



Student Handbook

2017-2018

Psy.D. Program

Department of Psychology

Marshall University

**Department of Psychology
Marshall University
1 John Marshall Drive
Huntington, WV 25755-2672 USA**

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Website: www.marshall.edu/psych**

Clinical Psychology (Psy.D.) Program Mission

The primary mission of the Clinical Psychology (Psy.D.) Program at Marshall University is to train doctoral-level psychologists who are highly-skilled generalists. Training within the program will foster an appreciation for the importance of critical inquiry at all levels of clinical practice. There is a specific emphasis on developing a sensitivity to the needs of rural and underserved people.

Model and Goals

The philosophy of the program follows a practitioner-scholar model of education and training; consequently, graduates of the program are trained as practitioners of clinical psychology as an empirically informed field with practice being evidence-based and evidence is practice informed. Education and training within the program emphasize the importance of critical inquiry at all levels of clinical practice, including treatment planning for individual clients, assessment of program outcomes, and the design and execution of rigorous research. The program is dedicated to educating students for professional practice careers as Health Service Psychologists; therefore, the Psy.D. degree is offered. The program faculty has set forth several pertinent goals and objectives to be obtained by students during their time in the program. These goals and objectives are founded on the core competencies of clinical education and training stated by the National Council of Schools in Professional Psychology (NCSPP).

We endeavor to support students in their development, whether they prefer to remain eclectic or choose to invest in a particular theoretical orientation. The fact that the faculty represents a variety of orientations fits well with this model. Although the perspectives of clinical faculty vary, they share a common mission to provide education and training that is solidly grounded empirically. We also emphasize that multiple systemic and individual factors must be considered in developing a cooperative relationship between client and therapist that will ultimately lead to more positive life experiences for the client. There is a sharp focus on the impacts of community and culture from a biopsychosocial model of influence on human development. As such, the generalist orientation of the program serves as a model to students that the field of clinical psychology is as diverse as the human population it serves.

Education and Training Goals and Objectives

1. The primary goal of the program is to provide high quality graduate education and training in clinical psychology with an emphasis on the role of empirical knowledge as it pertains to clinical practice. As such, students will develop the specific competencies that are the foundation of the education and training model developed by NCSPP.

Objective 1.1: Relationship competence: Students are expected to develop the ability to form productive partnerships with clients, peers, supervisors, faculty, and community members.

Objective 1.2: Assessment competence: Students are expected to develop competency in clinical assessment as evidenced by knowledge of basic psychometric theory and sound test administration and interpretation skills. In addition, students should be able to demonstrate the use of sound assessment methodologies that allow them to describe their client as a fully functioning person, to plan a course of intervention, and to assess intervention outcomes.

Objective 1.3: Intervention competence: Students are expected to demonstrate the ability to form a coherent, theoretically based, empirically-supported treatment plan that is refined during the course of intervention.

Objective 1.4. Research and evaluation competence: Students must demonstrate the ability to conceptualize an appropriate, logical research question, frame it in terms of an operational definition, and develop a sound method for addressing the question. Students must be able to execute the plan and analyze the quantitative and/or qualitative data in a rigorous and systematic manner.

Objective 1.5: Consultation and education competence: A rural behavioral health practitioner may often find that the most important function s/he can serve is as a consultant within existing systems. Students will demonstrate competence in distinguishing various types of consultation from direct intervention.

Objective 1.6: Management and supervision competence: Students will become knowledgeable in the areas of organization and supervision of psychological services. Students will demonstrate this knowledge in their ability to provide formal and information supervision to less experienced students. They will also demonstrate this knowledge in their ability to function professionally in at least two different agency settings.

Objective 1.7: Legal and Ethical competence: Students are expected to understand and abide by the APA Code of Ethics in all professional and academic settings.

Objective 1.8: Cultural/Diversity competence: Students will understand the significant impact cultural differences have on clinical practice and be able to articulate those impacts in reference to specific clinical cases. Students will be able to identify cultural differences in an academic sense and demonstrate through program planning and service delivery that the differences are appreciated.

Objective 1.9: Professional Values, Attitudes, and Behaviors competence: Students will show evidence in behavior and comportsment that reflect the values, behaviors, attitudes of the field of psychology. This includes being honest, accountable, punctual, and reliable. Their development of a professional identity will begin to emerge and they will use resources, such as supervision and literature, to continue their professional development. Students will conduct themselves in a professional manner, including attire, across different settings. Students will recognize and work to resolve situations that challenge the adherence to professional values and integrity. Likewise, they will act to understand and safeguard the welfare of others.

2. The second goal is to ensure that the clinical training of students is thoroughly grounded in the broad scientific areas of psychology.

Objective 2.1: Students will demonstrate knowledge in the following broad areas of scientific psychology: biological aspects of behavior; cognitive and affective aspects of behavior; social aspects of behavior; history and systems of psychology; psychological measurement; research methodology; and techniques of data analysis;

Objective 2.2: Students will demonstrate knowledge in the following scientific, methodological, and theoretical areas of psychology: individual differences in behavior, human development, dysfunctional behavior and analysis, and professional standards of ethics.

3. Rural areas are characterized by unique needs that are not often met by service delivery models and therapeutic modalities developed primarily in urban settings. Therefore, a third goal is to promote an understanding regarding the impact of rural culture on clinical practice.

Objective 3.1: Students will develop an understanding of the diverse forces at work in rural areas that can and do impact various aspects of human development and community functioning.

Objective 3.2: Students will be able to articulate alternative service delivery models that may improve access and use of behavioral health services in rural areas.

Objective 3.3: Students will be encouraged to seek internships in settings that serve rural populations.

4. Finally, the program seeks to nurture in students the spirit of lifelong learning. In the service of this goal, the faculty strives to create an atmosphere of inquiry in which students are encouraged to utilize a variety of means to answer complex questions related to human nature.

Objective 4.1: Faculty and students will regularly engage in formal and informal discussions of current literature and pertinent research issues.

Objective 4.2: Faculty and students will be encouraged to regularly attend conferences and workshops that promote critical thinking regarding issues pertinent to the broad field of psychology.

Program Goals and Objectives

1. The primary program goal is to enhance the scope and quality of services available in rural areas by increasing the likelihood that doctoral students graduating the program will choose to work in rural and underserved regions, particularly those regions in West Virginia.

Objective 1.1: As research has shown that students who are native to rural areas and who train there are more likely to return to those areas to practice, the department has determined that 50% of the slots be reserved within the program for residents of West Virginia and the surrounding region.

Objective 1.2: Quality practicum placements are cultivated in rural settings to allow students to be trained in alternative service delivery models.

2. The second program goal is to promote an understanding of the impact(s) of rural culture particularly Appalachian culture, on human behavior and behavioral health needs.

Objective 2.1: Faculty and students are encouraged to develop research projects that permit the examination of the impact of rural/Appalachian culture.

Objective 2.2: Faculty and students are encouraged to present their work in conferences and workshops that address issues pertinent to rural populations.

Accreditation

The program is accredited by the American Psychological Association [Commission on Accreditation 750 First St. NE, Washington, DC 20002-4242 Telephone: (800) 374-2721; (202) 336-5500]. It has also been recognized as a designated program by the National Register/Association of State and Provincial Boards of Professional Psychology [1200 New York Ave NW Ste 800 Washington DC 20005

Telephone: (202) 783-7663]. Marshall University is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools [30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504].

Faculty Research and Teaching Interests

Melissa Atkins, Ph.D. West Virginia University, Assistant Professor, Child development, parents' perceptions of children, perceptions of parenting behaviors, theory of mind

Keith Beard, Psy.D., (Psy.D. Program Director), Wright State University, Professor. Internet addiction, men's issue, psychological issues in media.

Jeff Boggess, Ph.D., West Virginia University, Assistant Professor,

Hyeman Choi, Ph.D.,

Jon Day-Brown, Ph.D., University of Louisville, Assistant Professor. Visual Signal Processing, Interactions between Visual and Limbic Systems, Visual Neuroscience

Brittany Canady, Ph.D. (Community Training Coordinator), University of Houston, Assistant Professor. Couples, Coping with Illness, Health Behavior, Intimate Partner Violence

April Fugett, Ph.D. (General M.A. Coordinator), University of Kansas, Associate Professor, Reading, spelling, semantic memory, learning, implicit memory, psycholinguistics, language processing, sentence processing, and neighborhood density

Keelon Hinton, Ph.D. Howard University, Associate Professor. Racial Socialization, Racial Identity, and Ethnic Identity Issues in development.

Dawn Howerton, Ph.D., University of Tennessee, Assistant professor, Social Psychology.

Penny Koontz, Psy.D. (Campus Clinic Director), Marshall University, Assistant professor. Health psychology, addiction, eating disorders.

Doug Lanning, Ph.D.,

Christopher W. LeGrow, Ph.D., Ohio University, Professor. Performance appraisal, personnel psychology, sexual harassment, employee dating issues, affirmative action.

Marianna Linz, Ph.D., (Psychology Department Chairperson; Rural Training Coordinator), University of North Carolina, Professor. Cognitive development, applications of developmental psychology to social issues, infant/toddler/preschool mental health issues, Appalachian families, learning disorders, ADHD.

Thomas D. Linz, Ph.D., (Clinical M.A. Coordinator), University of Georgia, Associate Professor, Child-clinical psychotherapy and assessment. pediatric neuropsychology, attention and executive function, learning disorders, models of psychotherapy/

Pamela Mulder, Ph.D., California School of Professional Psychology, Professor, Psychodynamic psychotherapy, rural/frontier psychology, cross-cultural psychology, activism and organizing, community psychology.

Paige Muellerleile, Ph.D. Syracuse University. Associate professor. Social psychology, quantitative methods, meta-analysis.

Jennifer Tiano, Ph.D. West Virginia University, Associate professor. Child-clinical psychology, Parent-child interaction training, preschool behavior problems.

Departmental Administrative Staff

Connie Zirkle, M.A. Marshall University, Office Manager and Sr. Administrative Assistant.

Nancy Tresch-Reneau, M.A., Marshall University, Sr. Administrative Assistant.

Faculty Roles

The faculty and staff at Marshall University are dedicated to student welfare and strive to maintain a standard of fair and equitable treatment for all. In the event that a student experiences a problem with a faculty person, the student should first discuss the matter with the faculty member in question. Should this fail or should the student feel uncomfortable in talking with the faculty person, the student should discuss the matter with her or his faculty advisor. The faculty advisor should make every effort to resolve the issue with the faculty member in question. Should resolution fail at the level of the faculty advisor, the Psy.D. Program Director and/or the Chair of the Department of Psychology should be consulted. If resolution is not achieved at this level, the student should contact the Dean of the College of Liberal Arts and/or the Dean of the Graduate School for information concerning appropriate measures that may be taken.

Dean, Graduate School

David Pittenger, Ph.D. is the Dean of the Graduate School. His office is located in Old Main. Dr. Pittenger provides oversight to all graduate programs on campus. Dr. Pittenger's office helps to facilitate funding for graduate assistantships and approves curriculum plans and plans for graduation. Dr. Pittenger is also available to assist in matters that cannot be resolved at the departmental level. Students with concerns should begin by discussing concerns with their faculty advisor. When necessary, the Psy.D. Program Director and Department Chairperson may be consulted as needed.

Dean of the College of Liberal Arts

Robert Bookwalter, Ph.D. is the Dean of the academic unit in which the Department of Psychology is housed. His office is located in Old Main. Dr. Bookwalter is responsible for the oversight of all academic units in the College and provides important support for requests made by the Department of Psychology. Dean Bookwalter is also available to assist in matters that cannot be resolved at the departmental level. Students with concerns should begin by discussing concerns with their faculty advisor. When necessary the Psy.D. Program Director and Department Chairperson may be consulted as needed.

Chair, Department of Psychology

Marianna Footo Linz, Ph.D. is the Chair of the Department of Psychology. All faculty report directly to Dr. Linz. She provides final approval for all graduate assistantships within the Department and is responsible for the general oversight of all programs and curricula within the Department of Psychology.

Faculty Advisor

Upon admission, each student is assigned a faculty advisor based on the student's stated clinical and academic interests. The faculty advisor will work closely with the student to provide assistance in registering for classes, requesting practicum placements, and refining career goals. The relationship between faculty advisor and student is extremely important. Any concerns a student has regarding the program should be discussed with the faculty advisor to determine appropriate action.

Program Director, Clinical Psychology (Psy.D.) Program

Keith Beard, Psy.D. is the director for the doctoral program in clinical psychology. He is responsible for the oversight of the curriculum in the clinical program, the assignment of advisors, and the recruitment of new students. In conjunction with the practicum coordinators and the faculty advisors, Dr. Beard is also responsible for assignment of students to practicum placements and for certifying students for internship application. He also assists students with their Plans of Study.

Director of the Marshall University Psychology Training Clinic

Penny Koontz, Psy.D. is the director of the training clinic in the Department of Psychology. Dr. Koontz is responsible for the day-to-day operations of the clinic, the maintenance and assignment of client load, and the management of clinic resources. Dr. Koontz will meet periodically with all students who have clinic responsibilities and should be consulted regarding any difficulties related to clinic operations.

Community Practicum Coordinator

Brittany Canady, Ph.D. The practicum coordinator is responsible for organizing practicum experiences. The practicum coordinator will maintain contact with off-campus sites and assess their willingness to accept students for training at the beginning of each semester. The coordinator will also act as a liaison between the program and the sites to troubleshoot any technical problems that may arise. The coordinator will also collect and record student practicum logs and evaluations from on-campus and off-campus supervisors.

Rural Training Coordinator and Internship Preparation Coordinator

Marianna Linz, Ph.D. Since the program emphasizes training in rural and underserved areas, each student will take part in a practicum placement that has been designated as rural or underserved. The rural training coordinator is responsible for organizing these practicum experiences. The rural training coordinator will maintain contact with off-campus sites and assess their willingness to accept students for training at the beginning of each semester. The coordinator will also act as a liaison between the program and the sites to troubleshoot any technical problems that may arise. The coordinator will also collect and record student practicum logs and evaluations from on-campus and off-campus supervisors.

The City of Huntington

Huntington, West Virginia is located on the Ohio River in the West Virginia-Ohio-Kentucky tri-state area. With a population of about 50,000, Huntington is an historic railroad and riverboat town with broad avenues and numerous parks. The climate is moderate and variable with summer daily high temperatures averaging in the mid to upper 80s and winter highs averaging in the upper 30s. Huntington enjoys numerous cultural events and sights including a museum, art gallery, and community theater as well as several traveling concerts and theater productions each year. Shopping is available at several locations including downtown Huntington, a mall that features 150 stores, and the west end's Old Town antique and flea market area. Skiing and other outdoor activities are available at West Virginia's many resort parks including Winterplace and Snowshoe, within two to four hour's drive. For those who desire a getaway to a larger town, Huntington lies two hours east of Lexington, Kentucky, three hours southeast of Columbus, Ohio, and is about seven hours west of large east coast cities such as Baltimore and Washington, DC.

Marshall University

Marshall University, a state-supported, public university, was formally incorporated and established as Marshall Academy in 1837. It was expanded to include both undergraduate and graduate programs by 1948 and was renamed Marshall College. University status was conferred in 1961 and a medical school was established in 1977. Marshall University has been continuously accredited by North Central Association since 1928.

The enrollment at Marshall University is typically around 10,000 students, including approximately 4,000 students enrolled in graduate and professional programs. Following the merger with West Virginia College of Graduate Studies in 1997, Marshall University now serves graduate students on two campuses located in Huntington and Charleston, West Virginia. A total of 660 full-time faculty and 455 part-time faculty are employed at Marshall University, which contains a total of 12 colleges and offers a total of 126 undergraduate and graduate degree programs. Of these 126, 35 are certificate or associates programs, 68 are undergraduate degree programs, 43 are master's or specialist degree programs, 3 are doctoral programs, and one is a first professional or MD degree.

The Joan C. Edwards School of Medicine, originally established as Marshall University School of Medicine in 1977, is nationally recognized as a leader in rural health care medical education. In addition to the medical school, Marshall University awards a total of three doctoral degrees, including the Psy.D. Marshall University was authorized to award the Ph.D. in Biomedical Sciences in 1992. In 2001 the Psy.D. degree became the second independent doctoral program to be administered at Marshall University. The third doctoral program, a doctorate in Education (Ed.D.) offered through the College of Education and Human Services, began as a jointly offered degree cooperatively administered between Marshall University and West Virginia University in 1980. Marshall University began offering the degree independently in 2002, with a major in Educational leadership. The major in Curriculum and Instruction was added in 2005.

