



EAST TENNESSEE STATE  
UNIVERSITY

DEPARTMENT OF  
Psychology

# Department of Psychology

## Graduate Student Handbook

Academic Year 2022-2023

[Department of Psychology](#)

Rogers-Stout Hall

309 Stout Drive

Johnson City, TN 37614

Phone: 423.439.4424

## Table of Contents

Preface .....	3
Commitment to Inclusivity .....	5
ETSU Mission and Statement of Purpose .....	6
Student Conduct .....	7
Full Time Faculty .....	11
Admission Requirements .....	15
Clinical PhD Concentration .....	18
Experimental PhD Concentration .....	29
Elective Coursework.....	36
Master’s Degree Requirements .....	37
Clinical Capstone Project.....	39
Doctoral Candidacy and Preliminary Project .....	43
Doctoral Dissertation Requirements.....	44
Research Experience.....	49
Teaching Experience .....	51
Clinical Experience.....	54
Student Evaluation .....	62
Student Support and Resources.....	65
Grievances and Resolution of Conflicts .....	72
Progressive Remediation .....	73
Frequently asked Questions .....	79
Appendices.....	84
Appendix A: Milestone forms .....	85
Appendix B: Comprehensive Exam Grading Rubric .....	87
Appendix C: Experimental Annual Evaluation Form.....	89

## Preface

The Handbook for the Doctoral Program<sup>1</sup> in Psychology (hereafter referred to as the “Handbook”) provides basic information, guidelines, policies, and procedures pertaining to the Psychology Doctoral Program at East Tennessee University (ETSU). It is designed for students in all years of the program. Most questions about procedures and guidelines can be answered by reading this Handbook and linked documentation. This Handbook and its supplements contain the current regulations and requirements for graduate study leading to the PhD in Psychology. There are university requirements and/or procedures that are found in the ETSU Graduate Catalog ([Clinical PhD](#); [Experimental PhD](#)). All students are responsible for knowing the information in these documents, and enrollment is considered an acceptance of all conditions specified in these documents.

Policies and guidelines may change during enrollment in the graduate program. Although the program makes every effort to provide updated, accurate, and appropriate information about the program requirements, this Handbook is dated immediately by even the most minor changes.

Consequently, students should check with their Primary Academic Advisor (PAA) and/or the Director of Clinical Training (DCT) or the Director of Experimental Training (DET)<sup>2</sup> with respect to any problems or ambiguities that might not be addressed or about recent changes that do not appear in the most current edition of the Handbook. This Handbook is meant to be used as a guideline for both students and faculty.

Unanticipated problems or unique situations may occur, however, and are resolved through mutual consultation among the student, the appropriate faculty member or advisor, and the Graduate Training Committee who ultimately make decisions guided by their collective and best professional judgement.

Department Chair: Wallace E. Dixon, Jr., Ph.D.

Director of Clinical Training: Jill D. Stinson, Ph.D.

Director of Experimental Training: Eric W. Sellers, Ph.D.

<sup>1</sup>The Psychology Department at ETSU offers a PhD degree program in Psychology with two concentrations: Clinical and Experimental, and the use of the term “program” throughout this document is not meant to imply that there are two separate PhD degree programs. The term “program” throughout this document is in keeping with the standard of practice in utilizing the broader use of the term.

<sup>2</sup>The DCT and DET are also referred to as “concentration Director(s)” where appropriate.

## **Commitment to Inclusivity**

It is the policy of East Tennessee State University not to discriminate on the basis of: race; color; religion; national origin; ethnicity; age; sex; physical or mental disability; pregnancy status; marital status; sexual orientation; gender identity; gender expression; genetic information; or covered veteran's status in its admissions policies and all its departments, activities or employment practices.

The Department of Psychology at ETSU has established a PhD program within a culture of inclusion, equity, and social justice. Our commitment to this is evident through the department's [Diversity Plan](#), and involvement of the department's [Committee on Inclusion and Equity](#).

The program endorses and attempts to emulate the APA Ethical Principles and Code of Conduct in the following:

"Psychologists respect the dignity and worth of all people, and the rights of individuals to privacy, confidentiality, and self-determination. Psychologists are aware that special safeguards may be necessary to protect the rights and welfare of persons or communities whose vulnerabilities impair autonomous decision making. Psychologists are aware of and respect cultural, individual, and role differences, including those based on age, gender, gender identity, race, ethnicity, culture, national origin, religion, sexual orientation, disability, language, and socioeconomic status, and consider these factors when working with members of such groups. Psychologists try to eliminate the effect on their work of biases based on those factors, and they do not knowingly participate in or condone activities of others based upon such prejudices." (APA, 2017).

An online mechanism for anonymously reporting experiences of discrimination and harassment is available through the [University Compliance Office](#).

## **ETSU Mission and Statement of Purpose**

ETSU opened its doors in 1911 initially to prepare teachers for the region's public schools and has evolved into a state-supported, comprehensive, regional university in the State University and Community College System of Tennessee, governed first by the Tennessee Board of Regents and currently by the ETSU Board of Trustees. The University embraces its regional setting and proudly reflects its traditional roots through programs and activities that highlight its Appalachian heritage. Although the majority of students are from Northeast Tennessee and adjacent states, many qualified students from throughout Tennessee and from other states and countries also enroll.

ETSU offers programs through 10 colleges related to several central themes: arts and sciences, business, education, health sciences and services, and technology. ETSU offers a broad array of graduate programs that provide advanced specialized preparation in many areas to meet the needs of its student population and facilitate the development of its extensive service region. Additionally, there are several doctoral level programs, and PhD programs in psychology, biomedical sciences, early childhood education, and nursing.

The University's articulated [Mission, Vision, Values](#) reflect the commitment to research, teaching, and service. The Department of Psychology is located in the College of Arts and Sciences, which also includes a college specific [Mission, Goals, and Strategic Plan](#). These drive our training and research in the Department of Psychology's PhD program.

## **Student Conduct**

University students are citizens of the state, local, and national governments and of the academic community, and are therefore expected to conduct themselves as law-abiding members of each community at all times.

Admission to an institution of higher education carries with it special privileges and imposes special responsibilities apart from those rights and duties enjoyed by non-students. In recognition of the special relationship that exists between the institution and the academic community which it seeks to serve, the ETSU Board of Trustees has authorized the president of the university to take such action as may be necessary to maintain campus conditions and preserve the integrity of the institution and its educational environment.

Pursuant to this authorization, the ETSU Board of Trustees has developed regulations which are intended to govern student conduct on the campus. In addition, students are subject to all national, state, and local laws and ordinances, and are expected to conform to the [APA Ethical Principles of Psychologists and Code of Conduct](#). If a student's violation of such laws or ordinances also adversely affects the institution's pursuit of its educational objectives, the institution may enforce its own regulations regardless of any proceedings instituted by other authorities. Conversely, violation of any section of the ETSU Board of Trustees regulations or university rules may subject a student to disciplinary measures taken by the institution, whether or not such conduct is simultaneously a violation of state, local, or national laws. Please review the [ETSU Student Code of Conduct](#).

### **Academic Honesty**

Academic honesty and integrity are important characteristics for any institution. In accordance with ETSU's and the Psychology Department's commitment to integrity, policies regarding academic honesty have been

adopted. For a more complete overview of the University's policies, students are encouraged to refer to the current [ETSU Graduate Catalog](#).

Included in the policies on academic honesty are statements about plagiarism, fabrication, cheating, and misconduct. Plagiarism is the use of another person's words, ideas or data as one's own. Work submitted for credit that includes another's words, ideas or data is to be appropriately referenced. Any work submitted certifies the originality of all work unless otherwise identified and acknowledged. Plagiarism covers both published and unpublished sources. Fabrication is the use of invented or falsified research or findings. This includes citing material not contained in a source, listing sources in a bibliography that are not used, submitting fictitious data, and presenting work prepared by another as one's own. All theses and dissertations must be submitted to Turnitin before being submitted to the CGCS.

Cheating is the act or attempted act of deception by which a student misrepresents that they have mastered material or information on an academic exercise. This includes copying another's material, allowing someone to copy your material, unauthorized use of notes and texts, unauthorized collaboration on assignments, and taking a test for another individual. Other misconduct includes: stealing test answers or questions; selling test answers or questions; bribing a person to obtain test answers, questions, or information; changing or altering a grade on a test or in a grade book; and being an accessory to the previously stated actions.

Academic misconduct is considered a grave offense by all faculty as it should be by all upright students, and its discovery will be treated accordingly; punishment may include dismissal from the program.

## **Academic Performance**

All graduate students must maintain a 3.0 GPA to remain in good standing with the ETSU CGCS. In addition, the program requires all students to obtain no less than a B in all coursework. If a student earns less than a B, the student must repeat the course or a portion of the course, or retake an exam, at the discretion of the instructor. If a student wishes to repeat a course all grades are used in computing grade point average. The grade earned on the repeat does not replace the original, but may be considered in faculty evaluations of students.

Academic departments are required to retain grade documentation for a period of one year. Specific student concerns regarding academic records must be addressed within one academic year from the date of posting of grades for the term in question.

## **Academic Probation**

When the cumulative grade point average falls below 3.0, the graduate student will be placed on academic probation. If the student does not achieve a 3.0 cumulative grade point average at the conclusion of one probationary semester, the Dean of the ETSU CGCS and appropriate college/departmental/program officials will determine whether the student should be dismissed from graduate study at ETSU or continued on probation. No student will be allowed more than two probationary semesters, whether consecutive or cumulative. At the end of a second probationary semester a student whose cumulative grade point average is still below 3.0 will be dismissed from graduate study. A student will be removed from probationary status upon attaining a cumulative 3.0 grade point average. When an "I" grade converts to an "F" after one calendar year, the GPA is adjusted retroactively; consequently, a student may be subject to dismissal without a probationary term.

## **Dismissal**

Students may be dismissed from the ETSU CGCS for such reasons as academic misconduct; failure to meet conditions of admission; failure to meet a requirement of the program; exceeding the allowed number of probationary semesters; recommendation from the Psychology Department for unethical or grossly unprofessional behavior; or similarly serious issues. This process is outlined further in [Progressive Remediation](#). Students who have been dismissed from the ETSU CGCS may address a written request for reinstatement to the Chair of the Department of Psychology within 30 days of receipt of the dismissal notice. The request should include reasons why the reinstatement should be considered. The department will review the request for reinstatement and make recommendations to the dean of the CGCS. If the request is denied at the departmental level, the student may then direct a written appeal to the dean of the CGCS, and a final decision will be made in accordance with policies established by the Graduate Council.

## Full Time Faculty

Wallace E. Dixon Jr., Ph.D.

Chair and Professor of Psychology

Director, ETSU/Ballad Health Strong BRAIN Institute

Ph.D., 1990, Miami University

Specialty: Experimental Concentration; Developmental Psychology

Research: Child temperament and language

Ginni Blackhart, Ph.D.

Professor

Ph.D., 2006, Florida State University

Specialty: Experimental Concentration; Social Psychology

Research: Self-control and social rejection

Alyson Chroust, Ph.D.

Assistant Professor and Assistant Chair of Logistics

Ph.D., 2017, The University of Kentucky

Specialty: Experimental Concentration; Developmental Psychology

Research: Infant cognition and neonatal abstinence syndrome (NAS)

Andrea D. Clements, Ph.D.

Professor and Assistant Chair of Curriculum

Ph.D., 1991, The University of Alabama

Specialty: Experimental Concentration; Developmental Psychology

Research: Religion and health (substance use; pregnancy; trauma; ACEs)

Dr. Gerald A. Deehan, Ph.D.

Associate Professor

Ph.D., 2009, Kansas State University

Specialty: Experimental Concentration; Behavioral Neuroscience

Research: Behavioral neuropharmacology of addiction

Julia C. Dodd, Ph.D.

Associate Professor and Director of Honors-in-Discipline

Ph.D., 2016, East Carolina University

Specialty: Clinical Concentration; Clinical Health

Research: Trauma; primary care; sexual and reproductive health

Aubrey Dueweke, Ph.D.  
Assistant Professor  
Ph.D., 2019, University of Arkansas  
Specialty: Clinical Concentration  
Research: Primary care behavioral health; mental health disparities;  
traumatic stress; telehealth

Jon Ellis, Ph.D.  
Professor  
Ph.D., 1989, University of Southern Mississippi  
Specialty: Clinical Concentration; Clinical Child Psychology  
Research: Suicide and reasons for living

Chandra Feltman, Ph.D.  
Assistant Professor  
Sevierville Center  
Ph.D., 2018, The University of Tennessee  
Specialty: Director, ETSU Psychology at Sevierville

Meredith Ginley, Ph.D.  
Assistant Professor  
Ph.D., 2016, The University of Memphis  
Specialty: Clinical Concentration  
Research: Behavioral and substance use disorders; impulsivity

Natasha Gouge, Ph.D.  
Director, Behavioral Health and Wellness Clinic  
Assistant Director of Clinical Training  
Ph.D., 2013, East Tennessee State University  
Specialty: Clinical Concentration  
Research: Primary care psychology; pediatrics; brief interventions;  
integrated care

Jameson K. Hirsch, Ph.D.  
Professor and Assistant Chair of Research and Assessment  
Ph.D., 2003, University of Wyoming  
Specialty: Clinical Concentration  
Research: Suicide; health psychology; positive psychology

Rachel Miller-Slough, Ph.D.  
Assistant Professor  
Ph.D., 2018, Virginia Tech  
Specialty: Clinical Concentration; Clinical Child Psychology  
Research: Adolescence; family processes; emotion regulation; internalizing symptoms

Kelly E. Moore, Ph.D.  
Assistant Professor  
Ph.D., 2016, George Mason University  
Specialty: Clinical Concentration  
Research: Crime; substance use; stigma; reentry

Diana Morelen, Ph.D.  
Associate Professor  
Ph.D., 2014, University of Georgia  
Specialty: Clinical Concentration, Clinical Child Psychology  
Research: Infant mental health; parenting interventions; ACEs; D&I

Matt Palmatier, Ph.D.  
Associate Professor  
Ph.D., 2004, University of Nebraska  
Specialty: Experimental Concentration; Behavioral Neuroscience  
Research: Pre-clinical models of substance dependence

Eric W. Sellers, Ph.D.  
Professor and Director of Experimental Training  
Ph.D., 2004, University of South Florida  
Specialty: Experimental Concentration; Cognitive neuroscience  
Research: Brain-computer interface; event-related potentials

Jill D. Stinson, Ph.D.  
Associate Professor and Director of Clinical Training  
Ph.D., 2006, University of Arizona  
Specialty: Clinical Concentration; Clinical Forensic Psychology  
Research: Sex offenders; DBT; serious mental illness; health and risk

Stacey Williams Ph.D.  
Professor  
Ph.D., 2004, Kent State University  
Specialty: Experimental Concentration; Social & Quantitative Psychology  
Research: Stigma and health; minority stress

## **Other Full-time Faculty and Staff**

Elizabeth Davison, M.A.  
Lecturer  
M.S., 2001, Radford University

Carol Jensen  
Executive Aide Clinical Psychology  
423-439-4461  
429-A Rogers-Stout  
jensencj@etsu.edu

Michael Gray  
Executive Aide Department of Psychology  
423-439-4424  
420 Rogers-Stout  
grayma2@etsu.edu

## **Admission Requirements**

Application submission and procedures are located in the Admission Requirements tab on our [website](#).

