



Idaho State
University

Idaho State University

Department of Psychology

Departmental Procedures and Program-Specific Handbooks

Prepared by the Department of Psychology Faculty

Revised Fall 2026

Quick Links:

[ISU Department of Psychology Policies and Procedures](#)

[Clinical Psychology PhD Program Handbook](#)

[Clinical Psychology PsyD Program Handbook](#)

[Masters and Doctoral Programs in Psychological Sciences Handbook](#)

Summary of Significant Changes to Current Handbooks

Department of Psychology

- Added policies for a Clinical Psychology PsyD Program
- Modified language to reflect the name change of the college – College of Arts and Letters was changed to College of Humanities, Education, and Social Sciences
- Modified language to reflect that there are now two clinical psychology doctoral programs in the department (i.e., the PhD program and the PsyD program)
- Added description of the Undergraduate Program Director position

Doctoral Program in Clinical Psychology

- Changed the name from Doctoral Program in Clinical Psychology to Clinical Psychology PhD Program to distinguish between the PsyD program
- Updated division of duties of the DCT and ADCT (pp. 6–9)
- Added a records retention policy (p. 23)
- Added language regarding residency requirement to be consistent with accreditation standards (p. 52)
- Modified policy regarding providing clinical services to diverse clients to be consistent with Idaho law (p. 69)
- Added instruction for Service Extender license (p. 72)
- Added a background check policy and procedures (p. 73)
- Added language about DCT sharing DCT Verification Letters with internship applicants prior to submission to APPIC (p. 78)

Master of Science in Psychology

- Changed the name from MS in Psychology to MS in Psychological Sciences
- Updated to reflect MS as a terminal (i.e., stand-alone) program for students within the Psychological Sciences Program
- The Clinical Psychology PhD students will continue to earn an MS as they work towards their doctorate, for coursework completed along the way (i.e., not a stand-alone).

Experimental Psychology Programs

- Changing the name from Experimental Psychology Program to Psychological Sciences Program (MS/PhD)

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ISU Department of Psychology Procedures

Introduction

This manual delineates all guidelines and procedures of the department, including those pertaining to graduate programs that are not presented elsewhere. Information contained herein supplements, but does not supersede, any policies or procedures of Idaho State University (ISU), the Graduate School, the Office for Research, or the College of Humanities, Education, and Social Sciences (CHESS). See the [Office of Academic Affairs Policies](#) pertaining to university-wide policies and the [Graduate Catalog](#) for information specific to graduate students.

Department of Psychology Mission Statement

The mission of the ISU Department of Psychology is to conduct research and provide education and services within the area of psychology. Our research programs advance psychological knowledge and apply this knowledge to address real-world issues. We provide education at the baccalaureate, masters, and doctoral levels, with the goals of teaching psychological concepts, scientific methods, professional skills, an awareness of and appreciation for diversity, critical thinking, and effective written and oral communication. We serve the profession and community by applying our expertise to improve individual and collective well-being.

Commitment to Ethical Practices and Collegiality

As members of the ISU Department of Psychology, we are united in our commitment to the discipline of psychology. We follow the [American Psychological Association's \(APA\) Ethical Principles of Psychologists and Code of Conduct](#) as guidelines to ethical practices in teaching, research, and clinical work. We also adhere to [ISU's Code of Ethics and Conduct Policy](#).

We recognize that a well-functioning academic community includes relationships built upon collegiality, trust, and honesty, including but not limited to relationships among students and faculty, researchers and participants, clients and therapists, and scientists and the public. To maintain trust, we strive to present ourselves, our research, our practice, and our discipline with integrity.

Consistent with APA, we respect the dignity, worth, and rights of all people. We recognize and respect cultural, individual, and role differences, such as age, gender identity, race, ethnicity, religion, national origin, sexual orientation, and disability. We also aim to appreciate cross-discipline perspectives in psychology by considering differing theoretical perspectives. We further endeavor to limit the effects of bias in our immediate environment by attempting to reduce potential bias when we see it.

Diversity Statement

Consistent with the accreditation standards of the APA, the ISU Department of Psychology is committed to creating an equitable, diverse, and inclusive environment for all students, staff, and faculty. We strive to treat everyone with respect and dignity. Diversity in all its forms (including but not limited to race, ethnicity, gender identity, sexual orientation, religion, age, disability status, national origin, socioeconomic status, neurodiversity, political orientation, and body diversity) is essential to achieve our mission, namely *conducting research and providing education and services within the area of psychology*. We aim to recruit and retain qualified students, staff, and faculty, including members of marginalized groups. We are committed to incorporating the principles of equity, diversity, and inclusion in our work.

We are committed to eliminating all forms of discrimination, harassment, and oppression. We stand in solidarity against hate-related incidents. Our commitments are reflected in our education, research, advocacy, and services.

Departmental Administration and Organization

Faculty, staff, and students serve in many different capacities and roles within the Department. Some lines of responsibility are well-delineated; others are difficult to specify. In the latter instance, the Department tends to operate as a single committee to resolve problems and articulate policy.

Department of Psychology Chairperson (Department Chair)

The many roles and duties of the Department Chair include departmental governance, curriculum and instruction, faculty affairs, student affairs, college affairs, and general duties regarding the day-to-day operation of the department. The Department Chair's contract is set by the college and university—currently it includes a 9-month contract, a stipend, and two, 3-credit course releases for both fall and spring semesters from the standard workload policy for full-time faculty.

Director of Clinical Training of the Clinical Psychology PhD Program

A Director of Clinical Training (DCT) position is required by the Commission on Accreditation (CoA) of the APA for clinical doctoral programs. Essentially, an individual other than the Department Chair or the Clinical Psychology PsyD DCT who is a licensed clinical psychologist must be recognized and assume responsibility for the many components of the professional education of students in the Clinical Psychology PhD Program (hereafter Clinical PhD Program). The DCT of the Clinical PhD Program (hereafter referred to as the PhD DCT) is appointed by the Dean of CHES based on the recommendations of the Department Chair and the PhD Clinical Training Committee (hereafter referred to as the PhD CTC). The PhD DCT is on an 11-month contract and is granted a reduction of one 3-credit course during both fall and spring semesters from the standard workload policy for full-time faculty.

The PhD DCT operates as the PhD CTC's executive director and implements decisions made by the committee. The PhD DCT has no special power over the committee (i.e., no veto) but has full responsibility for providing the committee with information relevant to committee functions and to administer committee decisions. The PhD DCT serves as liaison between the committee and several other professional and institutional organizations of relevance for the training of clinical PhD students at ISU and has a consulting role with the ISU Psychology Clinic Director (Pocatello) and the Associate Director of Clinical Training (see below). In particular, the PhD DCT represents the CTC on all relevant matters with the Department, the College, the Graduate School, and ISU central administration.

The PhD DCT also monitors several professional organizations for the PhD CTC, and with the assistance of the ADCT (see below), the PhD DCT helps represent the PhD CTC in matters relevant to those organizations. Specific professional groups currently included on that list are the Idaho Psychological Association (IPA), the APA Commission on Accreditation (CoA), the Council of University Directors of Clinical Psychology (CUDCP), and the Association of Psychological Postdoctoral and Internship Centers (APPIC). The PhD DCT chairs all meetings of the PhD CTC. Minutes of all PhD CTC meetings are recorded, and the PhD DCT is responsible for reviewing and signing those minutes. Generally, meetings are convened weekly or biweekly.

