

Graduate Student Handbook

General Psychology M.A. Program and
Clinical Psychology M. A. Program

University of Dayton

(Last Updated 10/13/17)

Mission:

We offer master's programs in General Psychology and Clinical Psychology. Both are small, selective programs with the aim of facilitating our students' admission into a Ph.D. program in psychology. As such, we provide extensive experience in statistics and research methods, and multiple opportunities for both collaborative and individual research projects.

A secondary goal specific to our Clinical Psychology M.A. program is to prepare students for jobs at the master's level that do not require clinical licensure. For instance, previous students have successfully obtained positions at community mental health agencies, research-based positions, psychological assessment positions, or in private practice under supervision.

Purpose of Policies:

The purpose of the policies covered in this manual is to support the above stated mission of best preparing students for successful admission into doctoral programs or performance in applied settings at the master's level. It is our firm belief that students' careful attention and adherence to these policies will best position them for success in their future endeavors.

Course Times and Curriculum:

Course times are determined by the Chair of the Psychology Department. Every effort is made to schedule times that are convenient with graduate students. However, because a multitude of factors need to be balanced when setting class times, graduate students are expected to refrain from approaching individual course instructors to make changes.

General Psychology M.A. Program Curriculum: The course curriculum for the General Psychology M.A. program is largely lock-step and can be found in Appendix A.

Clinical Psychology M.A. Program Curriculum:

The course curriculum for The Clinical Psychology M.A. program is also largely lock-step and can be found in Appendix B. On occasion, exceptions can be made with respect to PSY 599 and PSY 566, with special permission from the Director of the Clinical Psychology Graduate Program (see footnotes 1 & 2 in Appendix B).

Timely Thesis Completion:

The timely completion of one's master's thesis is viewed as an important element of a student's success in this program and a requirement for graduation. In the service of facilitating completion of the master's thesis in a reasonable time period, students are encouraged to follow the thesis goals timeline provided to them by the Director of the Psychology Graduate Programs (See Appendix C). While minor deviations from these guidelines are often unavoidable, abiding by this suggested timetable as closely as possible will help ensure that students graduate in the intended time period of two years.

One year after the completion of coursework (i.e., in May of the third year since entering the program), if a student still has not completed her/his thesis, the student's thesis committee will conduct a review of her/his progress and write a letter summarizing their conclusions (see Appendix D). A vote will be taken, and the student will receive either a rating of "acceptable," "questionable," or "unacceptable." These reviews will occur annually until the student has completed her/his thesis project. If the student receives a rating other than "acceptable" more than one year, she/he will not be allowed to graduate.

The purpose of this review is in no way to discourage students, but rather is designed to help facilitate the timely completion of thesis projects. It is also recognized that some students' projects may take longer than two years to complete, through no fault of the student. However, this policy is designed to prevent students from going long periods of time after the two years of coursework without consistently working on their thesis.

In addition to this departmental policy, as specified in the University's online Graduate Bulletin, students are expected to complete their thesis project in no longer than seven years after their start of the program in the Fall semester. Students who do not complete their master's thesis within this time limit will not be allowed to graduate.

Professionalism:

Lack of professionalism can negatively influence the overall learning environment as well as the strength of endorsements faculty are able to give to students when requesting letters of recommendation. While this is not an exhaustive list, common lapses in professionalism include problems in the areas of openness to feedback and learning, tone in written and verbal communications with professors, and non-professional discourse within professional settings such as the Psychology Department (e.g., talking about one's personal life or gossiping about faculty or other students).

Workload Policy:

The University policy is that students are not allowed to work more than 20 hours a week at any position or combination of positions sponsored by the University. Because Graduate Assistantships, Research Assistantships, and Clinical Psychology Traineeships are all 20 hours a week and are all considered university

sponsored positions, students are not allowed to seek additional employment opportunities through the University.

While technically students are allowed to seek additional employment outside the university, we firmly believe that in order for students to fully benefit from the experiences offered through our programs, exceeding 20 hours of paid employment would severely jeopardize this goal. If a student still desires to seek external employment, it is required that they have a discussion with the director of their specific program about this issue BEFORE pursuing such an employment opportunity.

