

**Clinical Psychology Doctoral Program  
Department of Psychology  
Saint Louis University**



**STUDENT MANUAL  
2020-2021**

*Department of Psychology*  
*Saint Louis University*  
*2020-2021*



obtained from the Associate Dean for Graduate Affairs in the College of Arts and Sciences. Forms for transfer of credits are available through the Office of Graduate Education website and the masters and doctoral candidacy advisors.

The typical first year courses for students entering without an approved master s degree are as follows:

***First Year, Fall Semester***

PSY 5030-01	Clinical Assessment I	3 credit hours
PSY 5800-01	Clinical Assessment Practicum I	0 credit hours
PSY 5520-01	Psychopathology I	3 credit hours
PSY 5880-01	Psychopathology Practicum	0 credit hours
PSY 5080-01	Advanced Quantitative Research Methods	3 credit hours

*A. Clinical Vertical Team during the First Year*

Each incoming student is assigned to a Clinical Vertical Team (CVT). When registering for PSY 5810: Clinical Practicum, be sure to include the section number of your CVT supervisor (see Section XIII. Faculty Section Numbers).

*B. Research Vertical Team during the First Year*

Incoming students will learn about the various faculty and student research interests and projects during the first few weeks of their first semester. Within the first few weeks of the fall semester, clinical faculty members and students will provide a presentation on the various research being conducted on his or her RVT. After these presentations, first year students are subsequently encouraged to visit and attend any RVT to determine which team is most appropriate to their research interests, goals, and learning style. During the fall semester of the first year, students should register for zero credit hours of PSY 5810: Clinical Research I with the section number of the Director of Clinical Training (i.e., section 48); alternatively, they may register under the name of their mentor if already known. Once a student has selected a chair for thesis, the student If the thesis chair is a nonclinical faculty member, the student should join and attend the RVT of a clinical faculty member who is a member of the thesis committee. Each student is to be on an RVT each semester in residence. Registration for RVT after the fall semester of the first year should be in the section of the clinical faculty member whose RVT the student attends (see section XIII).

*C. The Master's Thesis Proposal*

Each student must have an approved written thesis proposal by the end of the 8<sup>th</sup> week summer semester of their first year in the program. If a student does not have an approved thesis proposal by the above deadline, the student is prohibited from enrolling in courses until the thesis proposal is approved. Students should note that faculty are typically unavailable from the last day of summer semester until the beginning of fall semester. Students get help with selecting a thesis topic through the faculty and student presentations during the first few weeks of the semester and by attending various RVTs. Students should also review the listing of research interests of the faculty in



0 credits Fall & Spring, 3 credits Summer)  
 Internship in Clinical Psychology 0

V. Electives 15

It is noted that students entering the program with a \_\_\_\_\_ degree have eight years to complete their degree from the time they enroll in the program. The eight years include the pre-doctoral including the pre-doctoral internship, from the time they enroll in the program.

**IV. Clinical Vertical Team**

Each student must be on a Clinical Vertical Team (CVT) each semester in residence. CVT assignments are typically made in July for the upcoming academic year and a student remains on the same CVT for the fall, spring, and summer semesters. Assignment to CVT is done by the clinical faculty and consideration is given to several factors in developing clinical teams \_\_\_\_\_ year level distribution, gender balance, minority representation, and written prelim plans. Students should be sure to indicate sequence of CVT registration is:

- 1st Year PSY 5810: Clinical Practicum I  
(Fall, 0 credits; Spring, 0 credits; Summer, 3 credits)
- 2nd Year PSY 5820: Clinical Practicum II  
(Fall, 0 credits; Spring, 0 credits; Summer, 3 credits)
- 3rd Year PSY 6810: Clinical Practicum III  
(Fall, 0 credits; Spring, 0 credits; Summer, 3 credits)
- 4th Year + PSY 6820: Clinical Practicum IV  
(Fall, 0 credits; Spring, 0 credits; Summer, 3 credits)

Students are expected to attend and participate regularly in Clinical Vertical Team, including one hour per week of individual supervision and two hours per week of team supervision. Each student beyond their first year is expected to devote 20-27 hours per week to clinical work as part of their Clinical Vertical Team activities. Such

3	6	50
4	4	40

Assessments include any combinations of focused/integrated assessments and comprehensive assessments as defined by the APPIC form for internship application. Students should review their caseloads regularly with their CVT supervisor to ensure that expected caseloads are met. In consultation with the CVT supervisor and with written, informed consent of the client, all direct clinical services provided to clients should be recoded.

Students must complete all written clinical work (e.g., reports, treatment summaries, case notes, etc.) and close any case files (where appropriate) prior to the last day of fall, spring, and summer semester. All cases seen, even if only seen for an initial consultation, should have a written note in the file. Students are responsible for verifying with their CVT supervisor and the PSC Director that all appropriate clinical cases are closed and paperwork is completed.

