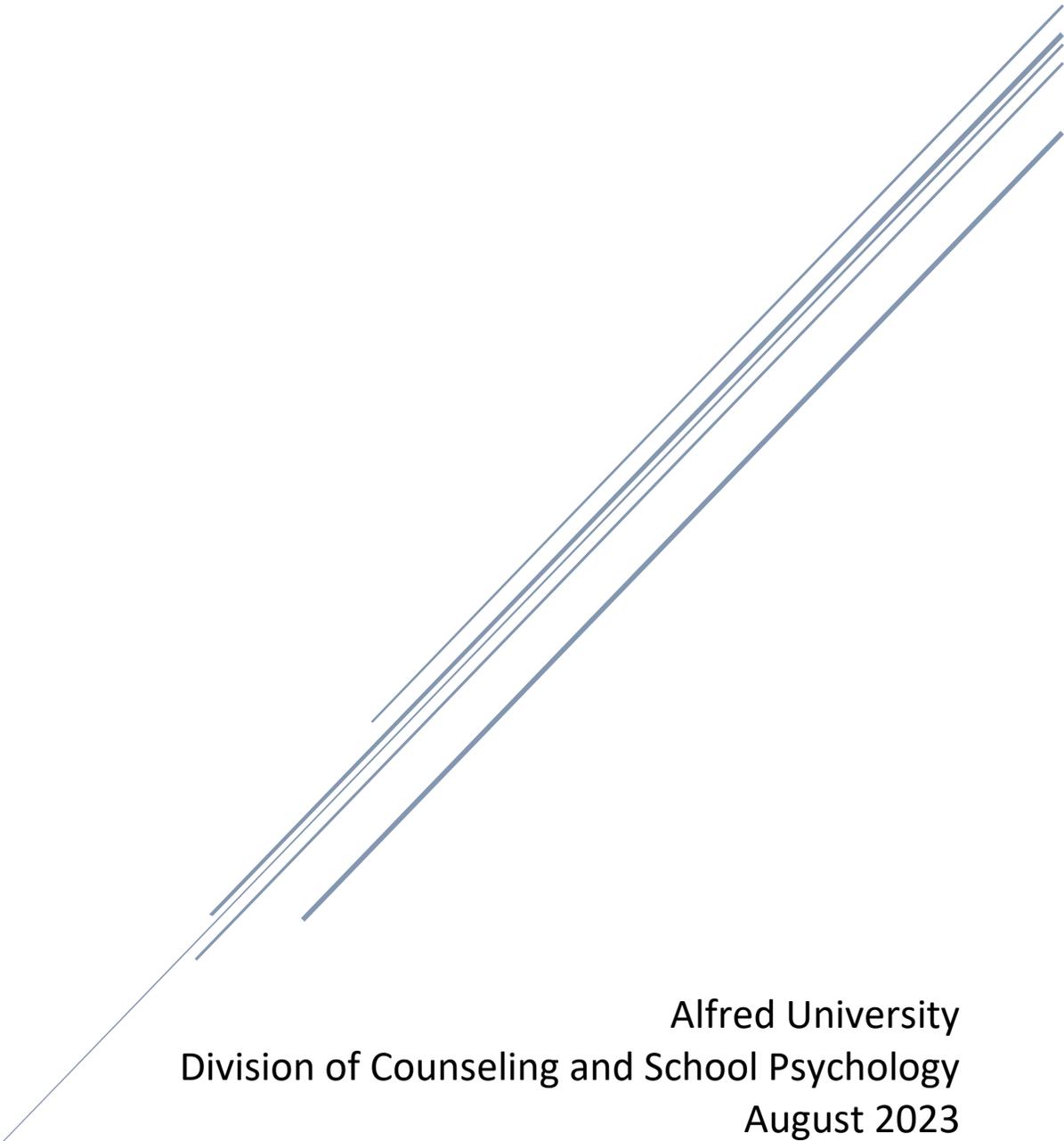


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# STUDENT HANDBOOK

School Psychology Doctoral Program



Alfred University  
Division of Counseling and School Psychology  
August 2023



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## **PURPOSE OF THE HANDBOOK**

This handbook is intended to serve as a **guide** for doctoral students and faculty in the Doctoral Program in School Psychology at Alfred University. The students and faculty may find it useful as a reference in planning coursework and advising. The handbook contains information on Program, Division, and University procedures and regulations **but does not cover every possible situation**. Consultation with the student's advisor, Program Director, Division Chair, or Dean of College is recommended for further clarification of a particular issue. The Graduate School Catalogue should also be consulted for general requirements of the graduate degree and particular time schedule for degree requirements. Careful study of these sources will aid in long range planning of a student's graduate program.

**It is expected that new students will read this handbook and return to the division chair a signed statement that they have done so. The handbook and blank statement form are given to students at orientation.**

## **PHILOSOPHY AND AIMS OF THE SCHOOL PSYCHOLOGY DOCTORAL PROGRAM**

The Alfred University doctoral program in school psychology follows a practitioner-scientist model in seeking to accomplish its stated mission of “preparing psychologists for applied professional practice in schools and other child and family oriented settings.” The philosophy, goals and objectives, and experiences serving this mission are discussed below.

Science and Practice. Doctoral-level school psychologists are applied health service psychologists whose practice is tied to both content and process. That is, school psychologists access the theory and knowledge base of psychology and education in carrying out their professional functioning, while at the same time conducting their professional activities in the manner of a scientist. They recognize the bidirectional nature of science and practice, and the importance of tailoring the application of knowledge to important personal, system, and ecological-contextual features. They need to be creative and even artistic in exploiting knowledge and compensating for gaps and weaknesses in theory and research in order to impinge on immediate and long-range problems of children, families, and schools. In this sense, school psychologists are “psychoeducational designers,” performing a function within the dynamic relationship of psychological theory and practice similar to that performed by an

architect-engineer in the relationship between physics and the behavior of matter in natural environments. School psychologists are psychoeducational designers who bridge the gap between psychological science and professional practice in the synergistic context of schools, children, families, communities, and cultures.

Within this philosophical framework, the Alfred University School Psychology Program seeks to prepare applied, problem-solving psychologists. Drawing on the knowledge base of psychology and education, we expect our graduates to apply that knowledge in a manner that takes into account the cultural, economic, socio-political, and multiple-systems contexts in which the problems of children and families occur. Recognizing the broad range of possible avenues to promote child-enhancing change, as well as the varied obstacles that exist, we seek to prepare graduates with an array of knowledge, personal characteristics, and professional skills to participate in traditional, alternative, or innovative practice environments. In this sense we seek balance throughout the program between: basic science and practical skills, research and practice, school and clinic practica, traditional and alternative approaches, assessment and intervention, direct and indirect intervention, and contrasting theoretical points of view. Broad competence coupled with interpersonal skill facilitates the functioning of our graduates as agents of positive change in the variety of systems and contexts in which they may eventually practice.

## **MISSION OF THE PROGRAM**

Preparation of psychologists for applied professional practice in schools and other child and family-oriented settings.

### **Goals and Objectives**

**Goal A:** To produce psychologists with the personal qualities, interpersonal skills and awareness, and the ethical sensitivity predictive of success in a broad array of social, economic, and political contexts.

**Objective A1:** Students will develop an understanding of service delivery programs within a context respectful and appreciative of individual and cultural diversity.

**Objective A2:** Students will develop an awareness that their personal characteristics and interpersonal skills affect the quality, social validity, and acceptability of the services they provide.

**Goal B:** To produce psychologists competent to access a broad range of theoretical and practical approaches with sufficient depth to be effective, flexible practitioners.

**Objective B1:** Students will develop proficiency in traditional and emerging approaches to the assessment and evaluation of children's academic, behavioral, and emotional problems.

**Objective B2:** Students will develop proficiency in the design and development of programs to intervene both directly and indirectly with children's academic, behavioral, and emotional problems.

**Goal C:** To produce psychologists competent in the conduct, comprehension, and application of research to professional practice.

**Objective C1:** Students will acquire a foundation in the scientific knowledge base of psychology and education.

**Objective C2:** Students will develop proficiency in the conduct, dissemination, and application of research related to professional practice.

## **HISTORY AND GENERAL DESCRIPTION OF ALFRED UNIVERSITY**

Founded in 1836, Alfred University is the oldest coeducational institution in New York State and the second oldest in the nation. The undergraduate student body numbers approximately 2,000, with approximately 300 graduate students. The University grants bachelors, masters, specialist, and doctoral degrees. The 50-building, 232-acre hillside campus adjoins the village of Alfred, located between the foothills of the Allegheny Mountains and the Finger Lakes region.

The University includes the privately endowed College of Business, College of Liberal Arts and Sciences, School of Graduate and Continuing Studies, and the public sector New York State College of Ceramics (Inamori School of Engineering and the School of Art and Design). The Division of Counseling and School Psychology is part of the School of Graduate and Continuing Studies.

A training program for school psychologists was established at Alfred University in 1952. Alfred's School Psychology Program is one of the oldest and most respected programs in New York State and is approved by the New York State Department of Education. Graduates of the Alfred University program will be able to meet the certification requirements of most State Departments of Education, as well as National Certification by the National School Psychology Certification Board of the National Association of School Psychologists. Additionally, graduates

of the doctoral program will be New York State license eligible. If the prospective student has prior knowledge of the state in which he or she desires to be employed, it is advisable to obtain a copy of that state's current certification standards and to consult with their advisor to best plan the program of studies.

## **ACCREDITATION**

The AU doctoral program is accredited by the American Psychological Association (APA). If students have questions about APA accreditation, they may contact the Commission on Accreditation (COA) at:

**Office of Program Consultation and Accreditation**

**750 First Street, NE**

**Washington, DC 20002-4242**

**Phone: 202-336-5979**

**Fax: 202-336-5978**

## **DIVISION FACULTY**

### **CORE SCHOOL PSYCHOLOGY FACULTY**

**Bradford Daly, Ph.D.** State University of New York at Buffalo

Program Director; Assistant Professor of School Psychology; nationally certified school psychologist; New York State certified school psychologist. *Specialty areas:* individual and systems consultation, professional development of school psychologists, implementation science, and educational assessment.

**Melissa Dudley, Ph.D.** State University of New York at Buffalo

Assistant Professor of School Psychology; licensed psychologist. *Specialty areas:* child and adolescent social-emotional well-being, school-based prevention and intervention, protective factors for youth

**Jeremy Grant, Ph.D.** Teachers College Columbia University

Assistant Professor of School Psychology; Nationally Certified School Psychologist. *Specialty areas:* culture, ethnicity and race, and psychological and neuropsychological assessment.

**Lynn O'Connell, Psy.D.** Alfred University

Professor of School Psychology; licensed psychologist. *Specialty areas:* response-to-intervention, school change and system-level consultation, academic intervention, learning disability assessment, equine-assisted psychotherapy.

## **ASSOCIATED FACULTY**

**J. Stephen Byrne, Psy.D.** Marywood University

Associate Professor of Counseling; Director of Counseling and College Student Development Programs; licensed psychologist. *Specialty areas:* personality, assessment, relationship issues, trauma and PTSD.

**Kevin Curtin, Ph.D., L.M.H.C., A.C.S.** George Washington University

Chair, Division of Counseling and School Psychology; Associate Professor of Counseling; certified school counselor. *Specialty areas:* counseling ethics, family therapy, group work, at-risk youth, clinical supervision.

**Angeline A. Felber, Ph.D, NCC** The Pennsylvania State University

Assistant Professor; Co-Chapter faculty advisor Alpha Upsilon Xi; Certified School Counselor (PA). *Specialty Areas:* Child and Adolescent Counseling; School-Based Behavioral Health; Stigma and Help-Seeking Behavior; Culturally Competent Supervision and Broaching

## **ASSOCIATED FACULTY IN THE DIVISION OF PSYCHOLOGY**

**Amy Button-Ervin, M.A., C.A.S** Alfred University

Assistant Professor in Psychology. *Specialty areas:* school psychology, college students with disabilities.

**Danielle Gagne, Ph.D.** University of New Hampshire

Associate Professor of Psychology. *Specialty area:* cognitive psychology.

**Bethany Johnson, Ph.D.** University of Nebraska

Assistant Professor of Psychology. *Specialty area:* social psychology.

**Louis L. Lichtman, Ph.D.** University of Maine

Professor of Psychology. *Specialty areas:* neuropsychology, parenting, eating disorders.

## **OTHER CONTRIBUTORS**

**Andrea Burch, Psy.D.** Alfred University

Assistant Professor of School Psychology; licensed psychologist;

certified school psychologist. *Specialty areas:* research and statistics; postsecondary school psychology; early childhood assessment, intervention, and education; treatment of complex/developmental trauma.

**Brian South, Psy.D.** Alfred University

Agency Psychologist, The Rehabilitation Center, Olean, NY

**Nancy Shedlock, Psy.D.** Alfred University

School Psychologist, Hornell City School District, Hornell, NY

**Michael Wales, M.A., C.A.S.** Alfred University

School Psychologist, Scio Central Schools, Scio, NY

## **THE ALFRED UNIVERSITY DOCTOR OF PSYCHOLOGY PROGRAM**

The training required for a professional career in psychology is different from that experienced as an undergraduate. Students are expected to perform competently in academic courses, practicum activities, and assistantship activities. It is important that students demonstrate initiative in approaching faculty concerning course content issues, asking for feedback, and planning programs in special areas of interest. Motivation is necessary for development into a professional school psychologist. Obtaining an advanced degree is not merely a matter of accumulating a minimum number of semester hours. Collaboration with other students in professional activities is encouraged. Attendance at the student cohort meetings, contributions to committee projects, and participation in faculty-student activities are opportunities for peer interaction outside the classroom. Considerable education as well as support for one another is gained through informal gatherings.

### **PROGRAM REQUIREMENTS (122 credits)**

The Psy.D. program in school psychology is designed to prepare health service psychologists who will practice advanced skills in schools and other child and related settings. Graduates will be prepared to perform such professional roles as: (1) psychologists in applied research; (2) professionals in higher education involved in the training of future educators and clinicians; (3) supervising psychologists; (4) program evaluators; and (5) psychologists in schools, child and family treatment agencies, hospitals, and private practice.

A minimum of 90 credits of coursework beyond the baccalaureate degree must be completed in addition to one year of internship (18 credits) and a minimum of 12 credits of dissertation. Every student must fulfill a residency requirement, which requires enrollment as a full-time student for two consecutive semesters. Continuous registration (minimum 3 credits per semester) is required until graduation. Thus, this is minimally a four-year program, with three years of coursework, including approximately 800 hours of supervised practica experience, at least one year of full-time residency, a year-long full-time internship, and completion of a dissertation. The content of the coursework will be a balance of scientific bases and professional applied psychology. Students are encouraged to develop an area of special interest through a combination of coursework, field experience, research, and independent study. It would be typical for the student's research to support the development of such a special interest. At the successful completion of the first two years of course work (66 credits), including the qualifying examination, the Master of Arts degree in School Psychology will be awarded. Students then complete a third year of coursework. After completion of an internship in the fourth year, students are awarded the Certificate of Advanced Study. In order for a student to remain in good standing, the dissertation proposal and doctoral qualifying examination should be completed by the end of the internship year. These program components are elaborated upon in the following sections. As specified by University regulations, all work for the degree must be completed within 7 years from the date of the start of the program. The following are the course requirements for the Psy.D. program (Course Descriptions are found in Appendix A).

### **Basic Science Areas**

<b>Number</b>	<b>Credits</b>	<b>Title</b>
PSYC 609	3	Physical Bases of Behavior
PSYC 626	2	Psychological and Educational Measurements
PSYC 671	3	Statistical Analysis and Research Design I
PSYC 607	3	Learning and Cognition
PSYC 606	3	Advanced Developmental Psychology
PSYC 639	3	Exceptionality in Learning & Behavior
PSYC 608	3	Social Psychology and Behavior
PSYC 672	3	Statistical Analysis and Research Design II

PSYC 673                    3            Statistical Analysis and Research Design III

### **Applied Professional Psychology**

<b>Number</b>	<b>Credits</b>	<b>Title</b>
PSYC 601	1	Foundations of Cultural Diversity
PSYC 603	1	Foundations of School Psychology
PSYC 627	3	Norm-Referenced Testing I
PSYC 628	3	Academic Functioning
PSYC 611	3	History & Systems of Psychology
PSYC 632	3	Norm-Referenced Testing II
PSYC 651	2	Academic Interventions
PSYC 637	1	Introduction to Group Dynamics
PSYC 636	3	Foundations of Interpersonal Effectiveness
PSYC 638	3	Psychotherapy and Behavior Change
PSYC 642	3	Advanced Topics in School Psychology
PSYC 652	3	Behavior Assessment & Intervention
PSYC 658	3	Clinic Practicum I
PSYC 659	3	Clinic Practicum II
PSYC 629	3	Social-Emotional Assessment
PSYC 646	3	Consultation and Prevention
PSYC 695	3	Professional Practice Seminar
PSYC 602	2	Seminar in Cultural Diversity
PSYC 692	3	Supervision/Administration of Psychological Services
PSYC 674	3	Research in School Psychology

### **Practica/Internship**

<b>Number</b>	<b>Credits</b>	<b>Title</b>
PSYC 656	1	Field Experience in School Psychology I
PSYC 657	2	Field Experience in School Psychology II
PSYC 664	1	Practicum in Academic Interventions
PSYC 658**	3	Clinic Practicum I
PSYC 659**	3	Clinic Practicum II
PSYC 661	1-3	Advanced Practicum I (elective)

PSYC 662	1-3	Advanced Practicum II (elective)
PSYC 669	9	Predoctoral Internship in School Psychology I
PSYC 670	9	Predoctoral Internship in School Psychology II

\*\*Noted in the Applied Professional Psychology sequence as well.

### **Dissertation Credits**

<b>Numbers</b>	<b>Credits Per Semester</b>	<b>Title</b>
PSYC 699	1-12	Dissertation (a minimum of 12 dissertation credits is required before graduation.)

### **Electives – 9 credits are required**

#### **Electives in School Psychology**

A series of advanced seminars will be offered on a variety of topics based on the interests of students and faculty. These are examples of what may be available.

<b>Numbers</b>	<b>Credits</b>	<b>Title</b>
PSYC 644	3	Techniques of Play Therapy
PSYC 643	3	Techniques of Family Therapy
PSYC 687	3	Advanced Seminar: Early Childhood Services
PSYC 648	3	Advanced Seminar in Consultation and Intervention
PSYC 691	3	Organizational Change & School Reform

#### **Electives in Counseling**

COUN 603	3	Foundations of Mental Health Counseling
COUN 619	3	Program Development & Grantsmanship
COUN 641	3	Counseling Special Populations
COUN 642	3	Multi-Cultural Counseling
COUN 652	3	Introduction to Family Therapy

#### **Electives in Education or Business Administration**

*These classes will vary from year to year - check with your advisor.*

### **SEQUENCE OF COURSES**

Note: The following is the typical course sequence for doctoral students, and all listed courses are required. There may be occasional variations in the timing of when courses are

taken, due to availability of instructors, offerings of elective courses, previous graduate level courses taken by students, etc. Students will not receive credit for any courses which are taken to meet prerequisites for program admission. Course descriptions are found in Appendix A

In addition to course requirements, there are various program-related activities which students will accomplish. The *Program To-Do List* in Appendix B was developed to guide students through these. It is set up as a checklist that can be used to track things that have been completed.

