

3/99  
4/01  
1/03  
8/04  
7/05  
3/07  
7/07  
5/08  
7/11  
7/13  
6/14  
8/16  
8/17  
8/18  
4/19  
8/20  
8/21  
8/22  
8/23  
9/24  
7/25  
8/25  
2/26  
**6/26**



## **Training Manual of the Clinical Child Psychology Doctoral Program**

2010 Dole Human Development  
Center 1000 Sunnyside Avenue  
Lawrence, KS 66045

Christopher C. Cushing,  
PhD, Professor and  
Director of Clinical  
Training

I.	Program Orientation, Guiding Principles, and Focus.....	9
II.	Program Training Objectives and Professional Competencies .....	13
A.	Research Domain .....	13
B.	Clinical Practice Domain .....	14
C.	Professionalism Domain .....	15
D.	Leadership and Professional Communications Domain.....	17
E.	Discipline Specific Knowledge.....	18
III.	Clinical Child Psychology Curriculum.....	19
A.	Psychology Core .....	19
B.	Clinical Child Psychology Specialty Skills.....	19
C.	Research and Statistics Core Courses (Techniques of Data Analysis).....	20
D.	Electives.....	21
E.	Clinical Experience and Research Skills Requirements.....	21
1.	Clinical Practica .....	21
2.	Responsible Scholarship Requirement in CCPP .....	22
3.	Discipline-Specific Research Skills Training Requirement in CCPP .....	23
4.	Student Data Collection .....	23
5.	Master's Degree and Thesis.....	24
6.	Ph.D. Preliminary Examination: The Task .....	27
7.	Profession-Wide and Program-Specific Competency Assessment.....	34
8.	Ph.D. Oral Comprehensive Examination: Dissertation Proposal .....	38
9.	Doctoral Dissertation .....	40
10.	Predoctoral Internship .....	45
11.	Council of University Directors of Clinical Psychology Expectations for Internship Eligibility .....	47
IV.	Program Policies and Procedures .....	49
A.	Advising.....	49
B.	Evaluation of Student Performance and Progress .....	49
C.	Impairment to Professional Functioning .....	50
D.	A Procedure for Non-academic Failure of Graduate Students and Due Process in the Clinical Child Psychology Program.....	51
E.	Time Constraint for Doctoral Degree .....	53
F.	Rules Regarding Grades and Cumulative Grade Point Average.....	53
G.	Regular and Timely Feedback from Thesis and Dissertation Advisors .....	54
H.	Credit Hours.....	55
I.	Enrollment Requirements.....	55
J.	Transfer Students/Students with Master's Degree .....	56

K. Liability Coverage .....	56
L. Accommodations and Assistance to Students with Disabilities .....	56
M. Student's Rights and Responsibilities .....	57
N. Records Access and Retention Policy .....	59
O. Professional Standards of Research and Practice .....	59
P. Americans with Disabilities Act .....	60
Q. Clinical Practice .....	60
R. Licensure .....	61
S. Funding .....	61
T. Graduate Teaching Assistantships .....	62
U. Student Organization and Representative .....	62
V. Letters of Recommendation .....	64
W. Human Research Protection Program - Lawrence Campus (HRPP) .....	66
X. Grievance Procedure .....	76
Y. Copy Bills .....	80
Z. Keys .....	80
AA. Felony Convictions .....	80
BB. Academic Warning, Probation, and Dismissal .....	81
CC. Attendance at Program Meetings .....	
DD. Professional Decorum .....	
EE. Clinic Support Hours .....	
V. University Policies and Degree Requirements .....	
VI. Appendices	
Appendix A. Clinical Child Psychology Program .....	96
A1. Supervisor Feedback Form .....	96
A2. Evaluation of Vertical Team Performance .....	104
A3. Evaluation of Student or Work Positions and Outside Placements .....	115
A4. Evaluation of Graduate Teaching Assistants .....	117
A5. Case Conceptualization Evaluation Form	
A6. Outside Activities Reporting Form	
A7. Defense Committee Report .....	135
A8. Photo Release Form .....	137
A9. Annual Review of Progress Form .....	138
A10. Training Agreement, Ethical Obligations, and Information on Performance .....	140
A11. Form for Certification of Preparation for Internship Annual Review .....	142
A12. APPIC Application Information .....	143
A13. Considerations for Clinical Case Presentations .....	157
A14. IR C-8 D Competency Evaluation Tool .....	162

Appendix B. State of Kansas .....	167
B1. A Guide to Reporting Child Abuse & Neglect in Kansas.....	167
B2. Behavioral Sciences Regulatory Board (Psychology Statutes, Rules, and Regulations) .....	167
Appendix C. KU Child and Family Services Clinic .....	168
C1. Termination of Access to KU Child and Family Services Clinic Health Information.....	172
D1. NC-SARA Direct Disclosure Interview Form.....	173
Appendix F. Clinical Child Psychology Dissertation Rubric .....	

## I. Program Orientation, Guiding Principles, and Focus

The Clinical Child Psychology Program at the University of Kansas fulfills the basic and traditional orientations to Clinical Psychology as a research and practice area in professional psychology with an additional emphasis in working with children, adolescents, parents, and families.

In its primary fulfillment of the training model of clinical psychology known as the “scientist-practitioner model,” the Program utilizes report of the National Conference on Scientist-Practitioner Education and Training for the Professional Practice of Psychology (Belar & Perry, 1990) which updated and reaffirmed the “Boulder model” (Raimy, 1950) of scientist-practitioner training. This conference defined the model as “*an integrative approach to science and practice wherein each must continually inform the other*” (p. 7) in which the scientific research base is related to clinical practice and practice elements are inherently interrelated to research. The Conference report stated: “*The scientist-practitioner model produces a psychologist who is uniquely educated and trained to generate and integrate scientific and professional knowledge, attitudes, and skills so as to further psychological science, the professional practice of psychology, and human welfare*” (p. 7). The CCPP places an extremely high priority on the development of research skills and competencies, while not neglecting clinical training. This priority is reflected in our (2014) induction into the Academy of Psychological Clinical Science.

The KU CCPP fulfills the scientist-practitioner model through its broad and general requirements and research training integrated with basic and advanced practica as well as in the didactic courses of psychopathology, assessment, and psychotherapeutic intervention. This fulfillment is evident from all aspects of the Program such as in the guiding principles, by its goals and objectives, through modeling by core faculty, via the integrated course requirements and syllabi, and in clinical research projects and clinical activities.

The CCPP education and training process produces a graduate who demonstrates critical thinking and applications in the science and practice in the substantive practice area of clinical psychology with child expertise. The basic, underlying concepts of general clinical psychology with an addition of the special emphasis are taught within the course requirements, experienced in the research activities and clinical practicum, and fostered in the culture of the Program. In fulfilling the scientist-practitioner model of training, the KU program emphasizes empirically-supported/evidence-based assessment and treatments as essential elements. This is evidenced in both the didactic training and clinical practica, as well as in the research activities of faculty and students. The integration and bridging of science and practice is made at every level and venue of training.

As noted above, the mission of the KU CCPP is to develop leaders in the research, dissemination, and practice of clinical science for children, youths, and their families. In service of this mission, the program is designed to promote professional competencies in four specific domains (Research, Clinical Practice, Professionalism, and Leadership/Professional Communications) and broad and general knowledge across the substantive areas of the science of psychology. Subdomains of the professional competency and substantive knowledge areas are detailed below (Section III).

### *Guiding Principles*

The CCPP follows six principles common to many clinical child psychology programs across the country but with special emphases distinctive to the strengths of program faculty and our local clinical and research communities.

First, the specialty training promotes a scientist-practitioner model. This orientation prepares graduates to produce original contributions to clinical child psychology, to assist in currently needed clinical and research work, to be ready for future changes and needs, and to evaluate their own work and others'. Of particular importance is the preparation of students to contribute to and evaluate the scientific knowledge base guiding psychological practice. As a scientist-practitioner program, the training activities are also designed so that graduates may be able to meet current licensing and certification requirements in many states and jurisdictions.

A second guiding principle is that children and families are most beneficially considered in terms of human development and process of change. Normal developmental processes (i.e., cognitive, affective, behavioral, biological) across the life span provide a backdrop and context for understanding and approaching developmental interruptions.

Third, a guiding principle is that clinical child psychologists must be sensitive and responsive to the cultural and diversity contexts of children and their families. Training experiences provided by the Program enhance students' ability to understand and work with children and families from diverse backgrounds, broadly defined. (See also Appendix E)

A fourth guiding principle is that the best prepared clinical child psychologists are those having a variety of training experiences across research methodologies, clinical and developmental problems, service delivery settings, and modes of intervention. Particular activities are determined by interests of students and faculty selected from a rich array of resources available.

A fifth orientation is to public sector programming and larger community considerations. Child problems are best considered in the context of the child's social, academic, family, and physical (built) environments.

A sixth guiding principle is the use of a mentorship (junior colleague) model for training. Students work closely as junior colleagues with faculty increasing in responsibilities and abilities. Students are encouraged to engage the resources of the program, our partners at the KU Medical Center, and the university at large. Although students may work intensely with one or a few faculty mentors, they are part of the larger interactive unit, and when time allows, benefit from the rich diversity of available research and clinical experiences beyond a single mentor.

These six principles, as well as the general training philosophy of the Clinical Child Psychology Program, derive from models for professional and scientific training in the specialty outlined in several nationally recognized documents, including

- *A Model for Training Psychologists to Provide Services for Children and Adolescents* (Roberts et al., 1998)

- *The Proceedings of the National Conference on Training Clinical Child Psychologists* (Tuma, 1985)
- *Guidelines for Training Psychologists to Work with Children, Youth, and Families* (Roberts, Erickson, & Tuma, 1985).
- *Proceedings of the National Conference on Scientist-Practitioner Education and Training for the Professional Practice of Psychology* (Belar & Perry, 1996; deriving from the Boulder Conference, Raimy, 1950).

Essential aspects of these models are demonstrated below, in sections III (Program Training Objectives) and IV (Clinical Child Psychology Curriculum) of the Clinical Child Psychology Program Training Manual.

### *Program Focus*

The Clinical Child Psychology Program (CCPP) is a program providing training in Clinical Psychology with an emphasis on children, adolescents, and families. Consistent with its developmental focus, students also receive training on aspects of Clinical Adult Psychology, including adult psychopathology, assessment, and psychotherapy. This training occurs in the context of the developmental perspective taken in the CCPP courses, through additional courses offered by the General Clinical Program or the Department of Educational Psychology (EPSY), via a required specific training module covering clinical adult psychology (adult psychopathology, assessment, and treatment), and in the context of clinical practica (e.g., assessments and/or consultation for Learning Disorders, ADHD, or intellectual or cognitive difficulties among adult clients of the KU Child and Family Services Clinic; Practicum in Dialectical Behavior Therapy for Adolescents and Adults at the DBT Center of Lawrence; Primary Mental Health Practicum at the Heartland Community Health Center).

As noted in Section III, students in the Clinical Child Psychology Program are required to choose at least one course from those listed below to augment their training in clinical adult psychology:

PSYC 977, *Specialized Clinical Practicum—Mediation*  
 EPSY 956, *Theory of Couples and Family Counseling*  
 PSYC 946, *Theories and Methods of Psychotherapy*  
 PSYC 949, *Empirically Supported Treatments*  
 PSYC 936, *Group Therapeutic Techniques*

While the Program does not presume that intensive and exclusive work with adults for their own psychopathology will serve as the major role of graduates of CCPP (some do gain that expertise through additional training), the faculty and students expect that the CCPP training in clinical adult psychology (a) prepares students for additional training and education in adult treatment to be efficiently received; (b) instructs them in the developmental continuity of problems and interventions; and (c) prepares them to identify, work with, and appropriately refer the adults with whom they may be unable to assist.

*Relationship to the University of Kansas Office of Graduate and Postdoctoral Affairs*

The components and requirements of the Clinical Child Psychology Program are consistent with the requirements of the Office of Graduate and Postdoctoral Affairs (GPA) of the University of Kansas. The student is advised to utilize the appropriate [Academic Catalog](#) for other important information.

### References

- Belar, C. D., & Perry, N. W. (Eds.). (1990). *Proceedings of the National Conference on Scientist-Practitioner Education and Training for the Professional Practice of Psychology*. Sarasota, FL: Professional Resource Press.
- Raimy, V. C. (1950). *Training in clinical psychology*. New York: Prentice-Hall.
- Roberts, M. C., Carlson, C. I., Erickson, M. T., Friedman, R. M., La Greca, A. M., Lemanek, K. L., Russ, S. W., Schroeder, C. S., Vargas, L. A. & Wohlford, P. F. (1998). A model for training psychologists to provide services for children and adolescents. *Professional Psychology: Research and Practice*, 29(3), 293-299.
- Roberts, M. C., Erickson, M. T., & Tuma, J. M. (1985). Addressing the needs: Guidelines for training psychologists to work with children, youth, and families. *Journal of Clinical Child Psychology*, 14(1), 70-79.
- Tuma, J. M. (1985, May). *Proceedings: Conference on Training Clinical Child Psychologists*. Baton Rouge, LA: Section on Clinical Child Psychology, Division of Clinical Psychology, American Psychological Association.

## II. Program Training Objectives and Professional Competencies

Consistent with the Commission on Accreditation's *Standards of Accreditation (SoA)*, the faculty of the Clinical Child Psychology Program at the University of Kansas have articulated guidelines, expectations, and minimal criteria for the demonstration of 45 specific competency elements across the 9 *Profession-Wide Competencies (PWCs)* identified in *Section II.D.1* of the *SoA* and two additional *Program Specific Competencies (PSCs)*. These profession-wide and program-specific competencies were derived from current models in the field at large and regarding clinical child psychology in particular (e.g., Health Service Psychology Education Collaborative, 2013; Jackson, Wu, Aylward, & Roberts, 2012; Rodolfa, Bent, Eisman, Nelson, Rehm, & Ritchie, 2005). Students in the CCPP will receive both formative and summative assessment of their professional competencies.

Outlined here are the specific competencies that describe what is expected of the trainee in the domains of Research, Clinical Practice, Professionalism, and Leadership/Professional Communications. The clinical training program assists the trainee by providing the means by which to meet these objectives, i.e., didactic course work, research activities, clinical work, and intensive supervision. Demonstration of these competencies places students at the entry level of professional psychology for both clinical and research activities. Consistent with the Cube Model of Competency Development (Rodolfa et al., 2005), the CCPP expects continued development of competencies through internship/residency and (in some cases) post-doctoral training.

Procedures for the documentation and evaluation of these competencies are outlined in Part IV, Section E of this Training Manual.

### A. Research Domain

Competency A1. Students will demonstrate accurate working knowledge of a range of research designs including correlational, experimental, and qualitative approaches involving interdisciplinary concepts and problems.

Competency A2. Students will demonstrate conceptual understanding of a range of data analytic concepts and procedures that will facilitate their evaluation of research studies.

Competency A3. Students will demonstrate the ability to formally evaluate the strengths and weaknesses of new research findings in professional/health service psychology and related multidisciplinary and inter-professional areas.

Competency A4. Students will demonstrate the ability to qualitatively summarize a body of literature and research findings.

Competency A5. Students will demonstrate competence in performing a range of statistical analyses that will allow them to contribute to the empirical literature.

Competency A6. Students will demonstrate competence in conducting at least two scientifically sound research projects.<sup>3</sup>

---

<sup>3</sup> Consistent with the American Psychological Association's (APA's) Ethical Principles and Code of Conduct (2010);

## B. Clinical Practice Domain

### **Assessment**

Competency B1. Students will demonstrate observational and interview skills with children, adolescents, and adults necessary to collect relevant information for a range of presenting problems.

Competency B2. Students will demonstrate professional entry-level knowledge of the psychometric properties of assessment tools and methods. Inherent to this competency is the ability to select assessment methods, tools, and measures based on their psychometric properties.

Competency B3. Students will demonstrate the ability to administer and interpret a range of instruments assessing intelligence, achievement, behavior, psychopathology, family functioning, and personality.

Competency B4. Students will demonstrate the ability to integrate and synthesize test results, interview material, and behavioral observations into coherent case conceptualizations.

Competency B5. Students will demonstrate the ability to derive clinical decisions (including DSM and/or ICD diagnoses) based on assessment data in the context of individual differences, cultural values, and individual preferences.

Competency B6. Students will demonstrate the ability to select and administer assessment instruments and methods that are appropriate to clients' individual differences, cultural values, and individual preferences.

### **Intervention**

Competency C1. Students will demonstrate the ability to identify specific treatment goals that are congruent with clients' presenting problems, and that incorporate the full range of current environmental constraints, client's values, and unexpected changes over time.

Competency C2. Students will demonstrate the ability to identify and select therapeutic interventions that are conceptually congruent with clients' presenting problems, and are based on sound empirical evidence.

Competency C3: Students will demonstrate the ability to implement therapeutic interventions that are conceptually congruent with clients' presenting problems, are based on sound empirical evidence, and that are consistent with client's values and

---

Standard 8.12), authorship credits on the publications identified indicate that the student performed "substantial" contributions to the works listed. For each publication, the student will identify her/his role on the project using the following key/descriptors: **(a)** obtaining funding for the project, **(b)** conceptualization of the work, **(c)** substantial original writing, **(d)** statistical and/or methodological design, **(e)** statistical analyses, **(f)** data collection, **(g)** editing of the work, **and/or (h)** supervision/mentoring/advising of any of the above. Also consistent with APA Ethical Standard 8.12b, the order of authorship on the publications listed reflects the relative scientific or professional contributions of the individuals involved.

expectations.

Competency C4. Students will demonstrate the ability to implement empirically derived therapeutic interventions in consideration of individual differences, cultural values, and individual preferences.

### **Consultation**

Competency D1. Students will demonstrate an understanding of evidence-based models of consultation.

Competency D2. Students will demonstrate provision of consultation to a care provider in a professional context.

Competency D3. Students will demonstrate implementation of a systematic approach to data collection in a consultative role (clinical, program and systems based).

### **Supervision**

Competency E1. Students will demonstrate facility with theories and conceptual models of supervision in professional psychology in different settings.

Competency E2. Students will demonstrate understanding of multicultural issues affecting supervision.

Competency E3. Students will demonstrate understanding of legal and ethical issues in supervision.

Competency E4. Students will demonstrate familiarity with research evaluation of supervision models and applications.

Competency E5. Students will demonstrate the ability to provide effective supervised supervision to less advanced students in the program in typical cases appropriate to the service setting.

## **C. Professionalism Domain**

### **Ethical Research and Practice**

The program holds the expectation that trainees will conduct themselves as developing professionals subject to the APA Ethical Principles and Code of Conduct. At the beginning of the training program, trainees are to be provided a copy of the APA Ethical Principles of Psychologists and Code of Conduct. Failure of a trainee to comply with the Ethical Principles may result in termination from the program. Trainees must read these materials, raise questions to program faculty, and sign a form stating:

"I understand that one requirement of maintaining good standing in the Graduate Training Program in Clinical Child Psychology at the University of Kansas is abiding by the code of ethics of the American Psychological Association. I understand that failure to conduct myself in accord with the APA ethical code could result

in my being terminated from the University of Kansas Graduate Training Program in Clinical Child Psychology. I affirm that the Graduate Training Program in Clinical Child Psychology has supplied me with a personal copy of the APA code of ethics, that I have read and understand the code of ethics, and that I understand that this signed form will be maintained in my student file with the Program Director. Furthermore, I agree to abide by the APA code of ethics."

Competency F1. Students will demonstrate knowledge and application of ethical principles, standards, and issues pertaining to provision of psychological interventions in children, adolescents, and families.

Competency F2. Students will demonstrate knowledge and application of ethical principles, standards, and issues pertaining to assessment of psychological conditions and disorders in children, adolescents, and families.

Competency F3. Students will demonstrate knowledge and application of ethical principles, standards, and issues pertaining to research in clinical psychology.

### **Interpersonal/Intrapersonal Development**

Competency G1. Students will demonstrate the ability to develop and maintain working relationships (i.e., therapeutic alliance) with clients across developmental levels and diverse groups. Evidence will be tendered in the form of empirical-validated assessments of therapeutic alliance such as the *Therapeutic Alliance Scale for Children-R* (Creed & Kendall, 2005) or the *Therapeutic Alliance Scale for Caregivers and Parents* (Accurso, Hawley, & Garland, 2012).

Competency G2. Students will demonstrate the ability to develop and maintain working relationships with care providers in clients' systems of care (e.g., teachers, parents, social workers, pediatricians).

Competency G3. Students will demonstrate the ability to develop and maintain working relationships with peers and faculty, including relationships on research teams, clinical practicum teams, and in coursework.

Competency G4. Students will demonstrate the ability to negotiate and address conflict satisfactorily.

Competency G5. Students will receive and use feedback from supervisors/consultants non-defensively.

### **Reflective Practice/Self-assessment**

Competency H1. Students will display self-awareness regarding issues of professional practice, demonstrating the ability to self-monitor and self-reflect. *Included in this area*

*is the ability to self-assess developing competencies, choose appropriate examples and artifacts in the Competency Assessment Tool, and use the Competency Assessment Tool as a means of reflecting on professional growth and development.*

Competency H2. Students will demonstrate accurate self-assessment of their level of competence by acknowledging limits and seeking means to enhance knowledge and skill level.

Competency H3. Students will demonstrate an ability to self-monitor issues related to self-care and demonstrate an understanding of the need for self-care in order to engage in effective professional practice.

### **Cultural Diversity and Individual Differences**

Competency I1. Students will demonstrate commitment to expanding their appreciation, knowledge, and understanding of cultural diversity and individual differences in their professional practice.

Competency I2. Students will demonstrate their ability to work professionally with individuals, groups, and/or communities that represent a diversity of cultural, personal, and socioeconomic backgrounds.

Competency I3. Students will be knowledgeable of the literature on diversity factors and health disparities (including mental health disparities).

## **D. Leadership and Professional Communications Domain**

### **Teaching**

Competency J1. Students will demonstrate awareness of theories of learning and how they impact teaching.

Competency J2. Students will demonstrate the ability to plan and teach a lecture/unit of an undergraduate lecture/lab course in any area of psychology or human development.

### **Professional Presentations and Publications**

Competency K1. Students will demonstrate competence in the presentation of research findings in public settings, as evidenced by at least one poster or paper presentation at a national or regional professional conference or convention.

Competency K2. Students will publish at least one empirical or review article in a peer-refereed journal in the fields of clinical, clinical child, developmental, or pediatric psychology.

### **Administration/Management**

Competency L1. Students will demonstrate understanding of the various administrative roles that professional psychologists perform in health and mental health settings.

Competency L2. Students will understand principles of academic/institutional leadership.

Competency L3. Students will begin developing understanding of their own strengths and weaknesses with regard to leadership of academic, health services, or institutional units.

## E. Discipline Specific Knowledge

As described below (in Part IV, sections A-D of this *Training Manual*), the Clinical Child Psychology Program implements a curriculum plan that provides the means by which all students will acquire and demonstrate substantial understanding of and competence in the breadth of scientific psychology. The required courses outlined in our curriculum collectively and/or individually expose students to the history and systems of psychology, the current body of knowledge in biological aspects of behavior, cognitive and affective aspects of behavior, and social aspects of behavior, research and quantitative methods upon which the discipline is built, and advanced integrative knowledge in the field.

### References

Health Service Psychology Education Collaborative (2013). *A blueprint for health service psychology education and training*. Washington, DC: Health Service Psychology Education Collaborative.

Jackson, Y., Wu, Y.P., Aylward, B. S., & Roberts, M. C. (2012). Application of the competency cube model to clinical child psychology. *Professional Psychology: Research and Practice, 43*(5), 432-441.

Rodolfa, E., Bent, R., Eisman, E., Nelson, P., Rehm, L., & Ritchie, P. (2005). A Cube Model for Competency development: Implications for Psychology educators and regulators. *Professional Psychology: Research and Practice, 36*(4), 347-354.

### III. Clinical Child Psychology Curriculum

The following curriculum outline meets the criteria for APA Accreditation and requirements of the KU Office of Graduate and Postdoctoral Affairs.

