

School Psychology Student Handbook

Doctor of Philosophy Program

2022-2023



UNIVERSITY *of*
DENVER

MORGRIDGE COLLEGE OF EDUCATION

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Welcome to Morgridge College of Education

This Doctoral (Ph.D.) Student Handbook provides students in the School Psychology (SP) Program with policies and procedures to assist them as they progress through the requirements of the Morgridge College of Education (MCE) degrees and certificates. In addition to our Program publication, the student should become familiar with the Graduate Policies and Procedures as stated in the University of Denver (DU) Graduate Bulletin and the [MCE Policies and Procedures](#). Although every effort has been made to ensure agreement among these three documents, it is the student's responsibility to read the norms regarding degree programs in all documents and to complete various program steps in a timely fashion.

Please take some time to review this material to become familiar with the details of the Program. *You are responsible for familiarizing yourself with the contents of this Handbook, as well as the policies outlined in the [Graduate Policies and Procedures Bulletin](#).*

Please also check the MCE website for the most updated Policies and Procedures information specific to the MCE: <http://morgridge.du.edu/handbooks-forms/mce-policies-procedures/>

DU and its programs are accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (HLC-NCA) and by other major accrediting agencies. The Colorado Department of Education (CDE) and Colorado Department of Higher Education (CDHE) also authorize us for its programs and endorsement areas that lead to licensure (e.g., School Psychologist).

DU is an Equal Opportunity Institution. It is the policy of the University not to discriminate in the admission of students, in the provision of services, or in employment based on race, ethnicity, color, religion, sex, national origin, age, marital status, veteran status, sexual orientation, gender identity, gender expression, genetic information, or disability. The University prohibits all discrimination, harassment and retaliation, and complies with all applicable federal, state and local laws, regulations and Executive Orders.

Inquiries concerning allegations of discrimination based on any of the above factors may be referred to the University of Denver Office of Equal Opportunity/ADA Compliance, Mary Reed Building, Room 422, 2199 S. University Blvd., Denver, CO 80208. Phone: 303-871-7436. Fax: 303-871-3656. For more information, please call the above number or see the website at <http://www.du.edu/deo/>. You may also contact the Office of Diversity and Equal Opportunity/ADA Compliance with concerns regarding determinations of religious or disability accommodations and/or issues about access.

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About the School Psychology (SP) Program

Program Overview

SP students apply to, and are accepted into one of three Graduate degree programs:

- Master's degree (M.A.) in School Psychology
- Educational Specialist (Ed.S.) degree in School Psychology, with an option of obtaining a concentration in either Early Childhood Special Education or Addictions in Schools.
- Doctoral degree (Ph.D.)

SP graduates of the Ph.D degree program have career opportunities across a broad range of educational, medical, research, or treatment-oriented service systems at the local, state, and national levels. In addition, doctoral students are prepared for administrative, supervisory, and teaching and research positions in institutions of higher learning.

Our curriculum provides a strong foundation and core knowledge base in developmental, psychological, and learning theories; general and special education; and legal, ethical and professional standards of practice. Professional skills and advanced training are required in research, measurement, program evaluation, assessment, prevention, intervention, and consultation with family, school, and community professionals.

All SP degree programs involve innovative, integrative, closely supervised practice experiences during coursework. Independent field experiences begin the first year. Ed.S. and Ph.D. degree students complete a culminating year-long internship where they gain additional supervised experience. Practice experiences are designed as a developmental Chain of Relevant Experiences (CoRE; see Figure 1) where students progress through coursework and supervised field placements, initially as *Critical Observers*, then as *Directed Participants*, then as *Active Contributors*, and finally as *Independent Practitioners*. These progressive experience levels are defined as follows:

- *Critical Observers*: Students acting as Critical Observers engage in activities that increase their knowledge base by linking theory and empirically based concepts through observational activities. These activities challenge the students to integrate information while learning current practices.
- *Directed Participants*: Students acting as Directed Participants engage in activities addressing professional skill development and enhancement (e.g., role play, simulation activities, and supervised experiences).
- *Active Contributors*: Students acting as Active Contributors engage in professional activities that are managed and dictated by needs and policies of the field placement. These activities, developed collaboratively and completed under the supervision of a faculty member and site supervisor, bring about a specific result that adds to the productivity of the field placement.
- *Independent Practitioners*: Students acting as Independent Practitioners engage in activities in which they apply advanced skills through self-initiated and self-governed professional engagement within a network of collegial supervision.

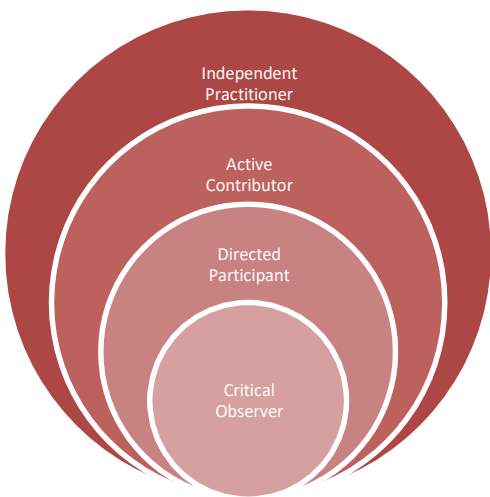


Figure 1. *CoRE Model*

All SP students are encouraged to participate in research, advocacy, and service at local, state, national or international levels for the benefit of families, children, and youth. There are multiple opportunities to engage in collaborative innovative research projects that offer in-depth expertise and exposure to critical issues in the field. Individual research interests are supported through strong faculty mentoring and advising that facilitates professional relationships and expertise. Students can take coursework from other programs housed within and outside MCE, including quantitative and qualitative research methods, curriculum and instruction, school administration, social work, and counseling. Finally, SP students can gain valuable practical and work experiences at the Psychoeducational Clinic, the Fisher Early Learning Center, and the Ricks Center for Gifted Children (all housed within MCE), or at several local public and private partnership schools.

Accreditation

The School Psychology Ph.D. degree program is "Fully Accredited" by the National Association of School Psychologists (NASP; 2014-2022) and "Accredited, on contingency" by the American Psychological Association (APA; 2018-2022). Graduates of the Ph.D. program are assured eligibility for licensure as a psychologist and the National Certificate in School Psychology (NCSP), pending the completion of internship and post-doctoral degree hours consistent with accrediting body standards and the attainment of a passing score on qualifying examinations (e.g., Praxis II, Examination for Professional Practice in Psychology).

For APA accreditation purposes, the program maintains student records of education and training experiences and evaluations in password-protected and safe electronic systems and shared drive for a minimum of 10 years to ensure accurate referencing for credentialing purposes. Trainee admissions, support, and outcome data are available on the MCE SP webpage. Questions related to the program’s APA accredited status should be directed to the Commission on Accreditation:

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

Program Philosophy and Mission

Our program philosophy and mission are aligned with the MCE vision “to train global leaders who employ innovative and effective approaches to advance learning throughout the lifespan, educational change, and social equity.” Our program *philosophy* is built upon a scientist-practitioner model of training emphasizing ecological, family-sensitive, prevention-oriented, empirically valid practice, and the highest standards of ethics and professionalism. We believe in a full consideration of human development and pedagogy, sensitivity to diverse human experiences and cultures, a focus on early prevention and supportive intervention, collaborative problem-solving, and the promotion of family involvement in development and education.

Our Program *mission* is to provide students with the knowledge and skills relevant for collaboration with diverse families, students, educators, and professionals to meet the educational and mental health needs of all students and families within a rapidly changing, global society based on a strong understanding of the interrelationship between environmental, neurobiological, and cultural influences on development.

Program Goals and Objectives

Our program *goal* is to prepare highly competent, collaborative, ethical, and self-reflective scientist-practitioners who can problem-solve and share decision-making with others to optimize social-emotional, cognitive, academic, and behavioral outcomes for developing children and youth. Ultimately, the SP Program strives to produce professionals who are competent *Consumers, Collaborators, Interventionists, and Advocates* as they work on behalf of individuals, families, schools, and communities. These competency areas are defined as follows:

- *Consumers*: able to apply, translate, and expand upon scientifically-based pedagogy and professional practice;
- *Collaborators*: able to collaborate in strengths-based, problem-solving, transdisciplinary teams with families, teachers, administrators, and other school and community personnel and to demonstrate appropriate interpersonal relations and professional dispositions and work characteristics;
- *Interventionists*: able to employ data-based decision-making and systems-thinking that links assessment outcomes to effective individual, family, and group change and to deliver preventative, remedial strategic accommodations, intervention, and crisis services in a timely and professional manner;
- *Advocates*: able to advocate for the needs of children and families, to respect the dignity and worth of all persons, to exhibit compassion and self-awareness, and to demonstrate strong listening, oral and written communication skills.

As an extension of our philosophy, mission, and objectives, graduates of the SP Program must demonstrate proficiency in several competencies and performance objectives, which align with MCE mission and goals, and with standards of professional training as articulated in the *APA Standards of Accreditation for Health Service Psychology* (APA, 2017) and the *NASP Standards for Preparation of School Psychologists* (NASP, 2020). Each competency is also aligned with one of the four above-mentioned objectives, which are used to evaluate student progress in the Program.

Students who graduate from the SP Program are expected to demonstrate mastery of skills and competencies according to both APA and NASP standards. The two accrediting bodies present specific school psychology practices and general professional psychology benchmarks that must be met by all graduate students of the Ph.D. degree program. Please read the domains and competencies carefully to better understand the integrated and comprehensive nature of school psychological practice:

- The NASP Practice Model and domains can be found here: <https://www.nasponline.org/standards-and-certification/nasp-practice-model>
- The APA Competency Benchmarks can be found here: <https://www.apa.org/ed/graduate/benchmarks-evaluation-system>

Doctoral Program Overview

Our Ph.D. curriculum provides a strong foundation and core knowledge base in developmental, psychological, and learning theories, general and special education, and legal, ethical and professional standards of practice. Professional skills and advanced training are required in research, measurement, program evaluation, assessment, prevention, intervention, and consultation with family, school and community professionals. All SP applied experiences are designed within the *CoRE* framework. Doctoral students in the Ph.D. program gain competencies in conducting original research, grant writing, and in advanced qualitative and quantitative analysis, research design, and statistics. Graduates assume positions as administrators, university professors, researchers, clinicians, and educational evaluators. Ph.D. students are expected to gain a high level of collaborative and then independent research involvement with an assigned faculty mentor. Students with a M.A. or Ed.S. Degree are eligible for the Ph.D. program.

Doctoral Program Objectives and Competencies

Our doctoral training is designed to prepare highly competent, collaborative, ethical, and self-reflective scientist-practitioners who can problem-solve and share decision-making with others to optimize social, emotional, cognitive, academic, and behavioral outcomes for typically and atypically developing children and youth. The SP doctoral program student learning objectives aim to produce professionals who are competent in *consultation*, *assessment*, *intervention*, and *scholarship/advocacy* as they work on behalf of individuals,

families, schools, and communities (see Figure 2). These competency areas are defined as follows:

- *Consultation*: able to collaborate in strengths-based, problem-solving, interdisciplinary teams with families, teachers, administrators, and other school and community personnel and to demonstrate appropriate interpersonal relations and professional dispositions and work characteristics.
- *Assessment*: able to demonstrate evidence-based and culturally competent decision-making regarding selection, administration, and interpretation of assessments.
- *Intervention*: able to employ data-based decision-making and systems-thinking that links assessment outcomes to effective individual, family, and group change and to deliver preventative, remedial strategic accommodations, intervention, and crisis services in a timely and professional manner.
- *Scholarship and Advocacy*: able to apply, translate, and expand upon scientifically-based pedagogy and professional practice; able to advocate for the needs of children and families, to respect the dignity and worth of all persons, to exhibit compassion and self-awareness, and to demonstrate strong listening, oral and written communication skills.

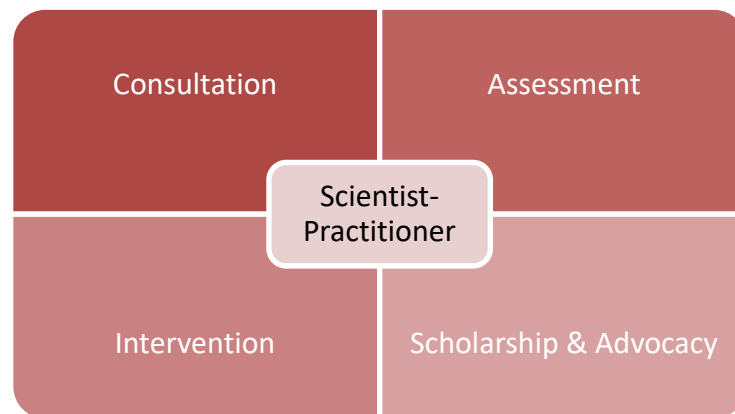


Figure 2. *SP Doctoral Competencies*

Each domain is also aligned with one of the four above-mentioned competency areas, which are used to evaluate student progress in the Program. See [Appendix A](#) for program-specific competencies and indicators (i.e., Student Learning Objectives).

Ph.D. – Post M.A. /M.Ed./Ed.S.

The SP Ph.D. program takes 4 to 6 years to complete. It prepares professionals in all aspects of doctoral-level School Psychology services. Students are expected to complete all corresponding coursework and practice experiences required to obtain a State Department of Education School Psychology license (see online coursework sequence for Ed.S. degree). In addition, students take advanced classes in assessment, clinical practice, supervision, and research methods that lead to a concentrated expertise in the field. The Ph.D. School

Psychology degree requires a minimum of 135 credits. Students with a Specialist or Master's degree are allowed to transfer in 45 credits toward the degree and an additional 15 credits may be substituted for coursework. However, they must also demonstrate competency in all areas addressed in the SP Master's and/or Specialist's degree, as well as completing a minimum of 90 credits during their doctoral program. Students are responsible for meeting licensure coursework requirements outside of Colorado independently of SP program requirements. See [Appendix D](#) for the program requirements and suggested course sequence map.

Research Mentoring

SP faculty will mentor students in the area of research throughout their doctoral program. Faculty members will: 1) serve as role models by conducting research and presenting research findings in peer reviewed journals and at professional meetings; 2) involve students in their research projects; and 3) support student-initiated research projects through informal mentoring and/or independent study.

General SP Ph.D. Information and Requirements

Advisors and Advising

Upon admission to the SP Ph.D. program, new students will be given an "Advisor Initial Form" ([Appendix O](#)) to request a tenured/tenure-track SP faculty advisor who will collaboratively direct all degree and curriculum decisions for the duration of the student's tenure at DU. Students and their faculty advisors develop an official coursework plan of study (signed by both the student and advisor and officially filed), build a research agenda, and engage in regular advisement meetings for guidance on professional issues. Students are expected to meet with their faculty advisor minimally once each quarter during the remainder of their program to discuss progress and career goals. All students are also required to schedule an annual performance feedback advisement. Students are responsible for scheduling all advisement meetings and are encouraged to seek out regular times to meet with their advisor for guidance on professional issues. To ensure appropriate professional advising, it is critical that there is an academic match between the student and the advisor. All students are encouraged to review SP faculty portfolio pages to gain an understanding of the scholarly focus of each tenured/tenure-track faculty member. Students are expected to keep their advisors updated on any substantial change or personal needs with regard to their degree program. Advisors will be notified when a student is given a warning of any sort. Concerns with students will be documented by advisors and discussed amongst core faculty at regular faculty meetings. Requests for a change of advisor will be reviewed on a case-by-case basis and will consist of discussions between the current, the newly requested advisor, and the student. Students must submit a completed and signed "Advisor Change Request Form" ([Appendix P](#)) to the ASA to initiate a change of advisors. If the change is approved, the student and advisor(s) will be notified.

Admission Policy

Although the general admissions requirements are listed in the DU Graduate Studies Policies and Procedures, the SP faculty members' approach to doctoral admissions decisions are guided by applicants who demonstrate:

- Competence in foundational areas of school psychology and/or related areas including, but not limited to:
 - acumen for research and clinical practice,
 - a keen multicultural orientation, and
 - ethical and professional behavior.
- Reflective practices.
- Alignment with program's goals, objectives, and competencies as well as the program's values and philosophies.
- Complimentary research interests with tenured/tenure-track SP program faculty.

The admission process is as follows:

- Applications submitted by the deadline are processed by the Morgridge Office of Admissions (MOA) and those meeting minimum standards are given to program faculty.
- Applications are reviewed by program faculty.
- A subgroup of applicants is invited to an on-campus or virtual interview, based on University guidance, MOA suggestions, and program considerations.
- Faculty meet after interviews to assess the applicants and make recommendations regarding whom should be offered admission.
- The applicants are reviewed by the Graduate School for meeting admission criteria.
- Applicants are notified by the MOA of faculty decisions.

The SP program, in accordance with DU's stance on inclusive excellence, admits students of any racial, national, ethnic, and/or cultural identity, sexual orientation and/or identity, age, non-disqualifying disability, and religion or creed to all the rights, privileges, programs, and activities generally accorded or made available to students at MCE and DU, and does not discriminate in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. The SP Department typically admits up to 10 Ph.D. students per year.

To be considered a successful SP School Psychology Ph.D. applicant, students must have a M.Ed. /M.A. in school psychology or a related field, or an Ed.S. school psychology degree from a NASP-approved program. Students must demonstrate completion of all requirements of the DU M.A. /Ed.S. degree programs or their equivalents prior to their doctoral studies (the programs of study for the M.A. and Ed.S. degrees at DU are listed online). The faculty will evaluate students' prior graduate work (e.g., syllabi, PRAXIS scores, artifacts) to determine if additional coursework, remedial coursework, or practicum experiences are required prior to, or concurrent with, beginning doctoral studies at DU.

Adequate Progress

Two or more non-passing grades on a student's transcript may be a sign of inadequate progress and may result in probationary status. Non-passing grades include Incompletes and those with a non-passing grade. Severe or continued lack of adequate progress will result in termination from the Program. Please see the "Grades" section of this handbook and the Incomplete Grade Policy in the Graduate School Bulletin for further information: <http://bulletin.du.edu/graduate/>.

