

DEPARTMENT OF EDUCATIONAL PSYCHOLOGY  
University of Utah  
**Graduate Programs in School Psychology**  
Fall, 2010 – Summer, 2011

The Department of Educational Psychology provides masters/specialist level and doctoral training programs in school psychology (<http://schoolpsych.ed.utah.edu/>). The graduate programs in school psychology are integrated and organized programs of professional psychology. Students who graduate from the program are skilled in a broad range of assessment practices and empirically supported interventions. The program has particular emphasis on behavioral interventions for school-age children and their families.

The masters program is designed to prepare qualified and effective psychologists who will practice in schools or school related situations. The program complies with the Utah State Office of Education competency guidelines for School Psychology and is consistent with certification standards adopted by the National Association of School Psychologists. The University of Utah does not grant an Educational Specialist degree per se, however, the school psychology masters program should meet these standards in states where specialist degrees are granted. The minimum 71 semester hours for the degree, which includes 1,500 hours of supervised internship in the schools, also meets school psychology licensure/certification requirements in Utah, as well as most other states.

The Ph.D. program in School Psychology is designed to prepare psychologists who will practice in the schools or other educationally related settings and to meet the professional employment demands for: (1) psychologists in psychoeducational research; (2) administrators of pupil services; (3) mental health research specialists in child psychology; (4) psychologists in child treatment agencies, hospitals, and private practice; and, (5) professionals in higher education for the preparation of educators and clinicians in psychoeducational services. The program is accredited by the American Psychological Association (<http://www.apa.org/ed/accreditation/>), Office of Program Consultation and Accreditation; 750 First Street, NE; Washington, DC 20002-4242; Phone: 202-336-5979/TDD/TTY: 202-336-6123; Fax: 202-336-5978 and adheres to the scientist practitioner model of graduate education in psychology. Integrated didactic and applied courses aid the students' attainment of a knowledge base and the expertise to enhance the professional practice of school psychology through the employment of the scientific method. One of the major strengths of the program is to prepare practitioners and researchers in the area of interventions. The program, however, is also known for the diverse training that students receive in neuropsychology, severe disabilities (including autism), and developmental psychopathology and psychology.

For the 2010-2011 academic years, 34 students are enrolled in the doctoral program, with 4 new admissions. Females comprise 65% of the students currently enrolled, with 35% males. In 2010, 12 new students were admitted (8 masters and 4 new doctoral students) and three master's level students were accepted into the doctoral program. GRE composite scores for the current class range from 860 to 1430 (Mean Composite = 1133.26). Students representing ethnic or cultural diversity comprise 14.71% of the current student group. Twenty five students entered with a bachelor's degree, while 9 students entered with a Masters degree. Undergraduate GPA's ranged from 3.01 to 3.92, while students entering with a Master's degree reported GPA's ranging from 2.89 to 4.00.

Additional information regarding current graduation rates, etc. may be found at ([http://www.ed.utah.edu/edps/APA/C-20\\_disclosure.php](http://www.ed.utah.edu/edps/APA/C-20_disclosure.php)).

Students accepted for the doctoral program must complete all requirements for the masters' degree, except internship hours, before taking the qualifying examination. The doctoral program requires a total of 102 semester hours (excluding thesis or research related hours and any prerequisite courses) and completion of a 2,000-hour internship in school psychology. NASP standards require that 600 internship hours be completed in the schools. Doctoral students are encouraged to fulfill a 2,000-hour APA-accredited (or APPIC approved) internship following a 600 hour school-based internship. The Ph.D. program requires at least four academic years of full-time study beyond the baccalaureate. The average number of years to completion of the doctoral degree is 6 ½ years. Tuition costs based on enrollment for the recommended credit load of 13 semester hours for the 2010-11 school year (two semesters, fall and spring) is: \$3324.84 (in-state residents) and \$10,677.79 (out-of-state residents); this amount includes standard student fees. These costs also include an additional fee of \$50.00 per credit hour that is levied to support costs specific to the school psychology training program within the Department of Educational Psychology. No student has left the program before completing their degree because of tuition costs; however, 3 students have left in the past seven years because of changes in career plans or personal circumstances.

Beyond formal course work, students are encouraged to be involved with faculty and students' research endeavors. Support and encouragement for student publications and presentations at national meetings is provided continuously throughout the student's program. This involvement and encouragement in research activities is complemented by course work and experiences designed to allow an early integration of theory and practice.

General prerequisites for graduate study in the programs include undergraduate and/or previous graduate preparation in psychology and education (special or general education). The application of previous graduate course work to the fulfillment of various requirements is decided by the faculty and training director. Multiple admissions criteria employed in the selection of students include Graduate Record Examination scores, undergraduate or previous graduate course performance, letters of recommendation, past relevant work or volunteer experience, and when possible, personal interview data. The School Psychology Faculty and the Department of Educational Psychology are committed to practices of affirmative action and equal educational opportunity in admissions decisions.

Students are asked to consult various departmental and university publications to ensure that they are aware of all procedures and student responsibilities and rights. This handbook details information about School Psychology Program requirements, however, information about the university and graduate school can be found in various catalogs and on websites (e.g., The University of Utah General Catalog and the Graduate School Handbook is found on their website: (<http://www.gradschool.utah.edu/index.php>).

August, 2010

Core Faculty who currently comprises the School Psychology Committee are listed below, along with the institution from which they received their highest degree.

Elaine Clark, Ph.D.	Professor/Dept. Chair	Michigan State University: Brigham Young University
William R. Jenson, Ph.D.	Professor	Utah State University
Daniel Olympia, Ph.D.	Associate Professor/Director	University of Utah
Janiece L. Pompa, Ph.D.	Clinical Professor	Michigan State University
Lora Tuesday Heathfield, Ph.D.	Associate Professor	University of Oregon

The following individuals have official appointments as Adjunct and Clinical School Psychology Faculty (agency and degree granting institution):

Carol Ballou, Ph.D.	UNI	University of Utah
Brett Barrett, M.S.	Granite School District	University of Utah
Julie Bowen, Ph.D.	Canyons School District	University of Utah
Laura Brockbank, Ph.D.	UNI	University of Utah
Christine Burns, Ph.D.	UNI	Texas A&M
Candace Dee, Ph.D.	Canyons School District	University of Utah
Fulvia Franco, Ph.D.	Jordan School District	University of Utah
Douglas Goldsmith, Ph.D.	Children's Center	University of Utah
Abby Gottsegen, Ph.D.	Jordan School District	Yeshiva University
Alicia Hoerner, Ph.D.	Salt Lake School District	University of Utah
James Kahn, Ph.D.	UNI	University of Utah
Karen Malm, Ph.D.	DSPD	University of Utah
Wm. McMahan, M.D.	Dept. Psychiatry	University of Kansas
Judith Miller, Ph.D.	Dept. Psychiatry	University of Utah
Dan Morgan, Ph.D.	University of Western Michigan	Michigan State University
Pete Nicholas, Ph.D.	C. B. Pingree Autism School	University of Utah
Agnes Plenk, Ph.D.	Children's Center	University of Utah
Julien Smith, Ph.D.	Private practice	University of Utah
Anne Taverne, Ph.D.	PCMC	University of Utah
Lane Valum, Ph.D.	Canyons School District	University of Utah
Robin Weiner, Ph.D.	Salt Lake School District	University of Utah
JoAnn Galloway, PhD.	Canyons School District	University of Utah
Jenise Jensen, PhD.	Private practice	University of Utah
Amanda Miller, PhD	UNI	University of Fl - Gainesville
Pamela Plant, PhD	Canyons School District	University of Utah
Bruce Poulsen, PhD	PCMC	University of Mass - Amherst
Paula Ashcraft, MEd	Salt Lake School District	University of Utah
Lorie Coates, MEd	Davis School District	Brigham Young University
Melanie Battistone, PhD.	The McGillis School	University of Utah
Sharon Noble, PhD	Salt Lake School District	Univ of Calif-Santa Barbara
Cassandra Romine, PhD.	Jordan School District	Texas A & M

August, 2010

Amy Russell, PsyD.  
Mishelle Carroll, MEd  
Robert Richardson, PhD  
Lori Robinson, PhD

Canyons School District  
Granite School District  
Canyons School District  
Jordan School District

University of Utah  
University of Colorado  
University of Utah  
Utah State University

### Students

The typical applicant pool for the school psychology program consists of approximately 50 students. From this pool, approximately 8-10 students are accepted each year into either the masters or doctoral program. The age range of the students is approximately 26 to 59. Several nationalities, foreign countries, and ethnic groups are represented in the school psychology program. The attrition rate is less than 5 percent and is usually attributed to the student's change of career goal or geographic relocation.

The full-time course load is considered 9 or more credit hours per semester. The program is designed such that students are expected to be involved full-time in their graduate studies. Some students do work part-time in the community. In most cases, these part-time positions are related to the student's graduate program (e.g., public schools and child treatment facilities) and enhance the student's skills, professional maturity, and overall educational goals. As detailed in the University Bulletin, there are provisions for financial, academic, and personal counseling through the university. The Department of Educational Psychology has been able to provide a limited number of graduate assistantships and tuition waivers for school psychology students; however, there is no guarantee that financial support will be provided for all students. For more than a decade, however, a combination of Departmental assistance and grants has allowed support in the way of stipends and tuition waivers for the majority of first and second year students. Students, however, need to inquire about possibilities for financial support and contact the University financial offices (<http://www.sa.utah.edu/finance/>) or the College of Education (<http://www.ed.utah.edu/scholarships.html>) for further suggestions (e.g., student loans).

Each student, upon formal admission to the graduate program in school psychology, is assigned an academic advisor who will assist the student in developing his/her course of study. During the second year of the program, the student selects a supervisory committee chairperson and committee members to advise and direct the student's course of study and research.

Students are evaluated throughout their programs through a variety of methods. In addition to formal evaluations such as course grades, the faculty evaluates student progress through feedback from practica and internship supervisors. An annual faculty review of the student's progress is conducted and each student receives written feedback. Students are also asked to provide written (anonymous) feedback to the faculty regarding the training program.

The University of Utah is situated on a 1,500-acre campus on the eastern edge of Salt Lake City, at the base of the Wasatch Mountains. Most students choose to live either in graduate student housing or in off campus housing near the University. Assistance in securing either University or off campus housing is provided by University agencies (e.g., Commuter Housing Service). See housing information at: <http://www.housing.utah.edu/>.

### Program Philosophy

The program adheres to a scientist practitioner model which assumes that the effective practice of school psychology is based on knowledge gained from established methods of scientific inquiry. Emphasis is on the preparation of competent practitioners who are also skilled and dedicated researchers who contribute to the knowledge base in school psychology.

The faculty is committed to a learning environment that has a well organized and explicit curriculum with clear expectations. There is also a strong commitment to student-faculty interactions that encourage students to identify with the field and grow professionally. In addition, the program is designed to acquaint students with the diversity of theories and practices of school psychology that allow students sufficient intellectual freedom to experiment with different delivery systems and various theoretical bases.

The atmosphere is intended to foster informal student-faculty interaction, critical debate, and respect for theoretical diversity of practice thus lending itself to a more intense and exciting learning experience. Such a philosophy encourages and reinforces the student's creativity and intellectual risk taking that are fundamental in the further development of the professional practice of school psychology.

### Commitment to Diversity

School psychologists must be able to recognize when issues of diversity affect the manner and nature of interactions with other people and organizations and must have the ability to modify or adapt their practices in response to those being served. A commitment to understanding and responding to human diversity is articulated throughout the program's philosophy/mission, goals, and objectives and practiced throughout all aspects of the program, including admissions, coursework, practica, and internship experiences. Human diversity is recognized as a strength that is valued and respected.

School psychologists have knowledge of individual differences, abilities, and disabilities and potential influences of biological, social, cultural, ethnic, experiential, socioeconomic, gender-related, and linguistic factors in development and learning. Assessment and intervention coursework specific to these areas is required and also infused within specific classes. Applied courses in consultation, therapy/counseling and consultation/supervision also provide students with sensitivity and skills needed to work with individuals of diverse characteristics and to implement strategies selected and/or adapted based on individual characteristics, strengths, and needs.