#### A. Psychology Core

- |    |   |                                     |
|----|---|-------------------------------------|
| 1. | Biological Bases of Behavior  | ABSC 857                            |
| 2. | Cognitive Development   | PSYC 870                            |
| 3. | Social Development  | PSYC/ABSC 825                       |
| 4. | <u>History and Systems of Psychology</u><br>History of Psychology<br>History and Systems of Psychology  | PSYC 805 <u>or</u><br>EPSY 882      |
| 5. | <u>Cultural and Ethnic Diversity</u> (Individual Differences)<br>Diversity Issues in Clinical Psychology<br>Understanding Cultural & Individual Differences<br>in Professional Psychology | ABSC/PSYC 888 <u>or</u><br>EPSY 875 |

#### B. Clinical Child Psychology Specialty Skills

- |    |   |   |
|----|---|---|
| 1. | <u>Psychopathology, Psychodiagnosis, &amp; Psychological Assessment</u><br>Required:<br>Psychopathology in Children<br>Fund of Psych Assess and Int with Children<br>Achieve & Intell Assess in CCP<br>Behav & Personality Assess of Children<br><br>Elective:<br>Advanced Child and Family Assessment  | ABSC/PSYC 905<br>ABSC/PSYC 803<br>PSYC/ABSC 811<br>PSYC/ABSC 812<br><br>PSYC/ABSC 814 |
| 2. | <u>Intervention &amp; Therapy Procedures</u><br>Required:<br>Therapeutic Interventions with Children<br><br>One additional course selected from the following:<br>Psychotherapy with Families<br>Theory of Couples and Family Counseling<br>Theories and Methods of Psychotherapy<br>Empirically Supported Treatments<br>Group Therapeutic Techniques | ABSC/PSYC 976<br><br>PSYC 967<br>EPSY 956<br>PSYC 946<br>PSYC 949<br>PSYC 936         |

3. Clinical Practica  
 Required: 17 credit hours: 7 semesters of practica (and minimum: 275 clinical contact hours)  
 PSYC/ABSC 846: Introductory Practicum (3)  
 PSYC/ABSC 847: Intermediate Practicum (7)  
 PSYC/ABSC 943: Advanced Practicum (8)  
 PSYC/ABSC 944: Advanced Practicum (6)  
 PSYC/ABSC 947: Specialty (Supervision) Practicum (optional)
4. Professional Standards and Ethics  
 Required:  
 Prof Issues in Clin Child Psych ABSC/PSYC 809  
 Prof & Ethical Problems in Clin Psych PSYC 975 or  
 Legal, Ethical and Professional Issues  
 In Psychology and Counseling EPSY 880
5. Clinical Child Psychology Internship  
 Internship in Clinical Child Psych  
 (3 credit hrs) PSYC/ABSC 963
6. Consultation and Supervision  
 Clinical Supervision and Consultation EPSY 945 or  
 Supervision and Consultation ABSC/PSYC 706

### C. Research and Statistics Core Courses (Techniques of Data Analysis)

- Required:  
 Design and Analysis for Dev Research PSYC 815 or  
 Research Methods in Clin Psych PSYC 968  
 Statistical Methods in Psych I PSYC 790 or  
 Analysis of Variance EPSY 811  
 Statistical Methods in Psych II PSYC 791 or  
 Regression and ANOVA: General Linear Models EPSY 810

### Master's Thesis and Doctoral Dissertation

- Required:  
 Master's Thesis in Clin Ch Psych (6 cr hrs) ABSC/PSYC 897  
 Diss in Clin Ch Psych (12 cr hrs) ABSC/PSYC 998

### D. Electives

In order to complete the credit hours required for the doctoral degree (Ph.D.) in Clinical Child Psychology, the student will take additional courses chosen with approval of the student's academic advisor and research advisor.

### E. Clinical Experience and Research Skills Requirements

1. Clinical Practica

The minimum total number of clock hours of contact and supervision for satisfactory completion of clinical practicum in the Clinical Child Psychology Program is 275 hours. The minimum number of semester (credit) hours of Practicum (ABSC/PSYC 846, 847, 943, 944, 947) is 17 credits/hours over at least 5 semesters. Students will likely exceed this minimum and the five semesters of practica in completing their clinical training. Both requirements of five semesters of practica and 275 clock hours must be satisfied. A diversity of clients will be obtained over the sequence of various practica according to type of presenting problems, type of assessment and intervention, and type of diversity characteristics represented.

Any student who is seeing clients must be enrolled for practicum. The number of credit hours of enrollment in Practicum should reflect the amount of supervisor time utilized each week. During the Fall and Spring semesters, students generally receive 1 hour of individual or small group supervision and 2 hours of group supervision per month as part of a clinical case conference. Faculty supervisors expect to spend an additional 1 to 2 hours of time reviewing video and editing notes and assessment reports. **Thus, typical enrollment for most students is 3 credit hours.** During the summer, enrollment in Practicum is expected, but may be less because of the lack of group supervision. Students in their first and second semester may enroll in fewer hours of practicum, depending on the degree to which they utilize supervisor resources.

Students should always maintain a presence in the KU Child and Family Services Clinic throughout their tenure in the CCP Program. As students advance and take practicum outside of the KUCFSC, maintaining this presence will involve assessment and therapy cases that will be individually supervised. A **minimum** of 10-12 hours per month must be maintained including an appropriate level of supervision. This includes the summer semester. Exceptions will be considered under unusual circumstances upon written petition to the faculty.

Definition of “full load” in Clinical Practicum: A full load for the CCPP practicum in the KUCFSC shall be defined as 10-12 hours per week including time for supervision.

(Approved by CCPP faculty August 23, 2004/Revised May 23, 2008)

Students will take their Introductory and Intermediate Clinical Practicum in the KU Child and Family Services Clinic under the supervision of approved clinical supervisors (either faculty or "Temporary Instructors" appointed to this position). Advanced Practicum experiences may be obtained in this clinic or at an external clinical setting.

The latter placement must be approved by the faculty. To obtain this approval, students must petition the CCPP Director who will consult with the KU Child and Family Services Clinic Director in addition to the supervisor of record for the Advanced Practicum. In general, students should consider external practica in their fourth year of training. There are two reasons for this: 1) the CCPP provides more rich research and clinical experiences than a student could reasonably take advantage of. Students who front-load all of these experiences risk burnout or delays in competency development due to an overwhelming schedule—steady progress is preferred to rapid progress; 2) specialty experiences are the domain of internship/fellowship training. The fourth year may serve as a useful transition to the kinds of specialty experiences a student may receive at the end of

their training—but the core of training in the CCPP is about the basics of clinical child and adolescent psychology. Those basics are reflected in our 45 PWCs (Section III).

Considerations for approval include quality of proposed experience, relevance to clinical child psychology training, fulfillment of training objectives, background and experience of the clinical supervisor at the external site. Although the direct supervision may be made by the staff at the external site, responsibility for the academic experience of the course remains with the faculty/instructor of record for the Advanced Practicum. External supervisors and students should keep the supervisor of record informed of all activities. Students may combine both external placements and the KU Child and Family Services Clinic experience in fulfilling the Advanced Practicum requirement. Additional practica may be required by the faculty based on supervisors' feedback and evaluation of performance. Practicum students will receive continual feedback from their supervisors through weekly supervision meetings. Individual or small group supervision is provided for at least one hour per week. Additionally, group supervision (clinical case conference) takes place twice per month and allows for discussion of cases and problem-solving. Supervisors may utilize the clinic's files, audio or video tapes for review, transcripts, direct observation, or other techniques.

Students will maintain fully and up-to-date records on the clients seen. Failure to maintain proper records may result in an evaluation of unsatisfactory performance. Policies and procedures governing the KU Child and Family Services Clinic are updated regularly throughout the year.

Clinical Case Presentations. Competence in formal case conceptualization and presentation will be gained through the practicum activities in the KU Child and Family Services Clinic and field sites. Commensurate with their developmental level of training, students enrolled in practica will present formal clinical case presentations during the clinical case conference sessions. Upon completion of each formal case presentation, the student will present the practicum supervisor with the Case Conceptualization Evaluation and Documentation Form (see Appendix A-6). The supervisor will provide feedback to the student and document the formal case presentation, noting areas of strength and areas in need of further improvements. The student will provide the completed form to the Program Administrative Associate for inclusion in their file. The student may wish to use redacted materials from the formal case conceptualization (and a copy of the Evaluation and Documentation Form) to document specific professional competencies in the Competency Assessment Tool.

## 2. Responsible Scholarship Requirement in CCPP

Consistent with University Policy, every doctoral student at the University of Kansas is required to have training in Responsible Scholarship pertinent to their field of study. Responsible Scholarship in the CCPP involves pertinent areas of protection of human subjects, collaborative research, conflicts of interest, authorship, publication, plagiarism, copyright, data management, professional practices, mentor/student responsibilities, maintenance of confidentiality, research conduct and research misconduct, HIPAA, ethics of publishing clinical case material, among other related topics.

There are two components required for students in the CCPP to fulfill the Responsible Scholarship requirement:

- (a) Three specific courses in the CCPP curriculum:
- |  |           |               |
|--|-----------|---------------|
| Professional Issues in Clinical Child Psychology |           | ABSC/PSYC 809 |
| <b>and</b>                                       |           |               |
| Design and Analysis in Developmental Research    |           | ABSC/PSYC 815 |
| <b>and</b>                                       |           |               |
| one of two courses:                              |           |               |
| Ethics in Clinical Psychology                    | <b>or</b> | PSYC 975      |
| Ethics in Counseling Psychology                  |           | EPSY 880      |
- (b) Completion of the online tutorial for Responsible Scholarship, IRB (HSC-L) and HIPAA data through [CITI Program](#).

### 3. Discipline-Specific Research Skills Training Requirement in CCPP

Consistent with University Policy, every doctoral student at the University of Kansas is required to obtain specific research skills pertinent to the doctoral level of research in their field of study. The additional Research Skill requirement is fulfilled by one additional course above the two required courses in statistical or data analysis (quantitative, applied behavior analysis, qualitative). No course is specified, but must be approved by the student's research advisor and the Program Director.

### 4. Student Data Collection

The cornerstone of the CCPP faculty is mentorship in both clinical and research activities. Students work with program faculty and others identified through a formal process that extends the program faculty. What makes a successful student in the CCPP is working with faculty members in an intensive relationship that benefits student development.

Any data collection that is presented to satisfy a program requirement (thesis, research task, or dissertation) must have a program faculty member provide direct oversight or approval prior to its use. Specifically, a member of the CCPP faculty must "sign off" in advance on any data gathering projects in any form by a graduate student in order to have the project count as a program requirement.

Additionally, the CCPP faculty must review and approve any research projects involving participation by a CCPP student which are outside of individual faculty supervision (similar to clinically related activities). This policy applies even to those projects for which data are not being used for a program requirement such as thesis, research task, or dissertation. Program faculty must not only be informed about a data gathering project, the faculty must also be assured that proper methodology has been followed and the Human Research Protection Program (IRB) procedures have been followed.

These policies are established for the protection of students in both the short and long term as well as for protection of the program's standing in the local and national

community (and ultimately benefiting all students and graduates).

## 5. Master's Degree and Thesis

The master's degree requires a thesis and a minimum of 30 hours of course work (24 of which must be non-thesis credits). A minimum of 6 credit hours in Master's Thesis in Clinical Child Psychology (ABSC/PSYC 897) is required (typically 2-3 hours per semester until completion). Credit hours counting toward the master's degree may be taken in either the Department of Psychology or the Department of Applied Behavioral Science (a maximum of 6 hours of credit may be taken outside of these two departments).

The master's thesis must be based on empirical research (not literature reviews or purely theoretical or conceptual productions). Students are encouraged to begin the process of selecting a research advisor from the day they start the Program. A student should, within their first semester of graduate training at KU, choose a research advisor to supervise the master's thesis project. The Program Director should be informed in a written memo signed by the student and the mentor of this relationship no later than one month from the beginning of the second semester in the first year. The thesis project and write-up will follow the format and protocol prescribed in the "Thesis Formatting Guidelines" provided by the College Office of Graduate Affairs.

The following additional elements are required for students in the Clinical Child Psychology Program:

- a. Master's thesis committees should be comprised of 3 or more faculty with appointments on the Graduate Faculty. Chairs of thesis committees must be drawn from the Department of Clinical Child Psychology who are appointed to the Graduate Faculty. At least one of the committee members should be a member of the core faculty in clinical child psychology.
- b. The program recognizes the value and/or necessity of co-chairs for thesis projects. However, given the likelihood of substantial formative evaluation of the student's research by both co-chairs, it is advantageous for the student to receive feedback from a full contingent of committee members that have not been highly involved with or invested in the conduct of the research. Thus, for thesis committees with co-chairs, the candidate must identify an additional committee member to serve the functional role of summative evaluator. That is, for a thesis with a co-chair, the committee will include 2 co-chairs plus two additional members.
- c. Before starting data collection, the students must submit a written proposal (literature review, statement of problem, methods and procedures, and proposed data analyses) to the committee. Upon approval of the project at this meeting or subsequent discussions, the student may proceed with the study.
- d. All proposal and defense documents for the thesis are due to all committee members on a business day at least two weeks (14 calendar days) before the date

of the meeting. If this cannot be accomplished, then the date of the committee meeting will be changed to allow two weeks for reading of the document.

- e. Students may provide documents in electronic or hard copy, depending on the preference of committee members. This includes the master's proposal and the thesis for the defense.
- f. HRPP approval must be obtained before start of data collection utilizing human subjects.
- g. The thesis write-up should be in "publication form" following the *Publication Manual of the American Psychological Association*. Modifications of this publication style must accommodate the "Thesis Formatting Guidelines" from COGA. The document should be provided to the committee at least 2 weeks in advance of the thesis oral examination or defense.
- h. An oral examination over the document and completed project should be scheduled at least 3 weeks in advance of the meeting. Students must notify the Graduate Program Coordinator of the selected committee members and date, time, and location of the scheduled examination. Students standing for the oral exam on their thesis must have completed or be enrolled in at least 6 credit hours of master's thesis research. The Chair of the Committee will present the Defense Committee Report at the meeting for committee signatures and committee approval (See Appendix A-9)
- i. The thesis committee may request changes in the document prior to official submission. At the time of the oral examination, members should determine whether each will monitor the changes or authorize the committee chair to approve the final version based on feedback during the oral examination. Upon approval of the final thesis document, the title page must be signed by ALL committee members while the acceptance page requires only the committee chairperson's signature. The student should follow the requirements of COGA (see "Thesis Formatting Guidelines") regarding the official versions submitted and appropriate fee payment.

The student should provide a copy of the signed title and acceptance pages to the Graduate Program Coordinator, as well as the final copy of thesis. Graduate Program Coordinator will submit the "Progress to Degree" form to COGA.

- j. All M.Ā. students who have completed the required coursework for their degree are required to be continuously enrolled until all requirements for the degree are completed. This requirement affects those students who have not yet completed their thesis.

Summer enrollment is required when faculty time is utilized for any supervision or while data gathering is being conducted. Continuous enrollment is required until completion of the master's degree.

- k. No food or drink should be provided by the student for whom the committee

meeting is being held. Members of the committee will be informed by the student of this policy and indicate that they will be in compliance with program policy.

The master's thesis requirement may be satisfied by presentation of a master's thesis (an empirically based study) from another accredited university after review for comparability by the Program Director.

Please refer to the "[Master's Degree Checklist](#)" provided by COGA for graduation requirements.

### ***Master's thesis proposal deadline***

A student must have successfully presented the master's thesis proposal to their committee by Stop Day of the 1<sup>st</sup> semester in the 2<sup>nd</sup> year of enrollment in the program or they will be required to drop courses in the 2<sup>nd</sup> semester of the 2<sup>nd</sup> year to only those that enhance the development and implementation of the master's thesis project (e.g., research methods, quantitative courses). Students must be continually enrolled in master's thesis hours until they have proposed. The students are encouraged to plan appropriately in scheduling with the master's thesis committee.

### ***Master's thesis defense deadline***

The thesis must be prepared and defended by **September 15** of the fall semester of the student's third year or the student will be enrolled only in the thesis course and clinic practicum thereafter until the written document is completed and defended in an oral examination. An appeal for an extension to the time limit is considered by the faculty in extenuating circumstances.

### ***Passing the Master's Defense with Honors***

Master's theses may be "passed with honors." The honors designation will be considered only in rare cases and should not occur as the norm. Passing with honors may be considered when the student's document as submitted to the committee, presentation, and oral defense are exceptional in all aspects. Any committee member, other than the chair, must nominate the student for this status and provide justification. A secret ballot (with the chair voting) will be taken during the *in camera* portion of the thesis defense. The honors designation will be made only when the vote is unanimous in favor of "passing with honors."

## 6. Ph.D. Preliminary Examination: The Task

Completion of the Task Project is required within one year of finishing the master's thesis. This will ensure timely progress through the program will be maintained. (Adopted by faculty on 5/16/11).

Students are required to pass the preliminary examination before admittance to the Ph.D.

oral comprehensive examination. They will be judged to have passed this preliminary examination when they have demonstrated satisfactory performance in one competence area that is considered representative of the professional activities of clinical psychologists.

Students should enroll in Special Problems, PSYC 980, while completing the Task, rather than Dissertation in Clinical Child Psychology, PSYC/ABSC 998. However, enrollment in a specified course during completion of the Task is not required.

Each student must successfully complete one task. This Task may be selected from either Area A (Applied/Clinical), Area B (Research/Methodology), or Area C (Teaching). Tasks are undertaken as a means by which students may demonstrate specific professional competencies. The subsequently described modules are provided as models, and the student should consult with their advisor and the Program Director if there are questions as to the appropriateness of a proposed Task.

In completing this Program requirement, the student will work with one supervisor (from the CCPP core faculty or affiliated faculty with approval). The faculty supervisor will have responsibility for the formative development of the project by supervising all aspects (including the write-up). The supervisor will also provide the summative evaluation of the project regarding its acceptability in fulfilling the preliminary examination requirement in a formal letter to the Program with the final version of the document for the student's file.

Professors in the Program may adopt procedures of their own regarding how the Task project will be completed and evaluated for students under their supervision.

The student will work with a supervisor during the planning and implementation stages of the Task, although the project should substantially represent the work and contribution of the student.

The student will remit electronic copy of the Task along with a statement from the supervisor indicating that the document meets the Program standard as "Acceptable" for completing the Preliminary Examination.

#### *Area A: Applied/Clinical Module*

##### Demonstration of Consultation Skills

The student will present an overview of the consultation goals and the related literature pertaining to the model employed. A step-by-step description of the consultation will be presented, along with a variety of measures designed to monitor the efficacy of the consultation. Strengths and weaknesses of the consultation, and implications for the particular consultation model will be presented. The consultation should not be a one-shot affair, but rather should reflect an in-depth and repeated set of interactions with an agency.

##### Demonstration of Workshop Skills

The student will present an overview of the workshop goals and the literature

pertinent to workshops. The workshop participants should provide extensive feedback regarding the conduct of the workshop, and a variety of measures assessing the usefulness of the workshop should be employed. Strengths and weaknesses of the workshop should be discussed, and the implications of the particular experience for the conduct of the workshops in general should be examined. After conducting the initial workshop, the student would be well-advised to conduct a second one in order to make any improvements in the workshop format and to provide a "modified replication" based on the first workshop feedback.

### Psychotherapy Demonstration

At least one client intervention lasting for a 12-week period, or perhaps two shorter cases of a similar type will constitute the minimum basis for a proposed psychotherapy demonstration. This case (or cases) may occur during the assessment or practicum sequence of experiences. A written document describing the contract, goals, therapeutic relationship, intervention processes, and evaluation (preferably including self-report and behavioral indices) procedures will be prepared. This document would be modeled after case studies that appear in various journals (e.g., *Health Psychology*, *Clinical Practice in Pediatric Psychology*). As such, the theoretical model guiding the therapeutic approach will be articulated, along with a specification of how the particular client(s) were appropriate for this model. A critique of the therapeutic intervention will be made, and implications that expand the understanding of the therapeutic model will be drawn.

### Supervision Demonstration

The supervisor (an advanced graduate student) will guide the therapeutic activities of at least one supervisee (a less advanced student) for a 12-week period, or perhaps several supervisees for a shorter period. The supervisees would be employing the therapeutic model/techniques in which the supervisor has had considerable advanced training and experience. The written document would carefully illustrate the supervision model employed, and provide multiple examples of supervisory feedback and the subsequent effects on the supervisee. Supervisee's evaluations of the supervisor's feedback would be analyzed, and a discussion of the strengths and weaknesses of the particular supervisor and supervision model should be included. In the aforementioned supervision by a graduate student, it should be emphasized that the graduate student must be supervised by a faculty member.

### Community Resource Development Demonstration

The student would describe the development or expansion of a community resource in collaboration with existing agencies or individuals in the community. The report would include a detailed analysis of the community need, and how the need was fulfilled in the project. An important component of this demonstration would be the evaluation of the resource development project by the appropriate

community people included in the project. Where appropriate, the relevant literature pertaining to the development of related resources would be reviewed, and suggestions would be made for ways in which such improvements are implemented.

### Psychological Assessment Demonstration

The Assessment Task is more than just a final examination for the assessment sequence of courses. Nevertheless, the CCPP expects assessment procedures and materials submitted to be consistent with what was taught and required in the basic assessment courses. For instance, if behavioral observations are used in an assessment, the program expects to see more than two such observations about the products. If a clinical interview is used, interview notes, or a summary should be included. Variations on standard assessment procedures are possible and often desirable, but when variations are employed, they should be supported by a statement explaining the rationale for using them. Under these circumstances, the write-up of the task must contain some explanation of the reason for using the instrument in this different way.

The student will conduct at least one, and preferably two in-depth assessments of actual clients. "Preferably" means that a single case report is not ordinarily acceptable. A single assessment might be justified if the case were unusually complex, required exceptional effort to evaluate, was followed for a very long period of time, or actually consisted of more than one person (e.g., case = family). The choice to submit only one case must be carefully justified when that case is submitted. Furthermore, the term "in-depth" connotes giving the reader the basis upon which one could understand the relevant client's behavior and experiences, i.e., in-depth means comprehensive. Such assessment could occur as part of Advanced Practica, but the case would need to be in addition to minimum requirements. Each Assessment Task report should include a description of the psychological tests used (use of several is expected) and the reason for their utilization with the particular client(s). The results of the combined tests and the treatment implications should be described. When the assessment has occurred in an agency setting, the student should detail which tests were mandated by the agency and which ones were selected by the student. A statement from the supervisor at the particular agency should also address this latter issue and note the degree to which the student operated independently. Also, in cases where the selection of tests may have been constrained by the agency, the student should note any additional tests that may have been desirable (and why it would have been useful to give them).

### *Area B: Research/Methodology Modules*

#### Demonstration of Grant Application Preparation

The student will prepare a grant application using the format and forms of one of the major granting agencies (e.g., NIMH, NSF, etc.). The application may be for a research, training, or demonstration project. The appropriate relevant literature

review and the rationale for the grant should be described. Likewise, materials involving budget, staff, implementation, and evaluation will be presented.

### Review Article Demonstration

The student will prepare a review article about a topic directly relevant to clinical psychology. The review article should be of the form and quality of those suitable for submission to *Psychological Bulletin*, *Psychological Review*, or to one of the more specialized journals that also accept review papers (e.g., *Clinical Psychology: Science & Practice*; *Journal of Clinical Child and Adolescent Psychology*; *Journal of Pediatric Psychology*; *Journal of Consulting and Clinical Psychology*, *Professional Psychology: Research and Practice*). The focus of the paper may be empirical, theoretical, or methodological. The final review will be prepared in APA style, and it should be appropriate for submission to one of the many relevant journals.

### Original, Independent Research Demonstration

This empirical research project should be separate from, and in addition to, the M.A. thesis and the Ph.D. dissertation. While data collected by the student for the express purpose of completing a research task is the most straight-forward approach to fulfilling the research demonstration, the student may use data gathered (a) by persons outside the program (e.g., government data banks, investigators at other universities, etc.), (b) by persons in either the Department of Psychology or the Department of Applied Behavioral Science other than the student, or (c) by the student in conjunction with a previous project.

The demonstration will include a review of related background literature, the rationale for the research, the empirical procedures and methodology, an analysis of the results, and a discussion section. The final report will be prepared in APA style, and it should be appropriate for submission to one of the many clinical journals. Any of a wide variety of research questions could be empirically explored.

### *Area C: Teaching Task*

A student first proposes to teach a particular undergraduate course in psychology or applied behavioral science and gains approval for the course from the CCPP faculty and from the Director of Undergraduate Studies in Psychology or Applied Behavioral Science. Such approval should be obtained at an early date, preferably early enough so that the course may be listed in the timetable. To gain approval from the Director of Undergraduate Studies, the course would have to be a typical offering within the undergraduate curriculum in the Department, not some highly specialized course with limited scope or relevance to the preparation of undergraduate students. Unless a specific exception is granted by petition, the course will be one already listed for the Departments in the undergraduate catalog. Only undergraduate students may enroll in courses taught by graduate students.

The student arranges to have a faculty member serve as the teaching task supervisor and evaluator (typically someone who is familiar with the area being taught).

### Student Teaching

1. In the semester prior to teaching, the student will:
  - a. prepare a reading list on teaching effectiveness with the assistance of the supervising professor and complete the readings with an assessment of comprehension
  - b. complete the Psychology Department's teaching course or an acceptable alternative course from the Center for Teaching Excellence
2. The student will arrange a schedule of supervision by the program faculty member involving no less than one completed meeting once every three weeks during the semester of teaching.
3. The student will complete and submit the report of the teaching task within 3 months of the final examination in the course taught in order to be submitted to satisfy the task requirement.

The student's teaching task should constitute an initial demonstration of their familiarity with the enterprise of college teaching and the content of the course. The document should include a statement outlining the student's philosophy and objectives of teaching the proposed course in particular. The document also should include the course syllabus (listing the texts, reading assignments, topics covered, examination schedule) and a statement concerning how the students enrolled in the class were evaluated (type and number of exams, term papers, classroom presentations, other types of course projects). Finally, the document should specify how the course will be evaluated as a demonstration of teaching competency.