Failure to close cases and complete paperwork will result in a grade of Incomplete for CVT and the student may not register for further coursework (including CVT, thesis or dissertation hours or internship) until all written work is completed. Students are not eligible to graduate until all written clinical work is complete and approved by the clinical supervisor and the PSC Director.

#### ***V. Research Vertical Team***

Each student must be on a Research Vertical Team each semester in residence. Students attend the RVT of their thesis or dissertation chair; in the case of a nonclinical faculty chair, the student should attend an RVT of clinical faculty member who serves on the thesis or dissertation time they register for RVT credits. RVT is always taken for zero credit hours. The sequence of RVT registration is:

1st Year	PSY 5860: Clinical Research I
2nd Year	PSY 5870: Clinical Research II
3rd Year	PSY 6860: Clinical Research III
4th Year +	PSY 6870: Clinical Research IV

#### ***VI. Master s of Science (Research)***







(Interventions, Ethics, Diversity) given on day two.

- c. The usual schedule for the exam is: 9:30 am – 12:30 pm and 1:30 - 4:30 pm.
- d. Students will use the computers in the Psychological Services Center or within another formal testing center. The testing location will be determined by the clinical faculty.
- e. To de-identify student answers, each student will receive a code letter (e.g., A)eWTJETQq0.000009

- g. Students who fail three or more sections are required to retake the entire written preliminary examination again.
- h. Students who fail one or two sections are required to pass only those sections that were failed. Students may elect to pass those sections in one of two ways:
  - 1. Retake the failed section(s) at the next administration of written preliminary examinations; or
  - 2. Write a peer-review publication quality answer (i.e., APA style with references, in-depth integration) to each question that was failed within the section(s).
- i. For students who elect to write the peer-review publication quality answer, the answer can be no more than 10 pages, excluding title page and references; an abstract is not required. Students are to develop and write this answer *independently and without any assistance*. Additionally, answers are never to be shared beyond the faculty committee grading the answer. Seeking assistance in developing the answer from others and/or sharing your answer(s) with others is considered a significant breach of ethical behavior and the academic honesty policy. Questions regarding policies and procedures regarding this paper can be brought to the written preliminary examination coordinator. Students have **3 days**

written preliminary examination questions, the student should submit a written notice of appeal to the Coordinator of Written Preliminary Examination within 15 days following communication of the examination results. Such notice should indicate which graded item(s) the student wishes to appeal.

The appeal will first be considered by a hearing committee consisting of all clinical faculty members who scored the particular item(s) being appealed. The Coordinator of Written Prelims will convene and preside over this initial hearing committee but has no voting role or privileges. The Coordinator of Written Prelims will provide written notice to the student of the date and time of the appeal meeting, which must be held within 30 days after receipt of the 0 0 1 505.68 581.

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notified of the results and is automatically advanced to doctoral candidate status. A student receiving two or more unfavorable evaluations from the examiners fails the examination. If the student fails the examination, the examination may be repeated, but only once, and ordinarily the second attempt should not be scheduled within the same academic term as the first. The committee that administered the first exam will also administer the second exam under ordinary circumstances; however, an additional member from outside the department will be appointed by the Associate Provost for Academic Affairs will for the retake. The chairperson of the examination committee must submit a written request for a second exam to the Associate Dean for Graduate Affairs well in advance of the desired examination date. Should the outcome of the second examination be unsatisfactory, a third exam is rarely approved, and is considered by the Associate Dean for Graduate Affairs only upon the unanimous recommendation of the examining committee.

### *C. Dissertation*

Ordinarily, a student will have been discussing a dissertation research topic with a faculty member during the written and oral preliminary examinations processes. The dissertation committee consists of three members, at least two of whom are psychology faculty (clinical, experimental, or industrial organizational). Appointment of a third committee member who is not a





recommendations of the type of clinician needed (e.g., male v. female, advanced v. less advanced, etc.).

### *E. Commencement*

Students will receive their degrees following completion of all University, Graduate Education, Department, and Program requirements and paperwork. However, students may be allowed to participate in May commencement ceremonies (i.e., walk through the graduation exercises and be hooded by their mentors, but *not* receive their actual diploma or degree) provided all of the following: 1) the dissertation defense has been completed by April 30; 2) the student will complete all degree requirements, including the inBT/F2 12 8\* nBT/F5 12 Tf1 0 0 1 66.984 654.58 Tm0 g0 G[ )]



analyzed prior to beginning internship

Fourth Year

Fall Semester

-internship

Spring Semester

-internship

Summer Semester

-oral defense of dissertation prior to completing  
internship

***IX. Student Funding***

At Saint Louis University, graduate tuition is \$1190 per credit hour for the 2020-2021 academic year. The Ph.D. program in clinical psychology requires 90 credit hours for a total of approximately \$107,100 in tuition.