Competence in all aspects of diversity is not demonstrated solely by the degree of sensitivity to or level of knowledge about a given culture, but rather by the ability to recognize when, where, and how issues of diversity are manifest and operating within the wide variety of activities in which school psychologists engage. Practica and internship placements are sought in

settings that offer opportunities to work with ethnically, economically and racially diverse students. While the Salt Lake School District is one of the most diverse school district within the state of Utah, other districts and agencies in Utah also have large ethnic, socioeconomic and culturally distinct minority student bodies and clientele. Students are required to have practical experiences with diverse populations regardless of the district or agency.

The objectives of both the master's and doctoral programs are to ensure that each student exhibits the following personal characteristics, academic knowledge, and practitioner competencies that fully qualify him/her as a professional.

- I. Personal Characteristics. Students' professional activities are expected to conform to the ethical standards outlined by the American Psychological Association and the National Association of School Psychologists; and, in addition, students' professional activities are expected to be characterized by:
  - A. A democratic attitude that respects the worth, uniqueness, and potential for growth and development of all individuals.
  - B. Personal stability, ethical behavior, and respect for the confidentiality of privileged information.
  - C. A personal manner in which responsibilities are discharged in a cooperative and conscientious fashion.
  - D. Productive work habits that display motivation, independence, and adaptability.
  - E. Commitment to continuing professional growth to include involvement in professional associations for school psychologists.
  
- II. Academic Knowledge. Students are expected to be knowledgeable and possess in-depth understanding of the following core content areas:
  - A. Psychological Foundations
    1. Cognitive affective bases of behavior
    2. Biological bases of behavior
    3. Social bases of behavior
    4. Individual differences
    5. Research design and statistics
    6. History and systems in psychology
  
  - B. Educational Foundations
    1. Organization and operations of the schools
    2. Instructional and remedial techniques
    3. Alternative and regular educational processes
  
  - C. Psychoeducational Methods
    1. Pupil services management including early identification, assessment, program design, intervention strategies, and evaluation.

2. Indirect pupil services to include prevention, consultation, in-service, and program organization and administration.

D. Professional School Psychology

1. Professional issues
2. Standards and ethics
3. Legal issues

III. Practitioner Competencies. Students are expected to demonstrate a high level of proficiency and competence in each of the following areas:

A. Identification and Diagnostic Study of the Individual Student

1. Possess the understanding and ability to initiate and maintain differentiated referral systems designed to allow the early identification of children in need of psychological services.
2. Able to obtain pertinent information through behavior observation, interviews, school records, and community resources that enhance the effectiveness of remedial programs or intervention strategies.
3. Knowledgeable in the identification of physiological problems influencing academic and social functioning.
4. Possess the understanding and ability to conduct curriculum-based measurement (CBM), and administer, score, and interpret tests of intelligence, achievement, perceptual motor ability, developmental level, personality and social functioning designed for individuals of different ages, exceptionalities and cultural backgrounds.
5. Integrate a variety of data (which may include tests of cognitive functioning; norm and/or criterion referenced individual measures of academic performance, CBM, adaptive behavior, motor functioning, and communication skills; interview and observational data, and measures of personal, social, and emotional functioning) into a concise, meaningful, organized, and educationally relevant psychological report.

B. Psychological Services in the Schools

1. Understand the role and function of school psychologists in relation to the administration of the schools, other school personnel, and state and local agencies.
2. Understand the role and contribution of other school personnel and able to function effectively as a member of an interdisciplinary team.
3. Demonstrate familiarity with state and federal standards and guidelines related to the practice of school psychology.

C. Classroom Remediation Strategies, Intervention, and Psychoeducational Program Planning

1. Able to employ diagnostic data within a variety of frameworks (RTI, etc.) in implementing effective intervention strategies designed to enhance the academic and social development of referred students.

2. Possess the understanding and ability to assist in educational programming designed for children of different ages and exceptionalities including children who are intellectually gifted.
3. Design and implement effective behavioral change strategies for individuals and/or groups.
4. Knowledgeable and effective in individual and group counseling techniques including techniques designed for young children.
5. Able to monitor the effectiveness of recommended intervention strategies or educational programs.
6. Knowledgeable of, and effectively employ, external referral services or agencies.

D. Consultation and In-service

1. Serve as an effective consultant to teachers and other educational personnel on matters related to the education and mental health of children to insure the most appropriate education program.
2. Effectively conduct in-service programs for parents and teachers in areas related to psychological services and contribute to the design and implementation of prevention programs.
3. Function as a member of an interdisciplinary team in student evaluation, placement and planning for individual educational needs.
4. Function as a member of various committees within the school in such areas as pupil services, special education curriculum planning, and instructional methodology.
5. Significantly contribute to the design and implementation of preventive programs.

E. Evaluation and Applied Research

1. Organize and administer group evaluation programs to include the administering, scoring, and interpreting of group tests of academic aptitude and achievement.
2. Employ group test data in aiding curriculum planning and development.
3. Evaluate the effectiveness of new or pilot programs.
4. Design and conduct research studies to aid administrative decision-making.
5. Design, implement, and evaluate single subject and/or single classroom studies.
6. Significantly contribute to grant proposal writing.
7. Critique and summarize educational and psychological research in a manner that facilitates its use by others.

In addition to the above competencies, doctoral students are expected to be able to conceptualize and design investigations that enhance the knowledge base and the professional practice of school psychology and to be competent in preparing research manuscripts for publication.



**SCHOOL PSYCHOLOGY MASTERS PROGRAM  
COURSE REQUIREMENTS**

The curriculum is designed so that students can fulfill the masters' program requirements in school psychology after three years of full-time coursework, and one year of internship.

A. Psychological Foundations (min of 9 semester hours)

- (3) ED PS 6050 – Lifespan Development: Child & Adolescent (required)
- (3) ED PS 6510 – Cognition, Learning & Behavior (required)
- (3) ED PS 6450 – Child & Adolescent Psychopathology (required)

B. Research, Design, & Statistics (min of 3 semester hours)

- (3) ED PS 6010 – Introductory Statistics and Research Design (required)

C. Master's Thesis/Research (min of 6 semester hours)

- (6) ED PS 6970 – Thesis
- Or
- (6) ED PS 7732 – Research Practica

D. Educational Foundations (min of 3 semester hours)

- (3) SPED 6040 – Legal and Policy Issues Spec Ed (required)

E. Psychoeducational Assessment (min of 12 semester hours)

- (3) ED PS 7130 – Cognitive Assessment (required)
- (3) ED PS 7150 – Individual Child and Adolescent Assessment (required)
- (3) ED PS 6140 – Multicultural Assessment (required)

Electives:

- (3) ED PS 7190 – Applied Neuropsychological Assessment
- (3) ED PS 7180 – Personality Assessment

F. Intervention Strategies (min of 12 semester hours)

- (3) ED PS 6390 – Interventions in the Schools (required)
- (3) ED PS 6470 – Psychological & Educational Consultation (required)
- (3) ED PS 6110 – Child/Family Psychotherapy/Counseling Interventions (required)
- (3) ED PS 6380 – Academic Assessment and Interventions for Students with Learning Difficulties (required)

Other Relevant Intervention Courses:

- (3) ED PS 6360 – Multicultural Counseling
- (3) ED PS 6200 – Counseling Theories and Procedures
- (3) ED PS 6210 – Counseling Skills
- (3) ED PS 7250 – Family Counseling for School-based Problems

G. Professional School Psychology (min of 26 semester hours)

- (3) ED PS 6100 – Professional Issues and Ethics in School Psychology (required)
- (3) ED PS 6831 or 6960 – Seminar in School Psychology-Ped Neuropsychology/Autism  
(required)
- (4) ED PS 7730 – Practica in School Psychology - Clinic (required)
- (4) ED PS 7731 – Practica in School Psychology - Field (required)
- (12) ED PS 7910 – Internship in School Psychology (required)

**SUGGESTED MASTERS SCHEDULE (4-YEAR)**

(note that EP = ED PS courses)

*Fall Semester*

*Spring Semester*

*Summer Semester*

1st Year

1st Year

1st Year

EP 6100 Prof Issues/Ethics  
EP 6450 Psychopathology  
EP 7130 Cog. Assessment  
EP 6010 Stats/Research  
EP 7730 Clinic Practica (1)

EP 6390 Interventions  
EP 7150 Ind Child/Adol Assmt  
SPED 6040 Legal/Policy Issues  
EP 7730 Clinic Practica (1)

EP 6140 MC Assessment

2nd Year

2nd Year

2nd Year

EP 6110 Child/Family Interven  
EP 6831 Seminar: Ped Neuropsych  
EP 6050 Lifespan Development  
EP 7730 Clinic Practica (1)

EP 6470 Psych & Ed Consult  
EP 6510 Cog, Learn, Behavior  
EP 7730 Clinic Practica (1)

EP 6960 Spec Topics: Autism

3rd Year

3rd Year

EP 7731 SP Field Prac (2)  
EP 6970/7732 Thesis or Res Prac

EP 7731 SP Field Prac (2)  
EP 6970/7732 Thesis or Research Prac  
EP 6380 Acad Assmt & Intervention

4th Year

4th Year

EP 7910 Internship (6)

EP 7910 Internship (6)

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*Note: all courses are 3 hrs unless otherwise specified in ( )*

Also, be aware that not all courses are taught each semester, check the respective departmental schedules before attempting to register. Also, certain courses are often taught in the summer, including SPED 6631, SPED 6040, EP 6050.

**ALTERNATE MASTERS SCHEDULE (3-YEAR)**

(note that EP = ED PS courses)

*Fall Semester*

*Spring Semester*

*Summer Semester*

1st Year

1st Year

1st Year

EP 6100 Prof Issues/Ethics  
EP 6450 Psychopathology  
EP 7130 Cog. Assessment  
EP 6010 Stats/Research  
EP 7730 Clinic Practica (1)

EP 6390 Interventions  
EP 7150 Ind Child/Adol Assmt  
SPED 6040 Legal/Policy Issues  
EP 6510 Cog, Learn, Behavior  
EP 7730 Clinic Practica (1)

EP 6140 MC Assessment  
EP 6050 Lifespan Developmt  
EP 6960 Spec Topics: Autism

2nd Year

2nd Year

2nd Year

EP 6110 Child/Family Interven  
EP 6831 Seminar: Ped Neuropsych  
EP 6970/7732 Thesis or Res Prac  
EP 7730 Clinic Practica (1)

EP 6470 Psych & Ed Consult  
EP 6380 Acad Assmt & Interv  
EP 6970/7732 Thesis or Res Prac  
EP 7730 Clinic Practica (1)  
EP 7731 SP Field Practica (2)

EP 7731 SP Field Prac (2)

3rd Year

3rd Year

EP 7910 Internship (6)

EP 7910 Internship (6)

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*Note: all courses are 3 hrs unless otherwise specified in ( )*

Also, be aware that not all courses are taught each semester, check the respective departmental schedules before attempting to register. Also, certain courses are often taught in the summer, including SPED 6631, SPED 6040, EP 6050.

FYI: Additional courses required for Ph.D. include:

EP 7010/7020 Quant Meth I and II  
EP 7080 History and Systems of Psych  
EP 7550 Soc Psych Diversity  
EP 7160 Neuropsych Bases of Behavior  
EP 7300 Psychometric Theory  
EP 7400 Adv Res Design  
EP 7960 Spec Topics: Research

## **DOCTORAL PROGRAM IN SCHOOL PSYCHOLOGY COURSE REQUIREMENTS**

The curriculum is designed so that students can complete the doctoral program requirements after approximately five years of graduate study beyond the baccalaureate degree. The five years includes a full year of internship (i.e., a 2000 clock-hour internship).