During the first half of the semester, the student teaches the course with close supervision and guidance from the primary course sponsor. During this period, the sponsor may serve as a source of feedback regarding the student's classroom performance, rather than as an evaluator of the student's teaching competency.

During the last 24 hours of class sessions, the student teaches the course without this assistance, thereby demonstrating their competency as an instructor in this course. The faculty member's evaluation of teaching competency will be based upon this latter period.

The following is provided as guidance to those students in the CCPP who have chosen to do Teaching Tasks in preparing the final report for review by the supervisor. Other aspects of the Teaching Task as fulfilling the Preliminary Examination for the Program are described in the Program Training Manual.

Students are encouraged to use the following outline for describing their perspectives, learning, and behaviors related to the teaching experience. Each item should take 1-3 paragraphs to describe. After a summary description in the

text, the student may indicate supporting materials are contained in the Appendices (list by letter). These are the basics, students can elaborate or add to convey the richness of their experience.

1. Teaching philosophy and approach
2. Course structure and innovations
3. Evaluation of students' learning and understanding:
  - a. Evidence of quality of student understanding and learning samples of student work assignments demonstrating their achievement of course goals. These materials should include examples of graded student work and instructor feedback (e.g., papers earning As, Bs, Cs, etc.). Descriptions of rubrics for grading and feedback on iterative assignments to promote student learning from the course should be included as well.

Applicants should inform students via class discussion and course syllabus that course materials including student performance and evidence of learning will be included in evaluations of teaching and instructor improvement. Permission to use students' names and names associated with their intellectual products should be obtained and retained until the review process is completed.

- b. Evidence of planned activities and assignments that actively engage the students with course materials inside and outside of class time and encourage reflection and generalization of understanding and skill acquisition beyond what was expressly taught in lectures.
4. Evaluation of teaching
  - a. Course evaluations (midterm & end of semester evaluation; statistical means of important items; cover in narrative fashion or present in a table integrated into text with each item and their means). How did you modify your approach as experience progressed and after midterm evaluation?
  - b. Interpretive comments about what these evaluations might mean; how did you/will you respond to improve?
  - c. Evaluative comments from students (put into a thematic structure to summarize what the students thought in a qualitative way about your teaching and what you could do to improve it).

For example, "Some students reported that I talked too fast (e.g., "you lecture too fast," "I couldn't keep up in writing lecture notes"). Another set of comments indicate that they appreciate my use of handouts and outlines for the lecture (e.g., "Thanks for preparing and distributing the outlines"). Other comments praised my enthusiasm for the topic and joie de vivre (e.g., "You really made the topic interesting," "You always smile").

In the interpretations, relate the themes of the student comments to the

teaching philosophy and approach you took. Are they consistent? Do they indicate you were successful? How might you have been more successful?

5. What would you do differently if given the chance to teach the course again? Some of this might be structural changes (e.g., change the book; have fewer/more tests) and other self-analysis comments might include what you would change in your approach, preparation, and follow-through.
6. What insights have you gained from the experience about yourself, about teaching, about the topic? What problems did you encounter (e.g., complaints from students, a/v equipment, difficulties with panel discussions) and how did you handle them?
7. What have you learned about motivating students to improve performance, what did you do? Give some examples and explain.

Appendices (at a minimum)

- A. Course syllabus
- B. Tests
- C. Lecture outline/handouts/study sheets
- D. Videotapes of teaching performance
- E. Samples of student performance
- F. Grade distribution
- G. Printout of course evaluations
- H. Originals of evaluation forms

## 7. Profession-Wide and Program-Specific Competency Assessment

Over the course of their tenure in the Clinical Child Psychology Program, students will archive evidence for entry-level competence in each of the 45 competency elements across the nine Profession-wide Competency (PWC) and two Program-specific Competency (PSC) areas identified in Section III of this training manual. As described below, students receive formative and summative feedback for their demonstration of competencies. All students must meet minimum level of achievement before progressing to the Internship stage of training.

### ***Documentation of Competencies***

A dedicated “course,” housed on the University’s Canvas™ platform, serves as a confidential e-portfolio for students to archive their artifacts for each of the competency elements. Artifacts may include work products (e.g., class papers, peer-reviewed papers, PowerPoint presentations), descriptions of practicum or research experiences, and faculty/supervisor evaluations from practicum, research, or work placements. Because Canvas is not HIPAA compliant, students may not upload clinical material (e.g., assessment reports, case notes) as artifacts—even deidentified material should not be uploaded.

Evaluation of specific artifacts as meeting Program standards shall be the responsibility of the student’s primary advisor, or (should the advisor be unable to complete the task) the Director of Clinical Training. The student’s primary advisor will monitor the

student's progress and will provide guidance regarding the quality and sufficiency of the artifacts. Each student's progress toward documenting all competencies will be noted in the evaluation letter provided each spring.

Upon receiving the advisor's approval for each professional competency element within a given PWC or PSC area (e.g., Research), the student will independently complete an integrative narrative statement that addresses how the experiences that led to those artifacts collectively demonstrate the elements of competency contained within the implementing regulations of the Standards of Accreditation for that area. Each integrative statement must not exceed 500 words.

### ***Evaluation of Competencies***

*Committee.* A Competency Assessment Committee composed of three randomly selected CCPP faculty members will be convened to summatively evaluate the student's demonstration of PWCs and PSCs. The student's primary advisor may not serve on the Competency Assessment Committee. The role of the committee will be to evaluate student outcomes for each element of the competencies outlined in the implementing regulations of the Standards of Accreditation. The final evaluation of the committee will serve as summative feedback on the student's competency.

*Process.* After a student has independently completed all of the summary narratives intended to meet the requirements of the 9 PWC and 2 PSC competency domains, the student will set a date for the committee meeting with the program administrative assistant. The student will submit their narrative statements to the three-member committee two weeks in advance of the meeting date. Committee members will independently review the narrative statements and develop questions for the student to answer in the meeting. The purpose of the meeting is to assess the student's competence beyond what is contained in the narrative. It is expected that the meeting can both increase and decrease faculty confidence that the student is competent in a given domain. Any committee member may examine the student on any competency domain. At the conclusion of the meeting, committee members will independently submit their ratings of the student's competence to the program administrative associate (see below). Scores will be averaged and returned to the committee and the student.

*Measurement of Outcomes and Minimum Level of Achievement.* Scores for each competency element shall be recorded by each Committee member on the University of Kansas Clinical Child Psychology Program Competency Evaluation Tool (Appendix A20). Scores for each element may range from 1 (competency element clearly not demonstrated) to 5 (exceeds expectations for demonstrated competency element). In order to meet minimum level of achievement for any given competency, students must score an average of 4.0 or higher across the committee members' evaluations. This level of competency indicates readiness for an APA-Accredited clinical internship.

If the student receives an average score below 4.0 for any competency element, the Committee will provide written feedback to the student regarding why the competency element was below the minimal level of achievement. Within six weeks of receiving the feedback, the student shall revise their narrative document and/or submit additional artifacts in response to this feedback. The student will submit the revised document(s)

and/or artifact(s) to the same three-member committee, and each member will independently evaluate the student's competence based on the revised narrative/artifacts. If the student's average score is again below 4.0, the committee will recommend a formal remediation plan or dismissal from the program.

*Timing of Summative Assessment.* Students must pass the summative assessment before the Faculty may vote on the students' readiness for internship. It is expected that students will complete the Competency Assessment prior to or during the spring semester before they plan to apply for internship. Under limited circumstances, it may be necessary to complete the Competency Assessment early in the fall semester during which they are applying for internship.

### ***Appeals Process***

Students appealing the Competency Assessment Committee's decision will use the same process as outlined for course grade appeals (See Part V, Section G).

## **Instructions**

Upon receiving the advisor's approval for each professional competency element within a given PWC or PSC area (e.g., Research), the student will independently complete an integrative narrative statement *using the response stem for each competency area* (see below). Statements should focus on the overall competency elements but may refer to specific artifacts to exemplify competencies listed within the implementing regulations of the *Standards of Accreditation*. Each integrative statement must not exceed 500 words.

### **Profession Wide Competencies**

1. Describe your program of research and highlight how your research contributes to the literature. **(A1-A6)**
2. How do you approach ethical dilemmas in your clinical practice and research? **(F1-F3)**
3. Describe how you ensure that you are sensitive and responsive to individual and cultural diversity in your clinical work and research. **(I1-I3)**
4. How has your professionalism grown over the past 4 years? What has contributed to this growth? **(H1-H3)**
5. How have your interpersonal relationships facilitated your professional effectiveness? **(G1-G5)**
6. What is your general approach to psychological assessment? **(B1-B6)**
7. Describe the process by which you choose and implement interventions. **(C1-C4)**
8. What models of supervision have you found to be most effective in your clinical

work? How does this align with the literature on supervision? **(E1-E5)**

9. Describe your approaches to consultation in clinical and research settings. **(D1-D3)**

### **Program Specific Competencies**

1. Describe how your service to the profession demonstrates your administrative strengths. **(L1-L3)**
2. How (by what strategies) do you communicate content to professional audiences? **(J1-J2; K1-K2)**

The integrative narrative statement should demonstrate how you think about a specific competency or how you demonstrate competency in that area. Statements should focus on the overall competency elements (i.e., the forest) but may refer to specific artifacts (i.e., the trees) to exemplify competencies. For example, when discussing cultural competence, you might describe a general model you use to ensure that your work is sensitive to individual and cultural differences, and you might provide specific examples of that approach in action. **These narrative statements should not focus on listing or describing the artifacts.** While the artifacts themselves provide specific examples of competence, the integrative narrative statement provides an opportunity to reflect on and discuss how you have internalized the competency domain and how you think about and model that competency area as a professional. Such descriptions of who you are as a professional and how you approach specific areas of psychology will be useful at other stages of your career, including internship applications, faculty job applications, and when pursuing board certification.

The competency **oral exam** provides an opportunity for you and your committee to further assess your knowledge of and approach to each competency area. Building on the artifacts and integrative narrative statement, the competency oral exam will allow you to expand on your thinking or to discuss how you approach specific aspects of competency in greater depth. This exam also allows your committee to pose questions or engage in discussion that clarifies or expands upon your written statements. While you may have little experience with oral exams, the process is similar to a thesis defense and will prepare you for similar evaluations you will encounter in the future (e.g., dissertation defense, faculty job talks, board certification exams). Possessing competence in each domain is all the preparation you need to do well on an oral exam. The oral exam allows you to demonstrate your comprehensive knowledge of and familiarity with the competency area by virtue of being able to reflect on, discuss, and expand on each competency area in the moment.

Please make sure that you are familiar with the *KU Clinical Child Psychology Program Competency Evaluation Tool*. This is the rubric that is used to provide a summative evaluation of competency based on the artifacts, narrative statements, and competency oral exam. By reviewing this guidance, attending to prompts for the narrative statements, and familiarizing yourself with the evaluation tool, you will ensure that your materials clearly demonstrate your competence and provide your committee with the best opportunity to evaluate your level of competence.

## 8. Ph.D. Oral Comprehensive Examination: Dissertation Proposal

Upon completion of all course requirements for the Ph.D. degree and the Task, except the dissertation and internship, the student also must pass the oral comprehensive examination. This examination addresses the formal written proposal for the dissertation as well as larger questions in the field. This examination normally should be taken prior to the completion of four calendar years in the case of students entering with a bachelor's degree and three years for students entering with a master's degree. The faculty believes that the student is best served by completing the entire dissertation prior to the internship.

### *Choosing an Oral Comprehensive Exam Committee*

The student should choose a committee of four faculty members whose expertise bears on the topic of the dissertation: this will encourage getting expert constructive help.

The committee **must** contain someone to represent the Office of Research and Graduate Studies and Postdoctoral Affairs who is a regular member of the Graduate Faculty but who is **NOT** a member of the Department of Clinical Child Psychology Graduate Faculty (see Appendix F). Two of the four committee members must hold core faculty status within the CCPP.

When the dissertation advisor (chair) agrees that the student is ready to take the Comprehensive Oral Exam, the student should contact the Graduate Program Coordinator who can coordinate with the program Administrative Associate if needed. This must be done at least **THREE WEEKS and THREE DAYS** prior to the oral exam. The student needs to know the following information:

1. The date and time the Comprehensive Oral Exam is scheduled.
2. Who is on the committee--and in what capacity (Chair, outside member, etc.).
3. How the "Research and Responsible Scholarship" requirements were met.
4. The title of the comprehensive document.

If the Comprehensive Oral Exam is taken by the **LAST DAY OF CLASS**, the student can use that semester to qualify for Post-Comprehensive Hours (see University Policies section of handbook for more details on the Post-Comprehensive Hours requirement).

All documents for the comprehensive oral examination (including the dissertation proposal) are due to all committee members on a business day at least two weeks before the date of the meeting. If this cannot be accomplished, then the date of the committee meeting will be changed to allow two weeks for reading of the document. Students must distribute copies of the document at least two weeks (14 calendar days) prior to the meeting with the committee chair as the last person to get a copy indicating that the policy has been met.

### *Number of Votes required for Passing the Oral Comprehensive Examination*

The Clinical Child Psychology Program defines a “pass” for the oral comprehensive examination as a vote of the committee in which over half of the total number of committee members present and voting vote in favor of approving the student’s document and oral examination. A “fail” is recorded when a pass majority is not achieved.

### ***Oral Comprehensive Deadline***

Starting January 1, 2013, all students, regardless of date of entry to the program, must successfully complete the oral comprehensive examination (Dissertation Proposal) before Stop Day of the Spring semester in the year in which they intend to apply for internship. If a student does not pass by this date, the CCPP Faculty will not approve them for internship readiness in that year. Students are encouraged to complete the oral comprehensive requirement at any time of the year.

## 9. Doctoral Dissertation

The dissertation will be a substantial piece of original research representing an original scholarly contribution to the knowledge of the field. A dissertation in the Clinical Child Psychology Program must be based on original, empirical investigation. The dissertation project must be directed (chaired) by a core faculty member of the Clinical Child Psychology Program. The dissertation oral examination committee will be composed of the chair plus three additional members. All members of the committee must be members of the Graduate Faculty. Two members of the four-person committee must be core faculty members of the Clinical Child Psychology Program. One member of the committee must be outside of the Department of Clinical Child Psychology as the representative of Graduate and Postdoctoral Affairs. Co-chairs are acceptable provided that the above criteria are met.

The steps of the dissertation project include:

1. written proposal and oral defense (as part of the Oral Comprehensive Exam)
2. gathering of data, analysis, write-up and editing (overview by committee chair)
3. submission of document to committee
4. oral defense of dissertation document

The Chair of the Committee will have a copy of the Defense Committee Report for approval and signatures of all members of the committee at the time of the defense. See Appendix A-9.

Please note that **at least one month** must elapse between the Comprehensive Oral Exam and the final defense of the dissertation.

All proposal and defense documents for the dissertation are due to all committee members on a business day at least two weeks before the date of the meeting. If this

cannot be accomplished, then the date of the committee meeting will be changed to allow two weeks for reading of the document. Students must distribute copies of the document at least two weeks (14 calendar days) prior to the meeting with the committee chair as the last person to get a copy indicating that the policy has been met.

Electronic copies of the dissertation proposal and the dissertation for the defense should be provided to all committee members; a hard copy may be provided by the student if requested by a committee member.

No copyrighted forms or materials may be included in the dissertation without written permission of the holder of the copyright. Figures and tables should be inserted in the text of the manuscript where they are referred to (this modifies APA publication style).

The student must provide an electronic copy of the final version for the Clinical Child Psychology Program Library (give to the Program Administrative Associate).

A minimum of 12 credit hours must be taken in Dissertation in Clinical Child Psychology PSYC/ABSC 998. (Note. Dissertation hours do not count toward this minimum until after the student is admitted to doctoral candidacy with successful completion of the Oral Comps.) Doctoral students must be “continuously enrolled” for at least one credit hour in Dissertation during fall and spring semesters (or petition for a leave of absence).

### ***Dissertation Defense Date Deadline***

If the doctoral dissertation has not been defended by the match date for internship placement in February, the student must decide whether to withdraw from the match process or plan to return to the University of Kansas the semester following completion of the internship and remain in residence until the dissertation is successfully defended and the final dissertation document has been approved. Funding during this period will be provided through the program only in a nonpriority status. If students do not come back to complete the dissertation, they will be automatically terminated from the program. If the dissertation is successfully defended and all documents have been completed prior to the end of the internship, then the requirement to return to KU will be waived.

Students affected by this policy may petition the faculty for a time-limited exemption to its enforcement. The student’s advisor must approve the written plan prior to requesting the exemption. A written request with plan must be submitted to the Director for faculty consideration by May 1 before the end of the internship. The request for a time-limited exemption must contain the following elements in an explicit and detailed plan with clearly defined markers and timeline for completion of the dissertation project:

1. a plan for data collection and analysis if not completed and timeline for completion of each section in the write-up (for no more than a six-month period starting from the date of internship completion); the timeline must be made in collaboration with the advisor so planned time for faculty editing can be scheduled;
2. documentation of protected time in any work position taken during the post-

internship period for data collection, analysis, write-up, advisor meetings, and dissertation defense;

3. a schedule of face-to-face supervision with the advisor in Lawrence until the dissertation is completed should be outlined;
4. a schedule of telephone and email contacts with the advisor for completion of each section;
5. a date by which the dissertation will be completed and ready to submit to the committee with a projected date for oral defense.

Failure to comply with any one element of the plan will result in the removal of the exemption. In this case, the policy of requiring a return to Lawrence will be implemented and the student must return to Lawrence until the dissertation is completed.

An exemption to the policy will be possible for one six-month period with the option of requesting an extension up to a maximum of 12 months from the end of internship. The student may apply for an extension to the exemption only under exceptional or extraordinary circumstances and with documented evidence of substantial progression toward completion of the dissertation since the end of the internship. Failure to demonstrate substantial progress toward completion will result in denial of an extension request and reinstating of the policy to return to Lawrence. An extension to the initial six months is not automatic.

The obligation is on the student to demonstrate that they are doing all that can be done to get the project done. Although this policy indicates the program's concern that students complete their dissertations in a timely manner, it should be primarily the student's concern to complete the dissertation. The program requires documentation that the dissertation is a priority. Thus, the dissertation must remain the responsibility of the student. Extended demands on faculty time to contact the student and to prompt the progress, and then to make hurried responses for feedback to drafts, schedule meetings at the deadline, etc. detracts from the appropriate attention to students who are making progress and do not require such extensive effort.

Students must enter into any post-internship positions only after careful consideration of these policies. Negative ramifications for the student (and potentially other students in the program) may result from student failure to conform to the above requirements. The student must take the responsibility to follow the requirements outlined in this policy.

Adopted by CCPP Faculty April 2, 2007

### ***Passing the oral defense "with honors"***

Doctoral dissertations may be "passed with honors." The honors designation will be considered only in rare cases and should not occur as the norm. Passing with honors may be considered when the student's document as submitted to the committee, presentation, and oral defense are exceptional in all aspects. Any committee member, other than the chair, must nominate the student for this status and provide justification. A secret ballot (with the chair voting) will be taken during the *in camera* portion of the orals. The honors designation will be made only when the vote is unanimous in favor of "passing with honors."

### ***Food and Drink at Orals***

No food or drink should be provided by the student for whom the committee meeting is being held. Members of the committee will be informed by the student of this policy and indicate that they will be in compliance with program policy.

### ***Justification for Changes to Thesis or Dissertation Project from Proposal***

For the dissertation and thesis projects, the student must propose appropriately with careful consideration for such considerations as numbers of participants and statistical analyses. The “contract” of a project approved as proposed at the committee meetings is not always tenable if changes are made in participants or analyses after the fact. A logical and substantial justification must be made for any changes to a project after it has been proposed and approved. These changes must be reviewed and approved by the student’s committee prior to the final defense.

### ***Number of Votes required for Passing Final Dissertation Defense***

The Clinical Child Psychology Program defines a “pass” for the oral comprehensive examination and final dissertation defense as a vote of the committee in which over half of the total number of committee members present and voting vote in favor of approving the student’s document and oral defense. A “fail” is recorded when a pass majority is not achieved.

### ***Graduate Learner Outcome Dissertation Rubric***

As per University policies, the CCPP collects outcome data on our students’ doctoral work. Approximately one week before the scheduled defense date, dissertation committee members will be provided with a copy of the student’s dissertation document. Committee members will be sent an email with a link to complete the dissertation rubric (see Appendix F) to evaluate the paper on several dimensions.

The completed rubrics will be sent electronically to the Office of Institutional Research and Planning (OIRP). Aggregate data from CCPP graduate student outcomes will be available to the CCPP to assist with program development.

## 10. Predoctoral Internship

Successful completion of a one-year APA-accredited Predoctoral Internship is a requirement for the Ph.D. in Clinical Child Psychology. Students will complete the clinical internship at a setting and program approved by the Program faculty. Internship sites will be selected to complement and extend the student’s predoctoral experience as a capstone experience. The student will apply to only those internship programs with the approval of the Program faculty when the internship programs are appropriate for and consistent with the principles and objectives of the KU Clinical Child Psychology Program.

**Students should expect to relocate for their internship year.** Students will enroll in PSYC/ABSC 963 for a total of 3 credit hours (1 hour per semester: fall, spring,

summer). Students will normally apply in the fourth year in the program or equivalent. The University will charge for course enrollment in the courses of Clinical Child Psychology Internship (three hours are required in total) while the student is completing the year-long internship requirement.

Prior to applying for clinical internships, the Clinical Child Psychology Program faculty in conjunction with the clinical supervisors will certify by a formal vote that the student is certified as ready for application to internship programs. Students may not begin the application process unless a majority vote assents to this certification. A form for recording this vote is contained in the appendix of this manual (Appendix A-14). Upon certification, the completed form will be placed in the student's official record file. The Training Director will prepare the authorization for the APPIC match, reporting the vote of the faculty.

The applicant must provide the Program Director a copy of their forms documenting clinical contact hours in addition to a summary form. In order to facilitate applications and reduce student anxiety by giving information, the Program maintains an extensive file of articles on applying, interviewing, and deciding. The Program holds several meetings at various times during the year in preparation for internship application.

Internship applicants and the Program will abide by the rules and procedures currently in place as presented by the Association of Psychology Postdoctoral and Internship Centers. Students are advised to check [appic.org](http://appic.org) well in advance and to register as required.

As a Program following the policies of the Council of University Directors of Clinical Psychology, students in the Clinical Child Psychology Program are advised to refrain from making statements to internship programs about the ranking of the internship programs to which they have applied (i.e., we do not allow a student to declare that a program is the student's "first-choice"). If a student does state a first choice to an internship program, that program will know that they are not following the Clinical Child Program's policy.

If the internship program formally starts on or before July 15, then the student should enroll for the Internship hour starting that summer, then enroll also in the Fall and Spring (but not the following summer). If the internship program starts after July 15, then the student should enroll in internship hour starting in the fall, then enroll also in the Spring and Summer (of the next year). If the dissertation is not completed and submitted prior to the beginning of the internship, the student is expected to also enroll in one dissertation hour along with an internship hour each semester until the dissertation is completed.

Summer Completion: In order to graduate in the summer (July), all requirements must be completed by the [summer graduation deadline](#) established by the College Office of Graduate Affairs. Notably, this requirement includes completion of the internship requirement in addition to the dissertation defense and all courses completed. If a student completes all the requirements after that established date *but before the early fall graduation deadline*, they do not have to enroll for the Fall. COGA will, and does frequently, write a statement of degree completion in a letter when all the requirements

are completed. This has, in the past, satisfied postdoctoral programs, employers, and licensing boards.

Students who would like to meet the early summer graduation deadline and avoid summer enrollment in their final semester need to have 1) met all published enrollment and degree requirements for the PhD, 2) defended their dissertation prior to the deadline and 3) uploaded all required materials into the Canvas graduation course managed by COGA by the published early graduation deadline.

If these requirements have not been met, the student will be required to either enroll and meet the regular summer deadline, or meet the following early fall deadline. It is expected that the internship is completed by the “regular” summer graduation approval deadline for the student to be eligible for the exception and to avoid summer enrollment. If their clinic assignment should last past the summer graduation deadline, the student should either have enrolled to meet the regular summer deadline, or move into the early fall deadline eligibility.

Completion of three credit hours in Internship, however, does not satisfy the Internship requirement: The CCPP requirement for an internship to complete the doctoral degree is satisfied only when the internship director or supervisor formally states that the student has successfully completed the internship program requirements. This requires that the student/intern finish all the internship work, even if not enrolled for internship credits.