Background Check/Fingerprinting

Students are required to submit to a criminal history record check in anticipation of field experiences in school settings and the eventual application for a professional license.

Students must self-disclose if they have ever been convicted of or pleaded guilty to a criminal offense other than a minor traffic violation, or there are criminal charges pending against them at the time of admission, upon entry to the Program, and at any time while they are students at the University of Denver in Morgridge College of Education (MCE). Failure to self-disclose abovementioned information may result in probation status or dismissal from the program. If a criminal offense occurs after initial admission and while they are students in the program, students must notify their faculty advisor within five business days of the occurrence. Failure to do so may result in probation status or dismissal from the program. Admitted students must follow the background check procedure listed below prior to starting program courses.

Disclosed infractions will be reviewed on a case-by-case basis by a committee that will consist of the MCE associate dean, Teaching Learning and Science (TLS) department chair, Program faculty representative, Office of Student Conduct representative and/or an Office of Graduate Studies representative, and Campus Safety representative. Results of the committee's determination will be communicated to the student in writing. At time of application, the committee will determine if the applicant will be admitted. During the Program, the committee will determine if the student will be put on probation or dismissed. If it is determined that a student will be put on probation or dismissed, the student should refer to the policies and procedures listed under the "Probation Policy" section of this handbook.

Students in some practicum and/or internship sites may need additional fingerprinting to comply with federal or state law(s). The costs of fingerprinting, background checks, and other charges required by the site will be the responsibility of the student.

Procedure for Submitting Fingerprints for the Background Check:

1. Complete the VECHS Waiver Agreement and Statement form found on the SP PhD Canvas site or at the end of this handbook. Upload the completed form to the Canvas Site. (Please note: The Qualified Entity on this form is "The University of Denver / Morgridge College")

2. ***Beginning September 24, 2018 the Colorado Bureau of Investigation (CBI) will only accept digital fingerprints.*** In order to obtain this type of fingerprinting you will need to go to a Colorado Applicant Background Service (CABS) vendor. ***When filling out the forms, ensure you are requesting both CBI and FBI background checks.***

3. **Current Approved Vendors:**
IdentoGo – Service Code: 25YQ54
Appointment Scheduling Website:
<https://uenroll.identogo.com/>
Call Center: 844.539.5539 (toll free)
IdentoGO CABS Information Website: www.identogo.com/locations/colorado

Colorado Fingerprinting

Unique ID Numbers: CONCJ5768

Colorado Fingerprinting Phone: 720-292-2722

Email: info@coloradofingerprinting.com

Online pre-registration: www.coloradofingerprinting.com

Choose a location and time that is convenient for your appointment

4. Please note the following information:
 - **Employer and Address** - The University of Denver, 1999 E. Evans Ave., Denver, CO 80208
 - **The purpose of background check/fingerprinting: NCPA/VCA Volunteer and you will pay a fee.** *If you recently were recently fingerprinted for a background check for another entity you will still be required to go through the process again for your program at the University of Denver.*

For more detailed information on fingerprinting and background checks in the state of Colorado visit their website [here](#). In addition, each school and/or district has its own requirements for finger printing and students must comply with those requirements as well.

Bereavement Policy

A student's absence from class will be excused for funeral leave in the event of a death in the student's immediate family or household for up to three consecutive business days for in-state funeral services and five consecutive business days for out-of-state funeral services. The student is responsible for fulfilling the course requirements and for working with course instructors on an appropriate timeline to submit any missed assignments/requirements.

The Office of Student Outreach & Support (SOS) is the designated office to help support the student and review all available options if the death has an impact on the student's academic

progress for the term. Faculty requesting verification of the funeral leave should consult with the SOS staff. The policy can be found here:

https://www.du.edu/studentlife/studentsupport/pioneers_care/

Canvas Assignments

You will be added to a Canvas site called “SP Ph.D.” The purpose of this site is to assist you in progressing through the program. Requirements for program completion outside of coursework are listed as assignments in this Canvas site. You are responsible for contacting your advisor if you have questions or concerns regarding the required information. Failure to complete the items in Canvas may result in delayed graduation.

Coursework Plan (CWP)

Required and recommended courses for the SP Ph.D. degree are found on the SP CWP (see Appendices D and E). In certain cases, coursework options can be taken through other programs in the MCE as well as in related graduate departments across the University. Although students may take courses across a broad range of areas, they must select from advanced coursework that emphasizes research, assessment, consultation, program development, administration, community mental health, educational leadership, policy development or advocacy/social justice related to birth to 21 populations including, but not limited to, culturally and linguistically diverse populations, low-incidence populations, or marginalized and/or minoritized populations.

Doctoral students must complete an official CWP in consultation with their advisor during the first quarter they are officially enrolled and must place an official CWP on file by the end of the first year. An official CWP is one that is signed by the student and the student’s advisor. A student’s CWP serves as a plan leading to graduation. A CWP can be revised at any time, with advisor approval. When modifications are made, a new official, re-dated, and re-signed CWP must be submitted with all changes and be attached to the original plan in the student’s file. When a student applies for graduation, the student’s transcript is checked against the CWP to ensure that the student has taken all the required courses listed on their plan. This is the only time that such a check is officially made by the University. Students are expected to keep their own copies of all documents throughout the duration of their study and track their progress toward meeting all graduation requirements.

Email and Communication

All students are automatically assigned a University e-mail address upon entry into the program. Students may choose to use the email operating system (i.e., Outlook) or forward the email to a preferred email account. The DU e-mail address will be used to send program-specific and MCE communications; it is preferred that students use their DU email in all DU related communications. Students are responsible for checking email regularly for critical information, such as scheduling, deadlines, conferences, field placements, and job opportunities. Students are responsible for updating any changes in address or other contact info in PioneerWeb within the first week of classes each quarter.

Employment

The SP program is a full-time commitment. The program is not compatible with full-time employment. Part-time employment outside of the university may also be a challenge due to course and field placement demands. Students are encouraged to pursue part-time Graduate Assistant and Work Study positions on campus while matriculating through the program. All students must complete a "Discussion of Employment" form ([Appendix Q](#)) signed by their advisor and submit it to the SP Ph.D. Canvas page for recordkeeping.

Students are expected to engage in a full-time internship during their final year and are prohibited from employment outside of the internship placement. Doctoral internships are paid positions.

Grievance Policy

If a student has a grievance involving another student, a faculty member, staff regarding interpersonal matters, or a program review decision, student must follow a hierarchical process to work toward repair and resolution.

The order of engagement is as follows, with progression to the next step if the student feels the meeting was unsuccessful and the grievance was not resolved:

- 1) Meet directly with the offending party
- 2) Meet with your Advisor (if the grievance is with the advisor, move to step 3)
- 3) Department chair
- 4) Associate Dean
- 5) University policies
 - a) Academic Grievance Procedure: <http://bulletin.du.edu> or <https://www.du.edu/site-utilities/studentcomplaint>
 - b) Office of Equal Opportunity and Title IX: https://www.du.edu/equalopportunity/about_equal_opportunity

Students' advisors or another trusted faculty member may act in a consultative and supportive role throughout the entirety of this process.

Initial Meeting involving another student, a faculty member, or staff

The goal of this meeting should be restoration. **All** parties should express their concern and feel heard. We acknowledge potential power differentials and if the student feels more comfortable, they may have their advisor or trusted faculty member support them in this initial meeting.

If the student feels this meeting was unsuccessful, and they cannot work out the grievance directly with the faculty member, staff, or student, the student may direct their concern to their Faculty Advisor personally, or in writing, and follow the hierarchy listed above.

Initial Meeting involving a faculty advisor

If the grievance involves the Faculty Advisor, the student should direct the concern to the Department Chair. **All** parties should meet to express their concerns and engage in a restorative process to feel heard.

If the grievance is not resolved to the student's satisfaction, the student may seek resolution of complaints or grievances to the Associate Dean, and follow the hierarchy listed above.

Explicit information about the grievance policy can be found in the Graduate School Bulletin <http://bulletin.du.edu> or at <https://www.du.edu/site-utilities/studentcomplaint>

Matters of Discrimination

If a student feels another student, a faculty member, or staff are discriminating against them (e.g., race, ethnicity, gender, sexual orientation, SES, disability status, religion) or creating a hostile learning environment (through course materials, discussion, activities, verbal statements, etc.), they are encouraged to follow the above grievance policy.

If this aforementioned policy and hierarchy is not successful, students may directly contact the Office of Equal Opportunity and Title IX for additional options

https://www.du.edu/equalopportunity/about_equal_opportunity.

Letters of Recommendation

Faculty members receive numerous requests to write letters of recommendation for scholarships, fellowships, internships, or employment. The typical procedure is to alert the faculty member of the request at least two weeks in advance of any deadline. A student should provide an updated vita, description of the requested position or award, and should complete all required information on any forms so that the faculty member need only add the recommendation and signature. It is customary for faculty to send letters directly to the requesting agency. Thus, students should provide a list of mail or email addresses where each letter should be sent. Faculty may choose to supply students with copies of recommendation letters, at their discretion.

Malpractice Insurance

Students are encouraged to purchase personal malpractice insurance. Most courses other than research classes have a practice and/or field component. While the University provides some coverage, students can obtain affordable additional malpractice insurance through their membership with APA, the Council for Exceptional Children (CEC), or NASP.

MCE Strike Policy

The University of Denver and the Morgridge College of Education understands the complexity of labor negotiations and does not take sides in any contract disputes. DU students should contact their university supervisors for instructions as soon as they hear about an event such as a strike or work stoppage occurs. We strongly discourage students from attending field and service placements during a labor strike due to a variety of issues including, but not limited to, supervision and liability concerns. Students will work with their university supervisors to ensure that they are able to complete their work. This policy is not intended to influence students who are employees at their field placement sites, as they should use their own professional judgement. Their actions regarding these situations will have no academic consequences or impact on their status within the program.

Office of Research Integrity and Education

The DU Office of Research Integrity and Education (ORIE) provides support and oversight for research conducted by members of the University of Denver community so as ***“...to ensure active adherence to the ethical principles and professional standards for the responsible conduct of research.”***

MCE students, staff and faculty who conduct research are required to review [the Office of Research Integrity and Education](#) website to determine if your research project qualifies as human subject research that requires you to submit a proposal to be reviewed by the Institutional Review Board (IRB). Please review the [examples](#) of research activities that may or may not require an IRB proposal. MCE graduate students should consult with their faculty advisor about their research activities. If you have additional questions about the ethical conduct of research at DU, please contact ORIE staff at 303-871-2121. More information on their office is listed on the [ORIE website](#).

Personal Hardship

In general, the SP faculty will support students through a short-term crisis and provide activities to help them recoup missed learning experiences if no more than two classes are missed. Occasionally, however, a student may experience a long-term crisis, or have a series of frequent acute hardships. Personal hardships may not be used as an excuse for unethical or irresponsible behavior. Concerns can exist due to any or all of the following:

- The student is unable to attend class regularly over an extended period of time
- The student is frequently poorly prepared (or unprepared) for class or other learning activities
- The student is significantly behind in coursework or other benchmarks for the program
- The student has difficulty participating in required group learning activities, team projects, with clients, or at community sites
- The student is unable to attend or removed from field-based placement site.

It is the position of the Program that when such situations exist, the student and faculty should objectively examine the situation and determine whether it is appropriate to take a leave of absence until the educational experience can be given appropriate attention. In such instances, the student's advisor will consult with involved faculty and the Department Chair, and will then meet with the student to assist, to clarify, and evaluate options. If the student so chooses, a Leave of Absence form would be completed. If the student opts to remain active in the Program, the Program faculty will create a probation plan to clarify expectations and student responsibilities.

Probation and Dismissal

For general information on the policies and procedures related to probation and termination, students should refer to the *DU Graduate Bulletin*, section [“Academic Requirements, Policies and Procedures”](#) for a comprehensive description of situations that warrant probation, dismissal, and termination.

For information on program-specific expectations, please refer to the Field Placement manual and the following sections of this handbook:

- ‘General SP Ph.D. Program Information and Requirements’

- ‘Academic Policies’
- ‘Performance-Based Assessment and Accountability’
- ‘Grades’

A written remediation plan will be developed by the Department Chair in consultation with the advisor for any student placed on probation that details specific actions to be taken within a specified timeframe. Such actions can include, but are not limited to, additional or repeated coursework or fieldwork; skill-building assignments outside of the regular class; psychological evaluation; professional counseling/psychotherapy; remedial coursework to enhance writing, quantitative, or oral presentation skills; or other appropriate remedial actions.

Failure to progress after reasonable intervention or a failure to comply with the probationary plan and timelines can result in dismissal from the Program. For egregious violations of expectations, such as unethical or unprofessional behavior, a student may be immediately dismissed from the Program.

Professional Membership

Students are required to join one national and preferably one state professional organization during their graduate career. They are also encouraged to attend annually at least one regional or national conference related to their professional career. A list of professional organizations at the national level include, the National Association of School Psychology (NASP), the American Psychological Association (APA), the American Educational Research Association (AERA), Council for Exceptional Children Division of Early Childhood (DEC), and the National Association for the Education of the Young Child (NAEYC). At the state level, recommended professional organizations include but are not limited to the Colorado Society of School Psychologists (CSSP) and the Colorado Council for Exceptional Children (CCEC). Additional requirements for doctoral students are outlined in the “Residency Requirements” section.

Social Media Policy

Students are entering a professional role as a representative of the University of Denver and the school psychology profession, which relies on adherence to ethical standards such as confidentiality. This means students are expected to carefully consider their use of social media regarding both professional and personal behavior. Students are asked to review privacy settings and review their online presence. Students should also avoid posting unhealthy or offensive behavior and speech as these posts may be accessed by future employers, colleagues, or clients. Moreover, students are prohibited from posting anything at all about clinic and fieldwork practice. Failure to adhere to these guidelines is grounds for expulsion from the program. APA has established policies about social media and forums, which should be carefully reviewed by all students(<http://www.apa.org/about/social-media-policy.aspx>).

SP Doctoral Degree Requirements

Minimum Requirements

All Ph.D. candidates must complete the following requirements:

- a) field-specific coursework
- b) doctoral residency requirements;
- c) comprehensive exam
- d) a dissertation study;
- e) a supervised minimum 1500-hour advanced full-time Internship (students must complete all other coursework, pass the doctoral comprehensive exam, and successfully propose their dissertation study prior to starting Internship); and
- f) the recommended course sequence for Ph.D. students varies depending on prior coursework and identified interests.

Academic Policies

Course Attendance

Class attendance is highly valued and a critical component of this program. Absences result in a reduction in competence, since there is no way to recreate class lectures, discussions, group activities, and peer interactions. Students are allowed one (1) excused absence from class. A second absence during a 10-week quarter, no matter what the cause, will result in a 10% reduction of all possible course points. If students miss a third class, they will receive a C+ or lower. There are no exceptions to this rule.

Attending class through remote access does not count as attendance, except for the most extreme personal or family reasons. Students are responsible for obtaining instructor permission to Zoom into or tape a class and making arrangements with a peer for how to get this done.

Missing 5 to 15 minutes of class is counted as a tardy; missing more than 15 minutes of class is considered an absence. Two tardies will be counted as an absence. If a student has a prolonged illness that causes them to miss more than two classes, they should have verified medical documentation. If more than two classes will be missed, students must communicate with the instructor and their advisor to determine if a leave of absence is warranted. If students have other commitments that will necessitate frequently missing classes or being tardy, students may want to reconsider whether taking this class is the most appropriate decision at this time.

If a portion of or an entire class is missed, it is THE STUDENT'S responsibility to contact a classmate and gather missed course content prior to the next class meeting. When classes are missed, students must contact the instructor at least 24 hours prior to the class session. In the case of an emergency in which prior notification is impossible, the student should contact the instructor as soon as possible via a text, phone call, or an email and confirm communication receipt.

**Note during severe weather conditions, the University maintains a Weather Line at 303-871-3747 that is updated by 3 p.m. and campus closures are announced on the DU website*

We ask that students carefully consider missing classes, as this policy will apply regardless of the reason for absence. More information on the DU attendance policies can be found in the Graduate Bulletin.

Online Learning Policy

If a course has moved online due to state or federal health and safety guidelines, the instructor will determine if the course content will be offered asynchronously or synchronously. During the synchronous class times, students are expected to log into the class at the designated times and remain for the duration of the synchronous period. Students are expected to have their videos turned on during the class and to remain visible. Students should not be doing other activities outside of the course during this time. While the instructor is speaking or another student is speaking, all other students are expected to keep their microphones muted so as not to distract the audio of the speaker. It is the student's responsibility to ensure all technology is working and adequate for the synchronous portions. It is highly recommended that students check their technology prior to the first class and before the other class times. Instructions for using Zoom via Canvas can be found at the technology service desk website as well as instructions of testing your technology. Students are expected to be able to have enough of a command of the technology being used to participate in the course and present when necessary. It is recommended that students visit various tutorials online or contact the DU technology department for guidance.

Class Engagement

Class engagement is essential for developing a professional identity and collaborative sense of responsibility towards others. Active listening and personal participation during classes and during group work are extremely important to help integrate and understand different perspectives of the varied topics and sometime controversial issues facing our field. Thus, it is expected that students will come to all classes and professional commitments on time, prepared to discuss weekly readings and assignments, and ready to fully listen and engage with peers.

Professional engagement also means that students are NOT multi-tasking or engaged in personal texting, phoning, answering emails, surfing the web, nonrelated talking, or other distractions. In online classes, this is still the expectation. For in person classes, **a no-laptop policy** is utilized, unless otherwise instructed, in order to promote optimal student learning (Fried, 2008; Mueller & Oppenheimer, 2014; Ravizza, Uijtvlugt, & Fenn, 2017; Sana, Weston, & Cepeda, 2013).

Grades

SP is a performance-based program. In a performance-based program, grades serve a different purpose than they do in a traditional academic program. In a performance-based

program your grades do not directly affect our decision to recommend you for licensure, advancement in field experiences, or continuation in the program. In a performance-based program, grades are indicators of the following matters: (1) timely progress in understanding and applying the knowledge base needed to perform at the proficient level, (2) intellectual engagement with the process of becoming school psychologist, (3) ability to think, speak, and write at a graduate level.