Grades, Incompletes, Extended Leaves of Absence:

Our program follows the standard put forth in the University of Dayton's online Graduate Bulletin with respect to academic standing as specified below:

“Academic Standing”: A graduate student's academic standing is determined according to the cumulative quality-point average at the end of each term. In addition:

- a) To be in good academic standing, a graduate student must maintain a cumulative quality-point average of at least 3.0 at all times. A cumulative quality-point average of at least 3.0 is also required for graduation.
- b) Thesis and dissertation credits may only be assigned “IP” and “CR” grades and do not count toward the minimum quality-point average of 3.0.
- c) A cumulative quality-point average below 3.0 will result in the student being placed on academic probation.
- d) A graduate student on academic probation must complete a written academic recovery contract with his or her graduate program director which shall specify goals, expectations and a timeline for achieving good academic standing. This contract must specify the duration of the probationary period, which may not be shorter than one academic semester nor longer than one calendar year, and must be approved by the student's academic dean, or designee.
- e) Students whose academic performance has seriously impaired their ability to succeed at the University of Dayton may be subject to academic dismissal by his or her academic dean, who authorizes the dismissal and notifies the student of his or her status. Graduate students who may be dismissed include: (a) those who fail to achieve good standing at the end of an agreed upon period of academic probation; (b) those who receive one or more grades of “F”; and, (c) those who have accumulated six or more semester hours of “C” grades, regardless of the cumulative quality-point average.
- f) The Registrar will post Academic Dismissal on the permanent record of any student who is dismissed.”

In addition to this above listed set of standards, students are required to obtain no lower than a B- in the following courses: PSY 501 (Experimental Design & Statistics I), PSY 502 (Experimental Design & Statistics II), and in the case of students in the Clinical Psychology M.A. program, PSY 550 (Introduction to Clinical Psychology & Interviewing), and PSY 565 (Ethical & Cultural Issues in Clinical Assessment & Psychotherapy). Failure to do so will result in dismissal from the program.

Students are strongly encouraged to strictly follow the course curriculum and recommended timeline for the completion of the master's thesis. However, it is recognized that in rare instances such as physical or mental health issues, students may need to take a leave of absence. In these instances, a discussion with the director of their specific program is required before taking this leave of absence. Upon discussion of the specific nature of the leave, the director of the student's specific program will then draft a letter that the student will sign indicating the parameters of the leave. Under no circumstance will leave be approved beyond the seven years allowed by the University to complete either the General Psychology or Clinical Psychology M.A. Program.

Academic Honesty:

Both graduate programs in psychology abide by the policy of academic honesty put for by the University of Dayton. Please refer to the following link for a complete description of the University of Dayton's academic honesty policy:

<http://catalog.udayton.edu/graduate/generalinformation/academicinformation/academicdishonesty/>

Feedback and Failure to Maintain Minimum Standards:

General Psychology M.A. Program Curriculum:

Students in the General Psychology program are expected to remain in good academic standing in accordance with the requirements of the University of Dayton's Graduate Bulletin and the Psychology Department. Students will receive additional feedback from their individual thesis advisors regarding their progress on the thesis throughout the first and second year of the program.

Clinical Psychology M.A. Program:

During the summer of the student's first year, the clinical psychology faculty will meet to discuss all students' performance in a range of program-related domains including class performance, research and thesis progress, professionalism, and performance either as a Graduate Assistant or Psychology Trainee, or another paid University sponsored position. Based on the discussion that results during that meeting, the student will receive a letter summarizing their performance within two weeks of the meeting. This feedback is intended to be formative rather than disciplinary. However, if any issues are identified that jeopardize the student's ability to maintain minimum standards of academic, research, or clinical performance, both the Chair of the Department and Director of the Clinical Psychology Graduate

Program will also meet with the student in person. Failure to demonstrate improvements on the problematic issues discussed, could result in the student being encouraged to leave the program.

It must also be noted, that if it anytime a significant issue arises outside of the planned summer meeting, the student will be notified and will be asked to meet with the Chair of the Department and/or the Director of the Clinical Psychology Graduate Program. Again, the student must then show visible progress in the area identified as being problematic (e.g., academic, research, or clinical skills, or adherence to ethical standards of the profession) in order to maintain good standing in the program.

