1 Introduction

The purpose of this document is to describe the philosophy and structure of the Clinical Psychology Program at the University of Nevada, Reno. This document contains information regarding departmental and clinical area course requirements and research requirements to earn the Ph.D. in the Department of Psychology.

This document should be read carefully upon entering the program and used as a reference when planning your course registration. Graduate students are expected to be familiar with the material presented here, as well as the regulations of the UNR Graduate School. Please note that not all policies and standards of the Graduate School are covered in this handbook. Appropriate course selection and the general understanding of deadlines, filing of Graduate School forms, etc., are the student's responsibility.

1.1 Important resources

The student is referred to the university student web site map for a wide variety of information that is useful and important. This site map shows most of the current websites on campus: http://www.unr.edu/site-map

Also, the Program policies and procedures are set within the policies and procedures of UNR’s Graduate school. The many forms and requirements of graduate students at UNR are found on their site. The graduate school website is at http://www.unr.edu/grad.

Upon entrance into the program, all students in training are expected to adhere to the APA Ethical Standards. They are also expected to conform the standards set out in this document and the UNR Psychological Services Center Manual.

1.2 Import caveats

This document cannot supplant the importance of direct communication. Nor can it offer all the answers to specific, individualized questions. Students are urged to explore these topics as needed with faculty advisors and/or the Director of Clinical Training.

Also note, this is a “living document.” As such it is subject to modification and should not be considered an immutable contract of requirements that cannot change during your time as a student. As the profession and its standards change, the training required may have to be modified during the time you are a student. This generally happens because of evolving training and licensing standards. The APA has training standards that change over time. These changes require the program to be responsive and make curricular alterations when possible.

While the program keeps current with APA accrediting standards and implementing regulations, graduating from our program cannot insure that one will be automatically licensable everywhere. At the moment, licensing requirements are determined individually in each of the 50 states. Many states require graduation from an APA accredited doctoral program as part of licensing. Others may specify coursework different from that listed by APA and our own requirements.

The manual will be modified, clarified, and updated continuously, and the date of modification will be retained on the front cover and file title. A student’s requirements are based on the Blue Book for that student's year of entry. However, if requirements change during a student’s tenure in the program, that student can elect, with the faculty advisor’s approval, to follow the requirements of a later year. Copies of the handbook for recent years of admission are available on the clinical program’s webpage:

https://www.unr.edu/psychology/degrees/clinical-phd

Students should permanently save the latest copy when they enter the program. That way, if there are disagreements about what the applicable procedures were at date of entry, there will be a written record.
2 About the Program

2.1 Mission Statement

The Clinical Psychology Program at the University of Nevada, Reno is a clinical science program that is cognitive-behavioral in orientation with a strong emphasis on behaviorism. Training begins with behaviorism as a coherent theoretical foundation to develop critical thinking and analytical skills that are then generalized in consideration of other perspectives.

The integration of science and practice in service delivery and the development and dissemination of behavioral interventions for a wide variety of problems is a major focus of the program. In our work and training, we seek to bridge traditional health models of treatment development and practice in both our research and training. This entails multiple levels of analysis including individuals and their environments, the healthcare systems in which interventions are delivered, as well as healthcare policy. The work and training involved in this endeavor emphasizes the links between efficacy and effectiveness research, prevention, dissemination science, program evaluation, and social policy.

Our objectives are that scholars, faculty and students alike, make significant contributions in one or more of our existing areas of strength, regardless of the setting in which they occur. Our program is a broadly focused on applying scientifically valid psychological principles, processes, and methods across various levels of analysis (individuals, couples, families, systems, and organizations); across a full range of settings in health care, mental health care, and substance use and abuse care; and across the wide range of roles afforded by these settings. Our training and research ranges from development of interventions including assessment of outcomes and mechanisms of change, to assessment of effectiveness of these interventions both at the individual outcome level but also at the program level in multiple healthcare organizations, to policy making and advocacy in dissemination.

The Clinical Psychology Program has been accredited by the American Psychological Association since 1972 and is a charter member of the Academy of Clinical Science.

In accordance with the guidelines from the APA Commission on Accreditation, students may contact the Commission at the Education Directorate, American Psychological Association:

Office of Program Consultation and Accreditation
American Psychological Association
750 1st Street, NE
Washington, DC 20002-4242
Phone: (202) 336-5979 / E-mail: apaaccred@apa.org
Web: http://www.apa.org/ed/accreditation

2.2 Philosophy and Model of Training

We take an integrative clinical science approach to training. We seek to train doctoral level clinical scientists who have a thorough grounding in research and scholarly activities, can develop and use scientific knowledge, are skilled in using their critical thinking and analytic tools in problem formulation and solution generation. This includes the development of a full range of professional competencies, including applied skills in areas such as healthcare administration and policy, integrated behavioral health and traditional mental health settings, program development and evaluation, among others.

To that end, the clinical psychology program philosophy and model of training is oriented toward the training of students in general principles of psychology as they relate to theoretical and applied activities. For example, the program does not have specific tracks (e.g., a child track or an adult track). A goal of the program is that graduates will think of themselves as psychologists first, clinical psychologists second and clinical psychologists with areas of specialization third. As part of this emphasis, students are exposed to a wide variety of populations, settings, and techniques in their research and clinical training. Even for those students who have primarily applied interests, there is a growing emphasis on psychologists becoming designers and
evaluators of treatment programs rather than simply direct service providers. Where possible, students receive practicum training in the context of ongoing clinical research trials so that assessment, evaluation, and theory-driven treatment innovation is modeled.

The basic research training unit is the faculty research lab. Students will spend their time working with a primary faculty mentor who also serves as that student’s advisor, though occasionally students will maintain their roles in two labs throughout their career. Within labs, the program follows a “junior colleague” model and thus involves students at every level of the research process. All of the clinical faculty conduct applied, as well as more basic, research on various clinical populations. Though there is variation among labs, several are run as vertical teams in which incoming students learn pragmatic fundamentals while collaborating with more senior students until they identify research projects of their own, all under the supervision of the faculty. As students develop, the majority present at national conferences and most all publish in collaboration with faculty and even other students.

The Clinical Program at the University of Nevada is distinguished by the fact that it is a philosophically coherent program. While this does not mean that the faculty are all paradigmatically identical, they do generally share scientific and training values. Because faculty all value critical thinking and assume that students will evolve intellectually and with respect to their research interests, students are expected to identify and refine their research interests over time.

3 Admissions and Recruitment

We strive for a diverse student body made up of individuals who are bright, curious, and personable, valuing both ability and accomplishment in our selection process. Four areas of potential are rated in assessing applicants: academic potential, research and scholarly potential, clinical potential, and potential for meeting critical needs in mental health. Because we believe that students serve as an important learning resource for each other, we seek a heterogeneous student population with regard to age, gender, ethnicity, sexual orientation, socioeconomic, and cultural background. The program is small and closely-knit, and thus we consider it important that students fit in intellectually and while still providing diversity of experiences.

3.1 Admission Policy

Admissions is a complex process to which we cannot apply a straightforward formula. Here are the factors we consider:

- Minimum standards for admission are a 3.0 (out of 4.0 possible) GPA as an undergraduate.
- There is no absolute minimum GRE cutoff score though the likelihood of admission decreases sharply with scores less than the 75th percentile.
- Letters (3) demonstrating that the applicant has experience working in a research environment are required. Typically, these letters come from professors in the student’s department.
- If the student is applying from a master’s program, the student is expected not only to have a high GPA but also a history of engaging in scholarly activities (conference presentations, research or publications).
- A personal statement that evidences good communication skills, a logical reason for their strategy for applying to graduate programs, an appreciation of the role of research in the discipline, and an openness to a clinical science paradigm.
- Students meet the pre-requisite course requirements for applicants as defined in Section 3.2 “Entrance Requirements/ Undergraduate Pre-requisites Course Requirements”
- TOEFL 550-paper based (PB) or 79-internet based (iBT) or IELTS-composite score of 7 (no subject area below 6). (FOR INTERNATIONAL STUDENTS ONLY)

There are many more qualified candidates than the program can admit, support, and mentor properly. Part of the calculus that goes into the admissions process is apparent program fit and the distribution of the present students across faculty. While some faculty members prefer small numbers of students to mentor at any point, others may be willing to have larger labs. Some part of the admissions process examines how well a student’s specified interests distribute across faculty with available capacity.
That said, one other issue that is considered during the admissions process is whether there is a general program fit. Our program is a science-based program with cognitive behavior to behaviorally oriented faculty primarily. Openness to that perspective makes graduate school much more enjoyable. While lab fit is a factor, we presume the possibility that once students arrive at the program and learn more about the field and faculty, interests may shift. Therefore, we prefer students who may find multiple aspects of the program interesting.

3.2 Entrance Requirements/ Undergraduate Pre-requisites Course Requirements

Applicants seeking admission into the Clinical Psychology PhD program at UNR must demonstrate that that have completed advanced undergraduate or graduate courses in (1) Affective Aspects of Behavior, (2) Biological Aspects of Behavior, (3) Cognitive Aspects of Behavior, and (4) Social Aspects of Behavior, as pre-requisites for admission. What constitutes classwork in this area is defined in APA’s the Implementing Regulations “Section C: IRs Related to the Standards of Accreditation” under the subheading “C-7 D. Discipline-Specific Knowledge.” See https://www.apa.org/ed/accreditation/section-c-soa.pdf

Exceptions can be made for exceptional candidates to make up course deficits in these areas at UNR or another institution after an admission offer is been made. But a plan to fulfill these requirements must be in place before admission. It would strengthen a candidate’s application if this could be addressed in a few lines at the end of the personal statement.

In addition to these pre-requisites, courses covering the following topics provide a useful foundation for entering students:

1. Learning, behavioral principles, or behavior analysis
2. Statistics/data analysis
3. Research methods/experimental design
4. History of psychology
5. Individual differences
6. Human development
7. Abnormal behavior/psychopathology
8. Cultural and individual diversity

3.3 Commitment to Diversity

The Clinical Psychology Program at the University of Nevada, Reno is strongly committed to promoting diversity with respect to culture, ethnicity, gender, sexual orientation, socioeconomic status, age, among others. We are committed to maintaining a diverse student population and minority students are especially encouraged to apply for our doctoral program.

Our program is committed to foster an atmosphere that promotes open dialogue about cultural issues, to prepare students to be sensitive of issues of diversity and individual differences in all work, and to produce culturally competent practitioners and researchers.

To this end, the Clinical Psychology program is dedicated to the active recruitment of a diverse group of students and faculty. We support the University’s core values encouraging diversity and equal educational and employment opportunities throughout our community.

These values are articulated in the UNR’s Non-Discrimination Policy and by the Office of Diversity.

3.4 Disabilities

We are committed to ensuring that students with disabilities have equal access to participate in, contribute to, and benefit from all aspects of our program. Students with special needs are encouraged to work with their advisor and the DCT to develop a plan that provides appropriate assistance. We have an excellent Disability Resource Center (DRC) that can provide assistance.
3.5 Transfer credits

The Clinical Training Committee approves course substitutions for transfer students on a course-by-course basis. The student should first meet with his or her advisor, to confer on which courses to petition for transfer. A transfer request form should be completed (see appendix). The student should then present a syllabus to the instructor for each course for which transfer credit is proposed, for feedback on the acceptability of the transfer. Finally, the student must submit through their advisor to the CTC a final list of the courses proposed for transfer, containing the following for each course: a detailed description of the course, a syllabus, a description of the level of the course and any prerequisites (copies of school catalog pages are helpful), reading lists, and information regarding the faculty member responsible for the course.

Approval of courses is normally done once a year, and the deadline for proposal submission is November 15. These should be done in the first year of admission just after program entry.

The maximum number of transfer credits allowed by the Graduate School for doctoral students is 24 semester hours. Courses taken while a graduate special student are considered transfer credits and count toward the 24 credit limit. If a student leaves the program at the Master's level, a maximum of 9 credits could be transferred toward that degree. See graduate catalogue for Credit Transfer Evaluation Request. It is extremely rare that core clinical courses are approved for transfer.

3.6 Retention

We carefully select each student and make every reasonable effort to ensure that each student admitted to the program will graduate. This practice is a reflection of our belief that significant attrition can lead to a negative learning atmosphere and is therefore to be minimized. Evaluation is taken seriously and is designed to give feedback to students with the intent to aid in their personal and professional development. Students are given specific periods of time to change and develop before decisions are made regarding the incapability of a particular student to meet program or professional standards.

Students are required to maintain at least a 3.0 (out of 4.0, this is a B average) GPA for all semesters with no grades below a B- (a B- average is a 2.8), and their clinical and research performance must be rated at least “at the level of training” throughout training, and finally “at the level of a Ph.D.” when they leave the program for internship. The internship must be successfully complete as rated by the internship director.

3.7 Remediation

When a student is identified as falling below standards, the advisor and the rest of the Clinical Training Committee (CTC) will meet and develop a behaviorally specific plan for remediation. That plan will, to the greatest extent possible, specify goals, benchmarks, and a time specific to meet the enumerated goals. If such a plan is warranted, that signals that the student is on probation and failure to meet those goals will be grounds for termination from the program. The advisor and Director of Clinical Training (DCT) will meet with the student to clarify either the basis for the remediation or the assessment of whether the goals have been met. In most cases the remediation will need to occur by the end of the next semester possible (e.g., if a statistics class is not satisfactorily completed and not offered until the following year, the remediation time table would reflect that fact). The student may request a meeting with the entire Clinical Training Committee to seek clarification or present facts he or she believes relevant to the CTC’s actions. (See also Annual Evaluation).

4 Degree Requirements

The clinical core courses and associated practica are designed to provide a theoretical and empirical knowledge base to inform the applied and clinical research training the students receive. Courses mounted within the Clinical Psychology Program are marked with an asterisk I the sections below.
**4.1. Clinical Training**

Students acquire clinical training in a variety of ways. This includes coursework, as well as through seeing clients and receiving supervision through in-house practica teams and community externships.

**4.1.1. Core Didactic Clinical Courses**

A key focus in this training is diagnosing or defining problems through psychological assessment and measurement and formulating and implementing intervention strategies. Students are exposed to theories and methods of assessment and diagnosis throughout the clinical core coursework. The required assessment course covers theoretical and practical considerations in case conceptualization, the measurement of behavior, treatment planning, and evaluation. Methods of assessment covered in the assessment class include interviewing, direct observation, empirically derived approaches to intellectual and personality assessment, and functional analysis. Students also receive instruction in heuristic errors in clinical judgment, considerations in the evaluation of the treatment utility of assessment, and methodological issues associated with actuarial prediction. The required core didactic clinical courses include the following:

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<tr>
<th>Credits</th>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>3 cr.</td>
<td>PSY 771*</td>
<td>Clinical Psychology Ethics and Professional Issues (expected to be offered annually)</td>
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<tr>
<td>4 cr.</td>
<td>PSY 756*</td>
<td>Introduction to Clinical Assessment (expected to be offered annually)</td>
</tr>
<tr>
<td>4 cr.</td>
<td>PSY 757*</td>
<td>Introduction to Clinical Intervention (expected to be offered annually)</td>
</tr>
<tr>
<td>3 cr.</td>
<td>PSY 758*</td>
<td>Problems and Intervention with Adults (expected to be offered annually)</td>
</tr>
<tr>
<td>3 cr.</td>
<td>PSY 751*</td>
<td>Learning Theory (expected to be offered annually)</td>
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**Cultural Diversity**

Students are required to take a course on issues of cultural and individual diversity. This course is designed to expand students’ knowledge of individual and cultural diversity. Because our program is behavioral, the program continually emphasizes the importance of context in order to more fully understand the meaning and function of behavior. This paradigmatic view makes the appreciation of cultural factors and the individual's history central to properly understanding behavior and behavior change.

However, the concern for diversity in our field is driven not only by the need for students to have experience and knowledge of other cultures to account for them as contextual factors in therapy, but also in terms of the interaction between the therapist and client. Students bring their own diversity and lived experience with diversity to their interactions with their clients. Students’ cultural experiences inform the assumptions and interpretations that they make about their clients’ behavior and the reasons for them as well as the relative value of different reinforcers emphasized or differentially attended to in order to effect behavior change. Necessarily, any one person's experience will not map onto the other person's and is a common contextual element across all therapeutic interactions that interact with patients' different diversity frames in different ways.

It is not enough for anyone to say that they will be therapeutically neutral as a therapist - no one can be entirely free of their learning histories. The goal is for students to develop self-awareness of how their cultural frameworks overlap with others or not, might impose realities on other persons that do not exist, and that they demonstrate sufficient level of self-awareness and therapeutic practice to counter this possibility.

While several of the clinical core courses address issues of diversity, the required course explicitly addresses issues of cultural variation, gender, sexual orientation, ethnicity, and physical disability, among other topics is:

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<th>Credits</th>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>3 cr.</td>
<td>PSY 743*</td>
<td>Cultural Diversity (offered bi-annually)</td>
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**4.1.2. In-house Practica at the Psychological Services Center (PSC)**

The purpose of the clinical practica is to provide ongoing supervised clinical experience to graduate students during the early stages of their training. A central goal of the program is for students to become familiar with
various approaches for inducing change and different ways of conceptualizing the change process. Thus, clinical practica comprise an essential activity in the curriculum. **A minimum of 600 hours of clinical practica is required** (including client contact hours, individual, group and peer supervision, tape watching, etc.)

Core in the practicum sequence include:

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<th>Cr.</th>
<th>Course</th>
<th>Description</th>
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<tbody>
<tr>
<td>3</td>
<td>PSY 714*</td>
<td>Supervised Clinical Practicum I (offered annually)</td>
</tr>
<tr>
<td>3</td>
<td>PSY 715*</td>
<td>Supervised Clinical Practicum II (offered annually)</td>
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<tr>
<td>3</td>
<td>PSY 716*</td>
<td>Supervised Clinical Practicum III (offered annually)</td>
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<tr>
<td>3</td>
<td>PSY 717*</td>
<td>Supervised Clinical Practicum IV (offered annually)</td>
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<tr>
<td>var.</td>
<td>PSY 772*</td>
<td>Advanced Supervision and Clinical Practicum (offered annually)</td>
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The practicum sequence is graduated such that first-year students sit on vertically integrated (with students from all years in the program) supervision teams that are supervised by our core clinical faculty. First-year students sit on the teams generally with no expectation that they will see clients, but rather to integrate the material that they learn in their ethics and intervention courses. The information covered in methods of assessment, intervention involving empirically supported therapies, and functional analysis come to life for the first-year students in the direct observation of cases and supervision. Students also receive instruction in heuristic errors in clinical judgment, considerations in the evaluation of the treatment utility of assessment, and methodological issues associated with actuarial prediction. Occasionally some second-semester, first-year students who have prior clinical training begin to see clients, although that is the exception rather than the norm. In the second and third years, students sign up for their four-course practicum sequence where they are required to attend at least three different supervision teams. Advanced students may continue on teams and may either see more complex cases and/or participate in the supervision process as peer supervisors. After successful completion of the clinical practicum sequence, students have the opportunity to participate in a variety of additional clinical and/or research externships that they may pursue in the community.

Clinic teams are typically organized to represent varied levels of training and experience. Typically, each team includes a faculty member and several graduate students at varying stages of experience. The rationale for a team approach is twofold: First, to encourage successive levels of responsibility as students work together in a cooperative setting; and second, for trainees to be exposed to, and benefit from, a diversity of clinical experience. Teams may be organized around a theoretical approach (e.g., a behavioral team), a specific population (e.g., a family/couples team, a child team), or a specific theme or issue (such as health psychology or assessment). The structure and content of the teams’ operation vary considerably, according to the style and interests of team focus, supervisors, and team members. **All students are required to participate on a minimum of three teams during their tenure in the program. This involves 2 calendar years on a primary team, and one calendar year each on two different secondary clinical teams.**

Clinical practica are designed to be integrated with course offerings. In the first-year students are introduced to clinical work through didactic training, direct observation, role-playing, and through direct clinical responsibilities by serving as primary or co-therapists. In the second and third years, students complete a practicum sequence (PSY 714, 715, 716, and 717) within the Psychological Services Center (PSC), a community oriented clinic housed in the Psychology Department. During the practicum sequence students are exposed to a broad range of problems, populations, and modes of intervention including individual, marital, and family therapy.

**Students are required to carry three to four clients per semester. Over the course of a semester students are expected to accumulate approximately 40 hours of client contact. In general, teams are considered to be an 8-10 hour/week involvement (including client contact, supervision, note writing, and session preparation), equivalent to three credits per semester for students.**

**The Psychological Service Center**

The Psychological Service Center (PSC) is the in-house training clinic for doctoral students in the Clinical Psychology Program. The clinic accommodates a wide range of clientele with diverse psychological problems. Its primary mission is to provide training for students in the program. However, an additional significant function
of the clinic is to provide outreach to the Northern Nevada Community by attempting to provide psychological services to citizens of Nevada, independent of their ability to pay. The practica requirements for the first three years of the program are normally fulfilled in the PSC. The clinic is equipped with individual and group therapy rooms and audio-visual equipment for use during therapy, supervision, and other teaching purposes.

Please refer to the PSC website for an updated listing of clinical teams: (https://www.unr.edu/psychology/psychological-services).

First-year practicum

In the first year, a one-credit clinical practicum is part of the four-credit PSY 756-757 courses (Introduction to Clinical Assessment and Introduction to Clinical Intervention). Students are introduced to clinical work using didactic training, observation, role-playing, and serving as co-therapists.

In the spring of the first year, if schedules permit, students normally sit in on a supervision team in order to begin to integrate theory and practice. Under some circumstances first-year students may begin seeing one client under supervision. Sitting on a team and observing in the first year does not count towards meeting your practicum requirements. Meeting practicum requirement timelines begin when students begin to sign up for the PSY 714-717 course sequence begin to carry caseloads commiserate with the expectations of these courses. Students may not see clients before receiving HIPPA training and passing a short exam over the material. Refer to the PSC manual for requirements/how to.

Second- and third-year practica

In the second and third year students take a 714-715-716-717 practicum sequence in the Psychological Service Center.