Students must maintain at least a 3.0 GPA throughout the Program. If a student's grade point average falls below 3.0 at any time during the Program, they may be removed from fieldwork placement and will be placed on probation. Additional information regarding grade policies can be found in the "Performance-Based Assessment and Accountability" section.

An Incomplete "I" is a temporary grade which may be given at the instructor's discretion to a student when illness, necessary absence, or other reasons beyond the control of the student prevent completion of course requirements by the end of the academic term. Because courses are cumulative, students may not be allowed to begin/continue academic courses or fieldwork placements until all grades of Incomplete have been resolved. It is the responsibility of the student to initiate the Incomplete process by immediately communicating with the instructor prior to the end of the quarter, and it is up to the instructor to determine what will be required to show competency in the course. More information regarding the incomplete grade policy can be found in the Graduate Bulletin, <http://bulletin.du.edu/graduate/>.

Residency Requirement

The purpose of the doctoral residency requirement is to provide students with a set of extended research experiences beyond those offered by formal coursework. All doctoral students must complete these requirements, per APA. During this time, students will spend considerable time involved in activities related to four category areas:

1. Research
 - Work with faculty members on research projects.
 - Take research-specific coursework.
2. Scholarship
 - Complete a pre-dissertation project – the purpose of the project is to provide the student with a substantive research experience prior to the dissertation. The project may include, but is not limited to, a journal article, a white paper, a practitioner article, a technical report, a grant submission, or other examples of concerted scholarly efforts that demonstrate preparation of a scholarly publication submission. The project may not be a dissertation or thesis. Although the student will most often be the first author of the project, the student and research advisor will determine the authorship of any publications or presentations connected to the project. A prior thesis or publication cannot be counted as the pre-dissertation project. An extension of such a project may be acceptable if approved by the research advisor.
 - Present at a professional conference (e.g., CSSP, NASP, APA, AERA, ISPA).

3. Service and Collegiality
 - Actively participate in the SP SASP.
 - Engage in guest lectures or teaching in higher education.
4. Professional development in the field of school psychology:
 - Attend a minimum of one dissertation defense scheduled within SP.
 - Attend a minimum of one lecture, colloquium and/or symposium offered in MCE.
 - Attend a minimum of one professional conference (e.g., CSSP, NASP, APA, AERA, ISPA).

A minimum of 32 hours over four consecutive quarters is necessary to fulfill the doctoral residency requirements. During this time, full-time students must restrict any outside employment to no greater than 20 hours per week. This outside work must be approved by their advisor using the Discussion of Employment form. It is highly recommended that students complete their residency requirements within the first three years following admission into the doctoral program. Residency must be completed before substantive work can begin on the dissertation. See [Appendix F](#) for the Doctoral Residency Form.

Comprehensive Examinations

Students must complete a professional certification exam and a doctoral-level comprehensive exam. The two exams are designed to demonstrate professional competency in the overarching field of school psychology.

Praxis II

Students in the Ph.D. School Psychology degree program must take and pass a national professional certification exam as evidence of their comprehensive knowledge of school psychology, and in order to receive most states' licensure to practice as a school psychologist. This exam is offered through Educational Testing Services (ETS) and is endorsed by the National Association of School Psychologists (<http://www.nasponline.org>). The Praxis II/NASP exam is usually taken at the end of the first year of the Licensure program (i.e., the summer before Residency). Students register for the exam on their own. Information on exam registration, including when and where the exam is offered, can be found at the ETS website (<http://www.ets.org/praxis>). All students must meet or exceed the passing score required in Colorado. A passing PRAXIS score is required before completing comprehensive exams or an advanced practicum. Students must submit official PRAXIS exam scores (total and subscores) to the SP Ph.D. Canvas page to register for Doctoral Comprehensive Exams.

Doctoral Comprehensive Exam

The Doctoral comprehensive exam is designed to assess theoretical, empirical, and applied content knowledge of current and historical issues related to professional practice in the field of School Psychology. A comprehensive exam **MUST** be satisfactorily completed before a dissertation proposal can be scheduled and defended.

The comprehensive examination consists of five days of written examination and is offered twice each year. The examination contains two questions designed to provide students with an opportunity to demonstrate their expertise and integration of knowledge across the school psychology program content areas. These areas include: a) Consultation; b) Assessment; c) Intervention; and, d) Scholarship and Advocacy.

Student responses to each question should be no less than 15 pages and no more than 30 pages (i.e., 30-60 pages for the entire comprehensive exam), excluding references, figures, and tables. Responses should be a) completed in Microsoft Word, b) typed in 12pt. Times New Roman, c) double-spaced, d) formatted with 1-inch margins, and e) follow APA formatting guidelines.

Faculty reviewers refer to several specific criteria to evaluate exam answers. These scoring criteria are outlined in the SP Ph.D. Comprehensive scoring rubric in [Appendix G](#). Students are expected to cite sources and to include a list of references with their responses. Although faculty members are primarily interested in the content of the responses, students should edit work to limit errors in spelling, grammar, or APA Style. Please remember that poorly written responses are more difficult to read and score; excessive errors could result in failure on the comprehensive exam.

Comprehensive exams receive one of four ratings: Honors, Pass, Conditional Pass, or Fail. An Honors rating is reserved for students whose exam is extremely well-written, reflecting answers that receive mostly ratings of honors across the four rubric scoring domains. A Pass rating means that the exam was acceptable and complete and that no rewrites are necessary. A Conditional Pass rating means that a major section or portion of the exam was not adequately explained, completed or supported with appropriate citations and references to professional literature. For a Conditional Pass, a student will be given one chance to rewrite the portion of the exam that was deficient with explicit criteria outlined by the Faculty Review Committee. Completed Conditional Pass revisions must be resubmitted for approval within two weeks of receipt of feedback on the Conditional Pass. Two faculty members read the revision and rate it as either pass or fail. Students who fail the revision have failed the exam and must reschedule to retake the entire exam at the next available date. A Fail rating means that the majority of the exam was not acceptable and the student will be given one additional opportunity to retake the entire exam. A student must pass the comprehensive exam in order to graduate.

The examination should be scheduled soon after the **completion of the residency requirements** and **successful passing of the PRAXIS exam**. It is highly recommended that doctoral students participate in study groups well in advance of the exam date to prepare for the examination. During the exam, students are expected to independently complete written responses; they should not collaborate or discuss their responses with others. However, the use of notes, books, and other resources to complete responses are permitted. Students should upload written responses to Canvas by the assigned deadline.

Doctoral Dissertation

Dissertation Credits

Dissertation credits are reserved for work on the dissertation, which generally occurs after successful completion of the required comprehensive examination. In some cases, a student may register for dissertation credits earlier if: a) the student's dissertation advisor agrees to work directly with the student on a regular basis throughout the quarter in which the student is registering for dissertation credit; and b) the student is prepared and able to dedicate substantial work to dissertation planning and preparation. In this case, a student may register for no more than 50% of the minimum number of required dissertation credits. The dissertation credit form can be obtained from the Registrar's website:

<https://www.du.edu/registrar/other-student-services/forms>.

Students must register for dissertation credits during the first week of class of the quarter in which the work will be conducted.

Students must continue to register for at least one credit hour (CFSP 5995) per fall, winter, and spring quarter, even after the completion of all required coursework until they successfully defend their dissertation as per the MCE Continuous Enrollment Policy: <http://morgridge.du.edu/handbooks-forms/mce-policies-procedures/>. If students are receiving financial aid while working on their dissertation and/or they wish to defer any potential loan repayments, they must also register for the DU Graduate Studies Continuous Enrollment (CENR 5600) EACH academic quarter until they graduate.

Dissertation Policies and Guidelines

Research is discovery to be shared, and the SP guidelines will help students display their research results in a consistent and professional manner. As researcher and author, the graduate student has full responsibility for the form and content of the dissertation. The dissertation chair and the members of the committee are a panel of advisors to oversee the substance, direction, and writing of the research, in addition to providing guidance for the format of the document.

The key to successfully writing a dissertation in a timely manner is the student's own effort and subsequent collaboration with their **major advisor (i.e., dissertation committee chair)** with whom they will work closely on all aspects of their project. Please note from the onset that there is considerable variation in the form and shape of doctoral dissertations and completed proposals (see Dissertation Options). Students should discuss these expectations prior to choosing a dissertation committee.

Dissertation Options

An SP dissertation may take one of two formats explained in greater detail below: Traditional Dissertation and Manuscript Dissertation. Alternative formats may be proposed by the student and approved by the committee, assuming the format meets University guidelines.

Please meet with your dissertation chair BEFORE beginning any work on your dissertation to determine which format you will be proposing.

DISSERTATION FORMAT OPTION 1: Traditional Dissertation

The traditional format has five chapters. The Ph.D. candidate, with the approval of the doctoral committee, will agree upon a dissertation topic and develop a proposal consisting of three chapters: Introduction/Statement of the Problem, Review of the Literature, and Methods. The remaining chapters (Results and Discussion/Conclusion) and any revisions to the first three chapters will be completed before the defense of the doctoral dissertation.

Chapter 1. Introduction and Statement of the Problem

The Introduction should describe the nature and purpose of the study and explain the significance of and justification for conducting the study. This chapter should also present the specific aims and hypotheses to be addressed by the dissertation project, clearly relating these to relevant lines of current literature and historical work directly related to the proposed topic of study. The chapter should end with clearly defined concepts and terms, supported by relevant citations that will be used throughout the remainder of the dissertation.

Chapter 2. Review of the Literature

Literature reviews should be thorough and systematic. Chapter 2 presents a critical analysis of prior scholarship related to the central questions of the dissertation. Although the degree of completion of the literature review at the proposal stage is a matter of deliberation with the committee, in most cases it is important that the literature review in a proposal:

1. Demonstrates a thorough understanding of the subject of the dissertation, through review and analysis of previous research;
2. Identifies chief researchers and documents in the research area to which the dissertation is meant to contribute;
3. Identifies areas of consensus, dispute, and lack of knowledge in the scholarship of the field and evaluates the nature and quality of support for various contentions;
4. Draws new insights or new questions from the literature to offer a conceptual or theoretical framework in which the dissertation should be understood;
5. Examines and weighs previous and potential methods for investigating the hypotheses or research questions to be addressed in the dissertation; and
6. Prepares the reader to appreciate how the dissertation will contribute significant new understanding to this framework.

Chapter 3. Methods

This chapter is typically divided into labeled subsections. Subsections might include (but are not limited to):

1. Study population: (Subjects and setting): The characteristics of participants of the study, how they were selected, and the setting of the study in detail.
2. Instrumentation: Any measures, tools or instruments that might be important for readers to understand (such as, assessment instruments, surveys, interview formats,

observation protocols, and data collection devices), should be described in detail and supplied in appendices. If subjects interacted with special equipment or software, or other materials, a detailed description is essential. All measures to be used or proposed need to be described fully and included as appendices

3. Data collection procedures: The readers should be given a thorough description of all the steps involved in data collection. Timelines are helpful, either in outline or graphic representation. Efforts to protect the reliability of findings and the validity of inferences should be detailed.
4. Data analyses: Regardless of the data collection method used, an analytic strategy must be applied to make sense of the observations. Chapter 3 should describe the analytic strategies employed and a rationale for their use. To the degree that readers may be unfamiliar with the strategy, greater detail may be needed.
5. For Quantitative studies, methods should address:
 - a. Methods of “data cleaning,” refinement, any test of assumptions
 - b. Completeness of data, how missing/incomplete data was handled
 - c. Categorization schemes, how they were developed, interrater reliability;
 - d. Checks on psychometric properties of instruments – reliability, validity
 - e. Tables of raw data, summary data, or any data transformations performed
 - f. Description of statistical tests to be used for all analyses

For Qualitative studies, methods should address:

- a. **Credibility:** *Credibility* evaluates whether or not the representation of data fits the views of the participants studied; whether the findings hold true. Evaluation techniques include: having outside auditors or participants validate findings (member checks), peer debriefing, attention to negative cases, independent analysis of data by more than one researcher, verbatim quotes, persistent observation, etc.
- b. **Transferability:** *Transferability* evaluates whether research findings are transferable to other specific settings. Evaluation techniques include: providing details of the study participants to enable readers to evaluate for which target groups the study provides valuable information, providing contextual background information, demographics, the provision of thick description about the sending and the receiving context, etc.
- c. **Dependability:** *Dependability* evaluates whether the process of research is logical, traceable and clearly documented, particularly on the methods chosen and the decisions made by the researchers. Evaluation techniques include: peer review, debriefing, audit trails, triangulation in the context of the use of different methodological approaches to look at the topic of research, reflexivity to keep a self-critical account of the research process, calculation of inter-rater agreements, etc.
- d. **Confirmability:** *Confirmability* evaluates the extent to which findings are qualitatively confirmable through the analysis being grounded in the data and through examination of the audit trail. Evaluation techniques include: assessing the effects of the researcher during all steps of the research process, reflexivity

(biases and attitudes), providing background information on the researcher's background, education, perspective, school of thought, etc.

Confirm with your chair and methodologist regarding content and structure of this section.

Chapter 4. Results

The fourth chapter summarizes and analyzes the study data with only minimal interpretation. This chapter should bring readers as close as reasonable to the original data and experiences of the study. This involvement with the data gives the reader some chance to form his or her own inferences and match them against conclusions in Chapter 5. It should begin with a brief review of the purpose of the study and the research method employed.

The presentation in Chapter 4 should closely follow the guiding questions or hypotheses articulated earlier in the dissertation. The results should be presented first in their simplest form (such as simple narrative descriptions, simple counts of frequency, and descriptive statistics), and later in more complex forms (2x2 or RxK, Chi-square, correlational analyses, factor analyses, simple and complex regressions or other statistical modeling, including confounders and effect-modifiers identified in the stratified analyses, or other inferential statistics. A description might be included here of the tests used for any of the analyses if these were not described in the methods chapter. In any event, all data, analyses, and associated tables must be included here for all outcomes associated with the research questions posed in the study.

Note: Generally, interpretation of findings is reserved for Chapter 5, but if the study is complex, it may become tedious for readers to review page after page of un-interpreted results. Sometimes it is useful to highlight the most important findings with simple conclusions drawn from each set of analyses. In other cases, it may be fruitful to present a final summary of the key findings with simple conclusions drawn without any interpretations. These conclusions should foreshadow what will be included and further interpreted within Chapter 5.

Chapter 5: Discussion, Conclusions, and Recommendations

Chapter 5 is, perhaps, the most crucial chapter because it presents the contribution to the research literature and some cursory readers will attend to this chapter only. Therefore, it is typical to give a brief summary of essential points made in the Results (Chapter 4) and to interpret these results in light of the studies already conducted and reviewed in Chapter 2 (Review of the Literature). Findings should be critically appraised in regard to others' findings, and the reader should understand how the dissertation contributes uniquely to the understanding of the problem in light of extant literature and to the discipline. *As a reminder, it is important to add any new research on the topic that has come out or that was found to further support an expected or unexpected finding since the Oral Proposal Defense to the literature review (Ch. 2).*

The remainder of this chapter teases out the implications of the study's findings. These

implications can be grouped into: theory or generalization, educational practice, and future research. Theoretical implications involve interpretation of the dissertation findings in terms of the questions and hypotheses that guided the study. It is essential to evaluate the strengths and weaknesses of the work, including the degree to which conclusions are credible given the methods used and the data collected. Practice implications should delineate applications of new insights derived from the dissertation to solve real and significant educational issues. Two kinds of implications for future research are possible: one based on the study's actual findings and the other based on its limitations. Generally, future research could look at different settings, interventions with new protocols or dependent measures, or new theoretical issues that may have emerged from the study. It is appropriate to suggest which of these possibilities are likely to be most fruitful.

The last words should give the "take home message," the enduring ideas or conclusions. This should be presented in the simplest possible form, being sure to preserve the conditional nature of the insights.

Defense Summary

- Proposal*: A completed proposal document that adheres to formatting guidelines must be sent to the committee for review at least 14 days prior to the defense. As a reminder, written tense should be appropriate to the situation—since the dissertation is a report of work done, it will usually be in the past tense. Students must include Chapters 1-3 (Introduction and Specific Aims, Review of the Literature, Methods (including plans for study population, data collection, and statistical analysis) in their document and proposal presentation.
- Dissertation*: See general guidelines above.

RECOMMENDED NEXT STEPS: After completion of the dissertation, it is suggested that students complete a draft of the manuscript that will be ready to submit as a journal article. The draft would require a substantial revision and reduction of the chapters to fit within a typical journal length article (i.e., between 25-35 pages). However, the final length and format of the manuscript would be guided by the selected journal criteria. The candidate should first identify and select a peer-reviewed journal that might be appropriate for this work in consultation with their dissertation chair and committee members. The preparation of the manuscript would then be guided by the criteria of the selected journal where the manuscript would be submitted for publication. Typically, a manuscript to be submitted for publication will require an introduction to the study and the research questions investigated. The introduction would be significantly shortened to specifically address the significance and relevance of this work and to frame how this study improves upon or expands upon prior work in the field. The remaining sections of the manuscript typically require a concise and complete summary of the methodology, the results and analyses, and a discussion of the findings. The discussion section in most articles includes a very complete but concise summary of the major findings as well as interpretations for how these results do or do not correspond to prior and current work in this area. Thus, a full discussion should include the

key findings associated with the research questions or hypotheses and interpretations and implications of the findings. The manuscript would also require associated tables, appendices, and references.

DISSERTATION FORMAT OPTION 2: Manuscript Dissertation

The second dissertation option is the manuscript format, which has four sections. This manuscript option, while truncated, requires equal rigor as the traditional option. Choosing this option means students must demonstrate the same competencies as the traditional option, but in an alternate format. The manuscript option also requires the student's committee to approve the refereed journals that will be targeted for submission.