Graduation:

Students must complete all degree requirements in order to graduate, including the required coursework, master's thesis, and in the case of students in the Clinical Psychology M.A. program, practicum hours. The deadlines for completing one's master's thesis can be found at the following link:

<http://libguides.udayton.edu/c.php?g=15209&p=82887>

It is the student's responsibility to complete all of the steps required for graduation. A checklist that enumerates these steps can be found at the following link: <http://libguides.udayton.edu/c.php?g=15209&p=82891>

According to the University guidelines, graduate students who will complete all degree requirements at the end of a Summer term may request permission to participate (i.e., "walk") in the preceding Spring commencement ceremony under the following conditions:

- “1) must be in good academic standing (i.e., not on academic probation) at the time of the request;
- 2) may not be enrolled in the Doctor of Physical Therapy (DPT) program, the Master of Physician Assistant Practice (MPAP) program, or any Doctor of Engineering (DE) or Ph.D. program;
- 3) must have the support of their graduate program director/chair;
- 4) must have six or fewer credit hours of coursework to complete during the Summer term following Spring commencement;
- 5) must be registered for all remaining Summer coursework by the time of Spring commencement;
- 6) must have applied for August/Summer graduation;
- 7) must have defended their Master's thesis (if required) prior to Spring commencement.”

Students who believe that they meet these requirements can petition to participate in the Spring commencement ceremony by completing the form found at the following link:

<https://sites.google.com/a/udayton.edu/gaa/graduate-resources/forms>

Practicum Performance and Recording of Hours for Students in the Clinical Psychology M.A. Program:

All students are required to fulfil a four-credit clinical practicum in order to graduate. Each practicum credit represents 120 hours of supervised mental health practice in the community. Students can fulfill this requirement either by completing a traineeship, which is paid (this work automatically counts toward their practicum credit – they are not required to do additional work beyond their paid traineeship to satisfy the practicum requirement), or a practicum, which is unpaid. In either case, students are expected to uphold the highest level of professionalism and ethical standards. The Clinical Psychology Program Director will assign students to practicum or traineeship sites, doing the best to her/his ability to take into account preferences of the students with respect to desires for specific, applied clinical experiences.

Once an agency is identified, the student will interview for the position. Agency administrators reserve the right not to accept the student into the agency if it is believed that the student does not represent a good fit with the agency mission and goals. In the rare case that this should happen, the Director of The Clinical Psychology Program will make attempts to place the student at another agency. However, should this not be possible, it is the student's ultimate responsibility to make arrangements for a placement in order to satisfy the required practicum hours.

Prior to starting at a practicum position, most agencies require a drug test and background check. The student is also required to read and acknowledge her/his agreement by signing the Clinical Traineeship/Practicum Agreement found in Appendix E. The agency supervisor is also required to read and indicate her/his agreement by signing the form. This form is required to be completed and returned to the Director of The Clinical Psychology Program Director prior to beginning work at the agency.

At the end of each 120 hours of clinical practicum, the student and agency supervisor are required to complete and return a number of forms. Instructions for completing the forms can be found in Appendix F. The actual forms can be found in Appendix G and H. Failure to complete the forms by the end of the given semester will result in a delay and the Director of The Clinical Psychology program assigning a practicum grade to the student for that semester.

Appendix I contains a form in which students summarize the number of practicum hours and the types of services delivered. This is an important form for students to complete and keep in their records beyond the years that they are in our program. Clinical hours supervised by someone other than a person with a licensed clinical psychologist are not likely to count for future licensure. However, hours that are supervised by a licensed, clinical psychologist will count toward licensure either in states that offer licensure to master's-level clinicians or after the student completes a doctorate in clinical psychology. It is imperative to note that it is students'

responsibility to complete and keep this record of their hours because the Psychology Department no longer stores information, and students may need it several years after they actually complete the practicum.

Failure to Meet or Sustain Satisfactory Performance as a Graduate Assistant:

The following is stated in all Graduate Assistantship contracts signed prior to commencing the position: “The University reserves the right to discontinue the assistantship at its sole discretion for reasons including, but not limited to lack of funding, unsatisfactory performance, or the like.” Graduate Assistants who fail to meet or sustain satisfactory performance in their position will receive a feedback letter from the Director of the Graduate Programs in Psychology (see Appendix J). If the student receives such a letter, in most cases, the student will be given an eight-week probationary period in which to improve their performance to an acceptable level. Thus, the middle of the Spring semester will typically be the latest that a student may expect to receive such a letter. If improvement is not achieved within the eight-week probationary period, the student’s Graduate Assistantship will be discontinued. It should be emphasized that this policy applies to students either in their first or second year of the program. Hence, a student in their second year of the program that falls below minimum standards of performance would still be in jeopardy of losing their Graduate Assistantship, despite the fact that their contract had been renewed for a second time. It should also be emphasized that there are rare circumstances in which the student’s failure to meet minimum standard is so extreme (e.g., an ethical violation) that the graduate assistant may be terminated immediately.