### **Offers and Acceptances**

First-round offers are made in writing prior to April 1st. A response is not required until April 15th (or the first Monday after April 15th, if April 15th falls on a weekend). Between April 1st and the decision date, offers may be made to students over the phone when a position opens. These verbal offers are official, but will be followed by a written confirmation within 48 hours. After being made, offers cannot be withdrawn by the university until after the decision date and then can be withdrawn only if the student fails to respond to the offer by the decision date. After the April 15th decision date, if there are more open slots, offers may be made. If an offer is made after the decision date, the length of time to decide on the offer will be clearly stated. The length of time may vary, but students will have at least one week in which they may visit the university before deciding.

### **Transfer of Credit**

Students with graduate credit earned at another institution, may petition to have these credits applied toward their degree requirements at ETSU. Credits are not automatically transferred and must be approved by the concentration Director in consultation with concentration faculty and the School of Graduate Studies. A maximum of 9 semester hours earned elsewhere could be applied. For students who have attained a master's degree in Psychology, a maximum of 42 semester hours may be applied toward the MA/PhD degree requirements. Though students holding a master's degree may not be required to complete an MA degree at ETSU, they should expect to have to complete substantial components within the

MA, in that all required courses have to be accepted as equivalents or taken within the program.

### **Waiving Course Requirements**

Students may petition to waive specific courses. Unlike transfer of credit, waiving course requirements does not reduce the total number of degree hours required, but an alternate course may then be substituted for degree credit. For the Clinical concentration, students will request the current course syllabus from the DCT. The student must then submit a written petition addressing how prior coursework is equivalent, with equivalency defined as demonstrating achievement of each and every learning objective of the ETSU course to be waived. The written petition must be accompanied by the previously completed course syllabus and any work products relevant to supporting the petition narrative. In some cases, the CV of the instructor of record will be required. The DCT will submit the materials to the ETSU clinical faculty representatives for review and recommendation. For the Experimental concentration, students will submit syllabi to their research advisor and the advisor will form a committee of three faculty members to review the syllabi and request additional information if necessary. Petitions to waive specific courses must be submitted for review prior to October 1<sup>st</sup> of the student's first semester at ETSU and a decision will be made before the end of the semester.

### **Empirical Thesis Acceptance**

All students must complete an empirically-based thesis. Students entering the program who have already completed a MA thesis must have that thesis accepted by a three-member faculty committee. The student is responsible for submitting a copy of the thesis to the concentration Director for dissemination. The thesis is to be submitted, reviewed, and either rejected, revised, or accepted during the student's first semester of study to allow

adequate time for additional work or a new thesis project to be conducted if required. The student must complete the written and oral components of the [Preliminary Project](#) milestone and Clinical students must also complete the Clinical Capstone Project prior to being admitted into doctoral candidacy. Students entering the program with a MA degree from another institution who have not completed a thesis as part of that MA program will be required to complete an empirical thesis in the current program.

## Clinical PhD Concentration

### Program Philosophy, Mission Statement, and Training Model

The APA-accredited<sup>1</sup> clinical psychology doctoral concentration is guided by the scientist-practitioner model and places a strong emphasis on research and interdisciplinary clinical training in health services psychology. Though diverse in respect to methods of inquiry and areas of study, the faculty is of one mind in promoting scientific inquiry as the foundation of clinical psychology. The concentration's philosophy also emphasizes respect for and understanding of cultural and individual differences in recruitment and retention efforts, development of faculty and students, and curriculum and field placements. The concentration actively seeks to promote equity and inclusion and to make the field reflective of those whom it serves.

The primary mission of the articulated MA/PhD concentration in Clinical Psychology at ETSU is to provide training in clinical psychology emphasizing rural behavioral health practice in the context of integrated primary health care. ETSU has a uniquely cooperative relationship with its surrounding community and region. Because of this relationship the concentration is distinct in what it can offer students in the field of health services psychology.

Our [Diversity Plan](#) for recruitment, retention, non-discriminatory policies, and development of faculty and students is available on our website. We encourage students to review the department's ongoing and systematic efforts to remain inclusive and sensitive to diversity and individual differences. We pride ourselves on establishing a program of clinical training designed to equip students with tools to particularly address the needs of

---

<sup>1</sup> Questions related to the program's 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](mailto:apaaccred@apa.org) / Web: [www.apa.org/ed/accreditation](http://www.apa.org/ed/accreditation)

communities surrounding the university, which can be described as economically disadvantaged and located within rural Appalachia – two characteristics that fall under a broad definition of diversity that encompasses not only race/ethnicity, gender, sexual orientation, and religion but also culture, location (e.g., rural), and economic status. In this way, the entire premise of the concentration is diversity-centered. In addition, the concentration and department provide diversity training opportunities for students, and promote a climate of inclusion for both students and faculty through education, research, and other campus activities. We adhere to the APA Ethical Principles and Code of Conduct through non-discriminatory policies and operating procedures in recruitment and retention of students, faculty, and staff. Moreover, curriculum and field placements emphasize cultural competence, and we avoid actions that restrict program access on grounds irrelevant to success.

All students receive a curriculum of general clinical training as well as training in the basic science of psychology. Thus, the first two years of the concentration are highly structured. Due to the emphasis on primary care and rural health practice as well as adherence to the generalist model of training, the advanced coursework here is more structured than some programs in clinical psychology, but students are afforded the opportunity for individualization through electives, research emphasis, and externship placements. The concentration is designed for full-time study only as a 5-year post-baccalaureate articulated MA/PhD concentration, with the fifth year being an off-campus full-time internship in keeping with APA/APPIC requirements.

### **Goals of the PhD in Clinical Psychology**

Consistent with the definition of health service psychology in the Standards of Accreditation, the clinical psychology PhD concentration at ETSU seeks to accomplish three broad training aims:

- To prepare students as independent scientist-practitioners in clinical psychology;
- To prepare students for entry level clinical practice in rural and primary care settings; and
- To prepare students for ethically and culturally competent clinical practice.

Within each of these, additional sub-level aims are further articulated below.

To prepare students as independent scientist-practitioners in clinical psychology. Students are expected to demonstrate knowledge and competencies in discipline specific psychological science that inform generalist clinical practice. Students will also be able to demonstrate competency in research design, methods, and execution of research, and in examining and integrating the empirical literature in the practice of clinical psychology. Students will demonstrate specialized knowledge in theories and methods of diagnostic assessment, formulation and implementation of evidence-based interventions, and evaluation of efficacy of clinical intervention.

To prepare students for entry level clinical practice in rural and primary care settings. Students will achieve cultural competence in working with rural populations and in community-based practice, and will demonstrate competence in interprofessional collaboration, communication, and consultation. Additionally, students will demonstrate competence in evidence-based assessment and intervention; and will demonstrate knowledge of supervision theories generally, as well as in rural and primary care settings.

To prepare students for ethically and culturally competent clinical practice. Students will demonstrate competence in knowing and abiding by professional ethics and related standards of research and practice, as well as federal and state laws and institutional and agency policies associated with the practice of psychology. The concentration additionally emphasizes that students will demonstrate cultural humility and sensitivity to issues of justice, equity, inclusion, and diversity relevant to all areas of practice.

We believe these aims emphasize the integration of science and practice and the goal of producing student trainees who are highly knowledgeable and professional in their delivery of health service psychology.

### **Student Financial Support and Expected Costs**

On average, four to six students are admitted per year, with all students receiving University support through a graduate assistantship for at least the first two years. The support includes a stipend of \$13,000 plus in and out-of-state tuition waivers for the academic year (fall and spring terms). Sources of graduate assistant support in the remaining two years pre-internship vary, and include community training grants and contracts, teaching assistantships, or faculty grants. The stipend amount as well as the contract period after the first two years may vary according to the source of the grant. For example, some community placements have a stipend level of \$10,200 for 12 months, and include travel reimbursement. Others have a stipend of \$13,000 for a 12-month period. To date, 100% of enrolled students have been offered at least 4 years of graduate assistantship support. Though tuition is remitted for graduate assistants, students are responsible for other fees each semester.

### **Integration of Science and Applied Practice**

Health service psychology must be well-rooted in the science of psychology, and the scientific method must inform the practice of psychology. Gaining competence as both scientist and practitioner demands a commitment to full time study, in a course of training wherein science and practice are integrated throughout in requirements that are sequential, cumulative, and graded in complexity. The foundational broad and general courses build to substantive MA – and doctoral - level coursework, with elective specialty courses occurring late in the program of study. Applied clinical components build from Clerkship, which emphasizes shadowing psychologists in primary care to Practicum, which is on-campus clinical training, to Externship, which is community-based clinical training, to Internship, one full-time year of advanced clinical training away from the University. Thresholds for minimum achievement of clinical competencies reflect expected developmental growth in both breadth and depth of knowledge and skills demonstrated. Scientific application builds from the MA thesis, to the Preliminary Project, and to the PhD dissertation, with increasing methodological sophistication and independence required to advance from one level to the next.

The curriculum map located on the next page provides an overview of didactic and applied matriculation requirements and shows how they are sequential, cumulative, and reflective of the scientist-practitioner training model. [Course descriptions](#) for all courses, required and elective, are located in the graduate catalog.

## Clinical Curriculum Map and Matriculation Narrative

<b>Fall 1<sup>st</sup> year</b>	<b>Fall 2<sup>nd</sup> year</b>	<b>Fall 3<sup>rd</sup> year</b>	<b>4<sup>th</sup> year &amp; beyond</b>
PSYC 5100 Legal & Ethical Issues in Psych  PSYC 5210 Statistical Methods  PSYC 5801 Vertical Team  *PSYC 5817 Intro to Psych Measurement  PSYC 5825 Psychopathology  PSYC 5870 Clinical Interviewing Techniques	%PSYC 5010 Advanced History & Systems of Psych  PSYC 5830 Psychological Assessment I  PSYC 5801 Vertical Team  PSYC 5910 Clerkship II  PSYC 5960 Thesis  PSYC 6870 Evidence-Based Interventions	PSYC 7000 Preliminary Project  PSYC 7010 Clinical Psych Practicum & Seminar  PSYC 7100 Primary Care I  PSYC 7910 Clinical Externship  PSYC 5407 Psychopharmacology	PSYC 7010 Clinical Psych Practicum & Seminar – need 5 credits, one of which is Supervision Seminar (soon to be labelled as PSYC 7020)  †PSYC 7500 Cultural Anthropological Apps  †PSYC 7770 Diversity in Psych Sci  PSYC 7910 Clinical Externship – need 4 credits  PSYC 7960 Dissertation – need at least 12 credits  Doctoral Internship  Electives – need 6 credits
<b>Spring 1<sup>st</sup> year</b>	<b>Spring 2<sup>nd</sup> year</b>	<b>Spring 3<sup>rd</sup> year</b>	
%PSYC 5000 Broad & General Psych  PSYC 5220 Personality & Psychotherapy Models  PSYC 5410 Correlation & Regression  PSYC 5801 Vertical Team  *PSYC 5817 Intro to Psych Measurement  PSYC 5910 Clerkship I  PSYC 5950 Research Methods	PSYC 5707 Advanced Behavioral Neuroscience  PSYC 5850 Psychological Assessment II  PSYC 5960 Thesis  PSYC 7010 Clinical Psych Practicum & Seminar	PSYC 6600 Rural Case-Oriented Learning  PSYC 7010 Clinical Psych Practicum & Seminar  %PSYC 7110 Primary Care II  PSYC 7910 Clinical Externship	

\*To be taken in spring semester during years when 5000 is not offered. Otherwise, students will take this in the fall semester: %Offered every other year; † Take one of these courses

In the 1<sup>st</sup> year, while taking foundational coursework and establishing research affiliations with faculty, students participate in their first of two semesters of PSYC 5910 Clinical Psychology Clerkship, which places them as observers in a primary care setting one-half day per week. Every semester, students also have a role in the department's Behavioral Health and Wellness Clinic through participation in the office, as observers, and on vertical training teams. First-year students also have regular meetings with the Clinic Director in which they are taught legal requirements and standards of good practice as part of their pre-practicum requirements. Early in the 1st year, students are expected to identify a Primary Academic Advisor, who serves as their research mentor, and to begin development of a research question that will quickly evolve into a thesis project.