This version of the dissertation is formatted as two manuscripts, with an opening and closing commentary, instead of chapters. The Ph.D. candidate, with the approval of the doctoral committee, will agree upon a dissertation subject and develop two unique, but related, manuscripts. After careful consideration candidates will select two peer-reviewed journals where they will plan to submit each manuscript for publication. Journals to which the manuscripts are being submitted must be approved by the dissertation committee. Serving as an "editorial board" for the student, the committee will help select journals that will challenge the student and offer a reasonable chance of publication success. The faculty prefer that Manuscript 1 be submitted to a peer-reviewed journal by the Dissertation Defense, and that Manuscript 2 be submitted to a peer-reviewed journal by the time the candidate graduates.

To summarize, the manuscript dissertation is comprised of two journal-ready manuscripts. The manuscripts should form a body of work that supports the student's area of expertise. Thus, the completed dissertation in this option must include the following:

- **Abstract** covering the entire scope of the dissertation (encompassing of both manuscripts). This must span the topic, methodology, and findings from both studies.
- **Opening Commentary** to the topic of study that provides a *brief* reasoning for the two manuscripts and justification for their cohesion. This should provide a framework for the two manuscripts (e.g., overarching theme,) and situate the student's area of specialization. It should include an overview of each manuscript's specific aims/hypotheses and how the two manuscripts form a body of work that supports the student's area of expertise. The connecting theme should be discussed.
- **Manuscript 1** is conceptual in nature (no data collected), and produces an innovative synthesis of the literature, a theoretical framework, a conceptual model, a call to action, or best practices in the field.
- **Manuscript 2** must report on extant data sets or original data that are analyzed by the student. The organization of Manuscript 2 must include significance to the field of study, questions being investigated, methodology, results and analysis of the investigation, and a discussion of the implications of the research.
- **Closing Commentary** to the topic of study. This should provide a *brief* overview of the outcomes across the entire dissertation. The conclusion must summarize findings across studies, overarching implications for research and practice, and future considerations (recommendations) for the topic at hand.

While page limits and manuscript formats are dictated by the selected journal, appendices, tables, charts, and figures should be used to **provide additional details regarding methodology, analyses, results, and expansion of information from the literature review**. While these appendices, tables, charts, and figures may not appear in the final submitted manuscripts, they should be part of the submitted dissertation to demonstrate the depth of study details.

As both manuscripts are connected to the student's expertise, there should be a connecting theme or themes of the dissertation without overlapping heavily with the contents of either manuscript. Whether the extent of any overlap is excessive will be determined by the student's dissertation committee. A certain amount of overlap is acceptable. For example, portions of Manuscript 1 may need to be cited in the literature review for Manuscript 2 because it delineates the historical background of the study's focal topic. However, redundancy must be reduced. As a reminder, self-plagiarism - reusing one's own previously written work or data in a 'new' written product without letting the reader know that this material has appeared elsewhere - is prohibited.

For the manuscript dissertation, **each** proposed manuscript must follow specific journal guidelines and include an introduction and statement of the problem, literature review, and methods. Each manuscript must also have its own abstract and reference list. A style manual for the journal, a copy of the journal being used, or an off-print of an article from the journal (the article must include examples of all pertinent style components) must be submitted with the dissertation. It is also recommended that a copy of the journal's instructions for authors be available to each committee member. If a manuscript has been published or accepted for publication, permission to reprint must be obtained from the journal holding the copyright (see [Appendix J](#)).

Students are considered first author on all articles produced from this dissertation. As first authors, students are responsible for development and articulation of a concept or idea for research, development of a proposal to pursue this idea, development of a research design, conducting research and analysis, interpreting results, and writing the manuscript. Committee members may comprise the rest of the authorship. Please discuss authorship inclusion and order with your advisor prior to publication submission.

Defense Summary

Proposal Defense:

- A completed proposal document that adheres to formatting guidelines must be sent to the committee **at least 14 days prior** to the defense for review:
 - Title page
 - Abstract
 - Table of Contents
 - List of Tables

- List of Figures
- List of Abbreviations
- A draft of the Opening Commentary
- A completed draft of Manuscript 1.
- A partial draft of Manuscript 2 (Introduction, Review of the Literature, Significance of Study and Specific Aims, Methodology); the *Traditional Option: Chapter 3* provides typical methodology formatting (e.g., plans for study population, data collection, and statistical analysis) found in journals and may be referenced for Manuscript 2.
- Both manuscripts must have a reference list, appendices, tables, charts, and figures expanding on the manuscript content (e.g., Chapter 1 – theoretical frameworks for proposed conceptual model, Chapter 2 – methodology, specifically analysis of data procedures), as needed.
- Visual presentation of the above information.

Dissertation Defense:

- A completed proposal document that adheres to formatting guidelines must be sent to the committee **at least 14 days prior** to the defense for review:
 - Title page
 - Abstract
 - Acknowledgements
 - Table of Contents
 - List of Tables
 - List of Figures
 - List of Abbreviations
 - Opening Commentary
 - Completed Manuscript 1
 - Completed Manuscript 2
 - Closing Commentary
 - Both manuscripts must have a reference list, appendices, tables, charts, and figures expanding on the manuscript content
- A visual presentation of the above information:
 - Section 1: Introduction to the topic of study:
 - Framework for the two manuscripts (e.g., overarching theme, student’s area of expertise, opening commentary)
 - Overview of each manuscript’s specific aims/hypotheses, methods
 - Rationale for each journal selection
 - Section 2: **Brief** Review of completed manuscript 1:
 - All components required by the specific journal guidelines
 - Questions and hypotheses that guided the study

- ❑ Theoretical implications involved in interpretation of each manuscript findings,
- ❑ practical implications and new insights derived from the manuscripts to solve real and significant educational issues
- ❑ Implications for future research based on the study's findings and limitations. Generally, future research could look at different settings, interventions with new protocols or dependent measures, or new theoretical issues that emerge from the study. It is appropriate to suggest which of these possibilities are likely to be most fruitful.
- ❑ A "take home message," the enduring ideas or conclusions that readers need to keep in mind. This should be presented in the simplest possible form, being sure to preserve the conditional nature of the insights.
- ❑ Section 3: **Comprehensive** Review of completed Manuscript 2
 - ❑ See criteria for Section 2
- ❑ Section 4: Closing Commentary (final implications for research and practice, and recommendation for the overarching area of study).

As a reminder, in the spring quarter of each year, all Ph.D. students are required to document progress made on their dissertation by completing a Dissertation Progress Checklist (see [Appendix K](#)) with their dissertation advisor.

Selecting a Dissertation Topic. The first step in the dissertation process is to choose a topic, something you do in concert with your chair (i.e., advisor). This topic should offer a novel or innovative perspective on a pressing issue in your field of study. During these conversations, you should discuss the two dissertation options (Traditional versus Manuscript) with your chair to determine which best aligns with your needs.

Choosing a Committee. While you are working on your proposal, you and your chair should select two additional faculty members to serve on your dissertation committee. DU dissertation committee guidelines provide additional requirements: <https://www.du.edu/media/documents/graduates/doctoraldefenseinstructions.pdf>. When all members have been selected, you will complete the dissertation committee form. Committee members should be *interested* in your topic and have done related work and/or have expertise in your methodology. Ask individual faculty members to meet and discuss your topic, and if it is a good fit, ask them to be on your committee. At this time, you may want to give them a general idea of what quarter and year you hope to propose your dissertation.

Preparing a Proposal. You submit your proposal draft to your chair for feedback. The composition and length of this draft will vary depending on the dissertation option you have selected (See Dissertation Options). You will continue to resubmit your proposal multiple times to your dissertation chair and revise until it is approved for dissemination to your dissertation committee. You will disseminate your final proposal draft to your committee along with meeting date, time, and location. Committee members may be solicited for email or

in-person consultations; however, you and your chair are responsible for reviewing and revising the proposal sections.

Scheduling an Oral Defense (Proposal or Dissertation). Scheduling your oral defense (proposal or dissertation) can be a challenge. Please keep in mind that you **MUST** allow all committee members **no less than 14 days** to review your draft. Please keep in mind your time frame may vary depending upon the time of year. Oral defenses must be scheduled **BEFORE** Week 8 of any quarter.

Upon approval from your chair, you will select a date for your defense that accommodates your chair and all committee members. You are responsible for reserving a room in Katherine Ruffatto Hall that can accommodate at least 15 people. You must also complete the oral defense announcement form ([Appendix H](#)). This must be signed and emailed out to the department and all program listservs **no less than 14 days before the oral defense**. The student is responsible for completing the form and submitting it to the Academic Services Associate (ASA) for distribution.

When your Oral Defense is scheduled, you should select a peer scribe. This individual will take notes (e.g., committee comments, questions, feedback) throughout your Oral Defense so you may remain engaged in the scholarly dialogue with your committee members.

The Proposal Defense is attended by you, your committee, and interested faculty and students. The Proposal Defense usually lasts 90 minutes in total. Your major advisor (i.e., chair) will begin the defense by introducing the committee members and asking you to present your proposal. Your proposal presentation (See Dissertation Options for specific guidelines) typically lasts for 60 minutes (30-40 of which is the presentation). This time limit is important — you must assume your committee has read the proposal and present as you would for an academic audience; concisely and clearly.

Following your presentation, your chair will invite your committee to ask you questions and make comments about your proposal. Your scribe should be noting the questions, comments, feedback, and responses proposed during this stage. When the committee has completed its questioning, you and all observers will be asked to step out of the room while the committee formally deliberates on the acceptability of your proposal. You will then be invited back into the room and your chair will summarize the proceedings and inform you of the result of committee's decision.

There are four possible outcomes of the Proposal Defense: a) proceed as per your proposal with no alteration; b) make relatively minor revisions in what you propose to do, and your chair will meet with you to discuss them [most typical]; c) make some relatively major revisions requiring you to revise certain aspects of your proposal which must be resubmitted either to your chair or to the whole committee, who will approve them in individual discussions with you; and d) the committee will require you to revise your proposal and hold another Proposal Defense meeting.

If your dissertation proposal was approved, you will complete the Dissertation Proposal Approval page: <https://morgridge.du.edu/handbooks-forms>.

No later than 30 days after approval, complete the Thesis/Dissertation Oral Defense Committee Recommendation Form and submit to the Office of Graduate Studies. The form can be found at: <https://www.du.edu/graduate-education/current-student-resources/dissertation-thesis-information>. The student is responsible for completing the form and submitting it to the appropriate office.

Conducting the Research. Once you have successfully passed your Proposal Defense and it has been fully approved to proceed by the committee, you can carry out your research plan. However, if your dissertation research includes human subjects, you must first complete the Institutional Review Board process. Information on that process can be found on the Office of Research and Sponsored Programs page or the DU IRB Portfolio page - <https://portfolio.du.edu/>. Your chair must be listed on the IRB and given access to all materials and forms and they must approve these documents before IRB submission. You cannot submit your IRB application until you have successfully defended your proposal. Schools and other agencies may also have their own review processes, with which you would also comply.

Once you begin collecting data you must remain in close communication with your chair. You also may consult with other committee members that you and your chair deem desirable. Please note: Any major changes to the methods or analyses originally approved by your committee must be approved by all committee members. Such changes might involve a reduction in the number of subjects, the use of a new/alternative measure, a procedural change, a shift from a randomized to a quasi-randomized design, etc.

Preparing the Dissertation. Once data has been collected and analyzed, you will submit your dissertation draft to your chair for feedback. The composition and length of this draft will vary depending on the dissertation option you have selected (See Dissertation Options). You will continue to resubmit your proposal multiple times and revise until your dissertation chair approves it for dissemination to your dissertation committee members.

Committee members may be solicited for email or in-person consultations; however, you and your chair are responsible for reviewing and revising the final dissertation sections. When your chair is satisfied with the final document, you will disseminate it to each of your committee members for a final review. Please keep in mind that you **MUST** allow all committee members **no less than 14 days** to review your draft.

At least two weeks prior to the date of your defense, run your document through Turnitin and write a one-page response on the results. The results will be submitted with the final draft of your dissertation and reviewed by the committee. Guidance about next steps will be provided as needed based on the similarity score. Please be advised that repeated submissions in

Turnitin will result in inflated similarity scores; settings must be adjusted accordingly to prevent this issue.

Dissertation Defense. When your chair has given you approval, only then do you schedule your final Dissertation Defense. Complete the scheduling form **four weeks prior to the date of defense**: <https://morgridge.du.edu/handbooks-forms>.

Remember, in order to graduate, you must satisfactorily complete your defense three weeks prior to the end of the term in which your degree is to be awarded. Please see [Scheduling an Oral Defense](#) for additional guidelines.

The final Dissertation Defense is attended by your committee, interested faculty and students, and anyone else you care to invite (including friends and family members).

The defense usually lasts 90 minutes in total and follows a similar format as your proposal defense. The Dissertation Defense presentation focuses on the entire scope of the study and includes results and implications. The presentation should take 40-50 minutes. Aim for parsimony and brevity. As with your Proposal Defense, your scribe should be prepared to take notes during the feedback and response portion of the Dissertation Defense. When all discussion is completed, all but your committee will be asked to leave the room.

Four outcomes are possible: (a) proceed as per your dissertation with no alteration; (b) make relatively minor revisions and submit to your chair for review and dissemination [most typical]; (c) make some relatively major revisions requiring you to revise certain aspects of your dissertation which must be resubmitted to the whole committee, who will approve them in individual discussions with you; and (d) the committee will require you to revise your dissertation and hold another Dissertation Defense meeting.

Final Written Dissertation. Feedback from your committee members and final edits must be made in consultation with your chair. For more detailed information on what it should look like, refer to the MCE Thesis and Dissertation Formatting Guidelines: <https://morgridge.du.edu/handbooks-forms>

Once all edits have been made and approved by your chair, submit your dissertation for DU online publication: <https://morgridge.du.edu/handbooks-forms>. As a reminder, written tense should be appropriate to the situation—since the dissertation is a report of work done, it will usually be in the past tense.

Scheduling and Time Management. The most frequent problem encountered in the process of completing a dissertation is poor planning and time management. [Appendix I](#) provides an overview of the dissertation general guidelines to assist with time management and scheduling.

In general, you should complete your **Proposal Defense** in Week 8 (or earlier) of the Spring Quarter *prior to their doctoral internship application year*. Of note:

- Students must have successfully passed Comprehensive Exams in order to propose their dissertation.
- The proposal must be completed before students can apply for internship. The majority of doctoral internship sites require a completed proposal as a criteria for an application submission. If students do not propose by Week 8 of the Spring Quarter *prior to their doctoral internship application year*, students will not be allowed to apply for APPIC. Students may appeal to their faculty advisor for an extension, and requests will be made on a case-by-case basis.

It is recommended that you schedule your **Dissertation Defense** for Week 8 (or earlier) of the Spring Quarter *prior to doctoral internship year*. The goal is to complete the dissertation process prior to doctoral internship.

No defenses can be scheduled beyond Week 8 of any given quarter, without agreement of all committee members.

Field Requirements

In order to participate in any field placement (i.e., Practicum I, Practicum II, Advanced Practicum, Clinic, and Doctoral Internship), students must be approved by faculty to do so. The first consideration is the wellbeing of the children and adults with whom the student would be interacting. For this reason, not only must a SP student be in good academic standing in order to participate in field experiences, the student must demonstrate appropriate professional and interpersonal behaviors. These include:

- Punctuality and attendance
- Attendance at training and supervisory sessions
- Timeliness with reports and assignments
- Professional appearance and demeanor, including speech
- Consistency, perseverance, industry, and initiative
- Flexibility; adaptability to novel and unexpected situations
- General attitude and interest in program and assignment
- Insight, sensitivity, commitment, and active participation
- Poise, tactfulness, and rapport with families, children, and others
- Preparation and organization
- Ability to handle constructive criticism professionally
- Ethical practice

Based on faculty judgment, a student can be denied or removed from a field placement at any time due to professional or ethical concerns; concerns about professional and interpersonal behaviors can be grounds for probation or dismissal.

Field Placements fulfill program and training goals while simultaneously providing vital community services. During field placements students receive real-time and videotaped supervision from university supervisors and other licensed community professionals. Students will be provided with in-vivo supervision and guidance as they engage in assessment and diagnosis of social-emotional, cognitive, learning, and behavioral needs and in consultation with parents and school or community professionals.

Written formal evaluations of a student's fieldwork performance objectives and goals, current competencies, and areas in need for further improvement are completed at the midpoint and at the end of each field placement by the field supervisor. These evaluation results are then shared with the University faculty who will assign a grade and determine a student's readiness to move on to the next field placement.

The student is responsible for all transportation related to field placements. The student is not required to attend their field placement on their assigned day if either the field placement school or the University of Denver is closed due to weather. Students are encouraged to participate in professional development at their field placement and other professional outlets. However, no more than 10% of field placement hours can come from professional development.

As discussed above, practice experiences are designed as a developmental Chain of Relevant Experiences (CoRE; see Figure 1 above) where students progress through coursework and supervised field placements, initially as *Critical Observers*, then as *Directed Participants*, then as *Active Contributors*, and finally as *Independent Practitioners*.

An electronic tracking system (Time2Track) is utilized to ensure all student hours are accurately calculated to align with APA and NASP accreditation. Students are required to enroll within the electronic tracking system in conjunction with all field-based experiences (Practicum I, Practicum II, Clinic, Advanced Practicum, Ed.S. Internship & PhD Internship) at their own expense.

Students are not covered by the University of Denver for injuries sustained while working in field placement positions. Field placement agencies should consult the Division of Workers' Compensation (303) 575-8700 or their professional accountant for advice on workers' compensation coverage as it relates to students in salaried positions. Further clarification of policies related to workers' compensation coverage may be obtained from the Risk Management Director at the University of Denver at (303) 871-2327.

Educational Services Clinic

The CESC houses the Counseling Psychology Services Clinic (led by the Counseling Psychology Clinic Director) and the Educational Services Clinic (led by the SP Clinic Director). The Educational Services Clinic provides children and adults with the opportunity to obtain reasonable-cost, high quality assessment and general counseling services. Assessment and intervention services are provided by students enrolled in the SP graduate

program and who are pursuing either an Ed.S or a Doctorate (Ph.D.) in School Psychology. Services are geared toward helping children, adolescents, and young adults who may be experiencing difficulties with learning and school related behavior problems. As a training facility, the Clinic offers community members valuable assessment services while providing a rare opportunity for graduate students to obtain first-hand assessment, intervention, collaborative problem-solving, interpersonal communication, and report-writing experience under the supervision of licensed psychologists for a full academic year.