The specific duties of the PhD DCT include:

- Serving as primary point of administrative contact for clinical PhD students, administration, community partners, and accreditation- and profession-relevant authorities, including IPA, APA CoA, CUDCP, and APPIC.
- Overseeing New Student Orientation for incoming clinical PhD students.
- Revising Clinical PhD Program-relevant content in department handbook and assisting the Department Chair with more general department updates.
- Chairing all PhD CTC meetings and reviewing and signing related minutes.
- Participating in Department Leadership and Graduate School Program Director meetings.
- Attending CUDCP's annual winter meeting pending available funding.
- Assisting each internship applicant cohort to prepare for APPIC internship application process, including maintaining subscriber status with APPIC and National Match Service and drafting, sharing, and submitting DCT verification letters.
- Serving as primary liaison for pre-application recruitment to the Clinical PhD Program (e.g., answering queries about the program from prospective applicants within and outside ISU).
- Coordinating and overseeing all external practicum placements for clinical PhD students (e.g., PSYC 4423, PSYC 7723, and PSYC 7748), including:
 - Creation of annual contracts for all paid clinical externships and related pay approvals;
 - Development of new and existing clinical externship and community practicum commitments and descriptions for program brochures, related

- clinical PhD student ranking survey, and PhD CTC review and assignments; and
- Review of clinical PhD student feedback for external site supervisors and sharing feedback with external supervisors.
- Coordinating course offerings and overseeing completion of clinical PhD students' program requirements and related registration and DegreeWorks reviews.
- Responding to internship evaluations and overseeing related databases including certificates of completion for clinical PhD students.
- Overseeing collection, review, and database management of clinical PhD student and faculty APA Accreditation Annual Report Online (ARO) Survey and Productivity Report.
- Completing edits, adding summary and recommendation language, responding to any clinical PhD student responses, and maintaining related digital database for the Annual Student Evaluations for the Clinical PhD Program.
- Annual reviewing and revising of the Clinical PhD Program Handbook.

The following section elaborates on several salient PhD DCT responsibilities including related Clinical PhD Program procedures and timelines.

Coordinating Professional Training for the Clinical PhD Program

The PhD DCT coordinates and oversees all professional training activities that students engage in while in the program occurring outside of the ISU Psychology Clinic (Pocatello) and prior to the pre-doctoral APPIC clinical internship.

The PhD DCT has direct supervisory authority over graduate students assigned to Community Practicum (PSYC 7723) and Clinical Externship (PSYC 7748) positions. The PhD DCT also administers and reviews all associated student and agency supervisor evaluations. The PhD DCT is the primary point of contact for contracts associated with paid external training sites and the primary administrative contact for those sites and ensures that all relevant policies and procedures are followed at external training sites.

The PhD DCT also manages clinical training opportunities for undergraduate students taking Community Practicum (PSYC 4423). The PhD DCT communicates with undergraduate students interested in this course and provides guidance regarding appropriate practicum placements in the community and appropriate oversight of practicum student experiences.

The PhD DCT serves as a primary point of administrative contact for program students and works with the ADCT (see below) and PhD CTC to promote clinical training opportunities consistent with program goals.

Coordinating Course Offerings for the Clinical PhD Program

The PhD DCT works with the PhD CTC and the Department Chair to ensure an adequate staffing plan that allows students to make progress toward their degrees (i.e., MS, PhD). However, the Departmental Chair retains ultimate responsibility for course

assignments to faculty members.

Program-Relevant Conference Attendance for the Clinical PhD Program

The Clinical PhD Program is a member of CUDCP, and the PhD DCT (or an appropriate representative, such as the ADCT) attends CUDCP's annual winter meeting pending available funding. The PhD DCT is encouraged, but not required, to attend other program-relevant professional conferences to help inform ongoing program goals and policies.

Administration of Pre-Doctoral Internship Training for the Clinical PhD Program

The PhD DCT assists each clinical PhD student in preparing for the APPIC internship application process. The PhD DCT maintains the clinical PhD program's subscriber status with APPIC and the National Matching Service (NMS) and monitors the APPIC/NMS listservs. The PhD DCT submits a copy of each internship contract to the ISU Registrar to document the full-time nature of APPIC internships (i.e., 48–52 weeks, approximately 2,000 hours) for each clinical PhD student embarking on a clinical internship. The PhD DCT also provides a copy of the internship certificate of completion or signed letter indicating successful completion of the internship to the ISU Registrar for clinical PhD graduates. These two documents provide ISU with data supporting its assertion that clinical PhD students on internship are full-time students, despite registering for only a single credit (PSYC 7749) during each of the three successive semesters of fall, spring, and summer.

All clinical PhD practicum evaluation data are maintained in the PhD student's permanent program file for use in preparing letters of recommendation, internship applications, and program evaluations. These data are available to students and faculty mentors at any time. For each graduate student intending to apply for internship during an academic year, the PhD CTC formally reviews the student's cumulative data during their annual review in anticipation of rendering internship application readiness decisions.

Student Evaluations for the Clinical PhD Program

Clinical PhD students are evaluated on their program progress and performance annually. At the beginning of each fall semester, program students work with their advisors to draft a self-evaluation of their cumulative progress in the program, particularly regarding degree requirements and related DSKs and Profession-Wide Competencies (PWCs). Data include, but are not limited to, course grades, basic adherence to temporal guidelines for the doctoral program, practicum and externship evaluations, Graduate Assistantship evaluations, and professional data (e.g., publications and service activities). Under the direction of the PhD DCT, the PhD CTC reviews all self-evaluation drafts, makes edits as appropriate, and adds summary and recommendation language. All program students indicate that they have received and read their annual evaluation and are given an opportunity to discuss the report with program leadership—particularly the PhD DCT and respond to the evaluation if they wish to do so.

Revision of the Clinical PhD Program Handbook Components

The Departmental Procedures and Program-Specific Handbooks are routinely scrutinized and revised by the PhD CTC and the Department of Psychology Faculty. It is the PhD DCT's role to incorporate Clinical PhD Program changes into the handbook on an annual basis. All students are required to review the latest copy of the Handbook—available online—and indicate in writing that they understand the associated program and departmental policies.

Associate Director of Clinical Training

The Associate Director of Clinical Training (ADCT) assists the PhD DCT and the rest of the PhD CTC in administering the Clinical PhD Program. The ADCT is appointed by the Department Chair based on recommendations of the PhD DCT and the PhD CTC. The ADCT is on a 9-month contract and is granted a reduction of one 3-credit course during each academic year from the standard workload policy for full-time faculty.

The specific duties of the ADCT include:

- Overseeing collection, review, and database management of accreditation-relevant program assessment metrics and related CoA annual reports, including:
 - Alumni Survey;
 - Practicum, Externship, and ADA Student and Supervisor Evaluations;
 - Student signatures confirming annual department handbook receipt and review;
 - Annual Student Survey data collection, PhD CTC review, and Town Hall summary to program students;
 - Clinical Comprehensive Exam database; and
 - Discipline-Specific Knowledge (DSK) evaluation database and related work with faculty to ensure DSK content and assessment methods in courses are explicitly described in course syllabi and implemented in accordance with accreditation standards.
- Overseeing program admissions process (e.g., application review assignments, Interview Week development, Program Orientation delivery, CollegeNet decisions).
- Overseeing program's webpage to maintain compliance with accreditation standards.
- Scheduling and conducting monthly program colloquia, including external speakers, Diversity Case Conference Presentations, Town Hall Q&A, and an Internship Panel (open to clinical PsyD students when topic interests align).
- Scheduling and overseeing the Annual Clinical Workshop for Clinical Psychology PhD program students, Clinical Psychology PhD faculty, and community partners, including working with administrative staff on workshop-related Continuing Education (CE) credits, assessment, and record-keeping (open to clinical PsyD students when topic interests align).
- Serving as secondary point of administrative contact for students, administration, community partners, and accreditation-relevant authorities.

- Assisting PhD DCT and PhD CTC to promote clinical training opportunities consistent with program goals.

The following section elaborates on two salient ADCT responsibilities including related program procedures and timelines.