As part of the 714 through 717 course sequence, students meet once a week with at least one supervision team headed by a clinical faculty member. During team sessions cases are presented, clinical alternatives are discussed, didactic instruction occurs, ethical and other issues are discussed. Students also observe other team members’ clinical work.

Students are expected to carry a minimum of at least three clients at a time (2+ on their primary team and one of their secondary team), in addition to assessment or other clinical duties. A total of 8-10 hours per week of client contact, supervision, preparation and note writing is expected, and a total of actual client contact during the semester of at least 40 hours. Within these guidelines, the decision about specific client load or client type is made by the clinical supervisor in conjunction with the student. During the course of their practicum training students are required to participate on a minimum of three different supervision teams.

NOTE: Sometimes students are in clinical placements that would normally be “externships” by their third year. In this case, students normally continue to on a PSC team, they should cover that by 714 through 717 supervision (a novel number each semester), and they should take at least one 773 credit to cover their work in agencies.

Summer Practicum

Training and service provision at the PSC is provided 12 months a year. Because the PSC operates beyond the duration of the academic year, a summer practicum is part of regular clinic functioning. Once a PSC practicum has commenced, and particularly if a therapist is involved with cases of an ongoing nature, it is expected that he or she will participate and enroll in the summer practicum.

Advanced Practica

Students are required to be a member of one supervision team for at least one semester beyond their third
year at which time they should take at least 1 credit of PSY 772 where supervisory experiences are emphasized (additional credits may be taken). Students should take this course any semester in which they see clients beyond the core clinical sequence after the two-year practicum requirement. Other required courses within and outside of the Clinical area (see Section 3, “Clinical Psychology Program Curriculum”) should be filled into the student’s schedule as departmental course offerings permit. The student should consult with his or her academic advisor on the scheduling of this coursework.

Timelines

A typical sequence for in-house practica training is as follows:

YEAR 1: Sit in on primary team and observe cases, perhaps sit as second chair on a case (does not count towards 2 years of clinical practice on primary team).

YEAR 2: Join 2 clinical teams (Sign up for PSY 714 in the Fall and PSY 715 in the Spring). Students are expected to maintain 2+ clients on primary, 1 on secondary team.

YEAR 3: Join third clinical team, maintain primary team, and drop secondary team. (Sign up for PSY 716 in the Fall and PSY 717 in the Spring).

YEAR 4: Sign up for PSY 772 – Reduce or quit direct service provision on clinical teams. Peer-supervision should be a primary focus and perhaps supplemented by seeing a few (1 or 2) complex cases).

Clinical Supervision

Under NO circumstance are students permitted to treat clients or engage in psychology-related, quasi-psychological or quasi-therapeutic activities on or off campus without supervision. Further, under no circumstances are students permitted to treat clients or engage in psychology-related, quasi-psychological or quasi-therapeutic activities on or off campus under the supervision of individual who has not been approved to provide supervision by the CTC.

Students must have clinical supervisors for all clinical work they do. Students should seek clarification from the DCT whenever there are questions about whether paid or volunteer activities on or off campus might be construed as clinical work.

As part of the PSY 714 - 717 sequence, students meet once a week with each of two supervision teams headed by clinical faculty members. This time is used for case presentation, discussion of clinical alternatives, teaching new techniques, discussing ethical issues, etc. Students may indicate their interest in particular supervisors, but assignments may ultimately be specified by the Clinical Training Committee. Participation in additional supervisory teams is permissible if the student is in good standing in the program.

Supervision of students involves various focal points, which may include: the client and situational aspects; the state of the scientific clinical literature in a given area; the student clinician, including interpersonal process and personality dynamics; and the overall therapeutic process. Supervisory styles vary with regard to which of these areas is most emphasized.

Supervisory input and experience are provided in several different ways, which may include direct observation, audio and video recording, co-therapy, and discussion with students during supervisory sessions. Students receive approximately two-four hours of supervision time a week from each supervision team using a variety of methods including group or individual supervision.

4.1.3. Clinical Externship and Advanced Placements

During their third, fourth and fifth (if in residence) years, students must complete a 20 hour per week externship at either a community agency, the university counseling center, or in an applied clinical or research setting often associated with grant supported applied research or treatment delivery.

Externships
The program anticipates that each student will complete the externship in a community agency or service delivery setting on campus, or other professional activities including research normally during the third or fourth year. While students should always apply to sites that offer experiences they need and which are of interest to them, they are encouraged to seek a broad training experience that will enhance their overall training. Externship training sites that are not part of the university have contractual agreements with the University that are renewed each year. Students are paid through assistantship contracts that are processed through the Graduate School. These assistantships exempt the student from paying out-of-state tuition. Regardless of the exact nature of the externship, supervision will be provided by a licensed clinical psychologist.

When participating in an externship placement, students must enroll in

1-5 cr. PSY 773* Externship

The reason this course has a credit hour range is that you may need to have at least a certain amount for your plan of study; which you can accumulate in small bites, since that can be used in terms of maintaining active status and insurance coverage.

It is important to maintain a formal relationship to the University for these externships. This protects students because they then automatically have some University supplied insurance. The way to do that is to be sure that at least 1 credit of 773 is taken whenever on externship, regardless of year.

Procedure for Externship Placement

In late winter, the faculty member in charge of coordinating externship matching compiles a list of students seeking externship placement for the following year, and distributes a list of available sites to those students. Students contact the indicated persons at the agencies and arrange for interviews; they must interview at enough sites to rank at least two as acceptable. Meanwhile, agencies submit their rankings of students interviewed to the Director of Clinical Training. After both sets of rankings are received, the Clinical Training Committee or DCT makes externship assignments, taking into account student and agency preferences, students’ training needs, and agency and program needs. The program will make every effort to place students in one of their top two slots – very occasionally this does not work out.

The program sometimes has students interview in additional places after all normal interviews have completed because we need to do so to balance student abilities and agency needs. Students should not "jockey for position" or otherwise game the system. For example, students should not agree among themselves that person “x” will not apply to agency “p” so that the program is forced to place student “y” there. This kind of manipulation of the system just makes it harder for the program to do what students have hired us to do.

Due to the need for cultivating and maintaining viable training settings, the Clinical Training Committee maintains final control of externship placements. In this regard, students should not accept an offer from an externship site, accept employment beyond the externship experience at an established site, or develop new placement sites without the approval of the Clinical Training Committee.

Clinical Training Facilities

Private Facilities. Occasionally private facilities may contact the program to arrange a contract that provides a clinical placement for students.

Public Facilities. These are examples because agencies change over time:

DBT programs at Willow Spring Center is a 20-bed residential Dialectical Behavior Therapy program designed to treat adolescents with severe emotion dysregulation and a multi-problem presentation (typically self-harm and suicidality). Willow Springs’ DBT program is most appropriate for suicidal teens who exhibit severe, chronic forms of emotion dysregulation with multiple coexisting problems, as well as for youths that struggle with emotion dysregulation, chaotic relationships, impulsivity, para-suicidal
behaviors and identity disturbance. Up to 25% of the cases in the program suffer from eating disorders and require medical monitoring and intervention. The complex presentations of the patients in the program often have been resistant to treatment resulting in frustration, exhaustion of families and cost to payers. Externs working with the DBT team works as therapists addressing DBT skills training in intensive individual, family and group therapy setting working with a multidisciplinary team of psychiatrists, therapists, nurses, and direct-care coaches.

*The Community Health Alliance* (CHA) is the only Federally Qualified Health Center in the Reno area servicing about 3,000 adult and 1,600 pediatric patients a month. CHA provides a comprehensive range of primary health care services medically under-served low income, uninsured, and Medicaid populations. Students perform a full range of appropriate psychology services under supervision from core faculty member, William O'Donohue. This includes serving as an integrated behavioral health provider in both pediatric and adult clinics serving English speaking and Spanish speaking population, running stress management groups, working with primary care physicians across clinics to identify and provide brief interventions for those patients with primarily behavioral health needs or whose behavioral health needs interfere with medical treatments to increase overall well-being and decreased utilization, and consulting with administrative and medical staff on the implementation and assessment of integrated care efforts.

*The UNR Counseling Center and Testing Center* is an on-campus facility for professional counseling and related services, and is funded and supervised by UNR Student Services. The Center offers free counseling to undergraduate and graduate students attending UNR, as well as a substance abuse program that offers workshops and seminars for the University community. The Testing Services office schedules and administers national and institutional tests that are required for admissions to undergraduate and graduate programs and professional schools (i.e., ACT, GMAT, GRE, LSAT, etc.)

*Regional Rural Clinic* is one of 14 mental health centers located throughout rural Nevada. These centers comprise Rural Clinics Community Outpatient Services, which is a service of the state Mental Hygiene and Mental Retardation Division. The Carson center is located in Carson City, and offers a wide variety of mental health services to residents of the area, including family and individual therapy, drug therapy, assessment and consulting.

*Sierra Regional Center*, a state facility for the mentally retarded, is located in Sparks, and provides services to people living in Washoe County. SRC coordinates services offered by various providers, addressing such needs as residence, financial support, work and training for its clients. We have had a student there for more than a decade. SRC is the state-operated regional center for individuals with developmental disabilities and related conditions and their families. At one time SRC was an in-patient facility but over the last several years it has become primarily an agency that facilitates independence and community placement.

**Non-contracted Clinical Positions**

Some students obtain employment at mental health agencies that do not have contracts with the University. Students must notify the Director prior to taking any paid or volunteer position in the mental health field, and such work is also subject to approval by the Clinical Training Committee. **Approval of the proposed employment will be based on whether the position will be beneficial in terms of career development, as well as how it will affect the student's academic progress.** Normally, students taking non-internship positions should not work more than 20 hours per week (including externship placements), and the program may review the amount of outside work undertaken by students. If the student is receiving any university funding, the CTC or DCT must approve any funded activities in excess of 20 hours per week.

Students are strongly encouraged to approach any agency with which they are considering employment about entering into a contract with the University. The contractual arrangement gives the student the protection of an official connection between the student’s employment and the Clinical Training Program, and also maintains the student's exemption from paying out-of-state tuition.

If a student is given approval to accept a non-contracted clinical position, the student must be
supervised by a licensed psychologist, and should be explicitly listed on the agency’s malpractice insurance policy. It is also important that the student does not misrepresent his or her degree in any way, nor present himself or herself as a psychologist, nor bill clients directly for services. Students should be aware that neither the program nor the university provides any shelter from any legal liability that may occur in the context of non-university contracted positions.

4.1.4. Clinical Internship

Finally, the program requires each student to complete a block-time 2000 hour, APA-accredited predoctoral internship. The internship constitutes the final phase of the student’s training, and should follow or coincide with completion of the doctoral dissertation.

Under the rarest of circumstances, students may propose an alternative to the APA accredited internship. A student, after consultation with the state licensing board in which they are most likely to seek licensure, may propose a specific set of experiences likely (not guaranteed) to satisfy the appropriate board and the Clinical Training Committee. This proposal will then be considered by the Clinical Training Committee and would require a 2/3 majority to approve a non-accredited internship. Each case will be considered in regard to the special circumstances and training needs of the student and the appropriateness of the site. Approval of the Clinical Training Committee is required for any option other than an APA-accredited internship. Approval would consider equivalent hours, appropriateness of clinical opportunities, and training opportunities above service provision. Note: failing to match through at an APPIC accredited site for one year does not fall into the category of a special circumstance.

Materials describing the internship application and the matching process are available through APPIC MATCH NEWS http://www.appic.org

Plan of Completion

Applications for internship are generally due during the months of November and December for internships beginning the following summer or fall. A certification that the student is ready and approved to accept an internship offer must accompany each application (The APPIC DCT letter). In order to obtain such certification, the student must have a Plan of Completion approved by the Clinical Training Committee. The Plan must show that:

1. All comprehensive exams, coursework, and the predoc/master’s thesis either have been or will be completed by the required deadline (see below under Internship Timeline),
2. A successful dissertation prospectus defense will have been held by the required deadline.

Students must adhere to their approved Plan of Completion, as well as any contingencies attached by the Clinical Training Committee, in order to remain eligible to pursue internship for the following year. Note that the student’s advisor must approve distribution to the committee. The APPIC DCT letter will not be written if your advisor does not indicate to the DCT that the academic progress report is filed and is current; that all comprehensive exams are complete and graded; and that the dissertation proposal is in final shape, has been distributed to the doctoral committee, and the meeting is being scheduled.

Internship Timeline

**NOTE THESE DATES ARE THE LATEST DATES THAT WORK WILL BE ACCEPTED – IT WOULD BE IN STUDENTS’ BEST INTEREST TO COMPLETE THESE REQUIREMENTS WELL BEFORE THESE DEADLINES.

<table>
<thead>
<tr>
<th>May 1</th>
<th>Last deadline to propose a comprehensive examination for those planning to apply for internship during the following fall semester</th>
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<tbody>
<tr>
<td>Monday before the first week of classes (Usually @ August)</td>
<td>Deadline to submit compete dissertation prospectus to major advisor. Even if this deadline is met the distribution deadline (see below) may not be met if the document is in poor shape; thus this deadline is meant simply to guide students on the</td>
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</table>
25th) absolute last moment that might work if all goes well. Work with your advisor to find a date that is more reasonable for a complete document to be edited.

October 15 Deadline for distributing prospectus to dissertation committee. **NOTE: A student cannot interview for an internship prior to an approved dissertation prospectus from his or her committee.**

Nov - Dec Students submit internship applications to internship sites; Plan of Completion must be approved by the Clinical Training Committee before beginning application process

Jan - early Feb Students interview at internship sites
Jan - July Dissertation data collected
July – Aug Students leave for internship

**Course Registration**

1-5 cr. PSY 774* Internship

Students must register for PSY 774 while on internship, for at least one credit hour per semester. The reason that the PSY 774 Internship course has a credit hour range is that you may need to have at least a certain amount for your plan of study; which you can accumulate in small bites, since that can be used in terms of maintaining active status and insurance coverage. **Please note that the graduate school requires a minimum of three graduate credits each fall and spring semester for continuous enrollment.**

4.2 Research Methods and Statistics Core

Research experiences are an essential aspect of the program. The purpose of such experience is to provide students with a basic foundation for consuming and producing new scientific knowledge. Developing creativity and an open attitude toward new ideas are important parts of the overall process of earning a doctorate, as well as instilling scientific attitudes toward clinical work and developing in the student a habit of looking for new and better ways of doing things.

Students are expected to participate in research from their first semester, usually on joint projects with faculty. Students may investigate the various faculty research labs of interest to them, and normally should have identified a research supervisor by the end of the first semester if not before beginning the first semester. It is our intention that students will have strong scholarly interests and immerse themselves in research throughout their academic career.

4.2.1 Didactic Research Sequence

The scientific, methodological and theoretical foundations of practice in clinical psychology are addressed in our statistics and research design courses:

3 cr. PSY 761* Clinical Research Methods (expected to be offered annually)
3 cr. PSY 724* Applied Research Methodology II (expected to be offered annually)
3 cr. PSY 706 Statistics I (expected to be offered annually)
3 cr. PSY 707* Statistics II (expected to be offered annually)
3 cr. PSY 7xx Statistics III (SEM (SOC 764), Advanced Design and Data Analysis (SOC 731), or equivalent - offered every other year)
3 cr. PSY 7xx* Additional methodology class(es) (optional – e.g., observational coding, psychotherapy outcome, Behavioral & Systems Assessment (713)- offered every 2-3 years)
3-5 cr. PSY 752 Graduate Research (use this for non-thesis Master's Degree– see below) OR
6 cr. PSY 797 Master's Thesis (use this for a Thesis Master's – see below)

Students should register for Graduate Research (PSY 752) for a minimum of four credits, if they are participating in the non-Thesis master option. In the second year the student takes 1 credit in the Fall and 2 or 3 credits in Spring. One or two credits can
then be taken in the fall and spring of the 3rd year.

Students should register for Thesis (PSY 797) for a total of 6 credits if they are seeking to obtain a thesis master’s degree.

12 cr. PSY 799 Dissertation

4.2.2 Master’s Level Research Study / Predoctoral Research Project

Pre-doctoral Research Project

The program requires that a master’s level research project be completed. This study should normally be planned during the first year, conducted during the second year, and be submitted for publication early in their third year. Collaborative research projects with faculty are encouraged.

All students are required to complete a Pre-doctoral Research Project. Whether you decide to call it a formal master’s thesis or just a pre-doctoral project is dependent on whether you get a master’s degree en passant while in the doctoral program and what type of master’s degree you decide to seek. The decision to seek a master’s degree, and its form, is separate from the need to complete a predoctoral research project.

Required Oral Defense for Predoctoral Research Project

A oral defense approximately one-hour in duration will assess the quality of the project and conclusions, assess the student’s general knowledge of the area, and discusses further directions with the goal that this will serve as a pre-prospectus launch for dissertation. The committee will normally consist of two clinical faculty members – the first of whom is your primary research advisor.

Should You Get a Master’s Degree?

The UNR offers two options for getting a master’s degree which can be satisfied en passant while pursuing Ph.D. studies in the Clinical Psychology Program. Plan A (thesis option) is a program culminating in a research thesis for students interested in pursuing further advanced degrees or employment in research. Plan B (non-thesis option) is a program leading to a non-thesis Master’s Degree, and is intended as the terminal degree for students seeking careers with government agencies, or in industry, or other areas.

The Clinical Psychology Program strongly recommends that students obtain a non-thesis masters whilst pursuing their Ph.D. A Master’s allows for placement at a greater range of externship opportunities with more interesting training possibilities. Students are not required to a master’s degree, but normally it is wise. If you ever are unable to complete the doctoral program, it gives you a credential in hand. Nevertheless, it is up to you.

We recommend the non-thesis versus the thesis option, as the demands of completing an APA-approved program are time consuming enough. We do not wish students to impede their progress by preparing and completing a masters’ level oral defense. In addition, the non-thesis mechanism requires far less administrative effort.

How to Complete a Non-Thesis Master’s Degree

1. Make sure you will have completed the Degree Requirements for a Master’s Degree - Plan B (Non-Thesis). These are:
   For Plan B, student must fulfill the following requirements:
   • Minimum of 32 graduate credits
   • The credits include practicum hours (714, 715, 716, 717). There is no set of which courses have to be covered. Oddly, if you have more credits, the graduate school will not accept them, so just pick 32 course and practica credits to put on your PROGRAM OF STUDY FORM even if you have completed more at the time you are applying for
your Masters.

- Minimum of 23 of these 32 graduate credits must be earned at UNR
- Minimum of 15 of these 32 credits must be taken at 700-level
- Maximum of 3 of these 32 credits may be taken with S/U grading (including transfer credits)
- Maximum of 9 of these 30 credits can be completed prior to admission including transfer credits. For transfer credits, students must identify course number and institutions for all credits transferred. No undergraduate credits can be applied to any advanced degree program.
- All requirements (credits) for master’s degree (including transfer credits) must be completed within the period of six years (6) immediately preceding the granting of the degree.
- All requirements (credits) for degree must be completed in the context of having been continuously enrolled at UNR (Minimum enrollment of 3 graduate credits each fall and spring semester).
- Student are required to complete the Predoctoral Research Project.
- Minimum of three (4) 752 Graduate Research credits to cover your pre-doctoral project. These are done with your advisor as the primary instructor of record.

To complete the predoctoral research project part of the above requirements:

2. Gather your predoc committee. Inform the clinical program manager of the title of your project and the committee via completion of the predoctoral committee form.

3. Complete your data collection, write up your project, and it submit it to your readers.

5. Complete your data collection, write up your project, and submit it to your readers.

5. Go to the graduate school website and print
   a) A program of study form.
   b) A certificate of completion form.

5. Complete your oral defense. At the end of the student's research program and following acceptance of the written thesis by the Predoctoral Committee, the student will make an oral presentation of the thesis research to their Advisor and Committee. This presentation may or may not be public. Following the presentation, the student's committee will administer and judge a final oral examination that serves as defense of the candidate's thesis, and an examination of the student's general knowledge.

6. Upon passing the oral exam, get signatures from both readers, a graduate school representative (the associate chair in psychology typically serves as that person), and the DCT. Since the plan of study is a no-brainer (32 course credits; 3 research credits) the readers’ signature normally simply means that they approve of the predoc as a master's level research study.

6. Turn the project, program of study, and certificate of completion into the grad school with a copy to the clinical program manager.

7. Record your completion on your academic progress form.

How to Complete a Thesis Master's Degree

1. Complete the Degree Requirements for a Master's Degree, Plan A (Thesis):
   For Plan A, student must fulfill the following requirements:
   - Minimum of 30 graduate credits (put no more than 30 on your PROGRAM OF STUDY FORM even if you have completed more at the time you are applying for your Masters)
   - Minimum of 21 of these 30 credits must be earned at UNR
   - Minimum of 18 of these 30 credits (including thesis credits) taken at 700-level
   - Masters Students must have enrolled in 6 credits of PSY 797 Master's Thesis for degree completion
   - Maximum of 3 of these 30 credits may be taken with S/U grading
   - Maximum of 9 of these 30 credits can be completed prior to admission including transfer credits. For transfer credits, students must identify course number and institutions for all credits transferred. No undergraduate credits can be applied to any advanced degree program.
   - All requirements (credits) for degree (including transfer credits) must be completed within the period of six years (6) immediately preceding the granting of the degree.
   - All requirements (credits) for degree must be completed in the context of having been continuously enrolled at UNR (Minimum enrollment of 3 graduate credits each fall and spring semester).
• Student are required to complete the Predoctoral Research Project as the basis for their master's thesis.

2. **Gather your predoc committee.** The master’s thesis committee has three faculty members, one of whom is usually outside of the department (as the graduate school representative). Typically, the student and the student’s research advisor develop the general idea of the project, and agree on the committee members to be approached. The committee consists of the advisor, a clinical faculty member, and the associate chair of the department). After they agree to be on the committee, a form is filed with the graduate school constituting the committee. Inform the clinical program manager of the title of your project and the committee via completion of the predoctoral committee form.

3. **Write up your project and it submit it to your readers.**

4. Go to the graduate school website and print
   a) A program of study form.
   b) A certificate of completion form.

5. **Complete your oral defense.** At the end of the student's research program and following acceptance of the written thesis by the Faculty Advisor and Thesis Advisory Committee, the student will make a oral presentation of the thesis research to their Advisor and Committee. This presentation may or may not be public. Following the presentation, the student's Thesis Advisory Committee will administer and judge a final oral examination that serves as defense of the candidate’s thesis, and an examination of the student's general knowledge.