Practicum I

Practicum I is a supervised experience designed to enhance and extend knowledge and skills developed during coursework. During Practicum I, students act as *Directed Participants*, engaging in activities specifically outlined and directed by faculty to address professional skill development and enhancement. The tasks include, but are not limited to, role-play, team activities, and collaborative participation in authentic client cases. Most students complete Practicum I during their first year at both the Counseling and Educational Services Clinic (CESC) located in Ruffatto Hall and at an off-campus school partnership site. Two hundred total hours are required in Practicum I: approximately 190 hours in a school setting and 10 in the clinic. Please see the Field Manual and course syllabus for additional information about Practicum I requirements.

Practicum II

Practicum II is an advanced supervised experience designed to extend knowledge and skills and to enhance critical intervention competencies that are addressed in simultaneous coursework. During Practicum II, students acting as *Active Contributors* engage in professional activities that are managed and dictated by needs and policies of the field placement. These activities, developed collaboratively and completed under the supervision of the faculty and site supervisors, bring about a specific result that adds to the productivity of the field placement. Practicum II is typically taken the year after successful completion of Practicum I. As well as working in the clinic, students are assigned to an approved Practicum site in consultation with the assigned faculty Practicum Supervisor. Students must commit to a designated Field Practicum site for two days per week for the academic year. Practicum II is completed across three quarters. 500 total hours are required in Practicum II in a school setting. Please see the Field Manual and course syllabus for additional information about Practicum II requirements.

Advanced Practicum

The Ph.D. program requires three quarters of full-time placement in Advanced Practicum, for a minimum of 450 hours, of which 200 hours must be direct client contact hours. *Note that to receive certification as a school psychologist (i.e., NCSP) at least 600 hours across field experiences must be completed in a school-based setting.* It is possible, with the prior approval of the faculty, to arrange a 600-hour advanced doctoral practicum in a special school, clinic, or non-school setting if the setting provides experiences that are consistent with professional school psychology practices and includes appropriate supervision by a licensed psychologist. For students entering the program with an Ed.S. or the equivalent, the student's doctoral

advisory committee will determine whether the student has completed a comparable course in prior graduate work and has sufficient skills and field experience to meet the criteria for this advanced practicum. Based on input from the doctoral advisory committee, some students may consider enrolling in an additional practicum experience.

School Psychology Doctoral Internship

Internship is a required field experience for completion of the Ph.D. program. Students are required to apply to at least one APA/APPIC approved internship site. Students interested in faculty positions or obtaining licensure as a professional psychologist should refer to the State's licensure requirements, but a standard expectation is a doctoral-level internship experience in an APA/APPIC site.

Internship is an advanced, off-campus, culminating supervised experience. Internship is designed to broaden one's professional skills, to provide advanced clinical practice activities, and to enhance one's professional identity and readiness for independent practice. During internship, students act as *Independent Practitioners* and engage in activities in which they apply advanced skills through self-initiated and self-governed professional engagement within a network of collegial supervision. Internship is typically completed during one entire academic year, but also can be taken over two consecutive years.

Students must complete the SP internship readiness form the Spring quarter prior to applying for internship. When approved by the SP faculty, students may then begin internship applications. All students must have their dissertation proposal passed the fall quarter before they intend to begin internship.

Numerous approved School Psychology Internship sites are located at the local, state, or national level. Students must identify preferred internship sites, review them with their faculty advisor and Director of Clinical Training (DCT), and must confirm that the site meets all Program expectations and standards outlined by the Council of Directors of School Psychology Programs (CDSPP), NASP, and/or APA, including appropriately credentialed supervisors. An Internship Supervision Memorandum letter outlining University, Field Supervisor, and student roles and responsibilities must be signed and approved by the DCT and Program Director before a student begins an internship placement. Acceptance of an internship placement is binding and students who break that agreement are in violation of professional standards, except under extenuating circumstances.

School Psychology Doctoral Internship Requirements

Internship requirements are aligned with professional competencies required for state and national School Psychology Licensure. Ph.D. candidates complete a minimum 2000-hour internship. All students are encouraged to apply for APA or APPIC approved internships. Regardless of placement, all students must engage in all internship activities in strict accordance with the ethical principles established by APA, CDSPP, and NASP.

Although students function as *Independent Practitioners* during internship, they must receive a minimum of two hours of supervision per week from a qualified Internship Field Supervisor with a current license in Psychology. Internship placements must allow a student to work with at least two different age groups (i.e., infant, preschool, elementary, middle, or high school levels) and must involve both general and special education populations. Internship casework should reflect a wide array of psychological roles and functions. Internship students enroll for internship credit and are supervised also by a University faculty member. Internship students must submit monthly and quarterly time sheet logs to their University Supervisor and must participate in quarterly discussion seminars with the University Supervisor and other internship students. These group online discussion sessions are used to share and review professional activities and issues. At the beginning of internship, students collaborate with their Field and University Supervisors to outline professional goals and activities.

Written mid-term and end-of-placement evaluations of student competencies and attainment of professional goals are completed by the student and Field Supervisor and then are shared with the University faculty who will assign a grade for completion of all internship placements. Internship students must maintain a monthly time sheet log and submit a cumulative summary of all internship hours at the end of each quarter. A cumulative internship grade is entered after documentation of completed hours and satisfactory performance for the entire internship. Students who do not successfully complete internship may be required to retake internship at the same or at a new site based on a probation plan developed by the SP faculty and Department Chair. Forms mentioned above, along with specific performance expectations, description of expected activities and assignments, supervision requirements, and internship evaluation procedures can be found in the *SP Field Placement Manual*.

Doctoral Internship Registration Policy

Students must register for the CFSP 4359 School Psychology PhD Internship course each quarter that they are on internship. Students must also register for the CFSP 4369 School Psychology PhD Terminal Internship course every academic quarter during the internship in order to maintain full time status. Failure to maintain full time status can impact loans, financial aid, scholarships, visa status, and access to university resources. Students are responsible for confirming with any applicable department of how a part-time status may impact them. Specific internship policies can be found in the course syllabus.

Performance-Based Assessment and Accountability

The SP Program uses a variety of formative and summative information to systematically evaluate the overall quality of the Program and to assess short- and long-term outcomes for continuous improvement for training successful, entry-level School Psychology professionals.

Program Performance Evaluation

The SP Program engages in an ongoing Program evaluation process during the year that assists in making informed decisions about how to better prepare students for their chosen professions. Our accountability process includes: 1) review of student indicators: ratings, course grades, field supervisor evaluations, job placements, other professional accomplishments, and comprehensive and national examination results; and 2) review of Program indicators: course evaluations, yearly student Program feedback, college-wide student perception surveys, post-graduate exit interviews, faculty performance reviews, and evaluations of Field Supervisors and placement sites. We also meet regularly with Field Supervisors and conduct regular alumni and employer satisfaction surveys to evaluate the continued success of our graduates. The goal of these meetings is to review our progress for stated program and student objectives and to generate annual goals and recommendations to enhance our effectiveness and overall student outcomes. Program and student assessment is a continuous and ongoing process that occurs throughout the year during monthly SP Program and TLS Department meetings.

Student Performance Evaluation

As students acquire increasing levels of competency as *Consumers, Collaborators, Interventionists, and Advocates* (see section on Program Philosophy and Mission); student progress is comprehensively and continuously evaluated throughout the program using a variety of methods to assess individual progress across stated performance objectives and competency areas. Professional skills and competencies are closely monitored during the Program through an annual review process that includes a holistic performance review of grades, coursework, curriculum-based assessments, work samples, self-reflective statements, professional accomplishments, professional work dispositions, field supervisor evaluations, and documentation of successful fieldwork. All students must successfully complete a summative comprehensive examination at the end of their degree program to gauge attainment of professional knowledge and competencies. In addition to the previously described review process, school psychology student progress is measured in each of the NASP Standard II Domains.

Annual Review and Process

Each year, typically towards the end of spring quarter, every student is expected to meet with a faculty advisor for an Annual Review (see [Appendix L](#)). This process and the required materials are considered a formal, holistic, cumulative account of professional progress, attributes, and conduct associated with our four Program competency areas of *Consumer, Collaborator, Interventionist, and Advocate*. The Annual Review process is designed to encourage integrative and personal self-reflection on performance expectations throughout the Program. This process also gives faculty a chance to monitor and recognize the student's progress and to provide timely, constructive feedback to ensure continued professional success.

Multiple sources of evidence are compiled for the Annual Review to reflect progressive evidence of professional competence and independence. These may include a holistic

performance review of grades, coursework, curriculum-based assessments, work samples, self-reflective statements, professional accomplishments, professional work dispositions, field supervisor evaluations, and documentation of successful fieldwork. Each year the student is asked to include an updated transcript and vita and to self-reflect professional dispositions and characteristics not easily captured in course grades.

Once the aforementioned materials are submitted to the student's advisor, the advisor will review and then present it at a Program faculty meeting. The student is encouraged to set an appointment with their advisor to discuss the review and faculty feedback. A student who has made inadequate progress due to academic or professional disposition deficits may be placed on probation or, for extreme violations, dismissed from the Program. See [Appendix L](#) for the Cumulative Evaluation Form and the Professional Work Characteristics Development Form.

Inadequate Progress

The faculty can determine that a student has made inadequate progress at the annual review, or at other times throughout the year. The following are offered only as examples of circumstances or performances that may be the basis for probation or dismissal, with further clarification below:

1. Failure to maintain minimum academic standards;
2. Unsatisfactory performance in field-placement sites (e.g., practica or internship);
3. Academic misconduct or dishonesty;
4. Failure to comply with established University or Program timetables and requirements;
5. Failure to progress in course completion
6. Unethical practices and/or unprofessional conduct;
7. Behavioral impairment that obstructs the training process and/or threatens client, student, and/or faculty welfare;
8. Violation of the DU Honor Code;
9. Criminal conviction of misconduct that affects ability to practice or be licensed.

1. Failure to maintain minimum academic standards

Students are required to maintain a 3.0 GPA in both their overall graduate work and their degree program. Students are placed on academic probation when their cumulative graduate GPA falls below 3.0.

If students are unable to maintain a 3.0 GPA, they receive a letter informing them of their academic probationary status. Students on academic probation have one quarter to return their GPA to at least 3.0 and return to good academic standing. A student failing to meet this requirement will not be permitted to re-enroll unless recommended by the department and approved by the MCE Associate Dean. As a matter of departmental policy, no Incomplete grades may accrue during a probationary quarter and any Incomplete

grades assigned prior to the probationary period must be completed by the end of the probationary quarter or the student remediation plan.

In SP, grades of "B" or higher are required for passing. Grades lower than "B" will not meet degree requirements and must be repeated until a passing grade is earned. Students must retake all courses (up to two) in which they earned a grade of "B-" or lower. Students earning a grade of "B-" or lower in a course(s) will result in automatic review by the SP faculty. Three grades of "B-" or below in their program course of study will result in the student's dismissal from the program, regardless of the student's overall grade point average.

For doctoral students, they may not accrue more than two grades of "B-" or lower in their *doctoral program* coursework – whether those courses are courses within the department or courses taken through other departments. Two grades of "B-" or below in their *doctoral program* course of study will result in the student's dismissal from the program, regardless of the student's overall grade point average.

2. *Unsatisfactory performance in practica courses or internship*

Upon the recommendation of the student's clinical supervisor at practicum or internship site and/or in conjunction with input from their university supervisor (e.g., course instructor, Field Placement Director, DCT) and, after a performance review by the program faculty, a student who has failed to meet the Program's expectations for the quantity or quality of clinical work or supervision during any of the student's practica or doctoral internship, will be recommended to the TLS Department Chair for review for probation or dismissal as outlined in the Student Review and Retention Plan.

3. *Academic misconduct or dishonesty*

Academic misconduct or dishonesty by a student includes, but is not limited to, disruption of classes, giving or receiving of unauthorized aid on examinations, or in the preparation of notebooks, themes, reports, or other assignments, or, knowingly misrepresenting the source of any academic work, falsification of research results, plagiarism, violation of regulation or ethical codes for the treatment of human participants, or otherwise acting dishonestly in research. Plagiarism, or using other people's ideas or data without giving them credit is unethical according to the APA (2002, 2010) Code of Ethics. It is similarly unacceptable to "borrow" another student, author, or publisher's work without giving him or her credit. Using papers written by others, or parts of papers, materials, and handing it in as your own work is clearly unethical. Students should not copy something written or published by others. An instructor may, with due notice to the student, treat as unsatisfactory any student work that is a product of academic misconduct or dishonesty. The instructor will also complete a student misconduct report and inform the Chair of the TLS Department. If suitable solutions are not reached, the student may be dismissed from the program.

4. *Failure to comply with established University or Program timetables and requirements.*

DU Office of Graduate Studies policy allows seven years for doctoral students to complete their degree program. Failure to complete the degree within the established time limits will result in termination, unless the student's petition for a time extension is approved by the Office of Graduate Studies Academic Exceptions Committee. Petition procedures and instructions are detailed in the Graduate Studies Bulletin:

<http://bulletin.du.edu/graduate/>.

5. *Failure to progress in course completion*

Two or more grades of Incomplete on a student's transcript may be a sign of inadequate progress and may result in probationary status. Non-passing grades include a grade of Incomplete and those with a grade of "B-" or lower. Severe or continued lack of adequate progress will result in dismissal from the Program. Please see in the Incomplete grade policy in the Graduate Bulletin for further information - <http://bulletin.du.edu/graduate/>.

It is expected that full-time students register for at least 8 credits per quarter during their first year in the program, and a minimum of 20 credits per year thereafter until course work is completed. After completing course work, students must submit a detailed timeline for completing their dissertation to the dissertation advisor and the Training Director, and students must update that timeline by September 15 each year (see Policy on Monitoring Student Dissertation Progress). During the time period after the completion of course work, students are expected to make reasonable and consistent progress toward the completion of the dissertation. Students should monitor their progress in the program carefully with the help of their advisor and the ASA. Students who are not making "reasonable and consistent" progress toward their degree may be put on probation or dismissed from the Program.

6. *Unethical practices and/or unprofessional conduct*

Doctoral students in SP are expected to follow the *APA Code of Ethics*, *NASP Principles for Professional Ethics*, and the *DU Code of Student Conduct*. Failure to abide by these standards while enrolled as a student in the SP program will lead to probationary status and/or may be grounds for dismissal from the program. Students who are not functioning effectively in any of the following areas as determined by the faculty: academic, ethical, interpersonal, or practice areas will be advised of deficiencies and required to remediate them. This may include retaking courses or practicum, other tasks or assignments, or seeking external support at the student's expense. Students may also be placed on probation as part of their remediation plan. If the terms of the remediation plan are not successfully met as determined by the faculty, students may be dismissed from the program.

7. *Behavioral impairments that obstruct the training process and/or threaten client welfare*

Student conduct which, in the opinion of the faculty and/or the student's supervisors, is the result of behavioral impairment and which obstructs, interferes with, or threatens the training of fellow students or welfare of clients, students, faculty or supervisors may result in student probation and required remediation or dismissal from the program. Students

may, as part of their remediation, be asked to consult other professionals, including mental health providers, and engage in consultation or psychological treatment. Examples of impairment having the potential for student dismissal or probation include, but are not limited to: inebriation, dual relationships with clients or students/supervisees for whom the student is responsible; lying or misrepresenting oneself to clients, faculty, or supervisors; failure to refer or practicing outside of one's area of competence without appropriate supervision; chronic lateness and/or absence from academic and clinical responsibilities; behavior that interferes with or jeopardizes the well-being of clients, students, faculty, or supervisors; unsupervised practice; and infractions of University rules for student conduct.

8. *Violation of the DU Honor Code*

The purpose of the Honor Code is to foster and advance an environment of ethical conduct in the University academic community, the foundation of which includes the pursuit of academic honesty and integrity. Essential to the fundamental purpose of the University is the commitment to the principles of truth and honesty. This Honor Code is designed so that responsibility for upholding these principles lies with the individual as well as the entire community. Through an atmosphere of mutual respect, we enhance the value of our education and bring forth a higher standard of academic excellence. No member of the University community, including students, faculty, staff and administrators, shall act in any way that could reasonably be construed as an intentional misrepresentation or deception in academic or professional matters. Please see the University's Honor Code here: <http://www.du.edu/studentlife/studentconduct/honorcode.html>

9. *Criminal conviction of misconduct that affects ability to practice or be licensed*

A student whose conduct, within or outside of the program, has resulted in the conviction of a crime that would preclude licensing or certification in Colorado as a school psychologist may be dismissed from the program by action of faculty.

Program, College and University Resources

Student Affiliates in School Psychology Board

The Student Affiliates in School Psychology Board (SASP) is composed of SP students across cohorts as well as a faculty advisor who attends occasional meetings. The association meets at least monthly to discuss issues relevant school psychology as a whole, as well as specifically to the SP Program. The purpose of SASP shall be to present DU school psychology graduate students as a unified body in order to discuss issues and concerns that affect students, both professionally and academically; to provide opportunities to develop and nurture leadership skills; to allow student mentorship and occasions for sharing relevant resources; to foster professionalism during training; to institute a means to effect changes within the department/program; to sponsor speakers and extra-curricular training; to establish links with professional organizations and school psychology professionals in the community; and to afford networking opportunities for school psychology graduate students.

Fisher Early Learning Center

The mission of Fisher Early Learning Center is to provide preschool children with a continuum of learning experiences in an inclusive setting that reflects research-based practices, celebrates diversity and addresses the uniqueness of each child. Through family and community partnerships and high professional standards, Fisher offers a quality program that establishes a foundation of skills and knowledge essential to the development of competent and caring young children. Through partnerships with families and communities, and a commitment to professional development, Fisher will serve as the model for high quality care and education that result in creating an optimal learning environment where all children achieve their full potential. For more information about the FELC visit their website: <http://www.du.edu/fisher/>. Students may visit or observe at Fisher Center only with instructor and Fisher permission.