In the 2<sup>nd</sup> year students propose the thesis, which ideally is formally defended in the spring of the 2nd year. Students must successfully propose their thesis project in order to qualify for enrollment in PSYC 7010 Practicum and Seminar. They complete their second semester of PSYC 5910 Clinical Psychology Clerkship, which is more individualized than the first, but continues to expose them to psychologists and other health care professionals in community settings. One requirement of the Clerkship courses is that students participate in a weekly faculty-led cohort seminar for discussion of their experiences and assigned readings. They continue to participate on vertical teams and meet with the Clinic Director in the Behavioral Health and Wellness Clinic fulfilling non-credit pre-practicum requirements. The minimum threshold for advancement from Clerkship to Practicum is demonstrating minimum skills as defined in Section I of the #Clinical Competencies Form, along with passing the didactic elements of the Clerkship course. In Year 2, students complete the MA curriculum, defend their theses, and enroll in PSYC 7010 Clinical Psychology Practicum and Seminar for the first of five semesters; this is the first semester of

supervised service delivery at the on-campus training clinic where all work is supervised by faculty affiliated with the program. Students must pass this Clinical Psychology Practicum and Seminar to advance to PSYC 7910 Clinical Externship, which is supervised community placement. The minimum threshold to advance from Practicum to Externship is demonstrating minimum skills at the Pre-Externship level as defined in Sections II & III of the Clinical Competencies.

In the 3<sup>rd</sup> year, students begin doctoral coursework, complete the PSYC 7000 Doctoral Preliminary Project and establish a dissertation committee. Successful defense of the Doctoral Preliminary Project allows a student to move to Doctoral Candidacy and to register for PSYC 7960 Dissertation. Throughout the 3<sup>rd</sup> year, students are placed at externship training sites and continue in the Behavioral Health and Wellness Clinic. Four semesters of community placement are required via the PSYC 7910 Clinical Externship mechanism.

In the 4<sup>th</sup> year, students complete all didactic coursework. Proposal of the doctoral dissertation is a requirement to apply for internship, so occurs no later than the first semester of the 4<sup>th</sup> year. Nearing completion of the PSYC 7010 Clinical Psychology Practicum and Seminar five-semester sequence, 4<sup>th</sup> year students have the opportunity to be peer supervisors for beginning practicum students on the vertical teams. Fourth-year students are also completing their last two required semesters of Externship and collecting dissertation data, which is encouraged to be completed prior to beginning the Internship year. The minimum thresholds for advancement from Externship to Internship include demonstrating minimum skill levels at the pre-internship level in Sections II & III of the Clinical Competencies and completion of all coursework.

In the 5<sup>th</sup> year, students complete a one year full-time or two-year part-time internship (APA-accredited internship preferred), obtained through the APPIC

match, which will be included on their transcript, which is transcribed. Students are also expected to attain minimum thresholds for achievement during the internship year. Specifically, students are evaluated by internship supervisors at mid-year and end-year and must demonstrate minimum skills at the Internship level in Sections I, II, III & IV. During the internship, students are preparing for their dissertation defense (if not done prior to beginning internship) and/or publication of the dissertation.

### **Mission Specific Training in Primary Care and Rural Psychology**

Our training model emphasizes integrated rural primary care psychology. Thus, students participate in inter-professional, rural-oriented, and/or primary care psychology courses each year of matriculation. For example, the first-year PSYC 5910 Clinical Psychology Clerkship incorporates a rotation in family medicine clinics and the first-year PSYC 5870 Clinical Interviewing Techniques course is inter-professional in both student and faculty composition. In the 3rd or 4th year, students may take a medical anthropology course emphasizing cultural competence in rural practice, PSYC 7500 Cultural Anthropological Applications to Rural Practice. Also, students must complete PSYC 7100 and PSYC 7110 Primary Care Psychology I & II and PSYC 6600 Rural Case-Oriented Learning and Preceptorship. Each of these three courses requires that students make presentations to and consult with practicing physicians and medical residents. Students must complete at least one semester of PSYC 7910 Clinical Externship in a rural setting and one in a primary care setting, although one placement may fulfill both requirements.

## Clinical MA Curriculum

<b>Rubric</b>	<b>Course Title</b>	<b>Credits</b>
PSYC 5000	Broad and General Foundations in Psychology	3
PSYC 5010	Advanced History & Systems of Psychology	3
PSYC 5100	Legal and Ethical Issues in Psychology	3
PSYC 5210	Statistical Methods	3
PSYC 5220	Personality and Psychotherapy Models	3
PSYC 5410	Correlation & Multiple Regression	3
PSYC 5707	Advanced Behavioral Neuroscience	3
PSYC 5810	Vertical Team	1
PSYC 5817	Introduction to Psychological Measurement	3
PSYC 5825	Psychopathology	3
PSYC 5830	Psychological Assessment I: Adult	3
PSYC 5850	Psychological Assessment II: Children	3
PSYC 5870	Clinical Interviewing Techniques	3
PSYC 5910	Clinical Psychological Clerkship	2
PSYC 5950	Methods of Psychological Research	3
PSYC 5960	Thesis	6
Total		48

## Clinical PhD Curriculum

<b>Rubric</b>	<b>Course Title</b>	<b>Credits</b>
PSYC 5407	Psychopharmacology	3
PSYC 6600	Rural Case Oriented Learning & Preceptorship	3
PSYC 6870	Evidence-Based Interventions	3
PSYC 7000	Doctoral Preliminary Project	3
PSYC 7010	Clinical Psychology Practicum & Seminar (1 hour per term to total 5 hours)	5
PSYC 7020	Models of Clinical Supervision	1
PSYC 7100	Primary Care Psychology I	3
PSYC 7110	Primary Care Psychology II	3
PSYC 7500 or PSYC 7770	Cultural Anthropological Applications to Rural Practice or Diversity in the Psychological Sciences	3
PSYC 7910	Externship, 1 hour per term for a total of 4 hours	4
PSYC 7960	Doctoral Dissertation in Psychology	12-24
PSYC XXXX	Electives	6
Total		48-60

## **Experimental PhD Concentration**

### **Training Model, Philosophy, and Mission Statement**

The experimental psychology doctoral concentration is guided by the scientific method and places a strong emphasis on research and teaching. The concentration's philosophy emphasizes the respect for and understanding of cultural and individual differences in recruitment, retention, the development of faculty and students, and in the curriculum. The concentration actively seeks to promote equity and inclusion and to make the field reflective of those whom it serves.

The primary mission of the articulated MA/PhD concentration in Experimental Psychology at ETSU is to provide students with broad and general training in translational research in the psychological sciences, including the areas of developmental, cognitive, social, and behavioral neuroscience. The concentration is unique compared to most other programs in what it offers students in their training experience because of the translational focus. An additional focus of the concentration is to prepare students for future faculty membership. Thus, all students gain a significant amount of first-hand experience with teaching and faculty supervision of teaching.

Our [Diversity Plan](#) for recruitment, retention, non-discriminatory policies, and development of faculty and students is available on our website. We encourage students to review the department's ongoing and systematic efforts to remain inclusive and sensitive to diversity and individual differences. In addition, the concentration and department provide diversity training opportunities for students, and promote a climate of inclusion for both students and faculty through education, research, and other campus activities. The concentration has non-discriminatory policies on recruitment and retention of students, faculty, and staff, and a curriculum that emphasize cultural competence in non-discriminatory policies and operating

procedures. Moreover, the concentration avoids any actions that restrict program access or completion on grounds irrelevant to success in graduate training or the profession. Although not bound by it, we endorse and attempt to emulate the APA Ethical Principles and Code of Conduct.

Concentration curriculum is highly structured for students. All students receive a curriculum in general experimental psychology training as well as training in grant writing and the teaching of psychology. Students are afforded the opportunity for individualization through elective courses and research emphasis. In addition to conducting a thesis, preliminary project, and dissertation, students are expected to participate continuously in their primary advisor's research project(s). The concentration is designed for full-time study as a 4-year post-baccalaureate articulated MA/PhD concentration.

### **Goals of the PhD in Experimental Psychology**

- Train students to be scientists through designing, implementing, and interpreting research studies, and to communicate research findings;
- Train students in the application of basic and applied research with translational focus (i.e., "from bench to bedside") and in the craft of grant writing;
- Train students in teaching, research, and service to prepare them for faculty positions in higher education.

### **Student Financial Support and Expected Costs**

On average, four students are admitted per year. The concentration anticipates providing all students a graduate assistantship for at least the first three years. The support includes a stipend of \$13,000 plus in and out-of-state tuition waivers for the academic year (fall and spring terms).

Historically, the department has been able to provide funding for the fourth year of the concentration for students who remain in good standing; however, a fourth year of funding is not guaranteed. Though tuition fees are

remitted for graduate assistants, students are responsible for other non-tuition fees each semester.

## **Experimental Integration of Translational Science**

Experimental psychology is well-rooted in the scientific method. Gaining competence as a researcher and scholar demands a commitment to full time study. The experimental concentration advances the scientific understanding of human behavior and mental processes by: (1) conducting original and substantive interdisciplinary research that is keenly focused on translational application to the real-world; and (2) apprenticing students through hands-on experience and classroom didactics. Thresholds for minimum achievement of competencies reflect expected developmental growth in both breadth and depth of knowledge and skills demonstrated. Scientific application builds from the MA thesis, to the Preliminary Project, and to the PhD dissertation, with increasing methodological sophistication and independence required to advance from one level to the next.

The curriculum maps below provide an overview of didactic matriculation requirements. Several of the courses are only offered every other year. Thus, two maps are included. The first map should be used by students entering the concentration in the fall of an odd numbered year and the second map should be used by students entering in an even year. [Course descriptions](#) for all courses, required and elective, are located in the graduate catalog.

## Experimental Curriculum Map (Students entering in odd year)

<b>Fall 1st year</b>	<b>Fall 2nd year</b>	<b>Fall 3rd year</b>	<b>Fall 4th year</b>
^PSYC 5210 Statistical Methods ^PSYC 5620 Social Seminar PSYC 5825 Psychopathology Elective	^PSYC 5650 Applied Seminar ^PSYC 5800 Teaching Psyc Sci ^PSYC 5801 Teaching Practicum PSYC 5960 Thesis †PSYC 7770 Diversity in Psyc Sci	PSYC 5825 Psychopathology ^PSYC 6801 Teaching Practicum PSYC 7000 Doctoral Preliminary Project Elective	^PSYC 6801 Teaching Practicum †PSYC 7770 Diversity in Psyc Sci PSYC 7960 Dissertation Elective
<b>Spring 1st year</b>	<b>Spring 2nd year</b>	<b>Spring 3rd year</b>	<b>Spring 4th year</b>
^PSYC 5410 Correlation & Regression ^PSYC 5630 Cognitive Seminar ^PSYC 5707/17 Adv Behav Neuro ^PSYC 5950 Research Methods	^PSYC 5610 Developmental Seminar ^PSYC 5801 Teaching Practicum PSYC 5960 Thesis ^PSYC 6660 Grant Writing †~PSYC 7500 Cultural Anthro Apps	^PSYC 6801 Teaching Practicum †~PSYC 7500 Cultural Anthro Apps PSYC 7000 Doctoral Preliminary Project Elective	PSYC 7960 Dissertation

^Complete in the semester listed

~May not be offered every spring

†Take one of these courses

## Experimental Curriculum Map (Students entering in even year)

<b>Fall 1st year</b>	<b>Fall 2nd year</b>	<b>Fall 3rd year</b>	<b>Fall 4th year</b>
^PSYC 5210 Statistical Methods ^PSYC 5650 Applied Seminar ^PSYC 5800 Teaching Psyc Sci PSYC 5825 Psychopathology	^PSYC 5620 Social Seminar ^PSYC 5801 Teaching Practicum PSYC 5825 Psychopathology PSYC 5960 Thesis (3)	PSYC 5825 Psychopathology ^PSYC 6801 Teaching Practicum PSYC 7000 Doctoral Preliminary Project †PSYC 7770 Diversity in Psyc Sci Elective	^PSYC 6801 Teaching Practicum PSYC 7960 Dissertation (6) Elective
<b>Spring 1st year</b>	<b>Spring 2nd year</b>	<b>Spring 3rd year</b>	<b>Spring 4th year</b>
^PSYC 5410 Correlation & Regression ^PSYC 5610 Developmental Seminar ^PSYC 5950 Research Methods †~PSYC 7500 Cultural Anthro Apps	^PSYC 5630 Cognitive Seminar ^PSYC 5707/17 Adv Behav Neuro ^PSYC 5801 Teaching Practicum PSYC 5960 Thesis (3) †~PSYC 7500 Cultural Anthro Apps	^PSYC 6660 Grant Writing ^PSYC 6801 Teaching Practicum PSYC 7000 Doctoral Preliminary Project Elective	PSYC 7960 Dissertation (6)

^Complete in the semester listed  
 ~May not be offered every spring  
 †Take one of these courses

## Experimental MA Curriculum

<b>Rubric</b>	<b>Course Title</b>	<b>Credits</b>
PSYC 5210	Statistical Methods	3
PSYC 5410	Correlation & Multiple Regression	3
PSYC 5610	Topical Seminar in Developmental Psychology	3
PSYC 5620	Topical Seminar in Social Psychology	3
PSYC 5630	Topical Seminar in Cognitive Psychology	3
PSYC 5650	Topical Seminar in Applied Psychology	3
PSYC 5707	Advanced Behavioral Neuroscience	3
PSYC 5717	Advanced Behavioral Neuroscience Lab	1
PSYC 5800	Teaching in the Psychological Sciences	3
PSYC 5801	Teaching in the Psychological Sciences: Practicum I (3 credits, taken 2 times)	6
PSYC 5950	Methods of Psychological Research	3
PSYC 5960	Thesis (take for 6 credits)	6
PSYC 6660	Grant Writing in the Psychological Sciences	3
Total		43

## Experimental PhD Curriculum

<b>Rubric</b>	<b>Course Title</b>	<b>Credits</b>
PSYC 5825	Psychopathology	3
PSYC 6801	Teaching in the Psychological Sciences: Practicum II (3 credits, taken 3 times)	9
PSYC 7000	Doctoral Preliminary Project	3
PSYC 7500 or PSYC 7770	Cultural Anthropological Applications to Rural Practice or Diversity in the Psychological Sciences	3
PSYC 7960	Dissertation (take at least 12 credits)	12-18
-	Guided electives (at least 9 credits)	9
Total		39-45

## Elective Coursework

Students are required to complete elective coursework. Clinical students must complete six credits of elective coursework. Experimental students must complete nine credits of elective coursework. All elective coursework must be approved by the student's primary academic advisor. Students are allowed to take graduate courses from other departments to fulfill elective requirements. Core coursework from the other concentration also counts for elective credit. Listed below are additional electives offered within the department of psychology. Course descriptions are located [here](#).