## Typical Course Sequence

### Year 1

#### First Semester

1	Foundations of Cultural Diversity	PSYC 601
3	Foundations of School Psychology	PSYC 603
3	Learning and Cognition	PSYC 607 *
2	Psychological and Educational Measurement	PSYC 626 *
3	Norm-Referenced Testing I	PSYC 627
3	Foundations of Interpersonal Effectiveness	PSYC 636
1	Introduction to Group Dynamics	PSYC 637
<u>1</u>	Field Experience in School Psychology I	PSYC 656
17 credits		

#### Second Semester

3	Advanced Developmental Psychology	PSYC 606 *
3	Social-Emotional Assessment	PSYC 629
3	Norm-Referenced Testing II	PSYC 632
3	Psychotherapy and Behavior Change	PSYC 638
3	Exceptionality in Learning and Behavior	PSYC 639 *
<u>1</u>	Field Experience in School Psychology II	PSYC 657
16 credits		

### Year 2

#### Third Semester

3	Academic Functioning	PSYC 628
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3	Professional Practice Seminar	PSYC 695
3	Consultation and Prevention	PSYC 646
3	Clinic Practicum I	PSYC 658
3	Statistical Analysis and Research Design I	PSYC 671*
2	Seminar in Cultural Diversity	PSYC 602
17 credits		

**Fourth Semester**

3	Physical Bases of Behavior	PSYC 609 *
3	Clinical Seminar: Advanced Topics in School Psychology	PSYC 642
2	Academic Interventions	PSYC 651
3	Clinic Practicum II	PSYC 659
1	Practicum in Academic Interventions	PSYC 664
3	Behavior Assessment & Intervention	PSYC 652
3	Statistical Analysis and Research Design II	PSYC 672

18 credits

**Year 3**

**Fifth Semester**

3	Statistical Analysis & Research Design III	PSYC 673
3	Supervision/Administration of Psychological Services	PSYC 692
6	Dissertation	PSYC 699
3	Research in School Psychology	PSYC 674
3	Elective	_____

18 credits

**Sixth Semester**

3	Social Psychology and Behavior	PSYC 608
3	History & Systems of Psychology	PSYC 611*
6	Dissertation	PSYC 699
<u>3</u>	Elective	_____
<u>3</u>	Elective	_____

18 credits

#### Year 4

##### Seventh Semester

9 Predoctoral Internship in School Psychology I PSYC 669

##### Eighth Semester

9 Predoctoral Internship in School Psychology II PSYC 670

18 credits

**Total 122 credits (minimum)**

#### Year 5 (if applicable)

**Note:** Beginning in Year 5, all students must enroll each semester for a minimum of 3 credits until the completion of all program requirements.

**Note:** All School Psychology program courses (unless marked \*) are open only to matriculated school psychology students. PSYC 606, 607, 609, 611, 626, 639, and 671 are available to any non-matriculated graduate student or any matriculated graduate student at Alfred University with the permission of the instructor and division chair.

**Note:** There might also be a possibility for a student to do the Internship in School Psychology half-time during years three and four while continuing to take courses both of those years.

## **PROGRAM INFORMATION**

### **Certification As School Psychologist**

Upon verified completion of all MA/CAS program requirements, including all internship requirements and conferral of their Certificate of Advanced Studies in School Psychology, graduates of the Alfred University School Psychology Program will have completed the academic requirements for certification as a school psychologist by the New York State Education Department. Graduates will be endorsed for their *provisional* certification to New York State following completion of all requirements. After 2 years of successful work experience, graduates are eligible for *permanent certification* through the New York State Education Department. In addition, the MA/CAS school psychology program is accredited by NASP, so students are eligible for National Certification through NASP.

## **Licensure As Psychologist**

Graduates of the doctoral program will have fulfilled the curriculum requirements as well as the first year of supervised experience (internship) to be license eligible in New York State. New York State requires 3500 hours of supervised work experience before licensure may occur. A maximum of 1750 hours may occur before obtaining one's doctorate. In addition, there is a state-administered licensing examination. Further information and application materials can be obtained from the State Education Department at (800) 342-3729 or (518) 474-3817, or through their website ([www.op.nysed.gov](http://www.op.nysed.gov)).

## **Counseling and School Psychology Governing Committee (CSPGC)**

The CSPGC is the operating committee for the program, overseeing program policy, procedure, and curriculum. Its membership includes the faculty of the Division of Counseling and School Psychology, the chairperson of the Division of Psychology, one representative from the faculty of the Division of Psychology, and the Dean of the School of Graduate and Continuing Studies, ex officio.

Elected student representatives may bring issues to the CSPGC and attend meetings where such issues are discussed. Any individual student can bring an issue to the Committee for discussion or consideration through the class representative.

## **Class Representatives And Meetings**

Each school psychology cohort elects two class representatives each year. These representatives act as a liaison between the class and the Division Chair or Program Director, as well as the Counseling and School Psychology Governing Committee to discuss issues of concern that may arise for the students. In addition, the Program Director, along with other faculty, meets with each cohort on a regular basis throughout the academic year.

## **GENERAL INFORMATION**

**Class Attendance** – Per university policy, regular class attendance is expected of all students. Program faculty generally expect that students will attend all scheduled classes. Please consult with individual course instructors for specific policies regarding attendance expectations and reporting procedures.

**Writing Style** - All papers written for courses in the program are to be prepared according to the style presented in the *Publication Manual of the American Psychological Association* (7th ed.).

This is especially important in any paper in which you are using articles, texts, etc., as sources. You must carefully note and credit original sources.

### **Photocopying and Printing – Student Printing Quota at Libraries and Computer Labs -**

Graduate students have a quota of 800 pages per semester. Students are able to print the number of allotted pages, after which they are able to buy additional printed pages through a secure Web page that is linked to their Banner student accounts. The cost per page is 3 cents (for both single-sided and duplex printing).

To learn more about the print management program and how to decrease the number of pages you print, please visit the ITS Print Management Page: <https://my.alfred.edu/information-technology-services/print/>.

**E-Mail Accounts:** Students are expected to establish an Alfred University user account. E-mail is the “official” means of communication and you will receive information from your professors, the division, and the University in this manner. Students should check their e-mail accounts all year, including the summer and other breaks. Students must abide by the rules and policies for use of these accounts.

**Secretarial Services** - Students may not use the Division secretarial services unless they are doing work specifically and directly for a professor in conjunction with their assistantships.

**Telephones** - Telephones in the Division Office may not be used for personal calls. Students are to make no local or long distance calls, unless in conjunction with their duties as a graduate assistant.

**Lounge** - Room 401 of the Science Center is a lounge for student and staff use. There are some basic guidelines for the care and use of the room.

- Lounge use is a privilege
- **Everyone washes their own dishes:** Do not leave them in the sink
- Please keep noise down - classes in nearby rooms are in progress
- Each 1st-year student is responsible to sign up for lounge duty one week per semester. The Division secretary will pass out a signup sheet at orientation.
- Duties include:
  - Making sure the lounge is picked up and neat.
  - Cleaning and turning off coffee pot at the end of the day.
  - Putting away dishes/silverware.

- Making sure all tables, microwave, and toaster are clean.

**Student Work Room** - Room 401B of the Science Center is a graduate work room. Please observe some basic guidelines:

- Be considerate of others by visiting in the lounge area, not the study room.
- Use care with the computers and report any problems to the Division Secretary.
- Room is to be locked at night.
- If room is locked, Division Secretary will open it for students.
- Computers and printers are provided by the division for graduate student use. Use for course and GA work has priority. **Paper must be supplied by students.**
- The Test Library is located within the Student Work Room. See Appendix C for the *Test Library Policy*.
- There are lockers in the room for student use. Depending on the number of requests, each student may not have their own locker each year. The Division Secretary will make locker assignments.

## **POWELL INSTITUTE AND CLINIC USE POLICY**

- The facilities at the Powell Institute, including the Child and Family Services Center clinical rooms, are primarily dedicated to teaching and other functions of the Powell Institute. At times the clinic treatment rooms may also be used by graduate students in the Counseling and School Psychology programs for purposes related to acquiring and practicing clinical skills. Such activities might include dyad work to practice counseling skills, conduct mentoring sessions between beginning and advanced students, use of rooms to review videotapes, or to practice testing procedures. The following guidelines have been developed for use of the facility.
- **Institute Hours:** The Powell Institute is generally open during business hours, from 8:30 am – 4:30 pm, Monday through Friday. However, there may be times when the faculty and Powell Institute/Clinic secretary need to be out of the building, at which time the exterior doors will be locked for safety and security.
- Some classes are scheduled after business hours. Instructors have keys and are responsible for insuring that students arriving after 4:30 have access to the building, and for insuring that the building is locked when the class is finished.
- **Students who arrive for classes in the downstairs classroom should enter and leave from the back door.** They should not walk through or congregate upstairs, especially when clinic is

in session. They should also use the restrooms that are downstairs.

- **Clinic GAs:** Graduate assistants working for the Child and Family Services Center have keys for locking up when clinic is finished for the day. GAs should not be in the building after hours or on weekends unless they have a specific assignment from a supervisor which must be completed during that time.
- **Reserving Rooms:** The Secretary for the Powell Institute/Clinic keeps a master schedule for room use in the building. Student access to conduct dyad practice, review tapes, use test materials, etc., is to be scheduled with the secretary and must occur during business hours.
- Scheduled classes, including clinic, have priority use of classrooms and clinic rooms. Any student who wishes to use a room when clinic is in session **MUST** clear this directly with the clinic supervisor, who will make sure that no clients are scheduled during that time.
- **Copiers:** There are no copiers at the clinic that take money or are part of the student printing quota. Therefore, students who are doing work for their classes must plan ahead and make copies in other locations.
- **Computers:** All of the computers at the Clinic/Institute are only to be used for Clinic- or Institute-related work. The computer in Clinic Room 5 (upstairs) is available for student use in preparing clinic-related materials. Students who are preparing materials for other courses should plan ahead and have those materials ready before they arrive for classes at the Institute.
- **Coffee:** The coffee (tea, hot chocolate, etc.) that students and faculty drink during classes held at the Institute comes from the same fund that pays for lounge supplies at the Science Center. There are coffee makers and supplies located in the Child and Family Services Center kitchen; they are available for use during classes.
- **Water Cooler:** The water cooler in the Powell Institute kitchen is not to be used for filling water bottles.
- **Parking:** The paved parking lot behind the Powell Institute is reserved for use by university faculty and staff, and clients of the Child and Family Services Center. Limited student parking (for those with student parking stickers) is located adjacent to the paved portion and is indicated with a sign. Additional parking is available on Sayles and Pine Streets, but be sure to follow street signs.
- **Emergency Exits and Procedures:** Upon indication of an emergency or emergency drill, please exit the door closest to you. Proceed immediately to the designated meeting area located at the

back of the paved parking lot, in front of the “Student Parking” signs. In the event of a true emergency additional instructions will be available at that location. (Site maps indicating the meeting area and the building exits are posted throughout Powell Institute.)

## **PROFESSIONAL ORGANIZATIONS**

There are a number of professional organizations that are relevant for school psychology, which offer students important benefits. All students are required to maintain membership in the National Association of School Psychologists (NASP) and the New York Association of School Psychologists (NYASP), and the faculty encourages students to join the others listed below. Students receive significant discounts on membership rates.

- **National Association of School Psychologists - NASP** is the national association for school psychologists. Membership includes a monthly newsletter and a quarterly journal, *School Psychology Review*, as well as access to *School Psychology Forum*. This is recommended as the first priority. Student membership is \$85 annually. All students are required to maintain membership in NASP while enrolled in the program.
- **New York Association of School Psychologists - NYASP** is the state affiliate of the national organization. NYASP publishes a newsletter and sponsors an annual conference. Student membership is \$65 annually. All students are required to maintain membership in NYASP while enrolled in the program.
- **International School Psychology Association – ISPA** is the international school psychology organization. ISPA has an annual conference which has been held in locations such as Italy, Cyprus, Belgium, and Japan in recent years. Student membership is FREE for their first year.
- **American Psychological Association - APA** represents all disciplines within psychology. APA's Division 16 represents school psychology exclusively. Graduate student dues are \$67 annually.

## **PROGRAM POLICIES AND PROCEDURES**

### **FACULTY AVAILABILITY**

Faculty at Alfred embrace the university and program commitment to close faculty – student collaboration and development and advisement. The program, consistent with the professional expectations of a psychologist, embraces and attempts to model the value of

flexibility. That said, it is also important for both faculty and students to set and respect professional boundaries.

Faculty are generally available during normal business hours of Alfred University, defined as Mondays through Fridays, from 9:00 AM to 5:00 PM, during the academic year (roughly extending from August 15th to June 15th). Each faculty is responsible for reserving time during the academic year to be available for meeting with students, and students should check with individual faculty members regarding their schedule and availability.

Faculty have discretion to meet outside these parameters, however, students should expect a longer time frame in scheduling due to the need for faculty to balance multiple responsibilities. Students are expected to make requests for scheduling outside of these parameters an exception rather than a rule; students with continual requests for meetings outside of regular availability will be referred to the program director to discuss the appropriateness of their continuing in the program.

This policy is not intended to conflict with classes that need to be scheduled in evening hours, nor classes where some evening work is unavoidable (e.g., internship supervision, clinic practicum supervision). Nor is this policy intended to conflict with faculty prerogatives in setting their schedules.

## **ADMISSIONS POLICY**

The division typically admits 4-7 doctoral students and 10-15 Master's/CAS students in School Psychology each year. The doctoral admissions committee includes up to four members of the Counseling and School Psychology division, one member of the undergraduate Psychology division, and one third-year doctoral student. Admission to the program is based upon a judgment of student readiness for graduate-level academic work, student's demonstrated readiness to work with children and adolescents, and whose goals and interests match those of training in the program. These judgments are made by faculty following a comprehensive review of all of the application materials. Materials include grade point average, personal statement, three letters of recommendation, and an interview.

The average undergraduate GPA of our doctoral students has been approximately 3.47. Final admissions decisions are based upon a holistic review of the applicants' credentials. Graduate School guidelines recommend a minimal GPA of 3.0 for acceptance.

We accept applicants with their bachelor's degree, master's degree in counseling or other areas of psychology, and advanced-standing students who have a master's degree in School Psychology.

We are interested in students whose goals and interests match those of the training in this program. We strive for balance in admitting a diverse student body, including cultural, ethnic, and geographic factors, as well as a blend of traditional and non-traditional students. Practical experiences are seen as valuable preparation and demonstrations of applicants' readiness to work with children and adolescents.

## **UNDERGRADUATE PREREQUISITES**

Candidates for admission must present evidence of successful completion of undergraduate course work in the following subject areas:

- Introduction to Psychology
- Statistical/Experimental methods
- **at least one** of the following areas:
  - Developmental Psychology (child and adolescent)
  - Personality
  - Abnormal psychology

Other courses, such as Tests and Measurement, Learning, or Educational Psychology are looked upon favorably. No program credit is given for undergraduate study or for graduate courses students take to complete prerequisites.

All School Psychology program courses (unless otherwise noted) are open only to matriculated school psychology graduate students. PSYC 606, 607, 609, 611, 626, 639, and 671 are available to any non-matriculated graduate student or any matriculated graduate student at Alfred University with the permission of the instructor and division chair.

## **PROPOSAL TO TRANSFER CREDIT**

Once a student has been accepted into the program, due consideration will be given to graduate work done at other accredited institutions and some transfer of credits may be permitted. Such credits must be in courses which were clearly at the graduate level with grade B or better, and which duplicate coursework in Alfred University's School Psychology Program.

Students entering the program with a previous Master's degree in School Psychology may be able to transfer credit in the same manner as described below. These students must still

complete at least half of their required course work (excluding Internship and Dissertation credits) at Alfred University and attend for at least two years.

Every request for transfer of credits is reviewed individually. The student works with his or her advisor to prepare a request to transfer credit for appropriate courses. In cases where only a portion of the course matches our required course, then the appropriate portion (e.g., 2 of 3 credits) could be fulfilled with the transfer course. In such cases, the remaining portion of the course (e.g., 1 of the 3 credits) can be fulfilled by the student taking a “Special Topics” course or an “Independent Study” in the appropriate content area.

The faculty advisor must make the request for transfer credit on the students’ behalf to the Division Chairperson. This request should include the institution where the course was taken, the title and course number for the courses to be transferred, and the corresponding AU courses. If the Division Chairperson concurs, the matter is referred to the CSPGC, which acts to accept the proposed transfers, or makes other suggestions or modifications as needed.

The division chair will then prepare a letter with the courses approved by the CSPGC which is addressed to the student to verify the acceptance of transfer credits. A copy of this letter is sent to the registrar’s office to formally apply these courses and credits to the AU transcript. The registrar must also have an original copy of the transcript from the other school.

In those instances, when a student's transcript and prior experiences suggest the possibility of awarding transfer credit for didactic courses or practicum experience the following criteria will be followed:

- When there is a question of accepting credit for didactic courses taken at other graduate institutions, students must provide a syllabus for each course to be transferred. The faculty member teaching the course to be transferred will review the syllabus to determine if the course fulfills our coursework goals and objectives.
- In those cases in which the instructor has a question about comparability, the student will be required to take a proficiency exam. Proficiency exams will be taken only when students have prior graduate coursework which is similar to a program course.
- When there is a question of accepting prior practicum experience in lieu of the practicum requirements, the student will meet with his/her advisor to discuss whether prior experience is comparable to one or more of the practica components of the program. If the advisor agrees that the experiences appear to be comparable, they will meet with the Division Chairperson to

confirm this assessment. To make the determination at this level, the candidate must submit a validated description of the experience, including information as to activities engaged in, nature of placement, duration, nature and extent of supervision, and qualifications of supervisor. If there are any questions with respect to certain skills (e.g., assessment, report writing, consultation) associated with the practicum, the student will be required to demonstrate these skills at the Child and Family Services Center or another appropriate setting. If the candidate's prior experience was not part of an organized training program, the candidate will be expected to complete our program's practicum experience, and this experience will be tailored to the particular strengths and weaknesses of the candidate. Regardless of prior experience, all students are required to have participated in a supervised practicum experience prior to internship.

- Decisions concerning student requests to be granted credit for a course or field experience will be made during the **first semester the student is enrolled**. The one exception to that is when the student needs to demonstrate a particular skill or competency. Under these circumstances, the students' record will have been reviewed during the first semester and a decision made during this period about the need for demonstration and about the procedures which will be used to accomplish this demonstration.
- Doctoral students with advanced standing who have completed a master's degree in School Psychology are exempt from the qualifying examinations.
- Grades earned in courses transferred from other institutions do not affect the student's Alfred University grade point index.

**In well-substantiated special cases, where the interests of the student are at variance with the regulations stated above, a documented petition may be made to the CSPGC through the Division Chairperson for an appropriate transfer of credit.**

## **PROPOSAL TO GAIN COURSE WAIVER**

Occasionally students enroll in the program with previous graduate coursework from other institutions that is not recent. Also, some students enter with a great deal of relevant work experience to their benefit. These courses and experiences may qualify the student for a course waiver rather than a transfer of credit. If a waiver of a course is granted, the student does not have to take that course. However, since credit for the course will not be earned, it is the student's responsibility to take an equal number of credits to make-up for the waived credit.

In order to effectively plan and sequence the student's overall program, all course waivers **must be discussed during the student's first semester of enrollment**. Failure to initiate course waiver requests in the first semester of study constitutes acceptance of all coursework as specified in this handbook.

## **CONTINUOUS ENROLLMENT**

Continuous enrollment is required in order to assure that students make continual, systematic progress in their program. All students must enroll each semester for the designated number of credit hours until the completion of all program requirements. Doctoral students who have completed all coursework and internship, but are working on their dissertation (i.e., ABD status) are required to register each semester (fall and spring) for three credit hours of dissertation work. It is imperative that students attend to the official academic calendar and register for courses within expected time frames. Registration should take place by the end of the ADD period which is one week after the start of the semester. If registration is not completed by this time period, the Dissertation Coordinator will contact the student and provide him/her with a copy of the LATE ADD Form, which must be signed by the dissertation advisor and the Dean. Failure to register during any semester by the **LAST DAY TO WITHDRAW** from a course, according to the academic calendar, will result in self-dismissal from the program. This dismissal will be enacted by the Counseling and School Psychology Governing Committee during its review of all students at the end of that semester. Then, students who subsequently decide to complete their degree must apply for re-admission to the program.

In the event that a student is unable to work on the dissertation, a formal Leave of Absence can be requested according to the Graduate Academic Regulations, which are described below. At this point in a student's program, a Leave of Absence is typically granted for personal or family emergencies. In no circumstances, will a Leave of Absence be approved retroactively due to lack of registration.