Admissions for the Clinical PhD Program

The ADCT ensures that the admission processes defined on the Clinical Psychology PhD Program webpages are rendered current by September 15 each fall semester. The ADCT and Graduate Program Coordinator work together to organize all information required by the admissions process. The Department Chair, PhD DCT, ADCT, and Graduate Program Coordinator work together to implement all procedures necessary to manage the interview process, including overseeing PhD CTC review of doctoral applicants, communicating with applicants, scheduling interviews, and conducting a program orientation. The ADCT works with departmental faculty to ensure the specification of funding offers to Clinical Psychology PhD applicants prior to April 1.

Speakers/Presentations for the Clinical PhD Program

The ADCT works with the PhD DCT and PhD CTC to construct a schedule of virtual (i.e., Zoom) clinical colloquium meetings for clinical psychology PhD students (open to clinical psychology PsyD students when topic interests align). These meetings may also be used for Departmental Colloquia for all departmental graduate students. At least one clinical workshop is arranged each year by the ADCT, with input from the PhD DCT and PhD CTC. The ADCT ensures that these colloquium meetings and clinical workshops are posted on the program's digital calendar and additionally communicates with students about these program activities and expectations.

Director of Clinical Training of the Clinical Psychology PsyD Program

A Director of Clinical Training (DCT) position is required by the Commission on Accreditation (CoA) of the APA for clinical doctoral programs. Essentially, an individual other than the Department Chair or the Clinical Psychology PhD DCT who is a licensed clinical psychologist must be recognized and assume responsibility for the many components of the professional education of students in the Clinical Psychology PsyD Program (hereafter Clinical PsyD). The DCT of the Clinical PsyD Program (hereafter referred to as the PsyD DCT) is appointed by the Dean of CHESS based on the recommendations of the Department Chair and the PsyD Clinical Training Committee (PsyD CTC) and is on an 11-month contract. The PsyD CTC is granted a reduction of one 3-credit course during both fall and spring semesters from the standard workload policy for full-time faculty.

The PsyD DCT operates as the PsyD CTC's executive director and implements decisions made by the committee. The PsyD DCT has no special power over the committee (i.e., no veto) but has full responsibility to provide the committee with information relevant to committee functions and to administer committee decisions. The PsyD DCT serves as liaison between the committee and several other professional

and institutional organizations of relevance for the training of clinical psychology PsyD students at ISU and has a consulting role with the ISU Psychology Clinic Director (Meridian). In particular, the PsyD DCT represents the committee on all relevant matters with the Department, the College, the Graduate School, and ISU central administration.

The PsyD DCT also monitors several professional organizations for the PsyD CTC, and the PsyD DCT helps represent the PsyD CTC in matters relevant to those organizations. Specific professional groups currently included on that list are the IPA, the APA CoA, CUDCP, and APPIC. The PsyD DCT chairs all meetings of the PsyD CTC. Minutes of all PsyD CTC meetings are recorded, and the PsyD DCT is responsible for reviewing and signing those minutes. Generally, meetings are convened weekly or biweekly.

The specific duties of the PsyD DCT include:

- Serving as primary point of administrative contact for clinical PsyD students, administration, community partners, and accreditation- and profession-relevant authorities, including IPA, APA CoA, CUDCP, and APPIC.
- Overseeing New Student Orientation for incoming clinical PsyD students.
- Revising Clinical PsyD Program-relevant content in department handbook and assisting the Department Chair with more general department updates.
- Chairing all PsyD CTC meetings and reviewing and signing related minutes.
- Participating in Department Leadership and Graduate School Program Director meetings.
- Attending CUDCP's annual winter meeting pending available funding.
- Assisting each internship applicant cohort to prepare for APPIC internship application process, including maintaining subscriber status with APPIC and National Match Service and drafting, sharing, and submitting DCT verification letters.
- Serving as primary liaison for pre-application recruitment to the Clinical PsyD Program (e.g., answering queries about the program from prospective applicants within and outside ISU).
- Coordinating and overseeing all external practicum placements for clinical PsyD students (e.g., PSYC 4423, PSYC 7723, and PSYC 7748), including:
 - Creation of annual contracts for all paid clinical externships and related pay approvals;
 - Development of new and existing clinical externship and community practicum commitments and descriptions for program brochures, related clinical PsyD student ranking survey, and PsyD CTC review and assignments; and
 - Review of clinical PsyD student feedback for external site supervisors and sharing feedback with external supervisors.
- Coordinating course offerings and overseeing completion of clinical PsyD students' program requirements and related registration and DegreeWorks reviews.

- Responding to internship evaluations and overseeing related databases including certificates of completion for clinical PsyD students.
- Overseeing collection, review, and database management of clinical PsyD student and faculty APA Accreditation Annual Report Online (ARO) Survey and Productivity Report.
- Completing edits, adding summary and recommendation language, responding to any clinical PsyD student responses, and maintaining related digital database for the Annual Student Evaluations for the Clinical PsyD Program.
- Annual reviewing and revising of the Clinical PsyD Program Handbook.
- Overseeing collection, review, and database management of accreditation-relevant program assessment metrics and related CoA annual reports, including:
 - Alumni Survey;
 - Practicum, Externship, and ADA Student and Supervisor Evaluations;
 - Student signatures confirming annual department handbook receipt and review;
 - Annual Student Survey data collection, PsyD CTC review, and Town Hall summary to program students;
 - Clinical Comprehensive Exam database; and
 - Discipline-Specific Knowledge (DSK) evaluation database and related work with faculty to ensure DSK content and assessment methods in courses are explicitly described in course syllabi and implemented in accordance with accreditation standards.
- Overseeing program admissions process (e.g., application review assignments, Interview Week development, Program Orientation delivery, CollegeNet decisions).
- Overseeing program's webpage to maintain compliance with accreditation standards.
- Scheduling and conducting monthly program colloquia, including external speakers, Diversity Case Conference Presentations, Town Hall Q&A, and an Internship Panel.
- Scheduling and conducting monthly program colloquia, including external speakers, Diversity Case Conference Presentations, Town Hall Q&A, and Internship Panel (open to clinical PhD students when topic interests align).
- Scheduling and overseeing Annual Clinical Workshop for program students, faculty, and community partners, including working with administrative staff on workshop-related CE credits, assessment, and record-keeping (open to clinical PhD students when topic interests align).

The following section elaborates on several salient PsyD DCT responsibilities including related Clinical PsyD Program procedures and timelines.

Coordinating Professional Training for the Clinical PsyD Program

The PsyD DCT coordinates and oversees all professional training activities that students engage in while in the program occurring outside of the ISU Psychology Clinic (Meridian) and prior to the pre-doctoral APPIC clinical internship.

The PsyD DCT has direct supervisory authority over graduate students assigned to Community Practicum (PSYC 7723) and Clinical Externship (PSYC 7748) positions. The PsyD DCT also administers and reviews all associated student and agency supervisor evaluations. The PsyD DCT is the primary point of contact for contracts associated with paid external training sites and the primary administrative contact for those sites and ensures that all relevant policies and procedures are followed at external training sites.

The PsyD DCT serves as a primary point of administrative contact for program students and works with the PsyD CTC to promote clinical training opportunities consistent with program goals.

Coordinating Course Offerings for the Clinical PsyD Program

The PsyD DCT works with the PsyD CTC and the Department Chair to ensure an adequate staffing plan that allows students to make progress toward their degrees (i.e., MS, PsyD). However, the Departmental Chair retains ultimate responsibility for course assignments to faculty members.

Program-Relevant Conference Attendance for the Clinical PsyD Program

The Clinical PsyD Program is a member of CUDCP, and the PsyD DCT (or an appropriate representative) attends CUDCP's annual winter meeting pending available funding. The PsyD DCT is encouraged, but not required, to attend other program-relevant professional conferences to help inform ongoing program goals and policies.