Housing

The Huntington campus offers several housing options for students. All halls are within a three-minute walk of Harris Hall, which houses the Department of Psychology. The Department of Residence Services is committed to the academic and personal development and success of Marshall University students. For more information about housing and residence halls available to all graduate students, please contact the Department of Housing and Residence Life at (304) 696-6765 or 1-800-438-5391, email housing@marshall.edu or visit the [Housing and Residence Life](#) webpage.

Huntington also offers a number of off-campus housing options. In order to seek information regarding these options, applicants should consult local rental publications or realtors.

Change in Residency

A person who has been classified as an out-of-state student and who seeks resident status in West Virginia must assume the burden of providing conclusive evidence that he/she has established domicile in West Virginia with the intention of making the permanent home in this State. The intent to remain indefinitely in West Virginia is evidenced not only by a person's statements, but also by that person's actions. In making a determination regarding a request for change in

residency status, the designated institutional officer shall consider those actions referenced in §133-25-3 of these rules. The change in classification, if deemed to be warranted, shall be effective for the academic term or semester next following the date of the application for reclassification.

§133-25-3. Residence Determined by Domicile.

3.1. Domicile within the state means adoption of the state as the fixed permanent home and involves personal presence within the state with no intent on the part of the applicant or, in the case of a dependent student, the applicant's parent(s) to return to another state or country. Residing with relatives (other than parent(s)/legal guardian) does not, in and of 34 Admissions Marshall University itself, cause the student to attain domicile in this State for admission or fee payment purposes. West Virginia domicile may be established upon the completion of at least twelve (12) months of continued presence within the state prior to the date of registration: Provided, that such twelve (12) months' presence is not primarily for the purpose of attendance at any institution of higher education in West Virginia. Establishment of West Virginia domicile with less than twelve (12) months' presence prior to the date of registration must be supported by evidence of positive and unequivocal action. In determining domicile, institutional officials should give consideration to such factors as the ownership or lease of a permanently occupied home in West Virginia, full-time employment within the state, paying West Virginia property tax, filing West Virginia income tax returns, registering of motor vehicles in West Virginia, possessing a valid West Virginia driver's license, and marriage to a person already domiciled in West Virginia. Proof of a number of these actions shall be considered only as evidence which may be used in determining whether or not a domicile has been established. Factors militating against the establishment of West Virginia domicile might include such considerations as the student not being self-supporting, being claimed as a dependent on federal or state income tax returns or on the parents' health insurance policy if the parents reside out of state, receiving financial assistance from state student aid programs in other states, and leaving the state when school is not in session.

Parking

There are a number of parking lots on-campus convenient to Harris Hall. Contact the Office of Parking at (304) 696-6406 to obtain an application for on-campus parking. Note that there is generally a wait in order to secure a space. There are a number of small privately owned lots in the campus area, usually at a premium rental on a semester basis. Typically there are ads for those spaces in the Huntington daily newspaper, the *Herald-Dispatch*, or those lots may be found by taking notice of signs posted on the streets.

Temporary parking passes may be obtained for campus visits by contacting the Welcome Center upon arrival. The Welcome Center is located at the corner of 18th Street and 5th Avenue. Campus maps and tours of the campus can also be arranged through the Welcome Center. More information is available at their website: <http://www.marshall.edu/admissions/welcome-center.html>.

Financial Aid and Students' Financial Obligations

The Department of Psychology strives to provide some type of financial assistance through graduate assistantships, though funding is not guaranteed and is subject to the availability of funds. Graduate

assistantships are typically available, either in the Department of Psychology for a small number of first year students and for advanced students who are eligible to teach. All students can seek assistantships elsewhere on campus. Such positions provide a partial tuition benefit plus an additional stipend. An up-to-date list of graduate assistantship opportunities can be found at www.marshall.edu/graduate .

Within the Department of Psychology teaching assistantships are frequently available for advanced students (those beyond the first year) who have completed the seminar on the teaching of psychology. Once students have received the master's degree—typically after the first two years full-time, or equivalent—additional assistantship money may be available based on placement in off-campus practica sites.

More information may be obtained from the office of the Chair of the Department of Psychology (304-696-6446) or the office of the Graduate Dean (304-696-2818). Additionally, financial assistance may be obtained in the form of graduate fellowships, work-study opportunities, loans, and others. For information about those programs contact the Office of Student Financial Assistance (304-696-3162). The American Psychological Association also offers a limited number of competitive scholarships. More information can be found by visiting www.apa.org .

Marshall University Libraries

The Marshall University Library System consists of the John Deaver Drinko Library, the James E. Morrow Library, the Health Science Library at the Cabell-Huntington Hospital location, the Music Library in Smith Music Hall, the Hoback Chemistry Library in the Science Building, and the Marshall University Graduate College Library in South Charleston. Together, the University Libraries' holdings support graduate level research needs, with more than 1.7 million volumes and access to more than 7,000 periodical titles.

Students may use monographs, periodicals, documents, CD-ROMS, videocassettes, sound recordings, electronic journals, online reference materials and microforms. Access to electronic resources is available via the University Libraries' Web pages. Each library operates as part of the university system and provides unique service to the clientele and program(s) with which it is associated. The libraries play an essential role in the educational and research activities of the individual university programs. Using the library as a gateway, graduate students have access to the tools to search multiple resources and obtain materials from a variety of sources. A dynamic interlibrary loan and document delivery program provides materials from other libraries in electronic or print form, often in a matter of days. Courier services also enhance turnaround time and overcome geographical limitations.

The John Deaver Drinko Library, located on the western side of campus beside Old Main, opened in 1998 and is named for John Deaver Drinko, a Marshall graduate, philanthropist and strong supporter of higher education.

The facility melds a full range of traditional library services with state-of-the-art computer and advanced technological education facilities that include multimedia training and presentation rooms, workstations, distance education and computer carrels.

There is a 24-hour reading room/computer lab with computer consultation stations and assistive technology. The collection includes books, bound periodicals, and a wide variety of media and Internet accessible electronic materials.

The Drinko Library has study rooms, conference collaboration rooms, and an auditorium, and also houses offices of Information Technology, University Libraries, Instructional Technology, University Computing Services, and Telecommunications.

The James E. Morrow Library, situated between Smith Hall and the Science Building, houses Special Collections, Government Documents, and shelving for approximately 380,000 volumes. Special Collections features the University archives, West Virginia Collection of state and regional materials, and the distinctive Hoffman and Blake collections. Government Documents, a federal depository collection, contains more than 900,000 items and provides materials in electronic, microform, and paper formats.

The Health Science Library, specializing in medical resources for the schools of medicine and nursing, maintains a current collection of medical monographs, periodicals and electronic resources. Staff provide a variety of document delivery services and searches on medical-related databases. The library is located in the Rural Health Center, next to the Cabell-Huntington Hospital, on Hal Greer Boulevard.

The Music Library, supporting the instruction and research needs of the Music Department, includes more than 14,000 sound recordings (tape, LP, and CD formats), 10,500 scores, music education materials, the electronic version of the *Grove Dictionary of Music and Musicians*, and a sizeable reference collection. The library is located on the first floor of Smith Music Hall.

The Hoback Chemistry Library, consisting of chemistry journals and monographs, is accessible to students and faculty in the Chemistry department in the Science Building. Maintained by a chemistry faculty member, access is by arrangement only and handled by department personnel (696-2430).

The Graduate College Library in South Charleston is located in the Robert C. Byrd Academic and Technology Center. The library contains 7,400 books and 272 current journal subscriptions with additional online access to more than 7,000 periodical titles. There are eight public computer terminals where users can access the integrated Marshall library catalog, bibliographic and full-text-journal databases, and the wide range of other resources available over the Internet. Because of the Marshall University Graduate College's commitment to support students in distant locations, some non-traditional services are offered. These services include delivery of books and copies of journal articles directly to the student and e-mailing of articles when possible. These services are available to Marshall University Graduate College students only, and can be requested from the Graduate College library's home page or by contacting the library service office. Items held in the libraries on the Huntington campus can be retrieved through a daily courier service and by the electronic transmission of journal articles between the sites. Traditional interlibrary loan services are also available.

Computer Accounts

As a Marshall student you are automatically entitled to a computer account on MUnet at no extra cost. You should pick up the information you need to activate your account as soon as you have registered. Just follow these steps:

- Take your Marshall University ID to one of these University Computing Facilities: Corbly Hall 331, Smith Hall 211, Harris Hall 444, the Drinko Library and Information Center, or the South Charleston Computing Services office;
- Tell one of the assistants that you would like your Computer Account;
- The assistant will print an account sheet that activates your account. The account sheet will contain details about your MUnet Account, which will consist of your last name followed by a

number [e.g., SMITH12, JONES1, or HENDERSON1 (the first account assigned to a student with the last name of HENDERSON)]. The pre-assigned user-id and password contained on the account sheet will give you access to everything you need to make full use of the campus network and the Internet.

- Students are expected to use and check their Marshall email acct regularly since this is often how important program and department information is conveyed.

Student Services

HEALTH INSURANCE

Prichard Hall, Room 155
(304) 696-3111

Marshall University strongly encourages every student to be covered by a health insurance policy. The University has identified a student accident and sickness group insurance plan providing coverage for hospital and medical expenses. The plan provides annual coverage on campus and away from the University. For additional information, contact the Associate Dean of Student Affairs, (304) 696-2269. Additional information can be obtained by visiting the website at http://www.insuranceforstudents.com/pages/mu/dom/mud_2013_bro.pdf.

Student Health Services

Clinic Phone: (304) 691-1100

The purpose of the Student Health Service is to provide health care services for acute illnesses to students. The Student Health facilities are located at Cabell Huntington Hospital. To locate the office, please enter on the ground floor and go up one floor to the family practice area.

Transportation is provided to students to the Student Health facilities free of charge by Cabell Huntington Hospital shuttle. It picks students up at 9:00am and 1:00pm on the 5th Avenue entrance to the Memorial Student Center (MSC). For the return to campus, you can be picked up at the Student Health entrance at 11:00am and 3:00pm.

Student Health Services hours are from 8:00am to 10:45am and 1:00pm to 4:00pm Monday through Friday when classes are in session. Students may show up to see a doctor without an appointment, but an appointment is highly recommended to avoid potentially lengthy wait times.

Summary of Services:

Diagnosis and treatment services

1. Diagnosis of acute and chronic illnesses
2. Treatment for acute illnesses
3. Routine non-surgical procedures conducted in the office

Laboratory Services

Limited laboratory procedures, as ordered by the medical staff, are provided.

Radiographic Services

Limited radiographic (x-ray), as ordered by the medical staff, are provided.

Other Services

1. Prescription medications, as ordered by the medical staff, are provided from a formulary with a \$5 co-payment. See [Pharmacy Services](#) for more details.
2. Prevention and education, including AIDS awareness, STDs, healthy eating, and other issues.
3. Testing, such as for TB, is provided. However, there is a charge. Please contact Student Health Services for more details or visit the Cabell Huntington Health Department.
4. Cold packs, which are over-the-counter medications for the treatment of colds, are provided to students upon request in the South Lobby of Prichard Hall. Each student may request one cold pack per semester free of charge.
5. Specialist referral, such as to an endocrinologist, dermatologist, or gastroenterologist can be made by Student Health staff. However, students are responsible for costs of specialty care.

Pharmacy Services

Many prescriptions are filled through Medical Arts Pharmacy on the corner of 10th Street and 6th Avenue, and students are required to only pay up to a maximum \$5 co-pay. Medication must be prescribed through Student Health Services and be part of the Student Health Drug Formulary to qualify.

Medical Arts Pharmacy
949 6th Ave
Huntington, WV 25701
(304) 529-7141

Eligibility

Students who are registered for 6 hours or more in the current semester are fully eligible for all services provided. Students who registered for between 1 and 5 hours will be assessed a fee of \$20 for each visit to Student Health Services.

Dependent Care

Dependent care is provided free of charge as a service to students through the Department of Family and Community Health clinic. Laboratory and X-Ray services are not included.

Continuity Care

Continuity care is not provided to students with chronic medical conditions such as diabetes, seizure disorders, quadriplegia, etc. When these students would benefit from establishing a continuing relationship with the same physician for their condition, they will be referred to the physician of their choice. A list of area Family Practice physicians is available at Student Health Services and on campus in the South Lobby of Prichard Hall.

STUDENT HEALTH EDUCATION & SUBSTANCE ABUSE PREVENTION PROGRAMS

Campus Recreation Center
(304) 696-4800

Student Health Education Programs (SHEP) offers counseling and educational services which promote the wellness concept of a balanced lifestyle. SHEP provides: workshops, films, a resource library, counseling and referral for family planning, weight loss classes, smoking cessation classes, and education on a variety of health issues. The Coordinator of the program teaches a class to provide training to volunteers whose objective is to educate other students about Acquired Immune Deficiency Syndrome (AIDS). The Substance Abuse Education Prevention Program (SAEP) provides seminars, growth groups, and other programs to promote the responsible use of alcohol and to educate the campus community

about the problems associated with the use of illegal drugs. Individual counseling and referral are an integral part of this service. Students are encouraged to contact the Coordinator for more information about BACCHUS and other services available. For information or service, contact the office of Student Health Education Programs.

Availability of Behavioral Health Services, Psychotherapy, Assessment

The Marshall University Psy.D. program believes strongly that students should be able to access affordable psychotherapy and assessment services should the need arise. Sound mental health is as important as sound physical health. The University provides services through the Counseling Center to all students free of charge. This service can be accessed at the following number (304) 696-3111 and is located on the first floor of Prichard Hall. The Psy.D. program also maintains a list of community providers who will see students for reduced fees or free of charge. Please see the Psy.D. Program Director for a list of these services.

Career Services:

The services of this office include:

- Career Assessment and Planning
- Resume Development and Revision Assistance
- JobTrax Career Management System
- Career Expos and Individual Employer Recruiting Events
- Mock Interviews
- Professional Skill Development Opportunities
- Job Search and Networking Assistance

The office is open Monday - Friday, 8 a.m. - 5 p.m. Walk-ins welcome. For more information or to schedule an individual appointment, call 304.696.2370 or email them at career-services@marshall.edu

Childcare Services:

The Marshall University Child Development Academy is located adjacent to the Huntington campus. Services at the Academy are designed to meet the needs of University students who are parents. Priority is given to full-time and part-time students enrolled at Marshall University. Enrollment is open to Marshall University faculty, staff and families in the community as space is available. For further information, please contact the Academy at (304) 696-5803. Additional childcare agencies also operate in the Huntington area.

Office of Intercultural Affairs:

The Office of Intercultural Affairs serves as a leader and advocate for awareness, acceptance and inclusion of all people. Here at Marshall you will experience the richness of diverse cultures, communities, and societies through a culturally educated view of the world. This office can be contacted by phone (304) 696- 4677.

Graduate Student Council

The Graduate Student Council is open to all graduate students. Meetings are designed to discuss problems common to graduate students and propose their administrative solutions. Probably the most attractive

aspect of the GSC is its ability to initiate administrative changes favorable to graduate students. GSC appoints representatives to a number of Faculty Senate standing committees and to the Graduate Council.

A second and related goal of the GSC is to provide an environment in which contact with graduate students in other disciplines is expanded. Above all, the GSC is concerned with enriching the academic and personal lives of its members.

“The mission of the Marshall University Graduate Student Council shall be: To advocate for the Graduate Students of Marshall University as an intermediary between students and the university administration and faculty in order to preserve the welfare of the graduate student population.”

Students should contact the Graduate School Dean if s/he is interested in becoming active in the organization.

The council can be reached at <http://www.marshall.edu/graduate/gsc/>

Office of Disability Services

Marshall University is committed to making all programs, services, and activities fully accessible to students with disabilities. The purpose of the Office of Disability Services Program is to provide the educational and physical accessibility support necessary for students to achieve their academic goals and to promote as much independence as possible on the part of the students with disabilities.

Services are available for all students with disabilities at the University, whether they are full or part time students. Students are required to provide documentation of the disability. The program staff will work with students to individualize the type and level of services provided.