6. **Upon passing the oral exam, get signatures from both readers, a graduate school representative (the associate chair in psychology typically serves as that person), and the DCT.** Since the plan of study is a no-brainer (32 course credits; 3 research credits) the readers’ signature normally simply means that they approve of the predoc as a master’s level research study.

6. **Turn the project, program of study, and certificate of completion into the grad school with a copy to the clinical program manager.**

7. **Record your completion on your academic progress form.**

4.2.3 **Dissertation**

A significant, original contribution is required in the dissertation. Students are required to have their doctoral committee chosen, the dissertation prospectus approved, and dissertation data collected before leaving on internship (see the internship timeline in the “Clinical Internship” section).

**Committee**

The dissertation committee is referred to by the Graduate School as the Advisory/Examining Committee, and should be assembled by the student in preparation for the prospectus meeting. The committee is officially designated when the Advisory-Examining Committee/Program of Study form has been submitted to and accepted by the Graduate School. Any committee changes after this point require the submission of a Change of Committee form to the Graduate School (see Appendix A).

The advisory-examining committee consists of at least five Graduate Faculty members. The committee is composed of the chair, two faculty members from the student’s major department, one faculty member from a related department and one graduate school representative (from an unrelated department). The chairperson has the major responsibility for supervision of the doctoral student and is almost always the graduate advisor.

The student MUST ensure that the members of the committee are part of the Graduate Faculty. Being a faculty member at UNR does not ensure that a faculty member is part of the Graduate Faculty. You can check here: http://www.unr.edu/grad/graduate-faculty or call the Graduate School to confirm.

It is a good idea to form your committee in consultation with your advisor in advance of designing your dissertation project. Any committee members beyond the advisor should know the general design issues before agreeing to be a committee member for the project so that they can make suggestions and know generally whether they have the expertise to be helpful and thoughtfully referee the project.

Plan to schedule committee meetings with considerable lead-time as it often is difficult to find a time that
everyone to meet. A month or more would be wise.

Other considerations include the time of the year. Summers are a particularly difficult time to schedule a meeting as faculty may not be on campus. The beginning and end of semesters is often also a challenging time. It is also important to determine far in advance of scheduling if a committee member is unavailable due to a sabbatical etc. In such cases, it is the student's responsibility (a) to identify a willing substitute whose participation is agreeable to your advisor and who is eligible (according to university guidelines) serve as a substitute member and (b) to make sure the appropriate paperwork is completed in advance of the meeting.

Prospectus Meeting

Before dissertation research may be commenced, the prospectus must be approved by the student’s dissertation committee. The prospectus document must first be approved by the committee chairperson, and subsequently submitted to committee members at least two weeks prior to the meeting (see the internship timeline in the “Clinical Internship” section). You must plan time for the prospectus document to go back and forth between the advisor/chair at least 3-4 times (probably more) before being submitted to the committee members. This is likely to take 1-3 month(s – or more) before it can be submitted.

The prospectus defense meeting should be scheduled for 2 hours. Most of the time, students are asked prepare an oral presentation that lasts approximately 30 minutes. Followed by an hour or so of oral examination by the committee about the project execution, write up, conceptualization, contributions, implications of the field, etc. Sometimes the questioning occurs as the student gives their project presentation on point-by-point based on the preference of the student and the acceptability to the committee members. Either way, at the end of the oral examination, the student is excused from the room and then the committee discusses the student’s performance and decides if the student passed. The minimum threshold for acceptance of the proposal will be the unanimous committee judgments that the project passes. Meaning the quality and scope of the proposed work is likely to make an original contribution to the field, is commiserate with obtaining a Ph.D., as is the level of thought and discourse in the proposal document and defense in terms of linking the work to the existing empirical and theoretical literature writ broadly.

Typically, the dissertation proposal would be defended by the end of the 7th semester or within the first several weeks of the 8th semester. The final deadline without going on academic probation is the final day of classes of your 10th semester.

Considerations in completing your dissertation project

It is strongly recommended that the student collect dissertation data and make as much progress as possible on the dissertation before leaving for internship. Ideally, the student actually defends the completed dissertation before leaving for internship, or at least is well into analyzing and writing up the dissertation. Students generally find it difficult to make significant progress on the dissertation during the internship year. It is worth noting that internship directors look carefully at dissertation progress in ranking applicants and many job opportunities and post-doctoral fellowships are contingent upon having completely defended and submitted the dissertation.

Course Registration

Students should register for PSY 799 while working on their dissertation. The Graduate School requires 24 dissertation credits for graduation (see recommended course sequence and milestones grid).

Twelve Credit Dissertation Option

Doctoral students in the Clinical Psychology Program have special approval from the Graduate School to substitute up to 12 credits of 700-level coursework for dissertation credits, with the following conditions:

- Total number of graduate credits must be at least 72
• No more than six credits of clinical practica should be included in a program of study where the student is taking less than 75 post-baccalaureate graduate credit hours.
• The following courses may not be substituted for dissertation credits: clinical practica, PSY 755, 752, 753, 797, 771

If the student plans to utilize the twelve-credit dissertation option, he or she must submit a memo to the Graduate Dean along with the Advisory-Examining Committee/Program of Study form.

**Human Research Protection approval**

Both students and faculty are required to follow procedures set up by the Human Subjects Research and Institutional Review Boards at the University of Nevada; thus, this board must individually approve all research projects. Please visit the web site (www.unr.edu/ohrp/) at the UNR Research Integrity Office for all forms and information.

Student researchers and faculty mentors/chairs must complete the requisite CITI modules with an overall competency level of 80% before initiating any research project

**Writing up your dissertation**

Generally, the committee will require one of the following dissertation models:

a. The dissertation is prepared as a comprehensive treatise on the matter under investigation. It should include extended discussion of all background literature that seems pertinent to the research as well as the methods, results and discussion of the findings.

b. The dissertation is written in a form that would be suitable for a major publication. Pertinent background is cited and discussed as would be the case for a substantial journal article.

As with the proposal document, the dissertation document must be in the committee members’ hands at least 2 weeks before a scheduled defense date. This cannot be submitted to the committee members or the date scheduled without the faculty advisor/chair’s approval. Plan on multiple iterations of edits and comments before you will be able to submit it to your committee. This will take time. Plans accordingly in conjunction with your faculty mentor. This document should be as close to perfect as you can make it before being submitted to your committee. Both the dissertation document and the oral defense must have unanimous approval by the dissertation committee for satisfactory completion of the dissertation requirement.

**Oral Defense**

As with the prospectus defense, dissertation defense meetings are scheduled for two hours. The format is also similar. Most of the time, students are asked prepare an oral presentation the last approximately 30 minutes. Followed by an hour or so of oral examination by the committee about the project execution, write up, conceptualization, contributions, implications of the field, etc. Sometimes the questioning occurs as the student gives their project presentation on point-by-point based on the preference of the student and the acceptability to the committee members. Either way, at the end of the oral examination, the student is excused from the room and then the committee discusses the student’s performance and decides if the student passed. **The minimum threshold for passing will be the unanimous committee judgments that both the dissertation document and the oral defense were passing. Again, meaning the quality and scope of the proposed work makes an original contribution to the field, is commiserate with obtaining a Ph.D., as is the level of thought and discourse in the dissertation document and defense in terms of linking the work to the existing empirical and theoretical literature writ broadly.**

We do not have set standards for passing an oral defense. The committee consists of PhD level academics whom decide if the student’s performance is up to standard and if the contribution warrants award of a PhD. In this, we rely on the expertise and judgment of the committee members given the range and variability of problems address and approaches used as well as the high-level specificity of the projects in order to make these determinations.
Paperwork that must be completed

1. Program of Study
2. Dissertation Final Review Approval Form
3. Dissertation Title Form
4. Doctoral Degree Admissions to Candidacy
5. Notice of Completion: Doctoral Degree

Please refer to deadlines published by the graduate school as to when paperwork must be submitted (http://www.unr.edu/grad/graduation-and-deadlines).

Filing your dissertation


Also this form must be submitted: http://www.unr.edu/Documents/graduate-school/dissertation-final-review-approval-form.pdf

Graduation deadlines:

You must apply with the Graduate School to graduate. See information here: http://www.unr.edu/grad/forms-and-deadlines/graduation-application

Every student must purchase a graduation application by the designated deadline:

1. May Graduation Deadline: March 1
2. August Graduation Deadline: June 1
3. December Graduation Deadline: October 1

4.2.4 Research with Human Subjects

Subject Pool

While many people who do research in clinical psychology need to access community populations, the Psychology Department provide a subject pool that department members can use to obtain participants for their research. It is administered by the Subject Pool Coordinator (research@unr.edu).

The pool consists of student enrolled in PSY 101 who are required to serve as a participant in research as part of their educational experience in psychology. In addition, students in some 200- and 300-level courses also have the option of participating in research for extra course credit. Department faculty members, postdoctoral fellows/trainees, and graduate students may request subject hours from the Subject Pool.

Protection of Human Subjects

No research can be conducted until after it has been approved by the campus Human Subjects and Institutional Review Board (IRB). For information and consultation about how to submit a research application and trainings required before submission, go to http://www.unr.edu/research-integrity/human-research/quickstart. Documentation of IRB approval must be on file with the Subject Pool Coordinator before any studies can be scheduled using the Subject Pool.

4.3 Discipline Specific Knowledge and Required Electives Courses

Students are required to complete coursework to increase the breadth of their training in basic psychology. Required courses include classes on the biological, social, affective, and cognitive bases of behavior, and well as the history of psychology and diversity. It also includes 2 classes (6 credits) of breadth/electives in
psychology or in related fields as determined in consultation with Faculty Advisor.

4.3.1 Discipline Specific Knowledge

To graduate, you must show that you have completed foundational coursework in Discipline-Specific Knowledge in the areas outlined below.

From APA SoA Implementing Regulations:

Discipline-Specific Knowledge Category 1: History and Systems of Psychology and the Basic Content Areas in Scientific Psychology.

The first category of discipline-specific knowledge can be acquired at either the upper-undergraduate or entry graduate level and must result in substantial knowledge in:

- **History and Systems of Psychology**, including the origins and development of major ideas in the discipline of psychology. The history of a subdiscipline of psychology, such as clinical, counseling, or school psychology, or the history of interventions or assessments do not, by themselves, fulfill this category.

- Basic content areas in scientific psychology include coverage of the following five content areas:
  - **Affective Aspects of Behavior**, including topics such as affect, mood, and emotion. Psychopathology and mood disorders do not by themselves fulfill this category.
  - **Biological Aspects of Behavior**, including multiple biological underpinnings of behavior, such as neural, physiological, anatomical, and genetic aspects of behavior. Although neuropsychological assessment and psychopharmacology can be included in this category, they do not, by themselves, fulfill this category.
  - **Cognitive Aspects of Behavior**, including topics such as learning, memory, thought processes, and decision-making. Cognitive testing and cognitive therapy do not, by themselves, fulfill this category.
  - **Developmental Aspects of Behavior**, including transitions, growth, and development across an individual’s life. A curriculum limited to one developmental period is not sufficient.
  - **Social Aspects of Behavior**, including topics such as group processes, attributions, discrimination, and attitudes. Individual and cultural diversity and group or family therapy do not, by themselves, fulfill this category.

Discipline-Specific Knowledge Category 2: Research and Quantitative Methods and Advanced Integrative Knowledge in Scientific Psychology.

The second category of discipline-specific knowledge must be acquired at the graduate level and must result in substantial understanding and competence in the following areas:

- **Advanced Integrative Knowledge of Basic Discipline-Specific Content Areas**, including graduate-level knowledge that entails integration of multiple basic discipline-specific content areas identified in Category 1 (i.e., integration of at least two of: affective, biological, cognitive, social, or developmental aspects of behavior). Advanced integrative knowledge in these content areas can be acquired in either of two ways: 1) a discreet educational learning experience that integrates at least two basic content areas; or 2) an educational experience that provides basic coverage in two areas and integration across those two areas.

- **Research Methods**, including topics such as strengths, limitations, interpretation, and technical aspects of rigorous case study; correlational, descriptive, and experimental research designs; measurement techniques; sampling; replication; theory testing; qualitative methods; meta-analysis; and quasi-experimentation.

- **Quantitative Methods**, including topics such as mathematical modeling and statistical analysis of psychological data, statistical description and inference, univariate and multivariate analysis, null-hypothesis testing and its alternatives, power, and estimation.

- **Psychometrics**, including topics such as theory and techniques of psychological measurement, scale and inventory construction, reliability, validity, evaluation of measurement quality, classical and contemporary measurement theory, and standardization.

Some of the classes in Domain Specific Knowledge Category 1 may be met through completion of advanced undergraduate (approved by the CTC prior to admission) or graduate classes in (1) Affective Aspects of
Behavior, (2) Biological Aspects of Behavior, (3) Cognitive Aspects of Behavior, and (4) Social Aspects of Behavior. For those admitted without these pre-requisites fulfilled, graduate classes that fit APA SoA Discipline-Specific Knowledge Categories 1 & 2 (not a complete list) include:

**Biological aspects of behavior (APA SOA)**

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<tr>
<th>Crs</th>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>3</td>
<td>PSY 729</td>
<td>Human Memory</td>
</tr>
<tr>
<td>3</td>
<td>PSY 603</td>
<td>Physiological Psychology</td>
</tr>
<tr>
<td>3</td>
<td>PSY 721</td>
<td>Advanced Psychophysiology</td>
</tr>
</tbody>
</table>

**Cognitive aspects of behavior (APA SOA)**

<table>
<thead>
<tr>
<th>Crs</th>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>PSY 731</td>
<td>Theories of Learning</td>
</tr>
<tr>
<td>3</td>
<td>PSY 747</td>
<td>Behavior Analysis of Language and Cognition</td>
</tr>
<tr>
<td>3</td>
<td>SOC 733</td>
<td>Social Cognition</td>
</tr>
</tbody>
</table>

**Affective aspects of behavior (APA SOA)**

<table>
<thead>
<tr>
<th>Crs</th>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>PSY 761</td>
<td>Evolution, Cognition, Behavior &amp; Culture in Emotion</td>
</tr>
<tr>
<td></td>
<td><strong>also meets Category 2: Advanced Integrative Knowledge in Scientific Psychology for integration of AFFECTIVE + COGNITIVE domains.</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Social aspects of behavior (APA SOA)**

<table>
<thead>
<tr>
<th>Crs</th>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>PSY 761</td>
<td>Social Influence</td>
</tr>
<tr>
<td>3</td>
<td>SOC 732</td>
<td>Social Psychology and Culture</td>
</tr>
<tr>
<td>3</td>
<td>SOC 722</td>
<td>Attitudes: Structures, Function and Change</td>
</tr>
<tr>
<td></td>
<td><strong>meets Category 2: Advanced Integrative Knowledge in Scientific Psychology for integration of SOCIAL + COGNITIVE domains.</strong></td>
<td></td>
</tr>
</tbody>
</table>

All students are required to take graduate classes at UNR in the Domain Specific Knowledge Category 1 areas of History of Psychology and Developmental Aspects of Behavior. The classes that will be accepted in fulfilling these domains are:

**History of Psychology (APA SOA)**

<table>
<thead>
<tr>
<th>Crs</th>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>PSY 608*</td>
<td>History of Psychology (expected to be offered annually)</td>
</tr>
</tbody>
</table>

**Developmental aspects of bx (APA SOA)**

<table>
<thead>
<tr>
<th>Crs</th>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>PSY 761</td>
<td>Lifespan Development</td>
</tr>
</tbody>
</table>

Every student must ensure that they have met all the requirements in Discipline Specific Knowledge (DSK). In effect, you need to have a portfolio of training. This portfolio must be documented on the ACADEMIC PROGRESS FORM that is completed at the end of every academic year (see below).

As noted for Category 1 DSK, you can add upper-level undergraduate or entry graduate level classes to your portfolio to document adequate knowledge in basic content areas. However, undergraduate classes cannot be used to fulfill your credit requirements for your Ph.D. Students who use advanced undergrad classes to fulfill DSK Cat. 1 requirements can then use the extra credits to take additional Clinical Seminars, Advanced Topics in Clinical Psychology, or other electives outside the program.

If you want to use an advanced undergrad class, transfer a graduate class, or take another one at UNR not listed to fulfill Category 1 DSK requirements, it must fit the descriptions from the APA SoA Implementing Regulations and be approved by your mentor and the Director of Clinical Training prior to admission.
For Category 2 DSK, completion the Research and Statistics core fulfills these requirements. However, students must take one (1) course meeting requirement as covering Advanced Integrative Knowledge of Basic Discipline-Specific Content Areas (see table above for requirements). This Advanced Integrative Knowledge course must cover two (2) areas outlined in DSK Cat. 1.

Examples of this would include:

- **3 cr. PSY 761 Evolution, Cognition, Behavior & Culture in Emotion**
  - **meets Category 2: Advanced Integrative Knowledge in Scientific Psychology for integration of AFFECTIVE + COGNITIVE domains.**

- **3 cr. SOC 722 Attitudes: Structures, Function and Change (beginning in Spring 2018)**
  - **meets Category 2: Advanced Integrative Knowledge in Scientific Psychology for integration of SOCIAL + COGNITIVE domains.**

Successful completion of an Advanced Integrative Knowledge courses will allow a student to also check off DSK Cat. 1 requirements in their training portfolio for the two areas covered by the Advanced Integrative Knowledge courses. For example, Evolution, Cognition, Behavior & Culture in Emotion integrates AFFECTIVE + COGNITIVE domains. Students who pass this class can also say they have met their DSK Cat. 1 requirements in the AFFECTIVE and COGNITIVE domains.

### 4.3.2 Electives requirements outside Clinical Area

This requirement can be fulfilled by taking two (2) electives in non-clinical and non-applied psychology at the 700 level, and in this case the Clinical Training Committee does not need to review the courses. **Courses taken to meet core requirements (e.g., biological bases of behavior) may not also be used to meet the basic breadth requirement.**

**Examples of elective classes w/in Psychology Department**

- PSY 673 - Radical Behaviorism
- PSY 713 - Behavioral and Systems Assessment
- PSY 747 - Behavior Analysis of Language Cognition
- PSY 769 - Behavioral Systems Analysis
- PSY 783 - Behavioral Interventions

In special circumstances, the breadth requirement may be fulfilled by courses outside of psychology, or by psychology courses outside of clinical at the 600 level; these and other exceptions must be approved by the Clinical Training Committee on an individual basis. Applied courses in other departments or programs do not meet the basic breadth requirement.

**Examples of elective classes from Public Health Department**

- CHS 753 - Health Informatics
- CHS 701 - Social and Behavioral Dimensions of Health
- CHS 755 - Health Policy and Administration
- CHS 706 - Social Epidemiology
- CHS 705 - Theoretical Foundations of Health Promotion

### 4.3.3 Electives requirements within the Clinical Area

Students are also required to take one advance Clinical Seminar, though many may opt to take more than one depending on their interests/career goals.
24

3 cr. PSY 750* Clinical Seminar (required)
3 cr PSY 751* Clinical Seminar (optional/not required – If you take more than one 750 course, you will have to sign up for the second under 751 as the university will only give credit for one PSY 750 class)

Students may also want to sign up for other advanced topics in clinical psychology, again depending on their interests/career goals.

3 cr PSY 761* Advanced Topics in Clinical Psychology

*Examples of breadth/elective classes within clinical program:
PSY 750 Behavioral Medicine
PSY 761 Integrated Care

Advanced reading courses with specific faculty may be substituted on a case by case basis.

**4.4 Qualifying and Comprehensive Examinations**

**4.4.1 Qualifying Examination**

Clinical students are not required to do a qualifying exam. Satisfactory academic progress at the completion of the second year as assessed by the CTC, meets this requirement. Satisfactory progress will be assessed as meeting the following criteria:

- Complete all classes at a grade of B or higher.
- Join 2 clinical teams in second year maintaining 3 clients on primary, 1 on secondary AND demonstrating adequate skill development in areas assessed in the STUDENT PRACTICUM EVALUATION Form (see below)
- 1st and 2nd Comprehensive exam requirements completed (see below).
- By the end of the second academic year, the student must have had 2nd year project pre-proposal approved by mentor and second reader, approved by IRB, data collection begun, if not completed, and be on track to write up the project by the end of the summer after the second year (based on advisor’s assessment).

For students that do not meet these requirements, the CTC will review student’s progress and quality of work and based on that review will pursue the following courses; (1) student may be dismissed from the program, (2) student be allowed to complete a Master’s Degree but not permitted to pursue a Ph.D., or (3) under extenuating circumstances students may be allowed to continue in the PhD program if an appropriate remediation plan can be developed by the student and advisor that is approved by the CTC.

**4.4.2 Comprehensive Examinations**

Students are required to successfully complete a comprehensive examination requirement, which is used to encourage the development of major interest areas.

The structure of the comprehensive exams is intended to assess your ability to engage in high quality, professionally relevant behavior that can contribute the scientific literature or research base of our discipline. In addition, successfully completed portions of the process should have the potential to be published and build your professional Curriculum Vitae.

**Two comps are required.** These include:

1. **A grant proposal.** Such a proposal should include a major substantive review of the area and justification of the research proposed. The scope should be similar to that expected of major research grants submitted to NIMH, NSF, or NIH. Short grants such as one might submit in response to a foundation or state block grant would not meet this requirement (but are useful in themselves to secure
funding) unless the student creates supplements as detailed below. Specifically a student may choose to write and submit a short grant provided that s/he creates supplements (to be submitted as part of the comp only) that along with the short grant proposal would be similar in nature to major research grants submitted to NIH (for instructions for each section see: http://grants.nih.gov/grants/funding/phs398/phs398.pdf AND https://grants.nih.gov/grants/funding/phs398/phs398.html). Specifically, all grant proposals should include:

- Project summary/abstract
- Specific aims
- A research strategy/plan that details the significance and innovation of the project as well as a detailed approach
- Protection of Human Subjects section (see https://grants.nih.gov/grants/how-to-apply-application-guide/forms-d/supplemental-instructions-forms-d.pdf#3_definitions )
- Resources and Environment
- Bibliography & References Cited

Thus, a student may write and submit a short grant and if the student creates the supplements detailed above (to be submitted as part of the comp), this would meet the grant proposal requirement. A resubmission of a grant does not count as a second grant. It is recommended that one submit the grant as early in one’s graduate career as possible so that it can be revised and resubmitted to support your research. If the grant could benefit a private business that the faculty member has a relationship with (as defined in the conflict of interest section of the University personnel by-laws) the department “Policy on Faculty Business Interests” (see Appendix) should be followed. In brief, if the grants originated with the University (e.g., and STTR), it can count as a comp but the faculty person whose business is benefitted can’t be on the evaluation committee; if the grant is inside the business (e.g., and SBIR) it can’t count as a comp, regardless of the committee.