PSYC 5317 - Sensation and Perception

PSYC 5640 - Topical Seminar in Behavioral Neuroscience

PSYC 5660 - Topical Seminar in Clinical Psychology

PSYC 5670 - Topical Seminar in Statistical Methods

PSYC 5807 - Forensic Psychology

PSYC 5957 - Special Topics in Psychology

PSYC 6210 - Meta-Analytic Research Methods

PSYC 6410 - Covariate Structural Modeling

PSYC 7300 - Mental Health Care Consultation/Administration

PSYC 7400 - Family Psychology

PSYC 7420 - Substance Abuse Psychology

PSYC 7450 - Group Psychology

PSYC 7550 - Community Assessment and Intervention

Students may also elect to take independent study credits as electives.

Students engaged in research related independent study should register for PSYC 5900 or PSYC 7900.

# Master's Degree Requirements

## Program Requirements

Students are referred to the [ETSU Graduate Catalog](#) for academic requirements of the College of Graduate and Continuing Studies (CGCS), which specifies that students must maintain at least a 3.00 GPA to remain in good academic standing as well as earn a B or higher in all graduate coursework. All students in the MA/PhD program are expected to be enrolled as full-time students and to make satisfactory progress toward timely completion of the degree. Students are expected to be active in research collaboratively with members of the department faculty each semester they are enrolled. In addition to didactic coursework and research, clinical students are required to participate in clinic and field experiences commensurate with their level of training and type of graduate assistantship, and experimental students are required to teach undergraduate laboratories and courses. Teaching is a formal component of the experimental training program. The CGCS provides a [Thesis and Dissertation Guide](#) to facilitate preparation and formatting of these documents, an [APA format template](#), and an online portal for [electronic submission](#). Links to Milestone forms are listed in [Appendix A](#).

## MA Thesis

A requirement of the PhD program is the successful completion of a MA Thesis project, which involves a written thesis and oral defense of the document presented to the thesis committee. Projects may include meta-analyses, analysis of archival data, organizational interventions, and experimental laboratory work, but must be empirical in nature, not a theoretical or literature review paper. Students are encouraged to begin development of a thesis topic as soon as possible upon beginning the program. For Clinical PhD students, a student cannot begin practicum until

they have proposed their thesis. For Experimental PhD students, the thesis must be proposed by April 1<sup>st</sup> of the second year unless extenuating circumstances prohibit proposal by this date. Students entering the program who have already completed a MA thesis must have their thesis approved by a three-member faculty advisory committee selected by the concentration Director. This must occur during the first semester of enrollment. Additional work or revisions may be required.

Once a student has enrolled in thesis hours, they must maintain continuous registration each term, including summer, until the thesis is defended and approved by the CGCS. Summer credit hours are not covered by a tuition waiver; student's may be required to pay out-of-pocket.

### **Policies and Procedures**

1. The Thesis Committee will be composed of three members of the graduate faculty, two of whom are from the student's concentration; the third member can be from either concentration. The Committee Chairperson must be a full-time tenured or tenure-track member of the faculty of the Psychology Department and must hold appropriate graduate faculty status within the university. Committee membership should be documented on the Committee Appointment Form.
2. Once a thesis committee has been formed, any change in committee membership should be discussed with all involved parties. If changes in committee membership are made, the student must submit an amended committee form to graduate studies.
3. Students will work with their Committee Chairperson to prepare a proposal document that will be orally presented to the committee. During the oral presentation, the committee members may request changes to the project, which will be documented on the MA Proposal Outcome Form. When scheduling the oral presentation, as a courtesy,

please allow committee members at least two weeks to review the written document.

4. Approval of the proposal is an implicit contract. The student is agreeing to carry out the work as proposed. If significant changes are required the committee must be notified and approve the requested changes.
5. The time and location of oral defenses are to be announced via the PSYCHTALK listserv. The Notification of Oral Examination, which is a form available on the website of the CGCS, should be submitted by the student at least 10 business days before the defense date. An outside observer is assigned by the CGCS. The student's presentation is open to all members of the university community; however, the defense is restricted to committee members and the assigned outside observer. Students should not bring food or refreshments to the defense.
6. Committee members will evaluate the defense by pass/fail vote and the majority vote will carry. The student is restricted to a maximum of two attempts with the second failure resulting in termination from the program.
7. After a successful defense, there may be revisions to the written document. Once these have been finalized and approved by the Committee Chair, the student will prepare the document for [electronic submission](#) to the CGCS.

## **Clinical Capstone Project**

### Purpose

The Clinical Capstone Project is used to assess the student's clinical and ethical competencies and the student's ability to integrate and synthesize core knowledge in the field. The Clinical Capstone Project is considered the capstone or finalization of the MA degree in Clinical Psychology.

### Timing of Clinical Capstone Project

Typically, a student successfully defends their MA thesis prior to beginning the Clinical Capstone Project. A student making adequate progress would not be expected to complete the Clinical Capstone Project until the spring or summer of the second year in the concentration. Students entering the program with a MA degree in-hand, and whose MA thesis has been accepted by the clinical faculty, may begin the Clinical Capstone Project at the earliest opportunity.

### Formation of Clinical Capstone Project Committee

The Clinical Capstone Project Committee is composed of three faculty members, all of whom must be full-time Psychology faculty members holding at least temporary ETSU Graduate Faculty status. Two of them must be clinical faculty members. A fourth Committee member may be added for consultation or as a clinical supervisor, if necessary, and may be from the Department of Psychology, or another school/college in the University. If a fourth committee member is added, this person should be a full-time faculty member with an earned doctorate in a health service field, or a health professional or service provider with a terminal degree in their field, and hold at least temporary ETSU Graduate Faculty status. The Clinical Capstone Project Chair should be indicated. Once the Clinical Capstone Project process has begun, changes to the composition of committees are discouraged. Any changes to Committee membership must be approved in writing by the student, Clinical Capstone Project Chair, and the DCT.

### Capstone Project Guidelines

The Clinical Capstone Project is a written clinical case presentation, followed by an oral defense of the case presentation. Both elements of the case presentation will require: 1) the integration of case/client background and history; 2) symptoms and presenting problems; 3) diagnostics and

assessment; 4) theoretical framework, which includes at least two alternate theoretical conceptualizations; 5) treatment considerations, including evidence based approaches; 6) treatment considerations, including short, mid-range, and long-term goals; 7) individual and cultural differences; 8) ethical issues and, 9) outcome information and assessment. The student will need to evidence at least basic curriculum-based competencies in these areas. The written component of the Clinical Capstone Project should not exceed 20 pages in length, exclusive of title page, references, or appendices. A formal proposal meeting is not required for the Clinical Capstone Project. The appropriate clinical case to be analyzed will be selected by the student in collaboration with the Clinical Capstone Project Committee Chair. In some instances, this may be an existing clinical case, a hypothetical case, or some combination of these.

#### Oral Defense of Capstone Project

The student, upon completion of the written clinical Capstone Project, will be required to orally defend their work. The purposes of the Oral Defense are: 1) to extend the evaluation of the student's knowledge and understanding of clinical subject matter covered in the written Clinical Capstone project; 2) to evaluate the student's knowledge and understanding of related clinical subject matter not included in the written Clinical Capstone Project; and, 3) to evaluate the student's ability to respond to inquiries in a scholarly and professional manner.

#### Passing/Failing Capstone Project

A majority of the Committee members must deem the student's performance to be acceptable, and to have demonstrated at least minimal competence, on each part of the Exam for the student to pass. At the first round of the Clinical Capstone Project, the Committee will determine whether a student has obtained a full pass, conditional pass, or failure.

The Clinical Capstone Project will be considered fully passed if all three Committee members assign the student a passing evaluation of both the written and oral components.

A Conditional Pass may be granted, and occurs when at least two Committee members have assigned Full Passes, with the third assigning a Conditional Pass or Fail. Alternatively, Committee members may assign a Conditional Pass to any component of the written or oral defense if significant revisions are required. If the student obtains a Conditional Pass in any first-round component, Committee members will communicate in writing, the nature of the remedial measures required to the student, the Clinical Capstone Project Committee Chair, and the DCT. The remedial measures then must be completed to the satisfaction of the majority of the Committee for Conditional Pass to be revised to Full Pass status.

A component will be considered failed if at least two Committee members have assigned a Fail, regardless of whether a third committee member has assigned a Full Pass, Conditional Pass or Failure. A student who fails any part of the Clinical Capstone Project will be required to retake each failed component. The portions of the Clinical Capstone Project to be retaken may be done so no later than one calendar year after the original exam. Failure of any component of the Clinical Capstone Project a second time will result in dismissal from the program.

Students will be provided with the final outcome of the pass/fail voting of the committee as a whole. That is, individual committee member votes will remain confidential. Documentation including committee signature and scoring forms, and the Clinical Capstone Project written document, will be maintained in the student's permanent record.

## **Doctoral Candidacy and Preliminary Project**

Comprehensive Exam Grading Rubric: [Appendix B](#)

## **Doctoral Dissertation Requirements**

### **Program Information**

Students are referred to the [ETSU Graduate Catalog](#) for academic requirements of the CGCS, which specifies that students must maintain at least a 3.00 GPA to remain in good academic standing as well as earn a B or higher in all graduate coursework. All students in the MA/PhD program are expected to be enrolled as full-time students and to make satisfactory progress toward timely completion of the degree. Students are expected to be active in research collaboratively with members of the department faculty each semester they are enrolled. In addition to didactic coursework and research, clinical students are required to participate in clinic and field experiences commensurate with their level of training and type of graduate assistantship. Teaching is a requirement of the experimental training program. Students teach undergraduate Design and Analysis laboratory sections and undergraduate courses. The CGCS provides a [Thesis and Dissertation Guide](#) to facilitate preparation and formatting of these documents, an [APA format template](#), and an online portal for [electronic submission](#). Links to Milestone forms are listed in [Appendix A](#).

### **Doctoral Dissertation**

The culminating experience of the Psychology PhD program is a doctoral dissertation project. This project resembles the Master's Thesis, but should involve much more independence on the part of the student. Students become eligible for enrollment in Dissertation hours (PSYC 7960) after earning doctoral candidacy. A student should consult with his or her primary academic advisor in order to ensure all requirements have been completed prior to signing up for dissertation hours.

“Dissertation” is broadly defined. Faculty members are willing to consider a wide range of options for a dissertation. Projects such as meta-analyses, analysis of archival data, organizational interventions, and experimental laboratory work, could all be considered appropriate, but must be empirical in nature. For Clinical PhD students, the dissertation must be proposed by September 15 of the year they intend to apply for internship. For Experimental PhD students, the dissertation should be proposed prior to their final year in the program. The student, upon completion of the dissertation, will be required to orally defend their project before the full committee. The purpose of the Oral Defense of the Dissertation is to: (1) evaluate the student’s knowledge and understanding of subject matter covered in the dissertation document (emphasis may be placed on topics in which the student’s responses are judged to be weak); (2) evaluate the student’s ability to respond, in a scholarly and professional manner, to a variety of verbal inquiries; (3) evaluate the student’s ability to address limitations of prior research with future research ideas; (4) evaluate the student’s application of theory and research through an emphasis on translational work; and (5) evaluate the student’s level of ability to design and carry out independent research.

Once a student has enrolled in dissertation hours, they must maintain continuous registration each term, including summer, until the dissertation is defended and approved by the CGCS. Summer credit hours are not covered by a tuition waiver; student’s may be required to pay out-of-pocket.

### **Policies and Procedures**

1. The Dissertation Committee will be composed of four members, all of whom must hold ETSU Graduate Faculty status. In addition, the Committee Chairperson must be a full-time tenured or tenure-track member of the faculty of the Psychology Department. Two of the four

must be from the student's concentration, and at least one must be from the other concentration. The fourth member may be from inside or outside the department. A fifth non-voting member may be added for consultation purposes. Committee membership should be documented on the Committee Appointment Form.

2. Once a dissertation committee has been formed, any change in committee membership should be discussed with all involved parties. If changes in committee membership are made, the student must submit an amended committee form to the CGCS.
3. Students will work with their committee to prepare a proposal document that will be orally presented to the committee. During the oral presentation, the committee members may request changes to the project, which will be documented on the Dissertation Proposal Outcome Form. When scheduling the oral presentation, as a courtesy, please allow committee members at least two weeks to review the written document.
4. Approval of the proposal is an implicit contract. The student is agreeing to carry out the work as proposed. If significant changes are required the committee must be notified and approve the requested changes.
5. The time and location of the oral defense are to be announced via the [PSYCHTALK](#) listserv. The Notification of Oral Examination, which is a form available on the website of the CGCS, should be submitted by the student at least 10 business days before the defense date. An outside observer is assigned by the CGCS. The student's presentation is open to all members of the university community; however, the defense is restricted to committee members and the assigned outside observer. Students should not bring food or refreshments to the defense.

6. Committee members will evaluate the defense by pass/fail vote and the majority vote will carry. The student is restricted to a maximum of two attempts with the second failure resulting in termination from the program.
7. After a successful defense, there may be revisions to the written document. Once these have been finalized and approved by the Committee, the student will submit the document to the CGCS using the [electronic submission](#) form.

### **Alternative Format of Dissertation**

The Department of Psychology allows for the use of an alternative format that consists of two or more conceptually coherent, publication-ready articles, in journal format, as the main basis for the dissertation. A student wishing to pursue the alternative format dissertation must gain the approval of their primary academic advisor and all members of the Dissertation Committee prior to the dissertation proposal meeting. Students should consult with their primary advisor to determine if the alternative format is appropriate before establishing their dissertation committee, if possible. If the student and advisor determine the alternative format is preferable after the dissertation committee has been established, the student is required to obtain approval for this change from the committee.