Stephanie Ballou, Director

Prichard Hall, Room 119

Phone: 304-696-2467

Fax: 304-696-2288

wyant2@marshall.edu

Office Hours: Monday through Friday 8:00am - 5:00pm

RESOURCES

- [Association on Higher Education and Disability](#)
- [Children and Adults with Attention Deficit Disorders](#)
- [College Program for Students with Asperger's Syndrome](#)
- [Council for Exceptional Children](#)
- [Equity Programs](#)
- [H.E.L.P. Program](#)
- [Heath Resource Center](#)
- [International Dyslexia Association](#)
- [Learning Disabilities Association of America](#)
- [Library Assistance for Patrons with Disabilities](#)
- [Recording for the Blind & Dyslexic \(RFB&D\)](#)
- [Tutoring Services](#)

Professional Liability Insurance

Students who are properly enrolled are covered by the university's professional liability insurance while engaging in any activity that is part of their formal coursework and other training. This includes seeing clients in the campus clinic and in off-campus practicum sites as well as conducting research that has been approved through appropriate university channels. Students who desire additional coverage may wish to consider enrolling in the special liability insurance for students offered by the American Psychological Association. Additional information can be obtained by visiting the following website <http://www.apait.org/apait/>.

Affirmative Action Policy Statement

It is the policy of Marshall University to provide equal opportunities to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, color, sex, religion, age, disability, national origin, or sexual orientation. This nondiscrimination policy also applies to all programs and activities covered under Title IX, which prohibits sex discrimination in higher education. Marshall University strives to provide educational opportunities for minorities and women in the graduate student body which reflect the interest, individual merit and availability of such individuals. The University ensures equality of opportunity and treatment in all areas related to student admissions, instructions, employment, placement accommodations, financial assistance programs and other services.

Marshall University also neither affiliates with nor grants recognition to any individual, group, or organization having policies that discriminate on the basis of race, sex, religion, age, sexual orientation, disability, or national origin. Information on the implementation of the policy and/or the Title IX Amendment should be addressed to: Director of Equity Programs, Old Main, Marshall University, Huntington, West Virginia 25755, (304) 696-2592.

Sexual Harassment

Sexual Harassment, a form of sex discrimination, is illegal and against the policies of the university. Sexual Harassment involves:

- a. making unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature a condition of employment or education, or
- b. making submission to or rejection of such conduct the basis for employment or educational decisions, or
- c. creating an intimidating, offensive or hostile environment by such conduct.

Anyone who believes he or she has been the subject of Sexual Harassment should report the alleged conduct immediately to an appropriate university representative or directly to the Office of Equity Programs, located in 206 Old Main.

Disciplinary Policies

Students enrolled in the PsyD program at Marshall University should be aware that there are two avenues of review with respect to behavioral infractions in the doctoral program. The first avenue of review is the

university wide review process which is governed by the Code of Student Conduct and the related policies and procedures. The second avenue of review, which is separate from and in addition to the university wide policies related to student conduct and discipline, is the *PsyD Program Ethical Review Board Policy*.

Infractions / violations of any rules, regulations, ethics and/or standards may be subject to review under one or both sets of discipline policies. The decisions made by both of these bodies are binding, but they are entirely separate and additive. A decision under one set of policies will not automatically influence or be binding upon a decision under the other set of policies. However, findings from one review may be used as evidence or for information purposes during the review by the other.

University-wide review

According to the university wide policy, all Marshall University students are bound by all of the rules and regulations of the university as described in the Student Handbook and in the university catalog which can be found at www.marshall.edu/catalog/Graduate . Violations of any university rules and/or regulations will involve processing through that system as described in the relevant policies.

Excerpted from the Marshall University Catalog:

For Marshall University to function effectively as an educational institution, students must assume full responsibility for their actions and behavior. Students are expected to respect the rights of others, to respect public and private property, and to obey constituted authority. A student's registration constitutes acceptance of these responsibilities and standards; thus registration serves as an agreement between the student and the University. Failure to adhere to the policies and conduct regulations of the University places the student in violation of the Marshall University Code of Conduct (as published in the *Student Handbook*) and may, therefore, subject the student to disciplinary action such as disciplinary warning, a period and degree of probation, suspension, or expulsion. All registered students are subject to the Code at all times while on or about university-owned property, or at university sponsored events.

Students are expected to be thoroughly familiar with the rights, regulations, and policies outlined by the Board of Trustees and all University rules and regulations as expressed in this catalog and in *The Student Handbook*. Copies of *The Student Handbook* are available in the Student Affairs office or by visiting the following website: www.marshall.edu/studentaffairs

A copy of the policies related to academic behavior is included in this handbook; this is not the entire policy and should not be assumed to be complete or the most current version. Please refer to the university catalog and *The Student Handbook* for the fullest and most accurate information.

The PsyD Program Ethical Review Board Policy

All students enrolled in the PsyD program are subject to the Code of Ethics of the American Psychological Association and to all rules, regulations and policies related to the practice of psychology in the State of West Virginia. Infractions / violations of the ethical and/or state standards for practice are considered to be extremely serious even if the violation does not involve breaking any university rule or regulation. All issues, concerns and information related to alleged ethical or professional standards will be subject to review under the PsyD Program Ethical Review Board Policy.

It is the expectation of the faculty that all students and faculty members will conduct themselves in accordance with the ethical guidelines set forth by the American Psychological Association. During

orientation, students will be required to sign a document noting that they have received a copy of these guidelines and that they understand that they are responsible for becoming familiar with these guidelines and for adhering to them. When in doubt as to the ethical nature of some aspect of their behavior or the behavior of others, students are advised to seek the opinion of a psychology faculty member.

It should be noted that serious ethical infractions on the part of students can result in suspension or formal expulsion from the program.

In the event that a student is accused of an ethical infraction, the following steps will be taken:

1. Initially, the infraction will be discussed with the student and with the student's advisor or the PsyD Director (or their designee) by the faculty member noting or responding to the report of an infraction. If the student's advisor is also the faculty member reporting the infraction, then the second faculty member present for this initial discussion will be either the PsyD Director or the chair of the department (or their designee). Actions which may be taken by the faculty involved in the disciplinary discussion include the following:
 - a. If the two attending faculty members determine that no infraction /violation has taken place, then no remediation or documentation of the discussion will be required.
 - b. If the two attending faculty members determine that an infraction /violation has taken place but agree that the infraction / violation was minor in nature and that informal remediation / correction / instruction will resolve the matter, then no formal remediation will be required. The student's advisor or designee will, however, document that a disciplinary issue was discussed and this documentation will be placed in the student's file.
 - c. If the two attending faculty members determine that an infraction /violation has taken place but agree that the infraction / violation was minor in nature but that formal written remediation is needed to resolve the matter, the faculty members will prepare the remediation plan, sign it themselves, review it with the student and have the student add his/her signature to denote his/her agreement to abide by the requirements of the remediation plan. The formal remediation plan must also be approved by, and include the signatures of, the PsyD Program Director and the department chair. The formal remediation plan will be kept in the student's file. This remediation plan will be available for review by any / all of the psychology department faculty.
 - d. If the two attending faculty members believe that client safety or confidentiality is potentially threatened by allowing the student to continue to provide services at his or her practicum site, the faculty may require that the student cease their practicum activities immediately pending the convening of an Ethical Review Board. In this case, the faculty members will provide written documentation to the PsyD Program Director and the department chair for a final decision on the issue of resuming practice. The PsyD Program Director or department chair can rescind the requirement. If the requirement to cease practice is upheld, documentation of this decision and any relevant information about the length of time that practice must be suspended shall be included in the formal written remediation plan. A student who continues to practice after being told to cease will be engaging in a "serious infraction / violation" and will be immediately dismissed from the program. There will be no reimbursement of tuition or special arrangements to students who are required to cease practice.

2. Documentation of a third disciplinary discussion within one year will automatically constitute “a serious infraction / violation” and may result in suspension or dismissal from the program.
3. A student who feels that he or she has been treated unfairly in the course of this initial discussion process may appeal the decision of the two faculty members by submitting a formal written appeal to the chair of the department within 10 business days after being informed of the decision reached.
4. Provided that the initial disciplinary discussion does not require the convening of the Ethical Review Board, the chair’s decision on an appeal may also be appealed by either the student or the faculty members by submitting a formal written appeal to the Dean of the Graduate School within 10 business days following the announcement of the chair’s response to the appeal. This may require the student to follow the policies, procedures, and complete the paperwork established by the Graduate College.
5. The **Ethical Review Board** will be convened in the event that the faculty members attending the initial meeting with the student
 - a. agree that the infraction / violation was of a serious nature or
 - b. do not agree that the infraction / violation was minor or
 - c. do not agree on the need for formal written remediation or
 - d. do not agree on the requirements to be included in a remediation plan or
 - e. find that there is already documentation of 3 or more disciplinary discussions within one year or
 - f. find that there is documentation of a previous remediation plan that included future convening of the Ethical Review Board as a condition of remediation
 - g. find that there is documentation of one or more previous “serious infractions / violations” in the student’s file.
6. The Ethical Review Board will consist of
 - a. at least 3 full-time tenure track faculty members in the department of psychology
 - b. two of the three faculty members who will serve on the Ethical Review Board members will be determined by the chair of the department
 - c. all full-time tenure track faculty members in the department of psychology who are willing to state that they believe they can render an objective and unbiased opinion are eligible for membership on the Ethical Review Board
 - d. the third faculty member of the Ethical Review Board will be selected by the student who has been accused of an infraction / violation

- e. In certain rare circumstances, the department chair may appoint Review Board members from outside the department if the chair believes that this is necessary to ensure an objective and unbiased review.
7. Whenever the student who has been accused of an infraction / violation is appearing before the Ethical Review Board, he or she may be accompanied by / advised by a person of his or her choice provided this individual is not themselves involved in the incident(s) under review. This person may be a fellow student, a friend, or another faculty member. This person may confer with the student during the proceedings but will not speak for or on behalf of the student. This person may not provide evidence or information or respond to incident related questions posed by the Ethical Review Board. This individual may not be performing the professional duties of an attorney during the Review process regardless of their actual training or credentialing.
8. The student who has been accused of an infraction / violation has the right to be present whenever any evidence or information is being presented to the Ethics Review Board by individuals who are not on the board itself. Scheduling must be done in a manner which does not deprive the student of this right. This right does not extend to attendance at deliberations that are limited to the three members of the Ethical Review Board.
9. The student will have the right to review all evidence and information provided to the Ethical Review Board. The student must be given a reasonable amount of time, no less than one full week, to review all written documentation or evidence.
10. Material witnesses may be asked to appear and be interviewed by the Ethics Review Board and by the student who is under review. During any particular session, witnesses invited by the Ethics Review Board will be interviewed first and witnesses invited by the student will be interviewed thereafter. Witnesses will first be questioned / interviewed by whoever invited them to attend (either the student or the Board members) until that party has asked all the questions they want to ask. The other party (student or Board members) will then have time to ask questions of the witness until their questions have been answered. Although the initial interviewing will be conducted in this order, after both parties have completed a round of questions, the witness can be questioned by either party until all questions have been asked and answered. Witnesses will be expected to remain in the vicinity, but not necessarily in the room where the Review is occurring, for the full anticipated meeting time. Following all of the initial interviews, witnesses may be asked, by the Board members or by the student, to return to answer additional questions or to provide additional information which may corroborate or refute the information / evidence provided by others.
11. The interviews and questions will continue until all parties (student and the Board members) state that they have no more questions. This process may require more than one session.
12. The student accused of an infraction / violation may choose to speak on his / her own behalf but this is not required. If the student does choose to speak on his / her own behalf then the Board members may ask questions and interview the student as they would any other witness.
13. The final decision of the Ethical Review Board will reflect the majority view – at least two of the Board members must agree on the findings with regard to
 - a. The actual nature of the infraction / violation (if one has, in fact, been found to have occurred) and

- b. The nature of remediation / response recommended by the Board
14. The majority decision will be written by a Board member who agreed with the majority perspective.
 15. The written decision(s) and the recommendations for remediation / response will be submitted to the chair of the department for implementation.
 16. The remediation / response recommended by the Ethical Review Board may include, but is not limited to: dismissal of the allegations, preparation and implementation of a remediation plan, suspension and/or expulsion from the program and from the university.
 17. Should the student feel that he or she has been treated unfairly during the Ethical Review process, they may file a written appeal with the Graduate College and follow that procedure which concludes with the University Provost. The Provost's decision will be final.

Student Report of Infractions / Violations:

All students in the program should be aware of their responsibilities for addressing unethical behavior in others, be they fellow students or faculty members. When students note ethical infractions / violations on the part of fellow students or faculty members that are of a minor nature, they are advised to attempt to remediate the problem informally by discussing it with the party in question.

For infractions / violations of a more serious nature or that involve situations where the student may not be comfortable approaching the party in question, students are advised to discuss the situation with their advisor, the Psy.D. Program Director or the Department Chairperson. In cases where a student is uncertain as to the severity of the infraction, s/he should confer with a faculty member.

It is very important that students understand the full scope of responsibilities related to reporting infractions / violations. For the sake of client safety, it is important for students to address ethical violations and infractions either through informal discussion with the party in question or by bringing their concerns to the attention of their advisor or the PsyD Program Director or the Department Chair.

However, when carrying out this responsibility to address infractions / violations, it is important that students understand the following:

1. Accused students have the right to face their accusers and examine evidence related to their situation
2. Disciplinary action can only be taken if allegations are shown to be true. Substantiation / evidence will be required before any disciplinary action takes place. In some cases, the only substantiation /evidence may be the account of a credible witness. Anonymous statements are not considered to be credible evidence. Students witnessing and reporting infractions / violations will probably be expected to provide credible substantiation in the form of written and signed statements and/or by providing information in person.
3. Spreading unfounded or unsubstantiated allegations among students, faculty, or others is itself an ethical violation. Students should not involve themselves in unofficial discussions about disciplinary (or other harmful) matters and they should be especially careful not to discuss matters about which they have only limited, not first hand, knowledge.

4. In the sincere spirit of facilitating mental well-being for all, the program faculty and staff want to be available to students and open to frank discussions about concerns and issues of many types, including both professional and personal matters. However, faculty and staff cannot promise any student complete confidentiality at any time when discussing such concerns. Faculty and staff may have to act upon information which implies a threat to the program or to persons involved with the program, including students, clients, colleagues, etc. Because we are committed to the healthiest possible development of all of our students, faculty and staff will try to act in the best interests of all parties, including both the accuser and the accused.
5. Faculty and staff are not likely to be at liberty to share information about past, present, or current disciplinary actions. The fact that students may not learn about the outcomes of all discipline related decisions and activities does not mean that these issues are not being addressed or that student concerns are being ignored.

Student Impairment

According to the APA Code of Ethics, Section 2.06:

1. Psychologists refrain from initiating an activity when they know or should know that there is a substantial likelihood that their personal problems will prevent them from performing their work-related activities in a competent manner.
2. When psychologists become aware of personal problems that may interfere with their performing work-related duties adequately, they take appropriate measures, such as obtaining professional consultation or assistance, and determine whether they should limit, suspend, or terminate their work-related duties.

In recognition of this guideline, the Psy.D. Program at Marshall University recognizes its responsibility to the profession and to the clients served by its students to respond to issues that may impair clinical performance. Students who are experiencing any type of hardship that may impair their ability to progress through the program are treated with respect and compassion. They are encouraged to seek out assistance and support from the faculty and fellow students as a means of preventing situations in which impairments reach a point where they interfere with academic and clinical performance. When prevention fails and the impairment comes to the attention of the faculty, the following policy should be utilized.

For the purpose of this section, impairment will be defined as a set of factors related to a physical or mental health condition that significantly interfere with the student's ability to function at an acceptable level in academic and/or clinical training settings. Examples may include but are not limited to physical challenges, emotional difficulties, stress, chemical dependency or abuse, and mental disorders. The presence of difficulties such as those just mentioned does not, in and of itself, indicate impairment. Impairment, instead, is a set of difficulties that may arise from these conditions.

The well-being of the student and the clients served by the student should be central to all decisions made regarding the procedures for handling student impairment. Students should also realize that faculty are available to talk with the student regarding difficulties that may arise. Although faculty cannot guarantee complete confidentiality of all information shared with them, they should handle information as discreetly as possible and always exercise sound professional judgment. With the exception of very rare circumstances where fellow students may be directly affected, faculty should never disclose information

to fellow students.