Plus either:

2a. A scholarly review of theoretical and empirical literature in an area of clinical psychology (this could include a chapter). This review should be in the style of a manuscript for a major review outlet such as Psychological Bulletin, Clinical Psychology Review, Clinical Psychology: Science and Practice, Annual Review of Psychology, or Psychological Review. Submissions should be no more than 50 pages including all tables and references. Supplemental tables may be included if absolutely necessary. In most cases it is desirable if the finished product actually is submitted for publication. The comps should address a question that is relevant to students’ research and/or clinical interests. This may involve a traditional literature review of research literature or a “progress review” of the current state of the evidence on a specific assessment or intervention approach

Or

2b. A first author publication submitted to a peer reviewed journal. This should be based on an empirical project separate from and in addition to the second-year project.

Or

2c. A project similar in scope to Option 2 or 3 (e.g., state policy consultation). Proposals for substitutions must be submitted to the CTC for approval and must include enough information for the CTC to evaluate the scope of work being proposed.

Joint Paper or Grant Proposal with Faculty Member or Adjunct Professor.
Students may elect to complete the above papers by writing a doctoral paper or grant proposal in collaboration with a faculty member or adjunct professor. If this option is chosen, the student should submit a proposal that carefully delineates the work each person will be responsible for, including conceptual material, library work, and actual writing. **If the student is not the first author (a situation that should occur rarely except perhaps in the case of grants) the entire CTC will serve as the reader for the exam (see below under Evaluation).**

**Comp Proposal Submission and Approval**

Each comp proposal must be detailed and complete. In addition to the content of the proposal, and a suggested bibliography, the proposal should include a timeline (e.g., when a literature search will be completed, when a first draft is due, etc.) and an anticipated date of completion (no more than six months from the date of proposal).

So that the proposals can be handled responsibly by the clinical program, here are the procedural details to follows in submitting the exam proposal:

- Make your advisor the first point of contact regarding your proposal. Review your proposal with your advisor before submission and make sure that it fits the goals and requirements above.
- Send your proposal to the Clinical Program Manager via e-mail, so that it can be properly logged in.
- There are no formal dates for comprehensive exam approvals; they will be reviewed as they arrive.
- If there are any questions or issues the DCT will approach you or your advisor; otherwise it will go on the CTC consent agenda for the next CTC meeting, and will be distributed to all clinical faculty members.
- If any clinical faculty member asks for the proposal to be discussed that will occur as soon as practical in the CTC meeting. If it stays on the consent agenda it will be voted on at the next CTC without further discussion.
- If the proposal is approved, a two-person faculty committee will be appointed to serve as an advisory and examining committee for each submission. Possible committee members may be proposed by the student, but the final decision on committee membership will be made by the Clinical Training Committee.
- The DCT will let the Clinical Program Manager know of the decision. The Clinical Program Manager will then record it and let the student know how it turned out.

**Proposal and Completion Deadlines**

A comp should be completed no later than six months after the proposal has been approved, with the exception of comps that fall due over the summer months; these are due on the date when fall classes begin. If the comp is not completed by the due date, the student must resubmit the proposal along with a request for an extension and an explanation for why the extension is needed. Re-approval is not automatic.

**Completed Comp Exam Procedures and Evaluation**

When you have completed your comprehensive exam create a **grade sheet for each reader** and **e-mail all documents electronically to Clinical Program Manager** (Jill) who will log in the submission and will forward it to the two graders with a grade sheet. Faculty thus should expect to receive completed comps to be graded only from Clinical Program Manager. If a faculty member receives a completed comp for grading directly from the student, they are asked to give a heads up to the student about the proper submission.

Graders will have 4 weeks to grade the paper (not counting holiday period). Summer grading is not required for faculty on 9-month contracts and this deadline does not apply during that time period. Exams submitted with deadlines during the summer period will normally receive grades at the end of the summer.

The Clinical Program Manager will provide a reminder to the faculty when the grading period has passed and the exam will go on the list of stale comps that will be distributed to clinical faculty with the agenda for the next
CTC meeting.

Graders will sign and turn in grade sheets to the Clinical Program Manager, physically or electronically as scanned PDFs. The Clinical Program Manager will ask the student to initial by their name on the grade sheet and the grade sheet will be permanently added to the student’s file.

Students should promptly update their ACADEMIC PROGRESS RECORD to note the completed exam.

Course Registration

1 cr. PSY 795* Comprehensive Examination

Registration for PSY 795 (Comprehensive Examination) is required only once, normally during the semester when the student will finish completing the requirement. When a satisfactory grade is turned in for PSY 795, this notifies the Graduate School that the program’s comp requirement has been met (meaning you have completed BOTH comps).

<table>
<thead>
<tr>
<th>Year 1</th>
<th>26 credits total this semester – 26 cumulative</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 608 History/Philosophy (3 cr.)</td>
<td>PSY 771 Ethics and Professional Issues (3 cr)</td>
</tr>
<tr>
<td>PSY ??? Learning Theory (3 cr.)</td>
<td>PSY 707 Stats 2 (3 cr)</td>
</tr>
<tr>
<td>PSY 758 Psychopathology (3 cr.)</td>
<td>PSY 724 Research Methods (3 cr)</td>
</tr>
<tr>
<td>PSY 706 Stats 1 (3 cr.)</td>
<td>PSY 756 Assessment (3 cr)</td>
</tr>
<tr>
<td>PSY 752 Graduate research OR PSY 797 Master’s Thesis (1 cr)</td>
<td>PSY 752 Graduate Research OR PSY 797 Master’s Thesis (1 cr)</td>
</tr>
</tbody>
</table>

4.5 Recommended Curriculum with Degree Milestones and Timelines

<table>
<thead>
<tr>
<th>1st semester Classes</th>
<th>2nd semester Classes</th>
<th>Milestone timeline/requirements</th>
</tr>
</thead>
</table>
| PSY 608 History/Philosophy (3 cr.) | PSY 771 Ethics and Professional Issues (3 cr) | REQUIREMENTS
- Complete 3 intake evaluations
- Complete 3 testing batteries?
- End of summer - 1st comp done
- Sit in on primary team (does not count towards 2 years of clinical practice on primary team)
- End of summer– Have a pre-proposal done for 2nd year project and second reader identified |
| PSY ??? Learning Theory (3 cr.) | PSY 707 Stats 2 (3 cr) |
| PSY 758 Psychopathology (3 cr.) | PSY 724 Research Methods (3 cr) |
| PSY 706 Stats 1 (3 cr.) | PSY 756 Assessment (3 cr) |
| PSY 752 Graduate research OR PSY 797 Master’s Thesis (1 cr) | PSY 752 Graduate Research OR PSY 797 Master’s Thesis (1 cr) |

Year 2 | 26 credits total this semester – 52 cumulative |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 743 Diversity (3 cr)</td>
<td>Stats 3 (SEM, Mixed modeling – (3cr)</td>
</tr>
<tr>
<td>PSY 757 Introduction to Clinical Intervention (3 cr)</td>
<td>PSY 761 Lifespan (3 cr)</td>
</tr>
<tr>
<td>Clinical Research Methods (3 cr)</td>
<td>1. Cognitive, affective, biological or social breadth course, DSK Cat. 2 course, Clinical seminar (PSY 750/751) or Out of Program Elective, or Advanced Topic (PSY 760/761) (3cr)</td>
</tr>
<tr>
<td>PSY 714 Clinical Practicum (Include Readings for optional 750’s) (3 cr)</td>
<td>PSY 715 Clinical Practicum (Include Readings for optional 750’s) (3 cr)</td>
</tr>
<tr>
<td>PSY 752 Graduate research (1cr) OR PSY 797 Master’s Thesis (2cr)</td>
<td>PSY 752 Graduate research (1cr) OR PSY 797 Master’s Thesis (2cr)</td>
</tr>
</tbody>
</table>

REQUIREMENTS
- 2nd comp completed by end of summer
- Join 2 clinical teams - maintain 3 clients on primary, 1 on secondary
- 2nd year project approved - data collection finished by end of year
- SUMMER - WRITE UP 2ND YEAR PROJECT |
<table>
<thead>
<tr>
<th>Year 3</th>
<th>19 credits total this semester – 71 cumulative</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 773 Externship (1cr)</td>
<td>PSY 773 Externship (2cr)</td>
</tr>
<tr>
<td>PSY 716 Clinical Practicum (Include Readings for optional 750’s) (3cr)</td>
<td>PSY 717 Clinical Practicum (Include Readings for optional 750’s) (3cr)</td>
</tr>
<tr>
<td>2. Cognitive, affective, biological or social breadth course, DSK Cat. 2 course, Clinical seminar (PSY 750/751) or Out of Program Elective, or Advanced Topic (PSY 760/761) (3cr)</td>
<td>PSY 795 Comprehensive Examination (1cr) (register only once in the semester you complete your final comp)</td>
</tr>
<tr>
<td>Year 4</td>
<td>22 credits total this semester – 93 cumulative</td>
</tr>
<tr>
<td>5. Cognitive, affective, biological or social breadth course, DSK Cat. 2 course, Clinical seminar (PSY 750/751) or Out of Program Elective, or Advanced Topic (PSY 760/761) (3cr)</td>
<td>6. Cognitive, affective, biological or social breadth course, DSK Cat. 2 course, Clinical seminar (PSY 750/751) or Out of Program Elective, or Advanced Topic (PSY 760/761) (3cr)</td>
</tr>
<tr>
<td>PSY 799 Dissertation (6cr)</td>
<td>PSY 799 Dissertation (6cr)</td>
</tr>
<tr>
<td>PSY 772 Advanced Supervision and Clinical Practicum (1cr)</td>
<td>PSY 772 Advanced Supervision and Clinical Practicum (1cr)</td>
</tr>
<tr>
<td>PSY 773 Externship (1cr)</td>
<td>PSY 773 Externship (1cr)</td>
</tr>
<tr>
<td>Year 5</td>
<td>18 credits total this semester – 121 cumulative</td>
</tr>
<tr>
<td>PSY 774 Internship (3cr)</td>
<td>PSY 774 Internship (3cr)</td>
</tr>
<tr>
<td>PSY 799 Dissertation (6cr)</td>
<td>PSY 799 Dissertation (6cr)</td>
</tr>
</tbody>
</table>

### REQUIREMENTS

- 2nd year project completed, oral defense completed, and signed off on by second reader
- Join third clinical team - (maintain primary team, drop secondary team)
- **SUMMER – COMPLETE DISSERTATION PROPOSAL**

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### 4.6 Other Requirements from the Graduate School

It is students’ responsibility to ensure that in fulfilling the requirements of the Clinical Psychology Program that the requirements of the UNR Graduate School requirements are also met. These additional requirements are:

- Minimum of 72 graduate credits *(the requirements of the Clinical Psychology Program supersedes this)*
- Minimum of 48 graduate credits of course work
- Maximum of 24 graduate credits from a completed master’s degree program or previous post-baccalaureate work may be applied to program (this includes grad special and transfer credits).
  - For transfer credits, students must identify course number and institutions for all credits transferred.
  - No undergraduate credits can be applied to any advanced degree program.
- Maximum of 9 graduate credits of S/U grading including transfer credits.
- At least 30 credits of 700-level graduate credits exclusive of dissertation credits are required: as many as 18 of these credits may be used from a master’s degree program
- Doctoral Students must enroll in a minimum of 24 dissertation credits for degree completion.
- Fulfill residency requirement; two consecutive semesters (fall/spring or spring/fall) of at least nine (9)
graduate credits each; (students on 20 hr./week assistantships require six (6) credits each semester (fall/spring or spring/fall)

- All requirements for the doctoral program, excluding prerequisite graduate course work or master’s degrees, must be completed within a period of 8 years immediately preceding the granting of the degree.
- All requirements (credits) for degree must be completed in the context of having been continuously enrolled at UNR (Minimum enrollment of 3 graduate credits each fall and spring semester).

**4.7 Documentation of Program Experiences**

You are required to make sure that certain information in your student file is comprehensive and up to date. The items in student files that students are responsible for include the relevant Graduate School and Program level forms as outlined in Appendices A & B. Special attention should be given to ensure that the syllabi for classes transferred from other institutions and/or used to fulfill Domain Specific Knowledge requirements are stapled to and filed with the appropriate documentation (i.e., the Credit Transfer Form for credit transfers, Academic Progress Form).

**4.7.1 Saving Information**

In addition to what is in your file, you are also responsible to maintain records of other information. You need to save all of the information about your credentials, courses (this includes graduate syllabi as well as undergrad syllabi related to DSK requirements), practicum experiences, hours, clients seen, and so on throughout your program. You may need this information when you change states and need to update your license. That information can be needed 20-30 years from now and it is not wise to expect that UNR will have it, even though we are taking steps to save all student records in electronic form. Thus, it is in your interests to be systematic.

The CTC strongly suggests that you make use of the Association of State and Provincial Psychology Boards credentials banking service. You can use this service before you are licensed and it will greatly facilitate the process of moving your license should that be necessary. See http://www.asppb.net/?page=TheBank

**4.7.2 A Warning on Licensure and APA Requirements**

The fact that you graduate from UNR, an APA approved program, does not mean you can sit for licensure in every state. Every state has a licensing board and their particular laws and regulations. There is an APA model licensing law, and most (but not all) states model their laws after it.

The model licensing law is set up to require of graduates roughly what APA requires for accredited programs. Thus, most states require roughly what APA requires and then adds what they may want to add (some states may require a course on elder abuse, or ethics, or some other requirement).

Even if given states have the same laws, and even if they match the APA model, that does not mean they interpret them the same way. Some states do not look at course content for graduates of APA approved programs (like Nevada), but some do review the content of every course. Thus, even if you take a course that meets an APA requirement, there is a risk that the course might not meet the requirements, say for multiculturalism, in that state. We try our best but we cannot anticipate the shifting requirements across all jurisdictions in the country.

For example, the requirement on the cognitive bases of behavior used to specifically mention courses in learning. But some states do not accept a course on learning ... they want a course that has the word "cognition" in the title. It is vital that you check the licensing requirements of any state that you can anticipate moving to after graduation by looking at their website and giving them a call directly.

That being said, if you graduate from an APA approved clinical program the worst that might happen is that you find the board in this state or that rejects this course or that and you have to retake it somewhere. These
basic courses are not hard to find. We have never had a graduate of our program failing to get licensed eventually if they desired that outcome. The percentage of our students who pass the licensing exam is among the highest in the nation.

Another warning, however: States often do not recognize each other’s licenses so this issue never goes away. If you are 65 and have been licensed for 35 years and you move to a new state, you might have to show your course syllabi; or explain your practica hours; or argue over the current course requirements – just to sit for the exam in that state.

That is why in the previous section of the Blue Book indicated that you must document your training thoroughly and maintain these records throughout your professional life. Save your syllabi; make sure all the readings are listed in the syllabi you keep; keep all of them; document your clinical hours; file all of this with a credential bank. If you have forgotten to do so earlier in your training here, and are just noticing this advice later, you can usually get them by asking the secretaries in the Department main office for a copy because the University requires them as well so they are collected there. Of course, you can also ask individual faculty members. The take away message though is that you cannot just be thinking of what UNR will accept for you to get your doctoral degree in clinical psychology: you have to think of you and your career, which hopefully will last decades, and what documentation you might need many years hence.

The attached link has licensing information: http://bit.ly/KenPopePsychologyLicensingResources

5 Administrative and financial assistance

5.1 Administration and Management of the Program

The program is administered by the Director of Clinical Training (DCT). The Clinical Training Committee (CTC), composed of the entire clinical faculty and a student representative (currently two), serves as the major structure through which program decisions are made and the program is managed. The CTC determines policy and makes decisions on substantive issues, including changes in general policy or program requirements. Decision making is participatory, with significant input from everyone, including the students, by way of the student representative(s). Consensus is the usual method for determining issues, although formal votes are taken when consensus is impossible with a 3/3 majority required to adopt any motion. Students also serve on critical administrative committees, such as the Admissions Committee, which makes student admission decisions.

The DCT and the members of the CTC are responsible to administer and manage the Program according to its stated philosophy and objectives, with ongoing program decisions determined as much as possible through consensus of the Clinical Training Committee, with appropriate input from student representatives.

In addition to the regular Clinical Training Committee meetings, the program convenes monthly Program Meetings open to all clinical students and faculty. These meeting generally occur the first Friday of the month, but may be moved to another Friday if there are competing demands on program students or faculty. The DCT will post a schedule for Program Meetings (and CTC meetings) at the beginning of every semester.

During Program Meetings, the DCT and student representative(s) are almost always there and unless there is a conflict students are expected to attend. Program Meetings may consist of presentation of important information to students (e.g., approaching deadlines, changes in program policy, etc.), opportunities for students and faculty to raise ideas or concerns for general discussion, and/or professional presentations that are relevant to the student body.

The Clinical Psychology Program also functions as an active part of the general psychology program. The department holds approximately monthly faculty meetings. These meetings serve to coordinate department tasks and goals. The department also has an executive committee, composed of program directors and the department chair.
5.2 Funding

5.2.1 Program Funding

Students are admitted to the program with their first year of funding guaranteed. For first years, this funding
typically takes the form of a Teaching Assistantship (TA) position but in some cases first-year students may
receive a Graduate Research Assistantship (GRA) position (see below). The current stipend with a 20-hour
assistantship for 2016-2017 is $17,000 for 10 months.

NOTE: It is recommended that students apply for Nevada residency as soon as possible in
order to avoid paying out-of-state tuition in the case that the student is not funded at any point
throughout their graduate career.

Although it is not guaranteed, students will generally be funded their second year through a TA or RA position.
Our students have a history of receiving funding throughout their graduate career.

Once students have reached their third year, they are generally expected to receive funding through an
externship position (see relevant section).

Some TA, GRA, or externship funding positions continue through the summer. Students also have the option
of applying to teach courses over the summer to maintain summer funding, and are generally successful at
procuring teaching positions.

Students in their 5th year (and every year beyond) are required to submit a formal application for
program funding by March 1 of the preceding the year they need funding. This consists of a short letter
to the DCT explaining why they will not go to internship in the next year and a specific (and
reasonable, achievable) timeline for graduation. The CTC will consider each request on a case-by-case
basis.

5.2.2 Graduate Research Assistantships (GRAs)

These are usually paid from grant funds obtained by faculty members in support of their research.
Appointments are, therefore, arranged through discussions between faculty members and graduate students.
Students are expected to actively participate in the research program in which they are appointed and to
perform the duties assigned by the faculty supervisor.

5.2.3 For All Assistantships

Included with a 20-hour assistantship (TA, GRA, or externship), is a partial tuition waiver and a waiver of out-of-
state enrollment fee for the first year, and health insurance fees. However, students are required to pay
$76.96/credit each semester in registration plus a $7 per credit tech fee, plus $250/semester in university fees
(at the time of this writing – see http://www.unr.edu/grad/tuition-and-fees for the fees at the time that you are
reading this).

All support is contingent upon being a student in good standing the program, i.e., maintaining at least the
minimal enrollment in coursework and maintaining academic standards. In addition, continuance of support as
a research assistant or teaching assistant is contingent upon professional and competent performance in those
positions.

5.2.4 Summer Support

Many assistantships include summer support but some do not. Other forms of summer support through the
College, Department and University, including summer teaching opportunities, vary from year to year. When
such support is available, we notify students and encourage students to apply. By and large, however,
students should be proactive in seeking out summer funding options if needed.

**5.2.5 Student Travel Awards**

**Department of Psychology Travel money**
Students can apply for ~$200 (depending on how many students apply) from the Department one time per year for travel to professional conferences at which they are presenting. Check with the main Psychology Office for procedures and deadlines.

**GSA's Travel Award Program**
(http://www.unr.edu/gsa/gsa-student-services/travel-awards)
The GSA provides limited support for graduate student travel to professional conferences. Grants of up to $500 are provided to help students present papers and posters, participate in panel discussions, and attend conferences, lectures, and seminars that contribute to the enhancement of their programs of study. GSA Travel Grants may be applied to travel expenses only, and not to conference registration or organizational membership fees.

**APA Travel Awards**
Competition for these awards is held once each year. To be eligible, applicants must be student affiliates of the American Psychological Association. Students who are not affiliates may apply for affiliation when they apply for the award but all materials must be received by the Science Directorate in one package. Eligibility is dependent on your research paper or poster having already been accepted by APA for presentation.

**5.2.6 Intramural Grants & Awards (subject to change)**

**Jim Mikawa Memorial Scholarship**
Mikawa Scholarship is awarded to one or two minority students each year to support their research. The award provides a full graduate assistantship. Interested candidates must apply to the Mikawa Scholarship Committee. Recipients must be full time graduate students in the Clinical Psychology Program who demonstrate superior academic achievement and are committed to a career in clinical psychology that emphasizes the use of diversity to enrich clinical practice, science, and education and are well prepared to use diversity as a resource to enrich the experience of others. Recipients of this graduate assistantship will spend a portion of their time supporting the recruitment, mentoring, and/or advising of minority students. This award is renewable.

**Jerry and Betty Wilson Scholarship**
$4000 per academic year. Eligible candidates are selected by the Psychology Department. Eligible candidates must be graduate students, native born citizens of the USA, and in good academic standing. Recipients must earn a minimum of 24 credits per academic year (Fall and Spring semesters), and maintain full-time enrollment each semester. Recipients must also maintain a minimum 3.0 cumulative UNR GPA for the duration of the award. The scholarship is not renewable.