### Core Foundation Courses

A. Scientific and Professional Standards and Ethics (min of 6 semester hours)

- (3) ED PS 7100 – Professional Issues and Ethics in School Psychology (required)
- (3) ED PS 7080 – History and Systems of Psychology (required)

B. Cognitive Affective Bases of Behavior (min of 3 semester hours)

- (3) ED PS 7510 – Cognition, Learning & Behavior (required)

C. Social Bases of Behavior (min of 3 semester hours)

- (3) ED PS 7550 – Soc Psych of Human Diversity (suggested)
- or
- (3) Elective in Social Psychology + Coursework in Diversity

D. Individual Differences (min of 6 semester hours)

- (3) ED PS 7450 – Child & Adolescent Psychopathology (required)
- (3) ED PS 7050 – Lifespan Development: Child and Adolescent (required)

E. Biological Bases of Behavior (min of 3 semester hours)

- (3) ED PS 7160 – Neuropsychological Bases of Behavior
- or
- (4) PSY 6700 – Human Neuropsychology

F. Research Design and Statistics

1. Research Design (min of 3 semester hours)

- (3) ED PS 7400 – Advanced Research Design
- or
- (3) ED PS 7410 – Single Subject Research
- or equivalent

2. Statistics (min of 8 semester hours)

- (3) ED PS 7010 – Quantitative Methods I: Intro to Inferential Statistics (required)

(6) ED PS 7020 – Quantitative Methods II: ANOVA/Multiple Regression (required)

G. Educational Foundations (min of 3 semester hours)

(3) SPED 6040 – Legal and Policy Issues Spec Ed (required)

H. Psychoeducational Assessment (min of 12 semester hours)

(3) ED PS 7130 – Cognitive Assessment (required)

(3) ED PS 7140 – Multicultural Assessment (required)

(3) ED PS 7150 – Individual Child and Adolescent Assessment (required)

(3) ED PS 7300 – Psychometric Theory (required)

Other Relevant Assessment Courses:

(3) ED PS 7190 – Applied Neuropsychological Assessment

(3) ED PS 7180 – Personality Assessment

I. Intervention Strategies (min of 12 semester hours)

(3) ED PS 7390 – Interventions in the Schools (required)

(3) ED PS 7470 – Psychological & Educational Consultation (required)

(3) ED PS 7110 – Child/Family Psychotherapy/Counseling Interventions (required)

(3) ED PS 7380 – Academic Assessment/Interventions for Students w/Learning Diff.  
(required)

Other Relevant Intervention Courses:

(3) ED PS 6360 – Multicultural Counseling

(3) ED PS 6200 – Counseling Theories and Procedures

(2) ED PS 6210 – Counseling Skills

(3) ED PS 7250 – Family Counseling for School-based Problems

J. Professional School Psychology (min of 33 semester hours)

(3) ED PS 7831/7960 – Seminar in Ped School Psychology/Autism (required)

(4) ED PS 7730 – SP Practica: Clinic (required)

(6) ED PS 7731 – SP Practica: Field (required)

(4) ED PS 7960 – Special Topics: Research (required)

(16) ED PS 7910 – Internship in School Psychology (required)

K. Doctoral Dissertation Research (min of 20 semester hours)

Master's Thesis/Research (min of 6 semester hours)

(6) ED PS 6970 – Thesis Or (6) ED PS 7732 – Research Practica

(14) ED PS 7970 – Dissertation

## SUGGESTED DOCTORAL SCHEDULE

(note: EP = ED PS courses)

<i>Fall Semester</i>	<i>Spring Semester</i>	<i>Summer Semester</i>
<p><u>1st Year</u></p> <p>EP 7100 Prof Issues/Ethics SP                      EP 7450 Psychopathology                      EP 7130 Cog. Assess                      EP 7010 Quant Methods I                      EP 7960 Spec Topics: Res (2)                      EP 7730 Clinic Practica (1)</p>	<p><u>1st Year</u></p> <p>EP 7390 Interventions in Schools                      EP 7150 Ind Child/Adol Assmt                      EP 7020 Quant Methods II (6)                      EP 7960 Spec Topics: Res (2)                      EP 7730 Clinic Practica (1)                      EP 7730 Clinic Practica (1)</p>	<p><u>1st Year</u></p> <p>EP 7140 MC Assessment</p>
<p><u>2nd Year</u></p> <p>EP 7110 Child/Family Inter                      EP 7050 Lifespan Develop                      EP 7831 Sem in SP                      EP 7300 Psychometric Theory                      EP 7730 Clinic Practica (1)</p>	<p><u>2nd Year</u></p> <p>EP 7470 Consultation                      EP 7080 History and Systems                      SPED 6040 Legal Issues in Spec Ed                      EP 7730 Clinic Practica (1)</p>	<p><u>2nd Year</u></p> <p>EP 7960 Spec Topics: Autism</p>
<p><u>3rd Year</u></p> <p>EP 7160 Neuro Bases Behavior                      EP 7400 Adv Res Design*                      (or EP 7410 Single Subject)                      EP 7731 Field Prac (2)                      EP 6970/7732 Thesis or                      Research Prac                      *Prelim Exam</p>	<p><u>3rd Year</u></p> <p>EP 7550 Soc Psy Diversity                      EP 7510 Cognition, Learning, Beh                      EP 7380 Acad Assmt &amp; Interventions                      EP 7731 Field Prac (2)                      EP 6970/7732 Thesis or                      Research Prac                      *Prelim Exam</p>	
<p><u>4th Year</u></p> <p>EP 7970 Diss (5)                      *Prelim Exam (required)</p>	<p><u>4th Year</u></p> <p>EP 7970 Diss (5)</p>	<p><u>4th Year</u></p> <p>EP 7970 Diss (4)</p>
<p><u>5th Year</u></p> <p>EP 7910 Intern (6)</p>	<p><u>5th Year</u></p> <p>EP 7910 Intern (6)</p>	<p><u>5th Year</u></p> <p>EP 7910 Intern (4)</p>

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*Note: all courses are 3 hrs unless otherwise specified in ( )*

**Be sure to check departmental schedules before attempting to register since some courses may not be taught each year (e.g., EP 7080 and EP 7160) or days/times will change**

**\*SUBSTITUTE OPTIONS:** students who are conducting research involving single subject studies are advised to take EP 7410, Single Subject Research, or comparable Single Subject class in Spec Ed Dept.

### **Description of Specialized Courses and Requirements**

#### **School Psychology Seminars** (ED PS 6830/7830/6831/7831 – 3 credit hrs)

Students are required to take one of the School Psychology Seminars (ED PS 7831). The subject matter varies according to faculty interest and is often related to faculty grant and/or research activity. Doctoral students can elect to take any seminar that is offered; however, master's students must take the School Psychology Seminar (Pediatric Neuropsychology) which focuses on severe disability. When no other specialty seminar is offered, doctoral students must also take the Pediatric Neuropsychology seminar.

#### **Training Grants**

The School Psychology program is fortunate to successfully compete for training grants from various sources (USOE, OSERS, etc.) to address specific and relevant specialty training within the field of school psychology. These grants carry additional course registration requirements for specialized seminars and field experiences. The requirements are specific to each grant, are assumed by each grant recipient as a condition of acceptance of grant support, and are in addition to program requirements.

#### **Master's Thesis or Project Research** (ED PS 6970 or ED PS 7732 – min of 6 credit hrs)

Master's and Doctoral students are required to complete a research experience or thesis project. Typically, students with no graduate research experience will begin to formulate a topic/area of interest during their second year and meet with a faculty mentor to discuss potential thesis projects. Guidelines for the selection of committee members and other departmental procedures are outlined in Appendix A. Supervisory Committee guidelines and forms can also be found at <http://edps.ed.utah.edu/SAC/Info/comguide.pdf>.

***Research Practica Option:*** The research requirements may be met in one of two ways. Students may elect a non-thesis option and complete Research Practica (ED PS 7732), which is offered in the fall and spring semesters. This series of two 3-credit structured, research focused classes meets on an arranged basis and requires that you complete a research experience and a culminating project presented to the faculty. Master's students electing this option will receive a MEd (rather than an MS). Doctoral students will be allowed to use the course as a prerequisite to completing a dissertation proposal and prelims.

***Thesis Option:*** The student and faculty mentor will develop a proposal and select additional committee members who agree to serve on the student's supervisory committee for their thesis research. Ideally, the student will present their proposal to the supervisory committee and to the



University Institutional Review Board (IRB) for approval during their third year. If the project involves data collection within a school district, the proposal must also be approved by the appropriate authority within the district. Once the colloquium has been completed and IRB approval obtained, the student is able to begin the project. Students should complete these activities *prior to* committing to an internship (see School Psychology Internships section). Once the project is completed, the student will schedule a meeting with his/her supervisory committee to present the project for approval. The student must also conform to the Graduate School's policies and procedures for preparing a thesis or dissertation, having it edited by the Thesis Editor, and filing it as the final step in graduation. These policies and procedures are available through the Graduate School (<http://www.gradschool.utah.edu/index.php>).

Students who enter the Ph.D. program with credit for a Master's Degree but who have not done an empirical research thesis must complete a 6 credit hour supervised research practica. Students need to select a faculty member to oversee the project and also need to get the project approved by the School Psychology Committee (regular faculty). A written proposal needs to be submitted to the Committee for approval and a written product needs to be turned into the Committee for approval before the student can enter candidacy for the Ph.D. Examples of possible projects include the development of a pilot study related to dissertation research, research with a faculty member or practitioner outside the university, or assisting another doctoral student with their dissertation research (e.g., data collection and analysis). This requirement may be addressed through enrollment in the Research Practica.

Students who enter the doctoral program with a masters' thesis from another university or department also need to get Committee approval before entering into candidacy. Students are encouraged to submit a copy of their masters' thesis to the School Psychology Committee (via the Training Director) early in their program to allow sufficient time for review. The School Psychology Committee reserves the right to require additional research work if the thesis does not meet departmental standards.

**First Year Doctoral Seminar:** The seminar is intended to (1) familiarize students with faculty research interests, (2) help students develop research ideas of their own for thesis and dissertation projects, (3) provide information about the requirements for a research proposal, and (4) begin to critically evaluate research that is published in the field. First year students are required to sign up for a minimum of 1 hour each semester under Dr. Jenson's section course, ED PS 7960. In addition to monthly meetings with Dr. Jenson, first year students are also expected to attend the monthly Educational Psychology Department's Seminar Series (attendance is taken).

### **Doctoral Dissertation Research (ED PS 7970 – min 14 credit hrs)**

Dissertation research credits are accumulated under ED PS 7970 (minimum of 14). Immediately following successful completion of the preliminary qualifying examinations the student is expected to begin developing the dissertation proposal. The proposal is evaluated by the student's committee in an open colloquium. The colloquium cannot be scheduled until the student has passed the School Psychology Preliminary Qualifying Examinations (SPPQE). Students are required to provide a hard copy of their completed dissertation project to the supervisory committee at least two

weeks prior to the defense date, unless otherwise stipulated by the committee chair. Students are responsible for scheduling the defense at a time and place that facilitates participation by all committee members. Students are required to submit to the Thesis Editor any revisions to their completed dissertation project within **30 days** from the defense date, unless otherwise indicated by the committee. Students are required to be familiar with procedures and policies of the university and the Graduate School associated with final submission of the approved thesis/dissertation (<http://www.gradschool.utah.edu/thesis/index.php>).

Dissertation Article: Doctoral students must submit either their masters' thesis or dissertation (completed within the School Psychology Program) in article format before the dissertation defense date. Students are required to turn in one copy of the (thesis or dissertation) article format to their committee chair and one to the School Psychology Program director. Students are not required to submit the article for publication but are strongly encouraged to do so.

## Defense Paperwork Instructions

Contact Kendra Wiebke [kendra.wiebke@utah.edu](mailto:kendra.wiebke@utah.edu) or by phone at 581-7148 to schedule a room for the date and time you set with your committee. Also provide your title and chair for the announcement. Kendra will announce the defense two days prior.

### Two Weeks Prior

- 1) Provide copies of your dissertation to all members of your committee

### Day of the Defense

- 2) Bring two copies\*(one is required by the graduate school and it is suggested that you order a copy of your thesis/dissertation to give to your chair, one for yourself, and then an extra copy of the forms to be safe) of the *Final Reading* forms and *Supervisory Committee Approval* forms found at:

For thesis: [http://www.gradschool.utah.edu/thesis/forms/signature\\_ms.pdf](http://www.gradschool.utah.edu/thesis/forms/signature_ms.pdf)

For dissertation: [http://www.gradschool.utah.edu/thesis/forms/signature\\_phd.pdf](http://www.gradschool.utah.edu/thesis/forms/signature_phd.pdf)

**\*THESE FORMS MUST BE PRINTED ON THESIS (acid free) PAPER** (the same paper you will print copies of your thesis/dissertation on for the final submission to the thesis editor).

