Program may also complete the requirements for the Ph.D. program in Neuroscience; detailed information about the program can be found at <http://www.colorado.edu/neuroscienceprogram/phd.html>. Students must apply for admission to the Ph.D. in Neuroscience during the first two years of graduate school. In addition to completing the requirements of the Ph.D. in Psychology, students obtaining a Ph.D. in Neuroscience must complete additional courses and their dissertation must have a

predominant Neuroscience focus; the primary research mentor of the dissertation must be a member of the Neuroscience Program. A complete list of requirements can be found at <<http://www.colorado.edu/neuroscienceprogram/phdrequirements.html>>.

The Ph.D. in Neuroscience requires students to take Neuroscience Core, Depth, and Discipline Specialization courses. The core courses are NRSC 5100 (Survey and Integration of Neuroscience I), NRSC 5110 (Survey and Integration of Neuroscience II), and NRSC 6100 (Advances in Neuroscience Research Seminar). It is recommended that students take NRSC 5100 and NRSC 5110 in their second year or later. Three semesters of NRSC 6100 are required.

In addition to the Core courses, students are required to take three additional Fundamental of Neuroscience Depth courses (2-3 credit hours/course); a complete list of courses that fulfill this requirement can be found in Table 3 on the neuroscience requirements web site at <<http://www.colorado.edu/neuroscienceprogram/phdrequirements.html>>.

The final course requirement – Discipline Specialization courses (11+ credit hours) – is intended to provide advanced graduate-level specialization in a discipline that contributes to the field of Neuroscience.

CERTIFICATE IN BEHAVIORAL GENETICS. Students in the Clinical Program may also complete the requirements for a Certificate in Behavioral Genetics; detailed information about the program can be found at <[http://ibgwww.colorado.edu/education\\_and\\_training/index.html](http://ibgwww.colorado.edu/education_and_training/index.html)>. In addition to completing the requirements of the Ph.D. in Psychology, students obtaining a Certificate in Behavioral Genetics must complete additional courses; a sample curriculum for Clinical students can be found at <[http://ibgwww.colorado.edu/education\\_and\\_training/clinical.html](http://ibgwww.colorado.edu/education_and_training/clinical.html)>. Furthermore, a student completing the Certificate program must be a teaching assistant (TA) for one semester in a course judged by their advisory committee to be relevant to their training. Finally, the dissertations of students completing the Certificate program must be conducted on a topic of direct relevance to animal or human behavioral genetics.

## 8. RESEARCH PRACTICUM

Each student will be continuously and actively involved in research throughout each year of the program on campus. Students will complete a Research Practicum each semester until they have completed their Master's Thesis, and doctoral dissertation credits during the subsequent years.

It is assumed that the student has been responsible for all phases of the work that constitutes the Research Practicum—including data collection (except where existing data sets are to be used in the research study) and analysis. If a situation arises where the student wants to recruit others to collect data or to be of assistance in any other way with the research project, it is the responsibility of the student to discuss the plan with the research mentor and to develop an agreed-upon memorandum of understanding regarding the plan.

**RESEARCH PRACTICUM PAPERS.** A total of two separate empirical research papers, including the doctoral dissertation, are required of each student.

The second year Research Practicum paper may also be used to meet the research requirement for the Master's degree; for those who already have masters' degrees, this paper should be the topic for next year's research work. The second year research practicum proposal should include a 5-6 page introduction and a 5-6 page methods section. It should include a 1-2 page presentation of how the data will be analyzed. The research mentor must sign the proposal for the second year research practicum project, and the signed title page must be filed with the Clinical Program Assistant by August 15 following the student's first year in the program. Failure to submit the research proposal by the due date will result in the student being placed on Program Caution. Students on Program Caution who fail to submit their research proposal by the last day of classes of the Fall semester of the second year will be placed on probation. All research projects must be approved by the Institutional Review Board (IRB), which publishes a list of meeting times and associated submission deadlines.

The second year Research Practicum paper requires three readers, the Master's Committee. The first reader is the research mentor; the second and third readers may be any member of the departmental faculty, ordinarily chosen in consultation with the research mentor. Students are responsible for making sure that adequate time has been provided for readers to critique the Research Practicum paper and for necessary revisions to be completed by the appropriate deadline; two weeks is considered the minimal time in which a faculty member can be asked to read a paper. The second year Research Practicum paper must be in final form by the deadline. See M.A. Degree requirements for more information.