When impairment is observed in others, faculty will make every effort to discuss the issue with the student to discuss remediation of the problem. Students are encouraged to approach their colleagues who appear to be suffering impairment as well. In the cases where this is not possible, or the impaired individual is unwilling to discuss remediation or seek assistance, students should report concerns directly to the Psy.D. Program Director and Department Chairperson who will then discuss appropriate action with the Core Program Faculty.

In cases where the Core Program Faculty agrees (by simple majority) that a student is exhibiting significant impairment, the student's faculty advisor (or designee) will be asked to meet with the student and express the concerns of the faculty and develop a remediation plan. The plan may include seeking evaluation and/or treatment and ongoing monitoring of program progress. The remediation plan must be developed and put in writing. The student, his or her advisor, the Psy.D. Program Director, and Departmental Chairperson must approve the plan and it will be placed in the student's file.

As long as the student is compliant with the remediation plan, he or she will remain enrolled in the Psy.D. Program, even if a leave of absence is part of the remediation plan. Should the student fail to comply with the remediation plan, he or she may be removed from the program if the nature of the impairment is such that it may endanger the student, other students or staff, or clients seen by the student. Once the plan is complete, a student must maintain fitness to continue. Should he or she fail to do so, an additional remediation plan may be recommended or the student may be removed from the program.

In case of an emergency where a student's behavior is disruptive to the academic process or such behavior threatens the welfare of others, the Core Program Faculty may elect to request an emergency suspension from the Dean of the Graduate College. In such a case, the student will not be permitted to participate in classroom or program activities or continue practicum placements until the issue is deemed resolved by the program faculty. A refund of any tuition or fees will be based on Marshall University policies.

Should the student feel he or she has been treated unfairly, he or she should first discuss the situation with the Department Chair. If the situation remains unresolved, the student can file a formal grievance/appeal with the Graduate College by contacting the office of the Dean.

Psy.D. Program Drug and Alcohol Testing Guidelines/Procedures

DRUG-FREE SCHOOLS AND COMMUNITIES ACT/ DRUG-FREE WORK PLACE ACT COMPLIANCE

It is the policy of Marshall University to comply with the Drug-Free Schools and Communities (Campuses) Act of 1989 and Federal Anti-Drug Abuse Act of 1988.

1. Standards of Conduct for Drug Free Environment Policy

A. Psy.D. Program students are prohibited while on the premises of Marshall University, as part of any University function, or any clinical agency from participating in the unlawful manufacture, use, distribution, dispensing, consumption, ingestion or possession of drugs, alcohol or other controlled substances, including, without limitation, any substance which affects behavior.

B. Psy.D. Program students are prohibited from reporting to a clinical experience, class, or other school sponsored function under the influence of any controlled substance, including, without limitation, alcohol or drugs, which have the potential of impairing the student's ability to function in an appropriate and safe manner. A student who is prescribed by his/her physician, or ingests

any drug (including over the counter medication) which has the potential of modifying the student's behavior and/or mental/physical acuity, must report to the clinical faculty member that:

1. He/she is taking that drug.
2. The doctor (if any) who prescribed the drug.
3. The condition for which the drug is being taken.
4. The dosage.
5. Duration that student will be taking the drug.

The faculty member shall maintain the confidentiality of such information in accordance with State or Federal laws and regulations, and shall rely upon such information for the protection of the student, other students, patients and other third-parties, (Marshall University adheres to policies prohibiting unlawful discrimination against individuals with a disability. Nothing in this Drug and Alcohol policy is intended to abrogate its policies against unlawful discrimination.)

C. Psy.D. Program students, while in the clinical setting, may be subject to policies of the clinical agency, including, but not limited to random drug and alcohol screening.

D. Psy.D. Program students must report to the Psy.D. Program Director or his/her designated Clinical Training Committee member, any students of the Psy.D. Program, reasonable suspected of being "under the influence" or "impaired." Such reporting obligation includes an obligation to self-report any impairment that a student believes may be the result of his/her own use of any medication or other controlled substance. The terms "under the influence" or "impaired" shall mean that the individual displays behavior or conduct which suggests that his/her ability to function mentally or physically in a safe and/or appropriate fashion is compromised or affected by drugs, alcohol or the combination use of any controlled substances. (See below section 3 - A,I).

E. Any student of Psy.D. Program who is arrested for driving under the influence of alcohol or violating and statute pertaining to the manufacture, possession, sale or use of any drug shall notify the Psy.D. Program Director, or his/her designated Clinical Training Committee member, in writing of such arrest within five (5) days after such arrest. Thereafter, the student must notify the Psy.D. Program Director whether such arrest has resulted in a conviction of acquittal, including whether the student entered a plea of guilty or nolo contendere (no contest), as well as whether the student entered into any agreement with the prosecution to reduce charges or defer prosecution.

F. Any drug screening results which are positive for the presence of alcohol or other controlled substances must be reported to the Psy.D. Program Director, and may be reported to other appropriate Marshall University faculty/staff, and appropriate clinical agency staff. Likewise, the results may be reported to health care licensing boards or authorities in accordance with local, state, or federal laws or regulations.

G. Any drug screening results which are positive for the presence of alcohol or other controlled substances may result in a student's immediate dismissal from the Psy.D. program. If dismissal does not occur, the student must obtain an evaluation by a qualified service provider approved by the Psy.D. Program Director. The evaluation must occur no later than one month from notification of any arrest or violation (see E above). A Release of Information to/from the service provider and/or agency requesting the following information must be completed at the evaluation to allow communication with the Psy.D. Program Director or authorized designee and report the following information:

- Assessment/Intake recommendations (such as clinical impressions, treatment modalities, level of readiness/receptiveness to treatment, etc.) and diagnosis
- Attendance (appts kept, missed, no showed, etc)
- Status of progress toward treatment goals
- Status of adherence with treatment recommendations
- Fitness to see clients for psychological services at her internship site

2. General

A. Any student who violates any policy of Psy.D. Program is subject to disciplinary action up to and including expulsion. Similarly, any conduct by a student which has the potential of adversely impacting Psy.D. Program may be subject to review and disciplinary action (see Psy.D. Student Handbook, student impairment section).

B. The Psy.D. Program Director, the student's advisor, or authorized designee will document any reported suspicion that a student is impaired or under the influence, any efforts to confront the student and request a drug test, as well as any post-testing communication.

3. Applicability

A. Psy.D. Program requires drug testing, at the student's expense, at a designated agency/collection site contracted with the Psy.D. program. Drug and alcohol testing will occur as follows:

1. Reasonable Suspicion: Any student who demonstrates unusual, unexplained behavior in the class, Clinical environment or anywhere on practicum, internship, or University premises. Observable signs might include, but not be limited to:

- Slurred speech
- Odor of alcohol on breath or person
- Unsteady gait
- Disorientated or confused behavior
- Significant changes in work habits
- Hallucinations
- Unexplained accident or injury
- Other clinical observations consistent with impairment
- Sloppy, inappropriate clothing and/or appearance
- Physically assaultive, unduly talkative, exaggerated self-importance, making incoherent or irrelevant statements
- Excessive sick leave, excessive lateness when reporting for class or clinical experience or returning from lunch or break, frequent unscheduled short term absences
- Work takes more time to produce, missed deadlines, careless mistakes
- Unable to concentrate or distracts easily
- Inconsistent behavior or mood swings

2. Random: Any student in a "safety sensitive" position may be randomly tested. "Safety sensitive" includes those positions where students' responsibility involves public safety or the safety of others and is determined on a case by case basis. A student who is undergoing treatment and/or in a rehabilitation monitoring program will be randomly tested.

Notification of selection for random drug testing will be initiated by the Psy.D. Program Director, Clinic Director, or authorized designee.

COUNSELING AND OTHER ASSISTANCE

Help is available on the Marshall University campus at the Student Health Education Program, 145 Prichard Hall (304-696-4800). An Alcoholic Anonymous group meets on campus and is open to all interested parties. Community resources are also available and can be accessed by calling information and Referral Services (304-528-5660).

Maintaining Good Academic Standing

In order to maintain good academic standing in the Psy.D. program, students must endeavor to maintain an appropriate grade point average. Students cannot graduate the program if they have a record of academic achievement that is below acceptable standards. With this in mind, the following policy has been adopted to insure that all students strive to maintain high academic standards.

2- C Rule: Masters level coursework and doctoral coursework are viewed separately in terms of this policy. In essence, a student may only receive one (1) grade of C or lower per degree program (MA/post-MA within Psy.D). A grade of NC (no credit) is considered a failing grade. In the advent of the second C the student will be dismissed from the program.

Having one (1) grade of C or lower in any particular program (i.e. General MA, Clinical Certificate, Clinical MA, or PsyD) will not disqualify the student from completing the degree program successfully. After receiving the first C grade or lower the student must meet with his/her advisor and the professor (or designees) of that particular course in order to identify and address issues/behaviors of concern. A form will be signed by the student, professor, and advisor (or designees). If the student is enrolled in either the Clinical Emphasis MA Certificate program or the Psy.D. program, and the course is one of the designated clinical courses listed in the subsequent section, the course must be repeated but the grade of C or lower will still stand on the record as a first obtained C. In other words, the grade cannot be replaced. If the student completes the remaining masters level coursework without a second grade of C or lower, s/he will begin the post-MA coursework with a clean slate. A grade of "D," F," or "NC" in a course will need to be taken again regardless of whether or not it is considered a clinical course. The grade will still count as a "first C" when interpreting the 2-C rule. If a grade of C or lower is obtained in any course that the student is required to retake, then this will count as a second C and the student will be dismissed from the masters and/or PsyD program(s).

Students should be aware that obtaining a grade of C or lower (including NC) may delay their progression through the program in a timely manner, and delay graduation, because of the requirement that some classes may need to be retaken. Likewise, obtaining this grade may result in the delay of a student's ability to engage in other program opportunities or requirements such as practicum.

NOTE: For the purposes of clarification, if a student is enrolled in a terminal masters program, all coursework required for completion of the degree is considered masters-level coursework. Students who are admitted to the Psy.D. program but have not completed an M.A. or M.S. in psychology prior to will have all coursework completed within the first 56 hours considered as masters-level coursework.

Students who enter the Psy.D. program with a completed masters degree will have the coursework used to complete the masters degree at the prior institution considered as masters-level coursework.

Consequences of a second C in terminal masters in psychology programs or certificate programs (not admitted or dually enrolled in the PsyD program): If a student receives a second grade of C or lower prior to completing the masters level coursework, s/he will be dismissed from the masters program. If a student has completed a masters program in psychology and has a grade of C or lower in required psychology coursework, and then applies for admission to the Clinical Emphasis certificate program, the grade of C or lower earned in the masters program will count as the “first C.” As noted previously, if that C or lower grade was earned in designated clinical coursework, the course must be re-taken.

Consequences of a second C in the Psy.D. program (or dually enrolled in the MA program): If the student is enrolled in the Psy.D. program, and receives a second grade of C or lower in masters level coursework (see definition above), s/he will be dismissed from both the psychology masters and Psy.D. program and will not be allowed to complete the masters degree. If the student completes the masters level coursework without an additional grade of C or lower, and that student is enrolled in the Psy.D. program, s/he will be allowed to move on to the post-MA portion of the Psy.D. program with a ‘clean slate.’ The post-MA portion of the Psy.D. program is defined as all hours taken after the 56th hour that are required for the completion of the Psy.D. program

Once admitted to the post-MA portion of the program, a student who earns a grade of C or lower will be required to meet with his/her advisor and the professor of the course (or designees) in which the grade was earned to discuss issues of concern. A form will be signed by the student, professor, and advisor. If the course is one of the designated clinical courses listed in the subsequent section, the student will be required to repeat the course. The grade of C or lower will still stand on the record as a “first C” obtained in the post-MA portion of the program. A second grade of C or lower in the post-MA portion of the program will result in dismissal from the doctoral program without the awarding of the Psy.D. degree.

Clinical Courses are those required for entry into the Psychology Clinic:

PSY 706 – Integrated Assessment I (3) or PSY 610 – Adult Assessment (3)
PSY 708 – Integrated Assessment II (3) or PSY 611 – Child Assessment (3)
PSY 707 – Integrated Assessment I Practicum (1) or PSY 620 – Adult Assessment Practicum (1)
PSY 709 – Integrated Assessment II Practicum (1) or PSY 621 – Child Assessment Practicum (1)
PSY 731 – Psychotherapy I (3)
PSY 732 - Psychotherapy II (3)
PSY 608 – Differential Diagnosis/Treatment Planning (3)
PSY 633 – Individual Psychotherapy/Interviewing (3)
PSY 605 – Ethical, Legal, and Professional Issues in Psychology (3)

Dropping classes prior to obtaining a C or lower: While students have the ability to drop a class, dropping a class to avoid a potential grade of C or lower (including NC) can become problematic and is an indication that the student is not making adequate progress toward his/her degree. Likewise, the course will have to be re-taken if it is part of the required courses in the Plan of Study. If s/he chooses to drop a course, then a remediation plan for the student may be developed or s/he may be asked to appear in front of an Ethical Review Board for determination of whether or not s/he will be allowed to continue in the PsyD/MA program. Likewise, it may delay the student in when s/he can take courses, complete practicum, or engage in other program related activities and requirements. As a result, the student may be

delayed in graduating and 'out of sync' with his or her course sequence. Any refund of tuition or fees related to dropping a class will follow the guidelines set up by Marshall University.

Maintaining Progress Toward Degree: Students are expected to make continued progress toward their degree. If a student frequently drops classes or takes semesters off without asking for permission or a leave of absence from the PsyD Program Director then this results in the student no longer being with his/her cohort and puts additional strain on resources such as expected class sizes and available practicum placements. The student may be put on a remediation plan to ensure continued progress and not delay his/her progression through the program. If the issue continues then an ethical review board will be convened and the student may be dismissed from the program.

GRADE APPEAL POLICY, ACADEMIC PROBATION, INELIGIBILITY FOR SCHOLASTIC DEFICIENCIES, AND ACADEMIC DISHONESTY

For Marshall University to function effectively as an educational institution, students must assume full responsibility for their actions and behavior. Students are expected to respect the rights of others, to respect public and private property, and to obey constituted authority. A student's registration constitutes acceptance of these responsibilities and standards; thus registration serves as an agreement between the student and the University. Failure to adhere to the policies and conduct regulations of the University places the student in violation of the Marshall University Code of Conduct (as published in the *Student Handbook*) and may, therefore, subject the student to disciplinary action such as disciplinary warning, a period and degree of probation, suspension, or expulsion. All registered students are subject to the Code at all times while on or about university-owned property, or at university sponsored events.

Students are expected to be thoroughly familiar with the rights, regulations, and policies outlined by the Board of Trustees and all University rules and regulations as expressed in this catalog and in *The Student Handbook*. Copies of *The Student Handbook* are available in the Student Affairs office or by visiting the following website: www.marshall.edu/studentaffairs

Applying to the Psy.D. Program

Prerequisite Coursework. Applicants must have a minimum of a bachelor's degree from a regionally accredited institution in order to apply. In addition, applicants must have completed a minimum of 12 undergraduate semester hours of psychology, including introductory psychology, statistics, experimental psychology, and abnormal psychology in order to be considered.

Application Deadline. Students are only admitted to the Psy.D. Program for classes starting in the Fall semester. Completed applications, along with all supporting materials, must be received by the preceding December 1 to receive priority consideration. Unlike those who have all application materials received by the Dec 1 due date, completed or partial application materials received after the due date are not guaranteed to be reviewed or considered for the up-coming admission cycle. Therefore, it is in the applicant's best interest to make sure that all application materials have been received by the due date to obtain this consideration.

Application Materials. Students must complete two application forms. One form is to acquire admission into the Marshall University Graduate College. In addition, a Supplemental Application Form must be completed for the Psy.D. program.

To be considered for admission to the Psy.D. Program the applicant must submit the following materials by December 1 of the year preceding the year in which the applicant wishes to enter the program: official transcripts of all previous coursework from undergraduate degree granting institution, official transcripts of all previous graduate coursework, official report of Graduate Record Examination score on the general section, three letters of recommendation, and completed application forms (the Psy.D. Program Supplemental Application Form and Marshall University Graduate School Application Form) including a statement of professional goals. These materials can be obtained by visiting the web site at: www.marshall.edu/psych or by contacting the Marshall University Department of Psychology, 1 John Marshall Drive, Huntington, WV 25755 (304) 696-6446.