In this alternative format, the packaged series of studies must be bounded by a (1) substantial General Introduction section, comprising a comprehensive and critical review of the literature that sets the context for the thematic research, and (2) General Discussion section that synthesizes and critically analyzes the key issues which arise from these studies. These General Introduction and Discussion sections serve as “bookends” and are in addition to (not in place of) the specific Introduction and Discussion sections contained within each article. When preparing a dissertation in the

alternative format, a student must: (1) include a separate abstract for each paper of the series, in addition to the always-required general dissertation abstract; and (2) include separate reference lists for each paper, in addition to a master list of references for the entire dissertation document. Reference styles for the non-manuscript portions of the document should adhere to the guidelines set forth by the CGCS; however, for the individual series papers, the structural and reference/citation styles should adhere to those of the journals selected for submission. At the dissertation proposal meeting, the student will provide summaries of each proposed article, which should include: (1) brief background and significance of the literature; (2) statement of the problem; (3) hypotheses; (4) methods, including the specific procedures, measures/techniques, and analyses for each proposed article; and (5) intended target journal(s) for publication. In some cases, a non-empirical paper may be desirable as part of the series. For example, one of the papers could be a critical review of the literature, theory development, or a policy paper. If changes are required to any of the article-series components, the student will inform and gain approval of all dissertation committee members.

Only papers for which the student is the sole or primary contributor may be included, it must be the student's original work, and the proposed series must be previously unpublished work.

## **Research Experience**

A major expectation of the Program is student research productivity. In particular, students are expected to remain active in research projects with their primary academic mentor throughout their time in the program. Research experience in the form of studies, conference presentations, publications, and grant proposals are a main focus of academic psychology. Typically research and scholarly activity are the main tasks associated with the graduate assistantship, where students are required to work formally for 20 hours per week in exchange for tuition remission and a stipend. Research productivity will be one way in which faculty assess students' annual progress. Collaborative research within the department and other ETSU units is encouraged.

Students are encouraged to participate in extracurricular learning experiences such as Grand Rounds for the Medical School departments; the Department of Psychology Speaker Series; didactic seminars at their clinical externship site; regional continuing education workshops; and membership in professional organizations throughout the MA/PhD program. Students are also encouraged to attend faculty job talks.

### **Conducting Research**

#### Human Research

Any research utilizing data collected from human participants (directly or indirectly) at ETSU must be approved by the [Institutional Research Board](#) (IRB) and approval documentation must be kept and available. IRB documentation is required for graduation at the MA and PhD levels. Approval must be completed prior to the commencement of the investigation and approved protocol must be adhered to rigidly. Modifications of protocol changes must be submitted to and approved by the IRB. The ETSU IRB also

requires all persons involved in research to complete the online [CITI Training Program](#). Once approved by the IRB, the research to be conducted is recognized by ETSU and subsequent steps in the research process may be followed.

### Animal Research

Any research utilizing animals at ETSU must be approved by the [University Committee on Animal Care](#) (UCAC) prior to the initiation of the research. All faculty, staff, students, and volunteers that would like to participate in animal research on campus must complete the online [CITI Training Program](#) and submit a [Health Assessment form](#) to enroll in the Occupational Health and Safety Program. The safety program must be updated annually. In addition, all individuals working with animals are required to undergo an orientation tour of the animal facility.

## Teaching Experience

### Overview and Responsibilities

Teaching is not a requirement for students in the Clinical concentration. Clinical students are, however, encouraged to teach. In particular, students planning for a career in academia may wish to take advantage of the teaching resources provided by the program. For Experimental students, teaching is a core aspect of the training program and is a fundamental component of preparing students for academic careers. Students begin teaching at the beginning of the second year and continue through the first semester of the fourth year. In year two, students will teach two sections of the Design & Analysis lab (PSYC 3051/3061, one credit-hour) each semester. In these courses, undergraduates learn to write documents in APA style, write literature reviews, and perform, interpret, and communicate statistical analysis using software such as SPSS, JASP, Excel, and R. In year three, students begin teaching 3-credit courses, typically Introduction to Psychology (PSYC 1310). Students entering the program with an MA degree will begin teaching 3-credit courses (typically Intro) in their second semester. In year four, students may teach Introduction to Psychology or a topical course in their area of interest depending on preference and departmental need. In all cases, the student serves as instructor of record for the course and is responsible for delivering instruction, grading student work, and assigning course grades.

Graduate student instructors are supported by the faculty throughout the program. Before teaching or within the first semester of teaching, experimental concentration students will complete PSYC 5800 (Teaching in the Psychological Sciences). Any semester that a student is teaching, they must be concurrently enrolled a Teaching Practicum course (PSYC 5801/6801) where they are supported and supervised by an Experimental

concentration faculty meeting. These courses meet weekly and provide a forum for discussing best practices, solving problems, sharing expertise, and learning ways to improve the efficiency and effectiveness of teaching. Students enrolled in the Teaching Practicum course will be observed several times throughout the semester by the responsible faculty member, who will provide the student with written and oral feedback.

### **Supervision and Evaluation**

The overarching goal of supervision of student teaching by faculty is to offer an ongoing dialectic for students on issues related to teaching and the science of teaching. The specific goals of supervision include (1) providing a forum where students and faculty can communicate their teaching experiences; (2) providing information about literature on the teaching of psychology; (3) discussing ethical issues that arise during the practice of teaching; and (4) providing students opportunities to learn from their peers through peer supervision and discussions.

Supervision by faculty will take place within the context of the PSYC 5800, PSYC 5801, and PSYC 6801 courses. When the number of students is limited (e.g., below 6), it is possible that supervision will be conducted through a series of individual meetings with individual faculty. In addition, students may be expected to participate in group teaching sessions (e.g., brown bags) during which time they can interact with other students who are teaching, in order to share experiences and learn from each other.

### **Professional Ethics**

Graduate student instructors are considered employees of the university and are expected to adhere to the same ethical standards as ETSU University faculty and staff. Student instructors are expected to conduct themselves with professionalism in all interactions with undergraduates. This includes being clear, consistent, and objective in developing classroom policies, being

adequately prepared to teach, providing prompt responses to student communication, and returning graded work in a reasonable timeframe. In addition, a strictly professional relationship must be maintained with undergraduate students at all times. Moreover, students in psychology are expected to adhere to the [APA Ethical Code of Conduct](#).

## **Clinical Experience**

### **Clinical Training Sequence**

Students in the Clinical Concentration engage in clinical training and practice that is graded and sequential in complexity to facilitate a transition from student to practitioner. This process begins as early as the student's first semester and continues until the student graduates following successful completion of a full-time internship year.

### **Vertical Teams**

The vertical team is a key element that crosses all levels of training experience, allows students to interact with and learn from one another, and ensures that students' off-campus experiences remain connected to the program. It also provides students with a forum to engage in scaffolded learning and to discuss clinical training issues. Each faculty supervisor leads a vertical team of students. Included in the vertical teams are pre-practicum students, as well as students with varying degrees of in-house practicum and externship experience. Students participate in bi-weekly vertical team meetings during which topics relevant to clinical training and practice are discussed. Formal case presentations are also part of the vertical team experience. As is described further in the document, #training goals and professional responsibilities at the BHCW, students begin their clinical training via live or video-recorded observation of more advanced clinicians providing therapy or conducting assessments, while more senior students on the vertical team may provide formal case presentations or informal teaching to other clinicians. Students are expected to participate in vertical team during all of their pre-practicum semesters (PSYC 5810), their 5 semesters of PSYC 7010, and during their time as peer supervisors.

## **Clerkship**

A unique aspect of our clinical training is clerkship. Clerkship is a supervised shadowing experience in primary care (Clerkship I) and other primary care or specialty settings (Clerkship II) that facilitates a student's development as a clinician, exposes them to clinical practice in primary care and rural settings, and demonstrates the important role of science in clinical practice in interprofessional environments. Students begin their training in Clerkship I in the second semester of their first year in teams in ETSU Family Medicine and Pediatric clinics in the local area. Student teams shadow the site's licensed doctoral clinical psychologist, interact with other professionals who provide health services in the clinic, and meet as a group with their designated instructor to process and reflect upon their experiences. In Clerkship II, students have the opportunity to select a site that enhances their experiences from Clerkship I and that may also align with their training goals. Some examples include pediatric primary care clinics, various rotations at the James H. Quillen VA, or the Center of Excellence for Children in State Custody. Students who begin the program with an articulated terminal Master's degree from a clinical psychology program are not required to complete Clerkship II.

## **Practicum**

The program operates its own in-house department training clinic, the Behavioral Health and Wellness Clinic (BHWC). The BHWC serves a broad client base from the surrounding Tri-Cities area, including persons from surrounding rural communities. The BHWC provides necessary care for underserved and low-income client populations. The BHWC also serves as a significant resource to the ETSU student community, as approximately 1/4 of BHWC client referrals are students at all levels of matriculation in undergraduate and graduate education. Students in training complete a

minimum of five semesters of practicum in the BHWC, with caseloads and learning expectations that are articulated within the document referenced above. BHWC supervisors include rotating assignments of core clinical faculty, a full-time clinic director who is a licensed doctoral-level psychologist and health service provider, and affiliated licensed supervisors who may supplement a student's training with exposure to specialist forms of assessment and treatment. Client sessions are video-recorded, and students are typically assigned a greater degree of complexity in clinical presentations and diagnoses as they progress through their semesters of practicum in the BHWC. At the completion of their five semesters, students take part in a supervision training practicum seminar in which they are exposed to models of supervision, the ethics of supervision, and individual and cultural considerations in providing competent clinical supervision. Students are later eligible to participate in the BHWC practicum as peer supervisors, most often during their final year prior to internship.

## **Externship**

Students complete a minimum of 24 months of externship, during which they are placed at community-based sites for 20 hours per week. Students become eligible for externship placement following successful completion of a minimum of one semester of practicum in the BHWC. We currently have clinical affiliation agreements and other contracts for 20 positions at 15 sites within the region. Externship placement descriptions, including site description, types of clients and opportunities available, and position requirements, are articulated in [#clinical externship face sheets](#). Most sites provide stipends consistent with the department-funded GA's, though there is some variability by site. Tuition remission is provided by the School of Graduate and Continuing Studies. Placements require 20 hours commitment per week. Externship contracts are for 12 months. To be eligible for Internship, each site ensures face-to-face, on-site supervision with a

licensed clinical psychologist at least one hour per week, plus on-site consultation/supervision with other practicing mental health or health professionals per the focus of the placement. Sites provide supervision whether or not placements are paid. Site supervisors have no more than three student supervisees.

All externship sites are firmly committed to training, and many provide training to students in related disciplines (social work, counseling, medicine) or to medical residents or pre-doctoral psychology interns. Our partnerships with some affiliate sites have been longstanding. For example, key leaders from several sites participated in a series of community-based workshops we hosted when we initially developed our curriculum and identified the core competencies needed for psychologists practicing in rural behavioral health and primary care settings (e.g., Cherokee Health Systems and Frontier Health).

The quality of the externship sites is ensured through at least five mechanisms. First, our clinical affiliation agreements and other contracts specify student, program, and site responsibilities. Second, the DCT and Assistant DCT maintain personal and open communication with each site supervisor, and visit each site at least once per placement cycle for direct observation of student performance, typically at the beginning of each placement cycle. Third, throughout their community placements, students remain under direct program faculty supervision. Fourth, students rate each site supervisor and placement experience with respect to the program's training goals and objectives. Fifth and finally, the clinical faculty meet with all site representatives and supervisors annually during an externship site summit (typically in January) to discuss the current and upcoming training year, any changes to programmatic procedures or needs, and to enhance relationships with each of our community partners. Students must complete

a minimum of four semesters of Externship and must achieve clinical competencies as defined and measured on the #Clinical Competencies Form. The student selection process for externship mirrors that of the final internship. As the training cycle runs from July 1 – June 30, we begin early with matching students to appropriate training sites, given their particular interests, available skills, and training needs. The program hosts an externship job fair in late January or early February, inviting representatives and supervisors from each of our sites to meet with students from all levels of the program. Students identify 3-4 sites at which they would like to interview and communicate this to the DCT in February. Students interview at sites during March and early April. This allows for students to gain exposure to a variety of different sites each year, and for sites to meet and speak with as many students as possible. It also provides students with valuable interviewing experience and feedback that will assist them on later internship interviews. In mid-April, students and sites submit rank lists to the DCT, who will then “match” students and sites. This is not identical to the APPIC match in that sometimes programmatic funding and needs must also be taken into account during the decision-making process. Additionally, sites that are funded through federal grant mechanisms may have alternative selection procedures identified. However, with this process in place, students have greater empowerment in making decisions regarding their training and learn more about the variety of sites offered, and sites are able to speak with a more diverse student pool and to sell the advantages of training at their particular site. Match decisions are typically concluded by the first week of May, and students start at their new placements on July 1. Students are reminded that at many of these sites, medical residents, social work interns, pharmacy and nursing students, and counseling interns may also be starting at the same time. Thus, it is the student’s responsibility to communicate with the site and ensure that any necessary paperwork (e.g.,

background check, immunization records, application) is turned in and that orientations are scheduled as needed.

### **Dissertation Proposal Deadlines**

Students applying for an internship must successfully propose their dissertation by September 15 of the year they intend to apply for internship (i.e., the year prior to the anticipated start of internship) in order to receive a statement of internship readiness by the DCT. Ideally, dissertation data would be collected before the student begins their internship. Students are encouraged to complete as much of the dissertation project as possible prior to their departure for internship, and to successfully graduate at the completion of their internship year, students will also need to have successfully defended their dissertation and submitted all documentation to the School of Graduate Studies in accordance with required deadlines.

### **Internship**

A full-time, one-year internship in an agency approved by the student's primary academic advisor is required as a component of matriculation and must be successfully completed prior to the awarding of the PhD. This internship is a requirement for APA-approved programs and serves to give students an intensive professional practice experience and the opportunity to demonstrate all profession-wide competencies at a level approaching professional standards.

### **Internship Preparation**

Internship preparation and application can be a daunting process, and the Program offers an internship preparation seminar series and workshop to assist each student through the process and maximize the success of internship placement. The DCT meets each year with all interested students in April to review the internship process and associated requirements.