**STANDARDS FOR MANUSCRIPT PREPARATION.** All research papers must employ standards for manuscript preparation described in the APA Publication Manual.

**DEADLINE FOR THE SUBMISSION OF COMPLETED RESEARCH PRACTICUM REPORTS.** The completed second year research paper is due on September 30 following the students' second year in the program. Failure to submit the research paper by that date will result in the student being placed on Program Caution. Students on Program Caution who fail to submit their research paper by the last day of classes of the Fall semester of the third year will be placed on probation.

**ELIGIBILITY TO SERVE AS A RESEARCH MENTOR.** Research and dissertation supervision will be limited to those faculty members who have a regular or tenured Graduate Faculty appointment and active research programs; that is, faculty members who are collecting and analyzing data, whose program is superordinate to any individual research project, and whose work is being published.

**RESEARCH PRESENTATIONS.** Students are strongly encouraged to present their research at appropriate conferences or conventions. Research papers that warrant such consideration should be submitted for publication in a scientific journal. Research mentors are responsible for helping students prepare these presentations.

**ETHICAL RESEARCH-RELATED BEHAVIOR.** Research mentors are responsible for making sure that students are completely familiar with and abide by the research sections of the APA Ethical Principles and Code of Conduct, including the sections regarding authorship. In addition, during the first semester students must complete the IRB online tutorial and provide a copy for their student record.

## 9. CLINICAL TRAINING

Clinical training will begin in students' second year and will continue throughout their tenure in the program. The components of clinical training include Practicum in Clinical Psychology, supervised by Clinical Program Faculty and community supervisors. All students are expected to treat clients in the Program clinics starting in their second year and continuing through the remainder of their graduate training.

**ARRANGING FOR THERAPY SUPERVISION.** At some time prior to the beginning of the Fall semester, students will be invited to indicate to the Director of the Raimy Clinic any preferences they might have concerning therapy supervisors. Because it is not always possible to accommodate the first choices of students, those with greater seniority and those not previously obtaining preferred supervisors will be given priority for a particular supervisory assignment.

**PROFESSIONAL RESPONSIBILITIES IN THE RAIMY CLINIC.** Professional activities in the Raimy Clinic include the careful preparation and maintenance of client records. The Director and/or Associate Director of the clinic will monitor client records to assure that record keeping is current and professionally maintained according to the Colorado Licensing Law. Failure to complete records in a timely manner will result in a lowered grade for practicum.

**RESEARCH PROGRAM IN THE RAIMY CLINIC.** Because the Raimy Clinic is viewed as a facility that serves both a clinical training and a research training function, every client at Raimy is considered a research client. The research component will routinely include: (a) an initial psychological assessment of each client; and (b) some form of documentation of the therapeutic work. These data should be available for assessing the efficacy of clinical interventions as well as for other research studies as seem appropriate. Research activities that go beyond these routine clinical research practices will ordinarily need to be approved by the University of Colorado at Boulder IRB.

**ETHICAL AND LEGAL CLINICAL BEHAVIOR.** Clinical supervisors are responsible for making sure that students are completely familiar with and abide by the clinical intervention sections of the APA Ethical Principles and Code of Conduct and the Laws of the State of Colorado.

**EXTERNSHIPS:** Students may obtain additional clinical training experiences outside of the clinics operated by the Clinical Program. Each semester, students must complete a Report of External Clinical Activities form, specifying whether or not they are involved in any external clinical placements, and if so, the name of the placement(s). All such work must be conducted under appropriate supervision and in accordance with APA ethical guidelines. Students are

responsible for ensuring that they are included in the externship's professional liability coverage.

## 10. THE M.A. DEGREE

The M.A. Degree is fulfilled by a minimum of 30 semester hours in psychology including the completion of the second-year Research Practicum paper. As noted earlier, the proposal for this project must be approved no later than August 15 following the student's first year in the program. The Research Practicum paper must be presented to the student's committee and approved by September 30 of the third year.