Psychoeducational Assessment Library (PAL)

The Psychoeducational Assessment Library (PAL) houses an array of materials relevant to Psychoeducational assessment and research for use by students and faculty in the MCE. The PAL is a professional library equipped with cognitive, behavioral, and social-emotional assessment measures, protocols, scoring software, training videos and other mental health resources. Materials in the PAL are accessible to currently matriculated, qualified SP graduate students enrolled in assessment classes, faculty, doctoral students, and field-based placements. A list of all PAL resources can be obtained from the PAL graduate assistant. Procedures for signing out PAL materials are available in the PAL Loan Policies and Procedures.

The PAL is overseen by Program faculty and is staffed by a graduate assistant who posts hours each quarter when students can access PAL materials. Students must review, fill out and sign the online form through Qualtrics, which can be obtained from the PAL coordinator or graduate assistant, before they can access any PAL materials. Guidelines for the use and treatment of materials: Under no circumstances should test library materials be written in or on, underlined, or highlighted. Sticky notes and flags may be placed within the materials but must be removed before returning the materials. Avoid writing on the test manual. Instead, test protocols should be used for highlighting, underlining, and making notes pertaining to testing administration rules. Missing or damaged materials will require that the user (student or faculty) pay the cost of replacing these items. Grades for assessment classes will be withheld for students not returning materials and/or not paying replacement fees.

Ricks Center for Gifted Children

The mission of Ricks Center is to provide a dynamic and challenging educational environment that anticipates and responds to the individual intellectual, social, emotional, physical, aesthetic, and cognitive needs of gifted children. Gifted children have the right to an educational environment that meets their unique and challenging needs. When compared with children their age, these students display advanced abilities in general intellectual aptitude, which may be exhibited in specific domains such as creativity, language,

mathematics, or science. Gifted children have the ability to learn at faster rates and in greater depth; to find and solve problems more readily; and to understand, manipulate, and connect abstract or seemingly unrelated ideas. These abilities, combined with their intellectual curiosity, emotional intensity, moral sensitivity, playful creativity, and unique learning styles engender the need for a differentiated educational program. For more information about the Ricks Center visit their website: <http://www.du.edu/ricks/>. Students may visit or observe at Ricks Center only with instructor and Ricks permission.

Dis/ability Access

The University of Denver is committed to equal access and participation for all persons, including those with disabilities, in academic and other university sponsored programs. Students who have a disability/medical issue protected under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act and who wish to request accommodations, please make an appointment with the Disability Services Program (DPS), located on the 4th floor of Katheryn Ruffatto Hall, or call 303.871. 2372/ 2278/ 7432. Procedures for arranging accommodations are included in the "Handbook for Students with Disabilities," which is also available online at: <https://studentaffairs.du.edu/disability-services-program> and through the Learning Effectiveness Program or the Office of the ADA Coordinator <http://www.du.edu/hr/ada.html>.

DU Writing Center

The University Writing Program - Shopneck Writing Center - Anderson Academic Commons 280. Email: wrc@du.edu, phone: 303-871-7456, website: www.du.edu/writing/writingcenter/

Appendix A: Student Learning Objectives: Competencies, Indicators, and Assessments

Competency	Indicator	In what course will the assessment occur (course number)?	What student work is being assessed (assignments)?	What determines acceptable performance (rubric)?
<p>Consultation: Learners will be able to collaborate in strengths-based, problem-solving, interdisciplinary teams with families, teachers, administrators, and other school and community personnel and to demonstrate appropriate interpersonal relations and professional dispositions and work characteristics</p>				
<p><i>Critical Observer:</i> Identifies components of culturally competent practice.</p>	<p>Provides recommendations that utilize multiple learning styles, including auditory, visual, kinesthetic, tactile, and social/interpersonal.</p>			
	<p>Demonstrates interest, value, and respect for students' values, cultures, and communities.</p>			
<p><i>Directed Participant:</i> Establishes respectful and productive relationships with students and families.</p>	<p>Demonstrates positive rapport with students, families, and colleagues and facilitates positive rapport between students (e.g., empathy, patience, caring).</p>			
	<p>Communicates with parents/families to gather information on student needs, provide support, and share data about student performance and progress.</p>			
<p><i>Active Contributor:</i> Utilizes information gathered from stakeholders to inform practice.</p>	<p>Provides recommendations that utilize multiple learning styles, including auditory, visual, kinesthetic, tactile, and social/interpersonal.</p>			

	Develops and implements developmentally appropriate, culturally-sensitive, and proactive recommendations that promotes student/system well-being.			
<i>Independent Practitioner:</i> Actively engages key stakeholders in school and community collaborations and incorporates findings into practice.	Demonstrates collaborative problem-solving with school, family, and community professionals leading to practical applications of human learning and development theory and a full continuum of empirically valid prevention and intervention strategies to promote mental health, learning, and physical well-being for students in regular and special education.			
	Engages in program development and evaluation that include, but are not limited to, progress monitoring, outcome accountability, and formative and summative evaluation of school, family, and community partnerships to enhance academic, social-emotional, and behavioral outcomes for students.			
Assessment: Learners will demonstrate evidence-based and culturally competent decision-making regarding selection, administration, and interpretation of assessments.				
<i>Critical Observer:</i> Demonstrates knowledge of test use, content, development, and theory.	Demonstrates knowledge of contemporary, scientifically-based knowledge of typical and atypical development within the core areas of			

	cognition and learning, language and communication, motor and movement, social-emotional, and adaptive behavior			
	Understands theories underlying cognitive, achievement, adaptive and social-emotional assessments.			
<i>Directed Participant:</i> Identifies/selects assessments based on client characteristics.	Identifies instruments that are developmentally and culturally normed for the target population.			
	Selects an appropriate assessment battery based on reason for referral.			
<i>Active Contributor:</i> Uses data to synthesize assessment findings and plan interventions.	Analyzes relevant test materials and current research on assessments to identify implications on administration and interpretation.			
	Provides clear, concise, and comprehensive explanations of assessment findings.			
<i>Independent Practitioner:</i> Integrates data from culturally and developmentally appropriate assessment batteries and communicates findings to stakeholders.	Engages in shared decision-making that utilizes formal and informal assessment data to enhance services and promote change at the individual, family, classroom, building, district, or community level.			
	Executes and interprets evaluations that are considerate of developmental and cultural influences while integrating data gathered from multiple informants, observations,			

	and norm-referenced instruments.			
Intervention: Learners will employ data-based decision-making and systems-thinking that links assessment outcomes to effective individual, family, and group change and to deliver preventative, remedial strategic accommodations, intervention, and crisis services in a timely and professional manner.				
<i>Critical Observer:</i> Demonstrates knowledge of typical developmental sequences and identifies appropriate interventions for atypical development.	Identifies cultural and environmental influences on development, learning, and behavior.			
	Defines appropriate intervention practices for CLD populations at each major developmental stage.			
<i>Directed Participant:</i> Utilizes evidence-based practices to promote development, learning and prosocial behavior.	Makes strategic use of student and family cultural and/or linguistic identity to develop intervention recommendations.			
	Uses knowledge of biological and environmental bases of behavior to identify and implement interventions.			
<i>Active Contributor:</i> Uses formal and informal assessment data to monitor student progress toward learning and/or behavioral goals.	Engages key stakeholders to gather informal assessment data to inform intervention design and implementation.			
	Monitors intervention progress for student response and makes timely and appropriate intervention modifications based on student performance.			
<i>Independent Practitioner:</i> Employ a continuum of interventions (e.g. universal, targeted, and intensive	Utilizes a multi-tiered system of support to develop interventions of increasing intensity to foster academic or behavioral success.			

individual, group, etc.) and educational services to create and maintain safe and supportive environments for learners of all abilities.	Uses curriculum-based assessments to design, monitor and assess interventions for students from culturally and linguistically diverse populations.			
Scholarship & Advocacy: Learners initiate and expand upon scientifically-based pedagogy and professional practice while advocating for the needs of marginalized or disenfranchised children and families.				
<i>Critical Observer:</i> Awareness of ethical standards and value of advocacy.	Demonstrates knowledge of and adheres to ethical and legal standards specified in APA standards of practice and University guidelines for scholarship and practice.			
	Demonstrates understanding that advocacy to promote wellness and prevention of learning, emotional, and behavior problems is a valuable tool to prevent remediation.			
<i>Directed Participant:</i> Demonstrates commitment to professional growth and building professional relationships.	Reflects on personal practice for continuous improvement by using feedback data to set clear and measurable goals for professional practice and research			
	Maintains professional demeanor (e.g. positive relationships, appropriate boundaries, standard language) in accordance with placement and/or University policies.			
<i>Active Contributor:</i> Demonstrates ethical, legal, and socially responsible practice in School Psychology that reflects current	Collaborates with professionals on multi- and inter-disciplinary teams to make culturally responsive determinations about student educational			

knowledge of public policy, federal and state legislation and regulations, and a strong professional identity.	placements utilizing local, state, and federal regulations.			
	Identifies and recommends the use of community partners as resources when working with children and families from at-risk and marginalized groups.			
<i>Independent Practitioner:</i> Appraises and communicates empirical evidence and literature based on a thorough understanding of research design, measurement, and statistics.	Exemplifies commitment to scholarship through scholarly contributions to professional organizations and publications.			
	Formulates budding research agenda that seeks to fill gap in existing literature and is aligned with social justice and advocacy frameworks.			

Appendix B: Annual Doctoral Student Data Form

University of Denver School Psychology Program Doctoral Student Data Form

Demographic Data:

Name: Click here to enter text.

Race/Ethnicity: Choose an item.

Date of Birth: Click here to enter text.

Gender: Click here to enter text.

Term & Year Entered Doctoral Program: Click here to enter text.

Advisor: Choose an item. Cognate/Concentration: Click here to enter text.

Educational Background Data:

Undergraduate Institution: Click here to enter text.

Major/Minor: Click here to enter text.

Undergraduate Graduation Term & Year: Click here to enter text.

Degree Earned: Click here to enter text.

Graduate Institution: Click here to enter text.

Major: Click here to enter text.

Graduate Graduation Term & Year: Click here to enter text.

Degree Earned: Click here to enter text.

Graduate Institution: Click here to enter text.

Major: Click here to enter text.

Graduate Graduation Term & Year: Click here to enter text.

Degree Earned: Click here to enter text.

Doctoral Program Progress Data:

Program: MA to Ph.D. (Licensure)

1. Have you completed your Predissertation Project: Yes No
 - a. Title of your project: Click here to enter text.
 - b. Research supervisor: Click here to enter text.
 - c. Journal submitted: Click here to enter text.
 - d. Published: Yes No
 - e. If not completed, please estimate approximate term and year you anticipate completing: Click here to enter text.
 - f. Please note your preliminary topic ideas for the Predissertation Project: Click here to enter text.
2. Have you filed your program of study: Yes No
3. Has your residency been approved: Yes No

Residency year: Click here to enter text.

4. Have you passed the PRAXIS exam: Yes No
 - a. If yes, what was the academic term and year of completion: Click here to enter text.
 - b. If no, during which academic term and year do you anticipate taking the PRAXIS: Click here to enter text.
5. Have you successfully completed your Comprehensive Exams: Yes No
 - a. If yes, what was the academic term and year of completion: Click here to enter text.
 - b. If no, during which academic term and year do you anticipate taking the Comprehensive Exams: Click here to enter text.
6. Have you formed your Dissertation Advisory Committee: Yes No
 - a. If yes, please list the members of your Dissertation Advisory Committee:
Click here to enter text. (Chairperson)
Click here to enter text. (Member)
Click here to enter text. (Member)
Click here to enter text. (Member)
 - b. What is your dissertation topic or title: Click here to enter text.
7. If your dissertation has been completed:
 - a. When did you deposit your dissertation (semester and year): Click here to enter text.
 - b. Was your dissertation accepted for publication: Yes No
 - c. If, yes please include the APA style citations for the reference(s): Click here to enter text.

Placement Information:

1. Have you completed Community Practicum: Yes No
 - a. If yes, what term and year did you complete the practicum: Click here to enter text.
 - i. Where did you complete your practicum: Click here to enter text.
 - ii. What is your practicum supervisor's name, certified or licensed, and contact number: Click here to enter text.
 - iii. Please include the number of Intervention hours you completed at your practicum: Click here to enter text.
 - iv. Please include the number of Assessment hours you completed at your practicum: Click here to enter text.
 - v. Please include the number of Consultation hours you completed at your practicum: Click here to enter text.
 - vi. Please include the number of Counseling hours you completed at your practicum: Click here to enter text.
 - vii. Please include the number of Support hours (e.g., report writing, file review, notes) you completed at your practicum: Click here to enter text.

- viii. Please include the number of Supervision hours you completed at your practicum: Click here to enter text.
2. Have you completed School Practicum: Yes No
 - a. If yes, what term and year did you complete the practicum: Click here to enter text.
 - i. Where did you complete your practicum: Click here to enter text.
 - ii. What is your practicum supervisor's name, certified or licensed, and contact number: Click here to enter text.
 - iii. Please include the number of Intervention hours you completed at your practicum: Click here to enter text.
 - iv. Please include the number of Assessment hours you completed at your practicum: Click here to enter text.
 - v. Please include the number of Consultation hours you completed at your practicum: Click here to enter text.
 - vi. Please include the number of Counseling hours you completed at your practicum: Click here to enter text.
 - vii. Please include the number of Support hours (e.g., report writing, file review, notes) you completed at your practicum: Click here to enter text.
 - viii. Please include the number of Supervision hours you completed at your practicum: Click here to enter text.
 3. Have you completed Doctoral Internship: Yes No
 - a. If yes, what term and year did you complete the internship: Click here to enter text.
 - i. Where did you complete your internship: Click here to enter text.
 - ii. Was your internship at an APA approved site: Yes No
 - iii. Was your internship at an APPIC approved site: Yes No
 - iv. What is your internship supervisor's name and contact number: Click here to enter text.
 - v. Please include the number of Intervention hours you completed at your internship: Click here to enter text.
 - vi. Please include the number of Assessment hours you completed at your internship: Click here to enter text.
 - vii. Please include the number of Consultation hours you completed at your internship: Click here to enter text.
 - viii. Please include the number of Counseling hours you completed at your internship: Click here to enter text.
 - ix. Please include the number of Support hours (e.g., report writing, file review, notes) you completed at your internship: Click here to enter text.
 - x. Please include the number of Supervision hours you completed at your internship: Click here to enter text.
 - b. If no, in which term and year do you anticipate beginning your doctoral level internship: Click here to enter text.
 - c. If no, do you plan on applying for an APA/APPIC approved internship site:

Yes No

Research and Scholarship Data:

1. Please list membership in professional organizations (e.g., APA, CSSP, NASP): Click here to enter text.
2. Please list any professional conferences you have attended this year: Click here to enter text.
3. Please list any presentations you have participated in this year (please include the citations in APA style):
Click here to enter text.
Click here to enter text.
Click here to enter text.
Click here to enter text.
Click here to enter text.
4. Please list any professional publications you have had accepted within the last year (please include the citations in APA style):
Click here to enter text.
Click here to enter text.
Click here to enter text.
5. Please list any awards or scholarships that you received within the last year (please include the citations in APA style):
Click here to enter text.
Click here to enter text.
Click here to enter text.
6. Please list any research or service projects you have worked on this year and supervisor/program:
Click here to enter text.
Click here to enter text.
7. Please list any Graduate Assistantships you had this year and supervisor/program:
Click here to enter text.
Click here to enter text.

Employment Data

1. Are you employed: Yes No
 - a. If yes, how would you describe your employment:
 - i. Full-Time Part-Time Contract (1-2 days/week)
 - b. If yes, what is the name and setting of your employment: Click here to enter text.
 - i. Type of employment activities (e.g., consultation, assessment, intervention, counseling): Click here to enter text.
 - ii. Are you employed as a State Certified School Psychologist: Yes No
If yes, which state: Click here to enter text.
 - iii. Are you employed as a Nationally Certified School Psychologist: Yes
No

2. Have you completed a postdoctoral experience: Yes No
 - a. If yes, please identify the placement (name and setting), supervisor and the postdoctoral activities (e.g., consultation, assessment, counseling): [Click here to enter text.](#)
3. Have you passed the EPPP: Yes No
4. Will you be seeking licensure: Yes No
 - a. If yes, when do you anticipate seeking licensure (month and year): [Click here to enter text.](#)
 - b. What licenses will you be seeking (e.g., NCSP, DORA): [Click here to enter text.](#)

Appendix C: Background Check Documentation

Part I

VECHS WAIVER AGREEMENT AND STATEMENT

Volunteer and Employee Criminal History Service

For criminal history record information pursuant to the *National Child Protection Act of 1993 (NCPA)*, as amended by the *Volunteers for Children Act (VCA)*, and the *Adam Walsh Child Protection and Safety Act of 2006*

Pursuant to the National Child Protection Act of 1993 (NCPA), as amended by the Volunteers for Children Act (VCA), this form must be completed and signed by every current or prospective applicant, employee, volunteer, and contractor/vendor, for whom criminal history records are requested by a qualified entity under these laws.

I hereby authorize _____
Name of Qualified Entity

to submit a set of my fingerprints to the Colorado Bureau of Investigation (CBI) for the purpose of accessing and reviewing state and national criminal history records that may pertain to me. I understand that I would be able to receive any Colorado records and any national criminal history record received by the requesting agency from the Federal Bureau of Investigation (FBI) pursuant to Title 28 Code of Federal Regulations (CFR) Sections 16.30-16.34. By signing this Waiver Agreement, it is my intent to authorize the dissemination of any Colorado and national criminal history record that may pertain to me to the qualified entity.

I understand that, until the criminal history background check is completed, the qualified entity may choose to deny me unsupervised access to children, the elderly, or individuals with disabilities. I further understand that, upon request, the qualified entity will provide me a copy of the criminal history background report, if any, received on me and that I am entitled to challenge the accuracy and completeness of any information contained in any such report. I may obtain a timely determination as to the validity of my challenge before a final decision is made.