Administration of Pre-Doctoral Internship Training for the Clinical PsyD Program

The PsyD DCT assists each clinical PsyD student in preparing for the APPIC internship application process. The PsyD DCT maintains the clinical PsyD program's subscriber status with APPIC and the National Matching Service (NMS) and monitors the APPIC/NMS listservs. The PsyD DCT submits a copy of each internship contract to the ISU Registrar to document the full-time nature of APPIC internships (i.e., 48–52 weeks, approximately 2,000 hours) for each clinical PsyD student embarking on a clinical internship. The PsyD DCT also provides a copy of the internship certificate of completion or signed letter indicating successful completion of the internship to the ISU Registrar for clinical PsyD graduates. These two documents provide ISU with data supporting its assertion that clinical PsyD students on internship are full-time students, despite registering for only a single credit (PSYC 7749) during each of the three successive semesters of fall, spring, and summer.

All clinical PsyD practicum evaluation data are maintained in the PsyD student's permanent program file for use in preparing letters of recommendation, internship applications, and program evaluations. These data are available to students and faculty mentors at any time. For each graduate student intending to apply for internship during

an academic year, the PsyD CTC formally reviews the student's cumulative data during their annual review in anticipation of rendering internship application readiness decisions.

Student Evaluations for the Clinical PsyD Program

Clinical PsyD students are evaluated on their program progress and performance annually. At the beginning of each fall semester, program students work with their advisors to draft a self-evaluation of their cumulative progress in the program, particularly regarding degree requirements and related DSKs and Profession-Wide Competencies (PWCs). Data include, but are not limited to, course grades, basic adherence to temporal guidelines for the doctoral program, practicum and externship evaluations, Graduate Assistantship evaluations, and professional data (e.g., publications and service activities). Under the direction of the PsyD DCT, the PsyD CTC reviews all self-evaluation drafts, makes edits as appropriate, and adds summary and recommendation language. All program students indicate that they have received and read their annual evaluation and are given an opportunity to discuss the report with program leadership—particularly the PsyD DCT and respond to the evaluation if they wish to do so.

Revision of the Clinical PsyD Program Handbook Components

The Departmental Procedures and Program-Specific Handbooks are routinely scrutinized and revised by the PsyD CTC and the Department of Psychology Faculty. It is the PsyD DCT's role to incorporate Clinical PsyD Program changes into the handbook on an annual basis. All students are required to review the latest copy of the Handbook—available online—and indicate in writing that they understand the associated program and departmental policies.

Admissions for the Clinical PsyD Program

The PsyD DCT ensures that the admission processes defined on the Clinical Psychology PsyD Program webpages are rendered current by September 15 each fall semester. The PsyD DCT and Graduate Program Coordinator work together to organize all information required by the admissions process. The Department Chair, PsyD DCT, and Graduate Program Coordinator work together to implement all procedures necessary to manage the interview process, including overseeing PsyD CTC review of doctoral applicants, communicating with applicants, scheduling interviews, and conducting program orientation. The PsyD DCT works with departmental faculty to ensure the specification of funding offers to Clinical Psychology PsyD applicants prior to April 1.

Speakers/Presentations for the Clinical PsyD Program

The PsyD DCT works with the PsyD CTC to construct a schedule of virtual (i.e., Zoom) clinical colloquium meetings for clinical psychology PsyD students (open to clinical PhD students when topic interests align). These meetings may also be used for Departmental Colloquia for all departmental graduate students. The PsyD DCT ensures

that these colloquium meetings and clinical workshops are posted on the program's digital calendar and additionally communicates with students about these program activities and expectations.

Director of Psychological Sciences Training

The Director of Psychological Sciences Training (DPST) is an individual other than the Department Chair who is recognized and assumes responsibility for the many components of professional education of graduate students in the Psychological Sciences PhD and MS programs. The DPST is appointed for a 3-year term by the Dean of CHESS based on the recommendations of the Department Chair and the Psychological Sciences Training Committee (PSTC). The DPST has a 9-month contract and is granted a reduction of a 3-credit course during the academic year from the standard workload policy for full-time faculty. Neither the Graduate School nor CHESS, however, formally describe the roles and responsibilities of the DPST. Therefore, it is necessary to articulate those roles and responsibilities, and the DPST's job description is as follows.

The DPST operates as the PSTC's executive director and implements decisions made by the PSTC. The DPST has no special power over the committee (i.e., no veto) but has full responsibility to provide the committee with information relevant to committee functions and to administer committee decisions. The DPST serves as liaison between the program and several other professional and institutional organizations of relevance for the master's and doctoral training of Psychological Sciences students at ISU. In particular, the DPST is a representative of the committee to the Department, the College, the Graduate School, and ISU central administration.

The DPST plays a major role in the recruitment of new program students. The DPST is expected to coordinate with the department on any recruitment effort; e.g., recruitment trips to other universities, online events, giving presentations to potential applicants, and responding to inquiries from potential applicants.

The DPST chairs all meetings of the PSTC and approves minutes of all meetings. Generally, meetings are convened monthly or as needed.

Admissions for the Psychological Sciences Graduate Programs

The DPST oversees the admission processes for the Psychological Sciences PhD and MS programs. Specifically, the DPST works with the Graduate School to ensure the online application process is consistent with departmental application needs. The DPST and clerical staff work together to record all information required by the admissions process. The DPST and clerical staff implement all procedures necessary to manage the admissions processes. The DPST works with departmental faculty to ensure the award of stipends to Psychological Sciences graduate students. Finally, all necessary correspondence and acceptance/rejection decision-making is performed by the DPST until the new class of students is finalized.

Professional Activities of Students for the Psychological Sciences Graduate Programs

The DPST coordinates with the Department Chair, the PhD DCT, and the PsyD DCT to schedule an orientation meeting with all new program graduate students. During this meeting, information about program requirements, work requirements, and departmental expectations will be shared with program students. Students with GTA, GRA, research internships, and other funded positions (e.g., CPI) will be told that they are responsible for keeping a work log. All students are required to submit work logs to the DPST by the end of finals week.

The DPST is responsible for gathering information about students' performance. Such information includes grades, research productivity, and performance in GTA positions. During closed week each semester, the DPST reminds supervisors of GTAs to complete the forms, meet with students, and send the signed forms to the DPST.

Annual Student Evaluations for the Psychological Sciences Graduate Programs

All Psychological Sciences graduate students will be evaluated once a year. Each student will complete an annual evaluation form, and this will be used by the PSTC to discuss each student's performance. Based on this information, the DPST will provide students with written feedback about their performance in the past year, and the student will meet with their mentor and another member of PSTC to discuss this feedback, their accomplishments and challenges, and a plan for the upcoming academic year. The annual evaluation form, with written feedback from the DPST and notes from the meeting with the student, will be signed by the student, mentor, and other PSTC member and given to the DPST.

Administration of Student Funding for the Psychological Sciences Graduate Programs

One of the goals of the Psychological Sciences PhD program is to provide funding for all students. An important function of the DPST is to help the program reach that goal. The DPST works with the Department Chair to obtain students' funding. This may include contacting area companies to secure research assistantships.

Program Assessment for the Psychological Sciences Graduate Programs

The DPST is responsible for assessing the effectiveness of the Experimental program. The DPST ensures the program is evaluated annually. This work may include gathering information from current students, alumni, and other faculty members.

Speakers/Presentations for the Psychological Sciences Graduate Programs

The DPST works with the Experimental Training Committee to construct a schedule of monthly Lunch & Learn meetings for the faculty and students in the Psychological Sciences program. A member of PSTC will be asked to coordinate these meetings each year. The DPST will coordinate with the PhD DCT, PsyD DCT, and department chair on departmental colloquia.

Revision of the Psychological Sciences Program Handbook Components

The Department Handbook is continuously scrutinized and revised by the PSTC and the Psychology Department Faculty. It is the DPST's role to incorporate Psychological Sciences Program changes into the handbook on an annual basis. All students are required to review the latest copy of the Handbook—available online—and indicate in writing that they understand the associated program and departmental policies.