An Application for Admission to Candidacy for the M.A. Degree must be obtained from the Graduate School at < <http://www.colorado.edu/GraduateSchool/academics/>> or the Clinical Program Assistant and filled out at least one month prior to the time the student wishes to receive the degree. The completed Application for Admission to Candidacy Form should be signed by the student's research mentor, approved by the Director of Clinical Training, signed by the Director of Graduate Studies, and submitted to the Graduate School through the Clinical Program Assistant with a copy in the student's record.

At least one month prior to completion of the work, the Master's Examination Form must be completed and the three-member committee approved by the Director of Graduate Studies, and submitted for approval to the Graduate School through the Clinical Program Assistant with a copy in the student's record. Once the requirements are completed, this form must be signed by the committee members and resubmitted to the Graduate School, with a copy placed in the student's record. This form is available in the Clinical Program office or on the Graduate School web site, <<http://www.colorado.edu/GraduateSchool/current/index.html>>.

The student must submit the online application to graduate to the Graduate School by posted semester deadline dates in order to receive a Master's Degree Diploma.

The Graduate School has deadlines for submitting all of the required paperwork. Please see the Graduate School calendar at <<http://www.colorado.edu/GraduateSchool/calendar/index.html>>.

Students interested in participating in campus-wide commencement ceremonies should review the information at <<http://commencement.colorado.edu>> and students interested in participating in in departmental ceremonies should contact the Assistant to the Chair for more information.

## 11. THE PH.D. COMPREHENSIVE EXAMINATION

The Comprehensive Examination consists of two parts: (a) two written assignments and (b) a successful Dissertation Proposal meeting.

First, students must complete two written assignments. There are several options for meeting these written assignments, and students must have these assignments approved in advance by completing the Comprehensive Exam Agreement form, having it approved by their research mentor, and submitting it to the Clinical Program Assistant to include in their file.

Students may meet this requirement by completing any combination of two of the following three options, including completing two written assignments from the same category:

1. First-authored empirical paper
2. First-authored review paper
3. Substantive grant application (e.g., NRSA Predoctoral Fellowship - F31)

For the first two options, the quality of the paper should be suitable for journal submission. Indeed, students are encouraged to submit these papers for journal review and the grant application for funding consideration. The substantive portions of these written assignments must be completed after entering the program, even if they include data that were collected prior to entering the program. The master's thesis cannot be used to fulfill these requirements. The clinical faculty members from the Doctoral Committee must approve the two completed written assignments before the student can convene the Dissertation Proposal meeting. The student should complete the Comprehensive Exam Approval form, have it signed by his/her research mentor and the Clinical Program Faculty members from the Doctoral Committee, and submit it to the Clinical Program Assistant.

The second part of the Comprehensive Exam is the Dissertation Proposal meeting. The Dissertation Proposal meeting must be successfully completed by September 30<sup>th</sup> of the 5<sup>th</sup> year.

At least two weeks prior to the Dissertation Proposal meeting, the student must do the following:

1. Fill out an Admission to Candidacy for the Ph.D. Degree form and have it signed by his/her research mentor and the Director of Graduate Studies. The form will be submitted to the Graduate School through the Clinical Program Assistant, with a copy filed in the student's record.
2. Fill out a Doctoral Examination Report form (available at <http://www.colorado.edu/GraduateSchool/academics/docs/doceexam.pdf>) or in the Clinical Program office; see "Approval of Doctoral Committee" section below) and have the five-member committee approved by the Director of Graduate Studies and by the Graduate School (through the Clinical Program Assistant). After the Comprehensive Exam has been completed and approved (i.e., the two written assignments are accepted and the Dissertation Proposal meeting is successfully conducted), the form must be signed by all committee members and resubmitted to the Graduate School (through the Clinical Program Assistant), with a copy filed in the student's record.
3. Distribute a draft of the dissertation proposal to the Doctoral Committee.

**DOCTORAL COMMITTEE.** Every Ph.D. dissertation committee in the Department of Psychology shall consist of five members of the Graduate Faculty; four of the committee members must be members of the Psychology faculty and one must be a faculty member in another department. Two core Clinical Program Faculty members must be on the committee and one member of the committee must be in the Department of Psychology but outside the Clinical Program. Individuals who are not full-time members of the University of Colorado may apply for a special Graduate Faculty appointment. Alternatively, such individuals can simply serve as additional members beyond the required five with Graduate Faculty status.

