School Psychology PhD Program Handbook

Department of Educational and School Psychology

Handbook Updated: July 2019

School Psychology PhD Program

Educational and School Psychology Department
Stouffer Hall, Room 246
Indiana, PA 15705
Phone: 724-357-2316
Fax: 724-357-6946

TABLE OF CONTENTS

WELCOME

This handbook is designed to provide information about the Ph.D. Program in School Psychology at Indiana University of Pennsylvania. In addition to this document, students are also urged to access the following documents for a complete understanding of all of the requirements relating to various degree and certification requirements:

- x IUP Graduate Student Catalog
- x IUP Thesis/Dissertation Manual

Program graduates are eligible for certification as school psychologists. Students may also complete an optional program for certification as Supervisor of Pupil Services through the Pennsylvania Department of Education.

Indiana University of Pennsylvania

Founded in 1875, IUP is a vibrant, comprehensive, research-based, teaching-focused, student-centered learning community. IUP combines the academic opportunities of a large university with the highly personalized and intimate learning-centered environment of a small college. Almost 13,000 undergraduate and graduate students are enrolled in accredited and nationally recognized programs, enjoying traditional and nontraditional classroom experiences, engaging in research and service activities with their faculty mentors, becoming lifelong learners, preparing for rewarding careers and productive lives, and developing leadership skills for effective citizenship. IUP is a Carnegie Doctoral/Research university with over 2,000 graduate students and 48 graduate programs, including 13 doctoral programs.

IUP's Civility Statement

As a university of different peoples and perspectives, IUP aspires to promote the growth of all people in their academic, professional, social, and personal lives. Students, faculty, and staff join together to create a community where people exchange ideas, listen to one another with consideration and respect, and are committed to fostering civility through university structures, policies, and procedures. We, as members of the university, strive to achieve the following individual commitments:

To strengthen the university for Academic Success, I will act honestly, take responsibility for my behavior and continuous learning, and respect the freedom of others to express their views.

To foster an environment for personal growth, I will honor and take care of my body, mind, and character. I will be helpful to others and respect their rights. I will discourage intolerance, hatred, and injustice, and promote constructive resolution of conflict.

To contribute to the future, I will strive for the betterment of the community; myself, my university, the nation, and the world.

Department of Educational and School Psychology

The School Psychology PhD Program at Indiana University of Pennsylvania was developed for advanced preparation and training of school psychologists to work with school and family-related problems of children. School psychology is seen as a specialty within the profession of psychology, and focuses on the psycho-educational abilities and development of child in the context of their individual cultural, educational, and familial experiences.

The school psychologist's role includes the prevention, assessment, and remediation of child and adolescent learning and behavior problems through direct and indirect services. Thorough knowledge of child and family development, typical and exceptional behavior, cultural influences on behavior, sound educational practice, and a wide range of diagnostic, remedial, and consultative skills are seen as essential for carrying out this role. In addition, the PhD Program will prepare students for advanced careers in leadership within a school district or at a university.

In this scientist-practitioner oriented program, training is provided in the context of a continuously changing research base and the evolving expectations for school psychologists both nationally and within the Commonwealth of Pennsylvania.

Mission Statement and Program Objectives

The School Psychology PhD Program at Indiana University of Pennsylvania is designed to ensure that the professional school psychologist who completes the program will have an advanced knowledge base, practitioner skills, and professional qualities necessary to provide services to children and their families and leadership in the schools and community.

In order to provide these services, the school psychologist must achieve and demonstrate doctoral-level competence in the following areas:

- x Data-based decision-making and accountability
- x Consultation and collaboration
- x Interventions and Instructional Support to Develop Academic Skills
- x Interventions and Mental Health Services to Develop Social and Life Skills
- x School-Wide Practices to Promote Learning
- x Preventive and Responsive Services
- x Family–School Collaboration Services
- x Diversity in Development and Learning
- x Research and Program Evaluation
- x Legal, Ethical, and Professional Practice

Admission

The School Psychology PhD Program at Indiana University of Pennsylvania is ideal for psychology and/or education students looking to expand their horizons. Students can enter with a bachelor's degree, and earn their PhD with as few as five years. Admission into the program at all levels requires evidence of previous scholarship and/or potential for academic success, personal and professional qualities deemed necessary to function as a school psychologist, and motivation for professional excellence and leadership in the field.