**Bilinski Fellowship**
(http://www.unr.edu/liberal-arts/about/research-creative-activity/bilinski-fellowship)
The Bilinski Educational Foundation Dissertation Fellowship was created to support liberal arts graduate students in the humanities or social sciences who are working on projects that reflects the land-grant mission of the University of Nevada, Reno. The program serves as a means of freeing students from other obligations during the year of the award to complete research and scholarship for the dissertation. Fellowships are given in two payments of $12,500 during the 2016-17 academic year, once at the beginning of the fall semester and once at the beginning of the spring semester.

**Regents' Scholar Awards**
(http://www.unr.edu/provost/awards-and-grants/regents-scholar-awards)
The $5,000 Regents' Scholar award recognizes outstanding student scholars at each NSHE institution. This award is given annually to an undergraduate and graduate student at the University. Awards are based upon distinguished academic accomplishments, leadership ability, and service contributions while a registered
student, as well as the recipient's potential for continued success. Eligibility criteria for the award is as follows: (1) Nominees must be enrolled in no fewer than 9 undergraduate credits or 6 graduate credits in the semester in which they are nominated; (2) University undergraduate student nominees must have completed a minimum of 62 total credit hours within NSHE institutions by the time the award is granted. University graduate student nominees must have been accepted to graduate standing by the time the award is granted; (3) Leadership and service accomplishments must have occurred while the nominee is a registered NSHE student.

GSA Awards Programs
(http://www.unr.edu/gsa/gsa-student-services/spring-awards)

**Research Grant Program** - The Graduate Student Association offers this merit-based grant program allowing graduate students the opportunity to compete for monetary support for their research and scholarly projects. It is our goal to provide funding opportunities that encompass a wide range of scholarly activities of graduate students from a breadth of disciplines. The Graduate Student Association has a pool of $25,000 for grant funding, and will award as many grants as possible, up to $2,500 per student. A panel of judges from multiple academic departments will evaluate the grant proposals.

**Outstanding Graduate Researcher Award** - The Graduate Student Association offers an award program for outstanding graduate student researchers. This award is given annually to University of Nevada graduate students with a distinguished record in research or creative activities. One applicant in each category will be selected and receive an award in the amount of $650.
Category A: Sciences/Mathematics/Engineering/Health Sciences
Category B: Liberal Arts/Education/Business/Journalism
The Outstanding Graduate Student Researcher awards will be disbursed in two equal payments in the upcoming fall and spring semester. The highest scoring applicant will also be recognized as the Outstanding Graduate Student Researcher at the UNR Honor the Best Ceremony.

**Outstanding Graduating Graduate Scholarship** - The Graduate Student Association offers this award program for an outstanding graduating graduate student. This award is given annually to a University of Nevada graduate student who has a distinguished record within their program and has also shown leadership qualities on campus and has worked for the improvement of the university. The recipient of this award will receive a plaque and an award of $1000, which can be used however the recipient wishes. The winner of this award will also be recognized at the UNR Honor the Best Ceremony.

**Graduate Dean’s Awards** (Detailed descriptions and nomination instructions for the two programs are available at: http://www.unr.edu/grad/funding/graduate-dean-awards)

**Graduate Dean’s Fellowships** (maximum of four fellowships for total of $120,000) Graduate Dean Fellowships are limited to incoming domestic and international doctoral students in any approved University of Nevada, Reno doctoral program (PhD or doctorate). The amount of the fellowship is $30,000 per academic year ($15,000 per semester). The fellowship also qualifies non-Nevada residents for a waiver of out-of-state tuition.

**Graduate Dean’s Merit Scholarships** (maximum of 76 scholarships for total of $380,000) Graduate Dean Merit Scholarships are open to both domestic and international master’s and doctoral students in any approved University of Nevada, Reno graduate program (PhD, doctorate, MFA or master’s). Both incoming
and currently enrolled graduate students are eligible, but preference will be given to incoming students in doctoral programs. The amount of the scholarship is $5,000 per academic year ($2,500 per semester).

5.2.7 Extramural Funding

While there are several types of financial support are offered through faculty, department, or university resources, there are several types of support that students can generate on their own, or with the assistance of the faculty, for example, NIMH and NSF pre-doctoral awards, stipends from private granting agencies, research assistantships outside the department, etc.

Students are strongly urged to be active in applying for outside means of support (e.g., their own grant support). These other forms of funding may be more consistent with a student’s career goals than what the Program can provide. Students should discuss all such option with their faculty advisor before submitting an application.

Students are strongly encouraged to apply for pre-doctoral research funding through a NIH Predoctoral training grants and fellowships (https://www.nimh.nih.gov/funding/training/funding-opportunities-for-predoctoral-fellows.shtml), NSF (https://www.nsfgrfp.org), or more specialized fellowships through professional organizations. Even if the awards do not provide a full year of funding, they can help considerably by providing funding for conducting research. Faculty advisors often know what sources of funding are available for specific areas of research. Applying for such awards requires time, effort, and planning. However, because master’s and dissertation research proposals are to be written in a format for these awards, a good part of the work already is part of the research requirements.

In general, efforts toward obtaining extramural funding are an essential part of establishing an academic career. Applying for funding while in graduate school is likely to make it easier to get funding later on, and grant applications help build a trainee’s skill set and CV in important ways. In addition, faculty look favorably upon students who put forth such efforts to obtaining their own support and may consider this in later funding decisions.

A wide variety of assistantships, traineeships, and fellowships are available for students in the doctoral programs. Here is a small sample.

**APA Dissertation Awards**
To be eligible, applicants must be student affiliates of the APA. Students who are not affiliates may apply for affiliation when they apply for the award but all materials must be received by the Science Directorate in one package. Awards are dependent on your proposal having been approved by your doctoral committee prior to application. That is, you must have passed prelims, after which you are considered a “PhD candidate”.

**APA Minority Fellowships**
These fellowships are renewable as long as the student is making adequate progress. The stipend is for the academic year and may be supplemented by an assistantship of up to 50%. Application deadlines will be announced by email each year.

**APF/COGDOP Graduate Research Scholarships in Psychology**
The American Psychological Foundation (APF) and the Council of Graduate Departments of Psychology (COGDOP) jointly sponsor competitions for scholarships every academic year. The funds may be used to defray the costs of tuition, to supplement fellowship support, to cover in part the costs of research, or to support travel to a scientific meeting. Some of them are devoted to specific research areas while others are more general, and some but not all are restricted to dissertation research. Application deadlines will be announced by email each year.

The fellowships and awards listed above each have their own specific deadlines. Application forms and deadlines are available online.
6 Student performance evaluation, feedback, advisement, retention, and termination decisions

6.1 Monitoring of Student Progress

6.1.1 Academic Advisor

When students enter the program, they select one of the core clinical faculty members to serve as their academic advisor. Student and advisor should work out a tentative program, including previous graduate courses that may transfer and procedures for petitioning the Clinical Training Committee for course waivers. The academic advisor also serves as the liaison between the Clinical Training Committee and the student during the annual evaluation and provides the student with specific feedback from the Committee. If at any time the student needs counseling, tutoring, etc., the academic advisor is the official person to help him or her make the appropriate arrangements. Students may select a new advisor at any time. The role of advisor is normally assumed by the student's research supervisor as these interests develop. The student may, of course, approach someone other than their academic advisor to talk to about their program and any problems they may be experiencing.

6.1.2 Annual Evaluation

The annual evaluation provides a structured basis for assessing each student’s progress. Once a year students are evaluated and given feedback on four areas of general functioning research and scholarship; classes and comprehensive examinations; applied knowledge and skills; and professional development, including ethical knowledge and functioning. In each of these four areas the clinical faculty members first decide if a student’s performance is satisfactory or unsatisfactory, and if unsatisfactory, if dismissal or a formal remedial plan is needed. In the case of recommendation for a remediation plan, a written evaluation report is then produced for each student by the DCT with input from the student's advisor, the CTC, and clinical supervisors, with comments in each of the four areas. Students should discuss the report with their advisor and file a signed copy with the program assistant. The signature indicates merely that the input has been received—it does not indicate agreement.

6.1.3 Four areas of Functioning

Academic Performance

The academic performance area consists of all courses and exams taken during the graduate program. A “B” grade or higher is required in all clinical core courses and didactic research courses (statistics and the research methodology courses); the course must be repeated if a “B” grade or higher is not attained. Two grades lower than “B” will be reviewed by the CTC and may be grounds for termination from the program. Prior to acceptance as a doctoral candidate, the Clinical Training Committee and the dissertation committee must approve the academic record of the student. Additional academic course work may be requested at this time.

Scholarly/Research Activities

Scholarly and research activities include the research practicum, master's or predoc research project, doctoral dissertation, and individual research projects or scholarly projects. Both the master's level research project and doctoral dissertation are monitored and evaluated by appropriate committees. If a student is not making satisfactory progress towards his or her degree, the CTC has established a time table for completion of program milestones that, if not met, may lead to termination from the program (see section 4.5 above)
**Applied Knowledge and Skills**

Applied activities include psychotherapy, psychological evaluations and assessment, program evaluation, program development and related skills. Both knowledge and skills are evaluated. Course work and supervised practical experience are provided for students. Instructors give systematic feedback on courses related to clinical activities.

Clinical supervision feedback is given on a weekly basis to individual students as they do clinical work in their clinical practicum assignments. The most common form of feedback occurs during supervision. In addition, clinical supervisors provide feedback via the STUDENT PRACTICUM EVALUATION Form on a semester by semester basis and to the annual evaluation report, where students receive written and oral feedback indicating specific strengths and weaknesses in the clinical area. If students have questions or concerns about the feedback, they may request an opportunity to discuss their evaluation in a meeting with the Clinical Training Committee.

Students may be asked to have further supervised clinical experiences at any time before proceeding to the next phase of the program. If a student is judged by the CTC to be unable to function adequately in clinical settings, graduation may be delayed until the Committee is satisfied with the student’s clinical skills. In rare instances, a student may be asked to leave the doctoral program, in which case he/she would be counseled into a profession more appropriate to his/her personal attributes and abilities.

**Professional Development and Comportment, Ethics, and Academic Integrity**

Annual evaluations also entail evaluation of the standards outlined in section 10 (Student rights, responsibilities, and professional development). Particularly those related to ethical conduct, academic integrity, and professional comportment will be evaluated.

**6.1.4 Completion Deadlines**

There are two layers of deadlines. The Clinical Psychology Program requires that all work towards a doctoral degree must be completed within seven years immediately preceding the granting of the degree. UNR requires that all degree requirements must be done within eight years.

All requests for extensions must be funneled through the Clinical Training Committee who will consider the circumstances/likelihood of expedient completion in descending to recommend the student to continue in the program. These requests must come from the major advisor with the concurrence of the DCT. In the rare case of students needing to go beyond 7 years, requests for extensions ultimately go to the UNR Graduate School, should the CTC approve this step. Even if the CTC approves this, Graduate School approval should not be assumed, and students who go beyond 8 years are often at a risk of having to redo coursework.

**6.1.5 Externship/Internship Evaluation**

Each field placement facility provides feedback on the student and his or her training. All externship facilities provide written feedback from the supervisors at the end of the experience or the end of each year, whichever comes first. Internship evaluations are obtained in accordance with APPIC policies.

Students must satisfactorily meet the requirements of the field place sites. It is the students’ responsibility to discuss these requirements at the beginning of their placement. Students who are rated as unsatisfactory will be placed on Academic Probation.

**6.1.6 Final Evaluation**

Just prior to graduation, a final evaluation report is completed by the Advisory and Examining Committee. This committee approves the student’s program of study, research and clinical experiences and recommends formal approval for graduation.
7 Faculty-Student Relations

We aim for collegial, mutually respectful relationships between faculty and students in the clinical psychology program. This applies among faculty and among students as well. Our program is known for its non-competitiveness and mutually supportive environment. Maintaining this context requires a high level of professionalism and integrity on the part of everyone.

7.1 Collaborative Relationships

In collaborative research: (a) faculty and student should discuss ownership of data and authorship on presentations/publications early enough in the process so that each is aware of his/her role; and (b) faculty and student should publicly acknowledge one another’s contributions at conferences, in written work etc. Guidelines about authorship and authorship order are addressed further in the APA Ethical Standards.

7.2 Dual Relationships

A dual relationship between a faculty member and student exists when the individuals fill roles beyond what is typical in faculty-student relationships and/or the relationship is exclusionary from other faculty-student relationships. Examples of dual relationships include, but are not limited to, romantic/sexual involvements, financial partnerships, long-time personal friendships, family relations, etc. The effects of the dual relationship are not limited to the two individuals involved but potentially affect many persons in the program. Ideally, dual relationships should be avoided. In the event that a dual relationship arises, however, it is important that the dual relationship become known to others in the program rather than kept a secret.

One example of a dual relationship that can occur in the program is if a student is employed by a faculty member through a business relationship via an SBIR or through a training relevant business experience, then the faculty member must disclose this relationship immediately following the guidelines in Appendix C Department Policy on Faculty Business Interests.

Psychotherapeutic relations between faculty and student must be avoided altogether.

Should a dual relationship exist, the guidelines are as follows: a faculty member involved in a dual relationship should not be: (a) instructing or supervising that student; (b) participating in the research or clinical guidance of the student; or (c) participating in the evaluation process of the student. Depending upon the nature of the dual relationship, these guidelines may also be applied even if the dual relationship is terminated.

7.3 Coercion or Discrimination in Relationships

There is no place for coercive or exploitative relationships in any professional activities or work in our program. Coercive relationships take a number of different forms. The university has explicit policies against discrimination and sexual harassment. Complaints related to discrimination or harassment should be directed to the Equal Opportunity and Title IX Office.

Coercive relationships additionally would be defined as taking advantage of the faulty-student relationship by requesting work unrelated to academic development, inhibiting a student’s progress in order to benefit from the student’s proficiencies, or demands on the student unrelated to the student’s professional development.

It is the responsibility of each faculty member to create an atmosphere conducive to the student’s learning and professional development. Faculty are to commit themselves to impartially evaluate student performance and avoid discriminating based on irrelevant personal or demographic characteristics (including the student’s race, sex, age, sexual orientation, religious faith or lack thereof, or national origin).

7.4 Student Feedback to Professors
Students provide feedback on the instructional quality of the program through course evaluations, which are filled out every semester. Students are encouraged to write comments to give specific and detailed feedback to their instructors. Instructional issues that arise during a course should be discussed with the course instructor. A further option would be to talk to the DCT if further discussion could be useful.

8 Due process and grievance procedures

One of the outstanding characteristics of the program is its. A conscious effort is made to maintain a collegial atmosphere.

Still conflicts between students and faculty may occasionally occur involving issues of education, task expectations, and interpersonal differences. One of the difficulties in resolving conflicts is the power differential between faculty and students. Every effort is made to treat students as collegially, thus reducing the power differential and leading to more openness and candor. The development of holistic relationships, i.e., going beyond narrow academic roles - between faculty and students - increases the amount of interpersonal interaction and reduces the distance between students and faculty. Students are encouraged to work out conflicts among themselves and with faculty in order to enhance the overall learning atmosphere.

Within the structure of the program, a process has been developed to deal with conflicts, particularly between faculty and students. The steps are as follows:

1. Conflict is recognized by either party involved.
2. Attempts are made by the two parties involved to resolve the conflict with as much direct communication as possible, or at least to mutually recognize that a conflict exists.
3. Students may consult with the DCT, any one (or more) member(s) of the clinical faculty, or the whole CTC if that would helpful. The choice resides with the student.
4. If the conflict cannot be resolved, the two parties involved will select one student and one faculty member (who are not involved) to serve as negotiators in the conflict.
5. Students may make use of the student Conflict Resolution, Mediation and Liaison Services at UNR (http://www.unr.edu/student-conduct/advocacy-services-for-students) if they believe that additional support is needed during negotiations
6. A meeting is held with the two parties, the two negotiators, and the Director of Clinical Training. Meetings will continue until the conflict is resolved whenever possible.
7. If a student believed that there was not a reasonable resolution to the conflict, Conflict Resolution, Mediation and Liaison Servicee for students may also help with this (http://www.unr.edu/student-conduct/advocacy-services-for-students).

A student may also refer to the APA for guidance in how to pursue complaints about the program if they choose (http://www.apa.org/education/grad/apags-complaint.aspx).

9 Nondiscrimination policies

All students in the Program should be aware of the Campus Policy against Discrimination and Sexual Harassment. It can be found here: http://www.unr.edu/eotix/policy-against-discrimination-and-sexual-harassment.

Students who believe that an affirmative action/equal opportunity violation has occurred (e.g., discriminatory practices) or has been a victim of sexual harassment may contact that the Equal Opportunity and Title IX office. This office exists to ensure that you have the right to an education and to work and advance in employment on the basis of merit, ability, and potential without fear of discrimination. For more information about the Equal Opportunity and Title IX office please call us at (775) 784-1547.
10. Student rights, responsibilities, and professional development

Pursuing knowledge and keeping abreast of cutting edge developments in the field are continual processes. Graduate school is the time to begin engaging in professional development activities that continue throughout one’s career. As a training program, we are committed to providing the best learning atmosphere, climate, and setting for our graduate students. We have a holistic view of our students, and thus are committed to developing the full potential of each individual as a person, as a student and as a psychologist. A positive atmosphere is generated by treating students as junior colleagues, by initiating dialogue and discussion, by recognizing idiosyncratic styles and direction, by giving considerable responsibility and freedom to students, by creating trust and openness, and by being available and accessible to students.

10.1 Ethical Knowledge and Functioning

Ethics in professional development include such issues as presenting yourself well in professional contexts, follow through, being able to work well with others (including in an interdisciplinary context) supporting your peers and the program, keeping abreast of new developments in the field, and being a responsible professional in training – including being aware of ethical standards.

The Department expects students to follow ethical standards set by the American Psychological Association and described in Appendix ?? of this handbook in addition to University Student Code of conduct (http://www.unr.edu/student-conduct/policies/student-code-of-conduct). Ethical considerations are also presented in Clinical Psychology Ethics and Professional Issues (PSY 771), clinical research methodology courses (PSY 724 and Clinical Research Class), the “Supervised Clinical” practica sequence (PSY 714, 715, 716, 717, 772), and in workshops and colloquia. Systematic feedback on these matters is given by course instructors. Feedback on ethical considerations is included in the student’s annual evaluation report (see attached outline of report). Ethical considerations are also included in both practicum and internship evaluation reports given periodically to students. Finally, ethical considerations are included in the final clinical evaluation report completed by the Clinical Training Committee.

Violations or suspected violations of the policies/guidelines, by oneself or others, should be reported to a faculty member or administrator in the department immediately. If a student is uncomfortable reporting within the Department, that person can contact the offices of the Dean of the Graduate School or at the Dean of the College of Liberal Arts.

If a student has violated the codes of conduct (e.g., APA Ethical Principles of Psychologists and Code of Conduct, Student Code, etc.), they may be placed on probation and/or terminated from the program and department. This depends on the severity of the violation. While the specific procedures may vary from situation to situation, the following procedures are typical. The faculty member who becomes aware of the concern would consult with other faculty on the CTC, the DTC, the Chair of the Department, or the Dean of the Graduate School. When appropriate, faculty (e.g., Advisers, DCT) meet with the student to discuss the concern and hear from the student. Faculty would consult relevant codes of conduct and make a determination about the student’s status in the program. Depending on the nature of the concern, the DCT or Chair consult with the Dean of the Graduate School and the UNR Office of General Counsel. The outcome is then communicated to the student. Outcomes may range from termination from the program to the development of a remediation plan. Graduation may be delayed until the Committee is satisfied that an individual student will be able to function in a responsible, ethical manner. If the CTC is not satisfied that a student can meet these standards, the student may be terminated from the program after the remediation plan procedure described above is deemed to have failed.

If students have concerns about their rights as a graduate student, they can be addressed by meeting with a faculty member or administrator within the department or by following the procedure found in the Grievance Policy in this handbook.
10.2 Professional Organizations

Students are encouraged to join professional organizations in psychology and/or in their specialty and to establish at least one membership by the end of the first year. Student membership provides the benefits of regular membership (e.g. journals, newsletters, notices of meetings, reduced registration at meetings). Examples of such organizations include: APS, ABCT, SBM, etc. Information about student memberships can be found on-line.

10.3 Professional Conferences and Workshops

Students are encouraged to attend professional conferences and workshops to supplement the material presented in classes, to become active members of the psychology community, to develop habitual ways of updating and refining knowledge, and to meet other professionals in the field. Attending conferences is a great way to learn about the most recent developments in specific fields of interest, as well as to expand into new interests. There are many conferences locally, as well as nationally.

Presenting research at professional conferences is an excellent way to get feedback from others in the field, to move research to completion, and to become known in broader professional circles. Several resources are available to students. The Graduate School and the Department provide funding for students who present their own research at conferences. A number of organizations, including APA, provide student travel grants to conferences or hire students to work at conferences. NRSA grants as well as faculty members’ grants also might include travel funds.

Advisors can provide information about relevant conferences and advice about writing an abstract. Students typically practice presentations or show early versions of their posters to colleagues in your lab or in the department.

Report the list of conferences/workshops attended on your annual student progress form. Also keeping this list may be useful in the internship application process and is a professional behavior increasingly required for licensure.

10.4 Clinical Science Speakers/Colloquia/Job Talks/Brown Bags

Every effort should be made to attend all clinical area and departmental colloquia and presentations. Each year there are several colloquia presented in our department. The clinical area also runs the McReynolds Workshops every year. These colloquia and presentations provide special learning opportunities. Plus, observing others is your best training for learning how to present your own work. It is expected that students attend all Program Meetings and associated brown bags. If this is not possible, the student should inform the DCT of her/his absence.

10.5 Personal Therapy

A common way of dealing with personal problems and high levels of stress or sorting out reactions to seeing clients (beyond what is dealt with in supervision) is to enter into therapy as a client oneself. This is not a requirement of our program; however, we do see value in students’ decisions to experience the treatment relationship as a client if they choose to do so.

