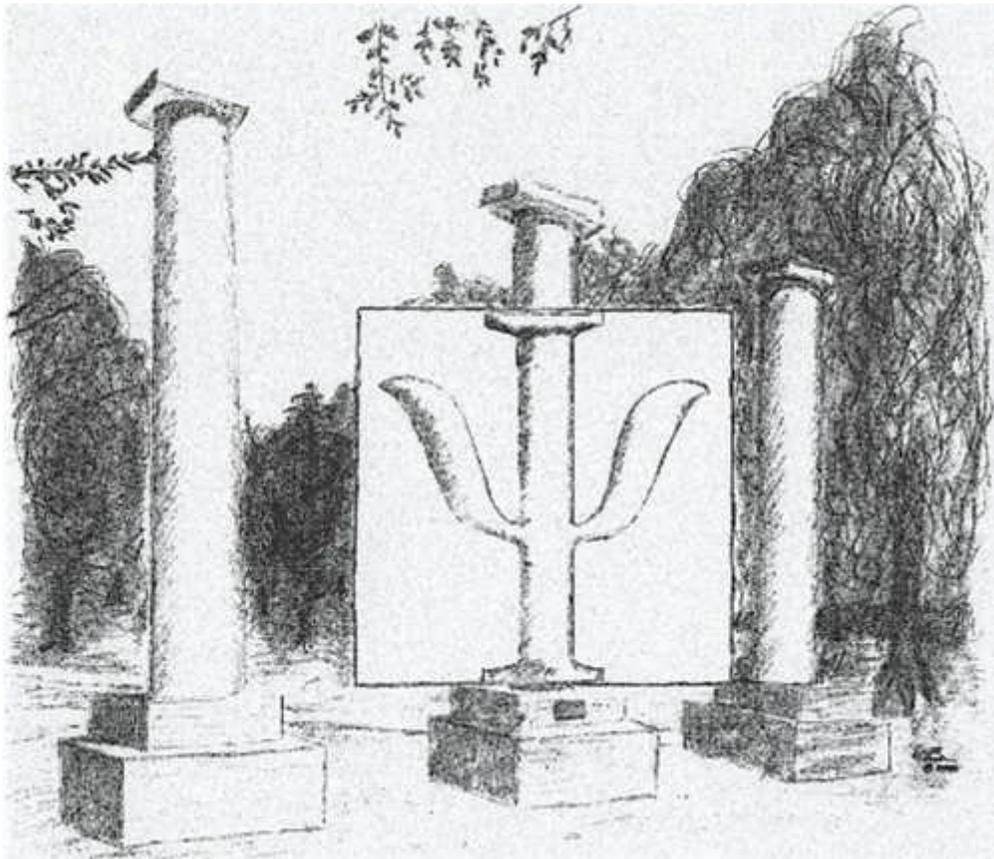


Clinical Psychology Master of Science Graduate Handbook 2015-2016



Northwestern State University of Louisiana

Clinical Psychology Graduate Handbook

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DEPARTMENT OF PSYCHOLOGY

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Department Chair: Dr. Susan Barnett
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The goal of the Master of Science program in Clinical Psychology is to develop competent professionals who are intelligent consumers of research and skilled providers of psychological services in a variety of health care settings.

All courses integrate science and practice as it prepares individuals for employment in a variety of health care settings and/or for a doctoral program. Outstanding faculty are dedicated to assisting the students through instruction, supervision, and advisement in developing professionally and reaching their educational goals.

Students are registered as a group in a well-structured sequence of coursework, in which courses build upon previous classes to prepare students for the required capstone courses: Psychological Research: Application and Practicum.

All coursework, with the exception of a summer class, is face-to-face and takes places at Northwestern State University's main campus in Natchitoches. Applications are accepted on an ongoing basis.

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Mission Statement

In keeping with the stated mission of the University, the Department of Psychology is dedicated to providing a high quality and functional education at both the undergraduate and graduate levels by actively engaging in the discovery and dissemination of knowledge across the subfields of Psychology, including clinical, experimental and applied areas. Students develop mastery and integration of vocabulary and theory, as well as critical thinking and analytic skills, through didactic, laboratory, and practicum/externship training experiences. To further illustrate the relationship between theory, research and application, the Department of Psychology emphasizes the ethical use of psychology principles in applied contexts.

As part of our educational mission, encouragement and support are provided for research and scholarship by both the faculty and students. These activities are designed to foster professionalism and enhance opportunities for graduate education and/or immediate employment and service in the community.

Program Objectives

In order to achieve the Mission of the Department of Psychology at NSU, the following program goals/objectives have been developed.