In addition to continually registering each semester for dissertation credits when ABD, students must make satisfactory progress on the dissertation project in order to remain in good academic standing. The following procedures must occur at the beginning of every semester for which an ABD student is registered for dissertation credits:

- Each student must schedule a meeting with his/her dissertation advisor by the end of the first week of classes to discuss progress and to develop a Dissertation Progress Plan. Meetings may be conducted in person or remotely using video conferencing technology. The purpose of the meeting is to collaboratively develop goals and objectives to be accomplished over the course of the semester, to provide the student with an opportunity to address any interfering factors, and to ensure that the student is registered for dissertation credits.
- To gain credit for the dissertation course (i.e., receive a grade of “P”), the student must complete the goals and objectives of the Dissertation Progress Plan to the satisfaction of his/her dissertation advisor. If a student does not make satisfactory progress, he/she will receive a grade of “NC” (i.e., no credit) for the course and will be placed on Probation. A remediation plan to assist the student to return to good standing will be developed by the student and advisor; this must be approved by the Program Director. A student who does not return to good academic standing may be placed on Extended Probation or Dismissed from the program, depending on the specific situation.
- As mentioned above, all requirements for the program must be completed within seven (7) years from the date of the start of the doctoral program. In unusual circumstances, when there are good reasons for the delay, and when students are making adequate progress on their dissertation, a student may be granted an extension of this time period. Any request for extension must be requested in writing to the Program Director.

## **WITHDRAWALS**

A student may withdraw from a course and receive the grade of “W” with the signature of the instructor and the approval of the student's advisor during the period designated by the University calendar. A grade of “W” will be assigned for a course withdrawal. The signature of the Dean is also required if the withdrawal occurs after the University deadline.

## **LEAVE OF ABSENCE**

Alfred University recognizes that there are many good reasons why a student may want to temporarily interrupt his/her education. Therefore, the University has established a leave of absence policy that assures a student the right to continue his/her education following a specified leave period. The following principles govern the leave of absence policy:

1. A student must make a written request to the Chairperson of the Division of Counseling

and School Psychology. The request must include the reason(s) for the leave and the length of time for which the student wants the leave. Leaves are generally granted for one or two semesters, but may be extended upon application and approval.

2. Before granting a leave, the Chairperson may discuss with the student his/her written request and specific action plan for the leave.
3. The Chairperson will bring the request to the Counseling and School Psychology Governing Committee for discussion and a decision.
4. Once a leave is granted the Chairperson will notify other interested University officials of the decision and the expected date of return.
5. There are circumstances (for example, a felony conviction) under which a student's leave, and eligibility to return to the University, may be canceled.
6. A student who is granted a leave of absence to deal with medical and/or psychological problems may be requested to submit a clinical evaluation to the Chairperson or the Dean of Students before consideration can be given for his/her return to campus.

The following principles govern the leave of absence policy:

## **GRADUATE ASSISTANTSHIP (GA)**

Standard graduate assistantships (with a \$3,000 tuition remission) are available to all full-time students. The students are responsible to the supervisor to whom they are assigned. Students who receive such assistantships are expected to work the stated number of hours per week. Written evaluation of the assistant's performance is conducted at the end of each semester to determine if the assistantship should be continued. The assistantship can be revoked at any time for lack of adequate performance of assistantship responsibilities. Continuation of the assistantship is dependent upon satisfactory performance of internship duties, as well as satisfactory academic progress in the program. It is the student's responsibility to discuss any problems they are having in completing their hours with their supervisor, advisor, and/or the assistantship coordinator. **Students who receive graduate assistantships must obtain permission from the Division Chairperson before they accept additional employment within or outside of the University.** The Graduate School and Financial Aid Office assist graduate students in obtaining additional forms of assistance whenever possible.

## **General GA Information**

- GAs must submit and have their hours approved by their supervisor on a regular basis, either via emailed time sheets or online in Banner.
- GAs will get emails from the Assistantship Coordinator about when to submit in each manner.
- Please be considerate while working in the various offices. Discourage visiting with one another - the lounge is provided for this purpose.

## **GRADES**

Grades that students may receive in graduate courses are: A (Exemplary), B+ (Exceeds expectations), B (Meets expectations), C (Below expectations), F (Failure), or I (Incomplete). The Graduate School requires that students maintain a GPA standard of 3.0 or better each semester and cumulatively. In addition, students in the School Psychology programs are permitted to present no more than six credit hours at the grade of C or below.

As doctoral students enrolled in a health service psychology preparation program accredited by the APA, it is necessary to be able to demonstrate that students have achieved the minimal level of achievement in areas of domain-specific knowledge and profession-wide competencies in order to prepare students for independent practice. Therefore, a course grade indicating achievement below expectations (i.e., below a B) may require remediation even if it otherwise meets the Graduate School's requirements.

Once admitted, students can expect to continue attendance at the University so long as they: (1) maintain satisfactory academic records and progress in the development of necessary professional, personal, and interpersonal characteristics; (2) meet their financial obligation to the University; and (3) do not seriously or persistently violate existing University regulations. Separation from the University will be made only after a review of the matter by an appropriate group, and according to established University procedures.

The Counseling and School Psychology Governing Committee reviews each student's record each semester. The following sections describe the possible outcomes if students do not meet the required standards.

## **Probation**

A student whose semester GPA drops below the levels established by each college may be placed "on probation." Further, a student who has a low cumulative GPA, low grades in critical prerequisite courses, or who is not making satisfactory progress, may also be placed "on probation." Students in the School Psychology Program must maintain semester and cumulative GPAs at or above 3.0.

## **Extended Probation**

Students "on probation" who do not significantly improve their academic performance during the next semester immediately following being placed "on probation" may be dismissed or placed on "extended probation" for another semester.

## **Suspension**

Students who are not making satisfactory progress in the program, including the development of necessary professional, personal, and interpersonal characteristics, or who violate University regulations may be placed on "suspension" from the program.

## **Dismissal**

- Students may be "dismissed" if they do not meet the GPA standard of 3.00 or better each semester and cumulatively, or if they do not make satisfactory progress in other ways. Division regulations require dismissal of students who have more than 6 credits of C (or below).
- A student who is "on probation" or "extended probation" and who fails to attain the minimum semester or cumulative standards for a second consecutive semester may be dismissed from the University.
- Failure to meet other specific academic requirements, inability to improve overall academic performance, lack of requisite personal and professional characteristics and skills, or lack of satisfactory progress toward a degree may also result in dismissal from the University.

## **Student Appeal for Change of Academic Standing**

A student appeal for change of academic standing will be made through the student's Dean for presentation to the College's Scholastic Standards Committee, and then, if needed, to the Provost, or the Chief Academic Officer, who may consult the Graduate Council, in reaching his/her decision.

## **RESEARCH ORIENTATION FOR DOCTORAL STUDENTS**

At Alfred, we are strongly committed to training school psychologists who are practitioner-scientists. We believe that all our graduates--whether they eventually work as scientists or as practitioners--need a firm grounding in both scholarship and practice. You will not be an effective clinician unless you are an effective consumer of research, and your research will lack applicability without a background in practice.

Although you will take coursework in research and statistics, it is difficult to learn to be a scholar from coursework alone. Rather, one really learns how to do research by *doing* research, preferably under the tutelage of an active scholar. In our experience, the most productive scholars had mentors, under whom they served a kind of apprenticeship. We hope to provide you with that same kind of experience here at Alfred.

### **Scholarly Apprenticeship**

To gain experience in scholarship, Psy.D. students may serve as an apprentice to their advisor (or other mentor), assisting in his or her program of research or other scholarly activities. During your first year of apprenticeship, you may spend your time doing a variety of activities that make up the nuts and bolts of research: conducting reviews of literature, assisting in collecting data, entering data into the computer. As your skills progress, however, you will begin to take more responsibility for the scholarship, and will become involved in planning, conducting, analyzing, presenting, and writing about studies. At the same time, you will also progress from being an assistant to becoming a scholar, comfortable designing and conducting your own research, and presenting it at conferences and journals. As time passes, an increasing level of independence is expected.

A fortuitous side effect of your scholarly apprenticeship is that you will be much more prepared to conduct your dissertation. Many students find the dissertation an overwhelming task simply because so much of the process of conducting research is new to them. By that time, however, you should be familiar with that process; you will have done it all before. Your dissertation will simply become another step in your journey toward becoming a scholar.

### **Seminars or Colloquia**

Doctoral students will be expected to attend occasional seminars or colloquia on topics of scholarly interest. Topics for seminars may include faculty or student research, grant activities,

presentations by visiting faculty, presentations of possible dissertation topics, discussions of research that are of interest to faculty and students, or other topics. Faculty and advanced students preparing presentations for conferences may also use these seminars as "first-runs" for those presentations, allowing them to try out formats, gauge time, and anticipate questions.

All students will be expected to attend the seminars and participate in the discussions. Your participation will help you become an intelligent consumer of research by making you feel comfortable evaluating research and integrating new research with your previous knowledge of an area. Please note that such discussions are expected to be collegial in nature; only gentle, constructive criticism is encouraged.

All second and third year students will be expected to present about their research at the annual research colloquium, typically scheduled during intern day in April.

## **Research Expectations**

Students should expect to spend approximately ten hours a week in their apprenticeship. You will work with your advisor (or some other faculty member, determined in collaboration with your advisor) during your first year, conducting research activities. In subsequent years, as you begin to develop your own research interests, you may wish to work with some other faculty mentor. If so, you, your advisor, and this mentor can make such arrangements.

Some possible *products* of your apprenticeship and seminar participation are listed below. Keep in mind that these are typical expectations, and that we expect inter-individual variation.

- By the end of your first year, you should expect to be a capable consumer of research: you should be able to evaluate research, articulate a research question, state hypotheses, and discuss possible designs.
- During the second and third year, you may be co-presenter, with your advisor/mentor, of research findings at a conference, and an active contributor to research seminars. You may also co-author journal articles with him or her.
- By your third year, you may be the first author and major presenter of conference papers and a valuable co-author on articles.

## **AREA OF SPECIAL INTEREST**

All students are encouraged to develop an area of special interest. This would be in an area that the student has a particular interest in studying extensively. A combination of field work, research, and coursework will support the development of a specialty area. The ideas for areas of specification should be discussed with your advisor and other faculty as appropriate. Students should begin thinking about this during their second semester in the program. While the dissertation alone will not make a specialty area, it would be hard to imagine that a dissertation would not support the specialty area. Some examples of specialty areas that students may consider include: Family School Psychology, Psychotherapy, Assessment, Consultation/Prevention, Preschool, Rural School Psychology, and Research Design. Other areas may be considered at the discretion of the faculty.

## **DISSERTATION**

Alfred University's dissertation is the culminating experience in students' growth toward the practitioner-scientist model, and serves as a culminating evaluation of several important professional competencies necessary for the independent practice of psychology. These competencies include, but are not limited to:

1. Critically evaluate research in psychology, and synthesize the professional literature to develop a research question.
2. Demonstrate the substantially independent ability to formulate and conduct research that is of sufficient quality and rigor to have the potential to contribute to the scientific, psychological, or professional knowledge base.
3. Demonstrate an understanding of the interaction between research and practice in psychology by developing an applied scholarly project.

To demonstrate these competencies, students must design, conduct, report, and present an independent study of sufficient rigor that it is deemed worthy by a committee of doctoral-level psychologist-scholars. Although the dissertation should be neither students' first nor final experience in conducting and reporting research, it does serve as the formal capstone of the doctoral education, by which students distinguish themselves as scholars of professional psychology. Keeping with Alfred University's practitioner-scientist philosophy, the doctoral dissertation is viewed as an applied research and/or problem-solving activity, rather than a basic research activity.

To support student's completion of their dissertation, there are several milestones that need to be completed successfully to the standard established by the student's doctoral dissertation committee. These are briefly described below; for more details about the dissertation requirements, students are directed to the program's **dissertation manual**. This manual is reviewed with students in detail in PSYC 674, Research in School Psychology, and is available in the department office, or from any faculty member.

### **Dissertation Proposal**

Students will develop a written proposal for their dissertation that includes an introduction to the topic, a comprehensive and integrated review of the scholarly literature, research question(s) to be addressed by the dissertation, and a proposed method and analysis to answer the research question(s). This written proposal is evaluated by students' doctoral dissertation committee.

### **Doctoral Qualifying Examination and Proposal Defense**

The doctoral qualifying examination includes evaluation of students' written proposal, their ability to explain and defend that proposal, and their competence in discussing both the literature on which your proposal is based and any other aspects of the knowledge base for professional psychology that the committee wishes to address. Students' committee will decide when the written dissertation proposal is sufficiently developed for students to participate in the examination. The committee's evaluation, and decision whether the student has passed the examination, will be based primarily on whether students have provided a thorough, integrated review of literature and defensible methodology in the area of scholarship.

### **Final Dissertation Defense**

After students pass the doctoral qualifying examination, they are considered doctoral candidates who have contracted with Alfred University to successfully complete the project presented in the proposal to the satisfaction of the committee. Students then conduct the research described in the dissertation proposal, collect and analyze data, and prepare a written presentation and scholarly discussion of the results. All dissertation manuscripts will include an introduction, literature review, method, results, and discussion of the implications of the project for the scholarly literature and professional practice. The doctoral dissertation committee evaluates when and if doctoral candidates have successfully completed the "contract" developed in the dissertation proposal. When candidates have presented a written draft that is sufficient to

the satisfaction of the dissertation committee, they are required to defend the written study as described in the dissertation manual.

Following successful defense of the dissertation, and acceptance of the final draft by the doctoral dissertation committee, the dissertation must be published electronically and Herrick Library must certify publication. Division rules prescribe that the candidate provide one bound copy and one unbound copy of the dissertation to the Division, one bound copy to the committee chair, and bound copies to each committee member who so requests.

## **DISSERTATION ADVISING**

The dissertation advisor serves as the chairperson for the student's dissertation committee. Dissertation advisors generally will be full-time faculty members of Alfred University with primary appointments in the School Psychology program, with any exceptions requiring approval of the program director.

Students are matched with a dissertation advisor following the completion of their Dissertation Prospectus at the end of the fall semester in their 3<sup>rd</sup> year. Final decisions about the match are made by the program faculty, taking into account several factors including student input, match of research topic interest, methodological expertise, and working styles.

Once students are matched with a dissertation advisor, it is generally expected that they will continue working with that advisor until graduation, with a few exceptions. If a student's dissertation advisor separates from the university, students can expect to be matched with a new advisor that meets the above criteria. Other changes to the matched advisor will only be made in exceptional circumstances, and require approval from the program director.

Faculty advisement of doctoral dissertations is generally an activity that occurs during the academic year (August 15<sup>th</sup> to June 15<sup>th</sup>). While faculty can be available, at their discretion, to support student dissertation completion during times outside of the academic calendar, students are expected to work out with their advisor(s) a plan for independent work to be completed outside of the academic year.

Where students have failed to maintain ongoing advisor contact and sufficient progress in research projects during the academic year, they should not assume advisor availability during the summer months to recoup progress. Instead, guidance should be sought before the end of the spring semester to develop a detailed plan to promote productive independent efforts that can be completed throughout the summer.

As noted, faculty are not expected to meet individually with students between June 15<sup>th</sup> and August 15<sup>th</sup>. When faculty are able and willing to meet with a student for dissertation advising, students should understand that faculty may need several weeks to arrange their schedule, and should plan accordingly.

*Working meetings or Proposal defenses*, with all committee members present, must be approved by the dissertation advisor. Whether in person or online, these meetings should be scheduled between regular business hours, Monday through Friday, during the academic year. Students should plan their work accordingly around this schedule. Some flexibility among committee members may be necessary to support participation of outside readers, but meetings are expected to generally follow this policy. To ensure productive meetings and unnecessarily scheduled meetings, students are expected to independently work between meeting times and to quickly respond to requests and feedback from committee members.

*Dissertation defenses* are major academic milestones in a student's academic career, and for the program and university community. As such, these should **exclusively** be scheduled during regular business hours of the university (9:00 am to 5:00 pm) during the academic year (e.g., August 15<sup>th</sup> to June 15<sup>th</sup>). Exceptions to this policy must be requested by the student and dissertation advisor in writing from the program director, at least 3 weeks in advance of the proposed date of the defense with a documented justification for the need for an exception. In deciding whether to grant an exception, the program director must consider the needs of the university and program community in balance with scheduling conflicts of students of committee members. In absence of an approved exemption to this policy from the program director, meetings must be in accordance with this policy to be considered valid.

## **MASTERS OF SCHOOL PSYCHOLOGY QUALIFYING EXAMINATION**

The purpose of the written qualifying examination is to evaluate students on their knowledge of applied professional skills. The examinations will be administered after a student has successfully completed the first two semesters of the program. Passing the examination then qualifies the student to continue in the program. Thus, the satisfactory completion of the qualifying examination is a requirement for continuation in and graduation from the program.

The master of arts in school psychology qualifying examination consists of three questions: cognitive and academic assessment and intervention (3 hours), role and function of school psychologists (2 hours), and social-emotional assessment and intervention (3 hours).

Each question covers material from several courses, and the questions require integration and synthesis of all course material presented throughout the first year. The faculty of the School Psychology programs develop and grade the questions. Responses to each question are graded by two readers (blind to the identity of the students) using a prepared scoring rubric. In the event of a discrepancy in grading, a third reader will be appointed. Each question is evaluated individually.

The grading for each question consists of either a *pass*, *marginal response*, or *fail*. In the event of a *marginal response* on any question, the student will be given a chance to clarify his/her response through a follow-up oral exam with the two readers of the question. For preparation, the student is given a copy of the question and his/her response. The student may prepare for the oral clarification using any material they have, but preparation materials may not be brought into the actual oral exam. During the oral exam, the student presents suggestions for improvements to the original response. Faculty may ask questions to gain further clarification. The outcome grade for the oral exam is either *pass* or *fail*. If the student obtains a grade of *fail* for the original question, either upon the first scoring or after a follow-up oral exam, he/she must re-take the exam with a different question, per Graduate School regulations. The second question is graded and scored in the same manner as the first (described above).

Generally, the qualifying exam will be offered in the month after the end of the second semester, with the oral exam, if needed, approximately three weeks later. A re-examination, if needed, is usually offered in the month prior to the start of the third semester. Students must demonstrate proficiency in all three areas within two attempts to pass the entire examination, and thus, to continue in the program. As Graduate School regulations indicate, a student may take each part of the examination only two times.

Doctoral students with advanced standing who have completed a master's degree in School Psychology are exempt from the master of arts in school psychology qualifying examinations.

## **SCHOOL PSYCHOLOGY PRAXIS EXAMINATION**

It is required that all students take and pass the *Praxis* School Psychologist exam administered by the Educational Testing Service ([www.ets.org](http://www.ets.org)) as part of their Praxis II series for teachers and school personnel. The School Psychologist exam (#5402, available through August 31, 2023; #5403, available starting September 1, 2022) is comprised of 140 multiple

choice questions delivered by computer over 140 minutes. The exam is based on the National Association of School Psychologists (NASP) *Model for Comprehensive and Integrated School Psychological Services* (2010) and is designed for candidates seeking licensure or certification as a school psychologist in an educational setting. The content of the exam includes: (1) areas of professional practice and practices that permeate all aspects of service delivery; (2) direct and indirect services for children, families, and schools; (3) systems-level services; and (4) foundations of school psychological service delivery. Scores on this examination provide an externally validated measure of student competence as required by NASP which credentials our training program. A score of 147 on the old exam (#5402), and 155 on the new exam (#5403) is the passing score required by NASP in meeting requirements to become a Nationally Certified School Psychologists (NCSP); students in the Alfred University School Psychology program are required to pass either exam with the noted passing score required by NASP.

The exam is offered several times each year at various locations. When registering to take the exam, **please designate AU and NASP as score recipients. In addition, submit a copy of your score report to the Program Director or Secretary by March 1<sup>st</sup> of your internship year.** In order to meet this deadline, the exam should be taken by the end of the fall semester of the internship year.

**Failure to pass the exam and provide a score report to the Division results in failure to meet a program requirement. Therefore, certification to work as a school psychologist via NYSED will not be recommended for students who do not pass the exam and/or submit their scores.**

## **CREDENTIAL FILE**

When you apply for internships and school psychology positions, you will need letters of recommendation written by faculty or supervisors. You may do this by creating an account with Interfolio. They will keep your documents in storage until you are ready to send out applications for jobs and internships. Your account is easy to set up.