11. Council of University Directors of Clinical Psychology Expectations for Internship Eligibility
  1. Trainee meets or exceeds foundational and functional competencies as outlined by the Assessment of Competency Benchmarks Work Group.
  2. Trainee successfully completed a master’s thesis (or equivalent).
  3. Trainee passed program’s comprehensive or qualifying exams (or equivalent).
  4. Trainee’s dissertation proposal has been accepted at the time of application to the internship.
  5. Trainee successfully completed all required coursework for the doctoral degree prior to starting the internship (except hours for dissertation and internship).
  6. Trainee completed an organized, sequential series of practicum experiences supervised by at least two different clinical psychologists that involve formalized practicum experience in evidence-based assessment and therapy. The Trainee completed at least 450 face-to-face hours of assessment/intervention and at least 150 hours of supervision by a clinical psychologist who routinely employed individual and/or group supervision models and at least one or more of the following intensive supervision methods (e.g., direct observation, co-therapy, audio/videotape review). During early formative years, the ratio of face-to-face hours to supervision hours approximated 1:1 and increased to around 4:1 as the Trainee developed intermediate to advanced clinical skills.
  7. Trainee has contributed to the scientific knowledge within psychology, as evidenced by:
    - a. Publishing an article in a refereed journal or a book chapter as an author or co-author, **or**

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

Adopted by CUDCP on January 22, 2011  
Endorsed by the CCPF Faculty on February 28, 2011

## IV. Program Policies and Procedures

### A. Advising

The Director of the Program serves as the official Academic Advisor for all students in the program. As such, the Director bears responsibility for assisting the student in course selection, articulating career goals, assisting with program requirements (e.g., internship applications), and designing experiences consonant with career goals. However, as noted below, each student in the Clinical Child Psychology Program is assigned a Research Advisor who also provides guidance with regard to course selection, developing and articulating career goals, and designing experiences consonant with career goals.

During the first semester of enrollment in the CCPP, a Research Advisor will be selected by the student with the agreement of the faculty member and the Clinical Child Psychology Program Director. The Research Advisor will be responsible for involving the student in initial research activities and eventually for the master's thesis, task, and dissertation projects. The Research Advisor will be requested to provide information regarding the student's progress toward completing the Clinical Child Psychology Program requirements.

By the end (i.e., Stop Day) of the fall semester of the student's first year, the chosen Research Advisor must notify the Program Director of the mentorship relationship. The student is responsible for prompting the Research Advisor to notify the Program Director of this relationship. The Research Advisor may be changed during the student's academic career. If a student wishes to change Research Advisors, the student must notify the Program Director of this intent. A new Research Advisor may be selected by the student with the agreement of the faculty member and the Clinical Child Psychology Program Director.

#### **Policy on Timely Identification of a Thesis or Dissertation Advisor**

In order to ensure students make consistent and timely progress toward degree completion, each student enrolled in thesis or dissertation hours (ABSC/PSYC 897 or ABSC/PSYC 998) must have a faculty advisor who formally agrees to supervise their work.

#### **Maximum Time Frame for Identifying a New Advisor**

If a student's advisor relationship is formally ended—whether due to resignation by the advisor, mutual agreement, or other circumstances—the student must identify and secure a new advisor within **60 calendar days** of the advisor's departure. This includes formal documentation of the new advisor's agreement to supervise the student's thesis or dissertation work.

Students are expected to work closely with the DCT and the department chair (if needed) during this time to explore potential advising options.

#### **Impact on Academic Status if No Advisor is Identified**

Failure to identify a new advisor within the 60-day window will result in a formal review of the student's academic standing by the full CCPP faculty.

**First Notification (Post-60 Days):** If no advisor is secured within 60 days, the student will be placed on academic probation for one semester and given a written remediation plan, which includes advisor identification as a required condition of good standing.

**Second Notification (Post-Probation Semester):** If an advisor is still not identified by the end of the probation semester, the student will become ineligible to enroll in thesis or dissertation hours and may be recommended for **dismissal from the program** due to inability to make academic progress.

### **Appeals and Exceptions**

Students who believe they have experienced extraordinary or extenuating circumstances that hindered their ability to secure a new advisor within the prescribed timeline may submit a written appeal prior to the end of the probation semester. Appeals must include documentation and a proposed plan for securing an advisor.

## **B. Evaluation of Student Performance and Progress**

Student progress is evaluated continuously throughout the program. Multiple criteria are used in evaluation. Depending on the level of the student, these include: (1) performance in required and elective coursework; (2) clinical functioning; (3) research progress; (4) thesis proposal and thesis defense; (5) preliminary examination (the Task); (6) dissertation proposal/comprehensive oral examination; (7) dissertation and oral defense; and (8) ethical and professional functioning. Goals and objectives for training outlined in this Manual form a basis for the reviews.

Prior to the annual Faculty Retreat, students will be informed of the need to meet with their Research Advisor(s) to discuss their progress in the program. Students will also be asked to provide the Graduate Program Coordinator with: a) an updated GAPS form, and b) an updated curriculum vita. These materials, along with evaluation forms from clinical practicum supervisors, funding placement supervisors, GTA faculty supervisors, and the Research Advisor or research supervisors (if not in the CCPP core faculty), will be examined by the core faculty of the CCPP in their annual Faculty Retreat. Please see Appendix A-12 for copies of evaluation forms.

The CCPP Core Faculty meet regularly during the academic year at which time students' progress and professional competencies may be discussed and evaluated. Results of such discussions may be shared with students at any time to facilitate their professional development.

Formal evaluations of students' progress toward degree and development of professional competencies occurs at the end of the fall semester (during a faculty meeting), and at the Annual Faculty Retreat at the end of each spring semester. Written feedback is provided at least once per year (usually after the Annual Faculty Retreat) or at any time that problems are perceived.

The student's Research Advisor typically conveys to the student the fact that her/his professional development was discussed and the content of the discussion. If problems are perceived, the student may be counseled as to possible or recommended courses of action. In some cases, remediation will be advised. In the rare case where the magnitude of the problem is such that the faculty considers remediation unfeasible, the student will be counseled out of the Clinical Child Psychology Program. The procedure for this course of action is outlined in the program policy statement concerning Non-academic Failure of Graduate Students (below).

Students need to demonstrate standards of behavior consistent with licensure laws for professional psychology. The Director and faculty are frequently asked to complete evaluation forms that require judgment on numerous personal and professional qualities, including integrity, honesty, fairness, credibility, reliability, respect for others, respect for the laws of the state and nation, self-discipline, self-evaluation, initiative, and commitment to the profession of psychology. In order to complete these forms positively, the faculty need to observe unambiguous evidence that the student's behavior meets these standards of professional stance and demeanor.

### C. Impairment to Professional Functioning

The Ethical Principles of Psychologists and Code of Conduct holds that students, like psychologists, must recognize that their personal problems and conflicts can interfere with their effectiveness and can cause harm to others. The student must "refrain from initiating an activity when they know or should know that there is a substantial likelihood that their personal problems will prevent them from performing their work-related activities in a competent manner." When the student becomes "aware of personal problems that may interfere with their performing work-related duties adequately, they take appropriate measures, such as obtaining professional consultation or assistance, and determine whether they should limit, suspend, or terminate their work-related duties" (American Psychological Association Ethical Principles of Psychologists and Code of Conduct, 2010).

In addition to the regular evaluation of students through grades, research, work, and practicum performances, students are evaluated regarding their interpersonal competency as it influences their professional and ethical conduct in the program and potential work in the field. In particular, the Personal and Professional Behavioral Objectives, as outlined in the Training Manual, are relevant considerations. As noted in that section, in the case of serious interference with performance, the Program will follow the policies detailed in the curriculum section for *A Procedure for Non-academic Failure of Graduate Students in the Clinical Child Psychology Program*.

Therapy of Students. Students may wish to seek therapy during their graduate training and are encouraged to do so. In some cases, therapy will be recommended to students to help resolve issues that seem to interfere with personal or professional development. Each student is advised to talk with the Program Director or their Research Advisor about such therapeutic involvement at some time during graduate and internship training. It is the policy of the Program that no student enter a therapeutic relationship with a faculty member in the Department; however, it is acceptable for a faculty member to assist the student in finding a suitable therapist.

### D. A Procedure for Non-academic Failure of Graduate Students and Due Process in the Clinical Child Psychology Program

All students are evaluated by the faculty at the end of each year of graduate study. At the time of the evaluation, progress toward the Ph.D. is reviewed. All known data relevant to this progress are considered. Four possible recommendations may result from this evaluation:

1. The student is encouraged to continue in the program for another year;

2. The student is encouraged to continue in the program for another year, but is apprised of problems perceived by the faculty and advised concerning their remediation;
3. The student is permitted to continue in the program pursuant to their successfully completing a specific written program of remediation prescribed by the faculty;
4. The student is requested to withdraw from the program for reasons specified in writing.

Any problems identified to the student shall be presented in writing. Faculty (or staff) members providing significant information relevant to the student's evaluation will provide such information as completely as possible, specifying the sources of the information. The student shall be afforded an opportunity to consult with the faculty member(s) involved. Remediation plans prescribed by the faculty will also be presented to the student in written form at this time. Criticisms and remediation plans will be signed by the student (if they agree), the Director of the Clinical Child Psychology Program and the student's Research Advisor, then placed in the student's confidential program file.

If the student does not agree with the criticisms of the plan for remediation, they will be given a minimum of two weeks and a maximum of four to prepare a request for reconsideration. The student may select any consenting representative (including another student) to appear with or instead of her or him at a reconsideration hearing before the faculty who will subsequently vote to affirm or modify the documents in question. The result will then be placed in the confidential file of that student.

Upon a majority vote of the Program faculty, a student may be required to be evaluated by a psychological assessor chosen by the faculty to determine the nature and extent of impairment, if any.

Remediation plans will be explicit with stated criteria for judging their success or failure. At the end of the period for remediation (to be explicit in the plan) the full faculty will consider whether the student should return to good standing or be recommended for probation or dismissal. Decisions to place a student on probation or to dismiss from the program are made at the level of COGA.

#### E. Time Constraint for Doctoral Degree:

Eight (8) years are allowed to complete the entirety of graduate work for both the M.A. and the Ph.D. in Clinical Child Psychology. If a student enters KU with a master's degree in any field, 8 years are allowed to complete the Ph.D. If a student has not completed all degree requirements by the end of the 8<sup>th</sup> academic year (semester ending in May), then they will be automatically terminated from the program.

Students in the Clinical Child Psychology Program will be expected to complete the required course work, thesis and dissertation requirements, and predoctoral internship requirement within 5-6 years.

#### F. Rules Regarding Grades and Cumulative Grade Point Average

- a. The CCPP has the program specific policy that any student receiving 2 grades of C+ (or lower) during their enrollment in the Program will be terminated from the Program upon the receipt of the second C+ (or lower) grade.
- b. If a CCPP student receives a C+ (or lower) in a required course in the CCPP doctoral curriculum, they must re-take the course the next time it is offered or an equivalent course approved by the Director. The student must receive an A or B in that course, or the second C+ will incur the “two C policy” (see “a” above) and result in termination from the program.
- c. As required by the Office of Graduate and Postdoctoral Affairs at the University of Kansas, students in the Clinical Child Psychology Program will maintain at least a B average for their graduate level course work. Falling below this cumulative graduate grade-point average of B will result in the student being placed on probation. If the average grade point is raised to at least a B average by the end of the next term of enrollment, the student will return to regular status. If not, the student may not re-enroll in the program.
- d. Thesis and dissertation hours in the CCPP (i.e., ABSC/PSYC 897 and ABSC/PSYC 998, respectively) are graded on a scale that indicates a student’s work as demonstrating *satisfactory progress* (SP), *limited progress* (LP), or *no progress* (NP). This grading scale is established in [USRR 2.2.5](#).

### **Policy on SP, LP, and NP definitions for thesis and dissertation hours**

#### **SP (Satisfactory Progress)**

Definition: The student has met or exceeded the semester goals as agreed upon with the faculty advisor. The work completed indicates that the student remains on track for timely completion of the thesis or dissertation.

#### **LP (Limited Progress)**

Definition: The student completed only part of the agreed-upon goals. While some progress occurred, it was insufficient to remain fully on track, and delays in timely completion are possible if the pattern continues.

#### **NP (No Progress)**

Definition: The student failed to demonstrate any meaningful work toward the thesis or dissertation goals during the semester. No evidence of engagement with the project was presented, or the student disengaged entirely.

Students and faculty mentors are strongly encouraged to set realistic, concrete, and measurable goals for each semester the student is enrolled in thesis or dissertation hours, and at the beginning of the semester to formally and clearly articulate expectations for progress for that semester. The responsibility for setting these goals falls to both the student and the faculty member.

By University policy, a grade of SP must be assigned for a student's final semester of enrollment in thesis or dissertation coursework. The SP indicates that the final product (i.e., the thesis or dissertation) was of satisfactory quality to warrant degree completion.

Students who earn a grade of LP for two consecutive semesters, or who earn a grade of NP for a single semester will be provided a specific remediation plan to facilitate their satisfactory progress in the following semesters.

## G. Regular and Timely Feedback from Thesis and Dissertation Advisors

The CCPP is committed to ensuring that students receive consistent, meaningful feedback on their progress throughout their training. Research Advisors are expected to meet with their advisees at a frequency appropriate to the student's stage of training and the nature of ongoing work. As a general expectation, students and advisors should meet no less than once per month during the academic year. More frequent contact is expected during active phases of data collection, writing, or preparation for major milestones.

At the beginning of each semester in which a student is enrolled in thesis or dissertation hours, the student and advisor should establish written goals for the semester. These goals form the basis for the SP, LP, or NP grade assigned at the end of the semester (see Policy on SP, LP, and NP Definitions).

When a student submits written work as part of the degree program (e.g., thesis sections, dissertation drafts), the Research Advisor is expected to provide written feedback within four weeks of submission. If circumstances require a longer review period, the advisor should communicate this to the student in advance with an expected turnaround date.

Students who feel they are not receiving timely or sufficient feedback from their Research Advisor are encouraged to first raise the concern directly with their advisor. If the concern is not resolved, students may bring the matter to the DCT, who will work with both parties to identify a path forward. The DCT may consult with the full faculty as needed.

## H. Credit Hours

A minimum of 92 hours of graduate credit is required for the Ph.D. degree in Clinical Child Psychology. The requirements include specified courses and options within required areas. Electives are courses selected by the student in consultation with the Director and Advisor.

## I. Enrollment Requirements

Students are accepted into the Clinical Child Psychology Program in the Department of Clinical Child Psychology as full-time students. Full-time status is [defined by the University in the Policy Library](#). This policy defines the categories of full-time and part-time enrollment.

Students in the Clinical Child Psychology Program are encouraged to work with their Research Advisor and the Program Director to ensure that their enrollment pattern places them on a trajectory of program completion within the 5-6 years noted above. Note that by design, program completion requires a minimum of 4 years of full-time residence in the program plus a one-year internship.

The Clinical Internship (ABSC/PSYC 963) required for the Ph.D. in Clinical Child Psychology has been approved by the Office of Graduate and Postdoctoral Affairs to count as full-time enrollment. Students enrolled in this internship course (one hour per semester) will be considered full-time students. During the duration of the internship, students must continue to abide by the regulations of post-comprehensive enrollment (see University

Policies section), including at least one hour of enrollment per semester until all requirements for graduation are met and the student has satisfactorily completed the internship.

#### J. Transfer Students/Students with Master's Degree

Transfer of credit hours taken at another institution may be counted toward the requirements of the Clinical Child Psychology Program through consultation with the Program Director following presentation of course descriptions and syllabuses, reading and work assignments. These courses, however, are not officially transferred (i.e., the hours for waived courses do not count toward the hours necessary for graduation). Rather, the student may take elective courses (including Practicum and Research Hours) to fulfill the required number of hours for the Doctoral degree.

#### K. Liability Coverage

The program encourages students to obtain liability insurance coverage in the case that the student may be sued in a civil action (e.g., for malpractice/negligence). A number of situations that can occur in the regular course of clinical care or research may result in civil action. Students are responsible for maintaining their own liability coverage.

#### L. Accommodations and Assistance to Students with Disabilities

Students enrolled in any KU course may contact the [Student Access Center](#), 22 Strong Hall or call (785) 864-4064 (voice: TTY) for assistance. Any student in a course and in the Program who has a disability that may prevent him or her from fully demonstrating their abilities, should contact the course instructor or the Program Director as soon as possible to discuss accommodations necessary to ensure full participation and facilitate the educational opportunities.

#### M. Student's Rights and Responsibilities

The student will find detailed information about their rights and responsibilities at KU in the document available online for the current semester Class Schedule. These include a Bill of Rights, Academic Misconduct, Family Educational Rights and Privacy Act (FERPA), and other important policies. In addition to these policies, the following responsibilities and rights are noted here.

##### Dress Code

During graduate school, individuals transition from student to professional. This transition involves learning how to dress for the professional roles graduate students fill during and after graduate school. CCPP students in particular take on multiple kinds of professional roles in the training clinic, community clinics, schools, KU classrooms, and professional meetings. The way CCPP students dress sends a message about their level of competence, trustworthiness, dependability, and other desirable professional

attributes. It influences the degree of respect others will have for them. In addition, because community members, KU students, and other professionals may encounter only one or a few CCPP students, one individual can be a powerful representative for the program as a whole.

Proper attire and grooming is expected of CCPP students when they are in professional roles, including, but not limited to

- any time spent in the program training clinic (seeing clients or otherwise)
- meeting with students for which the student is a TA or graduate instructor (e.g., class time and office hours)
- community practicum placements
- school visits
- interactions with research participants
- professional meetings and conferences

Stricter dress policies at field or practicum sites supersede this program dress policy. Activities that require specialized dress will be exempt from this policy.

#### N. Records Access and Retention Policy

The Family Educational Rights and Privacy Act of 1974 (known as “The Buckley Amendment” or FERPA) deals with the access to educational records. A student has the right to review with their advisor and the Director, the contents of their personal academic record maintained in the Clinical Child Psychology Program. Copies of information contained in the file are regularly provided to the student. Other students will not be informed of actions or interventions taken with regard to any students in the Program.

For students enrolling in the program since the Fall of 2019, all student records are maintained electronically on a secure server only accessible to the CCPP Administration. Records for students entering the program prior to Fall 2019 are maintained in a paper-based file system. Files are locked and only program administration has access to paper files.

#### O. Professional Standards of Research and Practice

Students and faculty in the Program are expected to be knowledgeable about and to maintain behavior consistent with current and evolving professional standards for both research and clinical activities. Among those professional standards is the importance of maintaining the confidentiality of our clients--no matter where they are served. The right is held by the client, but we as professionals must maintain and defend it in all that we do.

We, as professionals, incur the obligation to be ever vigilant. Each student signed the statement about following the ethical standards of the APA, we should not take that lightly. The ethics and standards of practice apply before you receive the Ph.D. (and even before you have taken the Ethics in Clinical Psychology course).

#### P. Americans with Disabilities Act

Issues related to ADA are also frequently discussed in courses and Program meetings and additional information is available from the KU Office of Disability Resources (<http://www.disability.ku.edu>).

## Q. Clinical Practice

In the United States, clinical practice as a psychologist is regulated by state laws and by state administrative regulations maintained by state licensing boards/agencies. Graduation from a doctoral program in clinical psychology does not, by itself, qualify a person to practice as a psychologist. Appendix C contains the website for Kansas state laws and regulations governing licensure as a psychologist. Students are advised to become familiar with licensing laws and regulations if they wish to pursue clinical practice in their careers.

## R. Licensure

Information about licensure in all states, territories, and Canadian provinces is available from the website of the [Association of State and Provincial Psychology Boards \(ASPPB\)](#). The ASPPB website also provides links to websites of state psychology boards, as well as information about the Examination for Professional Practice in Psychology (EPPP).

The Clinical Child Psychology Program at the University of Kansas meets the educational requirements for doctoral training in the state of Kansas as outlined in K.A.R. 102-1-12. However, the state of Kansas also requires one year of supervised post-doctoral experience for licensure as a psychologist (K.A.R. 102-1-5a). This post-doctoral supervised experience must be obtained following completion of the Ph.D.

If you plan to obtain a license or certification in a state other than Kansas or a U.S. territory after completion of your program, it is highly recommended that you seek guidance from the appropriate licensing board/agency to ensure that you can obtain a license in your home state or home territory. In addition to the information provided by the ASPPB, the [NC-SARA Professional Licensure Directory](#) provides resources for licensure and certification boards outside of Kansas.

Following the uniform notification day established by the Association of Psychology Postdoctoral and Internship Centers (APPIC), the Director of the Clinical Child Psychology Program will meet with each CCPP student who matched to an internship to discuss licensure requirements in the state in which the internship is located. Students will be advised of any state licensure requirements that they have not met for the state in which they will be completing the internship. This meeting will be documented in the student's permanent academic record and on the Termination of Access form (see Appendix D-4) that all students must complete before they leave campus.

Beyond licensure post-graduation, there are a number of reasons a student may wish to become licensed as a Masters Level Psychologist (LMLP) in Kansas while completing their training, including establishing residency, taking the EPPP early, and enhancing employment with some agencies affiliated with the Program. Information about licensure as a LMLP is available on the [Kansas Behavioral Sciences Regulatory Board website](#).

## S. Funding

The Program attempts to secure funding for all students who wish to have it. This policy of funding for all has been successful. The Program endeavors to make the funding allocation process to be one of fairness. The Program “controls” some positions directly and has input to assignment for other positions. For the latter, the Program assists the students in securing the outside positions. The Program faculty uses the preferences of students in light of their qualifications in fitting the positions’ requirements. Because not all positions are known at the same time, the process of allocation is a continuing process of matching student needs/interests to excellent opportunities for receiving financial support and experiences. Students are encouraged to assist in development of funding support.

## T. Graduate Teaching Assistantships

The Program appoints students to GTA positions and evaluates them in accordance with the policies established by the University of Kansas. Performance evaluations for GTAs must include a minimum of two components: classroom observations (or the equivalent for field placements) documented in writing and a written performance evaluation from the evaluator. Please see Appendix A-5 for a copy of the evaluation forms used for GTAs.

## U. Student Organization and Representative

The students elect a representative (approved by the faculty) to attend the regular CCPP faculty meetings. This representative is to bring student issues to the attention of the faculty and assist the faculty in its deliberations. In addition, the student representative prepares reports/minutes of discussions and actions back to the students. The student representative is excused from meetings in which individual student progress and performance are discussed.

Students will have volunteer representatives on the Admissions Committee and, when constituted, on Faculty Recruitment Committees. All students are invited to participate in activities related to these committees.

CCPP students have organized a formal organization, Graduate Student Organization, subject to the policies and procedures of the KU student organizations. Officers are elected according to the by-laws of the organization. The Program facilitates the functions of the GSO but does not exert control over it.

## V. Letters of Recommendation

Students should understand that faculty will respond to official requests for information about them in good faith, sound judgment, honesty and fairness in the absence of a formal request by the student. The appendix to this manual (Appendix A-13) provides a release form for students to sign, granting permission for letters of reference for internships, award and grant applications, licensure, and professional positions as may be required of faculty. As part of reference letters, faculty may include information about student performance in courses, practicum, research activities, interpersonal relations, and other facets.

Opportunities for professional involvement may occasionally present in which only one or a few students can participate, such as service on an organization board or student group, travel award funds from KU or APA, outstanding thesis, etc. In these cases of limited number of nominations that can be made from the Program, the faculty will rely on the following procedure to determine which student(s) to nominate:

Two weeks in advance of the deadline for which nominating materials must be submitted, the student(s) will submit the required materials to the faculty for its review (e.g., if the position/award requires a vita, a statement of interest and activities, list of presentations, etc., then those must be presented to the faculty via the training director). Any public criteria for selection used by the organization or KU entity will be given to the faculty when reviewing the students' materials. The majority vote of the faculty will determine whose materials will be submitted (and letters of support will be written subsequent to the vote).

#### W. Human Research Protection Program - Lawrence Campus (HRPP)

All research conducted by faculty and students in the Program must be in accordance with APA guidelines. Before initiating any research involving any humans, the procedures and protections must be reviewed and approved by the HRPP. HRPP is the federally mandated Institutional Review Board (IRB) for the University of Kansas. Information is available from the [HSCL website](#).

Applications for HSC-L approval of new projects may be submitted electronically at the [eCompliance page](#) of the HSC-L website. Requests for amendments to existing approved projects can also be submitted at that site. If research is being conducted at KU Medical Center, public school systems, Children's Mercy Hospital, Bert Nash Mental Health Center, or other sites, the student may be required to file with additional research review committees.

#### X. Grievance Procedure

Pursuant to Article XIV of the University Senate Code and Articles V and VI of the University Senate Rules and Regulations of the University of Kansas, Lawrence, the Clinical Child Psychology Program (CCPP) establishes the following procedure to hear grievances arising within its unit. This procedure applies to those grievances arising from the graduate program, faculty and students in Clinical Child Psychology. When a grievance arises with regard to undergraduate issues, then the procedures apply as established by the Department of Psychology or the Department of Applied Behavioral Science according to the course line number under which the undergraduate student is enrolled. When faculty are functioning in the roles as professors for the undergraduate curriculum, the procedures for the respective Department will apply. This procedure shall not be used to hear disputes assigned to other hearing bodies under USRR Article VI, Section 4.

For disputes involving alleged academic misconduct, see the College of Liberal Arts and Sciences policy on academic misconduct. For alleged violations of student rights, the

initial hearing normally will be at the CCPP level. There is an option to hold an initial hearing at the Judicial Board level if both parties agree, or either party petitions the Judicial Board chair to have the hearing at the Judicial Board level and the petition is granted. The petition must state why a fair hearing cannot be obtained at the unit level; the opposing party has an opportunity to respond to the petition (USRR 6. 4.3.1).