Individuals seeking admission to the program must complete the Graduate School application. The following application materials are required: two letters of recommendation, transcripts, Graduate

Financial Assistance

Graduate Assistantships

IUP offers graduate assistantships to selected full-time graduate students. Duties vary across graduate assistantship positions. Assistantships are viewed as encouragement or reward for academic excellence rather than a means to relieve financial need. Assistantships are offered for 20 hour, 10 hour, and 8 hour work weeks. All graduate assistantship awards include both a stipend and a tuition dollar award. Therefore, students who are awarded graduate assistants receive two different methods of payment - one for the stipend award and one for the tuition dollar award. Because stipend levels for assistantships may change from year to year, potential applicants should check with the Graduate School for current stipend levels (http://www.iup.edu/graduatestudies/).

Financial Aid

Students should consult the Graduate Catalog and contact the Office of Financial Aid for further information about other financial resources and services (see www.iup.edu/financialaid/).

Academic Advisement

The School Psychology Doctoral Director manages academic advisement. Both the advisor and the student share the responsibility of actively participating the process of academic advisement. Students may find the following tips helpful as they work through the advising process:

- x Explore your academic, career, and personal goals by devising a list of short- and long-term goals. Then track your progress on a regular basis.

- x Become knowledgeable of and adhere to academic policies, procedures, and requirements.

- x Utilize available resources, including those that are web-based, to monitor your academic progress.

- x Be aware of graduation requirements for your major; familiarize yourself with the Graduate Catalog.

- x Initiate contact with your faculty advisor early in the semester

- x Come prepared to your advising sessions with a potential schedule for the upcoming semester.

- x Actively participate in the advising sessions by asking for clarification on points you don't fully understand.

- x

- x Know the Academic Calendar. Do not miss deadlines—know when to register and when to drop/add each semester.

- x Schedule courses consistent with those required for your program of study in order to meet graduation requirements.

- x Accept responsibility for all academic decisions you make; your faculty advisor will present you with options.

How to Work with Your Advisor

- x Learn how to read your DegreeWorks Profile in MyIUP and how to use the "what if" option.

- x Consider course options before you meet your advisor.

- x Become familiar with important advising dates during the semester, such as when scheduling begins, drop/add, and withdrawals deadlines.

- x Learn how to use the GPA calculator in MyIUP.

- x Make an appointment with your advisor early in the semester.

- x Prepare a list of questions and topics to discuss with your advisor each time you meet.

- x Read advising e-mails sent to you throughout the semester.

Campus Resources & Student Support

The School of Graduate Studies and Research: www.iup.edu/graduatestudies/
Graduate Catalog: www.iup.edu/graduatestudies/catalog/
Office of the Bursar: www.iup.edu/bursar/
Office of the Registrar: www.iup.edu/registrar/
Disability Support Services: www.iup.edu/disabilitysupport/
IUP Campus Library: www.iup.edu/library/
MyIUP: www.iup.edu/myiup/
Applied Research Lab: www.iup.edu/arl/
IT Support Center: www.iup.edu/itsupportcenter/
Veterans and Service Members: www.iup.edu/itsupportcenter/
IUP Writing Center: www.iup.edu/writingcenter/
IUP Career and Professional Development Center: http://www.iup.edu/career/
IUP Parking Services and Visitor Center: http://www.iup.edu/parking/
University Police: http://www.iup.edu/police/ | 724-357-2141
Crisis Intervention 24/7 Hotline: 1 - 877 333- 2470

IUP Email

IUP offers an email account to all active students. Your IUP email address is the primary means by with the university will contact you with official information and you should use for all IUP official communications. It is your responsibility to check your IUP email regularly. Visit www.iup.edu/itsupportcenter/howTo.aspx?id=23404 to learn more about setting up this account. For more information regarding University policy on email communication, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Graduate Student Assembly

The Graduate Student Assembly (GSA) represents the graduate student body's interests at IUP and within the Indiana community. The GSA makes recommendations related University-wide and graduate-specific policies and in areas of concern in the cultural, intellectual, and social life of the part- and full-time graduate student. Visit www.iup.edu/graduatestudies/gsa for more information.

Programs and Degrees

Doctoral Programs

Work as a lead school psychologist in a school district. Advance to supervisory positions in school psychology or pupil services. Become a faculty member in a university school psychology program.