### **Initiating the Account:**

Go to the <http://account.interfolio.com/dossier/signup> and fill in the form. Please print the agreement for your file, so that you can go back and reference it as needed.

### **Cost to Set Up an Account:**

The cost for the account is currently

\$19.00 for one (1) year

**Storage:**

You will be able to store any type of document – writing samples, articles, test scores, unofficial transcripts and whatever you need to have a complete application package. You can upload documents directly into your account, or mail them to Interfolio, and they will upload them for you (such as confidential letters).

**Building Your Online Credential File:**

When you are ready to begin building your application package in your account, you will contact Interfolio to ask that a request for a letter of recommendation be sent to (whomever). That person will get the request, write the letter on your behalf, and submit it to Interfolio to be stored in your account.

**Applying for Graduate School Admission or Jobs:**

Once you are ready to apply for jobs or graduate school, you will contact Interfolio and request that your documents (or individual letters only) be sent out. Your request will be processed in one (1) business day. There are multiple mailing options, including FedEx and electronic delivery (where available). Six dollars (\$6.00) is the cost for sending a typical application.

**Help:**

Interfolio offers phone support five days a week (202-223-3358) and help requests sent via email ([help@interfolio.com](mailto:help@interfolio.com)) will be answered within one (1) business day.

## **PRACTICUM EXPERIENCES**

In addition to performing at acceptable academic levels in the program, it is expected that students will demonstrate the ability to perform at acceptable levels in the various preprofessional activities in which they are engaged, such as assistantship, practica, and internship. From its inception, the School Psychology Program at Alfred University has been concerned with integrating classroom learning with actual experience in practice settings.

One of the unique features of the School Psychology Program is that along with academic course work, students participate in extensive practica and internship training experiences under the direction of school psychology faculty members. These provide evaluative and consultative services to local school systems in the Alfred area, thereby serving the community as well as providing supervised applied training experience.

Practica are associated with most of the major core courses. Practica requirements give the student an opportunity to practice applied skills and become familiar with the role of the school psychologist. The field practica are completed in a variety of local schools, or agencies, and in the Child and Family Services Center. In the course of training, students gain experience at all educational levels in schools with diverse pupil populations relative to cultural-ethnic backgrounds, handicapping conditions, and SES levels. Practicum experiences are supervised by on-site certified school psychologists and University faculty. Students are also evaluated at the conclusion of each semester during their practicum experiences.

## **FIELD EXPERIENCE IN THE SCHOOLS**

Beginning in the first semester, students participate in extensive fieldwork in Alfred area school systems. Students are placed in a local public school one day per week for both semesters of their first year. Students return to that school in their third semester, to complete projects associated with their Consultation and Prevention course (PSYC 646). In the fourth semester, they participate in a supervised practicum in a local school district, during which they are involved in planning, conducting, and evaluating academic interventions (PSYC 664: Practicum in Academic Interventions). Such practical experiences assist the students in developing an understanding of the complexities of the school environment and allow them to begin to acquire valuable skills in communication, consultation, program planning, and assessment. These experiences lay a foundation of knowledge which better prepares the student for the challenges he or she will encounter as a professional school psychologist. Importantly, this field work is facilitated by an on-site supervisor and a faculty member of the School Psychology Program, who communicate with each other to further the student's progress. In addition, the faculty member visits the school at least once during the first-year field placement. Students are evaluated at the end of each semester by their supervising psychologist. The *Field Placement Student Evaluation Form* is in Appendix D. This evaluation rates skills and behavior relating to goals for field placement, including professional behavior, positive interactional style, and carrying through on activities devised by the student and supervisor to learn about the school's organization and curriculum. A list of the school districts which typically host field placement students is included in Appendix E.

## **CHILD AND FAMILY SERVICES CENTER (CFSC)**

During the second year, students will work one afternoon and evening per week in the Child and Family Services Center. This experience will expose students to intake assessment, psychoeducational assessment, and counseling with children and their families. The *Clinic Practicum Performance Evaluation* form can be found in Appendix F. Students' work at the CFSC is directly supervised by School Psychology Program faculty through two-way mirror observation, audio and video taping, and individual and group case supervision. The address and phone number of the Child and Family Services Center are:

*The Child and Family Services Center of Alfred University*

*6 Sayles Street*

*Alfred, NY 14802*

*(607) 871-2229*

## **ADVANCED PRACTICA**

Doctoral students may elect to do additional advanced practicum experiences during their third year of study, as one way to gain additional expertise and to fulfill the requirements for completing the nine credits of electives. Students may complete an advanced practicum at a local school, mental health agency, or the Child and Family Services Center. Advanced practica are individualized opportunities to gain applied experiences in an area of interest to the student. Students develop practicum experiences through consultation with their advisors about areas of interest in the semester prior to the planned practicum. The actual practicum is then arranged with a specific faculty member who has expertise in the area of student interest, and who serves as the faculty instructor for the course. There will also be an on-site field supervisor.

Advanced practica can be arranged from 1-3 credits, with a full day at a placement typically constituting a 3-credit practicum. Similarly, a 3-credit practicum at the CFSC consists of the full afternoon and evening attended by the second year students.

A practicum plan specific to the site must be completed and signed by the student, faculty instructor, and field supervisor. The practicum plan must address the learning objectives, assignments to be submitted for grading purposes, procedures for evaluation by site supervisor, and time assigned for supervision by both field supervisor and university faculty member. A minimum of one hour per week of supervision is required for a full-day practicum. In previous years, practicum placements have included the following types of experiences:

- Public school placements providing pre-internship experiences in targeted skill areas
- Preschool special education or early intervention programs
- Child & Family Services Center, advanced clinician role
- Community mental health programs
- Residential treatment programs
- Correctional services

## **INTERNSHIP**

The fourth year for doctoral students typically consists of a full-time, year-long internship. This experience is the culmination of the student's classroom and field experience and allows the student to perform the duties (e.g., assessment, counseling, consultation, in-service training, program evaluation, research) of a school psychologist under the supervision of both agency-based and university-based faculty. This supervision team will consist of an on-site licensed psychologist with a minimum of three years of experience, as well as a faculty member of the School Psychology Program who is licensed. Faculty will supervise a maximum of six interns at any one time, while intern supervisors are supervising only one or two interns at any given time.

Students must complete a minimum of 600 hours of their internship in a school. The remainder may be done in other child and family-oriented settings, such as community mental health clinics and residential placements. Regardless of the setting, the internship may also be completed on a half-time basis over the 3rd and 4th years of the program. This arrangement would only be feasible if the placements were near enough to allow the student to return to campus for the coursework. Students interested in pursuing an APPIC- or APA-accredited internship should meet with their advisor or the internship coordinator early in their training to discuss their plans.

Students who are returning to school as advanced doctoral students must complete a doctoral level internship, even if they have previously completed a master's level internship and worked as a school psychologist. The internship must meet the usual internship criteria, and cannot be a job previously held or newly obtained.

Students seek placements by following guidelines developed by the Division of Counseling and School Psychology. Students must receive a stipend from the public school/agency in which they intern. In all instances, the internship site must be approved by the Program Director. *Internship Overview*, a brief summary of the internship requirements that can be given to supervisors, is available from the Division Secretary. A separate division publication, the *Internship Manual*, provides detailed information about internship organization and specific assignments, including the compilation of an Internship Portfolio. Briefly, during the internship year, students are required to provide documentation of professional skill competencies through the completion of the Internship Portfolio. Documents developed for the Portfolio include: 1) assessment report; 2) counseling report; 3) behavioral consultation report; 4) academic consultation report; and 5) professional project report. Each portfolio is reviewed by two faculty members, and reports are graded using established scoring rubrics. Additionally, a copy of the *Evaluation of Intern Performance* tool can be found in the *Internship Manual*, as well as in Appendix G of this Handbook. A list of collaborating districts/agencies and site supervisors that have been previously utilized by our students is available in the Graduate Student Workroom.

## **LIABILITY INSURANCE**

Students working in the School Psychology Program practicum sites are covered by liability insurance through the University. However, students must purchase liability insurance from a professional organization for their own protection for their school-based field experience, clinic practicum, advanced practicum, and internship. Students must also turn in the insurance cover sheet to the secretary each year.

## **STUDENT PROGRESS MONITORING**

The School Psychology Program faculty continuously evaluate student progress and skill development. This is accomplished at various levels in terms of frequency and specificity.

### **Students' Content Knowledge**

Students' knowledge of psychological and educational content is assessed through review of course grades, Qualifying Exam results, Praxis results, and evaluation of students' Internship Performance Portfolios. At the completion of each semester, course grades are reviewed during the Scholastic Standards Committee meeting. Results of the Qualifying exam, Praxis, and

Internship Performance Portfolio are reviewed at the end of the academic year in which they occur for each cohort. Students are determined to be *in good standing*, *on probation*, or *dismissed*, based on professional skills and academic performance.

## **Students' Professional and Interpersonal Skills**

School psychology, as an applied specialty in health service psychology, requires individuals to exhibit certain skills beyond academic performance in order to successfully practice. The Alfred University School Psychology Program believes in the vital importance of developing and evaluating students' personal dispositions and professional work characteristics that the profession has determined are needed for effective and independent practice. The program faculty believe in the importance of modeling, teaching, and evaluating these characteristics of students enrolled in the program. The qualities important to the practice of school psychology include, but are not limited to:

- Habits that support **lifelong professional learning** and success at the graduate academic level. These include independently tracking and meeting deadlines, preparing outside of class through reading and other activities, being an active class participant, and using technology effectively.

- **Professional work characteristics** that support independent practice of school psychology. These include understanding and following ethical standards, taking initiative, being flexible to changes in routine, exhibiting appropriate independence, working toward improvement and being accountable for mistakes, being reliable, attending to detail, and being punctual to class meetings and appointments.

- **Interpersonal skills** for practice, including being collaborative with peers and others, communicating effectively and professionally, establishing rapport, and demonstrating respect for cultural differences.

- **Intrapersonal awareness** for practice, including demonstrating appropriate emotional responses for a work environment, seeking support when needed, respecting and accepting feedback from supervisors, engaging in self-reflection and goal-setting, recognizing personal strengths and limitations, being aware of cultural differences, and demonstrating sound professional judgment.

Students in the program are expected to demonstrate these qualities in all settings. This includes in the classroom, in university settings outside of class, and in field placements

(internship and practica). Insofar as possible, it is the goal of the faculty that evaluation of these student qualities will occur in a collaborative, supportive manner to assist students with developing the necessary competencies for independent practice in psychology.

Students' professional and interpersonal skills are assessed through periodic performance evaluations, as well as field-based practicum and internship evaluations. Performance evaluations occur following the end of the first, second, fourth, and sixth semesters. Students' professional skills and academic performance are rated by all relevant faculty who interact with the student. In addition, each student self-reflects and rates themselves on the same items (See Appendix H for the *Student Performance Evaluation* form). Following these ratings, a formal performance feedback conference is held by the faculty with each student in order to compare ratings, reinforce growth, and identify areas for improvement. The conference focuses on general academic status and progress in coursework, practical development and attainment of professional behaviors commensurate with practicing as a school psychologist, and future plans. All members of the School Psychology faculty may take part in the conference.

Field-based practicum evaluations are completed at the end of the first-year fall and spring semesters. Site-based supervisors rate each student on professional and interpersonal skills, and provide guidance for areas of continued professional development. These evaluations are reviewed with the students and discussed during performance evaluations. Evaluations of each student's performance at the Child and Family Services Center are completed at the end of each semester during the second year. These involve both self-evaluation and supervisor-evaluation and are reviewed at a meeting of the student and clinic supervisor at the end of each semester. Internship evaluations are completed by the site-based supervisor at the completion of the fall and spring semesters of the internship year. Site-base supervisors review the ratings with the intern and the University-based supervisor.

Students are expected to make an appointment with their advisor at least once per semester to review their program and plan for the following semester. Additionally, at the end of each academic year, the student will complete an annual activity report delineating courses and field placements completed as well as colloquia and conferences attended, supervisory experiences, and other professional activities.

## **Evaluation of Practicum Performance**

During the first year, school psychology graduate students are placed in a school district at least one day each week to practice testing skills, to develop observation and consultation skills, to gain experience in working with exceptional children, and to become oriented to working in the schools as a school psychologist. Practica are supervised by program faculty as well as on-site supervisor(s). Each semester the on-site supervisor completes an evaluation of each student (see Appendix D for the *Field Placement Student Evaluation Form*), and shares it with the student in a feedback session. During the second year, students complete a practicum at the Child and Family Services Center. At the end of each semester, the supervisor completes an evaluation of each student, the student completes a self-evaluation, and these are shared in a feedback session. See Appendix F for the *Clinic Practicum Performance Evaluation* form.

## **INTERNSHIP EVALUATION**

Supervision during internship is done by a team consisting of one or more on-site doctoral-level licensed psychologists and by the University supervisor. In a school setting, the supervisor will also be a certified school psychologist. Evaluation is an integral component of the internship experience and is the combined responsibility of all involved parties and will be conducted in an ongoing fashion.

- The on-site supervisor(s) complete an evaluation of the intern's performance at three points during the internship period. Two of these evaluations are written (in December and May; see Appendix G) and one is made verbally during a visit by the University supervisor.
- At the end of each semester, on-site supervisors must meet with their interns to complete and review their evaluation forms.
- At the end of each semester, the University supervisor grades the intern based upon the evaluation by the on-site supervisor, paperwork completed by the intern, and information gained from observing and supervisory sessions with the intern.

## **Learning Outcomes of Children Served**

The ability of students to integrate their knowledge and apply professional skills in delivering a range of services that results in measurable, positive impact on children is assessed

through the *Professional Project* and the *Performance Portfolio* during the internship year. Students complete a Professional Project which is an indirect service project specific to the needs of the district/agency. This project is developed in collaboration with district administration and staff, is evaluated by the University-based supervisor, and includes an evaluation component in which district personnel provide feedback about the effectiveness of the project. Additionally, the *Performance Portfolio*, which is described in the *Internship Handbook*, allows for the measurement of students' impact on children. Behavioral and academic consultation skills are evaluated and learning outcomes of children are assessed.

### **Students' Perceptions of Program**

Students' perceptions of program quality is important to the faculty, and student feedback is used to make program improvements. Perceptions of program effectiveness are gained through course evaluations, exit interviews, class representation, individual feedback sessions, and informal discussions with faculty. Course evaluations are completed by students for every course, and faculty members review these evaluations with the division chairperson. Decisions about course improvements and changes to faculty assignments are often based, in part, upon these evaluations. Exit interviews with students occur at the end of the internship year. These interviews are conducted by an administrator outside of the School Psychology programs. Feedback is requested regarding all aspects of the program. The administrator documents students perceptions/feedback and provides a written summary to the division chair, who then reviews it with faculty. Class representatives are identified in each cohort. In their role as liaison between their cohort/class and the program director or division chair, class representatives may bring up issues or requests for changes to the program. The program director and division chair bring identified issues to the faculty for review. Over the years, many important program changes have occurred based upon these student suggestions. Finally, program improvements occur as a result of informal discussions among faculty and students. Faculty and students in the Alfred University School Psychology programs maintain close collegial relationships. Students are always welcome to stop by faculty offices to discuss their suggestions for program improvements and/or to address issues of concern. As appropriate, these issues are brought to the entire faculty at weekly faculty meetings.

## **PROGRAM EVALUATION PROCESS**

The Alfred University School Psychology program engages in a systematic program evaluation process in order to bring about continuous program improvement and strengthen student performance. A variety of tools assess: 1) students' content knowledge; 2) students' professional and interpersonal skills; 3) learning outcomes of children served by students; and 4) students' perceptions of program strengths and limitations.

### **Venues for the Program Evaluation Process**

Data are reviewed during two venues for the program evaluation process:

1. Faculty meet after the end of each academic year for the *Program Evaluation and Planning Retreat*, in order to identify the program's strengths and areas in need of improvement. Faculty review all data from the tools described below. Faculty also engages in a SWOT analysis (i.e., strengths, weaknesses, obstacles, and tasks). Based upon this data, action plans are developed for measurable programmatic changes and enhanced alignment with changes in the fields of psychology and, more specifically, school psychology.
2. *Weekly faculty meetings* are used to make ongoing, formative changes relative to program functioning.

## **ACADEMIC POLICIES**

### **Academic Dishonesty (Unethical Practices)**

The School Psychology program follows the University's Graduate Academic Regulations regarding academic dishonesty (<https://my.alfred.edu/academic-policies/academic-regulation-gr.cfm>). The relevant section from the Regulations (section 700), follows, with directions specific to our program added in italics:

Academic dishonesty is defined as any action that enables students to receive credit for work that is not their own. Academic dishonesty, as well as fabricating and inappropriately altering or excluding data, is unethical conduct which will not be tolerated in any form. Graduate students at Alfred University are expected to maintain generally accepted standards of academic honesty and professional integrity. Failure to do so may range from failure of the assignment to dismissal.

Academic dishonesty can occur both in and outside the classroom, studio, or lab.

In the context of tests, quizzes, examinations, or other in-class work, dishonest practices include but are not limited to:

- Marking an answer sheet in a way designed to deceive the person correcting it.
- Possession of unauthorized material that could be used during a quiz, test, or examination for the purposes of cheating.
- The unauthorized use of books or notes during a quiz, test, or examination.
- The hiding or positioning of notes or other tools for the purposes of cheating on a quiz, test, or examination.
- Possession or knowledge of any examination prior to its administration.
- Looking at someone else's quiz, test, or examination without the express permission of the instructor.
- Any form of unauthorized communication during a quiz, test, or examination.
- In the context of writing assignments, research projects, lab reports, and other academic work completed outside the classroom, dishonest practices include but are not limited to:
  - Lack of adequate and appropriate citation of all sources used.
  - The appropriation of another's ideas, analysis, or actual words without necessary and adequate source citations, either deliberately or inadvertently.
  - The copying, purchase, or other appropriation of another person's academic work with the intention of passing it off as one's own original production.
  - The creation of a document by more than one student that is then submitted to the instructor as the original creation of only one student, without the express permission of the instructor.
  - Submitting the same piece of work to more than one instructor without the express permission of ALL instructors involved.
  - Fabrication of data.
  - Inappropriate alteration or exclusion of data.

The following guidelines are included to assist students in avoiding dishonest behavior in their academic work, particularly in writing assignments, research projects, and lab reports.

- A. Students' written work should reflect their own personal preparation for the assignment, such as reading books and articles, performing research on the internet and in electronic databases, and taking notes in class and during the research process.
- B. Students should avoid using the actual words of the authors of their sources whenever possible, opting instead to demonstrate an understanding of the authors' ideas by rewriting them in their own words.
- C. All ideas and analyses that are derived from other authors must be attributed to those authors in the form of appropriate source citations, even when their own words are not used. Source citations usually take the form of footnotes, endnotes, or parenthetical citations in addition to a formal bibliography and/or works cited page at the end of the writing assignment. The format for these source citations depends on the conventions of each academic discipline: consult your instructor as to the appropriate form to use.
- D. When the use of an author's specific text is unavoidable or necessary, that material must be identified as a direct quotation and must either be surrounded by quotation marks or formatted as a block quotation. Appropriate source citations must follow all quotations, as per the instructions above.
- E. Circumstances when direct quotation is necessary or desirable include:
  - 1. The wording of the text is essential to the student's own analysis.
  - 2. The text exemplifies the author's particular perspective.
  - 3. Quoting the text is a more efficient way of presenting the author's ideas than a more elaborate and lengthy paraphrase would be.

It should be noted that lengthy quotations or their overuse is neither desirable nor appropriate in most instances and should be avoided. Additionally, over-reliance on lengthy quotations can be considered a form of plagiarism.

- F. Collaboration: Some instructors find collaborative assignments useful. Students may be allowed to collaborate in shared assignments only with the specific permission of the instructor. In those circumstances, the limits to the collaboration will be established by the instructor and students should be aware that they are responsible for maintaining the appropriate limits to that collaboration.