Except as provided in USRR 6.5.4, no person shall be disciplined for using the grievance procedure or assisting another in using the grievance procedure.

The CCP Program shall provide a copy of this procedure to anyone who requests it and this procedure will be published in the Training Manual.

- a. To start the grievance process, the complainant must submit a written grievance to the Director of the CCPP. The complaint shall contain a statement of the facts underlying the complaint and specify the provision(s) of the Faculty Code of Conduct, University Senate Rules and Regulations, the Code of Student Rights and Responsibilities, or other applicable rule, policy, regulation, or law allegedly violated. The complaint shall also indicate the witnesses or other evidence relied on by the complaining party, and copies of any documents relevant to the complaint shall be attached to the complaint.
- b. At the time the complaint is submitted to the Program Director, the complaining party shall provide a copy of the complaint, with accompanying documents, to the respondent(s).
- c. Upon receipt of the complaint, the Program Director shall contact the respondent to verify that the respondent has received a copy of the complaint and to provide the respondent with a copy of these procedures.
- d. Pursuant to University Senate Code 14.2.c, a respondent has the privilege of remaining silent and refusing to give evidence in response to a complaint. The respondent also has the right to respond and give evidence in response to the complaint.
- e. The respondent shall submit a written response to the Program Director within 14 calendar days of receiving the complaint. The response shall contain the respondent's statement of the facts underlying the dispute as well as any other defenses to the allegations in the complaint. The response shall also identify the witnesses or other evidence relied on by the respondent and shall include copies of any documents relevant to the response. The respondent shall provide a complete copy of the response to the complainant.
- f. Upon receipt of the response, the Program Director shall contact the complaining party to verify that a copy of the response has been provided.
- g. Upon receiving the complaint and response, or if the respondent fails to respond within the 14-day time period, the Program Director shall appoint a faculty committee selected from the current members of standing committees of the Program and affiliated Departments to consider the complaint. The committee members shall be disinterested parties who have not had previous involvement in the specific situation

forming the basis of the complaint.

- h. Pursuant to USRR 6.8.4.2, the chair of the committee may contact other hearing bodies within the University to determine whether a grievance or complaint involving the underlying occurrence or events is currently pending before or has been decided by any other hearing body.
- i. Time limits: To use this procedure, the complainant must file the written complaint with the Program Director within six months from the action or event that forms the basis of the complaint. The six-month time period shall be calculated using calendar days (including weekends and days during which classes are not in session).
- j. Upon receiving the complaint, if the chair of the committee determines that any of the following grounds exist, they may recommend to the Program Director that the complaint be dismissed without further proceedings. The grounds for such dismissal are: (a) the grievance or another grievance involving substantially the same underlying occurrence or events has already been, or is being, adjudicated by proper University procedures; (b) the grievance has not been filed in a timely fashion; (c) the Program Director lacks jurisdiction over the subject matter or any of the parties; (d) the grievance fails to allege a violation of a University rule; (e) the party filing the grievance lacks standing because they have not suffered a distinct injury as a result of the challenged conduct and has not been empowered to bring the complaint on behalf of the University; or (f) the party filing the grievance has been denied the right to file grievances pursuant to USRR 6.5.4.
- k. If the chair of the committee determines that a grievance on its face properly should be heard by another body, the chair will recommend that the Program Director send the grievance to the appropriate hearing body without further proceedings in the Program. The Program Director will send a copy of the referral to the complainant(s) and any responding parties.
- l. Prior to scheduling a hearing, the parties shall participate in mediation of the dispute unless either party waives mediation. Mediation shall be governed by USRR 6.2.3.
- m. If mediation is successful, the mediator will forward to the Program Director, the committee chair, and all parties a letter describing the outcome of the mediation and the terms upon which the parties have agreed to resolve the dispute. This letter shall be a recommendation to the Program Director. The Program Director will notify the mediator, the committee chair, and the parties that the recommendation has been accepted, modified, or rejected.
- n. If mediation is not successful, the mediator will notify the Program Director, the committee chair, and the parties that mediation has terminated. If mediation is not successful, or if it is waived by either party, the grievance committee will schedule a hearing no later than 30 calendar days from the written submission of the complaint. The 30-day period may be extended for good cause as determined by the chair of the

- committee. The 30-day period shall be suspended during the mediation process. The hearing will be closed unless all parties agree that it shall be public.
- o. Each party may represent himself or herself or be represented by an advisor or counsel of their choice.
  - p. Each party has the right to introduce all relevant testimony and documents if the documents have been provided with the complaint or response.
  - q. Each party shall be entitled to question the other party's witnesses. The committee may question all witnesses.
  - r. Witnesses other than parties shall leave the hearing room when they are not testifying.
  - s. The chair of the committee shall have the right to place reasonable time limits on each party's presentation.
  - t. The chair of the committee shall have the authority and responsibility to keep order, rule of questions of evidence and relevance, and shall possess other reasonable powers necessary for a fair and orderly hearing.
  - u. The hearing shall not be governed by the rules of evidence, but the chair of the committee may exclude information they deem irrelevant, unnecessary, or duplicative. Statements or admissions made as part of the mediation process are not admissible.
  - v. The committee will make an audiotape of the hearing but not of the deliberations of the committee. The audiotape will be available to the parties, their authorized representatives, the committee, and the Program Director. If a party desires a copy of the audiotape or a transcript of the tape, that party will pay for the cost of such copy or transcript. In the event of an appeal, the audiotape will be provided to the appellate body as part of the record of the case.
  - w. After the presentation of evidence and arguments, the committee will excuse the parties and deliberate. The committee's decision will be a written recommendation to the Program Director. The committee shall base its recommendations solely upon the information presented at the hearing.
  - x. The committee will send its written recommendation to the Program Director and the parties as soon as possible and no later than 14 calendar days after the end of the hearing.
  - y. Within 14 calendar days of receiving the committee recommendation, the Program Director will notify the parties of the acceptance, modification, or rejection of the recommendation. The Program Director will advise the parties of the procedure available to appeal the decision.

z. In the event that the Program Director is either the complainant or named as the respondent, the Grievance Procedures of the College of Liberal Arts and Sciences, effective October 2, 1999, will apply.

The grievance procedures have been reviewed by the Office of the University General Counsel and are effective December 17, 1999.

## Y. Copy Bills

Students will be allowed to generate up to \$50 per month in charges for copying as long as their bills are paid when invoiced monthly. If a student fails to pay their bill within 2 weeks of invoicing, they will have their copy code removed from the machine. Only after paying the outstanding charges, the student must pay forward \$50 to create a “debit” account; when the debit account is depleted, it must be replenished to maintain the copy code. Larger credits may be negotiated upon request to the faculty depending on special needs, but will depend on a good credit history of paying on time.

## Z. Keys

All students leaving for internship must return keys to the Program Administrative Associate. Failure to do so violates the Program’s policies in professionalism and maintenance of security and confidentiality of KU CFSC and research files. Appropriate sanctions for breaching standards of professionalism will be imposed if students fail to return program area keys by the time they depart Lawrence for the internship.

## AA. Felony Convictions

Students should be aware that felony convictions will make it difficult to complete the training experiences (i.e., external practicum, internship) required for the Ph.D. If you are unable to obtain and complete these required experiences, you will not be able to complete your program of study and graduate. In addition, be aware that you may not be eligible for licensure by many states. For example, the Kansas licensure board requires that applicants have “good moral character and merit public trust” and asks “Have you ever been convicted of a felony or misdemeanor other than a traffic violation? If “yes”, attach an explanation and give specific details, including disposition of the charge.” Thus, it is also possible that future employment would also be limited.

Applicants to the KU graduate program may be asked to provide details on any criminal convictions.

The Program complies with the Kansas Board of Regents policy in which the University of Kansas conducts background checks for felony convictions to facilitate employment decisions that are in the best interest of university students, employees, resources and overall mission statement. These include Graduate Teaching Assistants, Graduate Research Assistants, and other employment situations in which graduate students are placed. See details on this policy at the [KU Human Resources website](#).

Approved by CCPF Faculty: 2-9-09

## BB. Academic Warning, Probation, and Dismissal

Students in the CCPF are expected to maintain good academic standing in the program at all times. Students will be notified officially each year of their status via feedback letters after the faculty's annual student review retreat each May. The faculty may also meet at the end of the fall semester to review student progress.

Generally, students are considered to be "in good standing" if they are making adequate progress on the research, academic, and clinical requirements for their year in the program. Adequate progress in each of these domains is explained in detail within this training manual. If, for reasons other than taking a leave of absence, a student deviates from the Program's expectations such that they are failing to meet expected obligations, the Program faculty may take several courses of action.

Although the regular process of identification and remediation of problems involves a "warning" prior to "probation," some issues may be serious enough to warrant placement of a student on probation without an initial warning status. This status is to be explained in written communication with the student.

### Process

Although research and academic expectations are outlined separately, failure to meet expectations in either area is considered grounds for an *academic* warning, probation, or dismissal from the program. Failure to make expected progress in clinical work or a display of professional misconduct is considered grounds for a *professional* warning, probation, or dismissal from the program. The following steps are designed to inform the student of the problem, offer a clear solution, and outline the consequences of failure to comply.

### Academic Warning

An academic warning is merited when a student fails to meet proposal or defense deadlines for their thesis. Students will be informed in writing within one month after the proposal deadline that they have received an academic warning. Students will also be informed that to regain their status as a student in good standing, they must propose their thesis by Stop Day of the following semester. Failure to do so will result in the student being placed on academic probation for the following semester and risk possible dismissal from the program.

### Academic Probation

Academic Probation is merited when a student fails to meet the expectations outlined after receiving an academic warning and/or when a student receives a grade of C or lower in a required course, and the faculty determine that probation is needed to optimize academic progress. Probation decisions will be made by the full faculty giving consideration to overall performance in the program. If probation is chosen by vote of the full faculty, the student will be informed in writing within one month after receiving

their grades that they are on academic probation and that any additional C grades in other required courses or continued failure to meet expectations provided in their academic probation will result in potential dismissal from the program.

### Professional Warning

Students will receive a professional warning from the faculty in situations that indicate that a student is not performing as expected in their role as a clinician or in other professional roles. In all of their professional activities (e.g., in-house and external practica, research, teaching) CCPP students are expected to abide by the rules of the sites and represent professional conduct at all times as proscribed by the *APA Ethical Principles of Psychologists and Code of Conduct*. As soon as concerns arise, supervisors will inform the faculty as to the nature of the concerns. The faculty will discuss the concerns to decide how to address them and whether a professional warning is warranted. If a professional warning is warranted, the faculty will then inform the student in writing what the concerns are and what the student must demonstrate to improve and meet minimal competency expectations for their year in the program. As a result of the professional warning, students will not be allowed to take an outside practicum placement until the professional conduct concerns are resolved. The student will be encouraged to discuss regularly all clinical competencies specific to the concerns with their clinical supervisor. Clinical supervisors will document their and the student's efforts to correct the student's behavior. The faculty believes that the onus to show improvement and competency is on the student. If the student does not resolve the clinical concerns after the next semester of practicum, or if new clinical concerns arise, the student may be placed on professional probation and risk dismissal from the program.

### Professional Probation

Professional probation is merited when a student engages in behavior that violates the *APA Ethical Principles of Psychologists and Code of Conduct*. Most egregious are any acts that violate client confidentiality or otherwise show poor professional behavior from a student in a professional role (e.g., clinician, clinical consultant, researcher, teaching assistant, instructor). The student will be informed in writing when professional probation is merited and the nature of the violation. Because the standards in the APA ethics code represent the minimal standard of professional conduct, a student may merit professional probation after only one incident. That is, a student need not have been given a professional warning before professional probation can be employed. If a student on professional probation engages in another similar or equivalent act of unethical behavior, the student may be dismissed from the program.

Students are advised that there are ramifications of being placed on probation beyond the internal functions of the program. For example, the student or the program may be required to report to outside parties whether the student has ever been on probation and the reasons for the probation, even if the issues have been resolved (e.g., internship applications, licensure, job applications).

### Dismissal

The faculty has a responsibility to support the success of its students toward meeting their goals to become clinical child psychologists. The faculty, however, cannot control the behavior of students and have a greater responsibility to the public to ensure that the professionals it produces are competent to perform as psychologists. The faculty does not plan to dismiss any of the students accepted into and mentored through the program, but the faculty will not hesitate to use the tools outlined above to ensure that only those students who meet our standards are allowed to graduate. Students placed on either academic or professional probation may lose opportunities within the program and will be at risk for failing to earn an internship placement. Students on probation who fail to improve or who demonstrate additional misconduct that would merit probation will be dismissed from the program.

Students are notified that not in all situations will “warning” always precede “probation” and “probation” will not always precede “dismissal.” That is, some conduct may be deemed by the faculty as so egregious as to provoke immediate probation or automatic dismissal from the program.

Approved by CCPP faculty (11/10/08)

## CC. Attendance At Program Meetings

### Purpose

Faculty strongly encourage all students in the Clinical Child Psychology Program to plan for regular attendance at program speaker events as they are seen as important educational and collaborative opportunities that we all can take advantage of in our pursuits of continual clinical, research, and professional growth. These events also have been developed to strengthen belonging, mutual respect, and inclusivity within our Program.

### Attendance

Graduate students are expected to attend and actively participate in all or the majority of department-wide speaker events and trainings (e.g., HR trainings, ethics workshops) offered each academic year. Social activities such as coffee hours are optional. If attendance at Program events is not consistently feasible for a semester or more (e.g., external practicum conflicts), plans to attend and actively participate in separate seminar series or workshops also may be developed ahead of the semester in collaboration with the primary mentor.

### Number of Events

Each semester will typically include approximately four Department-wide events occurring at the same time slot, Mondays, 11-12 am.

### Tracking

While it is expected that all students will attend each seminar, as professionals, we expect communication and transparency in the rare event that any student is unable to attend. Participation in these events will be described in each students’ written feedback at the end of each semester.

### Flexibility

If students have unavoidable conflicts (e.g., practicum, conference travel, illness, teaching requirements), they should notify their advisor in advance. Alternative ways to access the content from mandatory trainings will be provided when possible so students can stay informed.

## DD. Professional Decorum

Our program is committed to maintaining a professional, respectful, and welcoming learning environment across all department-related activities. Students are expected to minimize distractions and avoid extraneous activities that interfere with engagement. In general, focus and attention should be given to the activity scheduled for the time period. Communication should be accessible to all people in the meeting or should wait until after the meeting (e.g., students should not be engaged in peer-to-peer conversations that are not part of the public comment period). Students should give their full attention to the scheduled activity (class, supervision, outside speaker). If it is not possible to give full attention, the student should seek to minimize disruptions and either step out of the room, away from the virtual meeting, or not attend with an explanation to the organizer.

## EE. Clinic Support Hours

The sustainability and operating needs of the KU Child and Family Services Clinic require time outside paid activity or direct patient care, engagement in these activities may provide professional development and educational opportunities for CCPP students. Therefore, support hours in the clinic will be a part of yearly expectations for students. Students should complete 5 hours per semester and 5 hours over the summer for a total of 15 hours per year. Hours must come from activities other than clinic cleaning.

Support hours can include:

- Representing the clinic at community events
- Aiding in giving presentations at schools and community agencies
- Covering cc hours in the clinic
- Helping with additional children in the clinic
- Checking protocols for peers
- Other activities that promote and support the clinic's role within the community as pre-approved by the Clinic Director

The Director of the KU Child and Family Service Clinic will assign activities/hours. Students will track support hours on the GAPS form, with the date, amount of time, and type of activity documented. These should be reviewed annually with the student's primary mentor with assistance from the DCT if needed. Status of necessary hours will be addressed in the student's annual review letter. Incomplete hours may be addressed via remediation plans or academic probation as specified in the Training Manual of the Clinical Child Psychology Doctoral Program.

## UNIVERSITY POLICIES AND DEGREE REQUIREMENTS

This section contains information on requirements and policies of the Office of Graduate & Postdoctoral Affairs, hereafter referred to as “the University.” It is not a complete list of all policies pertaining to graduate students. Only those policies that most commonly affect graduate students are included.

Policies are described in general terms and are intended to help students understand what is expected. They do not reflect the exact language of the official policy and should not be confused with official policy. Specific information and restrictions as well as links to relevant forms may be accessed by clicking on the policy headings. Links to the official policies in the KU policy library are found at the bottom of each policy description. Students are accountable to and should familiarize themselves with the University's official policies.

### GENERAL POLICIES

The following University policies apply to ALL graduate students regardless of degree, program, or department. These are minimum general requirements. Your department or program may have more restrictive policies in any of these areas.

#### **Admission**

Degree or non-degree seeking applicants must have a bachelor’s degree (as evidenced by an official transcript from the institution the degree was obtained).

#### **Related Policies and Forms:**

- Admission to Graduate Study

#### **English Proficiency Requirements**

The University requires all applicants, international or domestic, to demonstrate English proficiency for admission to any graduate program at KU. There are multiple ways to prove English proficiency:

- Declaration of native or native-like speaker status on the online application for graduate study.
- Official scores from an English proficiency standardized test (e.g. TOEFL, IELTS-Academic, or PTE), sent by the testing agency to the University of Kansas. Official scores must be less than two years old. Scores must be reported to KU directly by the testing service. Self-reported scores or unofficial scores are not accepted. TOEFL scores should be sent by ETS to KU institution code 6871. IELTS scores should be sent to KU Graduate Admissions via the e-delivery service. PTE score sheets containing the Score Report Code and Registration ID should be emailed to [graduateadm@ku.edu](mailto:graduateadm@ku.edu) for verification.
- Graduation with a baccalaureate degree (or higher) earned in residence from an accredited English-medium college or university or an accredited college or university in the United States. Degrees earned online may not be used to verify English proficiency. Note: this option is not sufficient for employment as a Graduate Teaching Assistant.
- AEC Curriculum: Students who haven't taken one of the listed tests may complete coursework through the KU Applied English Center (AEC) to demonstrate English

proficiency.

- US Military Employment: If you are employed as an officer in the U.S. military with documentation of selection or promotion to the rank of Major or higher (or the equivalent U.S. Navy or Coast Guard rank), then you will be considered fully proficient and will not be required to complete AEC testing.

Additional English Competency Requirements for GTAs:

English proficiency requirements for GTAs are governed by the Kansas Board of Regents and must be met separately from the English proficiency requirement for admission to a KU graduate program. Detailed information on English proficiency requirements for GTAs may be found on Graduate & Postdoctoral Affairs' Spoken English Competency page.

#### **Related Policies and Forms:**

- English Proficiency Requirements for Admission to Graduate Study
- Spoken English Language Competency of Faculty and Graduate Teaching Assistants, Kansas Board of Regents Policy

#### **Enrollment**

For graduate students, advising on enrollment and course selection takes place at the department level. While individual units may have additional enrollment requirements, for students who are required to enroll full-time (e.g. students holding a GTA/GRA/GA appointment, international students on an F-1 or J-1 visa, students receiving federal financial aid, etc.) the University defines full-time enrollment as follows:

Fall and Spring semesters:

- Enrollment in 9 credit hours;
- Enrollment in 6 credit hours plus a GTA, GRA, or GA appointment, regardless of percentage of appointment;
- Enrollment in 6 credit hours for graduate students using the Montgomery GI Bill – Active Duty (MGIB-AD) and Post-9/11 GI Bill – Active Duty;
- Doctoral candidates enrolled in dissertation hour(s). \*See Doctoral post-comprehensive enrollment.
- Enrollment in 6 competencies for students in a Competency-Based Education (CBE) program

Summer sessions:

- Enrollment in 6 credit hours;
- Enrollment in 3 credit hours plus a GTA, GRA, or GA appointment, regardless of percentage of appointment;

- Enrollment in 3 credit hours for graduate students using the Montgomery GI Bill – Active Duty (MGIB-AD) and Post-9/11 GI Bill – Active Duty;
- Doctoral candidates enrolled in dissertation hour(s).
- Enrollment in 6 competencies for students in a CBE program

Graduate students are not normally permitted to enroll for more than 16 hours a semester or more than 8 hours in summer session.

While these are KU's definitions of full-time enrollment, other institutions may have different definitions. Be sure to consult with your financial aid and/or health insurance providers before making enrollment decisions.

**Students not enrolled by 11:59pm the day before the first day of classes will be assessed a late enrollment fee. The University Registrar then deactivates the KU ID of any student not enrolled by the last Friday in October (for Fall) or last Friday in March (for Spring).** Students who wish to enroll after that must submit a Permit to Re-Enroll to be reactivated.

Students who wish to leave their graduate program should inform the department of such plans in writing so that a Voluntary Withdrawal form may be submitted on their behalf. Please note that voluntarily withdrawing from your program does **not** automatically withdraw you from coursework. You must also withdraw from all classes in Enroll & Pay via the “Withdraw from the University” option.

Deadlines for adding, changing, dropping, or withdrawing from all courses, as well as any fines associated with the change, are set by the University. **Deadlines vary from year to year. Students should carefully review the current Academic Calendar.** You may also wish to consult the Registrar's page on Effects of Dropping or Withdrawing on your Transcript.

Your graduate program coordinator (or similar title) is available to guide you through any enrollment scenarios or questions that come up. In order to avoid problems on your record, please consult with them prior to dropping or changing enrollment.

**Related Policies:**

- [Discontinued Enrollment](#)
- [Enrollment](#)
- [Full-time Enrollment for Graduate Students](#)
- [Graduate Coursework Expiration Dates](#)
- [Master's Degree Requirements](#)

**Graduate Credit (Including Transfer Credit)**

The University's Graduate Credit policy defines KU's conditions for the following:

- Definition of graduate credit for the purposes of a course “counting” towards a graduate degree or graduate certificate at KU;
- Transfer of graduate credit to KU from an outside institution;
- Reduction in the required number of graduate hours for master’s students;
- Counting credit hours taken as non-degree seeking student towards a later graduate degree at KU;
- Counting credit hours taken as a certificate seeking student toward another graduate degree.

### **Transfer Credit**

The transfer credit option allows master’s students to add graduate-level coursework completed at another institution to their KU transcript to count toward their KU degree. Upper-level coursework taken as an undergraduate, even courses numbered at the graduate level, is not eligible for transfer in any case. Additional restrictions apply to what non-KU graduate courses and the number of credit hours that can be counted toward a KU master’s degree, so students should carefully review the information provided in the link above and the related policies below, as well as consulting with their DGS. In all cases, transfer credit must first be approved at the department or program level. To begin the transfer process, students should consult with their DGS to submit the required transfer materials. These include a transcript reflecting the courses to be transferred and descriptions and/or syllabi for the courses in question.

No transfer of credits is allowed for the Ph.D. In circumstances where students enter the Ph.D. program with an M.A. from another institution or other relevant graduate coursework, it may be possible for students to request a reduction in the number of hours required for the Ph.D. Students should consult with their DGS about their enrollment plan.

### **Reduced Credit Hour Degree**

KU policy defines 30 hours as the minimum for master's degrees. Departments may petition for a reduced hour master's degree for individual students in cases where they may provide evidence that the student entered the program especially well-prepared to complete a graduate-level degree and the student is able to maintain a superior grade point average. Reduced credit hour degrees must be based on coursework or experiences that can be objectively measured, such as coursework or qualifying internship or study abroad programs. Professional or life experience does not qualify. A reduction in hours is distinct from a transfer of credit and is reserved for students whose prior coursework doesn't qualify for transfer credit (e.g. was already used to fulfill requirements towards a completed degree) and there are no modifications on the transcript.

Restrictions apply to the number of credit hours that can be reduced for a master’s degree, so students should carefully review the information provided in the link above and the related policies below.

In all cases, a reduction in hours must first be approved at the department or program level, so to begin the process for approval, students should consult with their DGS. Students must also provide documentation of the coursework or experience being used to justify the reduced hours (e.g. transcripts, program descriptions).

Because there is no minimum number of required hours for the Ph.D., reduction of required hours based on prior degrees or experience is determined solely at the program level. Doctoral students should consult with their DGS about their enrollment plan.

### **Related Policies:**

- Graduate Credit
- Co-enrollment
- Master's Degree Requirements (on Reduced Hour Master's Degree)

### **Credit/No Credit**

The University supports and encourages interdisciplinary study, which may include graduate students enrolling in coursework at the graduate level that is outside of their primary discipline. The Credit/No Credit (CR/NC) is an option for graduate students who are taking a course that is not required for their degree or certificate and who do not wish to have the course grade reflected in their cumulative graduate GPA. Rather than a grade appearing on the transcript, the student receives a designation of CR or NC, which does not factor in the GPA.

**No course graded CR/NC will count toward the satisfaction of any graduate degree or certificate requirement.** This includes, but is not limited to, courses taken to fulfill the Research Skills and Responsible Scholarship requirement for doctoral students.

Students make the CR/NC election via the Registrar's CR/NC online request form. Elections and changes to elections can only be made during the specific CR/NC period. For regular semester courses, this period begins after the last day to add a class and extends for approximately two weeks. Exact dates may be found on the current KU Academic Calendar. Please keep in mind, short courses may have alternate dates.

The student should consult with their own program advisor about the appropriateness of the course prior to enrolling; however, in cases where CR/NC is elected, the course instructor is not informed of the election unless the student chooses to share this information.

Additional restrictions apply. Students should carefully review the information in the link above.