Students are then encouraged to identify their intention to apply for internship in that year by July. Beginning each August, the DCT conducts 6-8 weeks of seminar meetings to prepare students for completing all elements of the internship application. Students who intend to apply for internship must submit drafts of their essays and cover letters for faculty feedback and review to facilitate a greater likelihood of matching to a desirable site.

The Association of Psychology Postdoctoral and Internship Centers (APPIC) is an educational, non-profit organization with the mission of enhancing internship and postdoctoral training programs in professional psychology. Members are independent agencies conducting or sponsoring internship or postdoctoral training programs, with over 700 programs represented. Internship applicants can download registration materials from the National Matching Services web site. The clinical concentration has the authority to determine the applicant's eligibility for participation in the match.

Participants in the APPIC match must register to participate. Applicants must notify internship sites to which they have applied if there is a change in their standing in the clinical concentration.

To apply for internship, applicants must apply directly to the internship programs of interest via the online applicant portal operated by APPIC. Applicants are contacted directly by sites to be scheduled for interviews. After interviewing, applicants submit a Rank Order List of preferred programs. The internship programs also submit a Rank Order List of desirable applicants.

Application dates vary by program. In July a Listing of Programs is available for access by applicants. In December, applicants should return their Agreements and fees to National Matching Services Inc., in order to register for the Match. The final date for submission of applicant and program Rank Order Lists is typically in early February and is identified each year at the start of the application cycle. Applicants will be informed if they have been

matched to an internship position at the conclusion of the third week of February. Applicants who do not match to an internship in Phase I of the APPIC match will be eligible to reapply during Phase II of the match in March of that same year.

## **Student Evaluation**

Students will be evaluated at least annually by the faculty evaluation committee in the areas of academic performance, research, teaching, clinical experience, and overall professional development. Faculty and students will participate in ongoing evaluation in order to monitor student progress, assess student competencies and developmental needs, identify barriers to the timely and successful completion of program requirements, and provide feedback to facilitate professional growth. The process culminates in faculty-generated evaluations and yearly evaluation feedback sessions with the faculty. Clinical Student Evaluation forms are located at on the Psychology Department website#. The Experimental Annual Student Evaluation form is located in [Appendix C](#).

### **Clinical**

Fall evaluations: Clinical supervisors complete the Clinical Competency form. Students complete the Student Evaluation of Supervisor form and Student Evaluation of Placement form.

Spring evaluations: The primary academic advisor completes the Clinical Annual Student Evaluation form, Clinical Research Competency form, and Portfolio Review form. Clinical supervisors complete the Clinical Competency form. Students complete the Student Evaluation of Supervisor form, and Student Evaluation of Placement form. At the close of the semester, faculty meet with students (groups of two faculty each) to provide feedback on student progress from that year and solicit suggestions for program improvement from students.

Summer evaluations: Clinical supervisors complete the Clinical Competency form, students complete the Student Evaluation of Supervisor form, and the Student Evaluation of Placement form.

Though student achievements in curricular, research and clinical areas are assessed each term, each student's overall progress in meeting program and individual goals is assessed programmatically on an annual basis. This process begins with each student gathering and submitting information as follows:

Each student will submit a completed #ASEF along with an electronic portfolio. The portfolio includes current curriculum vitae; research progress including conference presentations, manuscripts, and grants; degree milestones including Thesis, Preliminary Project, and Dissertation; clinical skills progress including documented training hours and Clinical Capstone Project; any and all documentation pertaining to remediation or disciplinary actions, and professional development and lifelong learning activities including invited talks or presentations, conferences and workshops or talks attended, membership in professional organizations, teaching experience, and other service activities.

Portfolios are to be submitted to the Primary Academic Advisor by the end of the last week in April. The student should then schedule a time to meet with the primary academic advisor to review and discuss progress as delineated in the portfolio. At this time, the graduate student and primary academic advisor should complete the #Signature Form for Portfolio Review and the student should turn in this form along with the portfolio to the clinical psychology executive aide by the end of the second week of May. In addition to benefiting each student directly for internship and employment applications, the documentation of activities and experiences are used in program evaluation to demonstrate the program's commitment to applied training and to fostering lifelong learning.

## **Experimental**

Formal evaluation of students will occur in the Spring semester. The primary advisor completes the Experimental Annual Evaluation form ([Appendix C](#)) and meets with the student to discuss their progress in April. In May, the Experimental faculty meet to discuss all evaluated students. After Experimental faculty meet to discuss evaluated students, students meet in-person with their advisor and one other faculty member to discuss the evaluation. Students will have the opportunity to ask questions, seek clarification, and provide feedback during this time. The DET will provide each student with a review letter documenting the student's strengths and weaknesses as well as any pertinent feedback or suggestions from the Experimental faculty.

Experimental faculty will meet in December to discuss students' progress. Students do not receive a written evaluation unless areas for improvement are identified. In addition, if a faculty member has a concern they would like to see addressed, a student may be evaluated at any time.

## Student Support and Resources

Managing the competing demands of graduate school can be challenging and many resources are available to assist students. A number of resources to aid with academic and technical matters, health and well-being, life as a graduate student, and professional associations are listed below.

### Academics

#### ETSU Bookstore

The bookstore can be reached at [1846mgr@follett.com](mailto:1846mgr@follett.com), 423-439-4436, or the bookstore [website](#). If the ISBN is known, textbooks can be purchased from anywhere, but care should be taken to purchase the correct edition. The ETSU Bookstore will have the version ordered by the instructor, but other sources may not.

#### Center for Academic Achievement (CFAA)

The CFAA provides [tutoring services](#), including assistance with writing. Writing tutors in the CFAA are primarily individuals familiar with graduate-level writing processes, including writing theses and dissertations in APA format. Their contact information is as follows:  
<https://www.etsu.edu/tutoring>, 423-439-7111, [learning@etsu.edu](mailto:learning@etsu.edu).

#### Center for Teaching Excellence

The purpose of the [Center for Teaching Excellence](#) is to promote excellence in teaching at ETSU by providing instructional development opportunities for faculty, serving as a "one-stop shop" for teaching resources, and creating communities of practice among faculty.

## College of Graduate and Continuing Studies (CGCS)

The mission of the [CGCS](#) is to foster post-baccalaureate programs of scholarship that are recognized for their excellence and contributions to society, providing an environment that stimulates:

- Advanced understanding of the concepts, issues and practices of a discipline;
- Independent thought and the ability to generate new knowledge;
- The ability to contribute significantly to the academic community, professions, and society;
- Diversity among ideas, programs, and people.

The [ETSU Graduate Catalog](#) contains all the information needed regarding policies and procedures. Dr. Sharon McGee is the Dean of the ETSU CGCS. Graduate Program Specialists help with admissions, registration, documentation of milestones, programs of study, and graduation. The ETSU CGCS can be contacted at 423-439-4221 or [gradschool@etsu.edu](mailto:gradschool@etsu.edu).

## Office of Equity and Inclusion

The [Office of Equity and Inclusion](#) is a resource for continuing education on all issues pertaining to equity and inclusion. One of their premier missions is to build awareness of equity and inclusion institution wide, thereby affirming the educational value of a diverse and fully inclusive campus community. ETSU aspires to become a campus enriched by persons of different backgrounds, points of view, cultures, socioeconomic statuses, and other diverse characteristics by infusing inclusion into all aspects of university life.

## Departmental Administrative Support

The student's primary sources of administrative assistance and the liaisons with the CGCS are the program's Executive Aides, Lauren Montgomery and

Carol Jensen. They coordinate graduate assistant contracts, manage student files, and assist students with course registration.

### Sherrod Library

Most library materials can be accessed online from the library's [Student Services](#) website. An ETSU username and password are required for access. Our departmental library liaison, responsible for communicating specific departmental library needs to library personnel, is [Dr. Jerry Deehan](#).

## **Health and Well Being**

### Basler Center for Physical Activity

The mission of [Campus Recreation](#) is to provide inclusive and diverse recreational programs, facilities, and resources, including leadership and employment opportunities, for the ETSU community to promote a lifelong pursuit of wellness. A range of free fitness activities, groups, and resources are available to enrolled students as part of their semester fees.

### Disability Services

The [Office of Disability Services](#) offers a variety of accommodations and assistance to qualifying students and promotes accessibility in educational pursuits and other campus activities. It is located on campus in the D.P. Culp Center.

### University Counseling Center

The [University Counseling Center](#) promotes mental health, personal growth, and positive relationships within the ETSU student community by providing an array of mental health, career, educational, and consultative services. Opportunities for individual, group, and one-session therapies are available. [BucsPress2](#) is a 24-hour mental health help line for ETSU students that provides free, confidential crisis counseling over the phone. It is staffed

24/7/365 by counseling professionals. The University Counseling Center is located on the third floor of the D.P. Culp Center.

### University Health Center

The [University Health Center](#) provides acute and episodic care and supports wellness for university students and employees. The University Health Center is a nurse managed clinic and the health care providers are Board Certified Nurse Practitioners. It is located on campus in Suite 160 of Nicks Hall.

## **Information Technology Services**

### ETSU Email

Office 365 is the official platform for ETSU email accounts for students, faculty, and staff. All official ETSU communication is to be sent via ETSU email address. Emails sent to another ETSU email address can be encrypted by typing "encrypt" anywhere within the email's subject line. The email can be accessed anywhere through the [ETSU webmail portal](#).

### Technical/Computer Help

The [ITS HelpDesk](#) is the best resource for most technical problems. Problems can also be reported and resolved via [email](#), live chat via the HelpDesk website, or by calling 423-439-4648. Many questions related to D2L for instructors and students are available on the [ITS D2L website](#), or by contacting the HelpDesk.

### Password Reset

Information relating to [resetting your password](#) is available on the ITS website. ETSU additionally uses two-factor authentication procedures for logging into university accounts from new computers, tablets, or phones.

The HelpDesk can assist students who have trouble resetting the password or have been locked out of their accounts.

## **Life as a Graduate Student**

### Financial Support

The [Office of Financial Aid and Scholarships](#) at East Tennessee State University provides a broad spectrum of programs to assist students in financing their college education. The University is committed to providing students with access to education through a variety of resources that include scholarships, grants, loans, and work-study programs. [Financial aid counselors](#) are available to assist with questions.

### Graduate and Professional Student Association (GPSA) – ETSU

[GPSA](#) of East Tennessee State University is a student-managed organization whose membership is open to all currently enrolled post-baccalaureate degree-seeking students. The primary focus is to improve the quality of graduate and professional education and student experience at ETSU. The GPSA hosts a range of events and workshops specific to the needs of graduate students and provides opportunities for travel fund reimbursement for student members.

### Graduate Student Success Specialists

[Graduate Student Success Specialists](#) are provided through the CGCS to support and assist graduate students in problem-solving and planning, as well as identifying needed services and resources on campus and in the community.

## **Regional Professional Associations**

### Intermountain Psychological Association (IMPA)

IMPA is a regional psychological association consisting of psychologists associated with the Tri-Cities and surrounding areas. IMPA's mission is to provide quality education and training and networking opportunities for area psychologists. Membership is free for students.

### Psi Chi

Psi Chi is the National Honor Society in Psychology. Its purpose is to encourage, stimulate, maintain excellence in scholarship, and advance the science of psychology. If you joined Psi Chi as an undergraduate then you are still a member. To be eligible for membership as a graduate student you must have completed 9 semester hours of graduate courses and have a 3.0 grade point average in all graduate classes. Membership in Psi Chi is encouraged and is a great chance to exercise leadership potential. Psi Chi also provides some travel fund reimbursement for presentations at regional and national conferences.

### Society of Southeastern Social Psychologists (SSSP)

Founded in 1978 by a group of social psychologists at the University of Georgia, SSSP boasts a membership of over 400 students, faculty, and professional psychologists throughout the United States. Most members hail from the southeastern states, including Maryland, Delaware, Virginia, West Virginia, Kentucky, Tennessee, North Carolina, South Carolina, Georgia, Alabama, Mississippi, Louisiana, Arkansas, Texas, and Florida. There are no membership dues for SSSP. An annual conference is held each fall.

### Southeastern Psychological Association (SEPA)

SEPA is a regional psychological association affiliated with the American Psychological Association (APA) and is represented by the southeastern states including: Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, District of Columbia, and Puerto Rico. An annual conference is held each spring.

### Tennessee Psychological Association (TPA)

TPA is an association of professionals in Tennessee offering resources to both students and professionals within the community. Its mission is to advance Psychology as a science, as a profession, and as a means of promoting human welfare. TPA holds annual conventions in Nashville, TN. Membership is open to all students studying psychology in Tennessee.

## **Departmental Organizations**

### Psychology for Equity, Awareness, and Community Enhancement (PEACE)

[PEACE](#) is a graduate student led organization that focuses on positively impacting the campus and broader community through application of psychology.

### Committee on Inclusion and Equity (CIE)

[CIE](#) is a department-wide organization comprised of clinical and experimental faculty and graduate and undergraduate student representatives, focused on leveraging the science and profession of psychology in the service of promoting inclusion, equity, and diversity within the department and the broader campus community.

## **Grievances and Resolution of Conflicts**

East Tennessee State University is committed to respecting all members of the university community and providing fair treatment regarding complaints by students. The objective of the Student Complaint Policy and Procedure is to ensure that concerns and complaints of students are addressed fairly and are resolved promptly. The university seeks to provide a safe and secure learning environment, free of crime and/or violations motivated by discrimination, sexual and other bias-related harassment.

When a concern occurs, the student is encouraged to discuss it with the appropriate faculty member or administrator. The student's Primary Academic Advisor is a core faculty member who serves as the point person to address program or training-related questions and concerns. The concentration Directors invite students to maintain open communication and are readily accessible via email or phone for any concerns or questions. If concerns cannot be resolved informally by the concentration Director, students may contact the Chair of the Department. If unresolved, the student may initiate the [Student Complaint Policy and Procedure](#).

Separate mechanisms exist for reporting experiences of discrimination or harassment, and conflicts with other students. An online mechanism for anonymously reporting experiences of discrimination and harassment is available through the [University Compliance Office](#). When the complaint is against another student, it should be reported to the Dean of Students using the [Incident Report](#).