## **PROCEDURES**

Instructors who believe an unethical practice has occurred should take the following steps:

- A. The instructor will advise the student orally or by e-mail as soon as possible after the offense is observed. This will allow simple misunderstandings and misinterpretations to be resolved.
- B. If the instructor remains convinced that an offense has occurred, a written statement of the offense will be sent to the student in hard copy and by e-mail. The statement will include whatever penalty the instructor considers appropriate. A copy will be sent to the instructor's *program director, division chair, and dean*; the student's *advisor, program director, division chair, and dean*; and, if the recommended penalty is dismissal, the Associate Provost for Graduate Programs.
- C. The academic dean, *division chair*, or program director of the student's college/program should advise the student of appeals procedures which are available.
- D. *The division chair will take the offense to the CSPGC, which will determine any consequences and the academic standing of the student.*

A student charged with an unethical practice may appeal to the appropriate program committee. Any student dismissed from the Graduate School may request reconsideration of the matter by the Graduate Council; such requests to be made within 14 days of the notice of dismissal. If not satisfied with that reconsideration, the student may appeal to the Associate Provost for Graduate Programs; such appeal to be made within 14 days of dismissal.

## **Student Grievance Procedures**

The faculty of Alfred University recognizes the right of students to seek remedy for grievances and encourage students with grievances to do so.

A student grievance is defined as including any disagreement concerning a course, course of study, grades, or comprehensive examination.

### **Grievance Procedure**

For this grievance procedure, a disagreement is defined as being between a student or group of students, and a faculty or staff member of Alfred University. No student shall be penalized or discriminated against for utilizing this procedure.

A grievance must be filed within the term in which the circumstances occurred, or within one month of the incident (e.g., receiving a grade).

Steps in the procedure are outlined below. They are designed for use by an individual student, or a group of students who join together to submit a collective or class grievance.

**Step 1:** The student(s) will attempt to resolve any disagreement or grievance with the faculty or staff member in question. If the grievance is not resolved to the student(s)' satisfaction within two academic calendar weeks of initial contact with the faculty or staff member to resolve the grievance, the student(s) may proceed to Step 2 of this procedure.

**Step 2:** The Step 2 appeal will be to the next logical level of authority within the division in which the student(s) course or program resides, and in which the faculty or staff member being grieved against holds appointment. This would be the Counseling and School Psychology Division Chairperson. Administrators who are party to the grievance will move to the next logical level of review.

The student(s) will submit a written statement describing the basis for the grievance and the attempt(s) made to date to resolve the grievance with the faculty member. The written statement should be submitted along with available supporting evidence (e.g., a course syllabus, test, term paper), to the designated Step 2 administrator.

The faculty or staff member grieved against will be notified of the grievance within two weeks of the regular academic calendar of its submission to the Step 2 administrator and will be given a copy of the grievance statement and any supporting evidence concerning the student(s) grievance to the Step 2 administrator. The faculty or staff member will also prepare a written statement with supporting evidence. A copy of this written statement and any supporting evidence will be given to the student(s) within two school days.

Within two academic calendar weeks of receiving statements and evidence from both parties, the Step 2 administrator shall inform both parties in writing of his/her decision. The Step 2 administrator may seek additional evidence or consultation during this review period.

Step 2 should be completed in no longer than four academic calendar weeks, beginning with the day that the student(s) submitted a grievance statement to the Step 2 administrator.

**Step 3:** If the Step 2 administrator (Division Chair) sustains the faculty or staff member's position and the student(s) decide to appeal, the student(s) may request that the grievance decision be reviewed at the next higher level of administrative review. This would be the Counseling and School Psychology Governing Committee.

If the Step 2 administrator sustains the student(s) position and the faculty or staff member decides to appeal, the faculty or staff person may also request that the grievance decision be reviewed at the next higher level of administrative review.

In either event, the appeal must be made within two academic calendar weeks of the Step 2 decision. Upon receipt of an appeal from either party, the Step 3 administrator (CSPCG) shall inform the other party of the appeal. The Step 3 administrator shall subsequently inform both parties in writing of her/his decision within two academic calendar weeks, beginning with the day either the student(s) or faculty/staff member requests a review from the Step 3 administrator.

**Step 4:** If the Step 3 administrator (CSPGC) sustains the Division Chair's position and the student(s) decide to appeal, the student(s) may request that the grievance decision be reviewed at the next higher level of administrative review. This would be the Dean of the College of Professional Studies.

If the Step 3 administrator sustains the student(s) position and the faculty or staff member decides to appeal, the faculty or staff person may also request that the grievance decision be reviewed at the next higher level of administrative review.

In either event, the appeal must be made within two academic calendar weeks of the Step 3 decision. Upon receipt of an appeal from either party, the Step 4 administrator (Dean) shall inform the other party of the appeal. The Step 4 administrator shall subsequently inform both parties in writing of her/his decision within two academic calendar weeks, beginning with the day either the student(s) or faculty/staff member requests a review from the Step 4 administrator.

## **Grade Changes And Grade Appeal**

All grade changes must be completed prior to the Registrar's certification of graduation. Assigning course grades at Alfred University is the exclusive responsibility of course instructors.

Nothing in this policy shall be construed to limit the ability of the Registrar to change grades of incomplete (I) to fail (F) in accordance with the policy on grades of "Incomplete." Nothing in this policy shall be construed as substituting or supplanting rules, regulations, or procedures contained in the policy on Academic Dishonesty.

- A grade may be changed by the instructor of a course to convert an Incomplete or IP to a final grade.
- A grade may be changed by the instructor of a course to correct an error. The Division/Program Chair and appropriate Dean must be notified of all grade changes in writing (stating reason(s) for the change) except for completion of work in courses

graded I or IP.

- Once assigned, only the course instructor can change a course grade, except in rare circumstances when the course instructor's supervising Dean may change a grade. (See Appendix A in the *Graduate Academic Regulations* on my.alfred.edu for specific information on the circumstances under which a Dean may change a grade.)
- Students have one year from the date a final grade is issued to petition for a change of grade. A student who believes a final grade is not correct should first meet with the instructor who assigned the grade. If the matter is not resolved, the student should meet with the Division/Program Chairperson in the academic area offering the course in question. If there is no resolution, the student should arrange a meeting with the Dean, or the Dean's designee, of the College or School offering the course.
- If there is still no resolution, the student may appeal the decision of the faculty member to the Ombuds Officer. Should a request for an appeal be made to the Ombuds Officer an appeals committee will be assembled.
- The appeals committee should meet as soon as possible after members of the committee have been selected. The appeals committee will review the case and prepare a written recommendation to be forwarded to the Provost. The Provost will make the final decision within seven semester days and officially notify, in writing, the student, the instructor(s) and Dean involved in the case.
- The student may bring one other student or employee from Alfred University to the appeals committee hearing. Only members of the university community shall be permitted to attend the hearing. The invited other person shall not have the right to speak or otherwise participate in the hearing. No sound or video recording of the appeal committee hearing shall be permitted.
- All testimony given at the hearing shall be considered confidential except for communication to appropriate university faculty and administrators.

## **DISCRIMINATION, HARASSMENT, AND SEXUAL MISCONDUCT**

The school psychology program believes strongly in the value of all aspects of human diversity, broadly defined as it relates to race, ethnicity, gender, gender identification, sexual orientation, age, socioeconomic status, linguistic differences, ability, and intersection of any of

the above. Further, the school psychology program recognizes the importance of social justice to ensure that all children and youth are valued and that their rights and opportunities are protected in schools and communities. The school psychology program aims to maintain a learning and working environment that supports and nurtures these values for the entire program community. The school psychology program works within the guidelines and processes adopted by Alfred University, whose policies are detailed here in full: <https://my.alfred.edu/student-policies/titleix.cfm>

Alfred University is committed to maintaining a learning and working environment that is free of bias, prejudice, and harassment – an environment that supports, nurtures and rewards career and educational advancement based on ability and performance. Alfred University is also a community that values freedom of expression, intellectual inquiry, and academic debate. This policy is not intended to prevent or penalize a statement, opinion, theory, or artistic expression offered within the bounds of legitimate, relevant, and responsible teaching or learning.

Alfred University’s Discrimination, Harassment and Sexual Misconduct Policy has been adopted to ensure that all students, faculty, staff and guests may work, study, and enjoy the society of the University community without being subjected to discrimination, harassment or any form of non-consensual sexual activity. The policy sets forth the behavioral expectations for all members of the Alfred University community: students, faculty and staff. Alfred University will not tolerate harassment or discrimination in the workplace, classroom, University facilities, and in other Alfred University-related settings. Note that even conduct that takes place off-campus and not in connection with Alfred University programs may violate this policy if the conduct creates a threatening or hostile work or learning environment on campus or within an Alfred University program, or if the incident causes concern for the safety or security of Alfred University’s property.

All students are expected to maintain behavior that promotes an inclusive and welcoming learning environment, within the norms of the profession. No member of our community should be subjected to acts of discrimination, harassment or sexual misconduct.

Any Alfred University school psychology program community member who believes that a violation of this policy has occurred resulting in an incident of potential discrimination, harassment, or sexual misconduct, should make a report to the university’s Title IX coordinator. All school psychology faculty and staff are required to promptly report any violation of the

policy that they become aware of to the Title IX coordinator. The school psychology program will work collaboratively with the Title IX coordinator or deputy coordinator to assist in any investigation or remediation activities, as deemed appropriate. Following the Title IX coordinator's investigation, the program faculty will determine whether such an incident represents a deficiency in a professional standard, or a violation of a professional norm or standard. In such a case, the program will take actions ranging from remedial activities for lesser offenses to dismissal from the program. Any such actions are subject to all student policies described elsewhere in this manual.

The university's current Title IX coordinator is Dr. Angie Taylor.

<https://my.alfred.edu/student-policies/titleix.cfm>

## **LEA R. POWELL AWARD**

The Lea R. Powell Honors Award was established to honor Lea Rood Powell, a former member of the Alfred University Board of Trustees and generous supporter of Alfred University. The award is granted annually at Alfred University's Honors Convocation to a doctoral student who demonstrates outstanding performance in School Psychology.

Dr. Powell's personal commitment to enriching the lives of children and families led her to establish the *Lea R. Powell Institute for Children and Families* at Alfred University in 1994. The Powell Institute was created to support the training, service, and research activities undertaken by the Division of Counseling and School Psychology through the Child and Family Services Center. With these contributions, Dr. Powell allowed her vision for academic excellence in mental health training and service to the children and families of the greater rural Alfred community to be in place for years to come.

Therefore, the Lea R. Powell Honors Award was established to acknowledge the outstanding performance of a student in the Doctor of Psychology (Psy.D.) program in School Psychology at Alfred University. The award is granted to an advanced doctoral student who has demonstrated outstanding achievement in research; teaching; clinical practice; and/or service to the school psychology program, university, or greater community. Recipients of the Lea R. Powell award are those who have provided significantly more than the expected program requirements in research, teaching, clinical practice, or service to our program or the AU community. Doctoral students who are in their third year of coursework, currently completing an

internship, or are early career (i.e., no more than two years from internship with history of actively working on dissertation) can be considered for nomination. The Lea R. Powell Honors Award recipient will have his/her name engraved on a plaque in the Powell Institute and receive a monetary gift. Nominations for the award are reviewed by the School Psychology faculty.

## **ANCILLARY SERVICES**

### **INFORMATION TECHNOLOGY SERVICES (ITS)**

ITS frequently updates and expands their services and resources, so please contact the Information Technology Services Helpdesk (Ext 2222, on the ground floor of Herrick Library) for your specific needs and questions.

The university uses a variety of approaches in making computers available to students. General and specialized computing labs are located throughout the campus providing access to Windows and Apple systems. Lab computers are configured with Office Professional 2019 software. Specialized software is available in a number of lab settings. Many residence halls on the campus have a computer room in addition to a network port for every student in every room. In addition, most building locations (including residence halls) have wireless access. An all-night computer lab for use by all University students is located on the ground floor of Herrick Library. A Windows laptop-lending program for students is available through the Technology Lending Program located on the 3<sup>rd</sup> floor of Pearlman Hall. This program enables students with short-term computing needs to borrow a laptop for use anywhere on or off campus. Also, students with multimedia production needs can get assistance at ITS Digital Media Lab located on the ground floor of Herrick Library.

### **HERRICK MEMORIAL LIBRARY**

Herrick Library has a wide range of print and non-print resources in direct support of school psychology. Keep in mind that the Library consistently acquires additional resources, both in print and through web access. Please check with reference librarians for new acquisitions and for information regarding accessing the various resources, including research databases.

The School Psychology's contact person at Herrick Library is Ellen Bahr. You may contact her at [bahr@alfred.edu](mailto:bahr@alfred.edu), 607-871-2976, or in room 107 of Herrick. She is available for individual consultations with you to help with your research or to answer other library-related questions.

- ❖ Approximately 13,000 volumes in direct support of school psychology
- ❖ Periodical indexes available for school psychology research:
- ❖ On-line:
  - Annual Review of Psychology
  - Education Source
  - ERIC
  - JSTOR
  - Medline
  - Mental Measurements Yearbook with Tests in Print
  - ProjectMUSE
  - Professional Development Collection
  - ProQuest Psychology Database
  - ProQuest Social Science Database
  - PsycARTICLES (APA journals in full-text, as early as 1894-present)
  - PsycINFO (interdisciplinary behavioral and social sciences index, as early as 1872-present)
  - Psychology and Behavioral Sciences Collection
  - ScienceDirect
  
- ❖ Periodical Titles
  - Education – over 10,000 titles
  - Psychology – over 6,000 titles
  - ❖ Journals with editorial policies of major interest to school psychologists:
    - Primary Journals:
      - Journal of School Psychology
      - Psychology in the Schools
      - School Psychology Review
      - School Psychology Quarterly
      - Journal of Psychoeducational Assessment
    - Secondary Journals:
      - Adolescence
      - American Educational Research Journal
      - American Journal of Education
      - American Journal of Mental Deficiency
      - American Journal of Orthopsychiatry
      - American Psychologist
      - Child and Family Behavior Therapy
      - Child Development
      - Educational and Psychological Measurement
      - Educational Review (Absorbed by School and Society)
      - Elementary School Journal
      - Exceptional Children
      - Harvard Educational Review
      - Journal of Abnormal Child Psychology
      - Journal of Abnormal Psychology
      - Journal of Applied Behavioral Science

- Journal of Applied Behavior Analysis
- Journal of Clinical Psychology
- Journal of Community Psychology
- Journal of Consulting and Clinical Psychology
- Journal of Counseling Psychology
- Journal of Educational Measurement
- Journal of Educational Psychology
- Journal of Educational Research
- Journal of Experimental Education
- Journal of Learning Disabilities
- Journal of Personality Assessment
- Journal of Special Education
- Measurement and Evaluation in Guidance
- Professional Psychology
- Psychological Bulletin
- Review of Educational Research
- School Review

## **Electronic Resources**

Via the Alfred Universities Library webpage (<https://libraries.alfred.edu/home>), a student has access to dozens of databases covering a wide variety of subject matters. Of primary interest is PsycINFO, which is the online equivalent of *Psychological Abstracts*. This database offers abstracts of journal articles, research reports, chapters from books, and dissertations going back more than 100 years. It can be accessed from any networked computer on campus or from home. To connect from off campus, go to the Alfred Universities Library webpage (<https://libraries.alfred.edu/home>) and select “Search” and then “Databases A-Z.” To connect from off-campus, you must have a valid AU e-mail account; if you are having difficulty accessing this service, contact the library by phone at 871-2184 or by e-mail at [herricklibrary@alfred.edu](mailto:herricklibrary@alfred.edu).

## **Interlibrary Loan Services**

The Interlibrary Loan department at Herrick Library obtains books, articles, and other materials that the library does not own. This service is available for free to all AU staff, AU faculty, and current graduate and undergraduate students with valid AU IDs. The average time to receive an item is four days for articles and five days for books. Interlibrary Loan website is: <https://libraries.alfred.edu/interlibrary-loan>

## **Video Database**

Herrick library has a subscription to **Kanopy**, an online video streaming service that contains over 750 psychology-related videos, including documentaries and training videos, reenactments, and footage of actual therapy sessions conducted by renowned counselors, psychiatrists, psychologists, and social workers demonstrating a variety of therapeutic approaches.

### **Additional Services Available**

- Online access to electronic resources 24/7 from on and off campus
- Wireless access
- Desktop computers with Internet access, assistive software (Read & Write Gold) and Microsoft software including Word, EndNote, and SPSS
- In-library laptop lending program
- Printers and scanners
- 24-hour study room
- Leisure reading including bestsellers, music CDs, books on tape, DVD and video collections, current newspapers and magazines
- Extended hours during exam week
- Group and quiet study rooms
- Microfilm readers
- Special Collections and the University Archives

**Library Hours** (Always check for changes in hours during breaks, holidays, etc. The full schedule is posted on the library's website: <https://libraries.alfred.edu/home> .)

Mon-Thur: 8:00AM - 12:00AM

Fri: 8:00AM - 10:00PM

Sat: 2:00PM - 10:00PM

Sun: 2:00PM - 12:00AM

**24-Hour Study Room:** Open 24 hours/day, seven days a week, during the academic year. To access the room when the library is closed, enter code 8888 on the keypad outside the entrance door (facing Pine Street). If for some reason the code doesn't work, ask for the new code at

Herrick Library's front desk or email [herricklibrary@alfred.edu](mailto:herricklibrary@alfred.edu).

## CAREER DEVELOPMENT CENTER

The Robert R. McComsey Career Development Center is located in the Allen Steinheim Museum, behind Powell Campus Center. Our mission is to empower students and alumni to find their professional purpose and meaningful work through informed decision-making, practical experience, and connection to the global community. Services, which are available to all current students and alumni, include:

- **Handshake:** a modern career platform and one-stop-shop for launching your career. Access personalized job recommendations based on your major and interests. Manage interviews, schedule appointments, and register for events: [alfred.joinhandshake.com](https://alfred.joinhandshake.com)
- **Appointments:** career counseling to assist with career decision-making; career advising to assist with job/internship search skills and resume building; and career assessment interpretation for the SII and MBTI. Login to Handshake to schedule.
- **Drop-in Hours:** Wednesdays during the semester
- **Social Media** – Find us on Facebook, LinkedIn, Twitter, and Instagram! Simply search for “Alfred University Career Development Center.”
- **Cheryl’s Closet** aims to support all students of Alfred University, empowering them to project confidence and professionalism, by loaning professional attire free of charge. To ensure that students can make an outstanding first impression, we have a large selection of professional attire suited to a variety of styles, cultures, sizes, and gender expressions.
- Numerous career related workshops, programs, career fairs, on campus interviews, and networking events, held throughout the year – check Handshake for details.

Office hours are Monday through Friday from 8:30 am to 4:30 pm. For more information, please visit the Steinheim, click <https://www.alfred.edu/student-life/career-development-center/>, email [cdc@alfred.edu](mailto:cdc@alfred.edu), or call 607-871-2164.

## WELLNESS CENTER (Counseling and Health Services Offices)

The Wellness Center comprises Counseling Services and Health Services, and is located at the corner of Terrace and Park Streets in Alfred, NY. The Wellness Center provides a comprehensive range of counseling, developmental, medical, and educational services to promote the personal growth and continued wellness of University students.

Services are provided by licensed psychologists, mental health counselors, and medical professionals, and are completely confidential in accordance with the relevant ethical standards set by the American Counseling Association, the American Psychological Association, and the

American Medical Association. All counseling assistance and most routine medical assistance at the Wellness Center is free and available to currently enrolled undergraduate and graduate students. Appointments can be arranged by calling (607) 871-2300 for Counseling Services, (607) 871-2400 for Health Services, or by stopping by the office.

Please keep in mind that some of our division's students may work in the Counseling Services Office in an administrative capacity for their assistantships or as a practicum/internship student under the supervision of a Wellness Center clinician. In addition, Counseling Program faculty members work part-time at the Wellness Center. If you want to use these services and are concerned about confidentiality, please contact Kim O'Rourke, Wellness Center Secretary, directly at (607) 871-2300, who will assign you to another counselor and keep your client status as private and discrete as feasible.