- 1) To provide students with a foundation of psychology on which to build the science and practice of clinical psychology.
- 2) To provide quality advising and mentoring leading to pursuit of ultimate professional goals.
- 3) To provide quality programs which are consistent with the recommendations of national or accrediting organizations.
- 4) To provide quality instruction that is current in topics related to clinical psychology including administration, scoring, and interpreting assessment instruments
- 5) To provide quality instruction that is current in topics related to clinical psychology leading to application of research and treatment issues relevant to the field
- 6) To provide quality instruction that is current in topics related to clinical psychology leading to use of technology and writing designed to integrate clinical psychological literature with practice
- 7) To complete and report research projects relevant to the field of clinical psychology.
- 8) Work with local, state, and national organizations to provide vocational and/or educational opportunities for the students.

ADMISSION REQUIREMENTS

The Master of Science degree in Clinical Psychology is designed for students who plan to continue doctoral training in Clinical Psychology or seek clinical employment at the M.S. level. The emphasis is on clinical assessment, theory, application, and research. The M.S. degree in Clinical Psychology requires 39 hours of course work, comprehensive examinations, an empirical thesis or paper-in-lieu, and a 300 hour practicum. The therapy course has accompanying practica which provide applications and "hands on" experiences associated with the specific course content.

ADMISSION

The Clinical Psychology program accepts up to 30 students per year (Fall and Spring enrollment). Students interested in applying to the program should follow the proceeding process:

1. The following information must be sent by the applicant to the Office of Graduate Studies at Northwestern State University:
 -  Graduate application and payment of the nonrefundable \$25 application fee (Graduate Admission Application). The application can also be completed online.
 -  Graduate Assistantship application (Graduate Assistantship Application).
 -  Self-Statement (500-word, double-spaced, typed essay that discusses your personal goals and reasons for wanting to earn a Masters Degree in Clinical Psychology from Northwestern State University).
 -  Two letters of recommendation in sealed envelopes with the signature of the recommending person written across the seal and addressed to **Northwestern State University, Graduate Studies & Research, Office of the Dean, Natchitoches, LA 71497**. (Northwestern State University's Recommendation Form).
 -  Applications are accepted on an ongoing basis; however, March 15th is the deadline for priority selection. Review of materials and admission into the program after that date will depend upon the availability of openings.
2. *Official* transcripts of *all* colleges and universities previously attended should be sent directly from the college or university to Office of Graduate Studies at Northwestern State University. Applicants must have a bachelor's degree with 18 hours in Psychology including at least 3 hours from each of the following areas: statistics, abnormal, and experimental.
3. The General Aptitude Section of the Graduate Record Examination (GRE) is required and applicants must instruct the Educational Testing Service to forward the scores to the Office of Graduate Studies.

Northwestern State University's Institution Code: 6492.

4. All applicants, for whom English is a second language (ESL), are required to take the Test of English as a Foreign Language (TOEFL) and the Test of Spoken English (TSE). The scores must be sent directly to the Office of Graduate Studies and Northwestern State University.
5. Applicants selected for an interview will be contacted directly by the Director of Clinical Training. The applicant will be provided information about the interview process at the time of that contact.

Regular Admission

Admission with **Regular Status** into the program requires:

-  Grade point average of at least 3.0
-  GRE of 290 (combined verbal and quantitative)

Conditional Admission

Conditional admission to the Clinical Psychology program may be granted for the first 9 semester hours of approved graduate study for students with:

-  Grade point average of at least 2.5 but less than 3.0 and GRE of 290

OR

-  Have a GRE score of 280 (combined verbal and quantitative) but less than 290 and GPA of 3.0

Conditional status in a master's degree program may be changed to regular status by earning 9 semester hours of approved graduate degree credit at Northwestern State University with a grade of B or better on all graduate work pursued. Failure to achieve regular status after 9 graduate semester hours will result in suspension from any master's degree program.

Provisional Admission

Provisional admission to the Clinical Psychology program may be granted for the first 9 semester hours of approved graduate study for students with:

-  Grade point average of at least 2.5 but less than 3.0

AND

-  GRE score of 280 (combined verbal and quantitative) but less than 290

Provisional status in a master's degree program may be changed to regular status by earning 9 semester hours of approved graduate degree credit at Northwestern State University with a grade of B or better on all graduate work pursued. Failure to achieve regular status after 9 graduate semester hours will result in suspension from any master's degree program.

Reinstatement

Students may withdraw from the program due to circumstances beyond their control.

- 📄 A letter of appeal written by the student with a written endorsement from the student's advisor submitted to the Dean of Graduate Studies and Research for approval.
- 📄 Re-admission and completion of 9 additional semester hours of approved degree credit at Northwestern State University with no grade lower than B. (Only approved degree credit courses will be computed in the grade average);
And
- 📄 If reinstated, failure to maintain regular status will result in terminal suspension.

Transfer of Credit

A maximum of twelve (12) semester hours (one third of the total program semester hours) with grades of at least B (3.0) and relevant to the planned program may be transferred into the master's program. Transfer credits must be approved by the Department Chair and the Dean of the Graduate School.

COURSE LOAD

Regular students must be full time while completing course work. Full time during fall and spring semesters is nine semester hours. During a summer session, a full load is 6 hours. Approval must be obtained for a course load greater than 12 graduate/undergraduate hours.