APPROVAL OF DOCTORAL COMMITTEE. The Director of Graduate Studies and the Graduate School must approve the committee. Students will complete the Doctoral Examination Report and submit it to the Clinical Program Assistant to obtain approval. Once this committee list is placed on file, removal of any faculty member from this committee shall require the approval of the Director of Graduate Studies. The committee members will then sign the form once the student has completed the Comprehensive Exam. After all signatures have been obtained, the original form must be submitted to the Graduate School and a copy placed in the student's record.

DISSERTATION PROPOSAL. The dissertation proposal should include a detailed description of the research plan. After preliminary approval of the dissertation proposal has been obtained from the dissertation chair, the student must submit the proposal to the four other faculty members comprising the dissertation committee and then schedule a meeting or meetings that under ordinary circumstances all committee members will attend, so that the five members of the dissertation committee can consider the proposal together and officially approve it. The proposal must be distributed to the entire committee at least 14 days prior to the proposal meeting. This proposal meeting must occur by September 30<sup>th</sup> of the 5<sup>th</sup> year. The proposal should be accepted by the committee prior to the beginning of data collection for the dissertation.

Completion of the requirement for committee approval of the dissertation proposal assures students that plans for the dissertation have been carefully examined and approved in advance by their dissertation committee members, and that the proposal constitutes a quasi-contractual agreement between the student and the dissertation committee members regarding the dissertation. Students may register for dissertation credit hours while in the process of working on their dissertation proposal, subject to the limitations outlined under the "Curriculum" section above.

The dissertation proposal must be approved before a student will be eligible to *apply* for internship.

Students who do not complete the two written assignments or successfully complete the Dissertation proposal meeting by September 30 (5<sup>th</sup> year) will be put on Program Caution and must complete all of the examination by May 1 of the following year. Students who do not satisfactorily complete requirements will be put on probation.

Following successful completion of the Comprehensive Exam and Graduate School approval of the Admission to Candidacy, students must register continuously.

## 12. THE PH.D. DISSERTATION

A student who has completed the required course work, passed the Comprehensive Examination, and been approved for Admission to Candidacy becomes a Doctoral Candidate. Students will receive written notification from the Graduate School of admission to candidacy. On-campus students admitted to candidacy for the doctoral degree will register and be charged for a minimum of 5 hours of dissertation credit for each subsequent semester of doctoral work. Students (except those officially on internship) who are off-campus and using no

university facilities whatsoever must register for 3 hours of dissertation credit. Continuous registration during the academic year (not summer) will be required until completion of the dissertation defense. It is expected that the student and research mentor will consult each semester as to the number of hours for which the student will register, consistent with the classification identified above. Failure to remain continuously enrolled for the required number of dissertation hours will result in a loss of candidacy status, and the student will be required to retake the Comprehensive Examination to regain approved status.

Students who have not defended their dissertations prior to leaving for internship must apply for the Time Off Program before leaving campus - <http://www.colorado.edu/registrar/withdrawals/time-program>. Failure to register for Time Off constitutes a failure to remain continuously enrolled for the required number of dissertation hours will result in the student's status being discontinued and the student will be required to reapply for admission.

**COMPLETED DISSERTATION.** At least two weeks prior to the Final Defense of the dissertation, students must again complete a Doctoral Examination Report; the procedure is the same as that employed in completing this form for the Comprehensive Examination. After the dissertation chair has approved the dissertation, the student submits it to his/her readers, giving them a minimum of 14 days to read the manuscript. The Graduate School has information on the final oral exam and the filing of the dissertation in a Doctoral Virtual Graduation Packet available at <<http://www.colorado.edu/GraduateSchool/graduation.html>>. Approximately two weeks before scheduling the final defense, the student should complete the appropriate Graduate School forms, available from the Clinical Program Assistant.

In order to pass, the student needs four positive votes at the final oral defense. The dissertation must be correct as to form, style, and content. Information on correct form and style may be found in the Doctoral Virtual Graduation Packet mentioned above or on the Graduate School website at <<http://www.colorado.edu/GraduateSchool/current/academics/theses/specs.html>>. Where style and form are not indicated in this booklet, the student should be guided by the *American Psychological Association Publication Manual* (6th Edition, 2009). The student should expect some revisions of the dissertation after the defense meeting, before submitting the Dissertation to the Graduate School for publication; the student should also allow for additional time for formatting edits from the Graduate School prior to the deadline to electronically submit the final copy of the dissertation for publication.