Application Review Process. Because the program has a primary goal of training practitioners to serve the State, a specified number of slots will be designated for qualified applicants from West Virginia and the region surrounding Huntington, West Virginia. This should not discourage applications from other qualified applicants from other areas and admission is not based solely on residency status. The Department of Psychology maintains a commitment to recruiting a diverse student body.

It is recommended that scores on the Verbal section not be lower than 150 (revised scoring beginning in Fall 2011) or 450 (previous scoring system prior to Fall 2011) and scores on the Quantitative section not be lower than 141 (revised scoring beginning in Fall 2011) or 450 (previous scoring system prior to Fall 2011). Likewise, it is recommended that applicants have a minimum combined total on those two sections of 297 (revised scoring beginning in Fall 2011) or 1,000 (previous scoring system prior to Fall 2011).

Preference is given to applicants with a commitment to delivering services in West Virginia and other rural areas as evidenced by current practice in, or other meaningful connection to, such areas. However, the Department anticipates annually admitting students who represent a wide range of geographic backgrounds and interests.

Application for Advanced Standing

In addition to traditional entry with a bachelor's degree, students who already have a Masters Degree in

psychology, with a clinical emphasis, from a regionally accredited institution can apply for advanced standing in the Psy.D. program. To be considered Advanced Standing, applicants should have successfully completed graduate-level coursework consistent with the first 2-years of the PsyD program curriculum and be prepared to enter into our training clinic upon admission. Necessary coursework typically includes but is not limited to: Diagnosis and treatment planning; Interviewing; Psychological assessment of children and adults; Ethics; and some supervised practicum experience. Those who have masters degrees in other areas are still encouraged to apply but may be compared to the bachelor-level applicants as determined by the Admissions Committee. All applicants with graduate coursework in psychology successfully completed may be able to waive some coursework in the Psy.D. program upon approval of the faculty. Students who are admitted with advanced standing must select to enter in either a full-time track or a part-time track by the end of their first semester of enrollment. These tracks are described below:

Full-time track: Students who apply for advanced standing and the full-time track must be able to document coursework and practicum equivalencies equal to approximately 36 hours of coursework required in the Psy.D. Program at Marshall University. Review of equivalencies is described in the next section. Students in the full-time track must commit to a minimum of 9 hours of coursework and practica per semester during the entire time of their enrollment. They must also commit to taking summer coursework as needed. As such, these students can anticipate completing the program in approximately four years. This would assume 8-10 semesters of coursework and a full year for the pre-doctoral internship. All coursework and Psy.D. requirements must be completed in 7 years from the date of enrollment. If this does not occur then students may be required to re-take coursework or complete other requirements. To go beyond the 7 year limit requires approval from the Psy.D. Committee. Students admitted to the full-time track can apply to change to the part-time track if their circumstances warrant such a change. Although students with extenuating circumstances may drop below full-time for a given semester without changing tracks, they should recognize that this change may impact the time it will take to complete the program. Students in this track desiring to attend part time for more than one semester may be required to switch formally to the part-time track.

Part-time track: Students who apply for advanced standing and the part-time track must be able to document coursework and practicum equivalencies equal to approximately 36 hours of coursework required in the Psy.D. Program at Marshall University. Students in the part-time track may enroll either full-time or part-time in any given semester with the exception of the Residency Year, described in the next section. During the Residency Year, full-time enrollment is required. Students in this track should anticipate completing the program in no less than 5 years and no more than 7 years from the date of enrollment. Enrollment in the part-time track requires that the student meet with their academic advisor and create a timeline for completion of the program within the 7 year limit.

Orientation and Registration for Classes

Orientation. Students who have been accepted into the program will be given a full orientation to Marshall University and to the Psy.D. program prior to the start of classes. The orientation is typically the week before the start of classes in late August. Attendance at orientation is mandatory for all new Psy.D. students, unless the student has received permission from the Psy.D. Program Director or Associate Director to be absent.

Registration. Registration for the first semester's courses will be done on orientation day, with the assistance of the advisor or Psy.D. Program Director.

Textbooks & materials. Textbooks and other materials may be purchased at the Marshall University

Bookstore, located in the Memorial Student Center about one block from the Department of Psychology.

Assignment of Academic Advisor. Initially each new student will be assigned an advisor. However, as the first year progresses it is expected that some students will seek out other advisors based on perceived match of academic interest or for other reasons. A change of advisors is generally accomplished if the student approaches a given faculty member and requests advisee status. If the faculty member approves, the student will then request that the Psy.D. Program Director approve the change. The change is rarely not approved.

Student outside employment. Although students are free to obtain outside employment, it is the student's responsibility to accommodate his or her work schedule to meet the needs of the Psy.D. program. Students who are enrolled full-time are discouraged from outside employment that demands more than 20 hours per week of their time. Those who are enrolled on a part-time basis are reminded that outside employment may impede progress in the program if the student's employer is not able to schedule work hours in a suitably flexible manner.

Tuition and Fees. Tuition and fees are assessed by the Bursar's Office at Marshall University. Because of the frequent changes in the tuition and fee structure, students are encouraged to consult the Bursar's Office regarding current charges. It should be noted that, in addition to general tuition and fees, a special doctoral fee is also assessed. The Bursar's Office website can be accessed at www.marshall.edu/bursar.

Curriculum and Plan of Study

Core Program Competencies. The faculty in the Department of Psychology have set forth specific core competencies which must be attained during the course of study in the Psy.D. program. These core competencies reflect the ideas stated by the National Council of Schools in Professional Psychology (NCSPP). The faculty have adopted the core competencies laid out by NCSPP, with some modification to remain in keeping with the major mission of the program. The core competencies are as follows:

1. **Relationship competency:** This competency provides an important foundation for the field of clinical practice. Competency is demonstrated by the ability to form productive partnerships with clients, peers, supervisors, faculty, and community members.
2. **Assessment competency:** Assessment is a clinical skill that extends well beyond the routinized administration of standardized tests. While tests provide important tools with which to measure certain sample behaviors, they make good clinical sense within the larger context of a multi-trait, multi-method framework of assessment. Competency in this realm will be demonstrated by knowledge of basic psychometric theory and sound test administration skills. In addition, students should be able to demonstrate the use of sound assessment methodologies that allow them to describe their client as a fully functioning person, to plan a course of intervention, and to assess intervention outcomes.
3. **Intervention competency:** All activities related to clinical practice should have the goal to promote positive functioning. It is important for students to be able to 1) demonstrate the ability to develop a coherent theoretically-based intervention plan, 2) follow and carefully refine the process of the plan during therapy, and 3) provide outcome measures of the interventions' impact that are consistent with the case conceptualization.

4. **Research and Evaluation Competency:** It is important for scholar-practitioners to understand the empiricism that underlies the field of psychology. Psychology is a field that is founded on sound scientific methodology. As such, students must demonstrate the ability to conceptualize a logical research question, frame it in terms of an operational definition, and develop a sound method for addressing the question. In addition, students must be able to execute the plan and analyze the quantitative or qualitative data in a systematic manner. Such skills form the basis for lifelong learning.
5. **Consultation and Education Competency:** In order to be a competent practitioner in rural areas, it is crucial to be able to work within the systems present in a community. A rural mental health practitioner may often find that the most important function s/he can serve is as a consultant within existing systems.
6. **Management and Supervision Competency:** The ability to organize psychological services and to assist in the structure of services provided by less experienced practitioners are worthwhile skills. Both supervisory and management skills will allow the practitioner to function in a variety of settings.
7. **Legal and Ethical Competency:** In order to be an effective practitioner, it is imperative that students understand the legal and ethical issues that are pertinent to mental health practice and psychological research. These include major legal decisions pertaining to the practice of psychology as well as the APA Code of Ethics.
8. **Cultural/Diversity competency:** The unique challenges in the field of rural mental health underscore the need to understand the significant impact cultural differences have on clinical practice. The competent clinician will not only be able to identify cultural differences in an academic sense, but will be able to demonstrate through program planning and service delivery that the differences are appreciated. The development of this competency will be modeled, taught, nurtured, and evaluated throughout all phases of the program.
9. **Professional Values, Attitudes, and Behaviors competency:** Students will show evidence in behavior and comportsment that reflect the values, behaviors, attitudes of the field of psychology. This includes being honest, accountable, punctual, and reliable. Their development of a professional identity will begin to emerge and they will use resources, such as supervision and literature, to continue their professional development. Students will conduct themselves in a professional manner, including attire, across different settings. Students will recognize and work to resolve situations that challenge the adherence to professional values and integrity. Likewise, they will act to understand and safeguard the welfare of others.

Curriculum. Provided below is a listing of courses necessary for completion of the Psy.D. This list is subject to change based on the student's previously-taken graduate coursework that may be submitted for equivalency consideration. A final list of course requirements will be distributed along with Plans of Study. *Below is a model curriculum representing all required courses. The timing of the course offerings may vary depending on year of admission.*

1st Year

PSY 615 Advanced Developmental Psychology (3)	F. 1
PSY 610 Assessment of Adults (MA) (3)	
PSY 706 Integrated Assessment I (PsyD) (3)	F.1

PSY 620 Adult Assessment Practicum (MA) (1)	
PSY 707 Integrated Assessment I Practicum (PsyD) (1)	F.1
PSY 608 Differential Diagnosis & Treatment Planning (3)	F.1
PSY 701 New Student Seminar (PsyD) (1)	F.1
PSY 731 Psychotherapy I (3)	F. 1

1st Year

PSY 674 Biological Bases of Behavior (3)	Sp. 1
PSY 600 Teaching Seminar (elective) (3)	Sp.1
PSY 633 Individual Interviewing & Psychotherapy (3)	Sp.1
PSY 611 Assessment of Children (MA) (3)	
PSY 708 Integrated Assessment II (PsyD) (3)	Sp.1
PSY 621 Child Assessment Practicum (MA) (3)	
PSY 709 Integrated Assessment II Practicum (PsyD) (3)	Sp.1
PSY 732 Psychotherapy II (3)	Sp.1

1st Year

PSY 605 Ethics, Legal, and Professional Issues (3)	Sum.1
PSY 672 Cognitive Psychology (3)	Sum.1

2nd Year

PSY 502/606 Advanced Social Psychology (3)	F.2
PSY 670 Practicum I (3)	F.2
PSY 713 Advanced Assessment Practicum (3)	F.2
PSY 723 Clinical Research Methods (3)	F.2
PSY 517 Intermediate Statistics (MA) (3)	F. 2

2nd Year

PSY 618 Psychopharmacology (1)	Sp. 2
PSY 635 Child and Family Therapy (3)	Sp.2
PSY 671 Practicum II (3)	Sp.2
PSY 714 Advanced Assessment Practicum (3)	Sp.2
PSY 634 Group Therapy (MA) (3)	
PSY 690 or 692 Research Seminar (MA) (3)	
PSY 681 Thesis (MA)	

2nd Year

(MA Comprehensive examinations are taken and MA degrees are awarded)

PSY 560 History & Systems of Psychology (3)	Sum.2
PSY 769 Practicum III (3)	Sum.2

ADVANCED STANDING MAY REGISTER FOR 769 EARLIER

PSY 680 MA Internship

3rd Year

PSY 764 Human Sexuality and Dysfunction (3)	F.3
PSY 790-793 Clinical Seminar (Chemical Dependency) (3)	F.3

PSY 755 Rural/Community Psychology I (3)	F.3
PSY 770 Practicum III (3)	F.3

3rd Year

PSY 726 Cross-Cultural Psychology (3)	Sp.3
PSY 634 Group Therapy (3)	Sp.3
PSY 752 Rural/Community Psychology II (3)	Sp.3
PSY 771 Practicum IV (3) (Psy.D. Portfolio Review)	Sp.3

3rd Year

PSY XXX Practicum	Sum. 3
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4th Year

(Doctoral Research Project or Dissertation Proposal successfully defended)

PSY 712 Geropsychology (3)	F.4
PSY 790-793 Clinical Seminar (3)	F.4
PSY 753 Supervision in Clinical Psychology (3)	F.4
PSY 772 Rural Practicum I (3) (Pre-Doctoral Internship Applications)	F.4

4th Year

PSY 750 Behavioral Health Psychology (3)	Sp.4
PSY 717 Advanced Quantitative Methods (3) or EDF 625 Qualitative Research in Education (3)	Sp.4
PSY 733 Psychotherapy III (3)	Sp. 4
PSY 773 Rural Practicum II (3)	Sp.4

5th Year

PSY 780-783 Pre-doctoral Internship (3-9)	F.5	Sp. 5	Sum.5
PSY 799 Doctoral Research (3-9)	F.5	Sp.5	Sum.5

DOCTORAL RESEARCH CAN REGISTER FOR DURING ANY SEMESTER

Plan of Study. Every student must have a formal plan of study in place by the end of the first year in the program. This will be addressed during the orientation prior to the start of classes in August.

Equivalency Review. Equivalency reviews are designed to permit students who have earned a Master's degree in psychology to request that certain coursework be waived in consideration of similar previously completed coursework. Formal equivalency reviews are conducted after a student is officially admitted to the doctoral program. Students considering requesting Advanced Standing may talk informally with the Psy.D. Program Director prior to admission about previous coursework, but these discussions are not binding. Equivalencies can only be granted by the faculty responsible for the actual course for which equivalency is requested.

During the first semester of admission, the Psy.D. Program Director will meet with students who have applied for Advanced Standing and will discuss with them previous coursework for which they may request equivalency. Students must have a course on their transcripts from a regionally-accredited

institution that they consider equivalent to a required course in order to request a waiver. The student is responsible for compiling a collection of materials such as syllabi, previous coursework and papers, and practicum logs that will assist faculty in the decisions regarding the equivalency of coursework previously done to coursework required in the Psy.D. Program at Marshall University. All equivalency requests must be submitted to the Psy.D. Program Director at one time. The student must submit two bound copies containing all materials relevant to their equivalency requests. The Program Director will distribute the requests to the appropriate faculty for review. Students may discuss their requests with faculty members if they so choose. Individual faculty members will be responsible for final decisions on equivalency requests and will deliver their decisions to the Program Director in writing. The equivalencies will then be noted in the student's Plan of Study which will be filed only after all equivalency requests have been reviewed. Students should note that only up to the equivalent of one year of credits may be waived. No student is waived from participating in the practicum sequences without approval from the Clinical Training Committee. See next section for further discussion of clinical coursework waivers.

Credit for Previous Clinical Practica and Clinical Coursework. It is very difficult to assess a student's level of clinical skill by review of syllabi and written product alone. Therefore, all students entering with a Masters degree will be required to demonstrate clinical skills that are developed at least to the level of a typical student completing the second year of the doctoral program. In order to do this, the following procedures must be followed:

1. As noted, students must have specific courses or experiences noted formally on a transcript in order to request a waiver. The course must have been taken at the graduate level from a regionally-accredited institution. Essentially, all students are required to first demonstrate sufficient skills in assessment and psychotherapy to permit them to see clients in the MU Psychology Training Clinic. Once in the clinic, their skills will be observed by the clinical faculty and they will be given assistance, where necessary, in developing the skills that will permit them to move on to more advanced practicum placements in the surrounding community and ultimately into practica in rural areas.
2. For assessment coursework, students must submit the appropriate course information as well as a child and adult integrated assessment work sample. Students are also required to write two complete battery reports using protocols and formats provided by faculty teaching the assessment sequence. If the student's skills are appropriate to permit them to see clients in the MU Psychology Training Clinic, they will be given a waiver for the first two courses in the assessment sequence (PSY 706/707 or 610/611 and PSY 708/709 or 620/621 along with associated practica/labs). Students must then demonstrate further competence in the assessment of actual clients while in the training clinic before being permitted to move on to more advanced practica.
3. For coursework in psychotherapy and interviewing, students are required to submit appropriate course information. They are also required to attend and participate in PSY 633 Individual Psychotherapy and Interviewing during their initial enrollment. They will be given assignments and instructions for completion of those assignments from the responsible faculty member regarding the types of skills they must demonstrate in order to receive credit for PSY 633. These will include being able to demonstrate adequate skills in therapeutic interviewing through the use of practice clients as well as an understanding of the therapeutic relationship. Once students are able to demonstrate these skills, they will be given a waiver for the PSY 633 class and will be permitted to see clients in the MU Psychology Training Clinic. Their work with clients in the clinic will be carefully supervised and when these skills appear sound, students will be permitted to enroll in third year practica.
4. Final decisions regarding waivers of assessment and psychotherapy courses as well as clinical practica

will be made only after the student has completed at least one semester of clinical practicum in the Marshall University Psychology Training Clinic. These decisions will take into account the portfolio materials submitted as well as the student's level of skill demonstrated in practice and supervision.