Funding for Graduate Student Travel:

Graduate students may be reimbursed for travel expenses to external conferences in the amount of up to \$800 per trip. Students are allowed funding for one trip per academic year, and they must be a presenter at the conference. If multiple students are presenting on the same project and applying for travel funds, the \$800 will be split evenly across these students. All students who are interested in applying for funding for travel to a conference must complete a form available from the Graduate Programs Administrative Assistant two full weeks PRIOR to the trip. Please note, the funding is only for that individual student’s expenses, and receipts must be provided at the end of the trip.

Use of the Departmental Copy Machine:

The departmental copy machine is located in the Main Office (SJ 329). Students are to record ALL copies that they make in the copy binder (on table across from the copy machine). This applies regardless of whether the copies are made for a faculty member or for personal use. If students make any copies for personal use, they are to reimburse the Graduate Programs Administrative Assistant 3 cents per copy.

APPENDIX A: General Psychology M.A. Program Curriculum

Total semester hours: 36

Core requirements (12 hours):

- PSY 501 -- Experimental Design and Statistics I
- PSY 502 -- Experimental Design and Statistics II
- PSY 510 -- History & Systems
- PSY 599-2 -- Thesis (*taken 4th semester*)

General Psychology requirements (12 hours):

- PSY 522 -- Advanced Cognitive Psychology
- PSY 573 -- Developmental Psychology
- PSY 585 -- Social Psychology
- PSY 599-1 -- Thesis (*taken 3rd semester*)

Four additional courses in other areas of psychology, recently:

- Perception
- Cognitive Neuroscience
- Forensic Psychology
- Interpersonal Processes
- Personality Development
- Research Methods
- Personality

APPENDIX B: Clinical Psychology M.A. Program Curriculum

Sequence of Courses in Clinical Psychology Graduate Program

First Academic Year

Fall Semester

PSY 501	Experimental Design & Statistics I	3
PSY 550	Introduction to Clinical Psychology & Interviewing	3
PSY 553	Theories & Research in Psychopathology	3
PSY 569	Clinical Practicum	1

10

Spring Semester

PSY 502	Experimental Design & Statistics II	3
PSY 599	Thesis ¹	3
PSY 551	Assessment of Intelligence	3
PSY 569	Clinical Practicum	1

10

Summer Semester (9 week session)

PSY 564	Individual Psychotherapy	3
PSY 573	Developmental Psychology	3

6

Second Academic Year

Fall Semester

PSY 565	Ethical & Cultural Issues in Clinical Assessment & Psychotherapy	3
PSY 556	Assessment of Personality	3
PSY 560	Childhood Psychopathology & Psychotherapy	3
PSY 569	Clinical Practicum	1

10

Spring Semester

PSY 555	Theories of Personality & Psychotherapy	3
PSY 566	Marriage & Family Therapy ²	3
PSY 599	Thesis	3
PSY 569	Clinical Practicum	1

	<u>10</u>
Total	46

¹Under special circumstances, student can use this time to work on other research under the direction of their thesis advisor, if approved by their thesis advisor and the Program Director

²Student can substitute a different course such as History and Systems, if approved by Program Director

APPENDIX C: Thesis Goals

MEMO

To: All First-Year Graduate Students in Department of Psychology

From: Catherine Zois, Ph.D.
Director, Graduate Programs in Psychology
Director, Clinical Psychology Graduate Program

RE: Goals for Completing Components of the M.A. Thesis

GOAL 1: *By October 10th, establish an M.A. Thesis Chair and identify the general topic of your thesis*

Comment: To establish an M.A. Thesis Chair, you should begin by reviewing faculty members' research interests and set up meetings with those who have research interests that appear to coincide with your own. When it becomes evident that there is an appropriate "match," then you should ask the faculty member if he or she would be willing to serve as your Thesis Chair for a particular topic area. If he or she agrees, then this task is completed. You should begin this process immediately. Do not procrastinate! Once this is finalized, please send an email to me indicating that the task is completed, and please remember to copy ("cc") your newly-established Thesis Chair on the email.