For in-depth guidelines regarding these forms and other thesis/dissertation specifications, please see the thesis handbook at <http://www.gradschool.utah.edu/thesis/handbook.pdf>.

- 3) Following the oral defense, students are required to submit to the thesis chair any revisions of their completed dissertation project within 30 days from the defense date, unless otherwise indicated by the committee. Submit one copy of the thesis/dissertation to the thesis editor (this copy can be on plain paper). After you

make the final edits, you will submit one final copy (printed on thesis paper with the *Final Reading* and *Supervisory Committee* forms you had signed) for distribution to the libraries and department. Contact the thesis office for any questions regarding this portion of the process at 581-8893.

### **Thesis Credit Hour Requirements**

For master's students, a **minimum of 6 hours of thesis credit (ED PS 6970)** is required, a maximum of 10 can be used toward the degree.

For doctoral students, a **minimum of 14 hours of thesis credit (ED PS 7970)** is required, there's no maximum number that can be used toward the degree.

### **Registration**

You must be registered for at least three credit hours during the semester you defend.

**Clinic and Field Practica Requirements** (ED PS 7730 and ED PS 7731 – min of 8 credit hours for master's and doctoral degrees)

Practica takes place over a 3-year period and meets requirements of both NASP and APA (i.e., minimum of 400 direct service contact hours). First and second year students participate in campus-based practica at the Department of Educational Psychology's Student Assessment and Support Clinic before going to off-campus sites in their third year. Students are required to sign up for one credit hour during fall and spring semesters of both the first and second year, under ED PS 7730. First year students will work closely with second year students and faculty to become acquainted with clinic policy and procedures. In some cases, first year students will be able to gain some direct experience working with Clinic clients, but only after meeting certain skill requirements. Second year Clinic students will be providing the majority of clinical services and, like first year students, will be supervised by Clinic faculty. Students in the Clinic will be required to act ethically and abide by all Clinic policies. Regular attendance at the Monday noon-hour Clinic meetings is also required of Clinic practica students during their first and second years.

*Supervision Emphasis:* Theoretical and practical aspects of supervision will be included in the Consultation course and the second year of Clinic Practica. Both courses are required of students in the second year of the program. This will allow students to gain both theoretical and practical knowledge about supervision issues. First year school psychology students will experience first-hand supervision by the faculty and second year clinic students, and second year clinic students who are supervising first year students will receive supervision of their supervision by Drs. Clark and Pompa.

Third year students will complete the practica assignment in the schools, or some other clinical site as determined by the faculty coordinating the Field Practica. These students must register for two credit hours for fall and spring semesters, under ED PS 7731). Since the third year practica is the

joint responsibility of the school psychology faculty at the University and the participating school districts and mental health agencies, supervision will be provided both on-site by certified school psychologists and/or licensed psychologists at their practica sites and by the program's field practica supervisor. Again, students will also be required to attend the regularly-scheduled field practica class taught by university faculty during fall and spring semesters of ED PS 7731.

*Multicultural Emphasis:* Placements are sought in settings that offer opportunities to work with ethnically and racially diverse students. Salt Lake School district is the most diverse school district; however, other districts in Utah have large ethnic minority student bodies. Students are required to have practical experiences with diverse populations regardless of the district or agency.

*Fingerprinting:* All students must be fingerprinted before entering the schools for practica or internship. This is typically accomplished during the first semester of enrollment in the program. It is presently **REQUIRED** of all students to get fingerprinted the first year of the program (during Clinic Practica fall semester) due to the fact some will be working in the schools that year. See the department's administrative secretary for the appropriate forms and procedures.

**School Psychology Internship** (ED PS 7190 – min of 12 credit hours for masters and 16 credit hours for doctoral).

To be eligible for internship, the student must have completed (1) the core academic school psychology courses; (2) the clinic and field practica sequence; and (3) receive permission from the program's internship supervisor. The internship is a culminating experience for the student which integrates theory and practice. Students are encouraged to seek internships in a variety of settings including schools, hospitals, mental health centers, residential settings, and others, and out of state placements. Generally, students elect to spend 9 months to complete the 1,500-hour masters' requirement and 12 months to complete the 2,000-hour doctoral internship.

*Masters only students:* Students who are in the masters program are required to complete a 1,500 clock-hour internship in the schools. This must be supervised by a licensed school psychologist, with at least two hours of face to face supervision per week. Masters students are required to address all degree requirements before beginning their internship, including the thesis or research practica requirement. Scheduling a colloquium for the thesis prior to initiating an internship is sufficient evidence that the student is meeting this expectation. Students are expected to complete all thesis requirements by the end of their internship year, but may petition for an additional year if the study is still in progress. Unless the student has been accepted into the doctoral program at the University of Utah, the masters' degree will not be granted until the internship and thesis are complete. School-based internships are required by the State of Utah for licensure in School Psychology (Utah State Office of Education (USOE rules). Application for certification needs to be initiated by the student after completing all degree requirements. See the department's administrative secretary for the appropriate form to be submitted to the USOE.

*Doctoral students:* Doctoral students must complete a 2,000 hour internship after the awarding of the master's degree as part of their degree requirements. At least 600 hours of this internship must be school-based, or the student must show equivalent experience in the schools (i.e. a previous

internship at the masters' level in a school setting). If equivalence is shown, a student may select an alternative setting. Doctoral interns must be supervised by a doctoral level licensed psychologist, and if the internship occurs in the schools, the supervisor must also have a license as a school psychologist. Four total hours of supervision, two of which must be face to face and individual with the licensed psychologist, are required per week. The additional supervision may be provided by other appropriately certified professionals and/or in group format. Any exceptions must be discussed with the faculty member in school psychology at the University of Utah who is responsible for internship placements.

Doctoral students are *strongly* encouraged to seek APA-approved internship sites; however, APPIC or other approved sites are also acceptable. The internship director must approve all sites that are not APA-approved or listed in the APPIC directory. With permission, doctoral students may elect to do part-time internships; however, the 2,000 required hours must be completed within a 24-month period. Doctoral students entering without a masters' degree must address all requirements for the masters' degree before starting their internship, including the completion of their thesis or research project (see rules above pertaining to Master's only students). Doctoral students without masters may have the internship requirement waived in order to have the masters' degree granted. However, all students must complete 600-1500 hours of internship in the schools, and if in the doctoral program, the additional hours to count towards the 2000-hour requirement (e.g., students wishing to have an APA internship at some time). Doctoral students will not be allowed to do more than two years of full time internship before completing all thesis and/or dissertation requirements.

The internship program is the joint responsibility of the School Psychology Program and the participating school districts and internship field placements. The daily supervision of interns is conducted by approved field supervisors in concert with School Psychology Program Faculty supervision. The internship is designed as a culminating experience of the student's program which enhances the development of competencies and professionalism. As such, the internship allows the student the opportunity to integrate course work, research, theory, and practical experiences in a supervised, applied setting. Students will be required to attend regularly scheduled internship meetings during the fall and spring semesters unless they are on internship at APA or APPIC sites that provide regular didactic instruction and group supervision.

Although the program does not guarantee that students will meet all criteria for licensure in different states, to date, no student has been prevented from getting a license in other places (see following section on Licensure). Program requirements are also consistent with the current psychology licensing laws in the State of Utah Division of Occupational and Professional Licensing (<http://www.dopl.utah.gov/laws/58-61.pdf>). Doctoral graduates seeking professional licensure in the state of Utah through the Department of Occupational and Professional Licensing (DOPL) must accumulate 4000 total hours of supervised practice in order to sit for the national and state exams. In Utah, additional supervised internship hours beyond those required for the degree may be documented and accumulated prior to completion of other degree requirements if they meet the standards for supervision, etc.

**PRAXIS Exam:** All students must take the PRAXIS exam during the internship year. This includes students who enter the program with a master's degree in School Psychology if they have not already

taken the exam. The program requires a minimum score of 165 to complete the program AND documentation of the test score(s) must be provided to the Internship Director before receiving a passing grade for internship. Currently, the Utah State Office of Education (USOE) has determined that a minimum score of 153 (the median national score) must be obtained on the PRAXIS exam to be fully credentialed in the state of Utah. The exam may be retaken by anyone scoring less, and USOE currently plans to set a state cut score after the PRAXIS exams have been in place for one additional year. NASP also requires a minimum score of 660 (old scale) or 165 (new 2008 scale) on the PRAXIS exam as one requirement for the NCSP (Nationally Certified School Psychologist) credential

### **Preliminary Qualifying Examinations for Doctoral Candidates**

Subsequent to completing all requirements for the Master's degree, except internship hours (or following the first year of course work for the student who enters the program with a masters degree), doctoral students are eligible to take the School Psychology Preliminary Qualifying Examinations (SPPQE) as long as: (1) a program of study has been filed; and, (2) the student has received approval from his/her doctoral supervisory committee to proceed with the examination. The exam is completed in two sections: an oral exam scheduled with program faculty and completion of a written essay exam based on a reading list provided by the faculty and available online (<http://www.ed.utah.edu/users/daniel.olympia/Prelim%20Readings/>).

The SPPQE reading list typically covers eight areas including: (1) history and theory in school psychology; (2) school psychology research; (3) assessment, diagnosis, and evaluation; (4) interventions; (5) consultation; (6) diversity; and (7) ethical and professional issues; and (8) practice. Students participating in a specialized training may also be required to respond to a question that pertains to the content of the emphasis area. The examination is given twice yearly, once during fall semester, and again in the spring. The fall examination is typically scheduled the end of September/first half of October and the spring semester exam the end of April/first of May. Specific dates will be announced by the end of the academic semester that precedes the examination. Students intending to take the examination must register at least two weeks before the examination date with Dr. Jenson, Coordinator of the SPPQE. The SPPQE is not offered during the Summer semester.

Questions for the SPPQE will be prepared by the primary School Psychology Faculty before the examination date. Questions will be drawn from a reading list (available from the school psychology program faculty); required program course content; and recent school psychology journals (one calendar year prior to the exam in *SPQ* and *SPR*). The Program Faculty encourages the formation of study groups in preparation for the SPPQE.

Successful completion of the examination consists of passing (70% or higher) grade for both the oral exam and the essay section. If any portion of the exam (e.g., essay, oral) is not passed, the student has the right to take that portion of the examination over at the next formally scheduled prelim administration date or at a time arranged by the school psychology faculty.

*Doctoral students may not hold a dissertation research colloquium until the SPPQE is successfully passed.*

### **Other Scholarly Requirements**

#### **Portfolio**

All students need to maintain a portfolio to assist faculty in evaluating their progress. Included in the portfolio are the following: (1) current vita; (2) syllabi from completed courses; (3) transcripts of grades for these courses; (4) annual reviews by School Psychology Faculty; (5) practica logs (clinic and field); (6) copies of sample reports with identifiable information removed (psychoeducational, multicultural, neuropsychological, FUBA, BIP), (7) internship contract; (8) internship logs; (9) evaluation forms from all field supervisors (clinic, field practica and internship); (10) copies of the Supervisory Committee forms; (11) copy of Program of Study forms; (12) thesis/dissertation research and IRB proposals; (13) professional paper submissions and conference presentations; and (14) honors and awards. Doctoral students also need to include: a summary of the doctoral preliminary exam results, proof of completed master's thesis or project, copy of completed dissertation, required research article submission, and any teaching evaluations. Additionally, doctoral students who enter the program with a Masters' Degree need to include a statement of approval from the Program Director regarding the acceptance of their prior masters' thesis or completion of an alternative project.

Please note that the portfolio *needs to be reviewed prior to any application for internship*. This means students must turn in their portfolios to the Internship Director (instructor for ED PS 7910) before starting the internship, preferably at the start of the spring semester of the third year in the program. Students are responsible for making an appointment with the Internship Director (i.e., faculty member teaching ED PS 7910). It is preferable to make this appointment close to the time you are applying for internships so the portfolio is recent and relatively complete.