For more information, please visit:

[http://www.alfred.edu/students/student\\_services/health\\_center.cfm](http://www.alfred.edu/students/student_services/health_center.cfm)

## **CENTER FOR ACADEMIC SUCCESS**

The Center for Academic Success (CAS) coordinates academic support services on campus. This includes, but is not limited to individual, group, and drop-in tutoring, Supplemental Instruction, and disability-related services here at Alfred University. Any student can visit the Center for Academic Success for an individual consultation. Staff will assist the student in determining the appropriate support service or course of action based on the individual's difficulties and needs.

The Center for Academic Success provides support services, consultation, and advocacy for students with learning, physical, and/or psychological disabilities. Services for persons with disabilities shall complement and support, but not duplicate, the University's regular existing services and programs. The University strives to provide equitable and efficient services to all students. In addition, CAS staff are available to consult with faculty, staff, and administration on disability-related issues, determining reasonable and appropriate accommodations for students with disabilities, and facilitating the delivery of services.

### **Introduction**

Assurance of equal educational opportunities rests upon legal foundations established by federal law, specifically Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. By federal law, a person with a disability is a person who:

1. has a physical or mental impairment;
2. has a record of such impairment; or
3. is regarded as having such an impairment that substantially limits one or more major life activities such as self-care, walking, seeing, hearing, speaking, breathing, or learning.

Alfred University is dedicated to providing full access to all its facilities, student programs, activities, and services, and reasonable accommodations in the instructional process, in compliance with these guidelines. Services that the university provides are designed to maximize independence and encourage the integration of students with disabilities into all areas of college life.

### **Accessing Services**

Given that several School Psychology graduate students work at the Center for Academic Success office, you can call the director, Christopher Gause, directly about accessing services, in order to maintain confidentiality. His direct line is 871-2690. The general phone number for the office is 871-2148. Students with disabilities are given the opportunity to self-identify by completing a registration form. Those students wishing to self-identify are requested to indicate their specific disability, and to provide the Center for Academic Success with current and appropriate medical, psychological, psychoeducational, or neuropsychological documentation indicating their disability and suggested accommodations.

Upon determination of eligibility, the director will work with you in arranging for reasonable and appropriate accommodations, identifying and utilizing the existing campus resources (i.e., Writing Center, Tutoring Services, Health Center, and Counseling Services), and developing self-advocacy skills.

### **WRITING CENTER**

The Writing Center provides free writing assistance to all Alfred University students, faculty, and support personnel. Whether you need help discovering ideas, organizing information, brushing up on basic grammar, revising a final draft, taking essay exams, or preparing technical documents, the Writing Center can help you improve your writing abilities and gain confidence as a writer. The Writing Center is located in Seidlin Hall, Room 003, Ground Floor. The Writing Center is mainly staffed by undergraduate tutors, but Dr. Vicky Westacott, the Director, is willing to meet with our students. You may call her at 871-2245 or e-mail her at [fcobb@alfred.edu](mailto:fcobb@alfred.edu).

# **SCHOOL PSYCHOLOGY PROGRAM RESOURCES**

## **JOURNALS AND FILES**

In the student workroom there are a number of files and resources for student use. These include past projects and dissertations of students as well as articles or "handouts" of interest. Students often find these resources very helpful in preparing for papers, presentations, or their own dissertations. A directory of all these resources is available in the workroom or from the division secretary.

## **TEST LIBRARY**

The School Psychology Program houses an extensive collection of standardized tests and protocols for student use (a listing is available in the lounge). The *Test Library Policy* (see Appendix C) explains the responsibility of each student for the care and maintenance of these materials. In addition, to contribute to the cost of the protocols and maintenance of the test library, there is a laboratory fee associated with several testing courses: PSYC 627 and PSYC 629.

## **HOUSING**

Most of our students live in Alfred or the surrounding communities (Almond, Hornell, Wellsville, and Andover). Many student rentals are communicated via "word of mouth." Our students often tell us when they are leaving apartments, so that they can be "passed on" within our programs. Additionally, our division maintains an informal list of available rentals when we hear from local landlords. One may also talk with other off-campus students, watch bulletin boards (especially in the Campus Center), and talk with community members.

AU now offers a Graduate Student Housing option, with information and application available at <https://alfred.edu/student-life/living/residence-life.cfm>.



## **APPENDIX A - COURSE DESCRIPTIONS**

## COURSE DESCRIPTIONS

All School Psychology program courses (unless otherwise noted) are open only to matriculated school psychology students. PSYC 606, 607, 609, 611, 626, 639, and 671 are available to any non-matriculated graduate student or any matriculated graduate student at Alfred University with the permission of the instructor and division chair.

**PSYC 600 - Special Topics in School Psychology** 1-3 hours.

**PSYC 601 - Foundations of Cultural Diversity** 1 hour. As frontline practitioners in schools, human service agencies, and higher education settings, mental health providers are faced with a proliferation of cultural issues on a daily basis. It is essential that mental health providers develop an appreciation for cultural diversity and an understanding of how cultural diversity issues interact with service provision. This course is intended as an introduction to cultural diversity issues and their impact on the major areas of practice within schools, agencies, and higher education. Upon completion of this course, students will have acquired knowledge regarding cultural issues that provide a foundation for exploring these issues in subsequent specialization courses.

**PSYC 602 - Seminar in Cultural Diversity** 2 hours. This course is an advanced seminar on cultural diversity issues and their impact on the major areas of psychology practice and research. Students will explore these issues in depth and pursue literature research on diversity issues related to their area of specialization.

**PSYC 603 - Foundations of School Psychology** 3 hours. The theoretical, scientific and practical underpinnings of professional school psychology are covered, with material drawn from both psychology and education. Topics include cognitive, social, emotional, and cultural bases of behavior; educational theory and instructional psychology, particularly related to basic school subjects (reading, mathematics, and written language); and school psychology as a professional specialty, including history and systems, role and function, models of practice, and current issues with particular attention to practice in a rural setting.

**PSYC 604 - Human Development: The Life Span** 3 hours. This course acquaints the student with the interplay of psychodynamics, behavioral, sociocultural, cognitive and interpersonal theories of development as they combine to explain personality and cognitive functioning across the life span. The student will learn to relate development theory and research to professional practice in educational and clinical settings.

**PSYC 606 - Advanced Developmental Psychology** 3 hours. An in-depth study of the basic scientific area of human developmental psychology. Considers development across the life span through classical theory and more recent formulations with a focus on empirical research findings. Included are biological, cognitive, social, emotional and cultural factors which influence normal development.

**PSYC 607 - Learning and Cognition** 3 hours. A study of the basic processes underlying learning, memory and higher cognitive functions such as conceptualization, problem solving and

language. Emphasis on the relevance of recent research and theoretical developments in cognitive psychology to school learning. Topics include attention, memory, information processing, problem solving, reasoning, creativity, and experimental paradigms for the study of cognition and learning.

**PSYC 608 - Social Psychology and Behavior** 3 hours. This course provides a comprehensive background of the predominant models of human personality as formulated by such theorists as Adler, Freud, Jung, Kelly, and Skinner, as well as focus on current research in personality. Such topics as individual differences in traits, cognitive styles, and forms of emotional relatedness are explored and the current controversies regarding the consistency of personality and the question of genetics versus environmental factors in the evolution of human behavior are examined. The interface between pure personality theory/research and its application to social realities and clinical settings is emphasized.

**PSYC 609 - Physical Bases of Behavior** 3 hours. An overview of basic neuroanatomy and neurophysiology is presented to provide a foundation for understanding the biological bases of human cognitive functioning. Neurologically based problems encountered in the schools are discussed.

**PSYC 611 - History and Systems of Psychology** 3 hours. This course presents a comprehensive orientation to the science and practice of psychology. Progressing from ancient foundations to the current state of the discipline, the course is designed to illustrate both the continuity and incremental development of psychology as a science and profession. 108 Courses of Instruction The course content is organized around three major themes: (1) the historical development of the discipline of psychology as a science and profession; (2) the systems, or “schools of thought” that form the foundation of psychology both historically and currently; and (3) the interweaving influence, as well as tensions, between the science and practice of psychology. The goal is for students to further develop their identities as psychologists through an understanding and appreciation of the broad landscape upon which their discipline is constructed.

**PSYC 616 - Human Development: Exceptionality** 3 hours. This course covers the range of physical, cognitive, communication, and social/emotional exceptionalities in human development from childhood to early adulthood. One focus will be on the commonalities, not just the differences, between children and youth with disabilities and their non-disabled peers. A second focus is on understanding the different contexts of disability.

**PSYC 626 - Psychological and Educational Measurements** 2 hours. Basic theory of psychological and educational measurements and the elementary statistics of test score analysis including reliability, validity, item analysis, and scales of measurement. Evaluation and selection of standardized tests is emphasized as well as the theory bases of measurement of individual differences. Observational procedures will also be discussed and implemented.

**PSYC 627 - Norm-Referenced Testing I** 3 hours. This course focuses on the administration, scoring and interpretation of individually administered norm-referenced instruments. Attention is focused on those instruments related to the assessment of cognitive abilities and learning behaviors of school-aged children. The major purpose is to develop the student's repertoire and

mastery with these measures and to increase the students' capacity for evaluation of individual behavior and report writing. Co-requisite: PSYC 626. Lab fee required.

**PSYC 628 - Academic Functioning** 3 hours. Examines the reading, mathematical and language arts processes and methods of assessing these. A variety of educational assessment techniques are reviewed including norm-referenced tests, curriculum-based approaches, and informal probes, and systems of direct observation. The use of these techniques to assist in the identification of educational difficulties is examined. Approaches to interventions for educational difficulties are surveyed highlighting the link between assessment and remediation. Lab fee required.

**PSYC 629 - Social-Emotional Assessment** 3 hours. This course provides information and training about a variety of instruments and techniques available to assess the psychological status and functioning of persons and systems, with a particular emphasis on children, adolescents, and families. Modern thematic storytelling tests and objective behavior rating scales are highlighted. The course also covers traditional projective approaches, as well as more recently developed techniques involving social skills and family assessment. Important theoretical and measurement issues are discussed as well as ethical concerns. Students are required to practice administration, scoring, and interpretation of many of the techniques discussed. Prerequisite: PSYC 626. Lab fee required.

**PSYC 632 - Norm-Referenced Testing II** 3 hours. Norm-Referenced Tests II is a continuation of training in the processes of assessment of children's cognitive, achievement, and language development. A variety of norm-referenced instruments will be reviewed, including broad-based comprehensive measures and diagnostic measures, as well as approaches for children from different cultural and linguistic backgrounds. Important theoretical issues in intelligence and research-based practices regarding academic development and assessment will be discussed. While students will be required to practice the administration and scoring of assessment instruments, the main focus of this course will be to develop higher-level interpretive skills and ability to communicate findings effectively in a written format. Prerequisite: PSYC 627.

**PSYC 636 - Foundations of Interpersonal Effectiveness** 3 hours. This course focuses on the training and practice of personal skills, which are the prerequisites to the functioning as a professional psychologist. Included is the study of theories and research from which those skills are derived. The course includes lectures, behavioral rehearsal and group activities, and involves critical self-examination and peer review. Students must demonstrate adequate levels of interpersonal skills according to the instructor's evaluation, in order to successfully complete the course. Such success is a prerequisite for admission to the Intervention sequence in the School Psychology Program.

**PSYC 637 - Introduction to Group Dynamics** 1 hour. The focus is on developing an understanding of the group process and its evolution, including basic group concepts and their applications. Students are involved in the process as they experience and then conceptualize group processes. An integral part of the experience is the student's engagement in self-examination. (Cross-listed as COUN 637)

**PSYC 638 - Psychotherapy and Behavior Change** 3 hours. This course covers a broad range of psychological interventions, with particular emphasis on their applications with children and families. Theory and research in counseling and psychotherapy are covered with emphasis on behavior therapy, cognitive behavior therapy, and behavior modification. Prerequisite: PSYC 636.

**PSYC 639 - Exceptionality in Learning and Behavior** 3 hours. This course presents the varieties of exceptionality in human learning and behavior. Various psychologically and educationally handicapping conditions are discussed. Classification systems, diagnosis, symptomology, prevalence, incidence, course and treatment are covered with an emphasis on empirical research findings. Professional, societal, and cultural issues in exceptionality provide an important focus for discussion.

**PSYC 641 - Introduction to Family Therapy** 3 hours. This seminar is a multi-purpose course designed to supplement student experiences in the clinic practicum and to provide a practical introduction to family therapy. . Specifically, students will be trained in concepts and techniques of structural-strategic family therapy through videotaped demonstrations and simulations. Students will also have the opportunity to discuss actual clinic cases as a means of applying family therapy concepts. At the completion of the course, participants should have developed foundation skills for using family therapy interventions. Prerequisites: PSYC/COUN 636 and PSYC 637, or permission of the instructor.

**PSYC 642 - Clinical Seminar: Advanced Topics in School Psychology** 3 hours. This clinical seminar is a multi-purpose course designed to supplement student experiences in the advanced clinic practicum. The primary purpose of the seminar this semester is to provide students with the opportunity to discuss cases with students and supervisors from other practicum sections. These types of discussions are useful for broadening conceptual perspectives and generating a variety of intervention ideas. A second purpose of the course is to provide students with additional training in areas that are related to direct service provision and integration of such techniques into foundation counseling and assessment approaches.

**PSYC 643 - Techniques of Family Therapy** 3 hours. This course focuses on the development of skills for utilizing strategic and structural family therapy approaches in school settings. Course material will be taught using didactic presentations, experimental activities, and video examples. Prerequisite: PSYC 638 or COUN 638.

**PSYC 650 - Independent Study** 1-3 hours.

**PSYC 651 - Academic Interventions** 2 hours. This course introduces students to a broad array of academic interventions. During this course students will learn the sequence of development of basic academic skills and how to target academic interventions for students with specific academic needs. There will be special emphasis on reading, writing, and written language interventions. Students will demonstrate their knowledge of the academic intervention process through applied intervention project.

**PSYC 652 - Behavioral Assessment and Intervention** 3 hours. Students will learn to use applied behavior analysis in the problem-solving process through completion of an applied project in a school setting. Emphasized topics will include consultation and collaboration, intervention fidelity, and coping and social skills development within the school.

**PSYC 656 - Field Experience in School Psychology I** 1 hour. Each student is placed in a school district one day each week to develop observation skills, gain exposure to the school as a system, begin to interact and practice testing skills with school-aged children and to become oriented to working in the schools as a school psychologist. On-site field supervisors, as well as program faculty, provide ongoing supervision for this experience. A campus-based seminar provides opportunities for in-depth exploration of issues relating to school functioning.

**PSYC 657 - Field Experience in School Psychology II** 1 hour. This practicum provides a continuation of skill development within the school setting. Students increase their placements to 1.5 days per week in a school district where they practice testing skills and gain experience utilizing observational techniques and providing targeted interventions. In addition, students also participate in provision of special education services where they gain experience working directly with children with disabilities in an academic setting. On-site field supervisors, as well as program faculty, provide ongoing supervision for this practicum. The practicum seminar covers topics such as multidisciplinary teams, the parent-school relationship, and the impacts of educational disabilities on school functioning.

**PSYC 658 - Clinic Practicum I** 3 hours. This is a practical course where students apply previous learning and gain experience in assessment and intervention with children and families and school consultation. Team collaboration, peer review and case conferences are essential elements of this course. Students work with actual clients at the Child and Family Services Center under supervision of professional psychologists. Supervision is provided through the use of audiotaping, videotaping and observation through one-way mirrors. Topical seminars are also included throughout the semester. Prerequisites: PSYC 629 and 638.

**PSYC 659 - Clinic Practicum II** 3 hours. A continuation of Clinic Practicum I where students will be performing the same activities at a higher level of autonomy and independence. Prerequisite: PSYC 658.

**PSYC 660 - Special Practicum I** 1-3 hours.

**PSYC 661 - Advanced Practicum I** 1-3 hours. This practicum provides additional supervised experiences in assessment and intervention at a site arranged by the student and his/her advisor.

**PSYC 662 - Advanced Practicum II** 1-3 hours. A continuation of PSYC 661, usually in the immediately following semester.

**PSYC 664 - Practicum in Academic Interventions.** 1 hour. Each student will be placed in a school district one half day per week. Students will gain experience developing, implementing, and monitoring academic interventions in consultation with classroom teachers and other school support personnel. In addition, students will be involved in case conferences, peer review, and

faculty supervision of their academic intervention and consultation activities. Co-requisite: PSYC 651.

**PSYC 665 - Special Practicum II** 1-3 hours.

**PSYC 667 - Internship in School Psychology I** 3-9 hours. The internship is the culminating experience of the School Psychology Program. It provides intensive, supervised experience in the roles and functions of a school psychologist and also a broad exposure to the educational and community environment of the internship site. Supervision is provided by one or more on-site certified school psychologists and by the University supervisor. Prerequisites: Comprehensive examinations and satisfactory progress in the program.

**PSYC 668 - Internship in School Psychology II** 3-9 hours. A continuation of the intensive field-based internship in school psychology, as described in PSYC 667. Prerequisite: PSYC 667.

**PSYC 669 - Pre-doctoral Internship I** 9 hours. The internship is the culminating experience of the doctoral program in school psychology. It provides intensive, supervised experience in the roles and functions of an applied psychologist working in schools and clinical settings. The internship also provides broad exposure to the educational and community environment of the internship site. Supervision is provided by an on-site licensed psychologist, as well as other appropriately certified school psychologists or credentialed mental health professionals, and by the University supervisor. Prerequisites: Comprehensive examinations and satisfactory progress in the program.

**PSYC 670 - Pre-doctoral Internship II** 9 hours. A continuation of the intensive field-based doctoral internship in school psychology, as described in PSYC 669. Prerequisite: PSYC 669.

**PSYC 671 - Statistical Analysis and Research Design I** 3 hours. This course emphasizes: (a) the identification and formulation of research problems; (b) the utilization of research design strategies; and (c) an understanding of appropriate statistics such as one and two way analysis of variance, correlation and regression techniques and their applications.

**PSYC 672 - Statistical Analysis and Research Design II** 3 hours. Using examples relevant to professional psychology, this course covers advanced issues in research design and analysis. Factorial and non-factorial designs, and single-subject designs are discussed. The statistical tests to be covered include ANOVA, including planned comparisons, and ANCOVA. The course emphasizes the appropriate selection and interpretation of designs and analysis for testing specific hypothesis or for conducting program evaluations. Prerequisite: PSYC 671.

**PSYC 673 - Statistical Analysis and Research Design III** 3 hours. Using examples relevant to professional psychology, this course covers advanced issues in correlational research design and multivariate analysis. Multiple regression analysis, factor analysis, along with other multivariate statistics are covered. The course emphasizes the appropriate selection and interpretation of designs and analyses for testing specific hypotheses. Prerequisite: PSYC 672.

**PSYC 674 - Research in School Psychology** 3 hours. This course is specifically focused on the design and evaluation of studies relevant to school psychology. A broad literature is contained within this focus, including that from educational psychology, special education, counseling psychology, clinical psychology, and school psychology itself. Students are expected to apply knowledge and skills learned from previous coursework in this sequence in order to develop their own research plan. Prerequisite: PSYC 672.

**PSYC 687 - Advanced Seminar: Early Childhood Services** 3 hours. This course covers issues and topics specifically related to the expanded role of the school psychologist in the assessment and intervention with infants and toddlers. In a combination didactic and seminar format, students are exposed to current theory and research regarding the delivery of services to these children and their families, and are required to think critically about the various topics and issues emerging from this new focus. A practicum experience in an early childhood setting provides opportunities to practice assessment and intervention skills and a context for application of current research.

**PSYC 692 - Supervision and Administration of Psychological Services** 3 hours. This course prepares psychologists to function in supervisory and administrative capacities in delivering human services in schools and other child and family-oriented settings. Students become familiar with important issues in these areas and understand organizations from systems perspective. The essential elements and models of effective supervision are also examined.

**PSYC 695 - Professional Practice Seminar** 3 hours. This course examines the professional, legal and ethical practice of school psychology through lecture, discussion and readings. Focuses on the school psychologist as a systems level facilitator/change agent. Topics include special education regulations, the organization and structure of schools, effective facilitation within the system, ethical guidelines, identification and reporting of child abuse, and related issues. Prerequisite: PSYC 603.