5. In rare cases, students have been waived from participating in a segment of the practicum sequences because of their extensive work history in the field. It should be noted that a waiver is the exception and not the rule. This practicum credit is only done if the student can demonstrate that the goals and objectives for the segment of clinical practicum is being petitioned for waiver has been met, adequately supervised, and evaluated during their work experience. Likewise, there must be evidence that other potential practicum placements do not offer any new training opportunity for the student. Students must also be aware that waiving any part of their practicum experience could negatively impact their hours for pre-doctoral internship applications hindering chances for a pre-doctoral internship placement. Understanding and acceptance of this consequence must be obtained in writing. Waiver of a portion of the practicum cannot be done without approval from the Clinical Training Committee. Additionally, since the Psy.D. program emphasizes a rural focus, no part of the Rural Practicum can be waived.

Residency Year Requirement. Although the program is designed to meet the needs of both full-time and part-time students, all students will be required to spend at least one year (fall and spring semesters) "in residency." The fourth year is designated a 'residency year' for all students in order to be certain that this requirement is met. For those attending in the part-time option, the 'fourth year' is designated as the year that the student is enrolled in the Rural Practicum experience. During the residency year students must complete a minimum of 9 credit hours in specified courses during each semester.

Clinical Seminars. A series of seminars (PSY 791-796) should be started not later than the beginning of the third year. These seminars will cover a series of rotating topics including professional practice issues, cutting-edge clinical topics, and other topics relevant to the field of rural clinical psychology.

Practicum Experiences

Philosophy of Practicum Training. The practicum sequence is a series of graded, developmentally organized experiences, in which students begin by learning basic skills under close supervision and gradually move on to settings in which they learn more complex skills and are able to function more autonomously. In this competence-oriented program, students must demonstrate fundamental competencies before they are allowed to move to the next level. This applies equally to students who enter the program with master's degrees and prior clinical experience. These "post-master's" students are required to enroll in practicum in the department training clinic (PSY 769) during their first and/or second semester in the program, where the faculty will determine whether the student has the requisite skills to enter a community practicum placement or needs to spend additional time in the clinic to work on fundamentals.

The initial practicum placement in the Marshall University Psychology Training Clinic requires students in their second year to begin seeing clients in a closely supervised setting. Students are expected to carry an active client load of at least five ongoing therapy clients and one active assessment. Students also participate in consultation with the local Head Start program and a diverse range of campus groups. This follows their initial classroom education and training in basic interviewing/counseling skills and assessment techniques and various psychotherapeutic orientations. The second placement in a community agency allows students to expand their experiences and follow specific interests. At the same time, they are being exposed to coursework in rural and community psychology. In the third and final

placement, students are provided with experiences in a non-traditional, rural, and/ or underserved setting designated as such by the Clinical Training Committee.

The practicum sequence is organized around the concept of a Vertical/Multi-Level Team, in which students with various levels of education and training and experience participate in the same supervisory environment. The intent is to give less experienced students exposure to students with more experience. All students enrolled in the Psy.D. program are part of a Vertical/Multi-Level Team. Each team consists of a faculty clinical supervisor and students enrolled in all phases of training. The teams are loosely organized according to the orientation and expertise of the faculty advisor. Students participate in at least two different Vertical/Multi-Level Teams while enrolled in the program.

Vertical/Multi-Level Teams meet for group supervision for 90 minutes each week. This group supervision is not meant to take the place of individual supervision. A minimum of 60 minutes of face-to-face individual supervision is required each week for students at any practicum placement. The purpose of the group supervision meetings is to allow students to present and discuss cases on which they are working at their various practicum sites described below. Students in their first year of the program who are not in formal practica are allowed to move among all Vertical/Multi-Level Teams during the year in order to gain exposure to various types of clients and various intervention techniques. This occurs while they are taking their initial coursework in psychotherapy and assessment and serves to provide specific 'real world' exemplars to go along with their coursework. More advanced students present the cases with which they are working and more experienced student serve as role models and 'co-supervisors' to students just beginning their practicum work. This model allows new students to become exposed to the practicum experiences that they will have as they progress through the program.

The experiences of the students on the Multi-level Team will vary according to their level of education and training in the program. The different experiences are detailed in the practicum descriptions below:

First Year Students:

Students begin their clinical education and training by taking introductory clinical coursework in assessment and psychotherapy and by participating in the Vertical/Multi-level Teams. First year students are encouraged to rotate among the Teams to gain exposure to various types of case conceptualizations and practicum experiences. When attending, they should have the Vertical/Multi-Level Team Supervisor sign the Vertical Team Visit form. They are encouraged to actively participate in discussions of clients and treatment approaches.

Second Year Students:

In the second year, students begin carrying a caseload of clients in the **Marshall University Psychology Clinic**. They select their clinical supervision team in consultation with their faculty advisor based on orientation and description provided by team supervisors. The clinic is located in the same building as the Psychology Department, so consultation and close clinical supervision are available at all times. Students are intensely supervised by clinical faculty through the use of live supervision (e.g., bug-in-the-ear) and traditional supervision with the use of video review. Clinical activities include provision of psychotherapy, psychological assessment, and consultation in the local Head Start program and on-campus student groups. Students are required to work with both child and adult clients. Varied modalities are stressed including individual psychotherapy, group work, and family intervention. The second year practicum runs over the course of three semesters, including one summer semester (PSY 670, 671, 769). All doctoral-level, licensed/license-eligible clinical faculty in the Department of Psychology can serve as supervisors. The primary psychotherapy supervisor is the faculty member leading the

Vertical/Multi-level Team to which the student has been assigned. The primary assessment supervisor is the faculty member responsible for supervising the Assessment Lab for three semesters, including one summer session (PSY 713, 714). Students enroll separately in the psychotherapy and assessment practica and grades are assigned by the respective faculty members.

General Goals

1. Application of knowledge gained in previous course work to the assessment and treatment of client problems.
2. The completing a minimum of three full psychological assessments and five active therapy cases per semester.
3. The writing of intakes, progress notes, and treatment plans for each therapy client.

Requirements

1. Students are expected to carry a caseload of approximately three to five active therapy clients and one ongoing assessment case at a time.
2. Students are required to meet with their clinical supervisor for a minimum of one hour of individual, face-to-face supervision per week and 90 minutes of group supervision. Additional supervision may be required for specific tasks such as assessments, consultations, group therapy, etc.
3. Students are required to adhere to the policies outlined in the Clinic Policies & Procedures handbook.
4. Students are expected to have a minimum of 60 hours per semester of client contact and a minimum of 30 hours per semester of supervision.
5. If students miss practicum time due to sickness or vacation, they are expected to make it up.
6. Students are required to complete and submit Time2Track data once a week.
7. Students must apply the APA Ethical Standards to their work and cases.

Completion of the second year practicum will be determined by the clinical supervisor, based on the acquisition of competencies outlined in the **Practicum Performance Evaluation Form** (See Appendix A). Students must reach an average rating of 2 (Adequate) across all the major competency areas in order to be considered ready to move on to the Third Year Practicum.

Third Year Students:

In the third year, local/regional placements are stressed. Rotations in this third year vary based on the student's individual education and training goals and their training needs as assessed by the clinical faculty. Activities during the third year include direct provision of services with planned rotations in outpatient and inpatient settings. Students are still on a Vertical / Multi-level Team with an on-campus supervisor and will meet with the team once per week. Individual clinical supervision is provided by an on-site supervisor at each clinical placement. Participation in the assessment practicum depends on the amount of assessment experience being acquired at the off-campus site. Students present cases on which they are working at Multi-level Team meetings. The purpose of the presentations is to provide students with practice in conceptualizing cases and to allow students in earlier stages of the program to learn more about the off-campus sites.

General goals

1. Expansion of prior student experiences to include additional training with a wide variety of clients regarding:
 - a. Outpatient therapy
 - b. Assessment of children and adults
 - c. Inpatient experiences
2. Exposure to specialty types of treatments, such as:

- a. Group therapy
 - b. Couple/marital therapy
 - c. Empirically-supported therapies
 - d. Treatment of substance-related disorders
 - e. Hospital consultation
3. Provision of experiences that will expose students to populations not typically seen in the university training clinic such as:
- a. Children, adults, geriatric
 - b. Diverse socioeconomic and cultural groups
 - c. Substance abuse and severe, persistent mental disorders
4. Develop and conduct group therapy for one group during the practicum year
5. Opportunity to participate in off-campus didactic experiences
5. Exposure to a variety of work settings and models of service delivery.

Requirements

1. Participation in at least 12 hours per week of practicum-related work, at least half of which is client contact.
2. Participation in at least one hour of face-to-face supervision per week with a licensed psychologist and 90 minutes of group supervision as part of the Vertical Team placement.
3. When required or deemed appropriate, individual supervision by faculty supervisors for students in community placements will be 30 minutes a week and will focus on case review, implementation of appropriate treatment processes, ethical issues, as well as more general issues pertaining to the students' placement, training progress and career aspirations.
4. A minimum of 90 hours of client contact per semester is expected along with a minimum of 30 hours of supervision.
5. If students miss practicum time due to sickness or vacation, they are expected to make it up.
6. Access at all times to a qualified preceptor while engaged in client contact
7. Participation in didactic experiences offered on site.
8. Complete and submit Time2Track data once a week
9. Students must apply the APA Ethical Standards to their work and cases.

Sample of Third Year Placements

Riverpark Hospital: Riverpark Hospital is a general inpatient psychiatric hospital, serving children, adolescents, adults, and the elderly. Students may participate in experiences working with all types of populations including those with substance abuse issues, dementias, and conduct disorders. Background checks and immunizations are required.

University Pediatrics: This is an integrated behavioral health experience where students attend general clinics with residents and medical students to provide consultation, assessment and intervention to pediatric patients in an outpatient setting. Background checks and immunizations are required.

Edwards Comprehensive Cancer Center: This placement is an integrated behavioral health experience where students provide therapeutic interventions to oncology patients. Students also provide general consultation to medical staff when needed. Background checks and immunizations are required.

Cabell-Huntington Neurology Clinic: This placement exposes students to working with patients with a variety of neurological issues. Students will gain experience in neuropsychological assessment, hospital consultation, and psychotherapy with neurology patients. Background checks and immunizations are required.

Prester Center: This is a general outpatient, community behavioral health placement. Experiences are available working with children, adolescents, adults, and crisis clients. Background checks are required.

Associates in Psychology and Therapy (APT): This is a general outpatient practice providing experience in working with children, adolescents, and adults in an outpatient setting. Both psychotherapy and assessment experiences are available.

Veterans Administration Hospital: This is a general outpatient placement, involving primarily the treatment of Post-Traumatic Stress Disorder in adult males. Students receive on-site supervision from a licensed psychologist. They participate in group therapy sessions and also conduct individual psychotherapy.

Federal Corrections Institute, Ashland, KY: FCI, operated by the Federal Bureau of Prisons, is a minimum security institution housing adult male inmates, with a satellite camp that houses minimum security inmates. The Bureau provides a full range of psychological services to inmates with a variety of behavioral health and substance use disorders. Opportunities include assessment, individual and group psychotherapy, and psychological evaluation and testing. Supervision is provided by Dr. Doug Lemon who is also the Chief Psychologist

Joan C. Edwards School of Medicine, Internal Medicine Clinics: In this placement, students are integrated into the clinics within the OBGYN, Internal, and Family Medicine Departments. A primary focus is on working with patients with medical issues through integrative behavioral health and multiple opportunities for education, consultation, intervention, and assessment.

Department of Internal Medicine – Joan C. Edwards School of Medicine – Endocrinology: This is an integrated behavioral health placement where students provide consultative interventions as well as traditional therapeutic interventions for patients being treated for various types of diabetes. Background checks and immunizations are required.

Valley Health Systems: This is an integrated behavioral health placement that provides services to primary care patients in Huntington, WV.

Fourth Year Students:

In the fourth year, students participate in rural and/or under served placements. It is understood that practice in rural areas differs substantially from clinical practice at urban sites. Therefore, the activities that students are encouraged to pursue differ somewhat from typical practicum experiences. Student activities include provision of direct clinical services to rural populations, under served populations, community projects, consultation, clinical research, program development, program implementation and participation in planned interdisciplinary in-service training / case conferences. At this point in their education and training, students will have a broad base of knowledge pertinent to the practice of clinical psychology. In addition, they will have completed specialized coursework in rural and community psychology to sensitize them to the issues relevant to rural practice. Finally, students will have completed their research and statistics sequence that will allow them to identify specific opportunities for research in their rural placements. Students remain part of a Vertical/Multi-level Team during this year. They do not carry active therapy clients in the campus training clinic but participate in the Clinical Supervision course and assist with the supervision of less experienced students.

General Goals

1. Develop familiarity with the issues pertinent to rural clinical practice

2. Develop skills necessary for successful clinical work in under served areas and/or with under served populations
3. Contribute to services available in under served areas

Requirements

1. Site must be determined to be "rural" and/or under served either by a federal definition or by determination of informed faculty member(s) / advisors.
2. A minimum of 12 hours per week during the rotation is required, at least half of which must involve client contact.
3. A minimum of 90 hours of client contact per semester is required in addition to a minimum of 30 hours of clinical supervision per semester.
4. Where necessary, sites must provide overnight accommodations or the student must waive this option.
5. If students miss practicum time due to sickness, vacation, or internship interviews, they are expected to make it up.
6. On site clinical supervision provided by a doctoral level psychologist is preferred.
7. Clinical supervision to be provided on campus by clinical faculty or adjunct faculty in the event that the previous criteria cannot be met at an otherwise desirable site; clinical faculty person is to be available in the event of emergency (by text, telephone, or other appropriate communication) during the time that the student is on duty.
8. On-site oversight by a licensed health care professional responsible for the agency / staff / site is absolutely required.
9. Complete and submit Time2Track data once a week.
10. Students must apply the APA Ethical Standards to their work and cases.

Sample of Fourth Year Placements

West Virginia Children's Health Project: Students in this rotation deliver therapeutic and consultative services to three schools in one of the more rural areas of West Virginia. Students also participate in community projects through an agency known as ABLE Families which provides services to low-SES families in a rural county in West Virginia. Students have access to an appropriate preceptor at each site, as well as access to a supervisor by phone at all times.

Prestera Center: Prestera Center is the community mental health center for several counties surrounding Marshall University. Prestera operates several community mental health centers in the more rural areas of the state, including centers in Wayne and Lincoln Counties. In addition to outpatient therapy and assessment, these centers also provide special services such as school-based behavioral health and services in primary care settings. Background checks are required.

Tug River Health Clinic: This is an integrated behavioral health placement that includes experiences in telehealth and community program planning. McDowell County is located approximately three hours from Marshall and this placement requires travel and overnight stays. Background checks are required.

Cabin Creek Health Systems: Students in this rotation function in an integrated behavioral health capacity in one of two outpatient health clinics. Consultation, intervention, and assessment opportunities are provided with a variety of patient populations in this highly rural setting.

Woodlands Community Mental Health Center: This mental health agency serves several counties in eastern Ohio. In addition to outpatient therapy and assessment, these centers also provide special services such as school-based behavioral health and services in primary care settings. Background checks are required.

Diversified Consultants: This mental health agency focuses on the treatment of developmentally delayed or disabled children. Assessment, consultation, creation of behavioral plans, and interactions with others professionals is frequently done in this placement. There are some individual and group intervention opportunities but this is not the focus of this site.

Veterans Administration Hospital: This is a general outpatient placement, involving primarily the treatment of Post-Traumatic Stress Disorder in adult males. Students receive on-site supervision from a licensed psychologist. They participate in group therapy sessions and also conduct individual psychotherapy.

Cabell-Wayne Head Start Program: This placement will involve working with children, families, and classroom teachers in rural areas of Cabell and Wayne Counties. Consultative and direct clinical services are provided. TB tests and background checks are required.