***Prior to graduation, all students must schedule a final meeting with the School Psychology Training Director for a final review of portfolios. This is to insure that all program requirements are met.***

#### **Time Limits**

Student progress toward meeting program requirements for both the master's level and doctoral programs is reviewed on an annual basis. Students who are admitted to the masters program are expected to complete all requirements within four years from the first semester of enrollment. Students who are admitted to the Ph.D. program with credit for a Bachelor's Degree only can complete all requirements for the Ph.D. in five years from the first semester of enrollment. Students who are admitted to the Ph.D. program with credit for a previous Master's Degree in School Psychology can complete all requirements for the Ph.D. in four years from the first semester of enrollment.

Program and department policy allows students a maximum of **7 years** from the date of initial matriculation to complete all requirements for the Ph.D. degree. Students entering the doctoral program with a Master's Degree or students only seeking a Master's Degree/certification as a school psychologist have a maximum of 5 years to complete requirements for respective degrees. Failure to complete program requirements within this time frame can result in dismissal from the program and the department. ***If exceptional circumstances have precluded program completion within the established time limit, a student and his/her faculty adviser may jointly appeal in writing to the School Psychology Committee for a one year extension. Additionally, students who are granted an extension will be required to enroll full-time (minimum of 9 semester hours) each semester for the duration of the extension that was granted.***

*Leaves of Absence:* Students who need to discontinue their studies for one or more semesters (fall and spring) may file a Request for Leave of Absence form with the department chairperson. Subject to the approval of the Dean of the Graduate School, such requests may be granted for up to one year for a variety of reasons. It should be noted that time spent on an approved leave of absence is not counted against students in terms of the time limits for the program.

***Important: Students who fail to register for either fall or spring semester are automatically dropped from the Graduate School and the program. Students who fail to keep their registration current will have to reapply for the School Psychology program. Applications are only reviewed once a year, therefore, failure to maintain regular enrollment during the school year could result in a significant delay in completing the program. Students may not use Continuing Registration EDPS 7990 to satisfy enrollment requirements for the program and department unless they have completed all degree requirements, including dissertation research or have explicit permission of the Department Chair.***

### **SCHOOL PSYCHOLOGY SPECIAL TRAINING OPPORTUNITIES**

The program offers specialized training opportunities in the area of autism and other low incidence disabilities, high incidence conditions, neuropsychology, and early childhood assessment and intervention. Students who wish to specialize in a particular area need to contact faculty who are associated with the training and inquire about recommended courses and practica. Students who select specific training foci are allowed to focus one of their prelim questions in this area. Hopefully, students will also complete their thesis and/or dissertation research in the particular emphasis area.

*If interested in specialized training, please contact the faculty involved:*

High Incidence Interventions: Bill Jenson and Dan Olympia  
Leadership in Autism and Low Incidence Disabilities: Elaine Clark and Bill Jenson  
Early Childhood and Reading Disorders: Lora Tuesday Heathfield  
Neuropsychology: Janiece Pompa and Elaine Clark

### **LICENSURE**

Students who have completed all requirements for a masters' degree, plus a 1500 hour internship and successful completion of the PRAXIS exam in school psychology, are eligible to



apply for State licensure as a School Psychologist. This process must be initiated by the student. Applications are available from the department's administrative secretary. Licensure is granted through the Utah State Office of Education. The majority of students who complete degrees in School Psychology apply for this license and is required for students wishing to continue work in Utah schools.

Students who have completed a Ph.D. degree, and have completed all required field work (e.g., a 4,000 total hours of supervised pre-doctoral internship and post-doctoral supervised fellowship) can apply to take the Psychology Licensure exam. Students must initiate this on their own through the State of Utah Division of Occupational and Professional Licensing. Current psychology licensing laws for the State of Utah may be found at the Division of Occupational and Professional Licensing website (<http://www.dopl.utah.gov/laws/58-61.pdf>). In Utah, additional supervised internship hours beyond those required for the degree (i.e. 2000 hours) may be documented and accumulated prior to completion of other degree requirements only if they are post-masters and meet the standards for supervision, etc. Note that 1,000 of the hours must be "mental health" hours (e.g., direct service to clients/students). All supervision must be by a licensed psychologist eligible by the State to supervise (i.e. licensed for 2 or more years). APA accreditation standards also require two hours of face to face individual supervision each week. The majority of our program graduates are licensed as Psychologists in the state of Utah or other states.

#### PROFESSIONAL STANDARDS AND ETHICAL PRINCIPLES

The continued development of psychology as a profession is dependent upon the consistent implementation of standards of conduct for psychologists that prescribe acceptable ethical and professional behavior. Students are expected to demonstrate academic honesty and abide by the University of Utah's Code of Conduct (<http://www.admin.utah.edu/ppmanual/8/8-10.html>). In addition, students in the program must adhere to the various ethical standards promulgated by NASP and the American Psychological Association. This includes the *Ethical Principles of Psychologists and Code of Conduct* (2002), *General Guidelines for Providers of Psychological Services* (1987), and *Specialty Guidelines for the Delivery of Services* (1981). Students in the School Psychology program are expected to consistently implement the various standards and principles in their work as psychologists-in-training. Students are required to familiarize themselves with the following documents during their first semester in residence in the program.

American Psychological Association (2002). Ethical principles of psychologists and code of conduct. *American Psychologist*, 57, 1060-1073.

American Psychological Association. Guidelines for Providers of Psychological Services to Ethnic, Linguistic, and Culturally Diverse Populations In *Ethnic Minority Perspectives on Clinical Training and Services in Psychology* (Appendix D, p. 191-194).

Jacob, S. & Hartshorne, T. S. (2007). *Ethics and Law for School Psychologists* (5<sup>th</sup> edition). New York: John Wiley and Sons.

National Association of School Psychologists (2010). *Principles for Professional Ethics*. Silver Springs, MD: NASP.

## EVALUATION OF STUDENT PROGRESS AND RIGHTS TO APPEAL

Students are regularly evaluated regarding progress in the program and in developing needed competencies for the professional practice of school psychology, using a variety of methods (see Appendix B). This includes meeting minimum standards in coursework (e.g., no course accepted for credit with a grade below a B; the department requires a grade point average 3.0 or higher). Students must also receive a Credit (CR) in practica and internship in order to continue in the program. Any grades below a B, or any “no credit” (NC) grades in practica or internship must be retaken and completed as soon as possible. An evaluation of professional practice skills occurs through instructor and/or supervisor feedback in core courses and clinic/field experiences (practica and internship).

Feedback from practica and internship supervisors is an important part of the evaluation process. Included in the practice evaluations are students’ skills in assessment and intervention, capability to work with a diverse group of students and families, adherence to professional ethical standards/codes and general professional and interpersonal skills. All students are formally reviewed annually and receive written feedback each spring on their individual progress in meeting program goals and requirements. In addition, the program faculty relies on portfolio reviews by the internship coordinator/instructor, performance on the SPPQE, and the annual student review to base their decisions on the appropriateness of a student’s academic and professional performance.

*Personal Difficulties:* In general, the school psychology program faculty will support students through a short term crisis, and provide activities to help them recoup missed learning experiences. Rarely do students have such severe personal/interpersonal or academic/professional difficulties that their ability to function as professional school psychologists is questioned. However, if the faculty and/or student determine that this is the case, students may be informally advised to seek appropriate professional assistance to resolve the problem. Students will be responsible for this, including any payment. Counseling services are also available at the University of Utah Counseling Center (<http://www.sa.utah.edu/counsel/>). The faculty may also decide to formally recommend (i.e., in writing) that the student seek a psychological/psychiatric consultation and/or therapy. If, in the opinion of the faculty, the student cannot function as a professional school psychologist (practitioner or academic), the student is notified in writing that probationary status or dismissal is under consideration.

Occasionally, a student may experience a long-term crisis, or have a series of frequent acute difficulties. A concern exists when personal difficulties cause any or all of the following situations:

- a. The student is unable to attend class regularly over an extended period of time;
- b. The student is frequently poorly prepared (or unprepared) for class or other learning activities;
- c. The student is significantly behind in coursework or other benchmarks for the program;
- d. The student is frequently unable to participate effectively in required learning activities.

It is the position of the school psychology program that when such situations exist, the student should objectively examine the situation and determine whether it is appropriate to take a leave of absence from the program for a semester or year, until the educational experience can be given appropriate attention. Personal difficulties may not be used as an excuse for unethical or irresponsible

behavior. *Neither student nor university is well served when a student is given a degree despite inadequate preparation for the responsibilities of the profession.*

The student's advisor and Program Director will meet with the student, and assist him/her to clarify and evaluate options. If the student so chooses, a Leave of Absence form will be completed. If the student opts to remain active in the program, a Plan will be completed to clarify expectations and student responsibilities. Failure to progress after reasonable intervention, or a failure to comply with the agreed-upon plan, may result in Programmatic Dismissal.

The student has the right to speak directly with the faculty and Department Chair. If a decision is finally made to dismiss a student, the student will be informed in writing via certified mail. Students are encouraged to consult their advisor and the Program Director to ensure that they have adequate clarification, advice, and support regarding the issue. If students feel that the feedback has been unfair, they have the right to discuss the situation with someone outside the program. The student should consult the University Code, Policy 8-10, Rev 3 (<http://www.admin.utah.edu/ppmanual/8/8-10.html>) and/or Appendix D for further information about student rights and responsibilities, along with guidelines for appeal.

Specifically, the steps for appealing a decision made by the faculty or department are as follows:

1. Discuss the action with the faculty member or the School Psychology Program/Training Director and attempt to resolve the disagreement.
2. Appeal in writing, and meet with, the Department Chair within 40 working days of notification of the academic action. Within 15 days, it is the Chair's responsibility to notify the student and the faculty member or Training Director in writing of his or her decision.
3. If either party (faculty member/training director/ or student) disagrees with the chair's decision, she or he may appeal to the college's Academic Appeals Committee within 15 working days of notification of the chair's decision.

These steps are described in detail in the University Code (see above website, Policy 8-10, Rev3) and in Appendix D. In addition, students who feel they may be experiencing discrimination based on race/ethnicity, gender, sexual orientation, religious orientation, veteran status, or disability may consult the University's Office of Equal Opportunity (OEO). Further information about this can be found on the Web at: <http://www.hr.utah.edu/>. In addition, students wishing to speak to someone about advocacy on their behalf can contact the ASUU Student Advocacy Office: <http://www.asuu.utah.edu/>

## ACCREDITATION

The School Psychology Doctoral Program is accredited by the American Psychological Association Committee on Accreditation. The phone number and address of the Committee on Accreditation is: Phone #: 202-336-5979, and address: APA Office of Accreditation; 750 First Street,

NE, Washington DC, 20002-4242. The School Psychology Programs maintains a website (<http://schoolpsych.ed.utah.edu/>) where additional information may be obtained.

### APPROVAL

The doctoral program is also approved by the National Association of School Psychologists (NASP). For more information regarding NASP program review and approval and the submission process to be used by school psychology graduate programs, please see the NASP website ([http://www.nasponline.org/standards/approvedtraining/training\\_program.aspx](http://www.nasponline.org/standards/approvedtraining/training_program.aspx)) or contact Dr. Enedina García Vázquez, Chair of the NASP Program Approval Board, phone: 575-646-9601, e-mail: [nasppab@psl.nmsu.edu](mailto:nasppab@psl.nmsu.edu).