GOAL 2: *By the end of the fall semester of your first academic year, develop a tentative title and outline for your thesis proposal*

Comment: Regarding the scope and level of detail of the outline, you should work with your Thesis Chair in making decisions on such issues. Once you have completed this task, provide me with an update via email, and copy ("cc") your Thesis Chair on the email.

GOAL 3: *By the end of the spring semester of your first academic year, complete and successfully defend the thesis proposal*

Comment: Your Thesis Chair will be able to explain the specific tasks that you need to complete in order to accomplish this goal. When the goal is accomplished, send me an email to let me know that you have successfully proposed your thesis, and remember to copy ("cc") your Thesis Chair on the email.

GOAL 4: *By the end of the fall semester of your second academic year, complete data collection for your thesis project*

Comment: Once you complete data collection, let me know via email, and remember to copy (“cc”) your Thesis Chair on the email.

GOAL 5: *By the end of the spring semester of your second academic year, complete and successfully defend the thesis project*

Comment: Once you successfully defend your thesis, let me know via email and copy (“cc”) your Thesis Chair on the email.

APPENDIX D: Sample Letter to Students after Three Years in Program



<Date>

Dear <Name>,

As per Psychology Department policy for completion of master's theses, because it has been over one year since the completion of your graduate coursework, your thesis committee (or if you have yet to propose, your thesis advisor) has completed an annual review of your progress. Our records indicate that in the past year you have done the following work on your thesis:

- Sent One Proposal Draft to Adviser Sent More than One Proposal Draft to Adviser
- Proposed Thesis to Committee Data Collection Data Analyses
- Sent One Thesis Draft to Adviser Sent More than One Thesis Draft to Adviser
- None of These Categories Apply

It is the view of your thesis committee that this progress falls in the following category:

- Acceptable Questionable Unacceptable

Please note that we highly value your timely completion of a high quality thesis project. Should you have more than one annual review with a rating lower than “acceptable” you will not be allowed to complete the program. Therefore, it is highly recommended that you keep in close contact with your thesis advisor to obtain guidance from your thesis advisor on what you can do to avoid that outcome.

If you have any questions of concerns at all, please don't hesitate to contact me!

Warmest regards,

Catherine L. Zois, Ph.D.
Professor of Psychology
Director, Psychology Graduate Programs
Director, Clinical Psychology Graduate Programs
University of Dayton

Appendix E: Clinical Practicum Agreement

CLINICAL PRACTICUM AGREEMENT

CLINICAL TRAINEESHIP/PRACTICUM PROGRAM

Clinical Program Graduate Program
Department of Psychology
University of Dayton

The Department of Psychology at the University of Dayton maintains agreements with several local mental health agencies for the benefit of clinical psychology graduate students. These agreements allow the Department to place students in both paid traineeship and non-paid practica for the purpose of acquiring experience and developing professional skills.

Although the precise terms of agreements and the agencies participating vary from year to year depending upon funding and administrative considerations, all agreements include a set of expectations for the agency, the Department of Psychology, and the clinical psychology graduate student. Practica arrangements at agencies with which the Department of Psychology does not have a contracted fund agreement are nevertheless asked to observe the following expectations or guidelines, as summarized below:

The Agency is expected to provide the following:

1. A position description stating the duties, responsibilities, and expectations of each student. The experience provided should be predominately psychological in nature and preferably include interviewing, assessment, and treatment.
2. An orientation to agency policies and procedures and notification of any relevant changes.
3. An appropriate setting for the provision of services to clients and other related professional activities.
4. Appropriate supervision by a licensed psychologist or other person qualified to supervise the activities of the student (e.g., licensed counselor or social worker).
5. Access to in-service training experiences and other staff development opportunities.
6. Periodic evaluations of each student's performance by the supervisor using the Department's "Clinical Practicum/Traineeship Evaluation Form."

7. Notification of Dr. Zois, Director of Clinical Psychology Graduate Program, before taking action to suspend or terminate a student for causes or actions which may endanger the well-being of a client or interfere with the proper operation of the agency.
8. Maintain regular contact with Dr. Zois, Director of Clinical Psychology Graduate Program, regarding any significant changes at the agency or regarding problems or issues involving a clinical practicum student.