Valley Health Systems: Students in this rotation function in an integrated behavioral health capacity in one of two outpatient health clinics. Consultation, intervention, and assessment opportunities are provided with a variety of patient populations in this highly rural setting.

Evaluation of Skill Development Across Practica

Students are expected to complete or demonstrate the equivalency of approximately 750 practicum hours. Practicum hours are defined as time spent in direct service delivery to clients either in group or individual psychotherapy and assessment and time spent in formal supervision. Paperwork, travel time, and community service hours should also be logged but will be considered separate from the requisite 750 practicum hours. Of this 750, at least 400 should be direct service hours.

Students will be evaluated once per semester by their faculty supervisor and by their off-campus supervisor (where applicable) concerning their progress in developing the competencies pertinent to the practicum experience. Faculty members will maintain regular contact with off-campus supervisors to assess student progress and the adequacy of the student's experience. Once per semester, the supervising faculty person will visit the off-campus site where the student is placed. It is the student's responsibility to keep all log sheets concerning practicum experiences up to date and appropriately logged with the faculty supervisor. Failure to do so will result in the student failing to receive a grade in the clinical practicum.

Full Year, Pre-Doctoral Internship

All students are required to complete the equivalent of a full-year, pre-doctoral internship. Some slots will be available at the affiliated internship sites connected to the Marshall University Psy.D. Program. Other students may decide to seek internships at one of the APA-approved and/or APPIC-member sites that are available nationally. The internship is undertaken only after all coursework is completed, doctoral research project has been proposed and approved as well as 2 semesters successfully working in a faculty member's lab, or dissertation proposed, and comprehensive exams are successfully passed.

Non-APA Accredited Pre-Doctoral Internship. Though discouraged, the program recognizes that there are times when non-APA accredited internships may be selected. When this occurs, several requirements must be met.

1. The pre-doctoral internship placement should be one year, full-time, and require a minimum of 1,800

hours over the course of the year.

2. Clinical supervision must be done by a doctoral-level psychologist at a minimum of 1 hour for every 20 hours or work.
3. Interns must keep track of their activities and submit them to the supervisor.
4. Interns must be evaluated at a minimum of twice a year (mid-internship and at the conclusion of the internship), although it is preferred that the evaluation occur after each semester (Dec, May, Aug). The site may use their own evaluation form but the Evaluation of Clinical Performance – Internship form provided by the program may be used and is preferred. It is located on the Graduate Student Resources page of the Marshall University Psychology Dept. webpage. These evaluations and notification of successful completion of one's pre-doctoral internship must be provided to the PsyD Program Director within 2 weeks of being completed.
5. Internship sites should keep an open line of communication with the Program Director and have a minimum of two contacts during the internship year.
6. The PsyD Program Director or other designated faculty may do a site visit of the internship location during the pre-doctoral internship year.
7. The pre-doctoral internship must be funded and the intern paid for his/her work.
8. All ethical and legal requirements must be met and followed by those affiliated with the internship site and the intern.

Supervised Work Experience Policy

On the APPIC application form, there is the opportunity to count 'Supervised Work Experience' in your practicum hours. The faculty in the Psy.D. program have developed the following policy regarding the use of work experience as practicum hours.

1. You must present a formal request in writing to the Psy.D. Program Director. This formal request must include a specific description of the work you intend to do, the agency which will employ you, and the supervision arrangement. Because no oversight for these positions is provided in vertical teams, supervision **MUST** be provided by a licensed doctoral level psychologist at a rate of one hour per week for every ten hours of contact. All work that is to be counted must be clinical in nature. Work done prior to entry into the program cannot be counted as doctoral hours. If it was completed as part of a terminal masters program, it can be verified and counted as masters hours. Hours completed in a terminal masters program cannot count as doctoral hours.
2. The student must print and fill out with the supervisor a Supervision Agreement form that can be found on the www.marshall.edu/psych page. This agreement must be submitted with the proposal.
3. An up-to-date CV for the supervisor must be submitted along with the packet.
4. Decisions as to whether the experience is eligible to be counted as supervised work experience will be made on an individual basis by the clinical faculty. Generally, to be approved, the work done in the setting must be consistent with the training mission of the Psy.D. program and at a level commensurate with the student's current level of training. The supervision provided must include a training/educational component and must be beyond minimal oversight.
5. At the end of each semester, the student must submit a log of hours signed by the supervisor to verify the completion of activities. This log can consist of Time2Track printouts that have been signed by the supervisor. If no signed logs are submitted, the hours completed cannot be counted.

6. No more than 200 hours of client contact and 20 hours of supervision can be counted toward Supervised Work Experience. This limit has been put in place to encourage students to seek diversity of training experiences, rather than relying on a single job setting. In addition, students may not use a worksite as a practicum site nor will Supervised Work Experience take the place of a planned practicum placement.

Assessment of Student Development in the Psy.D. Program

The development of skills within the Psy.D. program is a sequential process in which the students and the faculty are both mutually involved, therefore the evaluation process developed for the students in the Psy.D. program at Marshall University follows a similar developmental philosophy. The process begins as potential applicants are evaluated in terms of the base of acquired knowledge they bring from their undergraduate curriculum. After students are admitted to the program, there is an expansion of this base of knowledge as students are exposed to basic therapeutic and assessment issues in the first year. The first applications of this growing knowledge occur in the second year with the first practicum experience. As students progress through the program, it is expected that the scope of their knowledge will expand and they will be exposed to wider applications of that knowledge through their practicum experiences.

The evaluation process mirrors this sequential development of skills by providing students with constructive feedback at all levels of their training experience. The feedback is conscientiously designed to be commensurate with the student's level of skill development. All components of the evaluation process are designed to assist the student in developing the competencies previously described and, subsequently in reaching their individually chosen professional career goals.

The Role of the Competencies in the Assessment Process. As the knowledge base of the students grows and their acquired skills broaden, it is anticipated that the competencies described in the previous section will develop accordingly. Therefore, it is the intention of the faculty to emphasize the competencies at all points in training, with the emphasis and scope being commensurate with the level of development of the individual student.

The Role of the Program Faculty in the Assessment Process. In addition to providing fair and consistent feedback during the completion of all courses, faculty who teach courses in the Psy.D. program are responsible for participating in the annual review process. Faculty will meet in early April of each year to discuss the academic and clinical progress of all students. Mid-year reviews in early December will be done on students who are having difficulties or doing exceptionally well. Faculty who have responsibility for teaching courses in the program should be present at this review or should provide any concerns or feedback in writing to the Psy.D. Program Director prior to the meeting.

The Role of the Academic Advisor in the Assessment Process. The academic advisor will meet with the student on an informal basis regularly. It is the responsibility of each advisor to a) remain up-to-date on curricular changes that affect specific students, b) keep apprised of the student's progress in the program, c) discuss any significant difficulties that arise in the student's performance in a timely manner and d) assist the student in preparation for the evaluative process at all levels. The academic advisor is also responsible for working with the student to develop any necessary remediation plans to address specific weaknesses in the student's performance. Such remediation plans must be approved by the clinical faculty.

The Role of the Program Director in the Assessment Process. The Psy.D. Program Director will review the general progress of all students on a yearly basis as part of the annual review process. The Psy.D. Program Director will not become involved in dealing with specific performance issues unless some combination of the responsible faculty member, the academic advisor, and the student fail to reach consensus regarding a particular problem. In such a case, the Psy.D. Program Director will meet with both the advisor and the student to attempt to mediate a compromise. Failing this, the problem will be addressed by the Department Chair and, at his/her discretion, the Clinical Training Committee.

Overview of Student Assessment. Assessment of the individual student is an ongoing, developmental process. Each piece of the assessment experience is meant to provide constructive feedback to the student as s/he continues the task of building and expanding the application of her/his psychological expertise. As such, the following components will comprise the assessment of students within the Psy.D. program at Marshall University:

1. **Course grades:** Assignment grades will provide the most immediate feedback to students. Students who earn a grade of 'C' or lower in a course will be made aware that this is unacceptable performance. A second grade of a 'C' or lower will result in dismissal from the Psy.D. program (see 2-C rule). Students must re-take any course in which they receive a 'D' or an 'F'. The student must earn a satisfactory grade in the course (B or better) or be dismissed from the program. If a satisfactory grade is earned, the student may continue in the program but a second unsatisfactory grade (C or lower) will result in dismissal. In a course graded as Credit/No Credit (CR/NC) or Progress (PR), obtaining a grade of NC is equivalent to failing the course and the above guidelines apply. Please refer to the Maintaining Good Academic Standing section earlier in this manual.
2. **Annual Evaluations:** Faculty will meet yearly to discuss the progress of all students. Academic advisors will be responsible for summarizing in writing the faculty feedback for their students. The advisors will meet individually with each of their student advisees to discuss the feedback. The feedback form is structured to assess each of the areas of competency stressed in the program. Students will be provided with a written copy of the feedback and will be asked to sign the form indicating whether they agree or disagree with the feedback. In the case of a negative evaluation, the student and his/her faculty advisor will devise an improvement plan that will be submitted to the clinical faculty for approval. Once approved, the improvement plan must be carried out within the specified time frame in order for the student to remain in the program.
3. **Practicum Performance Evaluations:** Evaluation of performance in the practicum placement will provide feedback on the student's growing competence in multiple competency areas, but especially the areas of assessment and intervention. Evaluation of performance in practicum will vary somewhat with the student's placement as follows:

During placement in the Marshall University Psychology Clinic, students will receive intense supervision from clinical faculty within the Psychology Department. They will receive consistent feedback during weekly supervision sessions. In addition, students will receive a written evaluation from their clinical supervisor at the end of each semester of practicum experience. These evaluations will be reviewed with the student by his/her supervisor. The evaluation will then be sent to the PsyD Director (or designee) for review.

When the practicum placement is off-campus, the practicum coordinator will contact each site supervisor informally at least once during the course of each semester to ascertain the student's progress at the practicum placement. In addition, site supervisors will complete a written evaluation of the student's progress at the end of each semester of placement. The feedback will be discussed

between the practicum supervisor and the student and will be sent to the PsyD Director for review and shared with the practicum coordinator.

In the case of negative feedback from a practicum supervisor, the student and his/her academic advisor will develop a remediation plan and submit it for approval to the clinical faculty in consultation with the practicum supervisor(s). Once approved, the remediation plan must be carried out within the specified time frame in order for the student to remain in the program. Serious breaches of ethics may be cause for dismissal from the program.

4. ***Evaluation for Admission for Candidacy to the Masters Degree in Psychology and Receipt of M.A. degree:*** All students entering the Psy.D. program at Marshall University following the receipt of their bachelor's degree will earn a Master of Arts (M.A.) degree in Psychology. After students have completed a total of at least 48 semester hours or their equivalent, including PSY 670 and 671 and maintained a GPA of at least 3.0., they will be permitted to file an Application for Candidacy for the M.A. degree in psychology. Once admitted to candidacy, students will be permitted to take a written comprehensive examination that will cover the coursework completed to date. Once a student has successfully passes the examination and has a GPA of 3.0 or better, she or he will be awarded an M.A. in Psychology. Students who fail the examination will be permitted to take the examination a second time. A second failure will result in termination from the program without receipt of the Masters degree.
5. ***Evaluation for Admission to Candidacy for the Doctoral Degree:*** The evaluation process for admission to candidacy for the doctoral degree is a three-part process that involves the approval of the doctoral research project or dissertation proposal, evaluation of the doctoral portfolio, and an oral examination. Before initiating the formal evaluation process, the student must have completed all appropriate coursework as outlined in the Student Handbook under which the student entered.

The three part process is as follows:

- A. ***Approval of Doctoral Research Project/ Dissertation Proposal:*** In order to demonstrate competence in research and evaluation, students must develop and have approved their proposal for the dissertation project or doctoral research project. A further discussion of this project can be found in the Dissertation Guidelines.
- B. ***Portfolio Evaluation:*** After a student has successfully completed their examination for the masters degree, they will begin working on their portfolio. The purpose of the portfolio is to document the student's development of the competencies laid out by NCSPP that underlie the program. Evaluation of the portfolio will be grounded in the attainment of Developmental Achievement Levels suggested at the 2007 NCSPP conference. These benchmarks will serve as a framework for the evaluation of the evidence the student presents in their portfolio, See Appendix B for a copy of the Developmental Achievement Levels (DALs) suggested by NCSPP. Portfolios are due in May the year before the student intends to apply for internship. Oral examinations will take place during that summer. Since the oral exam is similar to internship interviews and licensing exams, students should treat the oral defense as a professional presentation of their work and experiences by dressing professionally, etc.

Contents of portfolios are as follows:

- Vita
- All Annual Student Evaluations
- All Practicum Evaluations

- All Remediation Plans (if applicable)
- Time2Track summary sheets (APPI view) as of April 30

All materials must be clearly de-identified of client/patient information which includes but is not limited to: client names, as well as those of family members, teachers, other professionals, etc.; locations, such as towns, schools, agencies, etc.; supervisor's names.

After the initial documents identified above, the portfolio should be divided into 9 sections, one for each competency area. Essays describing how the student has achieved and demonstrated competency in each of the 9 competency areas should begin each section. Prompts for what to include in these essays and section are below:

1. Relationship Competency

In this essay (max. of 750 words), discuss your ability to form productive partnerships with clients, peers, supervisors, faculty, and community members. You may also include items such as Satisfaction Surveys from the Psychology Clinic which ask specific questions related to client-therapist relationship development and comfort.

Students should include any additional supporting materials that would help demonstrate competency in this area.

2. Intervention Competence Prompts:

In this essay (max. of 750 words), outline your theoretical orientation as it applies to intervention. Be sure to use appropriate terminology and be clear as to how your orientation applies to the types of cases you have seen.

After the essay, please include the following:

3 cases – adult, child, and your choice – Case conceptualization, intake, treatment summary- sampling of case notes – and the client must have been seen for a minimum of 6 sessions.

Treatment summary should include treatment goals, interventions, outcome measures, and a discussion of how treatment goals align with the case conceptualization and theoretical orientation. Discuss how conceptualization and treatment approach evolved over time including what went well, what was problematic, and why?

No material should be included that was not generated by the student (ie, intake by a transfer therapist or agency caseworker). Intakes do not need to be re-created but clearly indicated in the treatment summary that the intake was not conducted by this student. Since the student's ability to write/conduct an adequate intake is an aspect being evaluated, students should not submit all clients in the portfolio that have an intake completed by another provider. It is required that at least 1 of the cases, but recommended that at least 2 of the 3 cases be ones in which the client was seen for intake + 6 sessions by the student.

Students should include any additional supporting materials that would help demonstrate competency in this area.

3. Assessment Competence Prompts:

In this essay (max. of 750 words), outline your conceptualization of the relationship between psychometric data and the full assessment process. Discuss your conceptualization of how the assessment process unfolds over the course of the procedure.

After the essay, please include the following:

3 cases in which a fully integrative report was completed – adult, child, and your choice

Students should include any additional supporting materials that would help demonstrate competency in this area.

4. Cultural/Diversity Competence Prompts:

Discuss explicitly (max. of 750 words) the manner in which multicultural/diversity issues influence your clinical practice and case conceptualization. This program emphasizes training specific to rural communities in general and those in Appalachia specifically. Be sure to address this in your essay but not limit your essay to only this cultural aspect.

Students should include any supporting materials you think appropriate such as a case conceptualization that highlights cultural importance, papers from classes that discuss culture, certificates from trainings.

5. Research and Evaluation Competence Prompts:

Conceptualize (max. of 750 words) your research interests, experiences, and goals. Specify how they connect to your clinical interest and practice within the practitioner-scholar model.

In this section, you should include copies of poster or paper presentations in which you have been involved. You should also provide a copy of your contract for your doctoral research project, if you have chosen that track. You should be prepared to talk about how literature informs your clinical practice. You should also be prepared to answer basic quantitative questions.

Please note that since the due date for dissertation/doctoral research proposal occurs after the due date for the portfolio comprehensive exam, students may be passed on this section of the portfolio but the “pass” will be conditional upon the successful completion of the proposal requirement.

6. Consultation and Education Competence Prompts:

Discuss (max. of 750 words) the differences between consultation and intervention. Be sure to explore fully the legal and ethical implications of each professional role.