FEES

Undergraduate and Graduate course fees, as well as student fees, are listed in the Northwestern State University Semester Class Schedule (Fall, Spring, Summer). These fees are subject to change without notice. All fees and charges assessed by the University in connection with registration are due in full on scheduled fee payment dates.

Students receiving Graduate Assistantships are eligible to receive a "Waiver of Out-of-State Tuition." This waiver will be effective only for those semesters in which the student is employed as a graduate assistant. Refer to the NSU semester class schedule for NSU refund policy

GRADUATE ASSISTANTSHIPS

Teaching and research assistantships are available for highly qualified graduate students. To be eligible for a graduate assistantship, the student must be accepted into the Clinical Psychology Masters degree program and must have achieved regular graduate admission status at Northwestern State University. A graduate assistant must be full-time (at least 9 hours) of which 6 must be graduate, and no more than 12 (graduate/undergraduate) hours total. To be eligible to retain the assistantship, the student must maintain a 3.0 grade point average in all graduate courses, as well as meet all other stated requirements of the graduate school. Graduate assistants are required to work 20 hours a week. Those granted a graduate assistantship will receive a \$10,000 stipend over a nine-month period. Out-of-state tuition is waived, if applicable, but is only in effect for those semesters the student is actually employed as a graduate assistant. Additional information is available from the Graduate Studies office and applications should be directed to the Dean of Graduate Studies & Research.

REQUIRED COURSES

The following is a list of courses required for the master's degree in clinical psychology:

COURSE	HOURS
PSYC 5100 Psychological Research: Statistics	3
PSYC 5120 Psychological Research: Method and Design	3
PSYC 5950 Psychological Research: Application	3
PSYC 5200 Theories of Psychotherapy	3
PSYC 5250 Psychological Intervention and Therapy	3
PSYC 5260 Practicum I: Psychological Intervention and Therapy	3
PSYC 5270 Practicum II: Psychological Intervention and Therapy	6
PSYC 5300 Intellectual Assessment	3
PSYC 5320 Personality Assessment	3
PSYC 5750 Psychopathology	3
PSYC 5980 Thesis	3
Or approved elective	3
PSYC 6000 Ethics & Professional Conduct	<u>3</u>
TOTAL	39

***Sequence of Courses:**

FIRST YEAR

Fall	Spring	Summer
PSYC 5100	PSYC 5120	PSYC 6000
PSYC 5250	PSYC 5200	
PSYC 5750	PSYC 5300	
9 hours	9 hours	3 hours

SECOND YEAR

Fall	Spring	Summer
PSYC 5260	PSYC 5270	Continuation of
PSYC 5320	PSYC 5980	thesis or PIL
PSYC 5950	or elective	until complete
9 hours	9 hours	

* The sequence of courses is subject to change depending on availability of faculty. In addition, the sequence for students admitted in the Spring semester will be on an individual basis as determined by the Director of Clinical Training.

PSYCHOLOGY GRADUATE COURSES

PSYC 5100 PSYCHOLOGICAL RESEARCH: STATISTICS. (3-3-0). Descriptive methods, statistical inference, correlation, multiple correlation, simple and multiple regression analysis, sampling distributions, analysis of variance and covariance, and nonparametric methods. Prerequisite: 4400

PSYC 5120 PSYCHOLOGICAL RESEARCH: METHOD AND DESIGN(3-3-0). Theory and application of experimental design in psychological research; design strategies in relation to hypotheses, and statistical procedures. Prerequisite: 5100 or demonstrated competency.

PSYC 5200 THEORIES OF PSYCHOTHERAPY. (3-3-0). A comparative introduction to the theories, techniques, and outcomes of major approaches to psychotherapy. Prerequisites: 4450 or 4470, or consent of instructor.

PSYC 5250 PSYCHOLOGICAL INTERVENTION AND THERAPY. (3-3-0). An experiential-didactic course that teaches the skills, strategies, and self-awareness necessary to provide basic helping interventions. The course involves specification of helping skills and strategies and their conceptual bases, as well as demonstration, practice, and feedback of helping interventions. Particular foci will include the nature of the therapist-patient relationship, current research findings on the process and outcome of psychotherapy, and ethical issues. Prerequisites: 5200, 5750, or consent of the Director of Clinical Training.

PSYC 5260 PRACTICUM I: PSYCHOLOGICAL INTERVENTION AND THERAPY (3-0-0). The opportunity to build a variety of therapy skills and applied therapeutic techniques. These skills will include specific interviewing strategies, report writing, and measurements of therapeutic outcomes. Prerequisite: co-registration in or credit for 5250.