The Department of Psychology is expected to provide the following:

1. Graduate-level coursework in clinical psychology (related areas) to prepare the student for assuming assignments of increasing responsibility.
2. Faculty liaison between the Department of Psychology and the agency for the purpose of monitoring and evaluating student performance as well as the evaluating the training and supervision afforded to the student. As Director of the Clinical Psychology Graduate Program, Dr. Zois serves this role.

The Student is expected to do the following:

1. Abide by all principles, policies, procedures, and standards of the Agency, the Department of Psychology, the University of Dayton, and the American Psychological Association's *Ethical Principles of Psychologists and Code of Conduct*.
2. Conduct himself or herself in a professional manner and be appropriate in appearance, dress, and behavior.
3. Keep all information regarding clients confidential.
4. Keep agency supervisor(s) informed of his/her involvement with clients.
5. Insure that all official records are co-signed by the appropriate supervisor(s).
6. Secure permission before conducting research involving clients of the Agency, and this includes permission from the Institutional Review Boards at both the Agency and the University of Dayton.

7. Be aware that the agency reserves the right to discharge or suspend a student for just cause to insure the well-being of clients and the Agency. Discharge and suspension procedures normally conform to those applicable to the employees of the agency.
8. Purchase professional liability insurance for graduate students in traineeships/practica from the American Psychological Association.
9. Be aware that many traineeship/practicum placements are funded, in part, by grants from the Ohio Department of Mental Health and/or Alcohol, Drug Addiction, and Mental Health Services Board of Montgomery County, which may require rotation of students through various services of participating agencies as well as attendance at educational programs sponsored by the grants.
10. Meet all requirements outlined in the syllabus for PSY 569 (Clinical Practicum).

SIGNATURES FOR CLINICAL PRACTICUM AGREEMENT:

Clinical Practicum Student:

Print Name: _____

Signature: _____

Telephone Number: _____

Email Address: _____

Agency Supervisor (Or Other Responsible Party at Agency):

Print Name: _____

Signature : _____

Print Full Name of Agency: _____

Print Full Name of Agency Placement: _____

Telephone Number: _____

Email Address: _____

Director of Clinical Psychology Program:

Print Name: Catherine Zois, Ph.D.

Signature: _____

Telephone Number: 937-229-2164

Email Address: czois1@udayton.edu

Appendix F: Instructions for Completing and Submitting Practicum Evaluations

INSTRUCTIONS FOR COMPLETING AND SUBMITTING PRACTICUM EVALUATIONS

Catherine Zois, Ph.D.
Director of Clinical Psychology Graduate Programs
University of Dayton

1. After completing each 120 hour block of Clinical Practicum, your supervisor should complete the Clinical Practicum Trainee Evaluation Form and you should complete the Evaluation of Practicum Experience Form.
2. Be sure to give the copy of the Clinical Practicum Trainee Evaluation Form to your supervisor ahead of time so that he or she has plenty of time to complete it.
3. After your supervisor completes the Clinical Practicum Trainee Evaluation Form, he or she must review the form with you so that you are aware of your supervisor's perceptions of your relative strengths and weaknesses. Then, as you can see on the last page of the Clinical Practicum Trainee Evaluation Form, both you and your supervisor must sign it. Finally, the supervisor should put the completed Clinical Practicum Trainee Evaluation Form in the small envelope, seal it, and sign across the flap.
4. After you complete the Evaluation of Practicum Experience Form, you should sign it on the last page. There is no expectation that you share your completed Evaluation of Practicum Experience Form with your supervisor.
5. To turn the forms in, place the Evaluation of Practicum Experience For (i.e., the form you completed) and small envelope containing the Clinical Practicum Trainee Evaluation Form (i.e., the form your supervisor completed) into the large envelope, seal it, and print "PRACTICUM EVALUATION" and your name on the front of the large envelope, and put it in Dr. Zois's mailbox in St. Joseph Hall (Room 329).
6. Forms completed or submitted in other ways will **not** be accepted.

NOTE: For Clinical Trainees and Community Fellows, who typically begin Clinical Practicum at the beginning of their first semester, the evaluation forms will usually be turned in toward the end of each of the four regular academic semesters. For Graduate Assistants, who begin Clinical Practicum later (often the end of the first academic year), there is a special need to make sure that the forms are completed and submitted after each 120 block of Clinical Practicum.