**DISSERTATION CREDIT HOURS.** Students must have a minimum of 30 hours of dissertation thesis credit. Course work and work on the dissertation may proceed concurrently in any combination throughout the doctoral program, subject to the limitations outlined under the "Curriculum" section described above.

### 13. CLINICAL INTERNSHIP

An internship is required before the granting of the Ph.D. degree. Students may not apply for an internship until after completing all requirements through the Dissertation Proposal phase of graduate study.

Students may defend their dissertation at any point but they will not be approved for graduation until the internship is completed. The university does not require enrollment for credit after the dissertation defense, but the diploma is not awarded until the department indicates that the student has met all the requirements for graduation (which for the Clinical Program includes completion of the internship). Any student who chooses not to complete an internship must officially withdraw from the Clinical Program by sending a letter to the Director of Clinical Training. The student may petition the department for permission to obtain a general Ph.D. in Psychology (if they have successfully met the department's requirements), but s/he is not a graduate of the Clinical Program.

If the student wishes to go to a non-APA approved internship, s/he must petition the Clinical Program Faculty for permission. The decision is based on the judged adequacy of the clinical experiences and the adequacy of supervision.

Talking to faculty members and other students will aid in finding an internship experience that suits the student's interests.

Completing the dissertation before starting the internship has the advantage of freeing time for a total investment in the internship experience. If the dissertation has been defended prior to internship, continuous registration does not apply. However, if a student plans to return to finish the dissertation, s/he should register in the Time Off Program during the internship year. This ensures that the student will remain in good standing in the University system. If the student wishes to enroll for courses or dissertation credit during the internship year, the student will be responsible for paying full tuition and fees. A student must be registered for at least 5 doctoral dissertation credits during the semester in which s/he defends the dissertation.

#### 14. CLINICAL PROGRAM DEADLINES

| Program Requirement   | Deadline  |
|---|---|
| Complete NIH or HRC Ethics Tutorial   | January 1, 1 <sup>st</sup> year   |
| Master's Proposal Approval Form   | August 15 following 1 <sup>st</sup> year  |
| Master's Exam Report - naming committee for Grad School approval  | August, 2 <sup>nd</sup> year* (one month or more prior to the meeting)                    |
| Application for Candidacy for MA  | August, 2 <sup>nd</sup> year*   |
| Application to Graduate (online)  | Graduate School deadlines*  |
| Master's Exam Report (signed by 3 readers)  | September 30 following 2 <sup>nd</sup> year   |
| Comprehensive Exam Part I Agreement Form  | May, 4 <sup>th</sup> year   |
| Comprehensive Exam Part I Completion Form (signed by research mentor and Clinical Program Faculty members from the Doctoral Committee)          | Prior to Comprehensive Exam Part II – Dissertation Proposal meeting                       |
| Doctoral Exam Report – naming committee for Grad School approval (Comprehensive Exam)   | One month or more prior to the Comprehensive Exam Part II – Dissertation Proposal meeting |
| Ph.D. Application for Candidacy (Graduate School Rule)  | Two weeks or more prior to the Comprehensive Exam   |
| Doctoral Exam Report (signed by committee of 5) (Part 2 of Comprehensive Exam)  | September 30, 5 <sup>th</sup> year  |
| Doctoral Exam Report – naming committee for Grad School approval (Dissertation Defense)   | One month or more before Dissertation Defense meeting                                     |
| Dissertation Defense Grad School paperwork (abstract leaflet; final exam form [signed by committee]; application to graduate, final grade card) | Graduate School deadlines*  |
| Final copy of Dissertation, Dissertation Signature Page   | Graduate School deadlines*  |

\* Check the Graduate School deadlines for graduation requirements by semester.

<http://www.colorado.edu/GraduateSchool/academics/index.html>

Please contact the Clinical Program Assistant at each step of the program to be sure all the proper paperwork is filled out correctly, signed, and filed with the proper authority.