PSYC 5270 PRACTICUM II: PSYCHOLOGICAL INTERVENTION AND THERAPY (6-0-0). Clinical students will complete 300-hours of field training in a range of mental health settings, including state-operated mental health facilities, community mental health centers, psychiatric units of private hospitals, and university-based student counseling centers. These practicum experiences will help students learn to apply classroom knowledge to the real-world service needs of the public. Prerequisites: PSYC 5200, 5250, 5260, 5300, 5320, and 5750 with at least a grade of "B" and consent of the student's graduate advisory committee. Must be completed with a grade of "B" or better in order to be used toward the Master's Degree.

PSYC 5300 INTELLECTUAL ASSESSMENT (3-3-0). Administration, scoring, and interpretation of standardized psychometric instruments in evaluating individual intellectual functioning. Prerequisite: 4410 or Counseling and Guidance 5520, or consent of Director of Clinical Training.

PSYC 5320 PERSONALITY ASSESSMENT (3-3-0). Theory and rationale in the use of objective assessment instruments in applied settings for adults and children. Prerequisites: 4410 or Counseling and Guidance 5520, 4450 or 4470.

PSYC 5400 GROUP AND FAMILY PSYCHOTHERAPY. (3-3-0). Overview of the major theoretical and practical issues in group and family psychotherapy as they relate to the clinical setting. Development of basic skills in small group facilitation and strategies for family assessment and intervention. Prerequisites: 5250, 5750, 5320.

PSYC 5500 EXTERNSHIP IN CLINICAL PSYCHOLOGY. (3 to 12-0-0). Minimum 300 hours of direct experience in an approved mental health setting under the supervision of a licensed psychologist. Application of appropriate intervention techniques; assessment tools and techniques; management of clinical cases. Prerequisites: 5200, Director of Clinical Training. Must be completed with a grade of B or better in order to be used toward the master's degree.

PSYC 5750 PSYCHOPATHOLOGY. (3-3-0). Etiology, classification, and research methods relating to abnormal human behavior. Special emphasis in the course is placed on the use and practical limitations of the current diagnostic system. Prerequisite: 4450 or 4470.

PSYC 5780 PHYSIOLOGICAL PSYCHOLOGY. (3-3-0). Examination of the biological basis of behaviour, with emphasis on underlying neural mechanisms. Surveys neuroanatomy, neurophysiology, and investigates how the nervous system produces various types of behaviour. Prerequisite: 3010 or consent of instructor.

PSYC 5950 PSYCHOLOGICAL RESEARCH: APPLICATION. (3-3-0). Design, organization, and implementation of a project or research proposal (Paper-in-Lieu) under the direction of the student's major professor. Written paper and evaluation required. Prerequisites: PSYC 5120 and approval of Director of Clinical Training.

PSYC 5980 THESIS. (3 to 6-0-0). Students will meet regularly with their thesis advisor for support and direction in writing thesis.

PSYC 6000 ETHICS AND PROFESSIONAL CONDUCT. (3-3-0). Learning about appropriate behaviour and ethical/moral issues to be anticipated in all aspects of practice as a psychologist, including therapy, diagnostics, assessment, research, and teaching.

For more information concerning undergraduate and graduate psychology courses see the Northwestern State University General Catalogue.

GENERAL REQUIREMENTS

- A. All work applied towards the degree must have been earned in the six years immediately preceding the completion of the graduate program.

Revalidation

In special cases, upon approval of the Dean of Graduate Studies and Research, expired credits may be revalidated by examination. TRANSFERRED CREDITS MAY NOT BE REVALIDATED. The examination must include a written test or demonstrated performance that measure those topics currently taught in the course and must be evaluated as if the student had just completed the course. The student's written examination paper, portfolio, or performance document with accompanying instructions, course learning outcomes, and designated activities with completed rubrics must be filed in the Graduate School office. Test construction and evaluation of the assessment instrument will be done by the instructor who is currently teaching the course or who has most recently taught the course. Revalidation will be on a satisfactory/unsatisfactory basis. For grade point average purposes, the initial grade will be utilized. Requests for revalidation must be initiated in writing by the Department Chair, approved by the College Dean, and submitted to the Graduate Dean for final approval. The cost of revalidation is \$20 a course and must be paid and the receipt on file in the Graduate Dean's office prior to taking the test.

- B. A student may withdraw from the program due to circumstances beyond their control. Should this occur, the student should work with the Clinical Director.
- C. Students must maintain a minimum grade point average of 3.0 with no grade lower than "C" and not more than six hours of credit with a grade of "C" shall be presented to fulfill the course requirements for the degree. No grade below "B" is acceptable for transfer credit.
- D. A minimum grade of B must be earned on all "clinical" psychology courses pursued. Clinical courses include: 5200, 5250, 5260, 5270, 5300, 5320, 5400, 5500, 5750, 5950, 5980, and 6000.
- E. The students shall pass written comprehensive examinations. (See section on comprehensive examinations.)
- F. The students will complete and successfully defend a paper-in-lieu or project or an empirical thesis.
- G. Students must complete a 300-hour practicum (PSYC 5270; 6 hours) at an approved mental health site (see section on practicum).