The Director of the PSC and the Director of Clinical Training know clinicians in the community who are good therapy referrals – many of which are willing to provide significantly reduced cost therapy for students of our program. Your work with the clinician would be confidential to the same degree as any other client in psychotherapy. Other than providing you names, the PSC Director, DCT (and other faculty) would have no involvement or contact with your therapist except in the improbable circumstance where such contact would be allowed by law and mandated by duties of care, such as if your therapist had good cause to fear for your immediate safety and felt compelled to contact someone at UNR in order to locate you. Such a circumstance
would be extremely unlikely, however, and you can and should seek professional care if you feel it is needed or would benefit you, and be confident that such a decision, on balance, would indeed most likely benefit your career.

10.6. Personal Problems and their Interference in Clinical Work

It occasionally happens that personal problems interfere with one’s ability to function as a psychologist. The important issue, however, is how to deal with such problems. In line with Standard 1.13 of the APA Guidelines, it is the student’s responsibility to be alert for and to recognize if personal problems are interfering with effectiveness in clinical work. It is the student’s responsibility to refrain from activities if her/his performance is impaired and patients/colleagues/students may be harmed. As a trainee, a first step would be to discuss the possible impact of personal problems with a clinical supervisor and/or academic advisor. There are a variety of avenues to explore, including obtaining assistance with personal problems, suspending/postponing training in direct service, or taking a leave of absence from the program. A student can elect to refrain from clinical work for a semester or two but that decision can affect competitiveness for an internship and may require taking on higher clinical load during another year.

We (faculty and students) collectively share a responsibility to take action if we believe that a student’s personal problems may be harmful to clients. The appropriate action would be to bring concerns to the attention of the trainee whom you believe to be impaired. If that does not result in a corrective response and you still perceive a risk, it would be appropriate to consult with a member of the faculty.

If there is sufficient evidence supporting a student’s impairment due to an emotional, neuropsychological, or substance abuse condition, the faculty may recommend or require that: (a) the student take a leave of absence until the student no longer is impaired or (b) the student discontinue the program. Examples of behaviors that would elicit a recommendation for a leave from the program include irresponsible or erratic behavior with clients or more generally (e.g., being late for sessions, poor record keeping, flirtatious or belligerent behavior with a client, repeatedly acting in a manner that is detrimental to the client even after receiving supervision about the behavior).

If the plan is for a temporary leave from client-related work or from the program more generally, that decision should be made in consultation between the student, the faculty advisor, and the DCT. The goal will be to generate a specific plan that includes actions for amelioration or rehabilitation. Returning from the leave will be conditional on demonstrating that the plan has been enacted and has had the intended effect. Prior to taking the leave, the student’s advisor and the DCT will create a written statement that documents: (a) length and reason for leave; (b) plans for remediation; and (c) how it will be determined that the student is fit to return; and (d) plans for monitoring the student after returning.

In compliance with the Rehabilitation Act and the Americans with Disabilities Act (ADA), UNR offers equal access to its degree programs to academically qualified applicants with physical, psychological or learning disabilities. The Disability Resource Center (http://www.unr.edu/drc) offers excellent support for students and is dedicated to maintaining an environment that ensures all students with documented disabilities equal access to its educational programs, activities and facilities. Accommodations are designed to level the playing field for students with disabilities, while maintaining the integrity and standards of our academic program.

10.7 Diversity

Our program respects diversity and promotes an understanding of cultural and individual diversity in each of our three training components—classroom activities, research experience, and clinical experience. Each clinical course addresses substantive issues of how ethnic, cultural, and/or gender issues interface with the content area being studied, i.e., how issues of diversity are pertinent to diagnosis, assessment, and intervention. With respect to research, we expect that a student’s research and scholarship (either master’s project, dissertation project, qualifying exam paper, or other research project) will address some aspect of diversity.
10.8 Research Ethics

As part of the research community, you are expected to comply with ethical policies of both UNR and APA. All graduate students should take the IRB-required online CITI Human Subjects education course within a few weeks after arriving on campus. This course is required prior to conducting any work with human subjects. HIPAA educational training also is required for any investigators using protected health information, that is, any identifiable health information relating to an individual's past, present or future physical or mental health condition.

No research with human subjects can be conducted until approval for the study has been obtained from the University Institutional Review Board (IRB). The USC IRB website contains valuable guidance about all human subjects research, e.g. even archived de-identified data sets need to be submitted to the IRB although ultimately they are likely to be designated as exempt research or Not Human Subjects.

Procedures for the ethical conduct of research are specified in the UNR Ethical Standards in the Conduct of Research (http://www.unr.edu/administrative-manual/6000-6999-curricula-teaching-research/instruction-research-procedures/6515-ethical-standards-in-the-conduct-of-research). This policy sets out ethical aspirations as well as minimum requirements that define grounds for discipline (e.g., falsification of data, plagiarism or abuse of confidentiality, improprieties of authorship, administrative and financial responsibility, violation of federal, state, or university research rules, and inappropriate behavior in the relationship of misconduct).

In addition, APA Ethical Principles Sections 6.02 through 6.26 are pertinent to conducting research and disseminating findings.

10.9 Academic Integrity

We assume that all members of our clinical area function with the highest regard for academic integrity. The following, however, is provided as a means of avoiding incidents that may reflect unfavorably upon the student, the program, and the university.

Academic integrity violations are spelled out in detail in the Student Code of Conduct as well as in the APA Ethical Guidelines.

These include, but are not limited to: (a) fabrication of data; (b) plagiarism; (c) the acquisition of papers or other assignments and representing them as one’s own; and (d) cheating on an examination.

Additional issues that raise questions of academic integrity include: (a) submitting a paper in fulfillment of a class or research requirement if that paper, or one similar to it, was submitted in fulfillment of any other requirement; and (b) duplicate publication or republishing data. If you are uncertain about the boundaries of these issues (and sometimes these boundaries are difficult to define), be sure to seek advice and consultation from your research advisor or other faculty members.

10.10 Student Representation

Each year students select a student representative(s) to attend and participate in CTC. These representatives serve as liaisons between faculty and students, bringing student issues to the faculty and reporting on what happened in the faculty meeting.

Student assistance and input are welcome and needed during our admissions process although, for the protection of the individuals under consideration, the admissions folders and formal admissions discussions are limited to faculty. During admissions, it is very helpful if students talk with prospective applicants about their experiences in the program and help them feel welcome during their visits to campus. Student feedback from those discussions is welcome.
Student involvement and input also are encouraged when we are conducting faculty recruitment in the clinical area. Students are expected to attend job talks. In addition, all faculty applicants will have time set aside in their interview schedules to talk, in private, with students. Following a candidate’s visit, we will ask the student representatives to poll students as to their opinions, and present the students’ feedback at a faculty meeting. Formal discussion among faculty, however, and the final vote will be taken without students present.

Student participation and representation in the department is encouraged, e.g., participation in the Graduate Students Association (GSA).
Appendix A: Forms to be submitted to the Graduate School

ALWAYS, ALWAYS, ALWAYS (DID I SAY ALWAYS) CHECK WITH THE GRADUATE SCHOOL TO SEE WHAT FORMS AND OTHER DOCUMENTATION THEY MAY REQUIRE FOR EACH STAGE OF YOUR TRAINING

Also see http://www.unr.edu/grad/forms-and-deadlines for latest versions and up to date list

Upon admission

Graduate Credit Transfer Evaluation Request [PDF]
Used for transferring credits from other institutions.

Required forms for Master’s Degree (if completed)

Declaration of Advisor Major Advisor Committee Chair [WEB]
The Declaration of Advisor, Major Advisor, Committee Chair form is used to declare a student's advisor, major advisor, or committee chair. Prior to undertaking a master's thesis, students should complete this form, which designates their committee for the master's thesis. The form may be circulated for signature at the student's masters prospectus meeting. It should then be submitted to the Graduate School along with a memo from the DCT, stating that the student 1) is in good standing in the doctoral program, and 2) is qualified to receive a master's degree.

Final Review Approval [PDF]
Obtain signoff from your advisory committee chair.

Notice of Completion: Master's Degree [PDF]

Program of Study and Requirements [PDF]
The program of study specifies the courses and credits required to satisfy the requirements for the degree and documents the approval of the chair and members of the student’s duly constituted advisory committee. This form should be circulated for signature at the student’s masters thesis defense. The program of study must receive final approval by the Graduate Dean.

Thesis Filing Guidelines [WEB]
Filing your thesis at the Graduate Division is one of the final steps leading to the award of your graduate degree.

Other forms for Master’s Degree (if completed)

Change in Program of Study [PDF]
Add or removed courses from your program of study.

Change of Advisory Committee [PDF]

Required forms for Doctorate Degree

Declaration of Advisor Major Advisor Committee Chair [WEB]
The Declaration of Advisor, Major Advisor, Committee Chair form is used to declare a student's advisor, major advisor, or committee chair.

Dissertation Filing Guidelines [WEB] (see multiple forms)
Filing your completed dissertation at the Graduate Division is one of the final steps leading to the award of your graduate degree. There are multiple steps outlined at this link. Important forms include:

*Advanced Degree Application for Graduation* - This form is obtained from the Cashier’s Office after the $30 graduation fee is paid. It must be submitted to the Graduate School during the first 10 days of the semester in which the degree is to be granted.

*Doctoral Degree Notice of Completion* - This form should be circulated for signature by the student’s committee at the dissertation defense, and submitted to the Graduate School.

*Final Review Approval* – This is a form signed by Dissertation Chair to certify that the dissertation draft submitted by the student reflects all changes and modifications required by the committee are completed and are reflected in the document.

*Dissertation Title [WEB]*
Submit the title of your dissertation and the name of your advisor to the Graduate School.

*Doctoral Degree Admissions to Candidacy [PDF]*
This form should be submitted to the Graduate School when all coursework and comprehensive examinations have been completed. The form requires the signatures of all committee members, and should be submitted no later than immediately following the student’s dissertation prospectus meeting.

*Exit Survey [WEB]*

*Program of Study and Requirements [PDF]*
The program of study specifies the courses and credits required to satisfy the requirements for the degree and documents the approval of the chair and members of the student’s duly constituted advisory committee. The program of study must receive final approval by the Graduate Dean.

This form serves to designate the Advisory-Examining Committee for the dissertation, and requires that the student list all courses taken and yet to be taken for completion of the program. The form requires the signatures of all committee members, and should be submitted to the Graduate School no later than immediately following the student’s dissertation prospectus meeting.

*Other forms for Doctorate Degree*

*Leave of Absence [PDF]*
A leave of absence is a temporary cessation of study and may be granted for up to one year.

*Notice of Completion: Doctoral Degree [PDF]*

*Notice of Reinstatement to Graduate Standing [PDF]*
This form is to be completed by the student requesting reinstatement to their graduate program after an unapproved leave. Once completed, the program will return this form to the Graduate School for final approval.

*Change in Program of Study [PDF]*
Add or removed courses from your program of study.

*Change of Advisory Committee [PDF]*
Appendix B: Required Program Forms (see following pages)
Clinical Psychology Program  
University of Nevada  

ACADEMIC PROGRESS RECORD  
2016-2017  

Name: ____________________________________________

**GRE SUBTEST**

If you took the Psychology GRE subtest, what was your score: __________________________

**Clinical Core**

To be making satisfactory progress through the program, all coursework with the exception of PSY 772 and PSY 750/751 should be completed by the end of your second year in the program unless the class was not offered during that time.

<table>
<thead>
<tr>
<th>CORE DIDACTIC CLINICAL COURSES:</th>
<th>Grade</th>
<th>Semester/Yr Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 771 (3 cr) Intro to Clinical / Ethics</td>
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<tr>
<td>PSY 756 (4 cr) Intro to Clinical Assessment</td>
<td></td>
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<tr>
<td>PSY 757 (4 cr) Intro to Clinical Intervention</td>
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<td></td>
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<tr>
<td>PSY 758 (3 cr) Problems &amp; Interventions w/ Adults</td>
<td></td>
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<tr>
<td>PSY 759 (3 cr) Lifespan development</td>
<td></td>
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<tr>
<td>PSY 751 (3 cr) Learning Theory</td>
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<tr>
<td>PSY 750 (3 cr) Clinical Seminar:</td>
<td></td>
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<td>Title:</td>
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<tr>
<td>Instructor:</td>
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<tr>
<td>PSY 751 (3) Clinical Seminar:</td>
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<td>Title:</td>
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<tr>
<td>Instructor:</td>
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</tbody>
</table>
If you take one of the suggested classes, just check the box next to the class title.

<table>
<thead>
<tr>
<th>DIVERSITY REQUIREMENT</th>
<th>Grade</th>
<th>Semester/Yr Taken</th>
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</thead>
<tbody>
<tr>
<td>PSY 743 (3 cr) Diversity</td>
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<tr>
<td>Approved Substitute</td>
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<tr>
<th>IN-HOUSE CLINICAL PRACTICA AT THE PSC</th>
<th>Grade</th>
<th>Semester/Yr Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 714 (3 cr) Theory &amp; Application - Supervised Clinical Practicum I</td>
<td></td>
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<tr>
<td>Supervisor/Team:</td>
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<td>Supervisor/Team:</td>
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<tr>
<td>PSY 715 (3 cr) Theory &amp; Application - Supervised Clinical Practicum II</td>
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<td>Supervisor/Team:</td>
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<td>Supervisor/Team:</td>
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<tr>
<td>PSY 716 (3 cr) Theory &amp; Application - Supervised Clinical Practicum III</td>
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<td>Supervisor/Team:</td>
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<td>Supervisor/Team:</td>
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<tr>
<td>PSY 717 (3 cr) Theory &amp; Application - Supervised Clinical Practicum IV</td>
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<td>Supervisor/Team:</td>
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<td>Supervisor/Team:</td>
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<tr>
<td>PSY 772 (1-3 cr) Adv Practicum &amp; Supervision</td>
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<td>Supervisor/Team:</td>
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<td>Supervisor/Team:</td>
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<td>PSY 772 (1-3 cr) Adv Practicum &amp; Supervision</td>
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<td>PSY 772 (1-3 cr) Adv Practicum &amp; Supervision</td>
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<td>Supervisor/Team:</td>
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</table>
NOTE: The program requires that you be on at least three different supervision teams in your 2nd and 3rd years. You should be carrying 3 clients between the two teams you are on or 3 on one team if you are only on one team in a particular semester.

### EXTERNSHIP (PSY 773) 1-5 Credits

<table>
<thead>
<tr>
<th>Site:</th>
<th>Supervisor:</th>
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<tbody>
<tr>
<td>Semester/Year:</td>
<td>Clinical ☐ Research ☐ Mixed ☐</td>
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<tr>
<td>Site:</td>
<td>Supervisor:</td>
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<tr>
<td>Semester/Year:</td>
<td>Clinical ☐ Research ☐ Mixed ☐</td>
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<td>Site:</td>
<td>Supervisor:</td>
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<td>Semester/Year:</td>
<td>Clinical ☐ Research ☐ Mixed ☐</td>
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<td>Site:</td>
<td>Supervisor:</td>
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<td>Semester/Year:</td>
<td>Clinical ☐ Research ☐ Mixed ☐</td>
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<td>Site:</td>
<td>Supervisor:</td>
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<tr>
<td>Semester/Year:</td>
<td>Clinical ☐ Research ☐ Mixed ☐</td>
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### Tracking Supervised Clinical Experience

**PSC Clients:**

<table>
<thead>
<tr>
<th>Team/Supervisor</th>
<th>Client # (list each individual client or group once)</th>
<th># Face-to-Face Hours</th>
<th>Type (group, individual, etc.)</th>
<th>Actual Hours of Supervision</th>
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Agency (externship), grant, or employment clients:

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<th>Agency/Grant</th>
<th>Client # (list each individual client or group once)</th>
<th># Face-to-Face Hours</th>
<th>Type (group, individual, etc.)</th>
<th>Actual Hours of Supervision</th>
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Totals

Other Clinical Experiences:
### Discipline-Specific Knowledge Category 1: History and Systems of Psychology

<table>
<thead>
<tr>
<th>History and Systems of Psychology</th>
<th>Grade</th>
<th>Semester/Yr Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 608 (3cr) History of Psychology</td>
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</table>

### Discipline-Specific Knowledge Category 2: Basic Content Areas in Scientific Psychology

You may be able to meet the requirements for a broad understanding of some the following areas by taking more than one course or as a result of courses taken as an undergraduate in combination with a more specialized course in grad school. What is given below is a list of options that will work, but you can suggest courses from your past that the CTC will consider as an additional way of meeting requirements. For example, if you took a good undergraduate course in physiology, the CTC might approve a more specialized graduate perception course to meet the biological aspects of behavior requirement. **If you take one of the suggested classes, just check the box next to the class title.**

<table>
<thead>
<tr>
<th>Biological Basis of Behavior</th>
<th>Grade</th>
<th>Semester/Yr Taken</th>
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</thead>
<tbody>
<tr>
<td>PSY 729 (3 cr) Human Memory</td>
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<tr>
<td>PSY 603 (3 cr) Physiological Psychology</td>
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<tr>
<td>PSY 720S (3 cr) Seminar in Sensation and Perception</td>
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<tr>
<td>PSY 721 (3 cr) Advanced Psychophysiology</td>
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<tr>
<td>PSY 763 (3 cr) Special Topics in Cognitive and Brain Sciences (must get prior approval)</td>
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<tr>
<td>Approved Substitute</td>
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<tr>
<td>Past coursework:</td>
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<tr>
<td>Course in Combination</td>
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<tr>
<td>Social Aspects of Behavior</td>
<td>Grade</td>
<td>Semester/Yr Taken</td>
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<tr>
<td>----------------------------------------------------------------</td>
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<tr>
<td>PSY 764 (3cr) Special Topics in Social Psychology</td>
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<tr>
<td>(Social Influence)    □</td>
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<tr>
<td>SPSY 739 Advanced Social Psychology I □</td>
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<tr>
<td>SPSY 732 Social Psychology and Culture □</td>
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<tr>
<td>Approved Substitute □</td>
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<tr>
<td>Past coursework:</td>
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<tr>
<td>Course in Combination</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Cognitive Aspects of Behavior</th>
<th>Grade</th>
<th>Semester/Yr Taken</th>
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</thead>
<tbody>
<tr>
<td>SOC 722 (3 cr) Attitudes: Structures, Function and Change □</td>
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<tr>
<td>PSY 747 Behavior Analysis of Language and Cognition □</td>
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<tr>
<td>Approved Substitute □</td>
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<tr>
<td>Past coursework:</td>
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<tr>
<td>Course in Combination</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Affective Aspects of Behavior</th>
<th>Grade</th>
<th>Semester/Yr Taken</th>
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</thead>
<tbody>
<tr>
<td>PSY 761/2 (3cr) Contemporary Issues in Psychology</td>
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<tr>
<td>(Evolution, Cognition, behavior &amp; Culture in Emotion) □</td>
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<tr>
<td>Approved Substitute □</td>
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<tr>
<td>Past coursework:</td>
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<tr>
<td>Course in Combination</td>
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**Discipline-Specific Knowledge Category 3: Advanced Integrative Knowledge in Scientific Psychology**

You must have at least one class that substantively integrates content from two or more of the areas listed in **Discipline-Specific Knowledge Category 1: History and Systems of Psychology and the Basic Content Areas in Scientific Psychology**. Substitutes must be approved prior to taking them by the DCT.

<table>
<thead>
<tr>
<th>OPTION #1</th>
<th>Grade</th>
<th>Semester/Yr Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 761/2 (3cr) Evolution, cognition, behavior &amp; culture in Emotion □</td>
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<tr>
<td>(Affective and Cognitive)</td>
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</tbody>
</table>
### Discipline-Specific Knowledge Category 4: Research and Quantitative Methods

<table>
<thead>
<tr>
<th>CORE DIDACTIC CLINICAL SCIENCE COURSES:</th>
<th>Grade</th>
<th>Semester/Yr Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 724 (3 cr) Applied Research Methods II</td>
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<tr>
<td>PSY 762 (3 cr) Clinical Research Methods</td>
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<tr>
<td>PSY 706 (3 cr) Intermediate Statistics I</td>
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<tr>
<td>PSY 707 (3 cr) Intermediate Statistics II (regression)</td>
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<tr>
<td>Statistics III (3 cr) (SEM, Mixed modeling, Advanced Design and Data Analysis (SOC 731), or equivalent)</td>
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<td>Title:</td>
<td></td>
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<tr>
<td>Instructor:</td>
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<tr>
<td>Optional Third methodology class (3 cr, e.g., observational coding, psychotherapy outcome, Behavioral &amp; Systems Assessment (713)- offered every 2-3 years)</td>
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<tr>
<td>Title:</td>
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<tr>
<td>Instructor:</td>
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</table>

**Comprehensive Examinations (3 needed - at least one a grant proposal)**

PSY 795 (1cr) Comprehensive Examination  (Take 1 credit in semester **when last comp is completed**. This lets the grad school know you have completed your comprehensive exam requirement)
<table>
<thead>
<tr>
<th>I. Mode (check one)</th>
<th>Exam ☐</th>
<th>Paper ☐</th>
<th>Joint Paper ☐</th>
<th>Grant ☐</th>
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<tbody>
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<tr>
<td>Date completed</td>
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<td>Chair:</td>
<td>2nd Reader:</td>
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</table>

<table>
<thead>
<tr>
<th>II. Mode</th>
<th>Exam ☐</th>
<th>Paper ☐</th>
<th>Joint Paper ☐</th>
<th>Grant ☐</th>
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<tr>
<td>Title:</td>
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<tr>
<td>Date completed</td>
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<td>Chair:</td>
<td>2nd Reader:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>III. Mode</th>
<th>Exam ☐</th>
<th>Paper ☐</th>
<th>Joint Paper ☐</th>
<th>Grant ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Date completed</td>
<td></td>
<td>Chair:</td>
<td>2nd Reader:</td>
<td></td>
</tr>
</tbody>
</table>

**PREDOC or THESIS**

PSY 752 (3 cr) Grad Research (for a Non-thesis Masters Degree)
or
PSY 797 (6 cr) Master’s Thesis (for a Thesis Masters Degree)

Was this a predoc paper ☐ or a masters project ☐ (Check one)?