### **Related Policies and Forms:**

- University Senate Rules and Regulations (USRR), Section 2.3.8

### **Probation & Dismissal**

Probation is an academic status that can be assigned to a graduate student who is not making satisfactory progress toward completing their degree. The department initiates the probation process and will inform the student of why they are not making satisfactory progress, what they must do to return to good standing, and the deadline for doing so.

**Students are most commonly placed on probation due to their graduate cumulative GPA dropping below a B average (3.0 on a 4.0 scale).** In these cases, on the student's record for the semester following the semester in which the student's GPA drops below 3.0. If the student's cumulative GPA is raised to 3.0 by the end of the probationary semester, the student will be automatically returned to good academic standing.

Individual Schools/the College may set more stringent GPA requirements.

Students may also be placed on probation by their departments for other reasons that constituting a failure to make satisfactory progress towards degree. These may include, but are not limited to;

- Lack of progress on the thesis, dissertation, or capstone project
- Unacceptable academic performance on program milestones outside of coursework (e.g. exams)
- Unsatisfactory grades or GPA within foundational required courses (despite the overall cumulative GPA)
- An unsatisfactory result in their department's annual progress evaluation
- Nearing or going beyond their maximum time to degree. See the Time Limits section below for more information.

Students should carefully review the Good Academic Standing policy for graduate students at KU for more information on what constitutes making satisfactory academic progress.

Individual programs may also have additional measures of progress. Students should also consult the Annual Review section of their department graduate handbook or the degree requirements section and with their program advisor for more information.

If a student is unable to raise their cumulative GPA or otherwise meet the communicated terms of the academic probation, the department will reconsider their continuation in the program, and in most cases will recommend the student for dismissal. Once dismissed, a student is no longer able to be enrolled in coursework and cannot complete their degree. Students dismissed from any graduate program may not be admitted to any other graduate program at the University of Kansas.

**A student on probation or facing dismissal should discuss their status with their advisor.**

**Related Policies:**

- Academic Probation
- Dismissed Enrollment

- Good Academic Standing policy

### **Grading**

The Office of Graduate & Postdoctoral Affairs' (GPA) Grading policy governs requirements for the grading of graduate students above those described in Article II of the University Senate Rules and Regulations. Additionally, individual schools, departments, or programs may have grading policies that are more stringent than those of GPA.

Students should also consult their advisor and the departmental grading section of this handbook for additional information that may affect them.

The CCPP has the program specific policy that any student receiving 2 grades of C+ (or lower) during their enrollment in the Program will be terminated from the Program upon the receipt of the second C+ (or lower) grade.

If a CCPP student receives a C+ (or lower) in a required course in the CCPP doctoral curriculum, they must re-take the course the next time it is offered or an equivalent course approved by the Director. The student must receive an A or B in that course, or the second C+ will incur the “two C policy” (see above) and result in termination from the program.

### **Related Policies:**

- University Senate Rules & Regulations
- Grading
- Academic Probation
- Dismissed Enrollment

### **Time Limits**

The University expects that a master's degree should typically be completed in two (2) years of full-time study, the doctorate degree in five (5) years of study, and both the master's and doctorate together in six-seven (6-7) years of study.

Students who anticipate exceeding these targets should review the information in the policies below, as well as consult with their program advisor to create a timeline for degree completion. In order to support this process, students are encouraged to use a Mentoring Agreement Template and/or adapt said template to their own needs to support effective mentoring and a positive mentoring relationship.

Note that individual schools/the College/degree programs may require Mentoring Agreements for students who are nearing their maximum time to degree.

### **Related Policies and Forms:**

- Master's Degree Program Time Constraints
- Engagement and Enrollment in Doctoral Programs

- Doctoral Degree Comprehensive Oral Exams (on exam expiration and recertification)
- Doctoral Program Profiles with Time to Degree Information
- KU CLAS Mentorship Agreement Template
- Univ. Michigan Rackham Graduate School Mentoring Plan Templates
- KU Graduate & Postdoctoral Affairs IDP template

### **Leave of Absence**

In exceptional circumstances (e.g. cases of illness, emergency, financial hardship, military leave, to pursue family responsibilities, or to pursue full-time activities related to long-range professional goals) it may be necessary for graduate students to take a break from their program temporarily, without having to withdraw entirely from the program. An approved leave of absence allows a student to take a temporary break from enrolling in graduate coursework while remaining in good standing with the University and the department and while “stopping the clock” on their time to degree. When a student is on Leave of Absence status it is understood that they have temporarily suspended their graduate work and therefore will not make use of University resources, including faculty time.

Requesting a Leave of Absence is done through a University petition. University petitions must first be approved and supported at the program level, so students wishing to initiate the petition process should first consult with their Director of Graduate Studies and review their department’s internal petition procedures. Units or the Director of Graduate Study may request documentation to support the student’s need for a leave of absence.

In order for a Leave of Absence to be approved, the student must be withdrawn from all active and/or future enrollment. Withdrawal for the purposes of Leave of Absence is still subject to all Registrar deadlines, required forms, and applicable tuition and fees. Students on Leave of Absence are automatically reactivated after their leave is over and are eligible to enroll for their intended semester back during the normal enrollment periods. See the KU Academic Calendar for exact dates that enrollment begins.

If at any time plans change and a student wishes to return and enroll before leave is supposed to end, they may contact their department to be reactivated early.

### **Related Policies and Forms:**

- Leaves of Absence (policy)
- Leave of Absence (GPA website, form linked at bottom of page)

### **Required University Milestones**

All graduate students must complete one or more exams as part of their degree requirements. In addition to department or program guidelines, the following milestones are required for all students and specific regulations apply:

- Master's Final Culminating Exam (written or oral)/Thesis Defense for master's degree
- Doctoral Comprehensive Oral Exam
- Doctoral Final Exam/Dissertation Defense

\*A final culminating effort is not required for departments with an approved coursework-only master's degree option in the Academic Catalog (note that programs with a capstone are considered coursework only).

Before a student is allowed to complete any of these three exams, pre-approval from the school/College is required in advance of the exam date. This pre-approval request will be submitted on the student's behalf by their department after the exam date has been scheduled. The school/College reviews the student record and verifies all University requirements have been fulfilled. The full list of these requirements may be found via the link in the heading above. Students should work with their departments well in advance of their planned exam date, to schedule their exams in a timely fashion and to ensure that all University policies relating to oral exams are being followed.

There are additional policy requirements for oral exams. The following are University policies pertaining to oral exams:

### **Oral Exam Committee Composition**

All voting committee members must be appointed members of the Graduate Faculty of KU. Additionally, a majority of committee members serving on a graduate student oral examination committee must be tenured/tenure-track faculty in the candidate's department or program of study.

Many additional restrictions apply, especially for doctoral exam committees. Master's and doctoral students should carefully review the University policies pertaining to exams, as well as consult with their Director of Graduate Studies when forming an exam committee. Your graduate program coordinator can assist with confirming the qualifying status of any faculty member at KU, or outside of KU.

### **Oral Exam Attendance**

Oral Exams may be conducted in-person, remotely, or a hybrid of both. There are no University level requirements for physical presence; however, there are strict regulations on participation.

In all cases, all committee members must be present, either physically or via phone/video conference, for an exam to commence. **If a committee member does not arrive or appear, the exam may not begin and if a committee member leaves or loses connection such that they cannot fully participate, the exam may not proceed. Oral examinations that do not meet these attendance requirements are not valid.**

Master's and doctoral students should carefully review the policies below, as well as

consult with their Director of Graduate Studies in the formation of an oral exam committee.

**Related Policies and Forms:**

- Master's Student Oral Exam Committee Composition
- Doctoral Student Oral Exam Committee Composition
- Oral Exam Attendance
- Graduate Faculty Appointments

**DOCTORAL DEGREE REQUIREMENTS**

In addition to the student's individual Ph.D. program's degree requirements, the following are University requirements for graduation with a Ph.D. at KU.

**Enrollment Requirement**

Prior to the semester in which the comprehensive exam is held, all doctoral students must complete a minimum program engagement equivalent to two full-time semesters. This may be accomplished through either of the following:

- Two semesters (fall and/or spring) of full-time enrollment in KU coursework, as defined by University policy
- At least 18 hours of enrollment in KU coursework spread out over several part-time semesters

**Related Policies and Forms:**

- Engagement and Enrollment in Doctoral Programs

**Continuous Enrollment for Post-Comprehensive Students**

During the semester in which the doctoral oral comprehensive exam is completed and each fall and spring semester that follows, doctoral students must adhere to very specific enrollment requirements. These requirements may be different than enrollment requirements prior to the oral comp exam.

Failure to properly comply with the enrollment requirements may cause delays to graduation or additional enrollment requirements to make up what was missed, increasing tuition expenses near the end of your degree program.

**To avoid delays or additional costs, you are also strongly advised to meet with your graduate program coordinator the semester before your oral comprehensive exam.** Your graduate coordinator will work with you to develop an enrollment plan that meets all policy requirements, while also preventing unnecessary or avoidable fees.

Post-comprehensive enrollment requirements also apply to students with GTA/GRA/GA appointments, but these students must be certified to drop their enrollment levels. Departments are responsible for tracking student enrollment and will submit the certification form on the student's behalf **at least two weeks prior** to the

beginning of the semester in which the enrollment will drop below 6 hours. Students who are certified to reduce hours continue to meet the University's definition of full-time enrollment, as well as the enrollment requirements of their employment contract.

**Related Policies and Forms:**

- Full-time Enrollment for Graduate Students
- Doctoral Candidacy

**GRADUATE CERTIFICATE REQUIREMENTS**

The University offers a variety of Approved Graduate Certificate Programs to encourage current graduate students to pursue interdisciplinary study, gain a credential for expertise in an outside area of study, or provide an option for a coherent course of advanced study for those not ready to commit to a full degree program. Note that students must be fully admitted to a graduate certificate by the end of the last course that will count to fulfill the certificate. Students wishing to complete the certificate should apply as early as possible. Students whose interests or career goals may be served by a Graduate Certificate should familiarize themselves with the University's policies relating to Certificate programs (found below) early in their graduate career, in addition to individual certificate program requirements.

**Related Policies and Forms:**

- Graduate Certificate Programs: Eligibility and Admission Criteria
- Policies & Procedures for Graduate Certificate Programs

**GRADUATION REQUIREMENTS (Master's & Ph.D.)**

In addition to all program requirements, students planning to graduate must complete all University graduation requirements **prior to the published Graduation Deadline** in a given semester. Students should consult the current [Academic Calendar](#) for the published Graduation Deadline, which varies by semester.

**Graduate & Postdoctoral Affairs Graduation Checklists ([Master's](#) | [Doctoral](#))**

These graduation checklists provide a comprehensive list of all University requirements for graduation and should be consulted by every graduating master's or doctoral student as soon as graduation is expected. Submission of the final draft of the thesis or dissertation is done electronically. Students must comply with all University requirements for formatting and electronic submission of the thesis or dissertation. There is no University requirement that students provide a bound or printed copy of the draft.

**We strongly encourage students to submit an Application for Graduation as early as possible; ideally prior to the 20th day of classes of the semester they intend to graduate.**

**GRADUATE & POSTDOCTORAL AFFAIRS FUNDING OPPORTUNITIES**

The Office of Graduate & Postdoctoral Affairs (GPA) offers funding opportunities in several different categories. Students interested in applying should direct inquiries to

the department's Director of Graduate Studies or to GPA. Some of the available funding includes:

[Summer Research Scholarships](#): intended primarily for post-comp doctoral students.

[Graduate Student Travel Fund](#): intended for graduate students presenting a paper at a national or regional meeting of a learned or professional society. A student may receive an award (max \$750) only once per academic year, with priority given to students who have not received the fund previously. Funds are available on a first-come, first-served basis.

[Doctoral Student Research Fund](#): Designed to support KU doctoral students who need assistance to carry out research that advances progress toward the degree. Applications for this fund are accepted only for a limited time as funding is available. Students are eligible to receive one award from this fund during their doctoral career. Students should check the link above for additional information and restrictions.

## V. Appendices

## Appendix A. Clinical Child Psychology Program

### A1. Supervisor Feedback Form

#### **GENERAL INSTRUCTIONS**

Instructions for **feedback form**: The feedback form consists of 6 questions. These questions should be answered by the student prior to any consultation with the supervisor. Once the feedback form has been filled out, the student should arrange an appointment with the supervisor in order to review and discuss its contents. Following this discussion, both the student and supervisor should sign and date the bottom of the form. The signatures simply affirm that the contents of the feedback form have been reviewed and discussed. The supervisor's signature is not conditional upon their "approving" the contents.

Rights & Responsibilities List: On the back of this general instructions page, you will find a list of potential rights and responsibilities of supervisors and supervisees. You may find this list helpful as you consider how you want to respond on the feedback form. Feel free to retain this general instructions/rights & responsibilities page for your future reference.

Submitting the completed form: Once the feedback form has been filled out, it should be submitted to the Clinic Director.

**PLEASE COMPLETE THE FEEDBACK FORM IN TIME TO REVIEW IT WITH YOUR SUPERVISOR(S) BEFORE THE END OF THE CURRENT SEMESTER. IF YOU NEED ADDITIONAL COPIES OF THE FORM (i.e., if you have more than one supervisor), YOU MAY OBTAIN THEM FROM THE ADMINISTRATIVE ASSOCIATE.**

## RIGHTS AND RESPONSIBILITIES

The following is a combined list of some possible rights/responsibilities of supervisors and supervisees. Frequently these rights and responsibilities are reciprocal or interrelated. Please feel free to make use of this list as you complete the feedback form.

1. Protect client's privacy and the confidentiality of therapy data, e.g., don't talk in the hallway, don't leave client files out in the open, etc.
2. Keep your supervisor fully and currently informed of what's happening.
3. Monitor and explore your emotional reactions to the client.
4. Assume personal responsibility for your own behavior - neither the client nor the devil made you do it.
5. Accept client resistance as a natural event which is grist for the mill and useful for the therapist.
6. Maintain client files in current and orderly fashion.
7. Be "professional" in case management: a) on time for sessions; b) current and accurate with billing; c) follow through on referral sources; d) prompt follow-up on assigned cases; e) accurately represent self to clients and others.
8. Be aware of and in compliance with Clinic policies and procedures.
9. Be open to and appropriately responsive to supervision and feedback; ask for feedback.
10. Look at client/therapist relationship.
11. Point out therapists' assets - why and how assets promote therapy and possible limits or disadvantages of the assets.
12. Engage in ethical and professional behavior - be aware of APA requirements and state mandates.
13. Normalize predictable therapist fears, concerns, anxieties.
14. Select appropriate therapist stance and treatment strategy.
15. Promote therapist understanding of self, how therapist will impact on clients, and how to use oneself diagnostically and therapeutically.
16. Promote an interactional understanding of therapy.
17. Read behavior and behavioral sequences (verbal and nonverbal), especially repetitive ones.
18. Know when to attend less to content and how to respond to process.
19. Assessment data and how to use in therapy - reliance on the utility criterion rather than the ABSColute truth criterion.
20. Promote flexibility in thought and action.
21. Respond nondefensively, especially through modeling.
22. Promote the expression of negative feelings in client, e.g., through modeling in supervision.
23. Promote increasing therapist choice and responsibility.
24. Discourage asking questions that titillate or gratify morbid curiosity and encourage questions that serve some therapy-relevant purpose.
25. Take charge without assuming unrealistic responsibilities.
26. Know how to tell something negative to someone without destroying them.
27. Modulate therapist fantasies of omnipotence, rescuing, etc.
28. Know appropriate criteria to judge one's therapy work other than cures.
29. Choose appropriate therapy goals.
30. Know when to terminate - how to terminate.
31. Attend to the supervisee/supervisor relationship.



**UNIVERSITY OF KANSAS  
SUPERVISOR FEEDBACK FORM**

SUPERVISOR'S NAME: \_\_\_\_\_

(semester, year)

SITE: \_\_\_\_\_

STUDENT'S NAME: \_\_\_\_\_

1) Describe the progress you have made this semester in terms of advancing your therapeutic skills.

2) Considering your answer in #1 above, what do you regard as important areas for your growth and development in the near future?

3) How can supervision (individual and/or team) best help you work toward the goals you have identified above in #2?

4) What aspects of the supervisor-supervisee relationship worked well this semester?

5) What aspects of the supervisor-supervisee relationship could be improved?

6) How would your performance in practicum best be categorized?

1 not acceptable	2 minimally acceptable	3 good - in line with expectations for level of training	4 very good - somewhat exceeded typical performance for level of training	5 outstanding - far exceeded typical performance for level of training
------------------------	------------------------------	---	--	--

Additional Comments:

-----

We have reviewed and discussed this feedback form and its contents together:

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

## A2. Evaluation of Vertical Team Performance

***EVALUATION OF VERTICAL TEAM PERFORMANCE***

Student: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Semester: \_\_\_\_\_

For each item, please check the descriptor that most closely describes the student's performance.

**Personal Characteristics****1. Professional Appearance and Conduct**

- Appearance and conduct is professional. Consistently uses professional language in both written and verbal communication, responds to phone calls and written communication in a timely manner, and handles clinic materials appropriately and with regard to confidentiality.
- Appearance and conduct typically professional. Language (verbal and written) is generally appropriate with minimal feedback required. Handling of clinic materials, consideration of confidentiality, and timeliness of communications typically appropriate and professional.
- Occasional feedback and guidance regarding professional appearance and conduct is needed. Communication with clients and other professionals is at times awkward, delayed, or inappropriate.
- Appearance and behavior in and around clinic frequently appears unprofessional. Communication with clients and other professionals is often awkward, delayed, or inappropriate.

**2. Confidence**

- Highly confident in handling wide range of challenges, including crises.
- Generally confident of emerging abilities. Experiences minor stress handling crises or major new responsibilities.
- Generally confident of current skills, but is reluctant to venture into new areas; occasionally relies on supervisor for encouragement.
- Confidence fluctuates in response to immediate successes and failures, lack of confidence is significant concern, seeks considerable reassurance from supervisor.
- Lack of confidence is communicated to others in a manner that undermines the quality of work.

**3. Acceptance of Responsibility**

- Seeks responsibility, initiates creative ideas, systematically attends to details with few prompts.
- Sets appropriate priorities, takes initiative in ensuring that key tasks are completed.
- Completes assignments, but needs occasional prompts or reminders; forgetful of minor details.
- Completes work, but is dependent on prompts or deadlines.
- Work is incomplete, frequently misses deadlines.

**4. Team Participation**

- Skillfully negotiates challenging interpersonal dynamics, enhances the quality of learning on team, effectively uses team format for self-improvement and in the service of treatment needs.
- Develops smooth working relationships, communicates ideas clearly, and effectively relates to

peers at differing levels of competence and with differing conceptualizations.

- \_\_\_ Accepted by other team members; participates regularly but does not take a leadership role.
- \_\_\_ Awareness of team issues is limited, occasional problems or discomfort with team role. (e.g., withdrawn, confrontational, insensitive, defensive).

#### 5. Knowledge of Ethics

- \_\_\_ Spontaneously and consistently identifies ethical issues; effectively resolves issues using consultation as needed.
- \_\_\_ Consistently recognizes ethical issues, has a good sense of how to pursue them.
- \_\_\_ Usually recognizes situations where ethical issues might be pertinent, is responsive to supervisory input.
- \_\_\_ Understanding of ethical issues in some areas is vague or ambiguous, occasionally needs prompting to recognize an ethical issue.
- \_\_\_ Disregards or is unaware of important ethical issues.

#### 6. Responsibility Concerning Personal Problems

- \_\_\_ Student deals with personal problems in a thoroughly effective manner such that personal issues do not interfere with professional activities.
- \_\_\_ Personal issues exert little if any influence on professional practice. Consistently recognizes where personal problems may impinge on professional practice and seeks appropriate assistance and supervision.
- \_\_\_ Exhibits good awareness of personal problems. Impact of personal issues on professional practice is minor; for example, may affect efficiency or may create limited “blindspots” regarding certain client characteristics or problems.
- \_\_\_ Personal problems limit effectiveness with certain types of clients or prevent students from gaining skills in certain areas. Student acknowledges problems but continues to exhibit limitations.
- \_\_\_ Personal problems significantly disrupt professional practice; student denies problems when brought up by supervisor.

Comments on Items 1-6:

***EFFECTIVE USE OF SUPERVISION***

7. Preparation for Supervision

- \_\_\_ Consistently arrives promptly for supervision with paperwork complete (e.g., case notes, letters, test protocols scored, report drafts) and with other appropriate materials (e.g., video tapes).
- \_\_\_ Usually arrives for supervision on time and with paperwork complete. Usually brings needed materials to supervision (e.g., video tapes, protocols).
- \_\_\_ Often arrives for supervision with incomplete case notes and/or not all materials needed. Protocols, notes, and drafts of reports often late or not brought to supervision.
- \_\_\_ Frequently late for supervision or arrives unprepared (e.g., case notes incomplete, drafts of reports not available, needed materials such as video tapes not available).

8. Efficient Use of Supervision

- \_\_\_ Uses supervision time wisely (e.g., identifies elements of case where supervision is needed, stays on-topic), and seeks additional supervision when needed.
- \_\_\_ Usually uses supervision time in a productive manner, but sometimes has difficulty specifying priorities concisely or seeking additional supervision when needed.
- \_\_\_ Supervision is productive at times, but often needs help to set priorities for supervision and to relay information concisely, or often seems unsure when additional supervision is needed.
- \_\_\_ Student has difficulty identifying elements of case where supervision is needed; thus, supervision tends to focus more on organizational rather than therapeutic issues.

9. Attention to Supervisor's Recommendations and Directives

- \_\_\_ Consistently takes thorough notes during supervision and follows through promptly on supervisor's recommendations and directives.
- \_\_\_ Usually takes good notes during supervision and follows through on most of supervisor's recommendations and directives.
- \_\_\_ Follows through sometimes on recommendations and directives, but often relies on prompts from supervisor to recall details of previous supervision sessions. Note taking may be sporadic or somewhat disorganized.
- \_\_\_ Often does not follow through on supervisor's recommendations. Seldom recalls specifics of previous supervision sessions or deviates significantly from recommendations and directives.

10. Self-Evaluation

- \_\_\_ Demonstrates thorough and accurate awareness of skills and limitations; thoughtfully addresses methods of maximizing potential and minimizing weaknesses.
- \_\_\_ Makes accurate self-appraisals, recognizes tendencies to misjudge abilities and shows particular care in these areas.
- \_\_\_ Shows adequate awareness of strengths and weaknesses and uses supervision for clarification in areas of uncertainty.
- \_\_\_ Mostly functions within abilities; may distort abilities somewhat or misjudge preparation needed when trying new skills.
- \_\_\_ Reports that "everything is fine," but subsequent information/observation reveals limitations/weaknesses; misjudges strengths.

11. Self-Direction

- \_\_\_ Fully dedicated to expanding knowledge and skills, seeks out and follows through on learning opportunities.
- \_\_\_ Eager to learn, shows initiative and takes specific steps, though follow-through may be sporadic.
- \_\_\_ Open to learning, waits for supervisor to present ideas.
- \_\_\_ Wants to learn but fails to take proactive initiative; is slow or reluctant to follow through on tasks related to training.
- \_\_\_ Restricts involvement to a minimum.

12. Use of Feedback

- \_\_\_ Actively solicits feedback as agent of professional growth, openly evaluates the usefulness of ideas, readily incorporates new ideas as appropriate.
- \_\_\_ Seeks and is fully open to feedback, tries new ideas and behaviors with varying degrees of comfort and success.
- \_\_\_ Generally hears feedback, can incorporate ideas and behaviors if they are congruent with usual functioning but may have difficulty when they are not; may not seek feedback.
- \_\_\_ Accepts feedback in some areas but occasionally shows defensiveness, dependence on habitual ideas and behaviors limits capacity to develop in new areas; or may consistently report that “everything is fine” without soliciting feedback.
- \_\_\_ Frequently defensive or confused by feedback, appears unable to use important and necessary feedback.

Comments on items 7-12:

## ***ASSESSMENT SKILLS***

### 13. Interviewing Skills

- \_\_\_ Relaxed and genuine with a variety of clients. Exhibits immediacy and empathy in the interviewing situation while also maintaining the structure necessary for collecting pertinent information.
- \_\_\_ Generally appears comfortable and relaxed, handles anxiety-provoking or awkward situations adequately so that clients remain engaged; collects pertinent information.
- \_\_\_ Usually comfortable but occasionally gets ruffled or feels unclear about how to handle an unusual situation or an interview that deviates from structured outline. Sometimes over-emphasizes either relationship-building or information-gathering aspects of the interview to the detriment of other aspects.
- \_\_\_ Depends on supervision or outlines in determining flow of interview, resulting in loss of immediacy or empathy. Experiments with different interview styles with varying degrees of comfort or success, leading to loss of genuineness. May sometimes make queries about inappropriate information or fail to query pertinent information.
- \_\_\_ Has difficulty establishing rapport or gathering pertinent information; alienates client.