Psychology Clinic Directors

There are two clinic director positions for the department, one for the Psychology PhD Training Clinic located in Pocatello and one for the Psychology PsyD Training Clinic located in Meridian. The position duties are largely the same; however, separate positions are needed to operate the individual clinics and oversee the different needs of the Clinical Psychology PhD and PsyD students. The Clinic Directors oversee the operation of these training clinics. Five domains of activity can be specified in the job description: Clinic Policy, Fiscal Management, Student Professional Activities, Daily Operations, and Public Relations. These positions are 11-month positions and are granted a reduction of one 3-credit course during both fall and spring semesters from the standard workload policy for full-time faculty

Clinic Policy

The Clinic Directors are responsible for proposing revisions in the individual Psychology Clinic Policy and Procedures Manuals to the PhD CTC/PsyD CTC when needed. Although the Directors are responsible for the administration of the clinics, the PhD CTC/PsyD CTC determine clinic policy. Input for changes in clinic policy and/or procedure can arise from any number of sources and should be formally addressed in the Clinic Manuals at the earliest possible date. These may include administrative needs, compliance with state and federal regulations (e.g., HIPAA), and institutional requirements. Formal review and revision (updates) of the Manuals should occur at least annually.

The Clinic Directors also regularly present reports on the Psychology Clinics to the PhD CTC/PsyD CTC. The Clinic Directors also monitor the Faculty Practice Plan (FPP), which allows clinical faculty to practice within the structure of the clinic. The Clinic Directors maintain membership in the Association of Psychology Training Clinics (APTC) and attend association meetings to represent the program and to apprise the PhD CTC/PsyD CTC of national developments in clinical practicum training and clinic management.

Fiscal Management of the Clinic

The Clinic Directors monitor the Psychology Clinic Accounts and approve or defer expenditures requested by faculty, staff, or students, based on established funding priorities and available revenues. The Clinic Directors submit an annual report of Psychology Clinic revenues and expenditures to the PhD CTC/PsyD CTC and

Department Chair. Monthly statements of Clinic Account activity are reviewed. Together with the clinic administrative assistant/office manager (when available), the Clinic Directors oversee the monthly billing cycle and approve any exceptions to the standard fee collection schedules that might be requested by clinical staff. Clinic expenditures have included the following categories: testing materials, capital equipment, clinic room furnishings, clinical reference books/videos, office supplies, repairs/maintenance, fees (e.g., ADPTC dues, reimbursement for licensing fees for clinical faculty, reimbursement of student registration fees at professional conferences), utilities, and research expenses for approved projects directed by clinical faculty. Spending priorities are established by the Clinic Directors who seek consultation with the PhD CTC/PsyD CTC as needed. The Clinic Directors are also authorized to seek external funding for the clinic in concert with the Department Chair and the ISU Foundation.

Student Professional Activities for the Psychology Clinics

The Psychology Clinics are the primary site for practicum experiences for doctoral students in the Clinical PhD and PsyD programs, especially during their first 2 years. The Clinic Directors work with students, faculty supervisors, and their respective program training committees (i.e., PhD CTC or PsyD CTC) to assure quality training, compliance with ethical and legal guidelines, HIPAA compliance, and professional development. The Clinic Directors work with the PhD DCT/PsyD DCT and PhD CTC/PsyD CTC to develop, utilize, and evaluate the system for documenting student practicum competencies. The Clinic Directors are charged also with developing a quality assurance monitoring system and standards for clinical documentation.

Each semester the Clinic Directors perform several functions regarding professional activities of students:

- a. The Clinic Directors work with the PhD CTC/PsyD CTC in assigning students to the various practicum teams, using data from the student practicum competencies tracking system in determining trainee needs, assignments and clinical readiness for internship.
- b. Every fall semester Clinic Directors will update the Psychology Clinic Manual and distribute it to all practicum students and clinical faculty who will indicate that they have read it by signature via DocuSign. Students also receive a special orientation prior to beginning psycho-educational assessments.
- c. The Clinic Directors facilitate student access to professional training workshops by identifying outside speakers (e.g., Idaho Psychological Association CE opportunities) in consultation with the PhD CTC/PsyD CTC.
- d. Clinic activity is quantified in the Clinic Directors' Annual Reports to the PhD CTC/PsyD CTC and Department Chair. Minimum data collection includes the number of clients, couples, or family units seen by each practicum team, the number of clinic sessions, and the amount and kind (graduate vs. undergraduate) of student participation. A database is maintained to monitor clinical activity, assist trainees in reporting of cases seen, and facilitate possible service research or program evaluation.
- e. The Clinic Directors prepare reports on the functions of the clinics as needed for

APA accreditation.

Daily Clinic Operations

The Clinic Directors work with the clinic administrative assistant/office manager and clinic GTAs to manage all routine tasks of the Psychology Clinics as defined in the Psychology Clinic Manuals. Typically, these operations include, but are not limited to, space allocation, therapy room schedules, client scheduling, initial phone contact procedures, intake screenings, record-keeping, filing, equipment repair, purchasing, and requests for client records. All requests for clinic information regarding clinical services that cannot be managed by the clinic staff (i.e., the administrative assistant/office manager and GTAs) are forwarded to the Clinic Directors. Any logistical problems between students, clinic teams, faculty, and/or clinic staff pertaining to clinic functions are referred to the Clinic Directors.

The Clinic Directors provide backup consultation on clinical issues as needed and is consulted on emergencies or other situations (e.g., legal requests) that may affect the clinic as a whole. The Clinic Directors have administrative responsibility for monitoring compliance with Health Insurance Portability and Accountability Act (HIPAA) regulations and serves as the clinics' Privacy Officers. The Clinic Directors attend meetings of the ISU Clinics Committee and works directly with the ISU HIPAA Compliance Officer to maintain compliance with all current ISU Policy and Procedures regarding HIPAA compliance.

Public Relations

The Clinic Directors are the spokespersons for the Psychology Clinics. The Clinic Directors represent the clinics to the PhD CTC/PsyD CTC, Department, CHESS, Graduate School, and the University. The Clinic Directors oversee the content and updating of the clinic webpages and periodically release announcements to ISU University Relations personnel regarding the availability of clinic services. All announcements to the public regarding clinic services of any kind, including research performed in the Clinic, need to be approved by the Clinic Directors. The Clinic Directors respond to media requests for information and university or community requests to present information about the ISU Psychology Clinics and the services provided. The Clinic Directors are charged to assist supervising faculty in recruiting appropriate prospective clients to the practicum teams.

The Pocatello Clinic Director or a designated faculty member works with the Coordinator of the ISU Interdisciplinary Evaluation Team (IET) to facilitate interdisciplinary training and cooperation on the ISU campus. This includes providing space in the Pocatello Psychology Clinic available for IET functions. The Clinic Directors work with other service providers on campus to better utilize and coordinate services, especially for students. In particular, the Clinic Directors strive to maintain good working relationships with the ISU Counseling and Mental Health Center, the ISU Student Health Center, the ADA & Disabilities Resource Center, the Center for New Directions, and the ISU Pocatello Family Medicine Clinic.

Additional Considerations

It is important to recognize that the Psychology Clinics are designed to train graduate students in clinical skills and to provide space and equipment to perform clinical and experimental research. In the process of achieving their training missions, the clinics also serve the public by providing psychological services at public sector fee rates and raise some revenues to offset the costs of the clinical programs. Professional standards for the provision of clinical services are always maintained. The primary mission, student training, however, takes precedence over providing service and collecting revenues. Consideration of this policy is important whenever competing activities are weighed by the Clinic Directors, PhD DCT/PsyD DCT, the PhD CTC/PsyD CTC, and the Psychology Department.

The Clinic Directors are appointed by the Dean of CHESS based on the recommendations of the Department Chair and the PhD CTC/PsyD CTC. The Clinic Directors report to the PhD CTC/PsyD CTC and Department Chairperson.