Title of Paper:

Date Committee formed: | Date Completed: |
|-----------------------|-----------------|

Chair name/initials: | 2nd reader name/initials: | 3rd reader name/initials if masters: |
|---------------------|---------------------------|-------------------------------------|

**DISSERTATION (PSY 799, 24 CREDITS REQUIRED)**

Title of Dissertation:

Date of Prospectus Defense: | Date of Successful Defense of Dissertation: |
|---------------------------|---------------------------------------------|

Chair name/initials: | Committee Member: | Committee Member: |
|---------------------|-------------------|-------------------|

Outside Program Committee Member: | Outside Department Committee Member: | Optional Additional Committee Member: |
My primary research lab is advised by:

(If applicable) I’m also meeting with the research lab advised by:

Have you submitted any grants beyond the comp requirement?

Did you present at a conference this year? If so, what?

Other projects/papers/grants I am working on:
**Electives**

**Clinical Program Breadth Requirements (2, 3 cr courses)** Any 3 credit 700 non-applied course in the psychology department meets this requirement. Courses outside the department can be petitioned to count. The petition must explain how a course meets your career and intellectual needs.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Semester/Yr Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Course
   Name & Number: ____________________________
   Instructor: ____________________________

2. Course
   Name & Number: ____________________________
   Instructor: ____________________________

**ELECTIVES**
(Two (2) 700-level courses from anywhere in the department or petition for courses outside department)

<table>
<thead>
<tr>
<th>Grade</th>
<th>Semester/Yr Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Course Name & Number: ____________________________
   Instructor: ____________________________

2. Course Name & Number: ____________________________
   Instructor: ____________________________

List other educational experiences/trainings/etc.:
SERVICE

Clinical Program:

Department of Psychology:

University of Nevada:

Local Community:

State, National, or Professional:

OTHER
(list other activities, accomplishments, awards not included above)

***Attach all Syllabi for Approved Substitutes to this form.

***Also attach your Curriculum Vitae. Everyone should start a CV as early as possible and build onto it. There are many examples on the web. One that is a reasonable template can be found at:
http://www.gcu.edu/Documents/academic2.pdf

Student Signature ________________________________________________________

Advisor Signature ________________________________________________________
<table>
<thead>
<tr>
<th>Date:</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Student Name:</td>
<td></td>
</tr>
<tr>
<td>Advisor:</td>
<td></td>
</tr>
<tr>
<td>Year Admitted to Program:</td>
<td></td>
</tr>
<tr>
<td>Committee for Predoc/Thesis formed:</td>
<td>Yes ☐ No ☐</td>
</tr>
<tr>
<td>Progress on Predoc/Thesis:</td>
<td>Still thinking ☐ Decent Idea ☐ Presented at Res Fest ☐ Completed ☐ Restarted ☐</td>
</tr>
<tr>
<td>Number of comps completed:</td>
<td>1 ☐ 2 ☐ 3 ☐</td>
</tr>
<tr>
<td>Dissertation Proposal Status:</td>
<td>Not started ☐ Has idea ☐ 1st Draft ☐ Almost ready ☐ Sent to committee ☐ Restarted ☐ Proposal rejected ☐ Proposal approved ☐</td>
</tr>
<tr>
<td>Dissertation Status:</td>
<td>Pending IRB ☐ Ready to collect data ☐ Data being collected ☐ Data collected ☐ Data being analyzed ☐ First draft ☐ Final Draft ready ☐ Out to committee ☐ Rewrite ☐ Defended! ☐</td>
</tr>
<tr>
<td>Projected Year for Internship:</td>
<td></td>
</tr>
<tr>
<td>Comments on progress:</td>
<td></td>
</tr>
</tbody>
</table>
Faculty Ratings
Note: All ratings are normed to expected performance given the student’s level of training
Any rating of unacceptable will result in a letter or probation

<table>
<thead>
<tr>
<th>Area</th>
<th>Excellent</th>
<th>Good</th>
<th>Promising</th>
<th>At level of Experience</th>
<th>Weak/communicate concerns</th>
<th>Unacceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research performance or potential:</td>
<td></td>
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<tr>
<td>Coursework:</td>
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<tr>
<td>Practicum Supervisor:</td>
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<tr>
<td>Name 1:</td>
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<tr>
<td>Practicum Supervisor:</td>
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<tr>
<td>Name 2:</td>
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<td>Clinical Ethics:</td>
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<td>Professional potential</td>
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<tr>
<td>Community Engagement</td>
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<tr>
<td>Maturity</td>
<td></td>
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</tr>
<tr>
<td>Externship performance Site:</td>
<td></td>
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</tbody>
</table>

Narrative of strengths:

Narrative of concerns (include method of remediation, if needed):

Research plans:

_________________________________  ___________________________________  ___________________________________  
Student signature  Advisor signature  DCT signature
STUDENT PRACTICUM EVALUATION – YEAR 1
Psychological Services Center
University of Nevada, Reno

Student: ______________________________________  Team: ________________________
Date/Semester: ________________________________  Practicum Grade: ______________

Baseline Competencies: Skills, Attitudes and Knowledge that students should possess at the Novice level prior to their practicum training experience:
Before beginning practicum the Novice student should possess and demonstrate a set of basic personal and intellectual skills, attitudes and values, and a core of professional knowledge. This core knowledge and these skills, attitudes and values are baseline competencies of the professional psychologist. We argue that it is inappropriate to undertake formal clinical professional training with students who have not acquired these skills. The work of subsequent clinical training is to shape and refine these baseline skills into professional skills.
The purpose of the Competency Review in Year 1 is to provide clinical supervisors and the CTC a baseline from which to design training opportunities that will optimize student learning in the clinical setting.
Indicate student status on the lines below:
B = Below expectations  M = Meets expectations  E = Exceeds expectations  NA = Not applicable

1. Personality Characteristics, Intellectual and Personal Skills
   _____ Interpersonal skills: ability to listen and be empathic with others; respect for/interest in others’ cultures, experiences, values, points of view, goals and desires, fears, etc. These skills include verbal as well as non-verbal domains. An interpersonal skill of special relevance is the ability to be open to feedback.
   _____ Cognitive skills: problem-solving ability, critical thinking, organized reasoning, intellectual curiosity and flexibility.
   _____ Affective skills: affect tolerance; tolerance/understanding of interpersonal conflict; tolerance of ambiguity and uncertainty.
   _____ Personality/Attitudes: desire to help others; openness to new ideas; honesty/integrity/valuing of ethical behavior; personal courage.
   _____ Expressive skills: ability to communicate one’s ideas, feelings and information in verbal, non-verbal and written forms.
   _____ Reflective skills: ability to examine and consider one’s own motives, attitudes, behaviors and one’s effect on others.
   _____ Personal skills: personal organization, personal hygiene, appropriate dress.

2. Knowledge from classroom experience
Prior to practicum training, students should acquire basic theoretical and research knowledge related to diagnosis, assessment and intervention; diversity; ethics; and skills in seeking out and applying research knowledge in the clinical setting. Early coursework should provide sufficient training in the specific areas listed here.
   a. Assessment & Clinical Interviewing
      _____ Knowledge regarding psychopathology related to the population(s) served
      _____ Knowledge of scientific, theoretical, empirical and contextual bases of psychological assessment
      _____ Knowledge of test construction, validity, score reliability and related assessment psychometrics.
      _____ Training in principles and practice of systematic administration, data-gathering and interpretation for assessment, including identifying problems, formulating diagnoses, goals and case conceptualizations; understanding the relationship between assessment and intervention, assessment of treatment progress and outcome.
      _____ Training in the models and techniques of clinical interviewing
   b. Intervention
      _____ Knowledge of scientific, theoretical, empirical and contextual bases of intervention
      _____ Training in basic clinical skills, such as empathic listening, framing problems, etc.
Training in assessment of treatment progress and outcome.

c. Ethical & Legal
   Principles of ethical practice and decision making (APA, 2002)
   Legal knowledge related to the practice of psychology [Federal (e.g., HIPAA), State law]

d. Individual and Cultural Difference (ICD)
   Knowledge and understanding of the principles and findings related to ICD as they apply to professional psychology.
   Understanding of one’s own situation (e.g., one’s ethnic/racial, socioeconomic, gender, sexual orientation; one’s attitudes towards diverse others) relative to the dimensions of ICD (e.g., class, race, physical disability etc.)
   Understanding of the need to consider ICD issues in all aspects of professional psychology work (e.g., assessment, treatment, research, relationships with colleagues, etc.).

Recommendations

Ratings were based on the following (check all that apply):

- Role play
- Observations of videotape
- Listening to audiotape
- Discussion of clinical materials
- Other: _________________________________________________________

- Presentation to class
- Class discussion
- Written paper
- Written exam

If student was assessed as a “B” in any area, elaborate here (Be sure to include concrete examples):

Student’s learning goals: Training recommendations:

Clinical Supervisor Signature: ____________________________________________

Date: ________________________________________________________________

Student’s Signature: ___________________________________________________

Date: _______________________________________________________________

The purpose of the Competency Review in Years 2 & 3 is to assess the student’s current level of skill to design training opportunities that will optimize individual student’s learning in the clinical setting as well as identify any areas that may require remediation. Students are expected to continue to make progress in all domains through their third year. In Year 4, it is to assess the student’s readiness for the Internship phase of training. Indicate student status on the lines below:

B = Below expectations  M = Meets expectations  E = Exceeds expectations  NA = Not applicable

1. Personality Characteristics, Intellectual and Personal Skills
   ___ Interpersonal skills: ability to listen and be empathic with others; respect for/interest in others’ cultures, experiences, values, points of view, goals and desires, fears, etc. These skills include verbal as well as non-verbal domains. An interpersonal skill of special relevance is the ability to be open to feedback.
   ___ Cognitive skills: problem-solving ability, critical thinking, organized reasoning, intellectual curiosity and flexibility.
   ___ Affective skills: affect tolerance; tolerance/understanding of interpersonal conflict; tolerance of ambiguity and uncertainty.
   ___ Personality/Attitudes: desire to help others; openness to new ideas; honesty/integrity/va-luing of ethical behavior; personal courage.
   ___ Expressive skills: ability to communicate one’s ideas, feelings and information in verbal, non-verbal and written forms.
   ___ Reflective skills: ability to examine and consider one’s own motives, attitudes, behaviors and one’s effect on others.
   ___ Personal skills: personal organization, personal hygiene, appropriate dress.

2. Relationship/Interpersonal Skills
   a) With patients/clients/families:
      ___ Ability to take a respectful, helpful professional approach to patients/clients/families
      ___ Ability to form a working alliance
      ___ Ability to deal with conflict, negotiate differences
      ___ Ability to understand and maintain appropriate professional boundaries.
   b) With colleagues:
      ___ Ability to work collegially with fellow professionals
      ___ Ability to support others and their work and to gain support for one’s own work
      ___ Ability to provide helpful feedback to peers
      ___ Ability to receive feedback nondefensively from peers
   c) With supervisors, the ability to make effective use of supervision, including:
      ___ Ability to work collaboratively with the supervisor
      ___ Ability to prepare for supervision
      ___ Ability/willingness to accept supervisory input, including direction; ability to follow through on recommendations
      ___ Ability to negotiate needs for autonomy from and dependency on supervisors
      ___ Ability to self-reflect and self-evaluate regarding clinical skills and use of supervision, including using good judgment as to when supervisory input is necessary

3. Skills in Application of Research
   ___ Development of skills and habits in seeking and applying theoretical and research knowledge relevant to practice of psychology in the clinical setting
   ___ Understanding and application of theoretical and research knowledge related to diagnosis/assessment, intervention, diversity, supervision, ethics etc.

4. Psychological Assessment Skills
   ___ Ability to utilize systematic approaches to gathering data to inform clinical decision making
### Knowledge of issues related to integration of different data sources
- Ability to integrate assessment data from different sources for diagnostic purposes
- Ability to formulate/apply diagnoses & understand the strengths and limitations of diagnosis

### 5. Intervention Skills
- Understanding of theory and mechanisms of change emphasized by the clinical team
- Ability to formulate and conceptualize cases from this perspective
- Ability to plan treatments using Clinical Team’s approach
- Skill in implementing intervention skills that are the focus of the Clinical Team
- Ability to assess treatment progress and outcomes in clinical caseload
- Knowledge regarding treatment development/validation/empirically supported practice in general and in relation to the focus of the clinical team

### 6. Diversity - Individual and Cultural Differences:
- Knowledge of self in the context of diversity (one’s own attitudes, stimulus value, and related strengths/limitations) as one operates in the clinical setting with diverse others
- Knowledge about the nature and impact of diversity in different clinical situations/ethnic populations
- Ability to work effectively with diverse others in assessment, treatment and consultation

### 7. Ethics:
- Knowledge of ethical/professional codes, standards and guidelines; knowledge of statutes, rules, regulations and case law relevant to the practice of psychology
- Recognize and analyze ethical and legal issues across the range of professional activities in the practicum setting
- Recognize and understand the ethical dimensions/features of his/her own attitudes and practice in the clinical setting
- Seek appropriate information and consultation when faced with ethical issues
- Practice appropriate professional assertiveness related to ethical issues (e.g., by raising issues when they become apparent to the student)

### 8. Professional Development:
#### a) Practical Skills to Maintain Effective Clinical Practice
- Timeliness: completing professional tasks in allotted/appropriate time (e.g., evaluations, notes, reports); arriving promptly at meetings and appointments
- Developing an organized, disciplined approach to writing and maintaining notes and records
- Negotiating/managing fees and payments
- Organizing and presenting case material; preparing professional reports
- Ability to self-identify personal distress, particularly as it relates to clinical work.
- Ability to seek and use resources that support healthy functioning when experiencing distress
- Organizing one’s day, including time for notes and records, rest and recovery etc.

#### b) Professional Development Competencies
- Ability to understand and follow Clinic/Team operating procedures
- Ability to apply critical thinking and analysis
- Ability to use resources to promote effective practice (e.g., published information, input from colleagues, technological resources)
- Exercises responsibility and accountability, and seeks consultation when needed
- Effective time management skills
- Demonstrates self-understanding and reflection
- Practices effective self-care
- Demonstrates awareness of personal identity (e.g., relative to individual and cultural differences)
- Pursues development opportunities (e.g., by attending professional development seminars, etc.)
- Demonstrates social intelligence; ability to interact collaboratively and respectfully with colleagues
- Willingness to acknowledge and correct errors
- Ability to create and conduct an effective presentation
9. Metaknowledge/Metacompetencies – Skilled Learning:
   _____ Knowing the extent and the limits of one’s own skills; learning the habit/skill of self-evaluation
   _____ Knowledge of the process for extending current skills into new areas
   _____ Commitment to life-long learning and quality improvement
   _____ Awareness of one’s identity as a psychologist: knowing what one knows and can do (and should
do) as a psychologist

10. OPTIONAL YEARS 3 & 4 - Consultation Skills/Interdisciplinary Collaborations:
   _____ Knowledge of the unique patient care roles of other professionals
   _____ Ability to effectively relate to other professionals in accordance with their unique patient care roles
   _____ Understanding of the consultant’s role as an information provider to another professional who will
       ultimately be the patient care decision maker
   _____ Capacity for dialoguing with other professionals that avoids use of psychological jargon
   _____ Ability to choose an appropriate means of assessment to answer referral questions
   _____ Ability to implement a systematic approach to data collection in a consultative role
   _____ Consultative reports are well organized, succinct and provide useful and relevant recommendations
to other professionals

11. OPTIONAL YEARS 3 & 4 - Supervisory Skills
   _____ Knowledge of the supervision literature (e.g., models, theories and research)
   _____ Knowledge concerning how clinicians develop to be skilled professionals
   _____ Knowledge of methods and issues related to evaluating professional work, including delivering
       formative and summative feedback
   _____ Knowledge of the limit’s of one’s supervisory skills

RECOMMENDATIONS

Ratings were based on the following (check all that apply):
   o Role play
   o Observations of videotape
   o Other:____________________________
   o Listening to audiotape
   o Discussion of clinical material

If student was assessed as a “B” in any area, elaborate here (Be sure to include concrete examples):

Student’s learning goals/Training recommendations:

Clinical Supervisor Signature: ___________________________ Date: ________________

Student Signature: ___________________________ Date: ________________

(ADPTC) Practicum Competencies Workgroup.
**SUPERVISOR EVALUATION**  
Psychological Services Center  
University of Nevada, Reno

Supervisor's Name: ____________________________________

How many clients did you see this semester on that team?______________

How many sessions did you have with each client?

<table>
<thead>
<tr>
<th>Client</th>
<th>Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Client 1</td>
<td>____________ sessions</td>
</tr>
<tr>
<td>Client 2</td>
<td>____________ sessions</td>
</tr>
<tr>
<td>Client 3</td>
<td>____________ sessions</td>
</tr>
<tr>
<td>Client 4</td>
<td>____________ sessions</td>
</tr>
<tr>
<td>Client 5</td>
<td>____________ sessions</td>
</tr>
<tr>
<td>Client 6</td>
<td>____________ session</td>
</tr>
</tbody>
</table>

**INSTRUCTIONS:** Read each item carefully and think about how often your supervisor engaged in the described behavior. Indicate your response to each item by circling the appropriate number.

<table>
<thead>
<tr>
<th>AVAILABILITY AND ORGANIZATION</th>
<th>Never</th>
<th>Seldom</th>
<th>Occasionally</th>
<th>Often</th>
<th>Always</th>
</tr>
</thead>
<tbody>
<tr>
<td>My supervisor attended scheduled supervision meetings.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>My supervisor was organized and on time for supervision.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>My supervisor was available to meet outside of supervision when I needed to.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GENERAL GUIDANCE AND RELATIONSHIP</th>
<th>Never</th>
<th>Seldom</th>
<th>Occasionally</th>
<th>Often</th>
<th>Always</th>
</tr>
</thead>
<tbody>
<tr>
<td>My supervisor treated me with respect.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>My supervisor was a good role model.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>My supervisor provided feedback clearly and in a helpful manner.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>My supervisor has seen video of my sessions to provide me focused feedback</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>My supervisor provided me with an appropriate amount of direction but also supported my autonomy.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>My supervisor listened to my ideas about how to proceed with a client.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>My supervisor treated me fairly and was clear about his/her expectations.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PROFESSIONAL AND THEORETICAL DEVELOPMENT</th>
<th>Never</th>
<th>Seldom</th>
<th>Occasionally</th>
<th>Often</th>
<th>Always</th>
</tr>
</thead>
<tbody>
<tr>
<td>My supervisor encouraged me to consult reference materials and the literature as appropriate.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>My supervisor encouraged me to consider diversity issues in my work.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>My supervisor helped me work from a clear theoretical framework with individual clients</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>My supervisor explained the theoretical rationale for his/her suggested interventions.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>My ability to implement and deliver treatment on this team displays a high level of competence in</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>
this area
My delivery of treatment is highly adherent to the protocols disseminated in supervision
I attend to and use the working alliance to facilitate the delivery of treatment in my sessions

OVERALL RATINGS
Overall rating of supervisory experience.
Overall self-evaluation of your ability as a therapist on this team

Comments (optional):
Extern Evaluation of External Practicum Site and Supervision  
*(To be filled out by student extern each semester and returned to DCT)*

Name of Student _______________________________  
Semester _________________________

Practicum Site _____________________________  
Primary Supervisor __________________________

The purpose of this form is to gather information about the quality of our external practicum sites and to insure that those sites remain appropriate, productive, and beneficial to our students. To that end, please circle the number that best represents your assessment of your practicum site for this semester in the following domains:

SA – Strongly agree, A – Agree, N – Neutral, D – Disagree, SD – Strongly Disagree

**Domain I: SUPERVISION**

1. *I believe that in the supervisory relationship:*

<p>| | | | | | |</p>
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</tr>
</thead>
<tbody>
<tr>
<td>a. We have established a comfortable working rapport with one another.</td>
<td>SA</td>
<td>A</td>
<td>N</td>
<td>D</td>
<td>SD</td>
</tr>
<tr>
<td>b. The supervisor is involved and committed to the supervisory process.</td>
<td>SA</td>
<td>A</td>
<td>N</td>
<td>D</td>
<td>SD</td>
</tr>
<tr>
<td>c. Supervision creates a climate conducive to open communication and productive use of supervision time.</td>
<td>SA</td>
<td>A</td>
<td>N</td>
<td>D</td>
<td>SD</td>
</tr>
<tr>
<td>d. Supervisor provides appropriate information and teaching to clinical work and professional development.</td>
<td>SA</td>
<td>A</td>
<td>N</td>
<td>D</td>
<td>SD</td>
</tr>
<tr>
<td>e. The supervisor helps me achieve my learning goals.</td>
<td>SA</td>
<td>A</td>
<td>N</td>
<td>D</td>
<td>SD</td>
</tr>
</tbody>
</table>

2. *This supervisor:*

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</thead>
<tbody>
<tr>
<td>a. Keeps appointments with me and arrives on time.</td>
<td>SA</td>
<td>A</td>
<td>N</td>
<td>D</td>
<td>SD</td>
</tr>
<tr>
<td>b. Has been accessible to me between appointments to assist on more urgent concerns.</td>
<td>S</td>
<td>A</td>
<td>N</td>
<td>D</td>
<td>SD</td>
</tr>
<tr>
<td>c. Has facilitated my maintaining records and reports</td>
<td>SA</td>
<td>A</td>
<td>N</td>
<td>D</td>
<td>SD</td>
</tr>
<tr>
<td>d. Shares and negotiates expectations of my practicum role and supervision.</td>
<td>SA</td>
<td>A</td>
<td>N</td>
<td>D</td>
<td>SD</td>
</tr>
<tr>
<td>e. Gives clear feedback about my competencies and skills.</td>
<td>SA</td>
<td>A</td>
<td>N</td>
<td>D</td>
<td>SD</td>
</tr>
<tr>
<td>f. Provides me the minimum of 1 hour of one-on-one supervision each week.</td>
<td>SA</td>
<td>A</td>
<td>N</td>
<td>D</td>
<td>SD</td>
</tr>
<tr>
<td>g. Applies criteria fairly in evaluating me.</td>
<td>SA</td>
<td>A</td>
<td>N</td>
<td>D</td>
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3. *In the area of professionalism, this supervisor has:*

<p>| | | | | | |</p>
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<tr>
<td>b. Urged my adherence to high ethical standards.</td>
<td>SA</td>
<td>A</td>
<td>N</td>
<td>D</td>
<td>SD</td>
</tr>
<tr>
<td>c. Encouraged a sense of professional integrity and responsibility in practicum activities.</td>
<td>SA</td>
<td>A</td>
<td>N</td>
<td>D</td>
<td>SD</td>
</tr>
<tr>
<td>d. Expected a sense of professional decorum in dress and behavior on my part.</td>
<td>SA</td>
<td>A</td>
<td>N</td>
<td>D</td>
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</table>

4. *With respect to professional learning processes, this supervisor:*

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<tbody>
<tr>
<td>a. Helps me integrate relevant material from other areas of psychology.</td>
<td>SA</td>
<td>A</td>
<td>N</td>
<td>D</td>
<td>SD</td>
</tr>
<tr>
<td>b. Encourages me to consult the conceptual and empirical literature for empirically valid procedures.</td>
<td>SA</td>
<td>A</td>
<td>N</td>
<td>D</td>
<td>SD</td>
</tr>
</tbody>
</table>

5. *This supervisor has shared technical and theoretical knowledge regarding:*
### a. Assessment modalities relevant to patients’ needs and problems.