2. All students shall conduct themselves in an Ethical and Professional manner as a member and representative of the Clinical Psychology program and Northwestern State University. If students engage in unethical behavior according to the APA Ethical Principles of Psychologists and Code of Conduct (2010; see Appendix A), they will be subject to dismissal from the program.

ETHICAL AND PROFESSIONAL VIOLATIONS

Allegations of ethical and/or professional misconduct will be investigated by the Council on Ethical and Professional Conduct, which is a standing committee chaired by the Director of Clinical Training and two other graduate faculty members. If a faculty member is involved in the allegation and is serving on the committee, she or he will be recused from the committee and replaced by another graduate faculty member. The purpose of the committee is to investigate such allegations and impose judgment and appropriate discipline. Such discipline can include immediate dismissal from the program if the council finds the violation is sufficiently severe in nature.

GRADES

Students are graded in their studies on the quality of work. Five grades are in use as follows: A (excellent), B (good), C (average), D (below average), and F (failure). A course with a grade of Pass or a grade of D may not be used to satisfy a course requirement for a graduate degree. Not more than six hours of credit with a grade of C shall be used to fulfil course requirements for the degree. A third grade of C will result in review by the Clinical Director and may lead to dismissal from the graduate program. A minimum grade of B must be earned for all clinical psychology courses.

A grade of I (incomplete) means that the course work is incomplete due to circumstances beyond the control of the student and that successful completion of this work could lead to a passing grade. Incomplete grades must be removed within 60 calendar days after the end of the term in which the grade was assigned. If the work is not completed within the allotted time, the grade of I will be changed to F.

If a student earns more than six hours in thesis, the student's transcript will provide only six hours of grades for thesis. All other "in progress" (IP) grades will remain IP on the transcript. The letter grade given by the thesis director will be assigned to the last six hours when the thesis is satisfactorily completed.

A student who repeats a course which he/she has successfully completed must accept the last grade received as final.

W represents an official withdrawal from the course. If a student withdraws from a course after the "final day to resign and drop courses," a grade of WA, WB, WC, WD, or WF will be assigned based upon the student's grades at midterm.

ACADEMIC APPEAL

Grade Appeal

Students who receive grades they believe do not reflect the quality of their work may appeal grades within 120 days following the academic period in which the grades were earned. The procedure for grade appeal is as follows:

The student should consult the instructor in an effort to reach an understanding. If no understanding is reached, the student should secure a Grade Appeal Form from the Dean of Graduate Studies and Research. The student should submit the written appeal with all signatures to the Dean of Graduate Studies and Research, with a request for a hearing with the Graduate Council. An appeal to the Graduate Council should be in the form of an explanatory letter, including the signed appeal form and a request for a specific action. Appeals will be reviewed by the Graduate Council at regularly scheduled monthly meetings. Both the student and the instructor may be present when the appeal is reviewed. The Graduate Council will rule on the appeal according to standing policy and procedures and submit a recommendation to the Dean. The action of the Dean of Graduate Studies and Research on the recommendation will be considered final.

Other Appeal – Appeals related to conduct

Students who disagree with the judgment and/or discipline imposed by the Council on Ethical and Professional Conduct (CEPC) can appeal such decision with the following procedures:

The student should submit a written appeal in the form of an explanatory letter with all signatures and a request for a specific action to the Chair of the Psychology Department. The Chair will review the evidence gathered by the CEPC along with their written response to the student's appeal. The Chair will then rule on the student's appeal. If the student is not satisfied with the Chair's decision, a request to forward the appeal to the Dean of Graduate Studies and Research, with a request for a hearing with the Graduate Council, should be submitted to the Dean of Graduate Studies. Appeals will be reviewed by the Graduate Council at regularly scheduled monthly meetings. Both the student and the chair of the CEPC may be present when the appeal is reviewed. The Graduate Council will rule on the appeal according to standing policy and procedures and submit a recommendation to the Dean. The action of the Dean of Graduate Studies and Research on the recommendation will be considered final.

ELIGIBILITY TO REMAIN IN GRADUATE SCHOOL

Academic

A student whose graduate cumulative average or semester average falls below 3.0 on a 4.0 scale will be placed on probation. A student on probation who fails to make a 3.0 on a 4.0 scale during the next semester or session of enrolment shall be suspended. Students who have graduate assistantships and are placed on probation may not be eligible to continue their assistantships (See Graduate Assistantships).

Upon suspension from graduate studies, a student may, after the expiration of one semester, appeal for readmission by submitting to the Department Chair a letter addressed to the Dean of Graduate Studies and Research. The Department Chair will forward the appeal to the Dean, who makes the final decision. Upon a second suspension, the university allows the student to use the same procedure after the expiration of one calendar year. However, the departmental committee will not support readmission into the program after a second probation.