Yes, I have (OR) **No, I have not been convicted of or pled guilty to a crime.**

If yes, please describe the crime(s) and the particulars:

I am a current or prospective (circle one): Applicant / Employee / Volunteer / Contractor or Vendor

Signature _____ Date _____

Printed Name _____

Address _____

Date of Birth _____ SSN _____

To Be Completed by Qualified Entity:

Entity Name _____

Address _____

Telephone _____

Note: This document must be retained by the agency / qualified entity for audit purposes.

Appendix D: PhD School Psychology Coursework Plan 2022-2023

Name: _____ ID No.: _____

*** All SP Master's courses are prerequisites to the Ph.D. If they have not been completed prior to enrolling in the Ph.D. degree, they must be completed in addition to the Ph.D. listed courses.**

Course Number	Course Title	Credits	Term Completed
Developmental and Psychological Foundations			
CFSP 4301*	Professional, Legal and Ethical Issues in School Psychology	4	
CFSP 4304*	Diversity in School and Community Settings	3	
CFSP 4316*	Infant through Adolescent Development	3	
	Required Credits	10	
Learning Theory, Educational Foundations, and Special Education			
CFSP 4306*	Exceptionalities in Special Ed	3	
CFSP 4312*	Learning Theories & Behavioral Analysis	3	
	Required Credits	6	
Research, Measurement, and Program Evaluation			
RMS 4910*	Introductory Statistics	4	
RMS 4941	Introduction to Qualitative Research	4	
RMS 4911	Correlation and Regression	4	
RMS 4912	Analysis of Variance	5	
RMS XXXX	RMS Intermediate level course	3	
RMS XXXX	RMS Advanced level course	3	
	Required Credits	23	
Individual Evaluation and Assessment			
CFSP 4321*	Psycho-Educational Assessment I	4	
CFSP 4322*	Psycho-Educational Assessment II	4	
CFSP 4323*	Psycho-Educational Assessment III	4	
CFSP 4363	School Psychology Program Development and Evaluation	3	
	Required Credits	15	
Prevention, Wellness Promotion, Counseling, and Crisis Intervention			
CFSP 4303	Psychopathology: Prevention, Diagnosis, and Treatment	4	
CFSP 4336 or CFSP 4319	Preschool Intervention or Counseling Adolescent Addictive Behaviors	3	
CFSP 4337*	School-Age Academic Competencies and Intervention	3	
CFSP 4340*	School Mental Health Counseling I	3	
CFSP 4341*	School Mental Health Counseling II	4	
CFSP 4342	Crisis Prevention and Intervention	3	
	Required Credits	20	
Collaborative Consultation with Families and Schools			
CFSP 4330	Family-School Partnering and Consultation	3	

CFSP 4331	School and Organizational Consultation I	3	
CFSP 4332	School and Organizational Consultation II	3	
	Required Credits	9	
Applied Courses (+ Courses taken quarterly)			
CFSP 4349*	School Psychology Practicum I +	6	
CFSP 4351	School Psychology Practicum: Clinic Assignment +	8	
CFSP 4353	School Psychology Practicum II +	6	
CFSP 4354	School Psychology Advanced Practicum +	6	
CFSP 4361	Supervision in School Psychology	3	
CFSP 4999	Advanced Seminar in School Psychology	3	
	Required Credits	32	
Psychology Specialization Courses			
CNP 4642	Adult Development	3	
CNP 4705	History and Systems in Psychology	3	
CNP 4768	Social Psychology	3	
CNP 4788	Physiological Psychology	3	
	Required Credits	12	
Dissertation			
CFSP 5995	Dissertation Research	5	
	Required Credits	5	
Culminating Field Experience (1200 hrs – 1 yr full-time OR 2 yrs half-time)			
CFSP 4359	School Psychology Doctoral Internship (1 credit taken quarterly)	3	
	Required Credits	3	
	Total Minimum Credits	135	

SP PH.D. DEGREE	CREDITS/SCORES	SIGNATURE	DATE
Program Requirements			
Master's Degree (minimum 45 quarter/30 semester credits)			
Transfer Credit			
PRAXIS			
Residency			
Ph.D. Comprehensive Exam			
Ph.D. Dissertation Proposal			
Ph.D. Dissertation Defense			
Doctoral Internship (1500 hrs.)			

Student's Signature: _____ Date: _____

Advisor: _____ Advisor's Signature: _____ Date: _____

Appendix E: School Psychology PhD 2022-2023
Suggested Course Sequence by Year
 (Subject to Change)

Course Number	Course Title	Quarter	Credit
Year 1			
CFSP 4301	Professional, Ethical, and Legal Issues	FA	4
CFSP 4304	Diversity in Community & School Settings	FA	3
CFSP 4340	Counseling I	FA	3
CFSP 4349	School Psychology Practicum I	FA	2
CFSP 4312	Learning Theories & Behavioral Applications	WI	3
CFSP 4321	Assessment I	WI	4
CFSP 4341	Counseling II	WI	4
CFSP 4349	School Psychology Practicum I	WI	2
CFSP 4316	Infant through Adolescent Development	SP	3
CFSP 4322	Assessment II	SP	4
CFSP 4337	School Aged Academic Competencies and Interventions	SP	3
CFSP 4349	School Psychology Practicum 1	SP	2
CFSP 4306	Exceptionalities in Education	SU	3
CFSP 4323	Assessment III	SU	4
Year 2			
CFSP 4331	Consultation and Collaboration I	FA	3
CFSP 4336 or CFSP 4319	Preschool Intervention OR Counseling Adolescent Additive Behaviors	FA	3
CFSP 4351	School Psychology Practicum: Clinic Assignment	FA	3
CFSP 4342	Crisis Intervention: Risk, Prevention, and Resiliency	FA	3
CFSP 4353	School Psychology Practicum II	FA	2
CFSP 4330	Family, School, and Community Partnerships	WI	3
CFSP 4332	Consultation and Collaboration II	WI	3
CFSP 4351	School Psychology Practicum: Clinic Assignment	WI	3
CFSP 4353	School Psychology Practicum II	WI	2
CFSP 4303	Psychopathology: Prevention, Diagnosis, and Treatment	SP	4
CFSP 4351	School Psychology Practicum: Clinic Assignment	SP	2
CFSP 4353	School Psychology Practicum II	SP	2
CFSP 4363	Program Development and Evaluation	SP	3
RMS 4910	Introduction to Statistics	SU	4
Year 3			
CFSP 4354	School Psychology Advanced Practicum	FA	2

CFSP 5995	Dissertation Research	FA	2
RMS 4941	Introduction to Qualitative Research	FA	4
RMS XXXX	RMS Intermediate level course	FA	3
CFSP 4354	School Psychology Advanced Practicum	WI	2
CFSP 4361	Supervision in School Psychology	WI	3
CFSP 5995	Dissertation Research	WI	1
RMS 4911	Correlation and Regression	WI	4
CFSP 4354	School Psychology Advanced Practicum	SP	2
CFSP 5995	Dissertation Research	SP	1
RMS 4912	Analysis of Variance	SP	5
Year 4			
CFSP 5995	Dissertation Research	FA	1
RMS XXXX	RMS Advanced level course	FA	3
CNP 4788	Physiological Psychology	FA	3
CFSP 4999	Doctoral Advanced Seminar in School Psychology	SP	3
CNP 4768	Social Psychology	SP	3
CNP 4642	Adult Development	WI	3
CNP 4705	History and Systems in Psychology	WI	3
Year 5			
CFSP 4359	School Psychology Doctoral Internship (1 credit taken quarterly)	Quarterly	3
PhD Total Required Credits			135

Appendix F: Sample Residency Documentation Form

Part 1: Residency Plan Proposal

I plan to complete my residency requirements between [MONTH, YEAR] and [MONTH, YEAR]. During the Autumn, Winter, and Spring quarters, I intend to enroll for a minimum of # credit hours. I will not seek outside employment of more than 15-20 hours per week during my residency period. Proposed activities specific to each residency categories are listed below.

Research: <One paragraph detailing anticipated activities in this area>

Research Course	Term/Year/Grade

Scholarship: <One paragraph detailing anticipated activities in this area>

Service and Collegiality: <One paragraph detailing anticipated activities in this area>

Professional Development: <One paragraph detailing anticipated activities in this area>

Doctoral Student Name

Date

Faculty Name
Academic Advisor

Date

Part 2: Residency Plan Documentation

I completed my residency requirements between [MONTH, YEAR] and [MONTH, YEAR]. During the fall, winter, and spring quarters, I was enrolled in # credit hours. My off campus work was less than 20 hours per week during this time. Documentation relevant to each category is listed below.

Research: <Report completed activities in this area>

Research Course	Term/Year/Grade

Scholarship:

Pre-dissertation Project Title:

Place Submitted:

Pre-dissertation Faculty Advisor:

<Report other completed activities in this area>

Service and Collegiality: <Report completed activities in this area>

Professional Development: <Report completed activities in this area>

Student Name
Doctoral Student

Date

Faculty Name
Academic Advisor

Date

Appendix G: SP Ph.D. Comprehensive Exam Scoring Rubric

Integration of Concepts and Constructs			
Honors	Pass	Conditional Pass	Fail
<p>-Highly-developed understanding of basic concepts and constructs.</p> <p>-Clear discussion of how basic concepts and constructs apply to real life settings.</p> <p>-Ideas clearly tied to best practices with a large number of pertinent references from primary sources.</p> <p>-In-depth discussion that reflects a broad knowledge of both historical and contemporary trends, research and best practices.</p> <p>-All relevant concepts are covered across the age spectrum (birth to 21).</p> <p>-Complete consideration is given to issues relevant to both atypical and typical development.</p>	<p>-Well-developed understanding of basic concepts and constructs.</p> <p>-There is some discussion of how basic concepts and constructs apply to real life settings.</p> <p>-Ideas are tied to best practices with a sufficient number of pertinent references from primary sources.</p> <p>-Discussion points to some historical but mostly knowledge of contemporary trends, research and best practices.</p> <p>-Most relevant concepts are covered across the age spectrum (birth to 21).</p> <p>-Consideration is given to issues relevant to both typical and atypical development.</p>	<p>-Minimal evidence of understanding of basic concepts and constructs.</p> <p>-Little discussion of how basic concepts and constructs apply to real life settings.</p> <p>-Ideas are minimally tied to best practice with only a few pertinent references from primary sources.</p> <p>-Discussion points to knowledge of either historical or contemporary trends, research and best practices but not both.</p> <p>-Minimal coverage of relevant concepts across the age spectrum (birth to 21).</p> <p>-Consideration is primarily given to issues relevant to either typical or atypical, but not both.</p>	<p>-Incomplete or inaccurate understanding of basic concepts and constructs.</p> <p>-No discussion of how basic concepts and constructs apply to real life settings.</p> <p>-Ideas reflect deficient knowledge of best practice or pertinent references from primary sources.</p> <p>-Discussion does not point to either historical or contemporary trends, research or best practices.</p> <p>-Insufficient coverage of relevant concepts across the age spectrum (birth to 21).</p> <p>-Little evidence that consideration is given to issues relevant to typical or atypical development.</p>
Application and Critical Evaluation			
Honors	Pass	Conditional Pass	Fail
<p>-Ideas are given for how to apply, implement and use data to evaluate and make valid decisions.</p> <p>-Answer is based on thorough understanding of research design</p>	<p>-Some ideas are given for how to apply, implement and use data to evaluate and make valid decisions.</p> <p>-Answer is based on basic understanding of</p>	<p>-Few ideas are given for how to apply, implement and use data to evaluate and make valid decisions.</p> <p>-Answer is based on incomplete</p>	<p>-No ideas are given for how to apply, implement and use data to evaluate and make valid decisions.</p> <p>-Answer is based on inaccurate</p>

<p>measurement and statistics.</p> <p>-Unambiguous evidence of how to integrate appropriate interpersonal collaboration across domains of professional practice.</p> <p>-Answer is obviously strengths-based, with an emphasis on transdisciplinary collaborative approaches.</p> <p>-There is clear evidence that ecological theory and approaches are used in decision making.</p>	<p>research design measurement and statistics.</p> <p>-Some evidence of how to integrate appropriate interpersonal collaboration across domains of professional practice.</p> <p>-Answer is somewhat strengths-based, with an emphasis on transdisciplinary collaborative approaches.</p> <p>-There is clear evidence that ecological theory and approaches are used in decision making.</p>	<p>understanding of research design measurement and statistics.</p> <p>-Incomplete or irrelevant evidence of how to integrate appropriate interpersonal collaboration across domains of professional practice.</p> <p>-Answer is less strengths-based and more deficit-based with no emphasis on transdisciplinary collaborative approaches.</p> <p>-There is clear evidence that ecological theory and approaches are used in decision making.</p>	<p>understanding of research design measurement and statistics.</p> <p>-Minimal or no evidence of how to integrate appropriate interpersonal collaboration across domains of professional practice.</p> <p>-Answer is not strengths-based, and is not focused on transdisciplinary collaborative approaches.</p> <p>-There is clear evidence that ecological theory and approaches are used in decision making.</p>
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Professional Knowledge

Honors	Pass	Conditional Pass	Fail
<p>-Clear evidence of relevant legal and ethical standards and standards of professional practice, current policy, and legislation.</p> <p>-Full consideration of diversity issues, including, neurobiological, environmental and cultural influences.</p> <p>-Clear application and understanding of a wide spectrum of service delivery (Universal to intensive / Prevention to crisis).</p>	<p>-Some evidence of ties to relevant legal and ethical standards or standards of professional practice, policy or legislation.</p> <p>-Some consideration of diversity issues including, neurobiological, environmental and cultural influences.</p> <p>-Understands that there is a spectrum of service delivery (Universal to intensive / Prevention to crisis).</p>	<p>-Little evidence of relevant legal or ethical standards or standards of professional practice, policy or legislation.</p> <p>-Minimal consideration of diversity issues including, neurobiological, environmental or cultural influences.</p> <p>-Limited appreciation of a spectrum of service delivery (Universal to intensive / Prevention to crisis).</p>	<p>-No evidence of relevant legal or ethical standards or standards of professional practice, policy or legislation.</p> <p>-No consideration of diversity issues including, neurobiological, environmental or cultural influences.</p> <p>-No appreciation of a spectrum of service delivery (Universal to intensive / Prevention to crisis).</p>

Organization & Completeness of Responses			
Honors	Pass	Conditional Pass	Fail
<p>-A highly developed, integrative and well-organized answer.</p> <p>-All parts of the question are fully addressed with very smooth transitions between topic areas.</p> <p>-No jargon used and parent friendly language stressed throughout.</p> <p>-Evidence of highly proficient written communication.</p> <p>-Considerable attention to grammar, punctuation, spelling, and capitalization throughout.</p>	<p>-A sufficiently developed, integrative and organized answer.</p> <p>-Answer partially addresses most parts of the question with attempts to make some transitions between topic areas.</p> <p>-Little jargon used and parent friendly language stressed most of the time.</p> <p>-Evidence of proficient written communication.</p> <p>-Attention to grammar, punctuation, spelling, and capitalization, mostly throughout.</p>	<p>-An insufficiently developed, integrative or unorganized answer.</p> <p>-Some parts of the questions are omitted and there are few transitions between topic areas.</p> <p>-Some jargon used and minimal attention to parent friendly language</p> <p>-Minimal evidence of proficient written communication.</p> <p>-Inconsistent attention to grammar, punctuation, spelling, or capitalization.</p>	<p>-An insufficiently developed, integrative and unorganized answer.</p> <p>-Many parts of the question are not addressed and the answer is fragmented as isolated facts.</p> <p>-Too much jargon used with little attention to parent friendly language</p> <p>-Poor evidence of proficient written communication.</p> <p>-Little attention to grammar, punctuation, spelling, capitalization.</p>

Appendix H: Department of Teaching and Learning Sciences

Announcement of Oral Defense

- Proposal Defense
- Dissertation Defense

Student Name	Date	Time	Zoom link or Building/Room Number
Project Title			
Dissertation Committee Chair	College	Department	
Dissertation Committee Member	College	Department	
Dissertation Committee Member	College	Department	
Dissertation Committee Member	College	Department	
Dissertation Committee Member	College	Department	
Department Chair	Chair's Signature		

ABSTRACT (150 words)

Appendix I: Dissertation Guidelines

Ph.D. Dissertation Process

Formatting

For more detailed information on what it should look like: [FORMATTING & EXAMPLES](#)

Margins		Necessary Pages	
	Left	1.5"	Title page, dated correctly, including the month and year of your official graduation
	Top, Right, Bottom	1.0"	Abstract
	Top for pages with chapter headings	2.0"	Acknowledgements, if included, are stated in a professional, concise manner and do not exceed one page
Don't Forget			Table of Contents
	Fonts are embedded		List of Tables, if necessary
	Document is in one PDF		List of Figures, if necessary
	Check formatting		List of Common Abbreviations, if necessary

Proposal Defense

- Your proposal is the first 3 chapters (Introduction, Literature Review, & Methods) **OR** Opening Commentary, Manuscript 1, and portions of Manuscript 2 (Introduction, Literature Review, & Methods) of your dissertation along with a visual presentation
- Secure a peer scribe to take minute notes during your proposal
- Reserve a room in Katherine Ruffatto Hall that can accommodate at least 15 people
- NO proposals** can be scheduled during week 10 and finals week of any given quarter
- Committee members should be **INTERESTED** in your topic. Ask faculty to meet and discuss your topic if it is a good fit ask them to be on your committee. **Be sure to leave enough time for committee members to read your proposal prior to the visual presentation**
- Select your dissertation committee and [FILL OUT THIS FORM](#)
 - o Dissertation Chair (this should be your advisor)
 - o Dissertation Committee Members (3 of them; include a methodologist, a faculty from outside your department to serve as your oral defense chair (non-voting member), and a critical reader)
- No later than 30 days** after approval, [FILL OUT THIS FORM](#) and submit to the Office of Graduate Studies

Dissertation Defense

- Schedule your defense at least **three weeks prior** to the date of your intended graduation
- NO defenses** can be scheduled during week 10 and finals week of any given quarter
- Secure a peer scribe to take minute notes during your proposal
- Reserve a room in Katherine Ruffatto Hall that can accommodate at least 15 people
- Copies of your dissertation must be provided to your examining committee at least **two weeks prior** to the date of your defense
- At least **two weeks prior** to the date of your defense, **EMAIL** all program, department, and college listservs your dissertation announcement

- At least **two weeks prior** to the date of your defense, run your document through *Turnitin* and write a one-page response on the results that will be submitted with the final draft of your dissertation.