Appendix G: Supervisor Quarterly Evaluation of Practicum

CLINICAL PRACTICUM TRAINEE EVALUATION FORM

Trainee: _____ Practicum: I II III IV

Supervisor: _____ Covering the period: ___/___ to ___/___

Agency: _____ Date form completed: _____

Instructions: Please evaluate this practicum student/trainee using the scale below, adding specific comments as appropriate. Also, please summarize the student's major strengths and weaknesses in the space provided at the end of the form. The time you spend completing this evaluation is very much appreciated.

- 1 = Far Below Expectations – a definite concern, needs much improvement to meet acceptable standards
- 2 = Below Expectations – needs some improvement to meet acceptable standards
- 3 = Acceptable – average for trainees with similar training and experience
- 4 = Above Expectations – above average for trainees with similar experience
- 5 = Far Above Expectations – a definite strength, well above average for trainees with similar experience
- NA = Not Applicable or not enough information to form a judgment

I. Basic Work Requirements

1. Punctuality – arrival on site and for scheduled appointments	1	2	3	4	5	NA
2. Punctuality – completion of assigned tasks and written notes/reports	1	2	3	4	5	NA
3. Accuracy, clarity and usefulness of written notes/reports	1	2	3	4	5	NA
4. Effective use of time	1	2	3	4	5	NA
5. Professional appearance and behavior (e.g., dress, grooming, language)	1	2	3	4	5	NA
6. Ethical awareness and conduct (e.g., boundary issues, confidentiality)	1	2	3	4	5	NA

Comments:

II. Knowledge and Skill

7. Knowledge of client population	1	2	3	4	5	NA
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8. Knowledge of treatment setting/agency	1	2	3	4	5	NA
9. Knowledge and skill in interviewing	1	2	3	4	5	NA
10. Knowledge and skill in case conceptualization	1	2	3	4	5	NA
11. Knowledge and skill in assessment of intelligence	1	2	3	4	5	NA
12. Knowledge and skill in assessment of personality	1	2	3	4	5	NA
13. Knowledge and skill in therapeutic interventions	1	2	3	4	5	NA

Comments _____

III. Interactions with Clients

14. Comfort in interacting with clients	1	2	3	4	5	NA
15. Ability to build rapport with clients	1	2	3	4	5	NA
16. Effectiveness in communicating with clients	1	2	3	4	5	NA

17. Sensitivity and responsiveness to client needs and concerns	1	2	3	4	5	NA
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18. Sensitivity to gender and cultural differences	1	2	3	4	5	NA
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Comments _____

IV. Interactions with Coworkers

19. Comfort in interacting with other staff	1	2	3	4	5	NA
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20. Ability to work effectively as part of a team	1	2	3	4	5	NA
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21. Ability to give information and express own views to staff	1	2	3	4	5	NA
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22. Ability to receive information and listen to other views from staff	1	2	3	4	5	NA
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COMMENTS: _____

V. Interactions with Supervisor

23.	Willingness to actively seek supervision and ask questions	1	2	3	4	5	NA
24.	Receptiveness to constructive feedback and suggestions	1	2	3	4	5	NA
25.	Ability to learn and understand new information	1	2	3	4	5	NA
26.	Ability to apply information and implement suggestions	1	2	3	4	5	NA
27.	Awareness of personal strengths and weaknesses	1	2	3	4	5	NA

Comments: _____

Overall, identify this practicum student/trainee's major strengths. In what areas would the trainee most benefit from further development? In what areas has the trainee experienced the most professional growth during this evaluation period? Other comments?

Given this student's overall performance, I recommend the following practicum grade (circle one)

PASS NOT PASS

Supervisor's signature

Date

Trainee's signature

Date

Appendix H: Student Quarterly Evaluation of Practicum

UNIVERSITY OF DAYTON

DEPARTMENT OF PSYCHOLOGY

EVALUATION OF PRACTICUM EXPERIENCE

The purpose of this form is to provide the Department of Psychology with feedback about your practicum experience. Although no one at the practicum site will have access to your completed form, some of the information that you provide may be used in giving the agency of your supervisor feedback as to the strengths and weaknesses of the practicum experience.

Name of Student: _____

Practicum (circle one): I II III IV

Practicum site: _____

How long have you been at this site? _____

Name of Supervisor: _____

How long have you been supervised by him/her? _____

1. _____ How many hours per week do you average at your practicum site?
2. _____ How many hours per week do you average in one-to-one supervision?