Ethical & Professional Conduct

Unethical and unprofessional conduct will be addressed in compliance with the APA Ethical Principles of Psychologists and Code of Conduct (2010; Appendix A) (the procedures are modified to identify the appropriate university parties and policies):

Informal Resolution of Ethical Violations

When students or faculty members believe that there may have been an ethical violation by another student, they attempt to resolve the issue by addressing it with the individual, if an informal resolution appears appropriate and the intervention does not violate any confidentiality rights that may be involved. (See also Standards 1.02, Conflicts Between Ethics and Law, Regulations, or Other Governing Legal Authority, and 1.03, Conflicts Between Ethics and Organizational Demands.)

Reporting Ethical Violations

If an apparent ethical violation has substantially harmed or is likely to substantially harm a person or organization and is not appropriate for informal resolution, or is not resolved properly in that fashion, students or faculty members take further action by making a formal report to the Council on Ethical and Professional Conduct. This standard does not apply when an intervention would violate confidentiality rights or when psychologists have been retained to review the work of another psychologist whose professional conduct is in question. (See also Standard 1.02, Conflicts Between Ethics and Law, Regulations, or Other Governing Legal Authority.)

1.06 Cooperating With Ethics Committees

Students cooperate in ethics investigations, proceedings, and resulting requirements of the Council on Ethical and Professional Conduct and the Graduate Council. In doing so, they address any confidentiality issues. Failure to cooperate is itself an ethics violation.

1.07 Improper Complaints

Psychologists and students do not file or encourage the filing of ethics complaints that are made with reckless disregard for or willful ignorance of facts that would disprove the allegation.

RESEARCH PAPER

Students in the Clinical Psychology program are required to complete a research paper (paper-in-lieu) or an empirical thesis to the satisfaction of the research committee, and successfully defend the paper in an oral examination. The students must follow the Department of Psychology Research Policy (Appendix B) while completing this requirement.

All students register for PSYC 5950. After the first enrollment, the student must register for PSYC 5950 each subsequent semester, until the research is completed.

If the student chooses to complete a thesis, the student will enroll in PSYC 5980 after successfully completing PSYC 5950. After the first enrollment, the student must register for PSYC 5980 each subsequent semester, until the research is completed.

Only 3 hours are required for thesis per semester. However, students may choose to take 6 hours for financial reasons. Students *must* take the same number of hours in the two consecutive semesters *preceding* graduation.

RESEARCH COMMITTEE

The student is assigned a major professor and committee members from graduate faculty. Students completing a paper-in-lieu or project will be assigned a major professor and one reader based on the guidelines below. Students completing a thesis will be assigned a major professor and two readers based on the guidelines below:

- 📖 The major professor will be from the Department of Psychology
- 📖 At least one reader of a thesis will be Graduate Faculty from the Department of Psychology
- 📖 A second Reader may be a member of the Graduate Faculty outside the Department of Psychology, or an expert from outside the university. Either person must have special expertise related to the research.
- 📖 All persons on the student's committee must be approved by the Department Chair and the Graduate School.

PAPER-IN-LIEU REQUIREMENTS OF THE PSYCHOLOGY DEPARTMENT

The student develops a paper or project in consultation with his/her major professor. Copies of this proposal are distributed to the student's Research Committee at least two weeks prior to the date the proposal will be formally presented to the research committee.

- A. Once the paper-in-lieu has been completed in first draft form, it should be presented to the student's major professor. The major professor will endeavour to return the proposal to the student within two weeks. *Summer sessions are an exception.* The major professor may return it to the student to be rewritten or have the student submit a copy to the other committee member. Upon final approval of the draft by the major professor, it will then be submitted to the committee member. This meeting should be scheduled *not less than two weeks* and, where possible, not more than three weeks from the date of submission to the committee. This process may be repeated until the committee considers the draft acceptable for final form. However, on all subsequent submissions following the initial meeting, it is the committee's discretion to determine the length of the period between submission and meeting but not to exceed two weeks. The student's major professor may choose to bypass the meeting if they feel that the draft will be acceptable to the other committee members.
- B. The paper shall be typed according to APA style and rules for theses set forth in the Graduate School Handbook. The *final copies* should be submitted to the student's research committee no less than one month prior to the date on which the student's materials are due to the Office of Graduate Studies & Research. The committee will schedule the time and place of the student's oral defence of his or her paper. No meetings concerning papers will be held during final examination week, or one week prior to final examination week, except with those students who expect to graduate that semester.
- C. The formal proposal is submitted to the Research Committee and the candidate orally defends this preliminary proposal. This meeting is open to all faculty of NSU. The Research Committee may approve the proposal as is, suggest changes, or disapprove the proposal.
- D. Defence of the student's research paper is open to the faculty and graduate students of Northwestern State University. Notification of the time, place, and date of the defence should be distributed in the department at least one week prior to the time of the defence. All departmental faculty and graduate students who are interested are invited to attend.
- E. After defence of the research paper, the student's committee will determine if the student's defence was acceptable. If it was not, the committee will inform the student of his/her options. If the student's performance is acceptable, the student will secure original signatures on one copy of the paper and the comprehensive exam form. The student must then submit two copies of the paper and the original signature page to the office of the Dean of Graduate Studies and Research (See requirements of the Graduate School). The two copies are to be distributed by the Graduate School as follows: one copy goes to the

Psychology Department and one copy goes to the Major Professor of the student's Research Committee. Additional copies may be submitted and distributed at the student's discretion.