#### **For further information and application procedures contact:**

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# Appendix

Supervisory Committee Guidelines

Comprehensive Evaluation of Student-Trainee Competence in Professional Psychology Programs

Program planning worksheets

Master's Degree

Doctoral w/ existing Masters Degree

Doctoral Degree

Professional/Academic Misconduct

APA Ethical Codes with 2010 Amendments

NASP Ethical Code (2010)

# **APPENDIX A**

## **Supervisory Committee Guidelines**

**Supervisory Committee Guidelines and Forms Can be Found at:**

**<http://edps.ed.utah.edu/SAC/Info/comguide.pdf>**

**and**

**<http://www.gradschool.utah.edu/students/index.php>**

**Department of Educational Psychology  
Supervisory Committee Guidelines**

1. Master's and doctoral committee chairpersons will be regular faculty from the Department of Educational Psychology. Regular faculty include professors, associate professors, assistant professors, instructors and honored faculty (Distinguished Professors, Presidential Professors, and University Professors).
2. All members of all committees must hold regular faculty appointments at the University of Utah or must have auxiliary faculty appointments at the University of Utah and be recognized by the department as eligible to participate in research supervision. Auxiliary faculty hold research, clinical, lecturer, adjunct, visiting, or emeritus appointments.
3. Master's committees will consist of three faculty members.
  - a. At least two committee members must be regular departmental faculty.
  - b. At least one member of the committee must be a regular departmental faculty member who represents the student's program.
  - c. One member of the committee may hold an auxiliary faculty rank or be on the faculty in another department.
4. Doctoral committees will consist of five faculty members.
  - a. The majority of the members of the committee will be regular faculty in the Department of Educational Psychology.
  - b. At least one member of the committee must be a regular or auxiliary member of the faculty in another department.
  - c. At least one member of the committee must be a regular departmental faculty member who represents the student's program.
  - d. One or two members of the committee may hold auxiliary faculty ranks. Exceptions to these guidelines require a special letter from the department chairperson or director of graduate studies to The Graduate School and approval by the dean of The Graduate School. An exception to policy may be granted to include a professor from another university as a member of the committee. In that case, the department requires a copy of the professor's vitae in addition to a letter of support from the department chair or director of graduate studies and approval by the dean of The Graduate School.

**Department of Educational Psychology Policies and Procedures Document**

***The Director of Graduate Studies (DGS)***

**Effective Date: February 1, 2002.**

**A. Duties of the Director of Graduate Studies (DGS):**

1. The DGS functions under the direction of the Department Chair. Thus, all actions of the DGS are advisory in nature and come as recommendations to the Department Chair. Specifically, the DGS will recommend the appointment of one within-department thesis/dissertation committee member (*note*: should a departmental faculty appointee have concerns about her/his recommendation [by the DGS] to serve on a committee such concerns should be expressed to the Department Chair prior to the Department Chair's final approval of the student supervisory committee). After the Department Chair finalizes the membership of the supervisory committee, the student can complete the Graduate School form titled, "University Graduate School Request for Supervisory Committee." This official form is then reviewed and signed by each faculty thesis/dissertation committee member, formally approved by the

- Chair of the Department and forwarded to the Dean of the Graduate School for final approval.
2. Attend a once-a-year meeting of the Graduate School and report relevant information to department faculty and administrative staff.
  3. Serve as an ex-officio member of the Training Directors' Committee in the Department of Educational Psychology and participate in the monthly meeting of this group.
  4. Assure that departmental policies remain consistent with those of the University of Utah Graduate School.
  5. Consistent with departmental and Graduate School policy, a majority vote from the student's supervisory committee to pass the thesis/dissertation (dissertation: "3 in favor, 2 opposed" or "4 in favor, 1 opposed"/ master's thesis: "2 in favor, one opposed") automatically recommends the dissertation/thesis for approval to the Department Chair. However, in such situations where there is a minority dissenting vote from one or more members of the student's supervisory committee on the adequacy of a thesis or dissertation, the DGS will conduct an independent review of the written thesis/dissertation and provide a recommendation with respect to the dissenting minority vote to the Department Chair. Such a DGS review will not affect the committee vote and is for information purposes only. This final review; however, should be conducted prior to final approval of the thesis/dissertation by the Department Chair.

**B. The student's dissertation or thesis committee is responsible for:**

1. Review and approval of the student's Candidacy Form and Program of Study.
2. Review, examination, and approval of the student's thesis/dissertation research proposal.
3. Review, examination, and approval of the student's final thesis or dissertation.

**C. Steps in the Process of Completing a Thesis or Dissertation**

The student discusses her/his research interest with various faculty and through this process decides on a research topic consistent with the student's and her/his proposed chairperson's interests and/or expertise. The student and her or his thesis/dissertation committee chair work together to develop a list of potential thesis/dissertation committee member(s). If the proposed thesis/dissertation committee members agree, the student (in conjunction with her/his committee chair) completes the attached form and delivers it to the department administrative officer assigned to this process (Sherrill Christensen). The administrative officer checks the form for accuracy and completeness and forwards it to the Director of Graduate Studies (DGS). The DGS, under the direction of the Department Chair, reviews the form and the specific committee membership request. The DGS then recommends a final within-department faculty member to serve on the thesis/dissertation committee. A copy of the department's "*Committee Approval Form*" is returned to the student and the original placed in the student's file. Using the Department's Committee Approval form, the student then completes the official Graduate School "*Request for Supervisory Committee*" form. Once completed, the Graduate School form is sent by the Department's responsible administrative officer to the Graduate School for final approval as described in the above paragraph. In most cases, it is anticipated that this process will progress towards Graduate School approval in a timely fashion. If, however, the DGS has concerns about the membership of a specific committee request, working with the Chair of the student's committee the DGS may request a revision to the committee membership.



If the student's committee chair has concerns about the DGS's within-department committee member recommendation, this concern can be submitted, in writing, to the Department Chair.

Other relevant forms are available on line on the SAC website or on the website of the Graduate School (<http://www.gradschool.utah.edu/students/index.php>).

## **APPENDIX B**

### **The Comprehensive Evaluation of Student-Trainee Competence in Professional Psychology Programs**

# The Comprehensive Evaluation of Student-Trainee Competence in Professional Psychology Programs<sup>1</sup>

## I. Overview and Rationale

Professional psychologists are expected to demonstrate competence within and across a number of different but interrelated dimensions. Programs that educate and train professional psychologists also strive to protect the public and profession. Therefore, faculty, training staff, supervisors, and administrators in such programs have a duty and responsibility to evaluate the competence of students and trainees across multiple aspects of performance, development, and functioning.

It is important for students and trainees to understand and appreciate that academic competence in professional psychology programs (e.g., doctoral, internship, postdoctoral) is defined and evaluated comprehensively. Specifically, in addition to performance in coursework, seminars, scholarship, comprehensive examinations, and related program requirements, other aspects of professional development and functioning (e.g., cognitive, emotional, psychological, interpersonal, technical, and ethical) will also be evaluated. Such comprehensive evaluation is necessary in order for faculty, training staff, and supervisors to appraise the entire range of academic performance, development, and functioning of their student-trainees. This model policy attempts to disclose and make these expectations explicit for student-trainees prior to program entry and at the outset of education and training.

In response to these issues, the Council of Chairs of Training Councils (CCTC) has developed the following model policy that doctoral, internship, and postdoctoral training programs in psychology may use in their respective program handbooks and other written materials (see <http://www.psychtrainingcouncils.org/pubs/NCSPP-%20CCTC%20model%20Student%20Competency.pdf>). This policy was developed in consultation with CCTC member organizations, and is consistent with a range of oversight, professional, ethical, and licensure guidelines and procedures that are relevant to processes of training, practice, and the assessment of competence within professional psychology (e.g., the Association of State and Provincial Psychology Boards, 2004; *Competencies 2002: Future Directions in Education and Credentialing in Professional Psychology*; *Ethical Principles of Psychologists and Code of Conduct*, 2003; *Guidelines and Principles for Accreditation of Programs in Professional Psychology*, 2003; *Guidelines on Multicultural Education, Training, Research, Practice, and Organizational Change for Psychologists*, 2002).

<sup>1</sup> This document was developed by the Student Competence Task Force of the Council of Chairs of Training Councils (CCTC) and approved by the CCTC on March 25, 2004. Impetus for this document arose from the need, identified by a number of CCTC members that programs in professional psychology needed to clarify for themselves and their student-trainees that the comprehensive academic evaluation of student-trainee competence includes the evaluation of intrapersonal, interpersonal, and professional development and functioning. Because this crucial aspect of academic competency had not heretofore been well addressed by the profession of psychology, CCTC approved the establishment of a "Student Competence Task Force" to examine these issues and develop proposed language. This document was developed during 2003 and 2004 by a 17-member task force comprised of representatives from the various CCTC training councils. Individuals with particular knowledge of scholarship related to the evaluation of competency as well as relevant ethical and legal expertise were represented on this task force. The initial draft of this document was developed by the task force and distributed to all of the training councils represented on CCTC. Feedback was subsequently received from

multiple perspectives and constituencies (e.g., student, doctoral, internship), and incorporated into this document, which was edited a final time by the task force and distributed to the CCTC for discussion. This document was approved by consensus at the 3/25/04 meeting of the CCTC with the following clarifications: (a) training councils or programs that adopt this "model policy" do so on a voluntary basis (i.e., it is not a "mandated" policy from CCTC); (b) should a training council or program choose to adopt this "model policy" in whole or in part, an opportunity should be provided to student-trainees to consent to this policy prior to entering a training program; (c) student-trainees should know that information relevant to the evaluation of competence as specified in this document may not be privileged information between the student-trainee and the program and/or appropriate representatives of the program.

## **II. Model Policy**

Students and trainees in professional psychology programs (at the doctoral, internship, or postdoctoral level) should know—prior to program entry, and at the outset of training—that faculty, training staff, supervisors, and administrators have a professional, ethical, and potentially legal obligation to: (a) establish criteria and methods through which aspects of competence other than, and in addition to, a student-trainee's knowledge or skills may be assessed (including, but not limited to, emotional stability and well being, interpersonal skills, professional development, and personal fitness for practice); and, (b) ensure—insofar as possible—that the student-trainees who complete their programs are competent to manage future relationships (e.g., client, collegial, professional, public, scholarly, supervisory, teaching) in an effective and appropriate manner. Because of this commitment, and within the parameters of their administrative authority, professional psychology education and training programs, faculty, training staff, supervisors, and administrators strive not to advance, recommend, or graduate students or trainees with demonstrable problems (e.g., cognitive, emotional, psychological, interpersonal, technical, and ethical) that may interfere with professional competence to other programs, the profession, employers, or the public at large.

As such, within a developmental framework, and with due regard for the inherent power difference between students and faculty, students and trainees should know that their faculty, training staff, and supervisors will evaluate their competence in areas other than, and in addition to, coursework, seminars, scholarship, comprehensive examinations, or related program requirements. These evaluative areas include, but are not limited to, demonstration of sufficient: (a) interpersonal and professional competence (e.g., the ways in which student-trainees relate to clients, peers, faculty, allied professionals, the public, and individuals from diverse backgrounds or histories); (b) self-awareness, self-reflection, and self-evaluation (e.g., knowledge of the content and potential impact of one's own beliefs and values on clients, peers, faculty, allied professionals, the public, and individuals from diverse backgrounds or histories); (c) openness to processes of supervision (e.g., the ability and willingness to explore issues that either interfere with the appropriate provision of care or impede professional development or functioning); and (d) resolution of issues or problems that interfere with professional development or functioning in a satisfactory manner (e.g., by responding constructively to feedback from supervisors or program faculty; by the successful completion of remediation plans; by participating in personal therapy in order to resolve issues or problems).

This policy is applicable to settings and contexts in which evaluation would appropriately occur (e.g., coursework, practica, supervision), rather than settings and contexts that are unrelated to the formal process of education and training (e.g., non-academic, social contexts). However, irrespective of setting or context, when a student-trainee's conduct clearly and demonstrably (a) impacts the performance, development, or functioning of the student-trainee, (b) raises questions of an ethical

nature, (c) represents a risk to public safety, or (d) damages the representation of psychology to the profession or public, appropriate representatives of the program may review such conduct within the context of the program's evaluation processes.