3. _____ How many hours per week do you average in group supervision and/or staff meetings?

4. Please indicate the percentage of time you spend with the following client populations:

_____ Outpatient: Adult

_____ Outpatient: Children/Adolescents

_____ Residential Treatment: Adults

_____ Residential Treatment: Children Adolescents

_____ Other (please specify) _____

Circle the number that best characterizes the quality of your supervision on the following dimensions:

5. Supervisor was consistently available for regular supervision meetings.

Never

Sometimes

Always

1

2

3

4

5

6. Supervisor assigned an appropriate workload, given my scheduled hours.

Never

Sometimes

Always

1

2

3

4

5

7. Supervisor was clear and constructive in his/her instructions and feedback regarding clinical work.

Never

Sometimes

Always

1

2

3

4

5

8. Supervisor maintained a professional and respectful attitude toward me and my opinions.

Never

Sometimes

Always

10. I received appropriate instruction about administrative issues (e.g., paperwork, agency policies, etc.).

Strongly Disagree Disagree Neutral Agree Strongly Agree

1 2 3 4 5

11. I learned about ethical and professional issues at this site.

Strongly Disagree Disagree Neutral Agree Strongly Agree

1 2 3 4 5

12. Overall, this practicum was a valuable experience.

Strongly Disagree Disagree Neutral Agree Strongly Agree

1 2 3 4 5

13. In general, would you recommend that future students continue to be placed at this practicum site?

_____ Yes _____ No _____ Uncertain

Please comment on the strengths and weaknesses of this practicum experience:

Student Signature

Date

Appendix I: Quarterly Summary of Practicum Hours

QUARTERLY SUMMARY OF PRACTICUM HOURS

Directions: The purpose of this form is for graduate students to keep track on a quarterly basis of the practicum hours that they completed towards the 480 hour practicum requirement through the University of Dayton's Clinical Master's Program. Complete this form and have it signed by your supervisor of these practicum hours. Return a copy to Dr. Catherine Zois along with your practicum evaluation forms. It is essential that you first make a copy of the form and keep it for your personal records, as you may need it in the distant future in order to verify clinical hours for licensing or certification purposes.

Range of dates for hours worked (including year) _____

Please specify the number of hours out of 120 for this quarter falling into each category:

Intake Interviews: _____

Testing: _____

Individual Psychotherapy: _____

Group Psychotherapy: _____

Case Management: _____

Indirect or non-contact hours (e.g., writing case notes): _____

Total: _____

Clinical Practicum Student:

Print Name: _____

Signature: _____

Telephone Number: _____

Email Address: _____

Agency Supervisor (Or Other Responsible Party at Agency):

Print Name: _____

Signature : _____

Print Full Name of Agency: _____

Print Full Name of Agency Placement: _____

Telephone Number: _____

Email Address: _____

Appendix J: Sample Feedback Letter for Graduate Assistants



<Date>

Dear <Name>,

As per Psychology Department policy for providing feedback to Graduate Assistants who fail to fulfill minimum, expected standards of performance, I am writing to inform you that your supervisor/s indicated problems in the areas of:

- Attention to Detail
- Initiative and Problem-solving
- Timely Completion of Tasks
- Professionalism and Interpersonal Skills
- Writing Skills
- Data Analytic Skills
- Availability
- Responsiveness to Feedback
- Consistency in the Work Quality
- Dependability and Punctuality

Please note, you will be given an eight-week probationary period in which to improve your performance to an acceptable level. If such improvement is not achieved, your Graduate Assistantship will be discontinued. In order to avoid this outcome, I strongly recommend that you meet with your GA supervisor/s to discuss ways in which you could improve your performance. The supervisor/s who noted issues in your performance was/were

_____.

If you have any questions or concerns at all, please don't hesitate to contact me!

Warmest regards,

Catherine L. Zois, Ph.D.
Professor of Psychology
Director, Psychology Graduate Programs
Director, Clinical Psychology Graduate Programs
University of Dayton

Graduate Student Handbook

General Psychology M.A. Program and Clinical Psychology M. A. Program

I hereby declare that I have received, read, and agree to the policies and procedures detailed in this Graduate Student Handbook.

Please return the signed for to the Director of the Graduate Programs in Psychology

Student Name (Print)

Student Signature

Date