Students should include any additional supporting materials that would help demonstrate competency in this area.

7. Management and Supervision Competence Prompts:

Discuss (max. of 750 words) your personal development as a supervisee as a professional developmental process. How do you incorporate supervisory feedback into clinical practice. How has your experience as a supervisee influenced how you anticipate functioning as a supervisor later in your career?

8. Legal and Ethical Competence Prompts:

Discuss (max. of 750 words) how your understanding of legal and ethical principles has evolved during your time in the program. Be sure to include attention to research as well as clinical areas.

Students should include any additional supporting materials that would help demonstrate competency in this area.

9. Professional Values, Attitudes, and Behaviors Competency Prompts:

Discuss (max. of 750 words) any professional development issues and identity as a psychologist. This may include but is not limited to advocacy, professionalism with others including other professionals and the community, and understanding as well as promoting the attitudes and positions of social justice issues held by those in the field of psychology.

Students should include any additional supporting materials that would help demonstrate competency in this area.

Since this is considered a comprehensive examination, students should not consult with each other or review each other's materials. This would constitute cheating and automatic failure of the comprehensive exam. Samples of previous portfolios will be made available to serve as a model for how to format the portfolio.

Certification for Internship

In order to be eligible to apply for internship, students must have documentation of the following: 1) successful completion of all aspects of the comprehensive portfolio process, including formal committee approval for the doctoral research project; 2) a clear plan to complete all coursework and practica prior to the earliest possible start dates for the internship sites to which they wish to apply, and 3) successful completion of any open remediation plans that may have been instituted and an acceptable evaluation from the faculty.

Once a student has successfully passed all aspects of the comprehensive evaluation process, she or he will be eligible to apply for internship certification. This is assuming that all coursework can be completed prior to the commencement of internship. In addition, no student can be certified for internship if a remediation plan is active which still contains portions of requirements that have not been successfully met. All criteria for certification of internship eligibility must be in place prior to requesting certification from the Psy.D. Program Director. This request must be made no later than 10 days before the first application deadline.

If a student has taken a leave of absence or has not engaged in practicum the year prior to applying for internship then the student will be required to demonstrate that his/her skills are at the level expected of someone who is applying for internship. This may include things such as submitting video of psychotherapy sessions, handing in fully-integrated assessment reports, etc. It is the responsibility of the student to demonstrate his/her readiness for internship. All materials should be submitted to the PsyD Director by Sept 15 of the fall semester in which the student will be applying for internship. A minimum of two clinical faculty members will review the material and may meet with the student to discuss any issues or ask any additional questions about the material submitted or other relevant areas to determine readiness for internship. The faculty members should determine whether the student's skills are at the

level, or better, then would be expected of someone applying for internship. If the skills are found to be below what would be expected, then the student will be required to engage in remediation to improve these skills prior to being certified for internship. If agreement among the faculty member cannot be obtained then a third clinical faculty member will review material and the majority decision will stand. Appeal can be made to the PsyD Director within 10 days, who will bring the appeal to the Clinical Training Committee. Since the APPI states in the certification section that the faculty certify that the student is ready for internship, the decision of the Clinical Training Committee will be the final decision. Students should be aware of their timeline in the program to ensure that they do not go over the 7 years allowed to complete the degree.

Internship Interviews. Students are required to submit a list of their internship interview dates, with travel dates, to the Psy.D. Director. Likewise, they should notify their practicum supervisor and site as well as their professors of any practicum and class time that will be missed because of interviews. It is the student's responsibility to make up any missed practicum hours and get necessary information, assignments, projects, etc. from the instructor to ensure continued successful academic performance. Finally, students are required to submit their rank order list of internship sites to the Psy.D. Program Director after they have submitted them to the ROLIC system as part of the APPIC matching process.

Training for University Teaching

For those interested, the Department of Psychology at Marshall University offers the opportunity to obtain course credit for training in the university-level teaching of psychology. Students may opt to take a three-hour course in the teaching of psychology. Students who complete this course successfully are then eligible to apply for teaching assistantships for introductory-level psychology classes. These assistantships carry with them a partial tuition benefit plus an additional stipend. The student will also gain valuable training and experience in the skills necessary for teaching at the university level.

Drop/Withdrawal

Dropping of courses. Dropping of individual courses after the schedule adjustment period requires that a drop form bearing the instructor's signature be submitted to the Registrar's Office. Students on academic probation must have the Dean's approval to drop a course. Students should be aware that even dropping individual courses during the Psy.D. program can significantly impede progress.

Withdrawal from the Psy.D. program. Withdrawal is defined as dropping all classes for which the student is registered. A withdrawal form must be submitted to the Registrar's Office.

Grades assigned for dropped or withdrawn courses. Dropped and withdrawn courses will receive a grade of "W," which has no bearing on the student's GPA. Students who drop without approval, or who do not follow the regulations provided above, will receive a grade of "F." See the University Academic Calendar, which is published routinely as part of each semester's Schedule of Courses, for drop/withdrawal dates.

Leave of Absence. The Psy.D. Program faculty understand that on occasion it may be necessary for a student to request a leave of absence from the program. Usually such a request is made due to a personal, medical, or family situation. Such a request must be made in writing to the Psy.D. Program Director and must include the rationale and requested dates of the leave of absence. Rarely is such a leave approved for more than one year.

Grades

GPA. Assignment of grades provides the most immediate feedback regarding student performance. Students must maintain a 3.0 grade point average in order to remain in the program and to graduate. GPA is computed on a quality point basis. A grade of “A” in a 3 hr. course receives 12 quality points, and so on. No more than one grade of “C” or lower is permitted during the program. Any student receiving a second grade of “C” or lower will not be permitted to continue in the program (see 2-C rule).

Grade Appeals. Grade appeals will follow the policy described in the Marshall University Graduate Catalog. In general terms, the process is as follows: The student should first attempt a resolution with the course instructor. If a satisfactory result is not achieved, the process goes to the Department Chair, the Dean of the Graduate College, and finally to the chair of the Graduate Council who shall, at the recommendation of the Graduate Council, appoint a Hearing Panel to resolve the matter. The appeal process has time lines that must be followed at each level. See the Graduate Catalog for complete details.

Application for Graduation

Application for graduation must be filed in the Office of the Graduate Dean and fees paid to the Bursar, no later than the “deadline” date printed in the calendar for the semester in which the student will complete graduation requirements. See the *Academic Calendar* for these due dates. See the *Graduate Catalog* for information regarding fees and procedures.

Memberships in Professional Organizations.

Students are encouraged to join one or more professional organizations such as the West Virginia Psychological Association, the American Psychological Association, or others. Typically, student membership rates are nominal. Memberships in such organizations have numerous benefits to students as they become doctoral-level professional psychologists. These include subscriptions to journals and newsletters that keep students abreast of important happenings in the field that may not be addressed in coursework, opportunities to attend, or even present, scholarly papers at conferences, networking with other professionals who belong to such organizations, and more.

SOAP

SOAP (Student Organization Advisory Panel) is a group consisting of PsyD students from each cohort (1-4 years and Advanced Standing). Each cohort elects 2 members to represent them and to pass along program information. Although those elected are expected to take an active part in the group, any PsyD student is welcome to participate. A primary function of SOAP is to work in conjunction with the PsyD Director to identify problems or areas of improvement within the program and there is a strong emphasis on generating potential solutions. SOAP also has a representative attend the Clinical Training Committee meetings and a faculty advisor who attends or is kept aware of happenings at the SOAP meetings. SOAP is also involved in many other activities and events related to the program such as organizing welcome back social at the beginning of each school year, having a presence and obtaining student feedback during the PsyD admission interview process, interacting with potential PsyD applicants, and being the liaison to other student professional groups on campus.

Professional Conduct of Students and Faculty

Expected values. Students and faculty are held to high standards of conduct and values. They are expected to demonstrate integrity, honesty and respect. They must demonstrate a work ethic that includes initiative, self-motivation, interest, and openness to experience. They must demonstrate an appreciation for diversity and good citizenship in all matters, both within and outside the department.

APA Ethical Standards. All students and faculty must adhere to the American Psychological Association's ethical principles and code of conduct. Specific violations of APA ethical standards constitute grounds for serious consequences within the program. Consequences will depend on the seriousness of the infraction and may range from an informal reprimand to dismissal from the program.

Harassment Policy. Harassment of any kind by faculty or students is not tolerated. Any student who feels they have been a victim of harassment should file a formal complaint with the Chair of the Department of Psychology and the Office of Student Affairs or Human Resources. Any student found guilty of routinely engaging in harassment of fellow students, faculty, or staff will be subject to disciplinary action which may include dismissal from the program.

Complaint resolution. In keeping with guidelines provided by the American Psychological Association, grievance should be resolved solely between the parties involved wherever possible. However, it is clear that faculty and administrators very often are perceived by students as being higher in positions of power and this unevenness in rank may hinder students from feeling that they can adequately mediate conflicts involving those persons. When student complaints regarding faculty arise, other than those regarding grades, the following steps should be taken:

1. Where possible, the student is encouraged to attempt to informally resolve the matter by meeting with the other party, be it faculty or student.
2. If the matter cannot be resolved informally, the student should meet with her or his Academic Advisor and discuss possible means to settle the problem.
3. If the Academic Advisor is the person with whom the student has a complaint or if the Academic Advisor is unable to rectify the situation, the Psy.D. Program Director should be consulted.
4. If the Program Director is unable to resolve the issue, the Chair of the Psychology Department should be informed. Also, if the complaint involves the Psy.D. Program Director, the Chair of the Psychology Department should be consulted.
5. If the student is not at ease with any of these, he or she may go to the Graduate Dean or the Dean of Student Affairs for assistance. If the student is not at ease with any of the above avenues he or she may follow the formal policy outlined in the *Graduate Catalog*.

When a student complaint involves another student and informal resolutions fail, the same hierarchy of resolution should be followed, beginning with the Academic Advisor and following the procedure as outlined above.

Diversity Statement

Marshall University and the Department of Psychology maintain a strong commitment to diversity. Through its course content, application review process, faculty hiring process, committee functions and other activities the University and the Department actively work to promote the fundamental value of human differences. We value positive acceptance of and respect for individual and cultural differences in race, ethnicity, gender, socioeconomic status, religion, sexual orientation, age, physical challenge, and

learning difficulties. In addition, we value the prevention of marginality.

Travel Policy

Prior to any travel, students must get Travel Authorization. This can be done a minimum of 45 days in advance of travel by requesting travel funds from the PsyD Program Director. This request should include:

1. Travel Destination
2. Dates
3. Reason for travel (ex. Name of conference)
4. What the student will be doing (ex. presenting poster, panel, attending)
5. Amount of funds requested

The PsyD Director will notify the Administrative Secretary, Sr. and asking that person to complete the travel authorization form. Students can begin the process by providing necessary information based on the forms that can be access here: <http://www.marshall.edu/finance/forms/> Travel Section > Travel Authorization Form. Travel Authorizations must be submitted a minimum of 30 days before travel is to occur. Students will also be required to complete the Driver Training and submit their completed certificate to the Administrative Secretary, Sr. Reimbursement for travel may not be granted if these procedures and timeline are not followed.

ALL TRAVEL MUST FOLLOW STATE RULES AND REGULATIONS WHICH INCLUDE BUT ARE NOT LIMITED TO BOOKING FLIGHTS THROUGH THE CONTRACTED STATE TRAVEL AGENCY, NOT USING DISCOUNT BOOKING WEBSITES OR APPS, ETC. Students are responsible for making sure that these rules are followed and understand that not following them will result in not being reimbursed. If a student is unsure of the travel policies, s/he should review the State guidelines posted on Marshall's webpage and on the Student Resources page of the Psychology Dept. webpage.

Practicum. Since travel to most rural sites are at least an hour away from Huntington, a stipend may be given to 4th year students in rural practicum for two semesters to help off-set travel expenses to and from the rural placement. The ability to do this will be based on available funds. Likewise, if the practicum site is not a significant distance for the student to drive or from the Huntington campus then this reimbursement will not be granted. This will be left to the discretion of the Psy.D. Program Director. When grant money is available, this will be used instead of the typical source of travel reimbursement money. If students miss significant amounts of practicum time then they may be expected to pay back some or all of the stipend. Exceptions to this policy can be granted by the Psy.D. Program Director.

Conferences. Psy.D. students are allowed up to \$250 to travel to conferences, if they are presenting, per fiscal year. Students must submit, in writing, a request for reimbursement to the Psy.D. Director. This request should include the name of the conference, dates of the conference, the person's contribution to the research and/or presentation, and any other relevant information about the conference or presentation. Once the travel is approved by the Psy.D. Director, then the student should contact the Administrative Secretary, Sr., as stated above, at least 30 days prior to travel for University authorization. Therefore, it is in the student's best interest to begin the travel authorization process as soon as s/he knows that an acceptance to a conference has occurred. Graduate students can also apply for additional funding through the Graduate College. All receipts must be submitted for reimbursement to occur.

Internship Interviews. All Psy.D. students can receive up to \$250 to off-set the expenses of their travel to internship interviews. All the requirements listed above that are needed for Travel Authorization must

be met. All receipts must be submitted for reimbursement to occur.

Other Policies

Online, Social, and Other Media. Be judicious when disclosing information in public domains (e.g., posting information on personal websites such as Facebook, Twitter, Instagram, etc.). Content online may be a factor in determining appropriateness to the profession. Social media should never be used in a way that violates any other Marshall University policies or student responsibilities. Additionally, it should not include unlawful content. A student may not infringe on copyrights or trademarks. A student may not use images without permission and must properly cite quoted material. A student who blogs or posts information or photos and videos does so at their own risk and are personally and legally responsible for personal postings and online comments. A former student in withdrawn or dismissed status may not claim to be an active student of the Marshall University Psy.D. program on any social networking site. A former student who fails to remove references to active status will be subject to a cease and desist order. Likewise, a current student should accurately portray their status in the program so as not to give the impression that his/her degree has already been awarded (e.g. Psy.D. Candidate or Class of 20XX).

In addition, refrain from posting unprofessional statements or pictures that may be viewed by clients, supervisors, instructors, or colleagues. A student should refrain from posting any content, including photos and video, that is harassing, discriminatory, defamatory, threatening, disparaging, libelous, or otherwise illegal or injurious to other students, client groups, practicum sites or staff, or faculty or staff members of Marshall University. Since the ethical principles and code of conduct warn against multiple relationships and exploitative relationships, therapists are not permitted to “friend” current clients and it is highly recommended that therapists not “friend” former clients. A student may not transmit confidential information such as educational classifications, psychological diagnoses, psychological reports, and research data in such a way that clients and/or research participants can be identified. Inappropriate or unprofessional online activity may be grounds for disciplinary action or termination from the program.

Finally, a student contacted by a member of the media are expected to forward inquiries to the Marshall University Director of Communications.

You may also want to join the Psy.D. Facebook page since announcements and up-coming events are often posted for current students and alumni to view.

<https://www.facebook.com/MarshallClinicalPsychologyPsyDProgram>

The Psychology Clinic also has a Facebook page that you may want to join.

If you have questions about where to locate a policy not covered in this manual, please contact the Psy.D. Program Director for assistance.

NOTE: Those involved with Marshall University and the Marshall University Psy.D. Program reserve the right to revise or change these policies at any point in time without notice.

Additional Forms that are located on your flash drive from orientation/new student seminar. Additionally, these forms are located on the Graduate Student Resources page of the Psychology Dept webpage.

Plan of Study

- MA Plan of study for those dually enrolled in the MA and PsyD program
- PsyD plan of study

Practicum and Internship

- Practicum Supervision Agreement
- Evaluation of clinical performance - practicum
- Evaluation of clinical performance - internship
- Evaluation of clinical practicum site

Doctoral Research Project/Dissertation

- Doctoral Research Project – Notice of formation of lit review committee
- Doctoral Research Project – Change in lit review committee membership
- Doctoral Research Project – literature review defense outcome
- Doctoral Research Project – lab requirements contract
- Doctoral Research Project – lab completion report
- Dissertation – Notice of formation of dissertation committee
- Dissertation – Change in dissertation committee membership
- Dissertation – Proposal meeting results
- Dissertation – Results of dissertation exam

Evaluation

- Annual Student Evaluation form
- PsyD Comprehensive Exam / Portfolio Instructions and Guidelines

Case Conceptualization Guidelines