Appendix J: Manuscript Format and Style Form

THIS FORM MUST ACCOMPANY ALL MULTI-PAPER FORMAT DISSERTATIONS PRESENTED TO THE GRADUATE SCHOOL FOR APPROVAL. PAPERS WILL NOT BE READ UNLESS ACCOMPANIED BY THIS FORM.

Candidate's Name: _____ E-mail: _____

Dissertation Chair: _____

TITLE OF DISSERTATION: (Manuscript dissertations must have a single title that succinctly and accurately reflects the coherence of all papers included; each manuscript will have an individual title as well.)

Have any of the papers been published? yes ___ no ___

(Permission-to-reprint letters from copyright holder must be included in an appendix and the end of the thesis/dissertation, and footnoted on the first page of the chapter.)

For each manuscript provide the title and journal* that it is being prepared for:

Manuscript 1

- Title: _____

- Journal: _____

Manuscript 2

- Title: _____

- Journal: _____

* If a journal style has been followed, a copy of the journal or a copy of an article from the journal must be submitted with the manuscript. The submission must include examples of all format components (including all reference forms) that are based on the journal's style.

(Place on Letterhead)

Date

Student Name
University Address

Journal Name
Journal Address

To Permissions Editor: (all information *italicized* should be provided by the student)

I am preparing my dissertation at the University of Denver. I hope to complete me degree by (*date of graduation*). An article, (*title*), of which I am first author, and which appeared in your journal (*title*), reports an essential part of my dissertation research. I would like permission to reprint it as a chapter in my dissertation.

<Insert full citation including title, journal, volume, date and page numbers>

If these arrangements meet with your approval, please indicate your approval by signing in the space provided and attach any other form necessary to confirm permission. If you have any questions, please contact me at (*e-mail, phone*)

Thank you for your assistance.

I HEREBY GIVE PERMISSION FOR THE USE REQUESTED ABOVE.

Printed name:

Title:

Signature:

Date:

Appendix K: Checklist of Dissertation Completion Tasks and Forms

- Review DU Dissertation Guidelines:
<http://www.du.edu/currentstudents/graduates/graduationinformation.html>
- Review Program Handbook for specific department or Program requirements
- Pass PRAXIS
- Complete Residency
- Pass Doctoral Comprehensive Exam
- Prepare an outline version of your Proposed Research Project, with answerable research questions
- Meet with Dissertation Chair:
 - Discuss additional committee members
 - Discuss dissertation format
- Schedule meetings with Chair as needed throughout remainder of this process**
- Proposal (Chapters 1-3 *Or* Opening Commentary, Manuscript 1-complete, Manuscript 2-partial)
 - Proposal Distributed to Committee at least two weeks before the Scheduled Defense
 - Complete and post Announcement Form
 - Bring Dissertation Proposal Form to Proposal Meeting for signatures
 - Send copy of Approved Proposal to Dissertation Director and Academic Services Associate
- IRB
 - Prepare IRB application (Dissertation Director's Approval is required). Visit this [link](#) for the IRB Determination Form.
 - Submit Application to IRB, after receiving proposal approval and IRB approval from Dissertation Director
 - Apply for and receive approval from other Research or Human Subjects Boards (such as school districts), as appropriate
- Dissertation Data Collection:
 - Begin Data Collection
 - Finish Data Collection
 - Begin Analysis of Data
 - Finish Analysis of Data
- Dissertation Completion (Chapters 4-5 *Or* Manuscript 2-complete and Closing Commentary)

- Update, revise, and/or expand Literature Review
- Convert all descriptions of study to past-tense and include any changes made in procedures
- Prepare Tables of Data, Write Results
- Finish Summary, Discussion Chapter
- Determine the significance and limitations of the Study and its contribution to the field of school psychology
- Prepare Abstract (350 Word Limit)
- Refine Table of Contents, References, Appendices, Title Page, etc.
- Schedule Dissertation Defense:
 - Select Defense Committee Chair from another department who meets Graduate Studies' requirements
 - Complete and send Announcement Form
 - Request Academic Services Associate to post Defense Location, Date, and Title to MCE community
 - Distribute Text Copies of Dissertation to Committee at least two weeks prior to Defense
 - Prepare presentation of Dissertation for presenting to Committee and other attendees
- Final steps
 - Complete revisions and have them approved by Dissertation Director
 - Give Revised Copies of Dissertation to Oral Defense Committee Chair and Committee
- Graduation
 - Attend MCE Academic Hooding Ceremony, MCE Graduate Reception, & DU PhD Reception.

Appendix L: School Psychology Annual Student Summary

Part 1: Student Information

Name:	Home Phone:
Address:	Work Phone:
E-mail Address:	Cell phone:
Official Program Entry Date (mm/dd/yy):	Review Date:
Program:	<input type="checkbox"/> M.A. <input type="checkbox"/> Ed.S. <input type="checkbox"/> Ph.D.

Part 2: Academic Review

Year	GPA	Highest Letter Grade	Lowest Letter Grade	Passed All Classes	Recommended for Probation	Probationary Period (e.g., WI 2013-SP 2013; N/A)
1				Y / N	Y / N	
2				Y / N	Y / N	
3				Y / N	Y / N	
4				Y / N	Y / N	
5				Y / N	Y / N	
6				Y / N	Y / N	

Applied Setting	Site Name	Supervisor Name	Supervisor Credentials
Practicum I			
Practicum II			
Adv. Practicum			
EdS Internship			
Pre-Doc Internship			

Part 3: Professional Evaluation Form

This section is a reflection on your professional characteristics. The National Association of Colleges and Employers defines professionalism as the ability to “demonstrate personal accountability and effective work habits and understand the impact of non-verbal communication on professional work image,” wherein “the

individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from their mistakes.”

Directions:

Please rate yourself on a scale of 1-4 on each competency using the following criteria:

- **[4] Exceeds Expectations: Demonstrating exceptional skill and progress for year in program and performance above that expected in the profession**
 - a. Personal responsibility and investment in promoting professional growth in self or others are noted across more than one context within and/or outside of program requirements.
 - b. Professional and/or academic efforts indicating a 'desire to learn more' or to take initiative above that expected of all professionals are noted across more than one context within and/or outside of program requirements.
 - c. Professional leadership roles were undertaken across more than one context within and/or outside of program requirements.
 - d. Professional contributions promoting positive growth and continuous improvement for the betterment of others and/or the program are noted across more than one context.
- **[3] Meets Expectations: Demonstrating satisfactory progress for year in program and performance expected in the profession. This encompasses successfully completing professional and academic responsibilities that fall within program requirements; examples include, but are not limited to:**
 - a. Coming to all classes on time and fully prepared for class discussion.
 - b. Completing assignments on time and meeting specified requirements.
 - c. Routinely keeping scheduled appointments or changing with advanced notice and coordination.
 - d. Collaboratively working and fulfilling one's group assignment responsibilities.
 - e. Demonstrating growth and/or improvement after specific feedback and/or remediation is undertaken.
- **[2] Below Expectations: Demonstrating inadequate progress for year in program and performance below that expected in the profession.**
 - a. Professional or academic concerns are raised across one or more of the ten listed areas of professional characteristics, and/or
 - b. Professional or academic concerns are noted in one context within and/or outside of program requirements, and/or
 - c. Inadequate professional or academic progress on program requirements.
- **[1] Significantly Below Expectations: Demonstrating little to no progress for year in program and inadequate performance expected in the profession.**
 - a. Professional or academic concerns are noted across more than one context within and/or outside of program requirements, and/or
 - b. No professional or academic progress was noted, and/or
 - c. Updates were not submitted.

Please rate yourself as candidly as possible on the following 10 items using the scale above; provide examples to support your rating. It is important that you consider the ratings in light of the *Chain of Relevant Experiences* and your selected program and year. Your SP Student Handbook will provide further information on program philosophy, mission, goals, and objectives to help orient your self-reflection.

**The shaded rating area is for faculty use.

Individual Characteristics within Professional Settings (e.g., academic settings, field settings, programmatic activities, and other professional gatherings)

<i>Adaptability/Flexibility – adapts effectively to demands of situation; exhibits flexibility in face of change; views challenges as opportunities; values the process</i>	Self	Fac.
Please describe one or more incidents that you feel demonstrate your adaptability and flexibility or rigidity.		
<i>Attending/Listening Skills – listens attentively; attends to important communications; engages in active listening (e.g., attentive, ask thoughtful questions, is attuned)</i>	Self	Fac.
Please describe one or more incidents that you feel demonstrate your attending/listening abilities or struggles.		
<i>Ethical Conduct – responds appropriately to interpersonal and professional legal and ethical challenges; adheres to professional codes of ethics; maintains confidentiality according to policies, procedures, and guidelines</i>	Self	Fac.
Please describe one or more incidents that you feel demonstrate your understanding or lack of understanding of ethical codes and guidelines.		
<i>Growth/Learner Mindset – seeks feedback and is open to constructive criticism; self-reflects on personal strengths and weaknesses; solution-oriented; takes ownership of attitude, acknowledges mistakes and commits to self-improvement</i>	Self	Fac.
Please describe one or more incidents that you feel demonstrate your growth mindset or why it is an area for improvement.		
<i>Initiative – independently engages in activities when appropriate; proactive - does not wait to be asked or told when to begin tasks; demonstrates drive/motivation; seeks learning opportunities</i>	Self	Fac.
Please describe an incident that you feel demonstrates your initiative or why it is an area for improvement.		
<i>Interpersonal Relations – engages effectively with colleagues, faculty, supervisors and clients; demonstrates verbal and non-verbal behaviors that promote collaboration and engenders trust</i>	Self	Fac.
Please describe one or more incidents that you feel demonstrate your interpersonal relationship abilities or challenges.		
<i>Oral Communication – uses spoken word in a clear, organized, and professional manner to convey thoughts, present ideas and share information</i>	Self	Fac.
Please describe one or more incidents that you feel demonstrate your ability or struggle to communicate orally.		

<i>Respect for Human Diversity – exhibits awareness of and sensitivity to race/ethnicity, culture, socioeconomics, religion, gender-identity, sexual orientation, dis/ability, and other human differences; seeks out further understanding and skills needed to work with diverse populations.</i>	Self	Fac.
Please describe one or more incidents that you feel demonstrate your respect for human diversity or need for improvement.		
<i>Responsibility – demonstrates dependability, time management, and work organization; follows through on tasks; completes and submits assignments in accordance with stated parameters and/or constraints; punctual for classes/meetings.</i>	Self	Fac.
Please describe one or more incidents that you feel demonstrate your responsibility abilities or lack thereof.		
<i>Written Communication – uses clear, organized, and professional writing to express thoughts, present ideas and share information</i>	Self	Fac.
Please describe one or more incidents that you feel demonstrate your ability or struggle to communicate in writing. If rated below expectations by faculty, devise improvement or remediation plan.		

**** Ph.D. Students Only - Fill out the remainder of the form below.**

Please describe your general dissertation topic and the theoretical foundation of these ideas.

Please discuss the specific plans you have for your dissertation *during the next year?*

Please discuss any assistance you might need to help you in this endeavor.

****Faculty Only - Annual Evaluation Process**

1. Download student rubric from Speedgrader
2. Copy and insert at the bottom of the Annual Evaluations Student Form:

**** Faculty Only**

Dear [STUDENT NAME],

On [MM/DD/YYYY], the SP faculty met and discussed your cumulative progress for the year. This form provides a summary of the discussion. Based on your performance for the [YYYY-YYYY] academic year, you are making [ADEQUATE/INADEQUATE] progress toward SP [MA/EDS/PHD] program goals and standards.

Areas of strength include [FILL IN].

Areas for development include [FILL IN].

If you have any questions, please meet with your advisor for review, recommendations, and next steps. Please keep a copy of this form for your records.

Sincerely,

School Psychology Program Faculty

3. Add in faculty scores for the characteristics
4. Upload revised annual eval student form to SpeedGrader
5. Assign grade: Adequate (Complete) or Inadequate (Incomplete)

Appendix M: Loan Policies and Procedures for PAL Materials

Loan of Materials

1. I understand that all materials shall be returned to the PAL in the same proper working condition as it was issued.
2. I agree that it is my responsibility to accept materials in proper working condition (i.e., parts and content) from the PAL.
3. Should materials be damaged for any reason while in my charge, I will make absolutely no attempt to repair it. If damaged, I will return the materials immediately to the PAL.
4. I agree that under no circumstances should any materials in my charge be loaned to any other person. All materials transfers must be handled through the PAL, even to the next user in line. This will protect me from being assessed a fine for someone else's carelessness.
5. I understand that materials will not be issued outside of the checkout period determined by the PAL coordinator.

Terms of Loan

1. I agree that I will be held totally responsible for all future materials checked out to me once I sign this contractual agreement
2. I understand that all materials may be signed out for two (2) week. Materials must be returned and checked before a renewal of the loan may be made. A maximum of one (1) renewal is allowed. Renewals must be done in person.
3. I understand that it is essential that materials be returned to the PAL on time. Late fines will be enforced after a missed deadline. If I am late, I will be fined. It is my responsibility to be aware of the deadline.
4. If I am late in returning materials, I understand that one (1) point will be deducted from my total class grade for every day that I am late. I understand that the PAL coordinator will contact the course instructor for the class which required assessment use, and that no class is exempt from the PAL fine policy.

Lost, Damaged or Stolen Materials

1. I agree that I am responsible for returning all materials received in the same condition as when received. If I discover that loaned materials are damaged, it is my responsibility to report this immediately to the PAL coordinator.
2. If any materials are not returned, or materials are returned damaged beyond repair, I will be held responsible for the cost of replacement. This cost is billed directly to the student by the MCE Budget & Planning office, separate from DU tuition and fees.
3. Costs assessed against me will be treated as any other debt owed to the University, and failure to pay as required may result in loss of privileges and benefits, including but not limited to prevention from registering for courses, delay in receipt of grades, or withholding of granting of certificates or degrees. Payments in these cases may be returned directly to the MCE Budget & Planning office, KRH 317.

Loan of Materials to Non-Students

1. If I am serving as adjunct faculty, I understand that I can check out PAL materials only if they are needed for instruction of my assigned course. I agree to uphold all the policies and procedures stated above regarding (a) terms of the loan and (b) monetary fines assessed to lost, damaged, or stolen materials.
2. If I am an alum of the SP program, I agree to only review materials in the PAL facility, but *not* check out materials. I understand that I will have to present proper credentials to access the PAL materials.

Appendix N: Internship Readiness Form

The faculty makes decisions about your readiness to apply for internship. You will need to have your dissertation proposal successfully passed by the Fall quarter before you intend to begin internship. Please remember that faculty members are much less available during the summer months. In order for us to consider your readiness, please complete the entire form and upload it to canvas by Week 6 of the Spring quarter.

Name:

Date:

1. Date that you passed the comprehensive examination. _____
2. Date your predoctoral research requirement was completed. _____
Title and authors of your predoctoral research and where it was presented?

3. Date coursework was/will be completed. _____
4. Date your dissertation proposal was passed or date the meeting will likely be scheduled
5. _____
What is the title of your dissertation

6. Who is your Dissertation Chair and who are your Committee members?

7. What date did you send the form to Graduate Studies to approve your Committee Members?

8. Date final changes required at your proposal were (will be) handed in to your Dissertation Chair

9. Do you have any Incompletes? If so, state the course(s) and when they will be completed.

10. How many hours of practicum will you have completed by the end of **August before your intended internship year?** (Please only report up to August 31, of that year)

Direct client hours from MA/MS? _____
Direct client hours from doctoral practica? _____
Number of Total hours? _____
Total number of assessment hours completed? _____
Total number of assessment batteries completed _____
Total number of psychological assessment reports written? _____
11. What type of sites are you considering applying to?

12. Where were you for your Advance Pracaticum I, Practicum II and your AdvancedPracticum is relevant ?

13. Who are you considering asking for letters of recommendation? (List 4) Please remember you need two clinical and one faculty letters. They should all be doctoral level (not predoc interns or MA level supervisors).

—

—

14. List 3 of your strengths and 3 of your areas for growth.

**Appendix P: Department of Teaching and Learning Sciences
ADVISOR CHANGE REQUEST FORM**

To the student:

You should be requesting a change of advisor only if you have good reason to do so. If another advisor will be able to better guide you toward your professional goals or if irreconcilable conflict has arisen between you and your advisor, you may request a change. Make sure you talk it over with your current advisor first.

To be completed by the Student

Student's Name _____ Date _____

Student DU ID _____

Degree Program _____

I agree that a change in advisors would be to the benefit of this student's program and career.

Print Name _____

Current Advisor

Signature _____ Date _____

Current Advisor

To be completed by Faculty

Agree to accept this student as an additional advisee. YES NO

Print Name _____ DU ID. _____

New Advisor

Signature _____ Date _____

New Advisor

Signature of Department Chair _____

PLEASE COMPLETE THIS FORM AND RETURN TO THE PROGRAM ASA

Appendix Q: Graduate Program in School Psychology Discussion of Employment

School Psychology students must consult with their program advisor before accepting any graduate assistantship or other work-related commitments that are not within the College of Education. Students and their program advisor must evaluate the impact of the external commitments on students' progress through the school psychology program and their timely completion of all program requirements.

Student Name:

Program Advisor:

Employment status: I am employed I am **not** employed

Type of Employment:

Date of Discussion:

Approximate Number of Hours per Week:

Starting Date:

Ending Date:

Employment Site:

Briefly describe the nature and rationale for the employment with regard to the student's program status and their timely completion of the program requirements:

School Psychology Student Signature

Date

SP Advisor Signature

Date

Appendix R: 2022-23 Ph.D Handbook Confirmation

This page must be signed and uploaded to your degree Canvas page.

By signing below, I am confirming that I have reviewed the handbook that is required for my degree program. I understand my requirements and expectations as a student in this program.

Printed Name: _____

Student ID Number: _____

Program of Study/Degree: _____ Date: _____

Signature: _____