The Clinic Directors are granted 11-month contracts. The Clinic Directors are provided course relief from one 3-credit course per fall and spring semester relative to the standard workload policy for full-time clinical faculty. Each Clinic Director coordinates vacation schedules to maintain emergency coverage for program students when services are being offered in the clinics.

The Pocatello Clinic Director has supervisory authority over the Graduate Teaching Assistants (GTAs) assigned to the Pocatello Psychology Clinic by the Department. The duties of the Clinic GTAs are described in the Psychology Clinic Policy and Procedures Manual. The Clinic Directors have supervisory authority over the clinic administrative assistant/office manager in their respective clinics (technically, an "Office Specialist") for all clerical and other functions pertaining to the Psychology Clinics. Note that the Department Administrative Assistant also has supervisory authority over the Office Specialist in conducting clerical functions they might be required to perform for the Psychology Department upon request. Supervising faculty are either licensed in Idaho or working toward licensure. The Clinic Director (or a designated licensed psychologist on staff) is charged with providing faculty supervision to new faculty who need supervision to obtain licensure.

Director of the Psychology Undergraduate Program

The Director of the Psychology Undergraduate Program (DPUP) is an individual who assists the Department Chairperson in managing the undergraduate program in the department. This is a 9-month position with one course release per year.

The specific duties of the DPUP include:

- Lead regularly held Undergraduate Program Committee meetings
- Participate in department leadership meetings
- Engage in retention and recruitment efforts for undergraduate students
- Provide support and guidance to faculty and graduate students who teach undergraduate courses

- Regularly review the undergraduate curriculum and make suggestions to the department chair and full faculty regarding curriculum revisions
- Make suggestions to the department chair regarding undergraduate course scheduling for each semester
- Facilitate the assessment process for the undergraduate program, including overseeing the collection of assessment data and the completion of annual reviews/reports
- Facilitate the assessment process for PSYC 1101, including overseeing the collection of assessment data and the completion of GERC reports
- Oversee the supervision of graduate student instructors, particularly for PSYC 1101, PSYC 2201, PSYC 2227, and PSYC 3303
- Spearhead activities to engage psychology undergrad majors in the department – send out announcements of relevant department events (e.g., colloquiums), share job and internship opportunities, encourage early participation in research labs and on clinical practicums, put on periodic (approximately 1 per semester) social or educational events specific for undergrads
- Suggest useful resources to put on the department website for undergrad students, such as course suggestions based on career plans and tips for applying to graduate school
- If eligible, serve as the Psi Chi advisor (requires a PhD, if the director is not eligible, a suitable replacement from the committee will serve in this role instead)
- Start a Psychology Club for students who do not qualify for Psi Chi

Departmental Committees

Graduate Admissions Committees

Each graduate program forms its own admissions committee to review and consider students for admission to the programs. Each committee comprises departmental faculty and may also include senior graduate students. In addition, each program may invite faculty members from the other program to participate in the admissions process. Cross-program admission committee participation is not mandatory.

Clinical Psychology PhD Clinical Training Committee (PhD CTC)

The PhD CTC consists of all full-time clinical PhD faculty plus two (when available) Clinical PhD student representatives from the Professional Graduate Student Association (PGSA). Student members have full voting rights on all programmatic issues. Simple majority votes are used whenever consensus cannot be reached and the issue must be resolved. Student members are excused from all committee activity regarding student evaluations or faculty affairs. The PhD CTC considers any and all business of the PhD clinical psychology program. The PhD DCT chairs the PhD CTC, and meetings are convened bi-weekly or as needed. Attendance, all decisions, and all votes are recorded in the minutes of every meeting. Minutes are maintained and shared with

PhD CTC committee members for review.

The PhD CTC establishes policies and procedures germane to the PhD clinical doctoral program. Specifically, policies and procedures are articulated in the Clinical Student section of this handbook and the Psychology Clinic Manual. Relevant sections of the Graduate Catalog are also subject to PhD CTC review. Whenever adjustments in non-professional aspects of doctoral training (e.g., dissertation guidelines) are recommended by the PhD CTC, the committee will propose those changes to the Psychology Department for approval.

The PhD CTC assumes full responsibility over the professional components of doctoral training in clinical psychology. The professional components of program training are defined and limited to the following processes:

- All operations of the Pocatello Psychology Clinic
- Required and elective clinical courses
- All professional training
- Formal written summaries of clinical student progress
- Ethical and professional conduct of clinical students
- Practica and externships in community agencies
- Scheduling program colloquia and clinical workshops
- Student readiness for clinical internship
- Acceptance of students' final Graduation Checklists.

The PhD CTC serves as a board of directors for the PhD DCT and the Pocatello Clinic Director. The PhD DCT and Pocatello Clinic Director implement committee policy. If the committee recommends a change in administrative personnel for any variety of reasons, the Departmental Chair and the Dean of the College will review the request and render a decision.

Clinical Psychology PsyD Training Committee (PsyD CTC)

The PsyD CTC consists of all full-time PsyD clinical faculty plus two (when available) student representatives from the PsyD study body. Student members have full voting rights on all programmatic issues. Simple majority votes are used whenever consensus cannot be reached and the issue must be resolved. Student members are excused from all committee activity regarding student evaluations or faculty affairs. The PsyD CTC considers any and all business of the doctoral program in clinical psychology. The PsyD DCT chairs the PsyD CTC and meetings are convened bi-weekly or as needed. Attendance, all decisions, and all votes are recorded in the minutes of every meeting. Minutes are maintained and distributed to committee members for review.

The PsyD CTC establishes policies and procedures germane to the clinical doctoral program. Specifically, policies and procedures articulated in the Clinical Student section of this handbook and the Psychology Clinic Manual. Relevant sections of the Graduate Catalog are also subject to PsyD CTC review. Whenever adjustments in non-professional aspects of doctoral training (e.g., dissertation guidelines) are recommended by the PsyD CTC, the committee will propose those changes to the

Psychology Department for approval.

The PsyD CTC assumes full responsibility over the professional components of doctoral training in clinical psychology. The professional components of doctoral training are defined and limited to the following program processes:

- All operations of the Meridian Psychology Clinic
- Required and elective clinical courses
- All professional training
- Formal written summaries of clinical student progress
- Ethical and professional conduct of clinical students
- Service learning positions and externships in community agencies
- Scheduling Clinical Lunch & Learn meetings and clinical workshops
- Student readiness for clinical internship
- Acceptance of the student's final Graduation Checklist.

The PsyD CTC serves as a board of directors for the PsyD DCT and the Meridian Clinic Director. The PsyD DCT and Meridian Clinic Director implement committee policy. If the committee recommends a change in administrative personnel for any variety of reasons, the Departmental Chair and the Dean of the College will review the request and render a decision.

Psychological Sciences Training Committee (PSTC)

The PSTC consists of all full-time Psychological Sciences faculty members and up to two Psychological Sciences student representatives from PGSA. The PSTC considers all business of the MS and PhD program in Psychological Sciences. The committee is chaired by the DPST. The PSTC establishes policies and procedures germane to the program. Specifically, policies and procedures articulated in this handbook are all subject to at least annual review by the Committee. The PSTC assumes full responsibility over the professional components of training in Psychological Sciences.

The DPST implements PSTC policy. If the committee recommends a change in administrative personnel for any variety of reasons, the Departmental Chair and the Dean of the College will review the request and render a decision.