Although the purpose of this policy is to inform students and trainees that evaluation will occur in these areas, it should also be emphasized that a program's evaluation processes and content should typically include: (a) information regarding evaluation processes and standards (e.g., procedures should be consistent and content verifiable); (b) information regarding the primary purpose of evaluation (e.g., to facilitate student or trainee development; to enhance self-awareness, self-reflection, and self-assessment; to emphasize strengths as well as areas for improvement; to assist in the development of remediation plans when necessary); (c) more than one source of information regarding the evaluative area(s) in question (e.g., across supervisors and settings); and (d) opportunities for remediation, provided that faculty, training staff, or supervisors conclude that satisfactory remediation is possible for a given student-trainee. Finally, the criteria, methods, and processes through which student-trainees will be evaluated should be clearly specified in a program's handbook, which should also include information regarding due process policies and procedures (e.g., including, but not limited to, review of a program's evaluation processes and decisions).

## **APPENDIX C**

Leave of Absence request

Course substitution application

Program planning worksheets  
Master's only

Doctoral with existing masters  
Doctoral



UNIVERSITY OF UTAH  
Return completed form and 3 copies to:  
Graduate Records Office  
302 Park Building  
201 South President's Circle  
Salt Lake City, UT 84112

GRADUATE SCHOOL

**GRADUATE STUDENT  
REQUEST FOR LEAVE OF ABSENCE**

PLEASE PRINT OR TYPE

\_\_\_\_\_ Date

(a) Student Name \_\_\_\_\_ UofU ID# \_\_\_\_\_  
Address \_\_\_\_\_  
Street City State Zip  
Department \_\_\_\_\_

(b) Semester(s) for which leave of absence is requested: \_\_\_\_\_  
Expected date for next regular registration \_\_\_\_\_  
Semester Year

(c) Approval Signatures:  
Chair of Supervisory Committee \_\_\_\_\_  
Department Chair \_\_\_\_\_

Justification for leave of absence:  
\_\_\_\_\_  
\_\_\_\_\_

Instructions:

Student: Compete parts (a) and (b) of the form and obtain signatures from the chair of your supervisory committee and department.

If you are currently registered for classes in the semester for which you are requesting a Leave, you must withdraw from classes at the Registration Services Windows, 250 North Student Services Building.

It is your responsibility to either register for the next regular semester following this leave of absence, or request an extension of this leave in writing from your department. If you fail to register or request an extension, you will be required to be readmitted to the Graduate School before further registration can be initiated. Leaves are granted for a maximum of one year.

Retroactive leaves or absences are not granted.

Department: Complete ( ) providing justification and signatures and forward to the Graduate Records Office 302 Park Building

Graduate School	
<input type="checkbox"/> Approved	_____ Date
<input type="checkbox"/> Denied	_____ Signature



**University of Utah  
Department of Educational Psychology  
School Psychology Program**

**Petition for Course Substitution**

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

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

1. Please identify the required U of U course you would like the instructor and Program Director to consider for substitution:  
Course Number: \_\_\_\_\_  
Course Title: \_\_\_\_\_  
Number of Credit Hours: \_\_\_\_\_
  
2. Please identify the course considered to be equivalent to the U of U course:  
Course Number: \_\_\_\_\_  
Course Title: \_\_\_\_\_  
Number of Credit Hours: \_\_\_\_\_  
Institution where taken: \_\_\_\_\_  
Date course taken: \_\_\_\_\_  
Grade in course: \_\_\_\_\_
  
3. Attach a copy of the original course syllabus and any other information regarding significant aspects of this course not apparent on the syllabus. (Note: Courses taken more than **X** years previously will not be considered for substitution).
  
4. Submit this material to the instructor who typically teaches the U of U course. The instructor will examine the attached documentation and make a determination regarding a recommendation for substitution or not. The instructor will then forward the petition to the School Psychology Program Director, who will make a final determination regarding the equivalence of the course. If the instructor and the Program Director disagree, the petition will go to the full School Psychology Faculty for a vote. In some instances, it may be difficult for the instructor and/or Program Director to determine course equivalency, in which case the student may be required to pass an equivalency exam before substitution is approved.
  
5. After a determination has been made, the student will be required to sign this petition, which will be placed in the student's departmental file. The student will also receive a copy after a final determination has been made.

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Course substitution recommended: Yes \_\_\_\_\_ No \_\_\_\_\_

Comments:

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Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Course substitution recommended: Yes \_\_\_\_\_ No \_\_\_\_\_

Comments:

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---

SP Program Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Additional Comments/Actions:

Final Determination:

Course Substitution Approved: \_\_\_\_\_

Course Substitution Denied: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SP Program Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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University of Utah  
 School Psychology Master's Program  
 Program Planning Worksheet 2010-2011

Name \_\_\_\_\_ Year of Admission \_\_\_\_\_

Entering Degree \_\_\_\_\_ Date Received \_\_\_\_\_  
 Institution \_\_\_\_\_

**Area: *Psychological Foundations* (minimum 9 semester hours)**

<i>Course Requirements</i>	<i>Planned/Actual Semester of Enrollment</i>	<i>Final Grade</i>
*EDPS 6050 Life Span Development: Childhood and Adolescence (3)		
*EDPS 6510 Cognition, Learning, and Behavior (3)		
*EDPS 6450 Child and Adolescent Psychopathology (3)		

**Area: *Research Design and Statistics* (minimum 3 semester hours)**

<i>Course Requirements</i>	<i>Planned/Actual Semester of Enrollment</i>	<i>Final Grade</i>
*EDPS 6010 Introduction to Statistics and Research Design (3)		

**Area: *Master's Thesis Research/Practica* (minimum 6 semester hours)**

<i>Course Requirements</i>	<i>Planned/Actual Semester of Enrollment</i>	<i>Final Grade</i>
*EDPS 6970 Graduate Thesis: Master's (6) *EDPS 7732 Research Practica		

**Area: *Educational Foundations* (minimum 3 semester hours)**

<i>Course Requirements</i>	<i>Planned/Actual Semester of Enrollment</i>	<i>Final Grade</i>
*SPED 6040 Legal and Policy Foundations of Special Education (3)		

**Area: Psychoeducational Assessment (minimum 12 semester hours)**

<i>Course Requirements</i>	<i>Planned/Actual Semester of Enrollment</i>	<i>Final Grade</i>
*EDPS 7130 Cognitive Assessment (3)		
*EDPS 7150 Individual Child/Adolescent Assessment (3)		
*EDPS 6140 Multicultural Assessment (3)		
EDPS 7190 Applied Neuropsychological Assessment (3)		
EDPS 7180 Personality Assessment (3)		

**Area: Intervention Strategies (minimum 12 semester hours)**

<i>Course Requirements</i>	<i>Planned/Actual Semester of Enrollment</i>	<i>Final Grade</i>
*EDPS 6390 Interventions in the Schools (3)		
*EDPS 6470 Psychological and Educational Consultation (3)		
*EDPS 6110 Child and Family Psychotherapy Interventions (3)		
*EDPS 6380 Academic Interventions for Students with Lrng Difficulties (3)		
EDPS 6960 Autism: Education and Treatment (3)		
EDPS 6250 Family Counseling for School-Based Problems (3)		
EDPS 6360 Multicultural Counseling (3)		
ED PS 6200 Counseling Theories and Procedures (3)		
EDPS 6210 Counseling Skills (2)		

**Area: Professional School Psychology (minimum 26 semester hours)**

<i>Course Requirements</i>	<i>Planned/Actual Semester of Enrollment</i>	<i>Final Grade</i>
*EDPS 6100 Professional Issues and Ethics in School Psychology (3)		
*EDPS 6830 Seminar in School Psychology (3)		
*EDPS 7730 School Psychology Practica: Clinic (4)		
*EDPS 7731 School Psychology Field Practica (4)		
*EDPS 7910 Internship in School Psychology (12)		

Additional courses required for Doctoral Degree:

- \*ED PS 7010 Quantitative Methods I (3)
- \*ED PS 7020 Quantitative Methods II (5)
- \*ED PS 7080 History and Systems of Psychology (3)
- \*ED PS 7160 Neuropsychological Bases of Behavior (3) OR PSYCH 6700 Human Neuropsychology (4)
- \*ED PS 7300 Psychometric Theory (3)
- \*ED PS 7400 Advanced Research Design (3) OR ED PS 7410 Single Subject Research Design (3)
- \*ED PS 7550 Social Psychology of Human Diversity (3)
- \*ED PS 7960 Special Topics: Research Seminar in School Psy (2)

\_\_\_\_\_  
Master's Student

Date

\_\_\_\_\_  
School Psychology Faculty Advisor

Date

Projected Courses and Timeline

<i>Year 1</i>	
Fall Semester	
Spring Semester	
Summer Semester	

<i>Year 2</i>	
Fall Semester	
Spring Semester	
Summer Semester	

<i>Year 3</i>	
Fall Semester	
Spring Semester	
Summer Semester	

<i>Year 4</i>	
Fall Semester	
Spring Semester	
Summer Semester	

University of Utah  
School Psychology Doctoral Program  
Program Planning Worksheet 2010-2011  
(for students with conferred Master's degree)

Name \_\_\_\_\_ Year of Admission \_\_\_\_\_  
Master's Degree \_\_\_\_\_ Date Received \_\_\_\_\_ Institution \_\_\_\_\_

**Area: *Scientific and Professional Standards and Ethics* (minimum 6 semester hours)**

<i>Course Requirements</i>	<i>Graduate Course Transfer</i>	<i>Initial Approval:</i>
*EDPS 7080 History and Systems of Psychology (3)		
*EDPS 7100 Professional Issues and Ethics in School Psychology (3)		

**Area: *Cognitive-Affective Bases of Behavior* (minimum 3 semester hours)**

<i>Course Requirements</i>	<i>Graduate Course Transfer</i>	<i>Initial Approval:</i>
*EDPS 7510 Cognition, Learning, and Behavior (3)		

**Area: *Social Bases of Behavior* (minimum 3 semester hours)**

<i>Course Requirements</i>	<i>Graduate Course Transfer</i>	<i>Initial Approval:</i>
*EDPS 7550 Social Psychology of Human Diversity (3)		

**Area: *Individual Differences* (minimum 6 semester hours)**

<i>Course Requirements</i>	<i>Graduate Course Transfer</i>	<i>Initial Approval:</i>
*EDPS 7450 Child and Adolescent Psychopathology (3)		
*EDPS 7050 Life Span Development: Childhood and Adolescence (3)		



**Area: *Biological Bases of Behavior* (minimum 3 semester hours)**

<i>Course Requirements</i>	<i>Graduate Course Transfer</i>	<i>Initial Approval:</i>
EDPS 7160 Neuropsychological Bases of Behavior (3)		
PSYCH 6700 Human Neuropsychology (4)		

**Area: *Research Design* (minimum 3 semester hours)**

<i>Course Requirements</i>	<i>Graduate Course Transfer</i>	<i>Initial Approval:</i>
ED PS 7400 Advanced Research Design (3)		
ED PS 7410 Single Subject Research Design (3)		

**Area: *Statistics* (minimum 8 semester hours)**

<i>Course Requirements</i>	<i>Graduate Course Transfer</i>	<i>Initial Approval:</i>
*ED PS 7010 Quantitative Methods I (3)		
*ED PS 7020 Quantitative Methods II (5)		

**Area: *Educational Foundations* (minimum 3 semester hours)**

<i>Course Requirements</i>	<i>Graduate Course Transfer</i>	<i>Initial Approval:</i>
*SPED 6040 Legal and Policy Foundations of Special Education (3)		

**Area: *Psychoeducational Assessment* (minimum 12 semester hours)**

<i>Course Requirements</i>	<i>Graduate Course Transfer</i>	<i>Initial Approval:</i>
*ED PS 7300 Psychometric Theory (3)		
*EDPS 7130 Cognitive Assessment (3)		
*EDPS 7150 Individual Child/Adolescent Assessment (3)		
*EDPS 7140 Multicultural Assessment		

(3)		
EDPS 7190 Applied Neuropsychological Assessment (3)		
EDPS 7180 Personality Assessment (3)		

**Area: *Intervention Strategies* (minimum 12 semester hours)**

<i>Course Requirements</i>	<i>Graduate Course Transfer</i>	<i>Initial Approval:</i>
*EDPS 7390 Interventions in the Schools (3)		
*EDPS 7470 Psychological and Educational Consultation (3)		
*EDPS 7110 Child and Family Psychotherapy Interventions (3)		
*EDPS 7380 Academic Interventions for Students with Lrng Difficulties (3)		
ED PS 7960 Autism: Education and Treatment (3)		
EDPS 7250 Family Counseling for School-Based Problems		
EDPS 6360 Multicultural Counseling (3)		
EDPS 6200 Counseling Theories and Procedures (3)		
EDPS 6210 Counseling Skills (3)		