### 14. Utilization of Test Data

- \_\_\_ Able to identify the most appropriate testing instruments for a given presenting problem and efficiently interprets data from tests with minimal consultation or supervision; skillfully handles unique applications of tests.
- \_\_\_ Chooses appropriate tests for most routine presenting problems and skillfully interpret these tests with some supervision.
- \_\_\_ Administers appropriate tests in routine cases and researches appropriate conclusions based on the data. Relies on supervisor's judgment for support in selecting and interpreting tests.
- \_\_\_ Understands basic functions and administration of tests selected, but makes occasional mistakes or errors when using the tests and needs supervision for certain aspects of testing.
- \_\_\_ Limited familiarity with testing instruments, unable to administer or interpret them independently.

### 15. Diagnosis

- \_\_\_ Thorough mastery of categories, terms, and organization of DSM-IV. Consistently collects appropriate diagnostic data, arrives at accurate diagnoses, and understands the implications of diagnoses in terms of outcome and treatment.
- \_\_\_ Uses major categories and specific terms from DSM-IV accurately and is able to gather and use assessment data for the purpose of diagnosis. May not fully understand course and treatment implications.
- \_\_\_ Familiar with DSM-IV categories and makes accurate diagnosis of more typical cases; relies on supervisory confirmation and recommendations for treatment.
- \_\_\_ Uncertain about various terms and meaning of categories in DSM-IV. Reaches inaccurate conclusions in the absence of supervisory input.
- \_\_\_ Limited prior experience with diagnostic categories; unfamiliar with important basic features and/or unable to collect appropriate data with which to make accurate diagnoses.

## 16. Written Reports

- \_\_\_ Clients are described in a comprehensive and accurate manner with relevant test results integrated into the report as supportive evidence. Organization, grammar, and style all optimally facilitate communication.
- \_\_\_ Report is clear and thorough, follows a coherent outline, effectively summarizes major relevant issues. Report and recommendations are related to referral questions.
- \_\_\_ Report covers essential points without serious error, may be somewhat lacking in cohesiveness and organization.
- \_\_\_ Individual points are mostly accurate, report may be overly vague or important issues may not be highlighted.
- \_\_\_ Inaccurate conclusions, poor organization or grammar, interferes with communication.

Comments on items 13-16:

## ***PSYCHOTHERAPY SKILLS***

### 17. Uses Appropriate Language

- \_\_\_ Student rapidly picks up on verbal style of client; consistently uses clients' verbal styles and idioms to optimize communication.
- \_\_\_ Sensitive to clients' use of language and able to communicate effectively.
- \_\_\_ Occasionally uses words or phrases which may be misunderstood by client, student spontaneously recognizes and corrects such slips.
- \_\_\_ Use of professional concepts or jargon occasionally interferes with rapport; student finds it is difficult to make needed shifts or is dependent on supervision to point out occurrences.
- \_\_\_ Student fails to recognize or correct instances of poor communication, even when pointed out by supervisor.

### 18. Therapy Style

- \_\_\_ Relaxed with a wide variety of clients; personality traits are fully and comfortably integrated with professional style.
- \_\_\_ Emerging professional style is consistent with personality characteristics; student handles anxiety-provoking or awkward situations adequately so that they do not undermine therapeutic success.
- \_\_\_ Usually comfortable with role as therapist but occasionally get ruffled or feels unclear about how to handle an unusual situation.
- \_\_\_ Experiments with different styles with varying degrees of comfort and success.
- \_\_\_ Student is uncomfortable in role of therapist, has difficulty establishing rapport and alienates

clients.

19. Sensitivity to Emotional Issues

- \_\_\_ Quickly and thoroughly grasps complex emotional issues; all facets of a client's emotional experience are comfortably and smoothly addressed.
- \_\_\_ Overt emotional issues are accurately and consistently identified though students may take longer to recognize hidden emotional issues; proper approach to emotional issues in therapy may require reflection or planning between sessions.
- \_\_\_ Readily recognizes emotional issues, but may depend on supervision for clarification/suggestions.
- \_\_\_ Aware of emotional issues only when they are clearly stated by the client and/or pointed out by supervisor.
- \_\_\_ Misses or misperceives important emotional elements, even when pointed out by supervisor.

20. Quality of Therapeutic Relationships

- \_\_\_ Establishes excellent relationships with virtually all clients; reliably identifies special needs of potentially challenging clients and spontaneously makes adjustments.
- \_\_\_ Establishes effective relationships with most clients, is sensitive to differing needs among clients in caseload and uses supervision effectively to respond to specific needs.
- \_\_\_ Student relates well to clients similar to those with whom they have prior experience; actively developing skills with new populations.
- \_\_\_ Able to establish effective relationships with a limited range of clients; recognizes problematic relationships but is dependent on supervision for clarification or suggestions.
- \_\_\_ Experiences difficulty developing effective relationships and/or shows limited capacity to recognize problems.

21. Complex Thinking

- \_\_\_ Spontaneously uses pertinent information from multiple sources (theory, history, goals, past sessions, cultural factors, voice inflection, the therapy relationship, emotional processes) in a way that clearly facilitates client progress.
- \_\_\_ Able to use pertinent information from multiple sources (history, goals, past sessions, cultural factors, body language) in a way that would seem to facilitate client progress.
- \_\_\_ Able to integrate multiple sources of information with some fluidity; able to formulate and test hypotheses within their own mind while interacting with clients; may focus attention on what client says at the expense of understanding the context from which the client speaks.
- \_\_\_ Has difficulty combining information from more than two sources; often unable to see the context from which the client speaks; often focus on details while missing the larger picture; often unable to formulate hypotheses regarding client behavior while interacting with a client.

## 22. Therapy Interventions

- \_\_\_ Consistently times interventions/interpretations to accurately match clients receptivity; interventions are natural/fluid.
- \_\_\_ Most often able to match interventions or interpretations to client's receptivity; interventions fit the context of the session; interventions appear genuine not stilted.
- \_\_\_ Able to recognize appropriate matching of interventions with client's receptivity; although they may have some difficulty achieving fluidity or timing.
- \_\_\_ Able to use appropriate interventions or interpretations in facilitating client progress, although these may not be fluid or timed to match a client's level of receptivity.
- \_\_\_ Provides interpretations or interventions inappropriate for a client's level of receptivity; or utilizes a few interpretations or interventions repeatedly without consideration for the context; or uses over-personalized interpretations or commonsensical advice-giving.
- \_\_\_ Provides few and limited interpretations or interventions appropriate to the client's level of receptivity.

## 23. Case Conceptualization

- \_\_\_ Student exhibits comprehensive understanding of case dynamics, able to integrate multiple theoretical orientations.
- \_\_\_ Student independently produces good case conceptualizations within their preferred theoretical orientation, ability to use multiple frameworks more limited.
- \_\_\_ Reaches adequate case conceptualization with supervisory assistance; recognizes improvements when pointed out by supervisor or peers.
- \_\_\_ Case formulations are accurate in some respects but not in others; student has difficulty distinguishing between accurate and inaccurate formulations.
- \_\_\_ Misuses basic theoretical concepts. Responses to clients indicate inadequate theoretical understanding/formulation.

## 24. Therapy Goals

- \_\_\_ Spontaneously negotiates appropriate therapy goals with all clients; incorporates full range of current environmental constraints, client's hidden agendas, and unexpected changes over time in setting and revising goals.
- \_\_\_ Consistently sets realistic goals in accordance with client's needs and desires.
- \_\_\_ Sets appropriate goals with occasional prompting from supervisor, distinguishes realistic and unrealistic goals.
- \_\_\_ Requires ongoing guidance from supervisor to explore appropriate goals beyond a simplistic acceptance of client's statement about the presenting problem.
- \_\_\_ Fails to set goals and/or to appreciate the role of goal-setting in the therapeutic process.

25. Ending Therapy Process

- \_\_\_ Spontaneously negotiates termination issues in advance with clients; facilitates goals for client progress following termination; follows through on referrals.
- \_\_\_ Facilitates termination through discussion of potential issues for the client; discusses future plans for continued improvement; makes appropriate referrals when necessary.
- \_\_\_ Experiences some difficulty ending with clients; provides support for client future progress; some difficulty delivering effective referrals; may prematurely distance self from client.
- \_\_\_ Has difficulty terminating effectively with clients; may blame client for problems or not recognize client emotional issues surrounding termination; terminates prematurely.
- \_\_\_ Does not discuss termination issues in advance with clients; does not make referrals when warranted.

Comments on items 17-25:

***SENSITIVITY TO CULTURAL, SEXUAL, AND LIFESTYLE DIFFERENCES***

26. Awareness of Own Biases and Cultural Values

- \_\_\_ Incorporates complex understanding of own cultural values/biases in qualifying case conceptualization and treatment. Spontaneously self-monitors with fluidity and accuracy; recognizes own impact on others.
- \_\_\_ Exhibits extensive awareness of own cultural values/biases and actively attempts to monitor these.
- \_\_\_ Has occasional “blind spots,” but attempts to correct these through supervision.
- \_\_\_ Has difficulty monitoring personal biases or is unaware of how cultural values impact therapy.

27. Knowledge of Client Cultural Values/Behaviors

- \_\_\_ Demonstrates a thorough knowledge of the cultural values of clients and integrates this effectively in therapy.
- \_\_\_ Exhibits extensive awareness of client’s cultural values, actively seeks new learning in the area, attempts to tailor therapy to match client’s values.
- \_\_\_ Has moderate awareness of client’s cultural values, seeks new learning in the area, or has some difficulty modifying therapy to match client’s values.
- \_\_\_ Has limited awareness of client’s cultural values, does not seek new learning in the area, or does not modify therapy.

28. Cultural Competence

- \_\_\_ Conveys to client their comfort in working with diverse individuals, uses inclusive/appropriate language, facilitates institutional change or indigenous helping practices as appropriate, qualifies assessments appropriately.
- \_\_\_ Exhibits sensitivity to diversity issues, communicates effectively with supervision assistance, facilitates institutional change or indigenous helping practices with supervision assistance, qualifies assessments appropriately.
- \_\_\_ Has some awkward or inappropriate moments in therapy despite attempts to communicate effectively, or relies on supervision for treatment planning and qualification of assessments.
- \_\_\_ Has difficulty communicating with people from different backgrounds or uses inappropriate interventions.

Comments on items 26-28:

***SUMMARY RATING***

Based on the above skills ratings, this student's performance is:

- +2 Comparable with students who are on internship
- +1 Above what would be expected of a student at their level of training
- 0 Where expected for a student at their level of training
- 1 Below what would be expected for a student at their level of training
- 2 In need of significant remediation\*

\*Please provide a specific description of areas for remediation and recommendations for training below.

***SUMMARY OF STRENGTHS:***

***SUMMARY OF AREAS IN NEED OF ADDITIONAL DEVELOPMENT OR REMEDIATION:***

***RECOMMENDATIONS:***

The student has  has not  (circle one) successfully completed all requirements for the semester covered by this evaluation. I have reviewed this evaluation with the student.

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

Student's Comments:

I have received a full explanation of this evaluation. I understand that my signature does not necessarily indicate agreement with it.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date



	Poor	Marginal	Satisfactory	Very Good	Outstanding	
- Responsibility/dependability	1	2	3	4	5	NA
- Response to supervision	1	2	3	4	5	NA
- Professional relationships and standards	1	2	3	4	5	NA
- Work output and interest	1	2	3	4	5	NA
- Maturity, confidence and assertiveness	1	2	3	4	5	NA
- General overall performance	1	2	3	4	5	NA

If student's duties involve clinical work, please rate the following

- Report writing, charting	1	2	3	4	5	NA
- Assessment skills	1	2	3	4	5	NA
- Case management skills	1	2	3	4	5	NA
- Therapy skills	1	2	3	4	5	NA

How would trainee's performance best be categorized?

1 not acceptable	2 minimally acceptable	3 good - in line with expectations for level of training	4 very good -- somewhat exceeded typical performance for level of training	5 outstanding far exceeded typical performance for level of training
---------------------	---------------------------	---	---	---

We have reviewed and discussed the contents of this evaluation form.

Supervisor's signature \_\_\_\_\_ Date: \_\_\_\_\_

Student's signature \_\_\_\_\_ Date: \_\_\_\_\_

**Return to:** Christopher C. Cushing, Ph.D.  
 Clinical Child Psychology Program  
 2014 Dole Center  
 Lawrence, KS 66045

## A4. Evaluation of Graduate Teaching Assistants

**Graduate Teaching Assistant (GTA) Evaluation Form**  
**University of Kansas, Department of Psychology**

**PART I: General Information**

Name of GTA: \_\_\_\_\_ Name of Supervisor/Reviewer: \_\_\_\_\_

Review Period (e.g., Spring 2011): \_\_\_\_\_

Course(s) Taught in this Review Period: \_\_\_\_\_

Did the supervisor or faculty advisor complete at least one course observation evaluation that was also provided to the GTA?

- Yes     No

Primary duties of GTA (check all that apply)

- |   |  |
|---|--|
| <input type="radio"/> Text selection                        | <input type="radio"/> Developing/posting Blackboard content        |
| <input type="radio"/> Syllabus development                  | <input type="radio"/> Grading exams/papers/assignments             |
| <input type="radio"/> Lecturing/leading class sessions      | <input type="radio"/> Maintaining records (e.g., gradebooks)       |
| <input type="radio"/> Running labs/discussions              | <input type="radio"/> Contact with students via office hours/email |
| <input type="radio"/> Developing tests/assignments          | <input type="radio"/> Running review sessions                      |
| <input type="radio"/> Developing content for class sessions |  |

**PART II: Evaluation**

Please rate the performance of the GTA in this review period only in each of the following five areas.

**1. Teaching and Presentation Ability:** Regular attendance at other related lectures and course meetings as specified by supervisors; able to monitor and evaluate student progress and assignments; able to develop and organize relevant teaching materials; able to utilize approved texts or other instructional materials; capable of preparing and administering examinations; provides opportunities for student engagement; team-oriented attitude; effective working relationships with diverse constituencies; knowledge of student perspectives.

- Unsatisfactory     Needs Improvement     Satisfactory     Exceeds Expectations     Outstanding     N/A

**2. Quality of Work:** Completes work thoroughly and accurately; pays attention to details; well-organized; completes work on time; provides prompt responses to supervisors, colleagues and students; consistent and high level of performance; accepting of constructive criticism by demonstration of the ability to listen and incorporate the critique of others; understands the importance of confidentiality and the academic and privacy rights of students (e.g., FERPA, University Rules and Regulations); able to provide clear assignment instructions; well-prepared to teach each class.

- Unsatisfactory     Needs Improvement     Satisfactory     Exceeds Expectations     Outstanding     N/A

**3. Oral and Written Communication:** Able to communicate with a diverse range of people; provides accurate information and teaches course content with enthusiasm; deals effectively with stress; active listening skills; courteous and patient; able to understand and constructively respond to student needs; clarity in both oral and written skills with the ability to talk/write at the appropriate level; capable of providing clear and constructive

feedback regarding colleagues upon supervisors' request.

- Unsatisfactory
- Needs Improvement
- Satisfactory
- Exceeds Expectations
- Outstanding
- N/A

**4. Accountability and Self-Management:** Possesses organizational and time management skills; holds office hours at the specified time and location; maintains on-going communication regarding workload to supervisor; able to multitask, prioritize and respond promptly to requests of supervisors (e.g. the submission of grades, meetings to review work, updating of BlackBoard, etc.); takes responsibility for all aspects of their work; willing to ask for help and to help others; able to adhere to the course outline and schedule on the syllabus; able to meet the department and university criteria for holding a GTA position; punctual and reliable.

- Unsatisfactory
- Needs Improvement
- Satisfactory
- Exceeds Expectations
- Outstanding
- N/A

**5. Subject Knowledge and Learning Ability:** Demonstrates the ability to learn new content quickly especially new scholarship in the field as it relates to the course; interested in learning more than the basics of teaching pedagogy; capable of responding to student questions in a timely manner; open to new technology related to the implementation of the course (e.g., BlackBoard, PowerPoint, Excel, laboratory hardware and software, etc.); able to write clear examinations that are consistent with learning outcomes and course goals.

- Unsatisfactory
- Needs Improvement
- Satisfactory
- Exceeds Expectations
- Outstanding
- N/A

Please provide some specific information related to **the GTA's strengths:**

Please provide some specific feedback on **areas in which the GTA can improve:**

**PART IV: Overall Rating**

Please rate the **overall performance** of this GTA for the current review period.

- Unsatisfactory
- Needs Improvement
- Satisfactory
- Exceeds Expectations
- Outstanding

\_\_\_\_\_  
**Signature of Graduate Teaching Assistant**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Reviewer**

\_\_\_\_\_  
**Date**

**University of Kansas – GTA Course Observation Form  
Department of Psychology**

GTA/Al: \_\_\_\_\_ Class: \_\_\_\_\_

Observer: \_\_\_\_\_ Date: \_\_\_\_\_

**Rating Scale:**

1= Strongly Disagree      2= Disagree   3= Neutral    4 = Agree    5 = Strongly Agree

*The GTA actively engages students with the course material(s) and subject matter.*

1                      2                      3                      4                      5

*The GTA uses whole class, group, and/or individual activities effectively.*

1                      2                      3                      4                      5

*The GTA asks questions or makes comments that generate a high level of critical thinking.*

1                      2                      3                      4                      5

*The GTA interacts well with students and addresses students' needs and questions.*

1                      2                      3                      4                      5

*The GTA is knowledgeable in key terms, concepts, ideas, and theories and conveys them in a manner that is understandable to the average student.*

1                      2                      3                      4                      5

*The GTA is professional, appropriately dressed, punctual, and prepared for class.*

1                      2                      3                      4                      5

*The GTA adheres to the course schedule and syllabus.*

1                      2                      3                      4                      5

*The GTA makes appropriate use of (technology/instruments/texts/readings).*

1                      2                      3                      4                      5

**Overall Assessment of in-class instruction:**

Unsatisfactory    Needs Improvement                      Satisfactory    Exceeds Expectations    Outstanding

**Comments:**

\_\_\_\_\_  
GTA/Al Signature/Date

\_\_\_\_\_  
Observer's Signature/Date

*Provide one copy to the GTA. Retain original in departmental files. New GTAs should be observed a minimum of once a semester, and continuing GTAs once a year.*

A5. Case Conceptualization Evaluation and Documentation Form

**Case Conceptualization Evaluation and Documentation Form**

**Student's Name:** \_\_\_\_\_

**Date of Formal Case Presentation:** \_\_\_\_\_

**Brief Description of Case** (*no identifying information*): \_\_\_\_\_

---

**1. Student provided a thorough conceptualization of the case, using multiple sources of pertinent information (e.g., self-report, behavioral observations, parent- or teacher-report, objective testing, and subjective observations).**

Excellent                  Very Good                  Average                  Fair                  Poor

Comment:

**2. Student demonstrated the ability to consider multiple theoretical orientations into the case presentation.**

Excellent                  Very Good                  Average                  Fair                  Poor

Comment:

**3. Student demonstrated sensitivity to any cultural/diversity issues in case conceptualization.**

Excellent                  Very Good                  Average                  Fair                  Poor

Comment: (please note if not applicable)

**4. Treatment goals were congruent with and based up on case conceptualization, available research findings, and client characteristics, culture, and preferences.**

Excellent                  Very Good                  Average                  Fair                  Poor

Comment:

**5. Student's presentation style and language facilitated understanding of the case material, procedures used, and conclusions drawn.**

Excellent                  Very Good                  Average                  Fair                  Poor

Comment:

\_\_\_\_\_  
Supervisor's Signature                  Date

A6. Outside Activities Reporting Form

Outside Activities Reporting Form

For Semester: \_\_\_\_\_

Name of Student: \_\_\_\_\_

Date: \_\_\_\_\_

Agency or program: \_\_\_\_\_

Onsite Director or Supervisor: \_\_\_\_\_

Nature of involvement (briefly describe activities and duties):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Program Director Signature

A7. Defense Committee Report

Appendix A-7

**Defense Committee Report**  
**Clinical Child Psychology Program**  
**University of Kansas**

This form should be completed by the student's defense examination committee chair and submitted to the Clinical Child Psychology Program Graduate Officer immediately following the exam. Completion of this form is required as a condition of endorsement.

**Name of student** \_\_\_\_\_  
**Date of exam** \_\_\_\_\_

**Type of exam/defense (check one):**

- Master's Thesis Defense**
- PhD Comprehensive Oral Exam**
- PhD Final Exam**

**Exam Result (check one):**

- Satisfactory Pass**
- Honors Pass\***
- Fail\***

**\*In the event of a fail or honors pass, please give a brief description for this decision:**

Committee member approval with the decision above:  
 (3 required for MA committee and 5 required for PhD committee)  
 Dissenting committee members may include a separate brief note outlining their disagreement with the committee decision.

Chair	Outside Member (if PhD Exam)
Member	Member
Member	

## A8. Photo Release Form

**Release for Photographic Image and Use of Name**

Agreement by the subject to confer rights to use photograph(s) and/or video(s) by the University of Kansas

I hereby give my consent for my photograph or videograph to be used by the University of Kansas, or any of its agencies, and the Clinical Child Psychology Program (CCPP), in any way related to the publicity programs of this organization, including posting to the university/program website and including in publicity posters and brochures. I give permission for the CCPP to include my name as a graduate student in the program website, brochures, posters, and other publicity about activities.

Date \_\_\_\_\_

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
Contact information

\_\_\_\_\_  
telephone #: \_\_\_\_\_

email: \_\_\_\_\_

Clinical Child Psychology Program, University of Kansas /2015 Dole Human Development Center/1000  
Sunnyside Avenue/ Lawrence, KS 66045 / (785) 864-4226 rev. 12/12/06

## A9. Annual Review of Progress Form

**Annual Review of Progress**

Student Name: \_\_\_\_\_

We are asking students to provide the faculty with detailed information about their activities in preparation for the review of student performance conducted in the late spring (typically May) as outlined in the Training Manual. The faculty suggest that each student also contact their academic or research advisor in advance of the faculty meeting to discuss these activities and their performance over the last year.

**What have you done this last year you want the faculty to know?**Research ActivitiesClinical ActivitiesOutside Professional-Related ActivitiesPerformance in Funded Positions**What are your goals for the next year?**Research ActivitiesClinical ActivitiesOutside Professional-Related ActivitiesPerformance in Funded Positions

## Clinical Child Psychology Program

University of Kansas

### Annual Review of Student (noting particular strengths/accomplishments and weaknesses)

Major areas of performance review:

Academics

Research

Clinical

Work/positions

Dimensions of feedback regarding:

a. Professional skills and abilities

(psychological assessment, psychotherapy, research abilities)

b. Communication skills

(speaking, writing)

c. Interpersonal relationships

with faculty:

with peers:

with staff:

with clients:

d. Time/Work management

(clarity of goals, decision-making, keeping commitments, timely progress through program)

e. Motivation

(independence, energy, risk-taking, self-confidence)

f. Development of professional identity

(knowledge of program environment, commitment to program and involvement in professional activities)

Numerical ratings and verbal anchors for above factors:

Poor	Marginal	Satisfactory	Very Good	Outstanding
Not at all skilled	Beginning Skill	Skill level adequate for level	Skilled	Outstanding skill
1	2	3	4	5

## A10. Training Agreement, Ethical Obligations, and Information on Performance

Clinical Child Psychology Program  
University of Kansas

Form for  
Training Agreement, Ethical Obligations, and Information on Performance

I, \_\_\_\_\_ (student name), hereby agree to the Clinical Child Psychology Program curriculum and requirements as outlined in the Training Manual dated \_\_\_\_\_ . I have reviewed the curriculum with the Program Director, and I have been informed of the processes related to evaluation. In this latter regard, I am aware that there are formal evaluations of student progress by the Clinical Child faculty. If there are substantial issues of problems pertaining to the student's progress, the adviser will prepare a detailed letter and arrange an individual feedback session. Additionally, at this time the student may be invited to attend another evaluation/feedback session if the faculty believes this is necessary. A copy of the note or expanded letter will be placed in the student's file. In addition to the formal evaluation/feedback, students will receive feedback from course instructors in terms of grades, and there will be evaluations of particular projects such as qualifying exams, theses, and dissertations by subsets of faculty. In addition to the arenas of evaluation and feedback described above, the faculty reserves the right to call a formal evaluation of the student at any point if the circumstances are warranted. For the formal evaluations, the student will have the right, if they so desire, to pursue the various channels of appeal. These are clearly outlined in the CCPP Training Manual

I understand that one requirement of maintaining good standing in the Graduate Training Program in Clinical Child Psychology at the University of Kansas is abiding by the code of ethics of the American Psychological Association. I understand that failure to conduct myself in accord with the APA ethical code could result in my being terminated from the University of Kansas Graduate Training Program in Clinical Child Psychology. I affirm that the Graduate Training Program in Clinical Child Psychology has supplied me with a personal copy of the APA code of ethics, that I have read and understand the code of ethics, and that I understand that this signed form will be maintained in my student file with the Program Director. Furthermore, I agree to abide by the APA code of ethics.

I grant the faculty of the Clinical Child Psychology Program permission to exchange personal and educational information as necessary and relevant, including but not restricted to letters of reference, regarding my training and performance, abilities and skills, suitability for professional positions and functions, and other information as may be needed for various review and evaluations by external persons and agencies. These may be necessary for such reasons as placement into an external practicum, funding position, or an internship, as a nomination for an

Page one of two

award, for grant applications, for professional licensure, and for professional positions after graduation.