Tenure and Promotion (T&P) Committees

The faculty candidate's Department Tenure and Promotion (T&P) committee makes all recommendations for tenure and promotion to the Department Chairperson. Tenure/Promotion committees include two tenured psychology faculty members, one non-tenured tenure-track psychology faculty member, one tenured ISU faculty member external to the psychology department, and one student (graduate or undergraduate). The candidate chooses one psychology faculty member (who is guaranteed membership on the committee) and submits a list of at least three students (graduate and/or undergraduate) and two tenured non-departmental faculty members to the Chair for possible inclusion on the committee. The Department Chair selects the other two

departmental faculty members for the committee. The Chair makes all reasonable efforts to balance the faculty composition of the committee in terms of gender, field, and tenure status. The Chair also attempts to rotate faculty across tenure/promotion committee assignments to spread the responsibility as evenly as possible across the available faculty. The three departmental faculty assigned to the committee convene and select a chair for the tenure/promotion committee. The faculty members review the nominations submitted by the candidate and select one student (either graduate or undergraduate) and one tenured non-departmental faculty member for the committee. Historically, students have written letters that have been included in the tenure and promotion materials, but this practice will be discontinued in order to protect students. Excluded from consideration for committee assignment are the Department Chair; any faculty member under consideration for tenure, promotion, or a Periodic Performance Review during the same academic year; and any faculty member serving on the CHES Tenure Review Committee during the same academic year.

Periodic Performance Review (PPR) Committees

The PPR committee consists of three FTE departmental faculty. If the faculty member being reviewed is tenured, then all three committee members must be tenured. If the faculty member being reviewed is in a non-tenure track faculty, then only one of the committee members must be tenured, and the other committee members may be untenured tenure-track faculty or non-tenure track faculty. The faculty member being reviewed selects one departmental faculty member. The Department Chair will select the other departmental faculty member, making a reasonable effort for gender balance, field balance, tenured/non-tenured representation, and rotation across committee assignments. The third member, who will serve as chair of the PPR committee, is agreed on by the Department Chair and the faculty member being reviewed. Excluded from the committee membership will be the Department Chair and other faculty members undergoing a PPR, tenure, or promotion review that academic year, unless necessary to fulfill the three tenured faculty member obligation for reviews of tenured faculty. The department also has the option of selecting a tenured faculty member from another department within the division to serve on the committee if the department does not have two tenured colleagues (excluding the Department Chair). The faculty member under review could identify a student to provide input to the committee on teaching, research, and mentorship, though this student should not be considered a committee member.

Comprehensive/Qualifying Exam Committee

Clinical PhD Program

Comprehensive/Qualifying Exam Committees consist of two full-time faculty members of the Psychology Department. See the [Clinical PhD Program](#) section for descriptions of the committee composition.

Clinical PsyD Program

Comprehensive/Qualifying Exam Committees consist of two full-time faculty members of the Psychology Department. See the [Clinical PsyD Program](#) section for descriptions of the committee composition.

Psychological Sciences Program

Comprehensive/Qualifying Exam Committees consist of two full-time faculty members of the Psychology Department and a Graduate Faculty Representative (GFR). See the [Psychological Sciences Program](#) sections for descriptions of the committee composition.

Thesis and Dissertation Committees

Both PhD programs require that students complete a thesis and a dissertation in consultation with a committee that approves the research project and administers the final oral examination for the defense. The MS program requires completion of a thesis. The thesis committee consists of the student's advisor, a second member of the Psychology Department faculty, and a GFR. The dissertation committee consists of the student's advisor, two other members of the Psychology Department faculty, a GFR, and a fifth faculty member that can be from the Psychology Department or from another department. See the section on the [Master's Thesis](#) and the [Dissertation](#) for program-specific information.

Doctoral Project Committees

Each Clinical PsyD student will need to construct a doctoral project committee. The committee consists of three faculty members. The Chair of the committee must be a core faculty member of the PsyD program. The second committee member can be any full-time faculty member of the Psychology Department with Graduate Faculty status. The third committee member is the Graduate Faculty Representative, a faculty member at ISU who holds [Graduate Faculty](#) status.

The Grievance Committee

The Grievance Committee is a standing committee, appointed annually by the Department Chair and PGSA. The purpose of the Grievance Committee is to make recommendations to the Chairperson (or to the College if the complaint is about the Chairperson) concerning ways to handle formal complaints of departmental students regarding other students or faculty within the department. Faculty complaints should follow the faculty grievance policy (see ISUPP 4041 or contact Human Resources). The Department Chair appoints two full-time faculty members of the Psychology Department, one from the clinical faculty and one from the psychological sciences faculty, to serve on the committee. To avoid potential conflicts of interest, faculty members who have an administrative role in the department (i.e., PhD DCT, ADCT, PsyD DCT, DPST, and Clinic Directors) will not be appointed to the committee. PGSA appoints two graduate students, one from each training program, to serve on the committee.

Committee members will sign a confidentiality agreement to confirm that they will not reveal any information learned as part of the grievance process without written permission. Consistent with standards 3 and 4 of the [APA Ethics Code](#), expectations of confidentiality will be clearly stated for all committee members and the committee “will take reasonable precautions to protect confidential information” (p. 7).

When a complaint is brought to the committee, it is possible to replace one or more committee members if there is a conflict of interest identified by the complainant (the person making the complaint), respondent (the person the complaint is against), a committee member, or the Department Chair. That member will be excused from committee responsibility and replaced by an individual appointed by the Department Chair or PGSA (dependent upon whether the excused committee member is a faculty or student, respectively). In cases of other potential or perceived conflicts of interests, the complainant or respondent may request that one member of the committee be replaced without providing a rationale, which is intended to reduce barriers to bringing a complaint forward while creating a fair process for both complainants and respondents. Consistent with University policy ([ISUPP 1110](#)), retaliation, which is defined as “materially adverse action by intimidating, threatening, coercing, harassing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy and procedure” is prohibited.

Ad-Hoc Committees

The Department Chair, departmental faculty, or any program training committee may create other ad-hoc committees for any specific purpose. One or more graduate student representatives may be invited to participate on any ad-hoc committee with full voting privileges at the discretion of the Department Chair, PhD CTC, PsyD CTC, or PSTC.

Departmental Processes and Procedures

Voting Procedures

Faculty vote on a variety of issues, as described in the current handbook. Votes can take place during faculty meetings by a show of hands or with private ballots, via email, or with online surveys. All personnel votes are by secret ballot. Other matters do not typically require a secret ballot. However, any voting faculty member has the right to request a secret ballot for any vote at a meeting, and that request will be honored. Faculty members who are unable to attend a meeting but wish to vote should contact the department chair or program director in advance to cast a vote.

All tenure-track and non-tenure-track faculty may vote on non-personnel matters (e.g., departmental procedures) that do not have a long-term impact on the department. Lecturers and clinical faculty may also vote on departmental guidelines, procedures, and curriculum changes with long-term impact; however, they may vote only on curriculum changes related to the program in which they teach. Thus, lecturers who only

teach undergraduate courses may only vote on undergraduate curriculum changes. Tenure-track faculty are eligible to vote on all personnel issues (e.g., hiring, tenure, promotion, graduate faculty status), and voting eligibility for non-tenure-track positions varies by issue and type of position (clinical faculty vs. lecturers vs. visiting faculty).

Voting Rights

Faculty members vote on a range of matters within the Department. The procedures below pertain to voting that occurs within the Department's faculty meetings and program meetings.

Voting Procedures

All personnel votes are by secret ballot. Other matters do not typically require a secret ballot. However, any voting faculty member has the right to request a secret ballot for any vote at a meeting, and that request will be honored. Faculty members who are unable to attend a meeting but wish to vote should contact the department chair or program director in advance to cast a vote.

Non-Personnel Matters

In addition to tenure-track faculty, all non-tenure-track faculty may vote on non-personnel matters (e.g., student awards, departmental procedures) that do not have a long-term impact on the department. Lecturers and clinical faculty may also vote on departmental guidelines, procedures, and curriculum changes with long-term impact; however, they may vote only on curriculum changes related to the program in which they teach. Thus, lecturers who only teach undergraduate courses may only vote on undergraduate curriculum changes.

Personnel Issues

Personnel issues include hiring, tenure, promotion, and graduate faculty status. Voting eligibility for tenure-track and non-tenure-track positions varies by issue and type of position, as explained below.