**Area: *Professional School Psychology* (minimum 29 semester hours)**

<i>Course Requirements</i>	<i>Graduate Course Transfer</i>	<i>Initial Approval:</i>
*ED PS 7830 Seminar in School Psychology (3)		
*ED PS 7730 School Psychology Practica: Clinic (4)		
*ED PS 7731 School Psychology Field Practica (4)		

*ED PS 7910 Internship in School Psychology (16)		
*ED PS 7960 Special Topics: Research Seminar in School Psy (2)		

**Area: *Doctoral Dissertation Research* (minimum 14 semester hours)**

<i>Course Requirements</i>	<i>Graduate Course Transfer</i>	<i>Initial Approval:</i>
*ED PS 7970 Dissertation Research: PhD (14) and *EDPS 7732 Research Practica (6)		

\_\_\_\_\_

Doctoral Student

Date

\_\_\_\_\_

School Psychology Faculty Advisor

Date

\_\_\_\_\_

School Psychology Program Director

Date

### Projected Courses and Timeline

<i>Year 1</i>	
Fall Semester	
Spring Semester	
Summer Semester	

<i>Year 2</i>	
Fall Semester	
Spring Semester	
Summer Semester	

<i>Year 3</i>	
Fall Semester	
Spring Semester	
Summer Semester	

<i>Year 4</i>	
Fall Semester	
Spring Semester	
Summer Semester	

University of Utah  
School Psychology Doctoral Program  
Program Planning Worksheet 2010-2011

Name \_\_\_\_\_ Year of Admission \_\_\_\_\_  
Entering Degree \_\_\_\_\_ Date Received \_\_\_\_\_ Institution \_\_\_\_\_

**Area: Scientific and Professional Standards and Ethics (minimum 6 semester hours)**

<i>Course Requirements</i>	<i>Planned/Actual Semester of Enrollment</i>	<i>Final Grade</i>
*ED PS 7080 History and Systems of Psychology (3)		
*ED PS 7100 Professional Issues and Ethics in School Psychology (3)		

**Area: Cognitive-Affective Bases of Behavior (minimum 3 semester hours)**

<i>Course Requirements</i>	<i>Planned/Actual Semester of Enrollment</i>	<i>Final Grade</i>
*ED PS 7510 Cognition, Learning, and Behavior (3)		

**Area: Social Bases of Behavior (minimum 3 semester hours)**

<i>Course Requirements</i>	<i>Planned/Actual Semester of Enrollment</i>	<i>Final Grade</i>
*ED PS 7550 Social Psychology of Human Diversity (3)		

**Area: Individual Differences (minimum 6 semester hours)**

<i>Course Requirements</i>	<i>Planned/Actual Semester of Enrollment</i>	<i>Final Grade</i>
*ED PS 7450 Child and Adolescent Psychopathology (3)		
*ED PS 7050 Life Span Development: Childhood and Adolescence (3)		

**Area: *Biological Bases of Behavior* (minimum 3 semester hours)**

<i>Course Requirements</i>	<i>Planned/Actual Semester of Enrollment</i>	<i>Final Grade</i>
ED PS 7160 Neuropsychological Bases of Behavior (3)		
PSYCH 6700 Human Neuropsychology (4)		

**Area: *Research Design* (minimum 3 semester hours)**

<i>Course Requirements</i>	<i>Planned/Actual Semester of Enrollment</i>	<i>Final Grade</i>
ED PS 7400 Advanced Research Design (3)		
ED PS 7410 Single Subject Research Design (3)		

**Area: *Statistics* (minimum 8 semester hours)**

<i>Course Requirements</i>	<i>Planned/Actual Semester of Enrollment</i>	<i>Final Grade</i>
*ED PS 7010 Quantitative Methods I (3)		
*ED PS 7020 Quantitative Methods II (5)		

**Area: *Educational Foundations* (minimum 3 semester hours)**

<i>Course Requirements</i>	<i>Planned/Actual Semester of Enrollment</i>	<i>Final Grade</i>
*SPED 6040 Legal and Policy Foundations of Special Education (3)		

**Area: *Psychoeducational Assessment* (minimum 12 semester hours)**

<i>Course Requirements</i>	<i>Planned/Actual Semester of Enrollment</i>	<i>Final Grade:</i>
*ED PS 7300 Psychometric Theory (3)		
*ED PS 7130 Cognitive Assessment (3)		
*ED PS 7150 Individual Child/Adolescent Assessment (3)		

*ED PS 7140 Multicultural Assessment (3)		
ED PS 7190 Applied Neuropsychological Assessment (3)		
ED PS 7180 Personality Assessment (3)		

**Area: *Intervention Strategies* (minimum 12 semester hours)**

<i>Course Requirements</i>	<i>Planned/Actual Semester of Enrollment</i>	<i>Final Grade</i>
*ED PS 7390 Interventions in the Schools (3)		
*ED PS 7470 Psychological and Educational Consultation (3)		
*ED PS 7110 Child and Family Psychotherapy Interventions (3)		
*ED PS 7380 Academic Interventions for Students with Lrng Difficulties (3)		
ED PS 7960 Autism: Education and Treatment (3)		
ED PS 7250 Family Counseling for School-Based Problems		
EDPS 6360 Multicultural Counseling (3)		
EDPS 6200 Counseling Theories and Procedures (3)		
ED PS 6210 Counseling Skills (3)		

**Area: *Professional School Psychology* (minimum 29 semester hours)**

<i>Course Requirements</i>	<i>Planned/Actual Semester of Enrollment</i>	<i>Final Grade</i>
*EDPS 7830 Seminar in School Psychology (3)		
*EDPS 7730 School Psychology Practica: Clinic (4)		



*EDPS 7731 School Psychology Field Practica (4)		
*EDPS 7910 Internship in School Psychology (16)		
*EDPS 7960 Special Topics: Research Seminar in School Psy (2)		

**Area: *Master's Thesis Research* (minimum 6 semester hours)**

<i>Course Requirements</i>	<i>Planned/Actual Semester of Enrollment</i>	<i>Final Grade</i>
*EDPS 6970 Graduate Thesis: Master's (6) Or *EDPS 7732 Research Practica (6)		

**Area: *Doctoral Dissertation Research* (minimum 14 semester hours)**

<i>Course Requirements</i>	<i>Planned/Actual Semester of Enrollment</i>	<i>Final Grade</i>
*EDPS 7970 Thesis Research: PhD (14)		

\_\_\_\_\_  
Doctoral Student

Date

\_\_\_\_\_  
School Psychology Faculty Advisor

Date

## Projected Courses and Timeline

<i>Year 1</i>	
Fall Semester	
Spring Semester	
Summer Semester	

<i>Year 2</i>	
Fall Semester	
Spring Semester	
Summer Semester	

<i>Year 3</i>	
Fall Semester	
Spring Semester	
Summer Semester	

<i>Year 4</i>	
Fall Semester	
Spring Semester	
Summer Semester	

<i>Year 5</i>	
Fall Semester	
Spring Semester	
Summer Semester	

<i>Year 6</i>	
Fall Semester	
Spring Semester	
Summer Semester	

## **Appendix D**

# **Professional/Academic Misconduct Procedures**

## Professional Misconduct

Any engagement in professional misconduct as defined in Part I.B. (abbreviated, always consult the full code at <http://www.admin.utah.edu/ppmanual/8/8-10.html>)

Step 1: Complaining party files a written complaint with office of the dean of the student's college.  
TIME: Within 45 days of discovery of violation

Step 2: Dean of college (or designee) determines validity of complaint.  
TIME: Within 20 days of receipt of complaint.

Step 3a: Dean does not believe student engaged in professional misconduct.  
MATTER IS CLOSED.

Step 3b: Dean of college and student are able to informally resolve the issue.  
Dean implements the decision.

Step 4: If the dean believes the complaint is valid and informal resolution does not work, the Dean files a formal written complaint against student, and the student may, within 5 days, file a response. The documents are brought before the Academic Appeals Committee.  
TIME: Within 20 days of receipt of complaint.

Step 5: The Committee chair determines if a hearing is necessary, and if so, schedules a hearing date.  
TIME: Within a reasonable time after receiving complaint and recommendations and response.

Step 6: The parties make available to each other and the Committee a list of witnesses and documents.  
TIME: At least five days prior to the hearing.

Step 7: The Committee shall make its findings and recommendations, and refer those to the Cognizant Senior Vice President.  
TIME: Within 10 days after conclusion of hearing.

Step 8: The Vice President reviews and either accepts Committee's findings, asks Committee to reconvene and clarify, or rejects Committee's findings, and makes a new decision.  
TIME: Within 10 days of receipt of the Committee's recommendation.

Step 9a: Student and dean accept decision of Vice President.  
Dean implements the decision.

Step 9b: Student or dean appeals decision of Vice President to President.  
TIME: Within 10 days of receipt of decision.

Step 10: The President reviews and either accepts the VP's decision, asks the VP for further clarification, or rejects the decision.  
TIME: Within 10 days of receipt of the appeal.

Step 11: The dean shall take appropriate action to implement the final decision. If the student is found responsible for professional misconduct, the dean shall notify the student's department or program of study. If the sanction involves suspension, dismissal or a revoked degree/certificate, the dean shall also notify the office of the registrar for appropriate notation on the transcript.  
TIME: Within a reasonable time after receiving final decision.

## Academic Performance

For appeals of grades and other academic actions as defined in Part I.B.#1 (abbreviated, always consult the full code at <http://www.admin.utah.edu/ppmanual/8/8-10.html>)

Step 1: A student who believes the academic action taken was arbitrary or capricious should discuss the action with the faculty member and attempt to informally resolve the situation.

TIME: Within 20 days of notice of academic action.

Step 2a: Student and faculty member informally resolve.  
TIME: Within 10 days of contacting faculty member.  
MATTER IS CLOSED.

Step 2b: If student and faculty are unable to resolve, student may appeal action to Chair of relevant department.  
TIME: Within 40 days of notice of academic action.

Step 3: In case of appeal, Chair notifies the student and faculty member of his/her determination of whether the academic action was arbitrary or capricious.

TIME: Within 15 days of consulting with the student.

Step 4a: Chair determines action was arbitrary or capricious. Faculty does not appeal.  
TIME: Shortly after 15 days from chair's decision.  
Chair implements decision.

Step 4b: Chair determines action was justified. Student does not appeal.  
MATTER IS CLOSED.

Step 5: If either party disagrees with Chair's determination, or if Chair does not respond, that party may appeal to the Academic Appeals Committee by filing written notice; other party files a response.

TIME: Within 15 days of notice of Chair's decision, or after 15 days of non-action by Chair.

Step 6: If the Committee chair determines that a hearing is required, the chair shall schedule a hearing date and notify the parties.

TIME: Within a reasonable time after Committee's receipt.

Step 7: Parties make available to each other and Committee a list of witnesses and documents.

TIME: At least 5 days prior to the hearing.

Step 8: The Committee shall make its findings and recommendations, and refer those to the dean of college.

TIME: Within 10 days after conclusion of hearing.

Step 9: The dean reviews and either accepts Committee's findings, asks Committee to reconvene and clarify, or rejects Committee's findings, and makes a decision.

TIME: Within 10 days of receipt of the Committee's recommendation.

Step 10a: Student and faculty member accept decision of dean of college.  
Dean or Chair implements the decision.

Step 10b: Student or faculty member appeals decision of dean to cognizant senior vice president.  
TIME: Within 10 days of receipt of decision.

Step 11: The cognizant senior vice president reviews and either accepts the dean's decision, asks the dean for further clarification, or rejects the decision and makes a new one.

TIME: Within 10 days of receipt of the appeal.

Step 12: After the cognizant senior vice president's final decision, the chair of the department or dean of college shall take appropriate action to implement the final decision.

TIME: At the conclusion of the appeals process.  
MATTER IS CLOSED.