THESIS REQUIREMENTS OF THE PSYCHOLOGY DEPARTMENT

The student develops a thesis in consultation with his/her major professor. Copies of this proposal are distributed to the student's Research Committee at least two weeks prior to the date the proposal will be formally presented to the research committee.

- A. Theses must be completed in compliance with the Department of Psychology Research Policy. (See Department of Psychology Research Policy posted on Department of Psychology website.)
- B. Research involving human subjects must be approved by the Human Subjects Internal Review Board (IRB; see IRB Review Board). This committee meets once a month. The student who has proposed the research should be available to answer questions. No research involving humans may be done until the proposal is approved by this committee. The proposal must have been approved by the research committee prior to submission to the Human Subjects IRB.
- C. All persons involved in the administration of the research, including: investigators, sponsors, and approving agents, must complete the online-course, Human Participants Protection Education for Research Teams, before a research proposal can be reviewed. This online course takes about 20-30 minutes to complete and is located at <http://cme.nci.nih.gov>.
- D. The formal proposal is submitted to the Research Committee. The Research Committee may approve the proposal as is, suggest changes, or disapprove the proposal. On approval, the major professor will place a copy of the approved proposal in the student's departmental file.
- E. Any problems the student encounters in his/her research or in collecting data should be discussed with his/her major professor and, if he or she deems necessary, with the entire research committee.
- F. Once the thesis has been completed in first draft form, it should be presented to the student's major professor. The major professor will endeavour to return the proposal to the student within two weeks. *Summer sessions are an exception.* The major professor may return it to the student to be rewritten or have the student submit copies to other committee members. Upon final approval of the draft by the major professor, it will then be submitted to the committee. This meeting should be scheduled *not less than two weeks* and, where possible, not more than three weeks from the date of submission to the committee. This process may be repeated until the committee considers the draft acceptable for final form. However, on all subsequent submissions following the initial meeting, it is the committee's discretion to determine the length of the period between

submission and meeting but not to exceed two weeks. The student's major professor may choose to bypass the meeting if they feel that the draft will be acceptable to the other committee members.

- G. The paper shall be typed according to APA style and rules for theses set forth in the Graduate School Handbook. The *final copies* should be submitted to the student's research committee no less than one month prior to the date on which the student's materials are due to the Office of Graduate Studies & Research. The committee will schedule the time and place of the student's oral defense of his or her paper. No meetings concerning theses will be held during final examination week, or one week prior to final examination week, except with those students who expect to graduate that semester.
- H. Defence of the student's thesis is open to the faculty and graduate students of Northwestern State University. Notification of the time, place, and date of the thesis defence should be posted in the department at least one week prior to the time of the defense. All departmental faculty and graduate students who are interested are invited to attend.
- I. After defence of the thesis, the student's committee will determine if the student's defense was acceptable. If it was not, the committee will inform the student of his/her options. If the student's performance is acceptable, the student will secure original signatures on one copy of the paper and the comprehensive exam form. The student must then submit four copies of the paper and the original signature page to the office of the Dean of Graduate Studies and Research (See requirements of the Graduate School). The four copies are to be distributed by the Graduate School as follows: two copies are kept by the Graduate School, one copy goes to the Psychology Department, and one copy goes to the Major Professor of the student's Research Committee. Additional copies may be submitted and distributed at the student's discretion.
- J. The student may prepare the thesis research for publication. The major professor of the research committee will be the second author on a publication or a presentation of the research at a professional meeting. Others may be offered co-authorship as deemed appropriate according to APA guidelines. If the student fails to prepare the research for publication within six months, the major professor may prepare the article and claim first authorship in accordance with accepted practices for assigning authorship, offering co-authorship as deemed appropriate according to APA guidelines.

WRITTEN COMPREHENSIVE EXAMINATIONS

Students are required to take written comprehensive examinations. A student must earn a total score of 70 on each of the four examinations to pass. Once a student attempts the comprehensive exams and fails to pass all or any portion of the exam, he/she must repeat the failed portion. Failure of the exam for a second time may result in required remedial work. Failure to complete the exams after a third attempt, if the judgement of the Graduate Faculty is that such action is warranted, the student may be dismissed from the program. Results (satisfactory/unsatisfactory) from each administration of the comprehensive exams is submitted to the Dean of Graduate Studies and recorded on the student's transcript.

All comprehensive examinations will consist of multiple choice questions and essay questions.