A number of sources exist to provide financial support to students in the clinical





supervisor/advisor, course instructors, CVT supervisor, and external supervisors. Absences from a class or from an individual or group clinical or research supervision meeting are considered excused or unexcused at the discretion of the faculty member/instructor/supervisor on a case-by-case basis. Unexcused or excessive excused absences may result in consequences determined by the faculty member/instructor/supervisor including but not limited to a lowered course grade, a grade of incomplete, or a failing grade for the course.

### ***XII. Review of Student Professional Development***

Each student professional development is reviewed throughout their course of studies and training in the clinical program. Clinical faculty are encouraged to provide feedback to students regarding their performance and progress on an ongoing basis. The document series *“Profession-Wide Competencies”* for years 1-4+ of the program are on the Clinical Shared Drive. The <sup>th</sup> year forms found in the *Handbook of the Clinical Psychology Program* are the professional skills and competencies to be developed on a developmental basis over the course of the student program. Relatedly, the policies regarding academic standards as specified by Saint Louis Graduate Education Catalog are also considered as informing the student of the expectations and requirements for successful progression toward the Ph.D. degree.

At the end of each Fall and Spring semester, the clinical faculty meet as a body to review the progress and professional development of each clinical student in residence. Students are required to complete a *Student Activity Report* prior to each student development review and provides an opportunity for the student to inform the clinical faculty of their professional interests, plans, goals, and objectives. Additionally, each student is to provide a current vita and a summary of their APPIC hours intervention, assessment, and supervision hours attained. Prior to student reviews, clinical faculty should provide feedback and guidance to students regarding their performance and progress in academic coursework, Clinical and Research Vertical Teams, thesis, and dissertation research, etc. The clinical faculty comprehensively review clinical program including academic coursework, Clinical Vertical Team, Research Vertical Team, assistantships, clerkships, external placements, thesis, oral examination, written preliminary examination, oral preliminary examination, readiness for clinical internship, dissertation, and personal adjustment for the role of a clinical psychologist. During the professional development review advisor makes written notes of the information and recommendations. faculty advisor then meets with the student to discuss the professional review including areas of strength, areas for further development, and any areas of concern or problem areas that have been identified by the clinical faculty. A professional development review is provided to the student and . If the student does not agree with the feedback or wishes to provide additional information for consideration by the clinical faculty, the student

of the Director of the Clinical Program in consultation with the clinical faculty. Following such meeting, the clinical faculty will re provide additional feedback to the student. The student may appeal the actions and decisions of the clinical

use of databases, etc. We also have excellent access to journals; if not available via the databases, the interlibrary loan office is also excellent.

#### Student Success Center

Offers academic support such as writing services, disability services, and coaching

<https://www.slu.edu/life-at-slu/student-success-center/index.php>

#### Office of Diversity and Community Engagement

Offers opportunities for learning, social engagement, compliance, etc.

<https://www.slu.edu/about/key-facts/diversity/office-of-diversity-and-community-engagement.php>



4. For assistance with financial aid, billing, etc: Financial Aid Office
5. For queries about registration, semester schedule, holidays, and additional forms (e.g., forgot to register for a class): Office of the University Registrar
6. Additional graduate student resources (e.g., academic appeals, foreign travel), please see the College of Arts and Sciences website: <https://www.slu.edu/arts-and-sciences/student-resources/index.php>

### ***XVI. Section Numbers***

Faculty section numbers are used when registering for Clinical Vertical Team, Research Vertical Team, Thesis Research, Dissertation Research, and any graduate readings course, independent study, or study for exams. The faculty section numbers are:

<u><i>Clinical Faculty</i></u>	<u><i>Section Number</i></u>
Austin	45
Banks	23
Friedman	37
Garner	35
Gfeller	19
Handal	09
Kaufman	25
Pye	44
Ross, K	24
Ross, M	15
Vander Wal	48
Weaver	40
Weinstock	21

### ***XVII. Accreditation***

The clinical psychology program has been accredited by the American Psychological Association since 1965. The most recent APA accreditation site visit occurred in 2013 and the clinical program is accredited with our next accreditation site visit to occur in 2021 following a delay due to Covid-19. Questions related to the Commission on Accreditation:

Office of Program Consultation and Accreditation  
 American Psychological Association  
 750 1<sup>st</sup> Street, NE, Washington, DC 20002  
 Phone: (202) 336-5979/Email: [apaaccred@apa.org](mailto:apaaccred@apa.org)