Our PhD program in School Psychology was created to help prepare you for a fulfilling career in the

9

Bold = BCBA only (Note: BCBA is currently being developed)
Italics = Not required for PHD
*EDSP 855 will be taken with 1 cred associated with EDSP 942

YEAR 4

SUMMER I

- x EDSP 945: Clinical Supervision in Psychology
- x EDSP 949: Advanced Practicum in School Psychology and Supervision

SUMMER II

- x EDSP 994: Introduction to Dissertation
- x EDSP 836: Personality Theory and Systems of Psychology (Prospectus meeting and RTAF required)

FALL AND SPRING

- x *EDSP 995 or EDSP 952: Dissertation or Internship

*Students who take EDSP 995 in Year 4 should defend by end of Year 5

YEAR 5

SUMMER I AND II

- x EDSP 952: Internship

FALL AND SPRING

- x *EDSP 995 or EDSP 952: Dissertation or Internship

WINTER

- x EDSP 975 (optional): Supervision of Pupil Services

*Students who take EDSP 995 in Year 5 should defend by end of Year 5
Italics = Not required for PHD

Evaluation of Students

x Demonstration of concern for client welfare.
x Demonstration of appropriate client-school psychologist relationships.

Professional Deportment

x Appropriate manifestation of professional identity, as demonstrated by attire and behavior judged by practica, internship, and other field-based partners to be appropriate for educational settings.
x Appropriate involvement in professional development activities (e.g., professional associations)
x Appropriate interaction with peers, colleagues, staff, trainees, etc.
x Awareness of impact on colleagues (faculty and students).
x Completion of assigned tasks in a timely fashion and in an acceptable format.

Sensitivity to Client Issues.

x Acknowledgment and effective interactions with:

defended, a grade of "R" will be assigned to registered credit. Upon successful completion of the dissertation, the grade assigned by the dissertation will apply to all registered dissertation credits.

You are eligible to begin the dissertation process if you have:

- x Successfully completed all coursework (earning a grade B or higher in all core courses; excluding the internship course)
- x Passed the Candidacy Exam
- x

    x

x

5. When utilizing human subjects as part of the research, the student must complete the necessary forms in order to obtain approval from the Institutional Review Boards (IRB) of both the Department and the University. Forms may be obtained from the Graduate School. IRB approval must be obtained before any data can be collected.

6. After approval of the RTAF and IRB, the student will write Chapters 1, 2, and 3 of the dissertation. After the chair has approved the above chapters, the student will distribute copies of these chapters to all members of the committee. The student should allow a minimum of three working weeks for faculty to review of all submitted material. A Three Chapter Defense will then be scheduled at IUP with members of the committee. Only after the student passes this defense can he or she proceed with collection. Doctoral students are required to defend the first three chapters of their dissertation within two years of passing the doctoral comprehensive examinations.

7. The student should follow the guidelines presented in the IUP Thesis/Dissertation Manual in order to comply with format and style requirements.

8. It is recommended that the student maintain ongoing contact with all committee members throughout the dissertation project so that they can provide appropriate feedback to the student. After the entire dissertation has been approved by the chair, the student will distribute copies of the dissertation to all members of the committee. After the committee has had three working weeks to read the document, a meeting will be scheduled at IUP with members of the committee for a final oral defense of the dissertation. After this process has been successfully completed (i.e., the student passes the defense), the student will follow the procedures listed in the IUP Thesis/Dissertation Manual to ensure that all of the necessary paperwork has been completed and the fees for binding, microfilm, etc., have been paid.

9. The student will provide an electronic copy of the dissertation to the Graduate School, the Department of Educational and School Psychology, and the chair of the committee.

10. If the committee fails to approve the dissertation at the proposal defense, or the final oral defense, the student may be required to schedule another meeting with the committee in order to demonstrate a resolution of the committee's concerns.

Submitting the Research Topic Approval Form (RTAF)

1. Work with your dissertation chair to develop a proposal of your intended dissertation research project including the topic, rationale, method of

contributions and limitations of this research with respect to the student's own project, defining key terms, and providing transitions into the next chapter.

Chapter 3: Methodology. Describes the research design, site, participants, documents, materials, and data collection and analysis.

Three Chapter Defense

You must schedule at least three working weeks of reading time each time you send a draft to your chair or to your readers. This meeting is not a public. Therefore, it is closed to individuals other than the student and committee members. During the Culminating Evaluation meeting the student will demonstrate a sound argument for the need for the study, breadth of knowledge of the field and relevant sub-fields, a clear focus and organization, and writing quality. The committee will evaluate the student's oral and written performance and the dissertation chair will notifiy the Director of the Doctoral Program regarding the outcome.