<table>
<thead>
<tr>
<th>Domain</th>
<th>Site provides appropriate resource and reference materials.</th>
<th>Site has a consistent philosophy and plan to guide its programming.</th>
<th>Site provides an adequate forum for discussing intervention issues.</th>
<th>The practices, services, and professionals at the site follow ethical guidelines.</th>
<th>This practicum experience helps me learn to apply what I have learned in the program.</th>
<th>The site has a professional atmosphere.</th>
<th>Students are encouraged to make suggestions for improvements.</th>
<th>Work expected of students is appropriate.</th>
<th>Students are treated with respect and in a professional manner.</th>
<th>The site provides avenues for professional development (e.g., workshops, training)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SA</td>
<td>A</td>
<td>N</td>
<td>D</td>
<td>D</td>
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</tbody>
</table>

### Domain II: SITE INFORMATION

### Domain III: MULTICULTURAL ISSUES

<table>
<thead>
<tr>
<th>Domain</th>
<th>Training includes sensitivity to the socio-cultural background of clients.</th>
<th>Professionals at the site demonstrate appreciation of individual differences (e.g., age, gender, sexual orientation, disability, social class, religion/spirituality).</th>
<th>Site encourages awareness of own values and beliefs regarding differences and their impact on others.</th>
<th>Site encourages integration of theoretical and empirical knowledge regarding diversity into clinical practice.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SA</td>
<td>A</td>
<td>N</td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td>A</td>
<td>N</td>
<td>D</td>
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<tr>
<td>SD</td>
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</tbody>
</table>

### Domain IV: PROFESSIONAL EXPERIENCE: (please check all that apply)

**Experiences:**

1. Psychological Testing
2. Mental Status Exams
3. Psychosocial Histories
4. Individual Psychotherapy
5. Group Psychotherapy
6. Family Psychotherapy
7. Marital/Relationship Therapy
8. Alcohol/Drug Abuse Counseling
9. Forensic Services
10. Neuropsychological Evaluations
11. Crisis Intervention
12. Consultation
13. Parenting Skills Training
14. Integrated Health Care
15. Other ____________________

**Populations:**

1. Adults
2. Adolescents
The theoretical orientation of the supervision provided to me is/was:

Identify the methods of supervision used by your Supervisor (check all that apply).

<table>
<thead>
<tr>
<th>Audio-tape</th>
<th>Live observation</th>
<th>Role-play</th>
<th>Reading</th>
</tr>
</thead>
<tbody>
<tr>
<td>Video-tape</td>
<td>Co-therapy</td>
<td>Discussion</td>
<td>Other</td>
</tr>
</tbody>
</table>

My overall rating of this supervisor is:

<table>
<thead>
<tr>
<th>Very poor</th>
<th>Poor</th>
<th>Average</th>
<th>Good</th>
<th>Very Good</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
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</tbody>
</table>

My overall rating of this externship site is:

<table>
<thead>
<tr>
<th>Very poor</th>
<th>Poor</th>
<th>Average</th>
<th>Good</th>
<th>Very Good</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
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</tbody>
</table>

Additional comments or concerns:
EXTERNAL PRACTICUM SITE STUDENT EVALUATION
Clinical Psychology Program
University of Nevada, Reno

(To be filled out by externship supervisor each semester and returned to DCT)

DESCRIPTION OF CLINICAL ACTIVITIES:

Student Name: _______________________________________________

Supervisor’s Name: _____________________________________________

Placement Dates: _______________________________________________

SITE NAME: __________________________________________________________________

Total Number of:

Assessment cases seen: (report/summary/diagnostic decisions) _________

Clients treated individually: _________

Clients treated in groups: _________

Age range: _________

PRACTICUM HOURS

<table>
<thead>
<tr>
<th>Activity</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total hours of direct service (assessment)</td>
<td></td>
</tr>
<tr>
<td>Total hours of direct service (intervention)</td>
<td></td>
</tr>
<tr>
<td>Total hours of direct service (other)</td>
<td></td>
</tr>
<tr>
<td>Total hours of indirect service (assessment)</td>
<td></td>
</tr>
<tr>
<td>Total hours of indirect service (intervention)</td>
<td></td>
</tr>
<tr>
<td>Total hours of indirect service (other)</td>
<td></td>
</tr>
<tr>
<td>Total hours of individual, face-to-face supervision</td>
<td></td>
</tr>
<tr>
<td>Total hours of other supervision</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL PRACTICUM HOURS
The purpose of the Competency Review in Years 2 & 3 is to assess the student’s current level of skill to design training opportunities that will optimize individual student’s learning in the clinical setting as well as identify any areas that may require remediation. Students are expected to continue to make progress in all domains through their third year. In Year 4, it is to assess the student’s readiness for the Internship phase of training. Indicate student status on the lines below:

B = Below expectations  M = Meets expectations  E = Exceeds expectations  NA = Not applicable

1. Personality Characteristics, Intellectual and Professional Skills
   ____ Interpersonal skills: ability to listen and be empathic with others; respect for/interest in others’ cultures, experiences, values, points of view, goals and desires, fears, etc. These skills include verbal as well as non-verbal domains. An interpersonal skill of special relevance is the ability to be open to feedback.
   ____ Cognitive skills: problem-solving ability, critical thinking, organized reasoning, intellectual curiosity and flexibility.
   ____ Affective skills: affect tolerance; tolerance/understanding of interpersonal conflict; tolerance of ambiguity and uncertainty.
   ____ Personality/Attitudes: desire to help others; openness to new ideas; honesty/integrity/valuing of ethical behavior; personal courage.
   ____ Expressive skills: ability to communicate one’s ideas, feelings and information in verbal, non-verbal and written forms.
   ____ Reflective skills: ability to examine and consider one’s own motives, attitudes, behaviors and one’s effect on others.
   ____ Personal skills: personal organization, personal hygiene, appropriate dress.

2. Relationship/Interpersonal Skills
   a) With patients/clients/families:
      ____ Ability to take a respectful, helpful professional approach to patients/clients/families
      ____ Ability to form a working alliance
      ____ Ability to deal with conflict, negotiate differences
      ____ Ability to understand and maintain appropriate professional boundaries.
   b) With colleagues:
      ____ Ability to work collegially with fellow professionals
      ____ Ability to support others and their work and to gain support for one’s own work
      ____ Ability to provide helpful feedback to peers
      ____ Ability to receive feedback nondefensively from peers
   c) With supervisors, the ability to make effective use of supervision, including:
      ____ Ability to work collaboratively with the supervisor
      ____ Ability to prepare for supervision
      ____ Ability/willingness to accept supervisory input, including direction; ability to follow through on recommendations
      ____ Ability to negotiate needs for autonomy from and dependency on supervisors
      ____ Ability to self-reflect and self-evaluate regarding clinical skills and use of supervision, including using good judgment as to when supervisory input is necessary

3. Skills in Application of Research to Clinical Issues
   ____ Development of skills and habits in seeking and applying theoretical and research knowledge relevant to practice of psychology in the clinical setting
   ____ Understanding and application of theoretical and research knowledge related to diagnosis/assessment, intervention, diversity, supervision, ethics etc.

4. Diagnosis and Assessment Skills
   ____ Ability to utilize systematic approaches to gathering data to inform clinical decision making
   ____ Knowledge of issues related to integration of different data sources
   ____ Ability to integrate assessment data from different sources for diagnostic purposes
   ____ Ability to formulate/apply diagnoses & understand the strengths and limitations of diagnosis

5. Intervention Skills
   ____ Understanding of theory and mechanisms of change emphasized by the clinical team
   ____ Ability to formulate and conceptualize cases from this perspective
6. Diversity - Individual and Cultural Differences:

- Knowledge of self in the context of diversity (one’s own attitudes, stimulus value, and related strengths/limits) as one operates in the clinical setting with diverse others
- Knowledge about the nature and impact of diversity in different clinical situations/specific racial/ethnic populations
- Ability to work effectively with diverse others in assessment, treatment and consultation

7. Ethics:

- Knowledge of ethical/professional codes, standards and guidelines; knowledge of statutes, rules, regulations and case law relevant to the practice of psychology
- Recognize and analyze ethical and legal issues across the range of professional activities in the practicum setting
- Recognize and understand the ethical dimensions/features of his/her own attitudes and practice in the clinical setting
- Seek appropriate information and consultation when faced with ethical issues
- Practice appropriate professional assertiveness related to ethical issues (e.g., by raising issues when they become apparent to the student)

8. Professional Development:

a) Practical Skills to Maintain Effective Clinical Practice

- Timeliness: completing professional tasks in allotted/appropriate time (e.g., evaluations, notes, reports); arriving promptly at meetings and appointments
- Developing an organized, disciplined approach to writing and maintaining notes and records
- Negotiating/managing fees and payments
- Organizing and presenting case material; preparing professional reports
- Ability to self-identify personal distress, particularly as it relates to clinical work.
- Ability to seek and use resources that support healthy functioning when experiencing distress
- Organizing one’s day, including time for notes and records, rest and recovery etc.

b) Professional Development Competencies

- Ability to understand and follow Clinic/Team operating procedures
- Ability to apply critical thinking and analysis
- Ability to use resources to promote effective practice (e.g., published information, input from colleagues, technological resources)
- Exercises responsibility and accountability, and seeks consultation when needed
- Effective time management skills
- Demonstrates self-understanding and reflection
- Practices effective self-care
- Demonstrates awareness of personal identity (e.g., relative to individual and cultural differences)
- Pursues development opportunities (e.g., by attending professional development seminars, etc.)
- Demonstrates social intelligence; ability to interact collaboratively and respectfully with colleagues
- Willingness to acknowledge and correct errors
- Ability to create and conduct an effective presentation

9. Metaknowledge/Metacompetencies – Skilled Learning:

- Knowing the extent and the limits of one’s own skills; learning the habit/skill of self-evaluation
- Knowledge of the process for extending current skills into new areas
- Commitment to life-long learning and quality improvement
- Awareness of one’s identity as a psychologist: knowing what one knows and can do (and should do) as a psychologist
10. Consultation Skills/Interdisciplinary Collaborations:

- Knowledge of the unique patient care roles of other professionals
- Ability to effectively relate to other professionals in accordance with their unique patient care roles
- Understanding of the consultant’s role as an information provider to another professional who will ultimately be the patient care decision maker
- Capacity for dialoguing with other professionals that avoids use of psychological jargon
- Ability to choose an appropriate means of assessment to answer referral questions
- Ability to implement a systematic approach to data collection in a consultative role
- Consultative reports are well organized, succinct and provide useful and relevant recommendations to other professionals

RECOMMENDATIONS

Ratings were based on the following (check all that apply):

- Role play
- Observations of videotape
- Listening to audiotape
- Discussion of clinical material
- Other: ______________________________

If student was assessed as a “B” in any area, elaborate here (Be sure to include concrete examples):

Student's learning goals/Training recommendations:

SUMMARY

Do you recommend a passing grade for this student's placement, given the level of practicum in which the student is enrolled?

Yes _____ No _____

Supervisor’s Signature: ________________________________

Student’s Signature: ________________________________

Date of Evaluation: ________________________________

Thank you for completing this evaluation.
Note: Student and supervisor should also receive copies.
MAILING ADDRESS:

Director of Clinical Training
Department of Psychology
University of Nevada, Reno
Mail Stop 298
Reno, NV 89557

IN PERSON DELIVERY:

Director of Clinical Training
Department of Psychology
Mack Social Science Room 438
University of Nevada, Reno

Questions? Please contact the Director of Clinical Training, Dr. Tony Papa at: apapa@unr.edu or 775-848-2735.
Doctoral Program  
in Clinical Psychology

COMPREHENSIVE EXAM PROPOSAL COVER SHEET  
(attach to each proposal)

Student: ______________________________________________________________

Title of Exam: __________________________________________________________

Area Covered by Exam: (circle one)  
1. Assessment or Evaluation  
2. Psychopathology or Life Crises and Problems  
3. Psychotherapy or Mental Health Services Delivery  
4. Developmental or Personality

Proposed Method of Exam: (circle one)  
1. Written exam  
2. Paper  
3. Joint paper w/ faculty member  
4. Grant  
5. Workshop  
6. Other: (describe)

This is the _____1st_____2nd_____3rd comprehensive exam. For each “other” exam please describe the title, area, method, committee, date approved, target date of completion, and whether actually completed.

Proposed target date for completion of this exam: _________________ (must be within 6 months of approval)

Proposed committee, if any:

(should not write below this line)

Examining Committee: Chair:  
Second Member:  

Target date for completion:

Proposal was: _____Approved  _____Not Approved  
Date: _____  By: _____

Modifications Needed:

Comments:
REQUEST FOR APPROVAL OF PROSPECTUS FOR
PREDOCTORAL RESEARCH PROJECT

Student: ______________________________________________________________

Date Filed: ____________________________________________________________

Title: _________________________________________________________________

________________________________________________

Committee Members: _______________________________________

(Chair)  

(Member)

Prospectus Approved: ____________________________ Date: ____________________________

(Chair)  

(Member)

Note to Student: After this form has been signed by the two members of the Predoctoral Research Committee, indicating approval of the Predoctoral Research Prospectus, it should be turned in to the Clinical Program Coordinator for filing.
Appendix C. *Policy on Faculty Business Interests*

**Department Policy on Faculty Business Interests**

*Unanimously approved by the Department of Psychology*

*November 15, 1996*

**Prologue**

According to its mission statement, the Department of Psychology is a center for scholarship and learning in the discipline of psychology, with responsibilities that extend to the citizens of our region, state, nation, and world. The Department seeks not only to teach what is known, but also to develop knowledge, to apply that knowledge to human problems, and to instill the methods of creative, critical, scientific inquiry in our students. In all of its actions, the Department seeks to create a safe and supportive learning environment that is respectful of diversity, avoids prejudice of all kinds, maintains an attitude of open and free inquiry, builds a sense of intellectual community and mutual respect, and that takes seriously the social responsibilities that flow from participation in a public, land grant institution.

The Department recognizes the potential benefits of private consultation and private business by faculty to the service and research goals of the Department. There is a long standing tradition in the University, however, of avoiding conflict of interest when private business is concerned. In addition, the Department feels it is particularly important that students, who are just acquiring research and scholarly values, not be excessively impacted by monetary concerns that may not advance these values before they have even been fully acquired. It seems important that students, especially in their first three or four years, work if possible within the structure of the University, in accord with more specific policies that may be set by their specific program.

**Policy**

The following policy is in effect as of the date of adoption:

1. Grant and business activities should be open and formally reported to the Executive Committee if the grant or business involves department students, faculty consultation, and so on, even if the grant or business activity is not sought through the University. In the case of student employment these reports should be made on an a priori basis; in other cases annual reports are sufficient.

2. University facilities and staff should be used to advance private business only with the formal consent of appropriate authorities within the University.

3. In general, faculty should seek out ways to involve the University formally in grants that involve students, faculty consultation, and the like and to support the institution through indirect cost recovery.

4. Grant activities should respect the 8 hour per week limit on consultation during the business week and those generated within the University should respect the 50% limit on salary enhancement. Course buy-outs should be approved in advance and appropriately funded.

5. If the grant could benefit a private business that the faculty member has a relationship with (as defined in the conflict of interest section of the University personnel by-laws) the faculty member involved must not advance that business through official acts such as grading, giving credit, or serving on student committees involving the project, even if the grant originated within the University.

6. Cooperative research between private businesses and the University can benefit both parties, but the interests of both should be recognized. Normal University guidelines for positions, salary, and so on will apply to students participating in grants that are partially in the University, and that involve cooperation with faculty business interests.
7. There is particular concern when students are doing grant or other business work for a faculty business that did not originate within the University, since these kinds of relationships have none of the protections provided by University sponsorship. This kind of relationship might be appropriate for senior students in some circumstances, but it is inherently subject to subtle forms of conflict of interest (e.g., pleasing faculty who have formal educational duties with a student by promoting that faculty person's private business) and thus it is not encouraged. Except for specific employment policies that may be set by their specific graduate program, the Department does not prohibit such employment if it is entirely separate from University duties but feels that if it occurs this work should have no relation to the student's academic program within the Department (e.g., thesis credit, dissertation credit, course requirements, comprehensive exam requirements, clinical experience requirements) even if it is graded by others, and the student must not use University space or resources to accomplish these private business ends.

8. Cases that are in a gray area should be referred to the Executive Committee for input.
Appendix D. Student Dismissal Procedures

http://system.nevada.edu/tasks/sites/Nshe/assets/File/BoardOfRegents/Handbook/T2CH11StudentProgramDismissalProcedures%281%29.pdf

TITLE 2 - Nevada System of Higher Education CODE CHAPTER 11

STUDENT PROGRAM DISMISSAL PROCEDURES

Section 1. Dismissal from Programs

A student may be dismissed from a program for academic reasons which may include but are not limited to inadequate grades or failure to remain in academic good standing as defined by the program, a lack of professionalism or unethical conduct, or failure to comply with other specific program requirements. Failure to comport with professional and/or ethical standards applicable to the particular discipline or program may be grounds for dismissal from a program. “Program” includes but is not limited to all undergraduate and graduate programs which have special requirements for admission to and/or for progression within the particular program. If the program has special requirements for admission or progression, they must be in writing and either published on the institution’s website or provided in writing to all students who are admitted to the program. The program dismissal procedures established in this chapter are not applicable to expulsion from an institution for violation of the applicable student code of conduct.

System institutions, professional schools and individual programs may establish written policies, procedures and sanctions for program dismissals that may be used in lieu of the procedures of this chapter, subject to prior review by the institution’s general counsel and the approval of the president of the institution. Any such policy will be effective the next semester following its approval by the president. In the absence of such an approved policy, the procedures set forth in this chapter will apply.

(B/R 6/14)

Section 2. Dismissal for Failure to Maintain Required Grades or Required Grade Point Average (GPA)

If the program dismissal is based upon failure to maintain required grades or a required GPA for the particular program or for a course within the program, this program dismissal procedure does not apply and the student may be summarily dismissed from the program. The student’s only recourse to challenge a grade is to utilize the institution’s grade appeal process. If the student’s grade appeal is successful, the student must be reinstated in the program.

(B/R 6/14)

Section 3. Dismissal Procedures


The student must be provided with a written statement of reasons for the program dismissal action before the student is dismissed from the program. However, student behavior or actions that threaten professional and/or ethical standards or norms may result in a modification of this procedure. Student actions related to the program, which cause life, health and safety risks, or program disruption, may be a basis for immediate removal from program activities (including but not limited to academic classes) pending the outcome of a review conference. Approval by the institution’s president or designee is required in cases of immediate removal from a program where a notice of dismissal and review conference occur subsequently. Rev. 261 (06/14) Title 2, Chapter 11, Page 3 The notice of dismissal must include information about the review conference procedure (set forth in Subsection b. below) and the date for the review conference. A student may but is not required to be given a warning and the opportunity to correct any violations of program requirements before the issuance of a notice of dismissal. b.

b. Review Conference.

The student must be afforded the opportunity for a review conference. A review officer will administer and carry
out the review conference.

The review conference is an informal meeting that is not intended to be adversarial in nature. The student may be accompanied by an advisor during the conference. The advisor serves in a support role to the student during the review conference. In this process the advisor has no right to speak during the review conference except to the student. If a student, who has been given notice, does not appear for the review conference, the review conference will still proceed. The review conference is the time for presentation of the information, documents or witnesses in support of the dismissal. The review conference is the time at which the student is afforded the opportunity to present information, documents or witnesses on his or her behalf. Witnesses may present a statement to the review officer. However, only the review officer may ask questions of any witnesses. Further, the individual who made the recommendation for program dismissal has the opportunity to participate in the review conference and may present information, documents or witnesses in support of the program dismissal recommendation. The review officer may also include a representative from the applicable discipline or program in the review conference.

A review conference must occur no earlier than three (3) college working days after the date on which written notification of the recommendation for dismissal was sent to the student by e-mail or by personal delivery. If the notice was sent by US Mail, the review conference must occur no earlier than five (5) college working days after the date of mailing. However, upon request by the student, the review officer, in his or her sole discretion, may grant an extension of time with regard to the review conference. Unless an extension of the time for the review conference has been granted by the review officer, the review conference must take place no later than 10 college working days after the date the written notice of dismissal was sent or delivered to the student.

c. Review Officer.

The review officer must be an individual at the level of academic vice president or designee. The review officer must not have been involved in the program dismissal recommendation.

d. Written Decision.

After careful review of all the materials, statements and relevant circumstances, the review officer must issue a written decision setting forth the reasons upon which the final decision is based. If the review officer does not uphold the recommendation for dismissal, the student must be reinstated in the program. The review officer will render a decision to the student and the program within five (5) college working days after the review conference.

e. Standard of Review.

The review officer’s determination shall be made on the basis of whether it is more likely than not that the student engaged in behavior or actions related to the program that warrant program dismissal.

f. Decision Final.

The decision of the review officer is final and is not subject to appeal.

g. Re-Entry or Re-Admission.

Each institution shall determine the conditions, if any, for re-entry or re-admission to the program.