## **Progressive Remediation**

The Department of Psychology Progressive Disciplinary Policy is consistent with the ETSU policy related to such, PPP-70. The purpose of this policy is to address misconduct or poor performance (other than coursework performance) in a manner that ensures: (1) prompt, consistent, and fair treatment; (2) all legal requirements are met; (3) that the rights, benefits, and responsibilities of the student are articulated and protected; and (4) that faculty supervisors/advisors follow standard remediation/discipline procedures.

The Directors of Clinical and Experimental Training and the Dean of the CGCS have the authority to suspend, place on probation, or terminate a student from the program. Each phase of progressive discipline will be documented.

Situations that may trigger progressive remediation/disciplinary policies include, but are not limited to the following:

- Violations of established Program, Department, University, affiliated training sites', and the ETSU policies and procedures, and the ETSU Code of Student Conduct;
- Unprofessional or unethical behavior;
- Unsatisfactory or impaired job performance with regard to: (1) academic performance in course work; (2) timely completion of milestone projects; (3) fulfilment of teaching and research responsibilities; and (4) clinical performance.
- Non-compliance with training and graduate assistant contracts;
- Gross misconduct including, but not limited to:
  - Absence or habitual tardiness from duty;

- Any act or omission which may seriously disrupt or disturb the normal operation of the training program;
- Theft or dishonesty, including academic and scientific misconduct;
- Failure to respond to faculty or supervisor directives;
- Destruction of university property;
- Falsification of records;
- Disorderly conduct;
- Incompetence resulting in ineffectiveness or public harm; and
- Illegal behavior.

### **Remediation Process**

Remediation is not intended as a punishment; it is a tool to help problem-solve and improve performance. Remediation can be used to address minor conduct or performance issues. The process should encourage student understanding and concurrence on the issues and encourage student participation in developing a solution.

When concerns about student performance are identified, they are taken to concentration faculty and discussed. Faculty will determine whether remediation is necessary and whether the concern should be addressed informally or formally. Informal remediation is appropriate for emerging concerns that can typically be addressed through discussion and/or minor behavioral adjustments. Informal remediation is typically handled by the primary academic advisor or other involved faculty. Formal remediation is appropriate in instances where informal remediation is unsuccessful or for more significant or repeated concerns. Formal remediation is typically handled by the concentration Director or the Department Chair following a vote by concentration faculty. The Psychology Department will keep a written record of all formal remediation discussions.

The formal remediation process includes:

- A memorandum to the student sent by the concentration Director informing the student of the need for remediation, the reason for remediation (e.g., date of incident, rule or standard violated), and the consequences of not following through with remediation;
- A faculty developed corrective remediation plan that includes actions to be taken;
- Student acknowledgement of receipt and successful completion of the remediation plan; and
- Maintaining documentation in the student's departmental file.

Possible informal and formal remediation options include: supervisory counseling; behavioral contracts; reflective papers; informal discussions; formal verbal warning; referral for professional counseling; and continuing education (e.g., workshops or coursework).

### **Disciplinary Process**

If remediation is not successful in solving the problem, then disciplinary processes may be initiated. Prior to any disciplinary step, the supervisor/faculty member must contact the concentration Director before proceeding.

The disciplinary sequence may involve:

1. A written warning: this includes details and history; rules or standards violated; improvement required; time table for improvement; consequences of not improving; signature of primary academic advisor; and student acknowledgement. A copy of the written warning will be placed in the student's official departmental file.
2. Probation for up to six months (which may include restriction of duties): if the primary academic advisor believes that failed

remediation should result in probation, they are expected to provide the concentration Director with the details and history of the student's failed efforts at remediation; the rules or standards violated; the improvement required; and supporting documentation. The student will be notified in writing of a decision in favor of probation. A copy of the notification and supporting documents will be placed in the student's official departmental file. The primary academic advisor is expected to meet regularly with the student to gauge student progress during the probationary period.

3. Suspension of graduate assistantship or suspension from the program: if the primary academic advisor believes that after failed remediation and failed disciplinary actions such as written warning and probation, the student should be suspended from the graduate assistantship responsibilities or the program, they are expected to provide the concentration Director and Department Chair with the details and history of the student's failed efforts at remediation; the rules or standards violated; the improvement required; and supporting documentation. The student will be notified verbally and in writing of a decision in favor of suspension from the concentration Director and signed by the Department Chair. A copy of the notification and supporting documents will be placed in the student's official departmental file. The primary academic advisor is expected to meet regularly with the student to gauge student progress during the probationary period. All students are entitled to a grievance hearing.
4. Termination from the program: in cases where students have failed to correct problems after previous attempts at remediation and disciplinary processes, and/or the problem is severe, termination from the program may be justified. In the event of a decision for termination, a written request will be submitted to the Graduate Dean

by the concentration Director and signed by the Department Chair. The request will include: the details and history of the student's failed efforts at remediation; the rules or standards violated; the improvement required; and supporting documentation (including prior discipline, counseling, training). The request is reviewed by the Graduate Dean who consults as appropriate with legal affairs, disability services, etc. A formal termination letter to the student will be written by the concentration Director and signed by the Chair and the Graduate Dean. A copy of the letter and documentation will be placed in the student's official departmental and CGCS files. All students are entitled to a grievance hearing.

### **Faculty Investigations and Documentation**

Faculty must investigate a problem or incident before determining what counseling or discipline is warranted. Faculty should investigate the facts and circumstances surrounding the problem; determine the rules broken, and the work practice not followed. Faculty in their investigation should review work products, interview witnesses, review timesheets, and attempt to directly observe the problem/violation. Faculty should then communicate their findings to the concentration Director. Disciplinary procedures require a vote by concentration faculty.

### **Faculty Facilitation Process**

- Gather examples of poor work product or misconduct;
- Observe firsthand the situation or misconduct, if possible, or quote sources of information;
- Determine what rule was broken or research which practice or policy was not followed;

- Plan a private meeting with the student to include an additional faculty or staff member (committee member) as a witness;
- Keep a record of problems, dates, correct behavior expected, time-line for correction;
- Develop a list of training opportunities for the student;
- Offer the student the help of the university's Employee Assistance Program and/or the Student Counseling Center to assist with problems that may be affecting work performance and/or attendance;
- Ask for the student's perception and ideas;
- Explain that further disciplinary consequences may occur if the problem is not corrected;
- Document all meetings; save emails or other written/electronic communications; transcribe voice messages.

### **Right to Rebuttal**

Students are permitted to submit a written rebuttal to their supervisor during each phase of the disciplinary process. Written rebuttals must be submitted formally to the concentration Director. All documents will be reviewed and placed in the student's official departmental file.

Documentation regarding disciplinary procedures remains a permanent part of the student's official record.

## Frequently asked Questions

### **How many hours should I take each semester?**

Full-time graduate enrollment at ETSU is 9 credit hours per semester. If a student has a Graduate Assistantship or are on a clinical externship, they must remain enrolled full-time during Fall and Spring semesters. Once a student has initiated Thesis or Dissertation credit hours, they must remain enrolled continuously for a minimum of one credit hour each semester, including summer term, until the milestone project is completed and turned into the CGCS. This credit hour is NOT required to be a Thesis or Dissertation credit. Summer credit hours are not covered by a tuition waiver; student's may be required to pay out of pocket.

### **Can I obtain additional employment at ETSU or somewhere else while enrolled?**

ETSU has restrictions on the number of hours that a non-full-time employee can work at ETSU, across multiple positions. If a student has a Graduate Assistantship or clinical externship placement, these are 20 hours per week. The student could work additional hours as an ETSU temp hourly employee (e.g., on a grant, as personnel in the BHCW) for a combined total of no more than 29 hours per week. Thus, with a 20-hour-per-week Graduate Assistantship or clinical externship contract, the student could work up to an additional 9 hours per week at ETSU. The program does not have any restrictions on students pursuing outside employment opportunities while enrolled full-time, though students are encouraged to consider such opportunities in light of their current program requirements. If the position is one related to the provision of clinical services, the student cannot count these hours toward clinical externship unless under exceptional circumstances. Clinical students are encouraged to discuss this with the DCT.

## **Can I take courses outside of the department? If so, does my tuition waiver apply?**

Students are permitted to take courses outside of the department, and the graduate student tuition waiver will cover graduate coursework taken in other programs. The tuition waiver does not pay for undergraduate coursework. Please check with your Primary Academic Advisor before enrolling in non-Psychology Department coursework to ensure that said coursework does not interfere with timely completion of program requirements or put you over the allowable level of credits per semester. Students who take courses outside of the department are subject to the prerequisites and enrollment requirements of the other department (e.g., they may not allow you to take their course). Please note that as courses outside of the department may not be in your required program of study, they may not count toward financial aid award decisions, and you may incur additional fees from other departments or colleges (see below).

## **I'm seeing multiple fees on my bursar's account. Are any of these waived or compensated by the program?**

There are three types of fees assessed by the Bursar's Office at ETSU. The first is a Program Service Fee, which is associated with the number of enrolled credit hours. For graduate students, the fee amount is capped at 8 credits. Students enrolled within the Psychology PhD program have the out-of-state portions of these fees waived – please contact the concentration Director if this does not automatically occur. Students are responsible for the remaining in-state portion of fees, which is approximately \$1000 per semester for full-time enrollment. A second fee occurs when a student enrolls in a designated online course, and these are \$50 per credit hour. Please note that graduate courses within the Psychology Department are rarely designated as official online courses

and have only been taught online as the result of the COVID-19 pandemic, thus not resulting in additional fees. The third type of fee is a College of Arts and Sciences fee that is \$50 per credit hour. This fee is waived by the College for enrolled graduate students in our program. Please note that if you take courses outside of the Psychology Department or the College, you may incur additional fees per credit hour.

### **What scholarships, travel funding, or other awards are available to graduate students?**

A range of funding opportunities are available in addition to student stipends, tuition waivers, and College of Arts and Sciences fee waivers. Graduate student travel grants are available in the Fall and Spring through the [Psychology Department](#) and the [ETSU Graduate and Professional Student Association](#). The [ETSU College of Continuing and Graduate Studies](#) offers a range of research grants, teaching awards, and monetary service awards that are given each Spring. Additional travel reimbursement and research awards are available to graduate students who are members of [Psi Chi](#). Also check with your advisor about funding awards or opportunities available through relevant professional organizations.

### **Why do I have to fill out a timesheet? Isn't that just automatic?**

There are two kinds of timesheets students in the program may need to complete. The first is a monthly timesheet associated with the Graduate Assistantship or clinical externship. These simply need to be submitted to your supervisor and are the way that monthly paychecks are initiated during the 9-month academic year. The second kind of timesheet is for temp hourly employees, and students who are paid via grants or during the summer for clinical placements can expect to complete a temp hourly timesheet. These are due every two weeks, for time periods of the 1<sup>st</sup>-

15<sup>th</sup> and 16<sup>th</sup>-31<sup>st</sup> of each month. Students completing temp hourly timesheets cannot log more than 7.5 hours in a single day, and weekly hours cannot exceed 29. If a timesheet is not completed for these temp hourly positions, the student will not be paid.

### **What forms do I need to complete, and where do I get them?**

There are forms associated with each of the research and clinical milestone projects, forms for graduation, and forms for evaluation of students, supervisors, and placements. Please refer to Appendices B – I for a complete listing of forms, where to find them, and where they should be submitted once complete. Forms are saved in the student's individual file. For electronic forms that require email addresses, please note that the ETSU Dynamic Forms platform requires the "@etsu.edu" ending rather than the "@mail.etsu.edu" ending. Using the latter will result in the form not reaching its intended recipient. Forms associated with the MA Thesis, Preliminary Project, or PhD proposals must be accompanied by a summary of feedback from the committee during the proposal meeting. That feedback is a contract – the student and committee agree upon what constitutes a completed milestone project for defense – and must be submitted to the concentration Director along with the appropriate form.

### **My DegreeWorks profile doesn't accurately reflect my coursework or completion of requirements. What do I do?**

DegreeWorks is a software program that assists the CGCS in tracking completion of required elements of the program. It is not perfect. The concentration Directors work with Graduate Specialists to ensure that coursework and paperwork are accurately cataloged, though this often requires completion of additional paperwork, changes to the catalog of record, etc. This process often occurs one to two semesters prior to MA

and PhD graduation deadlines. If you have questions, please reach out to the concentration Director as needed.

**I have a terminal Master’s degree in psychology. Will I need to complete a second MA degree as part of the ETSU MA/PhD program?**

If you have previously received a Masters degree in clinical, experimental, general, or another specific field of psychology, you will not be awarded a second Masters degree at ETSU, though you may still be required to complete some Masters-level coursework in our program. If you did not complete a thesis as part of your previous Masters program, you will need to complete and defend a thesis. Please work with your concentration Director to ensure that your Goldlink and DegreeWorks profiles accurately reflect your degree status.

**I’m going to graduate in August, but there’s no graduation ceremony that term. When do I walk for graduation?**

August graduates may walk in either the May graduation ceremony prior to their August graduation date, or in the December graduation ceremony that occurs following their August graduation date. To walk for the May graduation ceremony, associated research milestone projects (e.g., Dissertation) must have been defended and turned into the CGCS by the end of the Spring term, or scheduled for completion immediately after the Spring term. Please contact the concentration Director if planning to walk for graduation prior to the actual graduation term.