**PSYC 699 - Dissertation** 1-12 hours.



## **APPENDIX B - PROGRAM TO-DO LIST**

## PROGRAM TO-DO LIST

*Note that this list is meant to serve as a helpful guide as you move through the program, but may not be inclusive. These activities are in addition to work related to specific courses.*

<b>Fall Semester 1<sup>st</sup> year</b>		
<b>Activity</b>	<b>Timeline</b>	<b>Check when Complete</b>
Sign up for Lounge Duty	At orientation	
Read Handbook/Sign and Submit Form	After orientation	
Submit request for graduate transfer credit (if relevant)	Before end of semester	
Purchase Malpractice Insurance and give cover page to secretary	Before field placement begins	
Arrange research apprenticeship with advisor (doctoral students)	Beginning of semester	
Start tracking practicum hours (determine method appropriate to your needs, e.g., for accredited internships)	Beginning of field placement	
Meet with Advisor for Pre-registration Planning	Around mid-semester	
Doctoral students interested in pursuing accredited internships: meet with advisor & internship coordinator to plan program & meeting of benchmarks	Around mid-semester	
Complete Performance Evaluation	Will be distributed toward end of semester	

<b>Spring Semester 1<sup>st</sup> year</b>		
<b>Activity</b>	<b>Timeline</b>	<b>Check when Complete</b>
Meet with Advisor for Pre-registration Planning	Around mid-semester	
Organize Study Plans for Qualifying Examination	Usually after mid-semester	
Complete Performance Evaluation	Will be distributed toward end of semester	

Complete Annual Activity Report	Will be distributed toward end of semester	
Pass Qualifying Exam	After end of spring semester	
Check email regularly	Throughout summer	

<b>Fall Semester 2<sup>nd</sup> year</b>		<b>Check when Complete</b>
<b>Activity</b>	<b>Timeline</b>	
Renew Malpractice Insurance and give cover page to secretary	End of summer/beginning of semester	
Begin Planning Internship Search (Specialist Students)	Internship application deadlines begin in November	
Meet with Advisor for Pre-registration Planning	Around mid-semester	

<b>Spring Semester 2<sup>nd</sup> year</b>		
<b>Activity</b>	<b>Timeline</b>	<b>Check when Complete</b>
Apply for MA Graduation: Complete form and submit to Registrar	Early in semester	
Meet with Advisor for Pre-registration Planning	Around Mid-semester	
Complete Performance Evaluation	Will be distributed near end of semester	
Complete Annual Activity Report	Will be distributed near end of semester	
Check email regularly	Throughout summer	

<b>Specialist Students, go to Internship Year Section</b>	
<b>Summer after 2<sup>nd</sup> year</b>	
APPIC Internship Tasks (if it applies)	
Think about dissertation topics and begin reading literature	

<b>Fall Semester 3<sup>rd</sup> year (Doctoral Students Only)</b>		<b>Check when Complete</b>
<b>Activity</b>	<b>Timeline</b>	

Renew Malpractice Insurance, if completing any advanced practicum	End of summer/beginning of semester	
Internship Search	Accredited application deadlines range from end October – middle December; Non-accredited internship deadlines begin in November	
Meet with Advisor for Pre-registration Planning	Around mid-semester	
Choose dissertation committee chair and have form signed and filed	Before end of semester	

<b>Spring Semester 3rd year</b>		
<b>Activity</b>	<b>Timeline</b>	<b>Check when Complete</b>
Meet with Dissertation Advisor to Complete Dissertation Plan	First 2 weeks of semester	
Change of Advisor Form, if applicable	As soon as know dissertation chair	
Meet with Advisor for Pre-registration Planning	Around Mid-semester	
Complete Performance Evaluation	Will be distributed near end of semester	
Complete Annual Activity Report	Will be distributed near end of semester	
Check email regularly	Throughout summer	

<b>Internship Year</b>		
<b>Activity</b>	<b>Timeline</b>	<b>Check when Complete</b>
Renew Malpractice Insurance and give cover page to secretary	End of summer/beginning of semester	
Take School Psychology Praxis Examination	By end of Fall semester	
Send Scores on Praxis Examination to Division Chair or Secretary	By March	
Complete Annual Activity Report	Will be distributed at last Internship Meeting	


<b>Dissertation and Doctoral Qualifying Exam Tasks</b>	<b>There is no exact timeline for these and they may occur before internship</b>	
Defend dissertation proposal	Ideally before internship	
Pass doctoral qualifying exam		
Defend dissertation		



## **APPENDIX C - TEST LIBRARY POLICY**

## TEST LIBRARY POLICY

The Alfred University School Psychology Program provides and maintains a large number of testing instruments and resources for use in training. We are happy to provide you with this service. In our test library, we attempt to maintain an ample, well kept, supply of all tests we teach, and to have at least one copy of other major tests. As you might guess, updating and maintaining the test library can be an expensive proposition. This expense is compounded if we need to replace materials already in stock due to loss or damage. The following are a list of procedures which are designed to protect our inventory, while allowing each graduate student access to the testing/training materials she/he needs:

1. Tests may only be signed out of the test room during the hours designated graduate assistants have posted. These hours will not conflict with class times, so everyone will have the opportunity to check out tests. Do not ask the test room assistants to get tests for you at any other time as this could result in their immediate removal as a graduate assistant.
2. When checking out a test you must do so in your own handwriting, in the presence of the graduate assistant. Do not ask a colleague or the test room assistant to sign the card for you.
3. Once you have signed a card for a test, you are responsible for it. If a colleague needs to use it, bring it back to the test room, note on the card that you have returned it, and let the other person check it out. If you let another person use the test while it is signed out to you, you are responsible for the condition of the test and its return to the test room.
4. There is a more limited supply of some tests (especially achievement and diagnostic measures). Therefore, it is important that you cooperate with your colleagues regarding the use of tests. Administer, score, and return these tests to the test library as soon as possible.
5. We ask your assistance in notifying the test room assistants whenever test materials are damaged or worn.
6. All tests must be returned to the test room and signed in before the end of the semester in which they are used.
7. First-year students will not be permitted to sit for the comprehensive exams until all tests they have signed out are returned or replaced.
8. You will be billed for those tests which are not returned or are damaged beyond reasonable wear. Costs of many tests can range between \$400 and \$800, so it is best to take care of the tests in your possession. Transcripts and grade reports will be held until payment is received.

**APPENDIX D - FIELD PLACEMENT STUDENT EVALUATION FORM**

# School Psychology Field Placement Evaluation

Revised December 2016

Name of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor/Title: \_\_\_\_\_

Practicum Site: \_\_\_\_\_ Semester:  Fall  Spring

**Directions:** Please use the following scale to rate the student's skills, behavior, knowledge, and attitudes based on the performance expectations for a first year school psychology graduate student.

- 4 **Exceeds Expectations:** Student's performance is better than would be expected for a student at his/her level of education, training, and experience. The student's knowledge and skills are consistently demonstrated across multiple practicum experiences (e.g., has gained high awareness and strong conceptual understanding of the importance of data-based decision making; has directly participated in team meetings or parent meetings where data was used to improve intervention).
- 3 **Meets Expectations:** Student's performance is commensurate with student's current level of education, training, and experience. The student's knowledge and skills are demonstrated from 2-3 practicum experiences (e.g., has gained awareness and conceptual understanding of the importance of data-based decision making; to a limited extent has participated in team meetings or parent meetings where data was used to improve intervention).
- 2 **Approaching Expectations:** Student is developing awareness, knowledge, and/or applied skills, but additional learning opportunities for skill development are needed. The student's knowledge and skills are only partially demonstrated from limited practicum experiences (e.g., has gained limited awareness and conceptual understanding of the importance of data-based decision making; has yet to participate in team meetings or parent meetings where data was used to improve intervention).
- 1 **Below Expectations:** Student has not yet developed awareness, knowledge, and/or applied skills. A specific plan to improve knowledge and skills may be necessary.
- N/A **Not Applicable:** The opportunity to demonstrate awareness, knowledge, and/or applied skill has not yet been available to this student.

*How well or to what extent has the student demonstrated each of the following?*

## Interpersonal Attributes

1. Facilitate positive cooperative relationships (2.10)	1	2	3	4	N/A
2. Demonstrate energy and enthusiasm	1	2	3	4	N/A
3. Involve him/herself in daily practicum activities	1	2	3	4	N/A

4. Effectively communicate with school personnel (2.2)	1	2	3	4	N/A
5. Establish rapport with children	1	2	3	4	N/A
6. Meet difficult situations with self-control	1	2	3	4	N/A
7. Exhibit willingness to benefit from constructive criticism (2.10)	1	2	3	4	N/A
8. Demonstrate tolerance for others' values and viewpoints (2.8)	1	2	3	4	N/A
9. Show concern, respect, and sensitivity to the needs of all students, including those with diverse needs (2.8)	1	2	3	4	N/A

**Comments:**

**Professional Practice**

1. Work assertively but constructively with site professionals	1	2	3	4	N/A
2. Establish appropriate work priorities and manage time efficiently	1	2	3	4	N/A
3. Use feedback from supervision in a productive manner	1	2	3	4	N/A
4. Demonstrated behavior consistent with establishing a professional identity as a school psychologist	1	2	3	4	N/A
5. Present a good personal appearance	1	2	3	4	N/A
6. Utilized supervision relationship to develop initiative and resourcefulness at an appropriate, independent level	1	2	3	4	N/A
7. Observe scheduled hours and appointments at assigned building(s) in a punctual manner	1	2	3	4	N/A
8. Actively work toward the completion of field placement plan	1	2	3	4	N/A
9. Gaining awareness/knowledge of multiple school psychology service delivery models and practices	1	2	3	4	N/A

**Comments:**

**Data-Based Decision-Making and Accountability**

1. Has knowledge of varied methods of assessment and data collection	1	2	3	4	N/A
2. Has knowledge of assessment and data collection methods useful in documenting problems of children, families, and schools	1	2	3	4	N/A
3. Has gained awareness and conceptual understanding of the importance of data-based decision making	1	2	3	4	N/A
4. Has participated in team or parent meetings where data was used to improve intervention	1	2	3	4	N/A
5. Is able to participate in problem solving discussions regarding use of psychological and educational assessment, data collection strategies, and technology resources	1	2	3	4	N/A

**Comments:**

**Collaborative Relationships**

1. Maintains visibility and accessibility within assigned school	1	2	3	4	N/A
2. Establishes effective collaborative relationships with teachers and other school personnel	1	2	3	4	N/A
3. Communication strategies are effective across situations and contexts	1	2	3	4	N/A

4. Has participated effectively in situations communicating information to a diverse audience, such as parents, teachers, or other school personnel	1	2	3	4	N/A
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**Comments:**

**Interventions and Instructional Support to Develop Academic Skills**

1. Based on direct classroom exposure is able to discuss the biological, cultural, and social influences on cognitive and academic skills	1	2	3	4	N/A
2. Is able to conceptualized strategies and applicable programing for student with limited cognitive and/or academic functioning	1	2	3	4	N/A
3. Has knowledge of developmental processes related to learning and cognition	1	2	3	4	N/A
4. Conducts variety of practice assessment methods (e.g., record review, interview, observation, testing, curriculum-based assessment, rating scales) demonstrating effective rapport building with students.	1	2	3	4	N/A
5. As awareness develops participates effectively in discussion of evidence-based strategies and services to achieve academic outcomes (e.g., classroom instructional support, literacy strategies, home-school collaboration)	1	2	3	4	N/A

**Comments:**

**Interventions and Mental Health Services to Develop Social and Life Skills**

1. Awareness/knowledge of the biological, cultural, and social influences on social, behavioral, and emotional functioning skills	1	2	3	4	N/A
2. Has awareness/knowledge of developmental processes related to	1	2	3	4	N/A

social-emotional skills and mental health. Demonstrates thorough discussion of direct work in classrooms with supervisor

3. Has an awareness/knowledge of assessment methods (e.g., record review, interview, observation, testing, rating scales) to effectively assess social, emotional, and behavioral ecological variables for students with diverse abilities, backgrounds, strengths, and needs	1	2	3	4	N/A
4. Is able to participate in discussion of evidence-based strategies and services to achieve outcomes related to socialization, learning, and mental health (e.g., behavioral intervention, home-school collaboration)	1	2	3	4	N/A
5. If opportunity provided: Demonstrates skill in work with small groups of children (i.e., "lunch bunch")	1	2	3	4	N/A

**Comments:**

**School-Wide Practices to Promote Learning**

1. Demonstrates an appropriate understanding of school and agency services and formal and informal organizational school structure for this point in training	1	2	3	4	N/A
2. Has awareness and a beginning knowledge of general education, special education, and alternative educational services across diverse settings provided by your school	1	2	3	4	N/A
3. Is gaining exposure and knowledge of technology resources (e.g., IEP software, school-wide progress monitoring systems, adaptive technology)	1	2	3	4	N/A
4. Demonstrates awareness and knowledge of systems interventions at your school (e.g., PBIS, MTSS, RTI, Social-Emotional Learning programs)	1	2	3	4	N/A

**Comments:**

## Preventative and Responsive Services

1. Demonstrates awareness/knowledge regarding human development, psychopathology, life stressors, and challenging situations in schools	1	2	3	4	N/A
2. Keeps supervisors informed of daily activities and any exposure or direct involvement with unusual or challenging situations	1	2	3	4	N/A
3. Demonstrates familiarity with universal, selected, and indicated prevention strategies model	1	2	3	4	N/A
4. Demonstrates familiarity with your school's Tiered prevention Programs	1	2	3	4	N/A
5. Has been exposed to and has a beginning conceptual understanding of your school's crisis response plan	1	2	3	4	N/A

### Comments:

## Family-School Collaboration Services

1. Understands characteristics of families, family culture, and family-school interactions that impact children's development	1	2	3	4	N/A
2. Demonstrates a beginning awareness/knowledge regarding family systems and their influence on children's academic, motivational, social, behavioral, mental health, and social characteristics	1	2	3	4	N/A
3. Ability to knowledgeably discuss strategies for enhancing family-school engagement	1	2	3	4	N/A
4. Able to participate effectively in discussion of cultural factors that impact family-school interactions	1	2	3	4	N/A

### Comments:

## Diversity in Development and Learning

1. Integrates knowledge of individual, family, and cultural diversity into interactions with students, family and staff	1	2	3	4	N/A
2. Discussion of student situations demonstrates understanding of	1	2	3	4	N/A

individual differences and impact of biological, economic, cultural, linguistic and gender diversity

- |  |   |   |   |   |     |
|--|---|---|---|---|-----|
| 3. Demonstrates awareness/knowledge of potential assessment strategies for culturally and linguistically diverse students                              | 1 | 2 | 3 | 4 | N/A |
| 4. Is able to participate appropriately in discussions regarding cultural and linguistic diversity issues as factors in systems functioning and change | 1 | 2 | 3 | 4 | N/A |

**Comments:**

<b>Overall Rating of Student</b>			
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Below Expectations</b>	<b>Approaching Expectations</b>	<b>Meets Expectations</b>	<b>Exceeds Expectations</b>
Summary Comments:			

Given the above ratings of the student's current professional skills and your observations this semester, please list three areas of observed strength and three goals for improvement.

Areas of observed strength:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Goals for improvement:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Evaluator's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(The student's signature indicates only that the evaluation has been discussed with the student and does not denote agreement)*

Student Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please send to your university-based supervisor (scanned and emailed preferred)



**APPENDIX E - SCHOOL DISTRICTS AND SUPERVISORS FOR FIELD  
PLACEMENTS**

## SCHOOL DISTRICTS AND SUPERVISORS FOR FIELD PLACEMENTS

*Note: This is a list of schools which are frequently worked in by our students. The actual list does vary each year, based upon the availability of supervisors and student needs.*

Allegheny-Limestone Central School District  
Allegheny, NY 14804  
Dr. John Wolfgang  
(716) 375-6600, Ext. 8173

Corning City Schools  
Painted Post, NY 14870  
Dr. Heather Stempin  
(607) 936-3704

Dansville Schools  
Dansville, NY 14437  
Dr. Kim Birmingham  
(585) 335-4020

Hornell City Schools  
Hornell, NY 14843  
Dr. Nancy Shedlock  
(607) 324-3703

Letchworth Central School District  
Gainesville, NY 14066  
Dr. Pamela Wilkie  
(585) 493-2571

Portville Central School  
500 Elm Street  
Portville, NY 14470  
Dr. Michelle Edick  
(716) 933-6000

## **APPENDIX F - CLINIC PRACTICUM PERFORMANCE EVALUATION**

**Division of Counseling and School Psychology  
Alfred University**

***Child and Family Services Center  
Practicum Performance Evaluation***

\_\_\_ Fall Semester \_\_\_ Spring Semester

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Clinic Group: \_\_\_ Tuesday \_\_\_ Wednesday \_\_\_ Thursday

Clinic Supervisor: \_\_\_\_\_

\_\_\_ Self-Rating \_\_\_ Supervisor Rating

**Ratings**

- 4 Exceeds Expectations:** Student consistently demonstrates an exceedingly high level of competence that includes most aspects of the skill, and minimal supervision is needed.
- 3 Meets Expectations:** Student consistently demonstrates satisfactory level of competence that includes many aspects of the skill, and supervision is required to further develop skill.
- 2 Approaching Expectations:** Student demonstrates minimal level of competence that includes some aspects of the skill at a very basic level. The student requires substantial supervision to reach minimum competency.
- 1 Below Expectations:** Student does not demonstrate the basic competencies or steps associated with the skill, even after repeated attempts with constructive supervision.
- N/A Not Applicable:** The student has not had an opportunity to demonstrate this skill.

**Part I: Professional Practice Competencies**

		<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>N/A</b>
1-1	Appropriately prepares for client sessions					
1-2	Completes work in a timely manner					
1-3	Actively participates in case discussions					
1-4	Applies basic interpersonal skills (i.e., positive regard, empathy, genuineness, specificity - PEGS) to case discussions					

1-5	Demonstrates appropriate assertiveness in interpersonal interactions					
1-6	Demonstrates openness to feedback and suggestions from supervisor					
1-7	Demonstrates openness to feedback and suggestions from peers					
1-8	Provides feedback respectfully and sensitively to peers					
1-9	Utilizes feedback constructively					
1-10	Conducts self consistently with professional ethical and legal standards					
1-11	Demonstrates awareness of boundaries of confidentiality in clinical work					

Comments regarding Professional Interpersonal Competencies:

**Part II: Assessment Competencies**

		4	3	2	1	N/A
2-1	Gathers relevant and complete information as part of a psychiatric intake and social history process					
2-2	Accurately and concisely completes the <i>Intake Evaluation Summary</i> , including presenting problem, background information, genogram, mental status exam, and anticipated treatment plan					

2-3	Accurately selects psychoeducational assessment instruments, including normative and curriculum-based measures of cognitive, academic, and social-emotional functioning based on the referral question					
2-4	Accurately administers chosen assessment techniques using standardized test administration or best practice procedures					
2-5	Accurately scores cognitive, academic, and social-emotional measures (e.g., NRT, CBM, omnibus, and single-construct)					
2-6	Correctly uses technology for data collection procedures (e.g., online scoring platform, behavioral observation technology)					
2-7	Accurately interprets cognitive, academic, and social-emotional measures (e.g., NRT, CBM, omnibus, and single-construct)					
2-8	Accurately diagnoses clients using DSM-5 criteria and determines eligibility using NYS special education regulations					
2-9	Uses assessment results to design direct and indirect empirically-supported psychological and educational interventions for students and families					
2-10	Writes comprehensive psychoeducational reports that are concise, organized, meaningful, and appropriate to the referral problem					
2-11	Orally reports assessment results to clients and/or their parents in a manner that is clear, organized, and consistent with individual characteristics of recipient (e.g., language, educational, cultural, personal)					

Comments regarding Assessment Competencies:

**Part III: Psychotherapy Competencies**

		4	3	2	1	N/A
3-1	Integrates initial assessment information from multiple informants and measures to develop clear and relevant treatment plans (including goals, objectives, and progress monitoring plan)					
3-2	Applies basic therapeutic relationship characteristics to counseling sessions, parent contacts, and consultations (i.e., PEGS)					
3-3	Identifies evidence-based practices and/or psychotherapy theories appropriate for the diagnosis					
3-4	Utilizes evidence-based interventions and psychotherapy techniques within individual sessions to enhance child’s functioning					
3-5	Identifies the components of family systems theory (i.e., patterns, boundaries, subsystems, coalitions, and alliances) in working with families					
3-6	Utilizes family therapy techniques to enhance child’s functioning and/or family dynamics					
3-7	Evaluates intervention effectiveness and client change by utilizing the progress monitoring plan					
3-8	Keeps accurate and complete records, including intake summary, progress notes, psychotherapy notes, collateral contact notes, and termination summaries					

Comments regarding Psychotherapy Competencies:

**Part IV: Consultation and Collaboration Competencies**

		4	3	2	1	N/A
4-1	Displays appropriate interpersonal communication skills (e.g., PEGS) during family consultation					

4-2	Displays appropriate interpersonal communication skills (e.g., PEGS) during school and agency consultation					
4-3	Exhibits active engagement and collaborative decision-making with team members across all case conceptualizations					
4-4	Applies mental health and/or behavioral consultation when working with parents					
4-5	Serves as an effective liaison between CFSC and school/agency					

Comments regarding Consultation and Collaboration Competencies:

**Part V: Diversity Awareness and Skills**

		4	3	2	1	N/A
5-1	Recognizes and respects diversity in development and learning					
5-2	Demonstrates awareness of one's own personal beliefs and biases and how they impact interactions with clients					
5-3	Knows about the potential influence of cultural, experiential socioeconomic, gender-related, and linguistic factors on student and family functioning					
5-4	Considers issues of diversity as part of a comprehensive intake evaluation					
5-5	Considers issues of diversity when selecting assessment methods and interpreting assessment data					
5-6	Considers issues of diversity when planning educational and psychological interventions					
5-7	Shows skill in implementing strategies selected based on individual characteristics, strengths, and needs					

Comments regarding Diversity Awareness Competencies:

Minimum performance expectations include a “Pass” for the fall semester and a grade of “B” in the spring semester.