Areas of Examination

1. Psychology 5200: **Theories of Psychotherapy**
2. Psychology 5750: **Psychopathology**
3. Psychology 6000: **Ethics**
4. Psychology 5120: **Psychological Research: Method and Design**
This examination tests knowledge from PSYC 5100: Psychological Research: Statistics and PSYC 5120: Psychological Research: Methods and Design

PRACTICA IN CLINICAL PSYCHOLOGY

Each student will be required to complete two practica in clinical psychology with the option to complete a third.

Practicum I

The first practicum, PSYC 5260: Practicum I, provides an opportunity to build a variety of therapy skills and applied therapeutic techniques. These skills will include specific interviewing strategies, report writing, and measurements of therapeutic outcomes. The goal is for students to have ten direct client contact hours. Students participate in weekly group supervision. The prerequisite for PSYC 5260 is co-registration in or credit for 5250.

Practicum II

The second practicum is PSYC 5270: Practicum II. Clinical students will complete 300-hours of field training in a range of mental health settings, including state-operated mental health facilities, community mental health centers, psychiatric units of private hospitals, and university-based student counseling centers. These practicum experiences will help students learn to apply classroom knowledge to the real-world service needs of the public. Prerequisites for Practicum II are PSYC 5200, 5250, 5260, 5300, 5320, and 5750. A student must earn a grade of "B" or better in each prerequisite course before being allowed to register for practicum. The practicum must be completed with a grade of "B" or better in order to be used toward the Master's Degree.

Requirements of PSYC 5270: Practicum II:

1. Practicum sites are assigned by the Director of Clinical Training.
2. The site must have a licensed psychologist available for weekly (one hour) supervision of the student.
3. The student may be required to attend an interview at the practicum site.
4. A site visit by the Director of Clinical Training will be required for each student.

Note: Under no condition should a student initiate contact with a practicum site without approval of the Director of Clinical Training.

Practicum II Sites

All externship agencies must be approved and supervised by the Director of Clinical Training in the Psychology Department at Northwestern State University. Each practicum site determines the number of externs it will supervise at any one time. The names of contact persons for each externship site are available from the Director of Clinical Training.

Externship (Practicum III) (Optional)

Psychology 5500, Externship in Clinical Psychology, is optional for the Master's degree in Clinical Psychology at Northwestern State University of Louisiana. It is recommended for those students who foresee the need for additional clinical hours to meet certification or licensure requirements in other states. The number of hours required for the externship depends on the needs of the student and externship site but must be a minimum of 300 hours. The externship includes direct experience in a departmentally approved mental health setting under the supervision of a licensed psychologist. Start dates are individually arranged with the externship site to which a student has been accepted.

CONCENTRATION IN SUBSTANCE ABUSE

The NSU Clinical Psychology Substance Abuse Concentration offers a multi-diverse track within the program for graduate students. The completion of the track is the first step in a three step process for licensure as an addiction professional counselor for the state of Louisiana. The steps include the following: education from an approved provider, Counselor-In-Training from an approved provider, and finally taking the state required exam.

Courses required for the concentration include:

HED 4600 Drug and Alcohol Education
CJ 4500 Drug Use in Modern Society
PSYC 6870 Seminar in Addiction
SOWK 4800 Practice in Addiction Disorders

Appendix A
American Psychological Association's
Ethical Principles of Psychologists and Code of Conduct

Appendix B

Department of Psychology Research Policy

Department of Psychology Research Policy

As a considerable amount of research is conducted through the psychology department and many of the participants are undergraduate college students, it is important to provide guidelines for such research in the Psychology Department.

1. Research involving human subjects must be preapproved by the Human Subjects Internal Review Board.
2. For all students recruited from the Department of Psychology, the following policies are offered:
 - a. In order to advance knowledge of the research process, students in psychology classes may be required to participate in a research project. This requirement may be fulfilled in at least one of two ways: First, students may participate in ongoing research projects conducted by faculty members or graduate students of the Psychology Department. Such participation may involve, for example, filling out a questionnaire or engaging in an activity that is part of the experiment. Alternatively, students may engage in another equally beneficial research project, such as reading articles published in a psychological journal and writing a short paper on the study. Specifically, students must be provided with at least one equitable alternative to participating in a study.
 - b. Students may be recruited from classes with instructor's prior permission, either with an announcement, sign up sheets passed around the class, or by Moodle.
 - c. In those circumstances in which students are unable, ineligible, or disinterested in participating in a study, other options worth identical points must be provided to students with an equal amount of work necessary.
3. Psychology undergraduate or graduate students conducting research with participants outside of the Department of Psychology must show evidence of prior approval by that department or institution before recruiting from that population. Examples include other departments, universities, or prisons.
4. Research participants will have the option of discontinuing participation at any time without penalty (including loss of points).
5. Research participants must have the option of requesting summary group results of the study and the summary must be provided at the end of the research project.
6. *Ethical Principles of Psychologists and Code of Conduct* (2010) will be adhered to in all research.