## **Appendices**

## Appendix A: Milestone forms

Clinical Concentration (# link to department form)

<b>Milestone</b>	<b>Name of Form</b>	<b>#Location</b>	<b>Initiated by</b>
Orientation	Acknowledgement & Understanding	PSYC Dept	Student
Advisor appointment	Primary Academic Advisor	PSYC Dept	Student
MA Thesis	Committee Appointment	<a href="#">CGCS</a>	Student
MA Thesis	MA Proposal Outcome	PSYC Dept	Student
MA Thesis	Notification of MA Defense	<a href="#">CGCS</a>	Chair
MA Thesis	Thesis Defense	<a href="#">CGCS</a>	Chair
MA Thesis	Manuscript Review	<a href="#">CGCS</a>	Student
Capstone	Request to Sit for Capstone and Committee Appt	PSYC Dept	Student
Capstone	Results of Capstone Project	PSYC Dept	Student
Capstone	Capstone Final Document	n/a	*Student
MA Degree	Apply to Graduate	<a href="#">CGCS</a>	Student
MA Degree	Results of Culminating Experience	<a href="#">CGCS</a>	DCT
Preliminary Project	Appointment of Committee	PSYC Dept	Student
Preliminary Project	Preliminary Project Proposal Meeting Outcome	PSYC Dept	Student
Preliminary Project	Preliminary Project Defense	PSYC Dept	Student
Preliminary Project	Candidacy for PhD	<a href="#">CGCS</a>	Student
Preliminary Project	Final Document	n/a	*Student
PhD	Committee Appointment	<a href="#">CGCS</a>	Student
PhD	PhD Proposal Outcome	PSYC Dept	Student
PhD	Notification of PhD Defense	<a href="#">CGCS</a>	Chair
PhD	PhD Defense	<a href="#">CGCS</a>	Chair
PhD	Manuscript Review	<a href="#">CGCS</a>	Student
PhD Degree	Apply to Graduate	<a href="#">CGCS</a>	Student
PhD Degree	Results of the Culminating Experience	<a href="#">CGCS</a>	DCT

\*Submit to Clinical Executive Aide

## Experimental Concentration

<b>Milestone</b>	<b>Name of Form</b>	<b>Location</b>	<b>Initiated by</b>
MA Thesis	Committee Appointment	<a href="#">CGCS</a>	Student
MA Thesis	MA Proposal Outcome	<a href="#">PSYC Dept</a>	Student
MA Thesis	Notification of MA Defense	<a href="#">CGCS</a>	Chair
MA Thesis	Thesis Defense	<a href="#">CGCS</a>	Chair
MA Thesis	Manuscript Review	<a href="#">CGCS</a>	Student
MA Degree	Apply to Graduate	<a href="#">CGCS</a>	Student
MA Degree	Results of Culminating Experience	<a href="#">CGCS</a>	DET
Preliminary Project	Appointment of Committee	<a href="#">PSYC Dept</a>	Student
Preliminary Project	Preliminary Project Proposal Meeting Outcome	<a href="#">PSYC Dept</a>	Student
Preliminary Project	Preliminary Project Defense	<a href="#">PSYC Dept</a>	Student
Preliminary Project	Candidacy for PhD	<a href="#">CGCS</a>	Student
Preliminary Project	Final document	n/a	*Student
PhD	Committee Appointment	<a href="#">CGCS</a>	Student
PhD	PhD Proposal Outcome	<a href="#">PSYC Dept</a>	Student
PhD	Notification of PhD Defense	<a href="#">CGCS</a>	Chair
PhD	PhD Defense	<a href="#">CGCS</a>	Chair
PhD	Manuscript Review	<a href="#">CGCS</a>	Student
PhD Degree	Apply to Graduate	<a href="#">CGCS</a>	Student
PhD Degree	Results of the Culminating Experience	<a href="#">CGCS</a>	DET

\*Submit to Executive Aide and DET

## **Appendix B: Comprehensive Exam Grading Rubric**

### Experimental Concentration

This rubric will be employed for grading each answer on the written portion of a student's comprehensive exam. Each answer will be assessed separately, using this rubric as an evaluative guide. Most questions will not assess all four standards; however, when embedded in a question each standard will be evaluated on a 6-point scale (6 = Excellent; 1 = Poor), where scores of "1," "2," and "3" are considered failing, and scores of "4," "5," and "6" are considering passing. When scoring individual questions, each scored standard within that question will be weighted equally and averaged to create an individual question score. Then an overall score for each question will be created by averaging across all individual reviewer scores for that same question. In evaluating each of the standards, reviewers should expect to see clarity, depth, breadth, accuracy, cogency, and organization.

Scores of "Excellent" shall be awarded to the extent that a student: includes key references, includes a variety of references, accurately represents references, consistently supports claims with evidence or citations, identifies parallels and trends in the literature, makes logical extrapolations, presents convincing arguments, develops novel insights, develops provocative insights, and strives toward succinct exposition.

Scores of "Poor" shall be awarded to the extent that a student: cites references inaccurately, makes illogical claims, leaves gaps in logical argumentation, employs vague responses, employs rambling or aimless responses, goes off on unnecessary tangents, engages in self-contradiction, misses important or obvious connections, and fails to understand the question.

Scores between "Poor" and "Excellent" (i.e., between "1" and "6") will be based on the professional judgement of the individual reviewer as to where an individual response falls on the evaluation spectrum, based on the relative proportion of "excellent" versus "poor" response elements.

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

Question:

Score:

<b>Standard</b>	<b>Poor 1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>Excellent 6</b>	<b>N/A</b>
Integration/ Synthesis							
Application/ Translation							
Understanding/ Knowledge							
Critique/ Evaluation							

Notes:

## Appendix C: Experimental Annual Evaluation Form

ETSU Experimental Psychology PhD Program Annual Graduate Student Evaluation Form					
<b>Student Name:</b>		<b>Cohort Year:</b>			
<b>Primary Academic Advisor Name:</b>					
<b>Semester:</b>	Spring	Fall	Year: _____		
<b>Program Year:</b>	Year 1	Year 2	Year 3	Year 4	
<p><b>INSTRUCTIONS for ADVISORS (IMPORTANT, PLEASE READ CAREFULLY):</b></p> <p><b>*Ratings should reasonably reflect their actual time in the program to date. The purpose of the evaluation process is to show accurately the development which occurs across time as a result of experience, education, and training.</b></p> <p>Mark N/A if an item is not applicable, and fill out all other item as follows:</p> <p><b>Scale/Rating Definitions:</b></p> <p><b>Beginning Student Level:</b> Possesses basic skills. For example, ratings reflect knowledge, understanding, and application of fundamental research methods and analyses. Students are most likely to consistently achieve this level during their first year in the program.</p> <p><b>Intermediate Student Level:</b> Possesses intermediate skills. For example, ratings at this level reflect knowledge, understanding, and application of research methods, analyses, writing skills, and professional dissemination of results, commensurate with an intermediate student status. Intermediate criteria in the area of research include, but are not limited to, accomplishments such as: ability to formulate hypotheses and articulate methods to test research questions; understanding and use of advanced techniques of statistical analyses with faculty supervision; competently designing and conducting research projects with faculty supervision; engagement in at least one opportunity annually with regard to professional dissemination of research results (e.g., presents at conferences, submits manuscripts to peer-reviewed outlets); assists faculty in developing grants appropriately; etc. Students are most likely to consistently achieve this level during their second year in the program.</p> <p><b>Advanced Student Level:</b> Possesses advanced skills. For example, ratings at this level reflect knowledge, understanding, and application of research methods, analyses, writing skills, and professional dissemination of results, commensurate with an advanced student status. Advanced criteria in the area of research include, but are not limited to, accomplishments such as: acquisition of skills needed to execute sophisticated techniques of statistical analyses without faculty supervision; independence in competently designing and conducting research projects; engagement in multiple opportunities annually with regard to professional dissemination of research results (e.g., presents at conferences, submits manuscripts to peer-reviewed outlets); primary authorship on small grants and/or advanced assistance of faculty on large grants; etc. Students are most likely to consistently achieve this level during their third year in the program.</p> <p><b>Professional Level:</b> Possesses entry-level doctoral professional skills. For example, ratings at this level reflect knowledge, understanding, and application of research methods, analyses, writing skills, and professional dissemination of results, commensurate with an entry-level professional with a doctoral degree. Students at this level in the area of research exceed advanced standing in competently designing and conducting research projects by identifying gaps in previous literature and applying theory. Research design and analysis skills are doctoral level. Students are most likely to consistently achieve this level during their fourth year or during dissertation completion.</p> <p>Please be as objective and honest as possible so that we may deliver the most accurate feedback to the student, and if needed, create a competency-based remediation plan with specific, clear goals. Please discuss your ratings with the</p>					

student researcher, during which time you may adjust the ratings as you see fit and sign the form. Your time and effort is greatly appreciated.

## Research

At what level does the student demonstrate substantial understanding or competence in...

<b>1...research design (e.g., between and within designs, correlational and experimental designs).</b>					
Beginning Student Level	Intermediate Student Level	Advanced Student Level	Professional Level		N/A
<b>2...understanding and use of appropriate methods and instrumentation (e.g., surveys, imaging techniques, tests, observation).</b>					
Beginning Student Level	Intermediate Student Level	Advanced Student Level	Professional Level		N/A
<b>3...dissemination of research results (e.g., professional conference presentations, manuscript submissions to peer-reviewed outlets).</b>					
Beginning Student Level	Intermediate Student Level	Advanced Student Level	Professional Level		N/A
<b>4...use and interpretation of statistical tests and analyses (e.g., descriptive statistics, correlation, t-tests, ANOVA, ANCOVA, MANOVA, regression, SEM, evaluations of mediation/moderation, power/effect size estimations).</b>					
Beginning Student Level	Intermediate Student Level	Advanced Student Level	Professional Level		N/A
<b>5...use of professional-grade software (e.g., SPSS/PASW, SAS) to accomplish statistical analyses.</b> B.2 1-2b, B.3a8					
Beginning Student Level	Intermediate Student Level	Advanced Student Level	Professional Level		N/A
<b>6...translation of psychological research (bench to bedside; how basic findings can be translatable to applied settings and situations; conducting research in applied areas; collaborating on actual translation or intervention)</b>					
Beginning Student Level	Intermediate Student Level	Advanced Student Level	Professional Level		N/A
<b>7...issues of cultural and individual diversity as applied to research.</b>					
Beginning Student Level	Intermediate Student Level	Advanced Student Level	Professional Level		N/A
<b>8...effective supervision and leadership of lab personnel.</b>					
Beginning Student Level	Intermediate Student Level	Advanced Student Level	Professional Level		N/A

Please provide a checkmark if student is performing below expectation in the areas listed below, and then elaborate on the issue in the space provided:

\_\_\_\_\_ **positive attitude toward research in psychology**

Description:

--

## Teaching

At what level does the student demonstrate substantial understanding or competence in...

<b>1...mechanics of teaching (e.g., syllabus and class preparation, classroom or online presentation and management, testing and grading)</b>					
Beginning Student Level	Intermediate Student Level	Advanced Student Level	Professional Level		N/A
<b>2... issues of cultural and individual diversity in the classroom.</b>					
Beginning Student Level	Intermediate Student Level	Advanced Student Level	Professional Level		N/A
<b>3... knowledge of content in courses taught</b>					
Beginning Student Level	Intermediate Student Level	Advanced Student Level	Professional Level		N/A

Please provide a checkmark if student is performing below expectation in the areas listed below, and then elaborate on the issue in the space provided:

- \_\_\_\_\_ professionalism in the classroom (e.g., starts class on time, doesn't cancel class often, returns papers in a timely fashion, keeps regular office hours, responds to students outside of class)
- \_\_\_\_\_ appropriate encouragement of student interaction in the classroom
- \_\_\_\_\_ responsiveness to student comments/questions in the classroom
- \_\_\_\_\_ positive attitude toward teaching of psychology

Description:

--

## Professionalism/Collegiality

At what level does the student demonstrate substantial understanding or competence in...

<b>1... initiative and seeking out professional development opportunities and growth (e.g., attending talks and defenses, applies for awards, initiates ideas for conferences, mentors peers)</b>					
Beginning Student Level	Intermediate Student Level	Advanced Student Level	Professional Level		N/A

Please provide a checkmark if student is performing below expectation in the areas listed below, and then elaborate on the issue in the space provided:

- \_\_\_\_\_ interpersonal communication with faculty and peers (friendly, helpful, socially appropriate)
- \_\_\_\_\_ responsibility and strong work ethic (e.g., does what is expected or assigned, attends meetings on time)
- \_\_\_\_\_ prompt responsiveness (e.g., drafts, assignments, emails, revisions)
- \_\_\_\_\_ appropriate contribution and presence in the ETSU Department of Psychology and primary lab

Description:

--

## Academics

At what level does the student demonstrate substantial understanding or competence in...

1... integration and accumulation of knowledge					
Beginning Student Level	Intermediate Student Level	Advanced Student Level	Professional Level		N/A

  

2... translating the science of psychology					
Beginning Student Level	Intermediate Student Level	Advanced Student Level	Professional Level		N/A

Please provide a checkmark if student is performing below expectation in the areas listed below, and then elaborate on the issue in the space provided:

\_\_\_\_\_ **diligence in coursework (e.g., comes to class prepared, completes assignments on time)**

\_\_\_\_\_ **positive attitude toward learning psychological science**

Description:

--

## Dissemination

During the evaluation period, please indicate how many of each of the following forms of research dissemination occurred.

*Note: Each product should be counted in only one 'level' within a category, though it may be counted in multiple categories (for example, a funded grant leading to a conference presentation and a manuscript submitted for publication should be counted in all three categories).*

### Journal articles

In preparation:

Under review:

In revision:

Accepted:

### Book Chapters

In preparation:

Under review:

In revision:

Accepted:

### Local or regional conference posters or presentations

Proposed:

Accepted:

Presented:

### National or international posters or presentations

Proposed:

Accepted:

Presented:

**Preprints posted to an online repository (e.g, PsyArXiv):**

**Intramural grants** (excluding travel):

Submitted:                      Funded:

**Extramural grants** (excluding travel):

Submitted:                      Funded:

**Other research products** (e.g., preregistrations, disseminated datasets or code, instruments, software): \_\_\_\_\_

Please provide a checkmark if student is performing below expectation in the areas listed below, and then elaborate on the issue in the space provided:

\_\_\_\_\_ **research productivity**

\_\_\_\_\_ **submitting milestone projects (e.g., thesis) for publication**

Description:

**General Comments by Advisor**

**Student Strengths**

**Student Areas for Improvement**

Advisor Signature

Date

Student Signature

Date

**Attach the student's current c.v. to this document.**