Three Chapter Defense: Possible Outcomes

The committee will decide on one of these possible outcomes, and at the conclusion of the meeting, will submit the decision to the Director of the Doctoral Program:

- x Pass. This outcome applies when the student has demonstrated, through both the chapters submitted and performance during the meetings, that he or she has met the criteria listed above and is well-prepared to undertake the dissertation research. In such cases the three chapters will require only minor revisions, and the students will respond to any concerns in a way that gives readers confidence the final defense will be successful. At this point, the student continues the dissertation process and, if they have not already done so, submits an application to the Institutional Review Board for the Protection of Human Subjects (IRB). In some cases IRB approval may need to be obtained earlier in the process. Consult with your advisor about the best time to submit the IRB application.
- x Fail. A Fail means that the student has demonstrated that he or she is unlikely to produce a successful dissertation and thus is not permitted to complete the program; the advisor will provide the student with reasons for the decision based on the committee's evaluation of the student's work.

IRB Protocol

Federal regulations, and general ethical considerations, require that all research involving human participants meet certain federal guidelines for the protection of participants. Those regulations also established the requirements that must be met by the Institutional Review Board (IRB) for the Protection of Human Subjects. You can find out more about IUP's IRB board at http://www.iup.edu/irb/default.aspx. IRB forms and applications instructions can be found at http://www.iup.edu/page.aspx?id=6599

IUP's IRB board meets once a month to review cases that involve protected populations or unusually challenging research. Most other cases are eligible for expedited review and are reviewed on an ongoing

basis without the wait for the monthly meetings. This makes the turn around time for most cases reviewed by IUP's IRB board considerably less than a month. Make sure that you work with you dissertation director, who will also serve as the official co-investigator for your research, as you work through your IRB protocol. You will also need your directors signature on the IRB form so plan time for both protocol development, obtaining your director's signature, and IRB turn around time when planning your research.

Dissertation Defense

The dissertation defense, all revisions, and uploading a final copy of the dissertation to ProQuest, must occur before a student reaches the 7-year limit. Adults living within the contiguous United States are required to attend the Dissertation Defense in person.

Dissertation Defenses are public events.

When you give your copy of the dissertation to your committee for the defense, it should represent your best work and conform to the SGSR Thesis/Dissertation manual you began with. The dissertation defense will cover the entire dissertation and, at the conclusion of the meeting, the chair will notify the Director of the Doctoral Program regarding the outcome.

Dissertation Defense: Possible Outcomes
- Pass If a student passes, the committee members may sign at the end of the defense or opt to see revisions before signing.
- Fail. A Fail means that the student has demonstrated that he or she is unlikely to produce a successful dissertation and thus is not permitted to complete the program; the advisor will provide the student with reasons for the decision based on the committee's evaluation of the student's work at the defense meeting.

Submitting the Dissertation to the University

Be sure to consult the SGSR Thesis/Dissertation Manual early and often, as it contains information about specific requirements for formatting and submitting your dissertation. The final step in the process is to submit the dissertation, following the SGSR requirements for electronic submission (https://staging.www.iup.edu/graduatestudies/resources-for-current-students/research/thesis-dissertation-information/finishing-your-degree/pr

We definitely recommend that you get at least two copies for yourself, (1 to keep and 1 for loaning out). You can find out more about binding options on the following SGSR website: https://staging.www.iup.edu/graduatestudies/resources-for-current-students/research/thesis-dissertation-information/finishing-your-degree/thesis-dissertation-printing-and-binding-options/

Graduation
In order to graduate, you must apply for graduation by the SGSR deadline. You can find out more about the graduation process at http://www.iup.edu/commencement/graduate/how-to-apply-for-graduation/

It is important to note that students who will finish their dissertation process for an August graduation, will be allowed to walk in the large, University-wide May ceremony, but not in the large, University-wide December ceremony.

<p align="center">University Policy and Procedure</p>

University policy is the baseline policy. Programs may have policy that is more stringent than the University baseline policy; however, not less stringent than the University baseline policy. For questions regarding this statement, please contact [Program Coordinator] or the School of Graduate Studies and Research.