**Grade – Fall Semester:**            Pass    Fail

**Grade – Spring Semester:**        A        B+        B        C        F

**Goals for Future Professional Development:**

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date



## **APPENDIX G - EVALUATION OF INTERN PERFORMANCE**

# School Psychology Internship Evaluation

Revised November 2016

Name of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Evaluator/Title: \_\_\_\_\_

Internship Site: \_\_\_\_\_

## Directions:

The internship experience is the last practicum necessary before students seek employment as a practicing school psychologist. Ratings are intended to guide the students and the program in evaluating readiness for independent practice. Please use the following rating scale in evaluating the student on the characteristics listed below:

4 - **Exceeds Expectations:** Student demonstrates independence that exceeds the expectations of an entry-level school psychologist.

3 - **Meets Expectations:** Student demonstrates independence expected of an entry-level school psychologist.

2 - **Approaching Expectations:** Student's skills in this area are adequate for practice in schools; Student should continue to practice this skill under professional supervision.

1 - **Below Expectations:** Student has failed to demonstrate the expected behavior after repeated attempts, and in spite of constructive suggestions for improvement.

N/O - **Not Observed**

N/A - **Not Applicable:** Not an appropriate goal or skill for this setting

## Personal Characteristics and Interpersonal Skills

- |   |   |   |   |   |     |     |
|---|---|---|---|---|-----|-----|
| 1. Presents a good personal appearance          | 1 | 2 | 3 | 4 | N/O | N/A |
| 2. Demonstrates dependability                   | 1 | 2 | 3 | 4 | N/O | N/A |
| 3. Meets difficult situations with self-control | 1 | 2 | 3 | 4 | N/O | N/A |

4. Demonstrates good judgment and common sense	1	2	3	4	N/O	N/A
5. Communicates and listens effectively	1	2	3	4	N/O	N/A
6. Shows concern, respect, and sensitivity for the needs of staff and students	1	2	3	4	N/O	N/A
7. Works well with other staff	1	2	3	4	N/O	N/A
8. Is able to relate well to children	1	2	3	4	N/O	N/A
9. Displays initiative and resourcefulness	1	2	3	4	N/O	N/A
10. Demonstrates tolerance for others' values and viewpoints	1	2	3	4	N/O	N/A
11. Utilizes constructive criticism	1	2	3	4	N/O	N/A
12. Shows evidence of continued self-evaluation	1	2	3	4	N/O	N/A
13. Observes scheduled hours and appointments at assigned school(s) in a punctual manner	1	2	3	4	N/O	N/A
14. Establishes appropriate work priorities and manages time efficiently	1	2	3	4	N/O	N/A
15. Uses feedback from supervision in a productive manner	1	2	3	4	N/O	N/A
16. Consistently follows through when additional action is needed	1	2	3	4	N/O	N/A

Comments:

### **Data-Based Decision-Making and Accountability**

1. Is prompt in meeting deadlines, responding to referrals, and handing in written reports and paperwork	1	2	3	4	N/O	N/A
2. Completes required paperwork and written reports in a neat, thorough, and accurate manner.	1	2	3	4	N/O	N/A

3. Understands the purposes of different assessment approaches (e.g. NRT's, CBM, adaptive behavior, etc.) within a decision-making model	1	2	3	4	N/O	N/A
4. Clearly identifies the nature of the referral problem and the assessment questions and purposes	1	2	3	4	N/O	N/A
5. Uses a variety of assessment methods (e.g., record review, interview, observations, norm-referenced testing, curriculum-based assessment, rating scales)	1	2	3	4	N/O	N/A
6. Translates assessment and data collection results into design, implementation, and accountability for evidence-based interventions, mental health services, and instruction	1	2	3	4	N/O	N/A
7. Ability to measure and evaluate progress and effectiveness of services for students, families, and schools	1	2	3	4	N/O	N/A
8. Ability to access information and technology resources to enhance data collection	1	2	3	4	N/O	N/A
9. Considers diversity, contexts, and situations when conducting and interpreting assessment data and when making decisions	1	2	3	4	N/O	N/A

Comments:

### Consultation and Collaboration

1. Maintains visibility and accessibility within assigned school(s)	1	2	3	4	N/O	N/A
2. Establishes effective collaborative relationships with teachers and other school personnel	1	2	3	4	N/O	N/A
3. Establishes effective collaborative relationships with families	1	2	3	4	N/O	N/A
4. Establishes effective collaborative relationships within the community	1	2	3	4	N/O	N/A
5. Facilitates communication among diverse school personnel, families, and community members	1	2	3	4	N/O	N/A

- |   |                 |
|---|-----------------|
| 6. Utilizes varied methods of consultation (e.g., behavioral, problem solving, mental health, organizational, instructional) applicable to individuals, families, groups, and systems | 1 2 3 4 N/O N/A |
| 7. Attends to interpersonal issues and consultee characteristics when conducting consultation sessions with families, teachers, and other school personnel                            | 1 2 3 4 N/O N/A |
| 8. Utilizes a problem-solving model to identify concerns, gather data, set goals, generate interventions, and monitor progress  | 1 2 3 4 N/O N/A |
| 9. Evaluates effectiveness of consultation strategies implemented   | 1 2 3 4 N/O N/A |
| 10. Utilizes strategies to promote collaborative, effective decision-making and implementation of services  | 1 2 3 4 N/O N/A |

Comments:

### **Interventions and Instructional Support to Develop Academic Skills**

- |   |                 |
|---|-----------------|
| 1. Understands the biological, cultural, and social influences on cognitive and academic skills   | 1 2 3 4 N/O N/A |
| 2. Draws from theoretical and research bases when conceptualizing cases where students demonstrate inadequate cognitive and/or academic functioning   | 1 2 3 4 N/O N/A |
| 3. Has knowledge of developmental processes related to learning and cognition   | 1 2 3 4 N/O N/A |
| 4. Conducts variety of assessment methods (e.g., record review, interview, observation, testing, curriculum-based assessment, rating scales) to effectively assess educationally relevant ecological variables for students with diverse abilities, backgrounds, strengths, and needs | 1 2 3 4 N/O N/A |
| 5. Develops appropriate goals and makes recommendations that follow logically from the assessment results and are educationally relevant  | 1 2 3 4 N/O N/A |
| 6. Implements evidence-based strategies and services to achieve academic outcomes (e.g., classroom instructional support, literacy strategies, home-school collaboration)   | 1 2 3 4 N/O N/A |

- |   |   |   |   |   |     |     |
|---|---|---|---|---|-----|-----|
| 7. Appropriately monitors and evaluates progress toward academic intervention goals | 1 | 2 | 3 | 4 | N/O | N/A |
| 8. Evaluates the effectiveness of academic interventions                            | 1 | 2 | 3 | 4 | N/O | N/A |
| 9. Utilizes methods to promote academic intervention acceptability and integrity    | 1 | 2 | 3 | 4 | N/O | N/A |

Comments:

### **Interventions and Mental Health Services to Develop Social and Life Skills**

- |   |   |   |   |   |     |     |
|---|---|---|---|---|-----|-----|
| 1. Understands the biological, cultural, and social influences on social, behavioral, and emotional functioning skills  | 1 | 2 | 3 | 4 | N/O | N/A |
| 2. Draws from theoretical and research bases when conceptualizing cases where students demonstrate inadequate social, behavioral, and/or emotional functioning  | 1 | 2 | 3 | 4 | N/O | N/A |
| 3. Has knowledge of developmental processes related to social-emotional skills and mental health  | 1 | 2 | 3 | 4 | N/O | N/A |
| 4. Conducts variety of assessment methods (e.g., record review, interview, observation, testing, rating scales) to effectively assess social, emotional, and behavioral ecological variables for students with diverse abilities, backgrounds, strengths, and needs | 1 | 2 | 3 | 4 | N/O | N/A |
| 5. Develops appropriate goals and makes recommendations that follow logically from the assessment results and are educationally relevant  | 1 | 2 | 3 | 4 | N/O | N/A |
| 6. Implements evidence-based strategies and services to achieve outcomes related to socialization, learning, and mental health (e.g., behavioral intervention, home-school collaboration)   | 1 | 2 | 3 | 4 | N/O | N/A |
| 7. Demonstrates skill in utilizing individual counseling techniques   | 1 | 2 | 3 | 4 | N/O | N/A |
| 8. Demonstrates skill in utilizing group counseling techniques  | 1 | 2 | 3 | 4 | N/O | N/A |
| 9. Appropriately monitors and evaluates progress toward intervention goals  | 1 | 2 | 3 | 4 | N/O | N/A |

10. Evaluates the effectiveness of social, emotional, and behavioral interventions/therapy 1 2 3 4 N/O N/A

11. Utilizes methods to promote intervention acceptability and integrity 1 2 3 4 N/O N/A

Comments:

### **School-Wide Practices to Promote Learning**

1. Demonstrates an understanding of school and agency services and formal and informal organizational structure 1 2 3 4 N/O N/A

2. Understands general education, special education, and alternative educational services across diverse settings 1 2 3 4 N/O N/A

3. Contributes theoretical and research perspectives to enhance the functioning of school and agency teams 1 2 3 4 N/O N/A

4. Knowledgeable about local, state, and federal policies and regulations 1 2 3 4 N/O N/A

5. Is knowledgeable about and uses technology resources 1 2 3 4 N/O N/A

6. Designs and implements evidence-based practices that promote learning and mental health 1 2 3 4 N/O N/A

Comments:

### **Preventative and Responsive Services**

1. Demonstrates knowledge of current theory and research regarding human development, psychopathology, life stressors, and crises in schools 1 2 3 4 N/O N/A

2. Keeps supervisors and administrators informed of daily activities and involvement in any unusual or crisis events	1	2	3	4	N/O	N/A
3. Demonstrates familiarity and competence with risk reduction programs and activities	1	2	3	4	N/O	N/A
4. Able to evaluate effectiveness of risk reduction programs and activities	1	2	3	4	N/O	N/A
5. Able to apply principles for responding to crises (e.g. suicide, death, natural disaster, violence, sexual harassment)	1	2	3	4	N/O	N/A
6. Effectively collaborates with school personnel, parents, and members of the community in the aftermath of crises	1	2	3	4	N/O	N/A
7. Demonstrates familiarity and competence with universal, selected, and indicated prevention strategies	1	2	3	4	N/O	N/A
8. Selects and implements evidence-based prevention strategies and programs	1	2	3	4	N/O	N/A
9. Able to evaluate effectiveness of prevention programs	1	2	3	4	N/O	N/A

**Comments:**

### **Family-School Collaboration Services**

1. Understands characteristics of families, family culture, and family-school interactions that impact children's development	1	2	3	4	N/O	N/A
2. Demonstrates knowledge of current theory and research regarding family systems and their influence on children's academic, motivational, social, behavioral, mental health, and social characteristics	1	2	3	4	N/O	N/A
3. Demonstrates ability to design and implement evidence-based practices that facilitate family-school interactions and improve family functioning	1	2	3	4	N/O	N/A
4. Able to identify cultural factors that impact family-school interactions	1	2	3	4	N/O	N/A
5. Communicates effectively when sharing information with families	1	2	3	4	N/O	N/A
6. Serves effectively as a liaison for school and families	1	2	3	4	N/O	N/A
7. Conducts effective family conferences	1	2	3	4	N/O	N/A

**Comments:**

## Diversity in Development and Learning

- |  |   |   |   |   |     |     |
|--|---|---|---|---|-----|-----|
| 1. Integrates knowledge of individual, family, and cultural diversity into interactions with students, family and staff                                      | 1 | 2 | 3 | 4 | N/O | N/A |
| 2. Case conceptualizations demonstrate understanding of individual differences and impact of biological, economic, cultural, linguistic and gender diversity | 1 | 2 | 3 | 4 | N/O | N/A |
| 3. Is sensitive to sources of bias when selecting, administering, and interpreting tests   | 1 | 2 | 3 | 4 | N/O | N/A |
| 4. Demonstrates appropriate assessment strategies for culturally and linguistically diverse students   | 1 | 2 | 3 | 4 | N/O | N/A |
| 5. Incorporates knowledge of cultural and linguistic diversity issues as factors in systems functioning and change   | 1 | 2 | 3 | 4 | N/O | N/A |
| 6. Incorporates understanding of cultural and ethnic diversity when developing and implementing individual interventions/therapy                             | 1 | 2 | 3 | 4 | N/O | N/A |

Comments:

## Research and Program Evaluation

Indirect Service Project Title \_\_\_\_\_

- |  |   |   |   |   |     |     |
|--|---|---|---|---|-----|-----|
| 1. Collaborates with school or agency staff in project development | 1 | 2 | 3 | 4 | N/O | N/A |
| 2. Demonstrates ability to conduct needs assessment                | 1 | 2 | 3 | 4 | N/O | N/A |
| 3. Researches program elements for application to setting          | 1 | 2 | 3 | 4 | N/O | N/A |
| 4. Determines goals and objectives for program                     | 1 | 2 | 3 | 4 | N/O | N/A |

- |   |   |   |   |   |     |     |
|---|---|---|---|---|-----|-----|
| 5. Implements project in a smoothly and effectively   | 1 | 2 | 3 | 4 | N/O | N/A |
| 6. Evaluates implementation and impact of the project   | 1 | 2 | 3 | 4 | N/O | N/A |
| 7. Understands data analysis techniques sufficient for understanding data interpretation and research in applied settings | 1 | 2 | 3 | 4 | N/O | N/A |

Comments:

### Legal, Ethical, and Professional Practice

- |  |   |   |   |   |     |     |
|--|---|---|---|---|-----|-----|
| 1. Demonstrates knowledge of ethical guidelines and adheres to these standards for service delivery                            | 1 | 2 | 3 | 4 | N/O | N/A |
| 2. Demonstrates knowledge of legal standards and regulations relevant for practice in settings where school psychologists work | 1 | 2 | 3 | 4 | N/O | N/A |
| 3. Utilizes supervision adequately and appropriately   | 1 | 2 | 3 | 4 | N/O | N/A |
| 4. Engages in collaborative relationships and interdisciplinary partnerships   | 1 | 2 | 3 | 4 | N/O | N/A |
| 5. Participates in professional development activities   | 1 | 2 | 3 | 4 | N/O | N/A |
| 6. Demonstrates an awareness of competency level, and does not accept responsibilities that exceed this level                  | 1 | 2 | 3 | 4 | N/O | N/A |

Comments:

### Overall Rating of Student

1

**Below Expectations**

2

**Approaching Expectations**

3

**Meets Expectations**

4

**Exceeds Expectations**

Summary Comments:

### Professional Goals:

Given the above ratings of the student's current professional skills, list the three most important goals which should be established for:

1) The second half of the internship (for first semester evaluations): or

2) For his/her continued professional training (for second semester evaluations).

1. Most important goal \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

---

Evaluator's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(The student's signature indicates only that the evaluation has been discussed with the student and does not denote agreement)*

Student Comments: \_\_\_\_\_

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**Please send to your university-based supervisor (scanned and emailed preferred)**

## **APPENDIX H - STUDENT PERFORMANCE EVALUATION**

**Division of Counseling and School Psychology**

**Alfred University**

***Performance Evaluation***

**Student:**

**Date:**

**Review:**

\_\_\_ 1<sup>st</sup> year: semester 1

\_\_\_ 1<sup>st</sup> year: semester 2

\_\_\_ 2<sup>nd</sup> year

\_\_\_ 3<sup>rd</sup> year

***Please use the following rating scale for all items:***

<i>Needs remediation plan for improvement</i>	<i>In progress toward meeting expectations</i>	<i>Meets expectations for level of training</i>	<i>Exceeds expectations; accelerated progress</i>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>

**I. Academic habits to support lifelong professional learning and success at graduate-level work**

	Student self-rating:	Faculty rating:	Comments:
Tracks and meets deadlines			
Prepares for class meetings			
Participates effectively in class			
Clear and effective oral presentation skills			
Clear and effective written communication			
Uses technology effectively			

**II. Professional work behaviors necessary for effective practice**

	Student self-rating:	Faculty rating:	Comments:
Takes appropriate initiative			
Demonstrates adaptability / flexibility to changes in routine			
Works toward improvement and accountable for mistakes			
Punctual to class meetings and appointments			
Exhibits an appropriate level of attention to detail			

**III. Interpersonal skills necessary for school psychology practice**

	Student self-rating:	Faculty rating:	Comments:
Collaborates effectively with peers			
Communicates effectively and professionally			
Establishes rapport with children and adults			
Demonstrates respect for cultural differences			

**IV. Intrapersonal awareness for the practice of school psychology**

	Student self-rating:	Faculty rating:	Comments:
--	----------------------	-----------------	-----------

Appropriate emotional responses for the work environment			
Accepts feedback from supervisors and responds appropriately			
Recognizes personal strengths and weaknesses/limitations			
Aware of differences in cultures			
Demonstrates professional judgment appropriate to level of training			

**V. Other professional competencies:**

	Student self-rating:	Faculty rating:	Comments:
Research skills			
Knowledgeable of ethical and legal practice			
Assessment skills			
Intervention—social/emotional, academic, behavioral			
Consultation			

**Areas of strength** identified by student and faculty:

Student-identified strengths:	Faculty-identified strengths:

**Areas for growth** identified by student and faculty

Student-identified areas for growth:	Faculty-identified areas for growth:

To be completed at the feedback meeting with faculty:

---

**Overall rating of progress in program:**

<i>Needs remediation plan for improvement</i>	<i>In progress toward meeting expectations</i>		<i>Meets expectations for level of training</i>		<i>Exceeds expectations; accelerated progress</i>	
<b>1</b>	<b>1.5</b>	<b>2</b>	<b>2.5</b>	<b>3</b>	<b>3.5</b>	<b>4</b>

**Professional goal for next semester (complete at feedback meeting):**

Strategies to be used to promote achievement of the goal:

---

Student feedback for program:

--

Signature below indicates that both parties have had an opportunity to review responses and offer feedback during this process:

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Faculty Representative Signature

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Student Signature

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Date of Review