I understand that I am responsible for informing the faculty and program about the needs for the letters of reference, although I further understand that faculty will respond to official requests for information in good faith that I approve of providing this evaluative information, including letters of reference, in the absence of my formal request to do so.

I understand that because of the Federal Family Education Rights and Privacy Act of 1974, students are entitled to review their records, including letters of recommendation. However, those writing recommendations and those assessing recommendations may attach more significance to them if it is known that recommendations remain confidential. It is my responsibility for informing the faculty who may write such letters of reference if and when I do not want to waive my right to review these letters.

---

Name of Student (print)

---

Signature of Student

Date

---

Signature of Program Director

A11. Form for Certification of Preparation for Internship Annual Review

### **Certification of Preparation for Internship**

By vote of the Clinical Child Psychology Program faculty, \_\_\_\_\_  
(student name) is certified as ready for application to clinical internship programs.

Vote: \_\_\_\_\_ assenting

\_\_\_\_\_ dissenting

Date: \_\_\_\_\_  
Signature of Program Director

Date: \_\_\_\_\_  
Signature of Student

## A12. APPIC Application Information

Please visit the [Association of Psychology Postdoctoral and Internship Centers](#) website for information.

### A13. Considerations for Clinical Case Presentations

Case presentations are a supportive learning experience for practicum students and provide an opportunity for a demonstration of their developing skills in case conceptualization, assessment, and treatment, as well as oral presentation. The presentation of clinical case material will be to fellow practicum students, clinical faculty, and consultants. Although faculty evaluation of student skills are an inherent aspect of the case conferences, a facilitative, constructive, problem-solving attitude should be maintained by conference participants. The student presenter should receive insight and supportive suggestions helpful in pursuing assessment and treatment objectives for the particular case presented and useful in future clinical work.

All students in the Basic Practicum in Clinical Child Psychology will present at a case conference at least once in the semesters in which they are enrolled (typically in the second year). Students enrolled in Advanced Practicum may be required by the faculty to present at a case conference or may elect to do so voluntarily. Case conferences will be scheduled for one hour sessions. The presentation of the basic information on a case should not take more than 20 minutes to leave time for discussion. Students will prepare for their conferences with guidance from their team leader.

It is imperative that both presenter and participants, when describing assessment and treatment approaches or suggesting such, indicate the empirical bases for their statements.

Identifying information about clients should be carefully disguised. In each conference, the supervisor should caution participants about confidentiality and that the discussed material is to be treated as privileged information. That is, discussion of the case outside the conference is restricted.

Several alternatives may be followed for the case conference in consultation with the practicum team leader:

- a. The case is an active one with several contacts, but the termination of therapy is not anticipated. The plan for further work may be outlined and therapy techniques described. Questions may then be posed by the presenter to the participants regarding certain features of the case and the direction therapy or further assessment should take. Particular problems encountered might be outlined and possible solutions proposed in order to solicit feedback and problem-solving from the participants.
- b. The case may be a completed one with decision points noted in the course of contacts and how therapy progressed. This alternative may be similar to #1, except that future contacts are not anticipated.
- c. An "iterative" approach may be used in which a fairly limited set of background information is presented about the client. Student and supervisor then guide a Socratic dialogue in which participants ask questions they consider important in

forming a diagnosis or conceptualization and in designing a treatment plan. Participants must provide a rationale or assumption about their questions and need for certain information (e.g., why would the information be useful? how would the answer to the question provide facts fitting with or in opposition to a theoretical therapeutic approach?). This approach is based on the notion that there are reasons psychologists have for requesting the information. For example, if psychometric tests were completed by the client or family, the results would not be provided the participants until requested by the participants and a rationale is provided (why the information is necessary and how the information would be used to advance diagnosis, conceptualization, or therapy) and a set of hypotheses is proposed for the test data.

- d. A theory or technique-based case presentation might be organized in which readings are assigned to the participants in advance of the conference. The case would then illustrate the conceptualization. A variant may be a demonstration of a particular treatment approach and its appropriateness to the specific client presented.
- e. Additional formats may be utilized such as a team presentation of two or more student therapists describing their conjoint work with a family, sibling, child psychotherapy group, school or agency consulting.

### Roles and Functions for Case Conference

#### 1. Supervisor's Role:

Responsibility for proper functioning of case conferences will be assumed by practicum team leaders. The clinical supervisor will lead the case conference by starting on time and by acting as moderator to facilitate the interaction between student presenter and participants. The supervisor may intervene strategically, but should allow the presenter the primary responsibility for organizing, presenting, and answering questions. At the end of the conference, the supervisor will summarize briefly the major points of the presentation and discussion.

#### 2. Presenter's Role:

Each practicum student is required to present one active treatment case. The basic information about the case should be prepared carefully through a brief written or oral description. This may include pertinent demographic information, referral and intake facts, social history, psychometric results, and a summary of therapeutic contacts. Audio/video tape excerpts and copies of test material may be important to convey some information. The use of material and how it is presented will depend on the alternative selected above.

#### 3. Participants' Role:

Participants will include faculty and students in the Clinical Child Psychology Program with interests in the student presenter's development of clinical skills. In addition, the presenter and supervisor may agree to invite an outside consultant from a related

department or discipline. The consultant is subject to the restrictions on privileged information noted above. This consultant may have particular expertise in the area of the client's problems and may be primed in advance for issues to be considered. All participants should follow the direction of the student in case presentation and assume an attitude of providing positive, constructive dialogue and feedback.

#### 4. Evaluative Component:

Faculty participants who participate in the case conference will provide oral comments to the supervisor or student regarding student performance. In the feedback and evaluation, attention may be given to the following factors: oral presentation ability, synthesis and communication of significant facts, ability to conceptualize problems and solutions, proper consideration of assessment and therapy techniques, competence in utilizing these techniques, ethical competence, and other factors arising from the conference discussions.

#### Development of Clinical Practica Outside of the KU Child and Family Services Clinic.

The Program has been instrumental in developing relationships of mutual benefit of training and service delivery for our students. As the Program has developed over the years since 1991, it has developed several practica outside of the KU Child and Family Services Clinic setting for advanced students (e.g., Children's Mercy Hospital, Bert Nash Mental Health Center, KUMC Pediatric Psychology, Therapeutic Classrooms).

As these settings have been identified, the Program has followed a careful procedure before setting up a formal practicum, necessitating several meetings over a period of time. Aspects reviewed include the nature and quality of the experience, the quality and credentials of the supervisors, and the manner in which clinic hours might be credited within the program mechanism. Supervisors must be approved as "Adjunct Professors" in one of the two departments with which the Program is affiliated; such reviews take place once a year (in the Fall).

Students are encouraged to identify their interests and have initial discussions about possible development of clinical practica in field settings. Of course, ultimately, it is the responsibility of the Program faculty to evaluate and maintain the appropriateness of such sites and supervision. This may be frustratingly slow at times, but is necessary for the protection of the student(s) and the quality of our program.

Specifically, external practicum placements are contingent upon the following conditions.

1. The Clinical Child Psychology Program Director, with advice of the clinical child psychology core faculty, shall review all arrangements and must approve before any student may participate in an external practicum placement.
2. The student shall be registered for an appropriate supervised Practicum.
3. The agency and/or sub-unit shall have identified a primary agency contact person (psychologist) to whom the student is responsible and for whom recognition as a courtesy faculty has been made.

4. The student shall enter treatment notes or make other such oral and/or written information available as required by the agency's policies.
5. The student's role in providing assessment or psychotherapy shall be considered as secondary. That is, primary responsibility for clients remains with the sponsoring agency. Accordingly, the student role may be terminated at any time at the discretion of the agency.
6. The student may obtain additional case supervision from clinical child psychology core faculty for purposes of training and feedback.
7. The faculty supervisor and the agency psychologist will maintain contact as needed.
8. At no time will agency records that the student is permitted to review be taken from the agency premises. Notes relevant to case supervision may be developed using code names or numbers.
9. All contact with clients shall be at approved/designated locations within the agency.
10. Other safeguards that the agency deems to be in the best interests of client protection and welfare shall be followed.
11. Except for funded positions that provide practicum experiences, the student receives no remuneration for clinical services delivered as part of a practicum experience.

Note: Similar guidelines shall be effective for stipend placements (employment) except that all supervision is provided by agency staff. The Program maintains close interactive contact with external practicum sites including communication of student performance ratings and personal and educational information as necessary and relevant to evaluating the education and training of the student.

Use of Case Reports. Internship programs sometimes request a sample copy of a student write-up of a testing or therapy case. This request poses problems for confidentiality and privacy for clients seen in the KU Child and Family Services Clinic and outside agencies. The Program's policy is to get clients' permission before using their information and remove all names and alter identifying information. This report must be approved by the Clinic Director regardless of where the case was seen before sending it to the internship site.

Program expectations regarding summer practicum for students with a primary practicum assignment in the KU Child & Family Service Clinic during the preceding academic year. In response to inquiries and comments, we seek to clarify expectations regarding practicum training at the KU Child & Family Services Clinic during the summer months. The Clinic is our primary clinical training site, and provides a valuable opportunity to gain basic skills in clinical child psychology services. As a program, we have set 100 direct client contact hours in the clinic as a

**minimal** expectation for students before becoming eligible for external practica. However, this does not mean students may reduce their efforts in the clinic once this target is met, nor does the accrual of this number of hours necessarily confer eligibility for external placements.

One of the major goals of our initial practicum sequence is to foster a sense of professional responsibility in carrying out clinical interventions. One part of this professional role is to develop a high level of competence with a broad range of individuals and presenting problems. Another is to learn how to manage clinical demands in a timely and efficient manner. A third is to develop a sense of commitment to children and families who come to you for help.

Consonant with these goals, the CCPP provides an opportunity for students to begin active clinical work in the summer following their first academic year and to continue to develop basic professional skills in the Clinic through the end of the summer following their second academic year. Students entering with a master's degree may begin practicum during their first year in residence, but are expected to continue training in the Clinic through the end of the summer following this first year. More advanced students who anticipate continuing in the Clinic as a primary placement during the upcoming academic year are also expected to participate actively in the Clinic practicum during the summer months.

Specifying caseloads for students with a primary practicum in the Clinic is difficult because some cases require much more time and effort than others. Hours of effort are perhaps easier to specify. For students participating in this primary practicum training sequence, the CCPP faculty expects 10-12 hours of effort per week, including summer months as specified above. These hours include supervision time. Some weeks may require more effort, some weeks will require less. Some students currently in the initial practicum sequence have chosen to enroll in only one practicum credit hour during the summer. This may be appropriate for cost reasons, but does not excuse students from the standard expectations.

Given the three training goals outlined above, we expect CCPP students involved in our primary training site to seek and accept a variety of treatment and assessment cases. We expect students to learn to maintain several active cases simultaneously and remain productive in other areas. Finally, we expect students to demonstrate commitment and connection to children and families by maintaining longer term treatment relationships. This means students, during this initial practicum sequence, should be available continuously to clients during breaks and in the summer, with absences of more than two weeks reserved for emergencies only.

## A14. IR C-8 D Competency Evaluation Tool

**University of Kansas Clinical Child Psychology Program  
IR C-8 D Competency Evaluation Tool**

In order to complete the doctoral program in Clinical Child Psychology at the University of Kansas, students must demonstrate entry-level competence in 45 specific competency elements across 9 profession-wide competencies (PWCs) identified by the APA's *Commission on Accreditation* and 2 program-specific competencies (PSCs) identified by the CCPP. Students demonstrate these competency elements by archiving artifacts and self-reflective statements on the Program's Blackboard site. Artifacts may include work products (e.g., class papers, peer-reviewed papers), descriptions of practicum or research experiences, and evaluations of practicum and/or research experiences or work placements. The self-reflective statement is a 1 to 2-page summary describing how the identified artifacts collectively demonstrate evidence of mastery of the specific competency element.

Using the following matrix, please evaluate the degree to which the student's artifacts and self-reflective statements successfully demonstrate each required element of the 9 PWCs and 2 PSCs. **The minimum threshold for fully demonstrating each PWC and PSC is a score of 4.0 across three CCPP core faculty members.** This level of competency indicates readiness for an APA-Accredited clinical internship.

<b>Key</b>
1—Competency element clearly <u>not</u> demonstrated by artifacts and self-reflective statements
2—Some elements of the competency have been demonstrated
3—Artifacts and self-reflective statement approaching threshold for demonstration of competency
<b>4—Artifacts and self-reflective statement meet threshold for demonstration of competency</b>
5—Artifacts and self-reflective statement exceed threshold for demonstration of competency*
* Scores of 5 require notation for how the artifacts and self-reflection exceed normative expectations. (See below for notes)

<b>PROFESSION-WIDE COMPETENCIES</b>					
<b>Research (See Program Competencies A1-A6)</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5*</b>
Student demonstrates the ability to <u>independently</u> formulate research that is of sufficient quality and rigor to contribute to the scientific, psychological, or professional knowledge base.					
Student demonstrates competence to conduct research or other scholarly activities as demonstrated by their written narrative.					
Student Demonstrates competence to critically evaluate and disseminate research or other scholarly activity via professional publication and presentation at the local, regional, or national level as demonstrated by their written narrative.					
<b>Ethical and Legal Standards (See Program Competencies F1-F3)</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5*</b>

Student is knowledgeable of and act in accordance with the current version of the APA Ethical Principles of Psychologists and Code of Conduct; relevant laws, regulations, rules, and policies governing health service psychology at the organizational, local, state, regional, and federal levels; and relevant professional standards and guidelines.					
Student recognizes ethical dilemmas as they arise, and applies ethical decision-making processes in order to resolve the dilemmas.					
Student conducts self in an ethical manner in all professional activities.					
<b>Individual and Cultural Diversity (See Program Competencies I1-I3)</b>					
Student demonstrates an understanding of how their own personal/cultural history, attitudes, and biases may affect how they understand and interact with people different from themselves.					
Student demonstrates knowledge of the current theoretical and empirical knowledge base as it relates to addressing diversity in all professional activities including research, training, supervision/consultation, and service.					
Student demonstrates the ability to integrate awareness and knowledge of individual and cultural differences in the conduct of professional roles (e.g., research, services, and other professional activities).					
Student demonstrates the requisite knowledge base, ability to articulate an approach to working effectively with diverse individuals and groups, and apply this approach effectively in their professional work.					
<b>Professional Values, Attitudes and Behaviors (See Program Competencies H1-H3)</b>					
Student behaves in ways that reflect the values and attitudes of psychology, including integrity, deportment, professional identity, accountability, lifelong learning, and concern for the welfare of others.					
Student engages in self-reflection regarding one's personal and professional functioning; engages in activities to maintain and improve performance, well-being, and professional effectiveness.					
Student actively seeks and demonstrates openness and responsiveness to feedback and supervision.					
Student responds professionally in increasingly complex situations with a greater degree of independence as they progress across levels of training.					
<b>Communication and Interpersonal Skills (See Program Competencies G1-G5)</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5*</b>

Student develops and maintains effective relationships with a wide range of individuals, including colleagues, communities, organizations, supervisors, supervisees, and those receiving professional services.					
Student produces and comprehends oral, nonverbal, and written communications that are informative and well-integrated; and demonstrates a thorough grasp of professional language and concepts.					
Student demonstrates effective interpersonal skills and the ability to manage difficult communication well.					
<b>Assessment (See Program Competencies B1-B6)</b>					
Student selects and applies assessment methods that draw from the best available empirical literature and that reflect the science of measurement and psychometrics; collect relevant data using multiple sources and methods appropriate to the identified goals and questions of the assessment as well as relevant diversity characteristics of the service recipient.					
Student interprets assessment results, following current research and professional standards and guidelines, to inform case conceptualization, classification, and recommendations, while guarding against decision-making biases, distinguishing the aspects of assessment that are subjective from those that are objective.					
Student communicates orally and in written documents the findings and implications of the assessment in an accurate and effective manner sensitive to a range of audiences.					
<b>Intervention (See Program Competencies C1-C4)</b>					
Student establishes and maintains effective relationships with the recipients of psychological services.					
Student develops evidence-based intervention plans specific to the service delivery goals.					
Student implements interventions informed by the current scientific literature, assessment findings, diversity characteristics, and contextual variables.					
Student demonstrates the ability to apply the relevant research literature to clinical decision making.					
Student modifies and adapts evidence-based approaches effectively when a clear evidence-base is lacking.					
Student evaluates intervention effectiveness, and adapts intervention goals and methods consistent with ongoing evaluation.					

<b>Supervision (See Competencies E1-E5)</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5*</b>
Student demonstrates knowledge of supervision models and practices.					
<b>Consultation and Interprofessional/Interdisciplinary Skills (See Competencies D1-D3)</b>					

Student demonstrates knowledge and respect for the roles and perspectives of other professions.					
Student demonstrates knowledge of consultation models and practices.					

<b>PROGRAM-SPECIFIC COMPETENCIES</b>					
<b>Administration/Management (See Program Competencies L1-L3)</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5*</b>
Student demonstrates understanding of the various administrative roles that professional psychologists perform in health and mental health settings.					
Students understands principles of academic/institutional leadership.					
Student has developed an understanding of their own strengths and weaknesses with regard to leadership of academic, health services, or institutional units.					
<b>Professional Leadership and Communication (See Program Competencies J1-J2 and K1-K2)</b>					
Student demonstrates awareness of theories of learning and how they impact teaching.					
Student demonstrates the ability to plan and teach a lecture/unit of an undergraduate lecture/lab course in any area of psychology or human development.					
Student demonstrates competence in the presentation of research findings in public settings, as evidenced by at least one poster or paper presentation at a national or regional professional conference or convention.					
Student has published at least one empirical or review article in a peer-refereed journal in the fields of clinical, clinical child, developmental, or pediatric psychology.					

*Notes for elements receiving scores of 5:*

## Appendix B. State of Kansas

### B1. A Guide to Reporting Child Abuse & Neglect in Kansas

Please see the Kansas Department for Children and Families [website](#) for information on reporting child abuse and neglect.

A printed copy of the Guide is available in the Program Administrative Associate's office.

### B2. Behavioral Sciences Regulatory Board (Psychology Statutes, Rules, and Regulations)

Please visit the Kansas Behavioral Sciences Regulatory Board [website](#) to view statutes, rules, and regulations.

A printed copy of this document is available in the Program Administrative Associate's office.

## C1. Termination of Access to KU Child and Family Services Clinic Health Information

**KU Clinical Child Psychology Program**

The following procedures are to be followed when graduate student therapists leave the Clinical Child Psychology Program through graduation, for predoctoral internship, or termination. These procedures also apply when paid staff members end their employment with this unit through termination, retirement, or transfer.

Staff/Student Name: \_\_\_\_\_

Last Date of Service: \_\_\_\_\_

Task	Date completed	Name and signature of person attesting that task was completed
Return key(s) unlocking clinic and CCPP areas		
Erase or otherwise destroy electronic media containing ePHI (electronic files/check hard drive) generated by therapist/staff member		
Complete any pending notes, assessment reports, or other documentation for services rendered as a therapist or staff		
Remove password access to all computers utilized as part of clinic and CCPP operations		
Return all testing materials, treatment manuals, and other resources belonging to Clinic		
Close all client files--Check with Clinic Adm Associate		
Return all equipment, books, supplies, etc., to Clinic if purchased using clinic funds		
Return all equipment, books, supplies, etc., to CCPP if purchased using CCPP funds		
Pay all outstanding invoices due to CCPP or Clinic		
Interns only: Give forwarding address and contact info to CCPP and Clinic		
Interns only: Complete NC-SARA exit interview with CCPP Director		

## C2. NC-SARA Direct Disclosure Interview Form

In order to maintain KU's eligibility for Title IV student aid and to maintain our membership in the *National Council for State Authorization Reciprocity Agreements (NC-SARA)*, as of July 1, 2020, the University of Kansas is [required to disclose](#) whether academic programs that lead to licensure will lead to licensure in Kansas, and in any other state or territory in the U.S.

As you know, the Clinical Child Psychology Program at the University of Kansas meets the course requirements for doctoral training in the state of Kansas as outlined in K.A.R. 102-1-12. However, as noted in the *CCPP Training Manual*, other states and territories in the U.S. may have different educational requirements. **This exit interview will document that you understand the licensing requirements of the state in which your required clinical internship operates.**

**To prepare for this interview**, please locate *and print* the specific educational requirements for licensed psychologists in the state in which you will complete your required clinical internship. You will recall having done something similar for ABSC/PSYC 809. The following websites may provide some additional assistance:

- [Association of State and Provincial Psychology Boards](#)
- [NC-SARA Professional Licensure Directory](#)

Once you have located the educational requirements for licensure in the identified state, please schedule a 30-minute exit interview with the CCPP Director. *Bring this Direct Disclosure Interview form and the printed copy of the educational requirements that you identified.*

---

**Student Name:** \_\_\_\_\_

**Clinical Internship Name:** \_\_\_\_\_

**State/Territory of Internship:** \_\_\_\_\_

**Website for State Licensing Board:** \_\_\_\_\_

*On the back of this form*, please identify any outstanding/unfulfilled course requirements listed by the licensing board of the state in which you will complete your internship. Do not include post-doctoral supervised hours. Please do include any jurisprudence examinations that you must complete. *Please attach the hard copy* of the state licensure requirements to this form.

*By signing this Interview Form, I acknowledge that I understand the licensure requirements of the state or territory to which I am moving to complete my clinical internship. I have discussed these educational requirements with the CCPP Program Director.*

\_\_\_\_\_  
Students' Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CCPP Director's Signature

## Appendix F. Clinical Child Psychology Dissertation Rubric

### Components of a Dissertation and their Characteristics at Different Quality Levels

Approved by the Clinical Child Psychology Program faculty and student representative 9-26-11

Components	Outcome Quality Levels			
	Outstanding - 4	Very Good - 3	Acceptable - 2	Unacceptable - 1
<b>Mastery of Field</b>	Demonstrates mastery of the relevant literature and critical insight	Shows mastery of relevant literature  Integrative synthesis of relevant literature	Adequate literature review but review is uncritical  Displays limited understanding of the field	Plagiarizes or misreads or misuses sources  Missing relevant sources
<b>Statement of the Problem</b>	Compelling, clear research question  Socially important, significant, or innovative question  Places question in context	Interesting, sufficient breadth, depth, and insight  Poses good question  Convincing rationale of significance	Provides minimally acceptable rationale for the study  Explains importance and/or significance of the question, but not fully articulated	Provides poor or no rationale for the question  Question is poorly stated or omitted  Question is of little significance
<b>Mastery of Research Methods</b>	Develops new techniques, tools, methods or analyses  Methodology fits the question or problem  Sophisticated critical evaluation of alternative approaches	Well-executed research including data collection  Demonstrates why selected particular approach & shows importance over past approaches	Demonstrates basic competence and ability to research  Uses standard methods and analyses	Inappropriate or incorrect design or methods  Wrong, inappropriate, incoherent, confused, uninformative analyses  Data are flawed, falsified, misinterpreted, irrelevant, or confusing
<b>Presentation/Communication Skills</b>	Well written and organized  Effortless reading of document  Communicates well & succinctly	Well written and organized  No excess verbiage  No tangential material	Writing is pedestrian and plodding; lacks originality or creativity; shows basic understanding  Basic level of organization  Provides a general discussion	Poorly written; Poorly organized  Message of project is lost  Spelling, grammatical, and clerical errors impact overall presentation and understanding

			of the question or issues, but lacks specificity	
<b>Results/ Analysis</b>	<p>Compelling and coherent argument</p> <p>Logical &amp; focused argument</p> <p>Demonstrates mature, independent thinking</p> <p>Imaginative or insightful conceptualization</p>	<p>Exceeds the standard of thoroughness</p> <p>Comprehensive integrated reporting of results</p> <p>Evidence supports the conceptualization with data analysis</p> <p>Analyses are well defined and innovative</p>	<p>Meets the standard of thoroughness</p> <p>Simple reporting of results</p> <p>Evidence supports the conceptualization</p> <p>Analyses are linked to research question</p> <p>Sustained conceptualization, but lacks synthesis, innovation, imagination, or insight; conceptualization is narrow in scope</p>	<p>Weak, inconsistent, or invalid theoretical conceptualization</p> <p>Conclusions are unsupported, exaggerated, or invalid</p>
<b>Interpretation/ Discussion/ Conclusions</b>	<p>Identifies the significance and applications of findings</p> <p>Puts the study into larger context</p> <p>Indicates implications for the field</p>	<p>Findings are well synthesized</p> <p>Conclusions are supported by the evidence</p> <p>Addresses limitations</p> <p>Conceptually systematic</p> <p>Discusses issues of generalizability and external validity</p>	<p>Sufficient discussion of the results</p> <p>Addresses some limitations</p> <p>Interpretation is relatively simplistic</p>	<p>Insufficient discussion of the results</p> <p>Misinterprets the findings</p> <p>Shows lack of understanding and careful thought</p>
<b>Overall: Circle one:</b>	<b>Outstanding = 4</b>	<b>Very Good = 3</b>	<b>Acceptable = 2</b>	<b>Unacceptable = 1</b>