Academic Calendar
View the IUP Academic Calendar on www.iup.edu/news-events/calendar/academic/

Academic Grade Appeal Policy
For Information regarding the Grade Appeal policy, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Academic Integrity
For more information, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/
The Source: A Student Policy Guide: www.iup.edu/studentconduct/thesource/

Academic Status and Satisfactory Academic Progress
For more information, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Affirmative Action
Indiana University of Pennsylvania is committed to providing leadership in taking affirmative action to attain equal educational and employment rights for all persons, without regard to race, religion, national origin, ancestry, sex, physical handicap, or affectional or lifestyle orientation. This policy is placed in this document in accordance with state and federal laws including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973 as well as federal and state executive orders. This policy extends to disabled veterans and veterans of the Vietnam era. Please direct inquiries concerning equal opportunity to: Office of the Provost, 205 Sutton Hall, 1011 South Drive, IUP, Indiana, PA 15705-1046 U.S.A.

Bereavement-Related Class Absences

credit each semester (Fall and Spring) through the graduation of the student or until the time limit is exceeded (See Time Limitation Policy for doctoral or master's students). For this period, the student will be considered a full-time doctoral or M.F.A. student.

Until the dissertation or thesis is successfully defended, a grade of "R" will be assigned to each registered credit. Upon successful completion of the dissertation or thesis, the grade assigned by the dissertation or thesis director will apply to all registered dissertation or thesis credits, including the extended credits. Students must pay tuition and mandatory university fees for all credits (equal to part-time mandatory fees), and may choose to pay the Wellness Fee.

Grades earned for dissertation and thesis credits will remain part of the cumulative grade calculation; however, grades posted for extended credit registration will be excluded from the cumulative grade calculation.

Note: The Continuous Dissertation policy has been in place since 1990. Students failing to register as directed by this policy will be registered by their program coordinator and billed accordingly. If it is the doctoral or M.F.A. student's intent to "quit" the program, he/she should schedule an appointment with the graduate coordinator as soon as possible to avoid any further registration and subsequent assessment.

For more information regarding School of Graduate Studies and Research policy on registration, view the Graduate Catalog. www.iup.edu/graduatestudies/catalog/

Access forms processed through the School of Graduate Studies and Research, click Current Students http://www.iup.edu/graduatestudies/

Graduate Fresh Start Policy
A graduate student who has been separated from university as a result of academic dismissal, including time-to-degree dismissal, may only apply for admission to the University if the student has been separated from the university, for a minimum of two calendar years (24 consecutive months) from the date of dismissal. The request to be considered for readmission to the University must be into a graduate program, and readmission to the program in which the student was dismissed may not be sought. A student dismissed as a result of an academic integrity violation is barred from utilizing the Graduate Fresh Start Policy to request readmission.

Conditions for a Graduate Fresh Start Application

A graduate student may apply for a Graduate Fresh Start only if he/she meets all of the following conditions:
- he/she was academically dismissed, including time-to-degree dismissal from an IUP graduate program;
- he/she has been separated from the university for a minimum of two calendar years (24 consecutive months);
- he/she applies for readmission consideration to a graduate program at IUP, excluding the program from which the student was academically dismissed.

amount of time by the Dean (or designee) of the SGSR to support the request.

No time extensions are considered for doctoral students unless all degree requirements other than dissertation (including the approval the research topic and IRB, if needed) have been completed by the expiration of the seven-year time limit (see Time Limitations policy).

Title IX Reporting Requirement
For more information regarding Title IX Reporting Requirement policy, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Transfer of Credits Policy
A doctoral student in the School Psychology program may transfer graduate credits from another institution, with Department and SGSR approval for up to 9 credits of the required credits for the graduate student's program at IUP. These graduate courses must have been taken from a regionally accredited institution, meet rigorous standards of accrediting and approving organizations (ationalN Association of School Psychologists) within the past five years, and the grade earned must be a "B" or its equivalent or better. The time limitation rule and residency requirements pertain without modification to transfer credits.

To request transfer credits, the student must complete the Request for Graduate Transfer

Research

Applied Research Lab, www.iup.edu/arl/

For more information, visit the website of the School of Graduate Studies and Research, click on Research www.iup.edu/graduatestudies/

Student Rights and Responsibilities

For more information regarding student rights and responsibilities, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Signature Page

Dear School Psychology PhD Student,

Congratulations on choosing to further your education (sigh). The 1st gi870926be) fHs.4320db5ck0 jr5videton

32