Hiring and promotion of tenure-track faculty

- Clinical faculty are expected to participate in the hiring process and vote on hiring and promotion decisions for tenure-track faculty.
- Lecturers may choose to participate in the hiring process and vote on hiring decisions for tenure-track faculty. Lecturers should consult with the job search committee chair and department chair prior to evaluation of job applicants to determine whether they will participate and vote. Lecturers will not vote on promotion decisions.
- Visiting faculty will not vote on hiring and promotion decisions for tenure-track faculty.

Hiring and promotion of non-tenure-track clinical faculty

- Clinical faculty are expected to participate in the hiring process and vote on hiring and promotion decisions for non-tenure-track clinical faculty.
- Lecturers may choose to participate in the hiring process and vote on hiring decisions for non-tenure-track clinical faculty. Lecturers should consult with the job search committee chair and department chair prior to evaluation of job applicants to determine whether they will participate and vote. Lecturers will not vote on promotion decisions.
- Visiting faculty will not vote on hiring and promotion decisions for clinical faculty.

Hiring and promotion of lecturers

- Clinical faculty and Lecturers are expected to participate in the hiring process and vote on hiring and promotion decisions for Lecturers.
- Visiting faculty will not vote on hiring and promotion decisions for Lecturers.

Hiring of visiting faculty

- Clinical faculty are expected to participate in the hiring process and vote on hiring decisions for visiting faculty.
- Lecturers may choose to participate in the hiring process and vote on hiring decisions for visiting faculty. Lecturers should consult with the job search committee chair and department chair prior to evaluation of job applicants to determine whether they will participate and vote.
- Visiting faculty may choose to attend a meal with job candidates and/or the research colloquium and share their thoughts about the candidates, but they will not vote on hiring decisions for visiting faculty.

Graduate faculty status

All non-tenure-track faculty with full or allied graduate faculty status are eligible to vote on full or allied graduate faculty status for both tenure-track and non-tenure-track faculty.

Graduate student decisions

Non-tenure-track clinical faculty, but not lecturers or visiting faculty, can vote on their program's student-specific decisions (e.g., graduate student admissions, funding, practicum and externship placements, scholarships, and dismissal).

Mentoring

The ISU Department of Psychology provides students with guidance and support from the very beginning of their graduate careers in the Department of Psychology at ISU and is responsive to changing patterns of interest among students and advisors. Changes in mentor-student relationships occur for a variety of reasons, including changes in student interests and focus, but also as a result of the advisor leaving the

department or due to a conflict in the advisory relationship that makes the continued relationship between advisor and student untenable. Regardless of the reason for the change in advisory status, it is incumbent upon the student to designate a new research mentor within one semester. If needed, the respective training committee (i.e., PhD CTC, PsyD CTC, or PSTC) will work with the student to identify a suitable research mentor from among the available faculty. Individual faculty retain the right to approve or deny student requests for advising or directing research and establish boundaries regarding the types of research they are willing to supervise.

If a student in good academic standing is unable to successfully secure a research mentor within one semester, the relevant training committee will convene and work toward a solution that provides the student with an opportunity to accomplish program requirements under the supervision of an assigned research mentor. Once a new mentor is identified, the student is expected to make consistent and satisfactory progress on research (e.g., thesis, dissertation) and academic (passing all academic classes and the comprehensive exam) aspects of the training program. Expectations for appropriate research and academic goals may vary across programs and mentors, so the student and the mentor should identify clear expectations for sufficient progress. The program training committee also can be involved in these discussions if needed. In addition, all students and faculty are expected to act in a professional manner during their training. Specific to the former, a pattern of student interpersonal behavior that makes a functional relationship with a mentor untenable is considered inconsistent with the professionalism expected by students in a psychology training program and may represent grounds for dismissal.

The Grievance Process

Consistent with University policy (ISUPP 3100), complaints involving “discrimination or harassment on the basis of protected class status, and ... allegations of retaliation” (ISUPP 3100, Section I) should be reported to the Title IX Coordinator, the director of the Office of Equal Opportunity, or a member of the Title IX Team (ISUPP 3100, Section V.A.1) by phone to 208-282-1439, email to titleix@isu.edu or with the [online Harassment and/or Discrimination Complaint](#). If the complaint involves appeal of a course grade or appeal of program dismissal, all steps and timeframes outlined in the [Appeals and Dismissals](#) section of the [Graduate Catalog](#) must be followed. This departmental process does not replace any other official university policy, such as ISUP 3100.

Students may lodge complaints regarding other students or faculty within the Psychology Department. Complaints regarding staff should be shared with the department chair, in accordance with [ISUPP 3130](#). Any number of disputes, both minor and major, can arise. Several informal strategies exist to resolve problems (see “Whom can I talk to about my concerns?”). Students are strongly encouraged to seek informal solutions as the best first step. As such, the complainant is encouraged to respectfully discuss and resolve the issue with the respondent, if possible. Consultation with others (e.g., the major advisor, the PhD DCT, ADCT, the PsyD DCT, the DPST, the Clinic Directors, the Department Chair, the Dean of the Graduate School, Human Resources, or

Student Affairs; or the Title IX office for issues related to discrimination or harassment on the basis of protected class status or retaliation) may also lead to quick, satisfactory resolution of any number of problems. A person who was consulted could facilitate or support a conversation between the complainant and respondent, which may also resolve the issues. The complainant may also ask to meet with one or more members of the Grievance Committee for consultation about a potential formal complaint. The purpose of the consultation could be to provide information to the complainant to help them decide whether to file a complaint within or outside of the department and/or to explain the grievance process.

If informal resolution is not possible or preferred, and the departmental member decides to file a formal complaint within the department, the following process should be followed. Again, any complaints related to discrimination or harassment (see ISUPP 3100 for definitions) on the basis of protected class status or retaliation should be reported directly to the Title IX Coordinator, the director of Director of the Office of Equal Opportunity, or a member of the Title IX Team. Students may also elect to bring their concerns to the [Dean of Students](#) or the [Dean of the Graduate School](#). If students elect to file a complaint with the grievance committee, written records will be kept by the faculty co-chair about the nature of the complaint, the grievance process, and the recommendation to the Department Chair. A copy of these records will be submitted to the Department Chair when the committee submits their recommendations. The record will be kept confidentially in the department. These records will be accessible to the Department Chair or to others at the Department Chair's discretion for administrative purposes (e.g., for the appeal process). If there are repeated offenses by an individual faculty or student, the Department Chair will discuss with the individual and determine whether further action is needed to address the issue.

1. A written complaint should be submitted to one of the co-chairs of the Grievance Committee (the list of members can be found on the [department webpage](#)). The complaint should include the following minimum information: 1) the name of the complainant, 2) the name of the respondent, 3) the date(s) of the alleged incident(s) or general time frame, 4) a clear description of the event(s), 5) any evidence or documentation in support of the complaint (if available), 6) requests for replacement of committee members (if applicable), and 7) possible recommendations for resolving the grievance.
2. The co-chair will inform the Department Chair and the rest of the grievance committee about the complaint. In the case where the grievance is against the Department Chair, the CHES will be informed.
3. The committee will respond to the complainant within 5 business days of the submission of the formal complaint to let them know what the next step in the process will be. Depending on the nature of the complaint, the committee may choose to meet to discuss the complaint and/or meet with the complainant to get more information about the complaint.
4. When the nature of the complaint is clear, the faculty co-chair will contact the respondent about the complaint and provide the respondent with a copy of the

formal complaint and any other information the committee has acquired. The respondent or complainant may suggest other people who could provide information about this issue to the committee.

5. Within 2 weeks of informing the respondent, the committee will meet separately with the complainant and respondent, both of whom may ask a person (e.g., colleague, peer, partner) to attend the meeting to provide support.
6. The committee will work with the complainant and respondent to identify possible solutions and present those recommendations to the Department Chair (or CHESS in the case of complaints against the Department Chair), who will determine a course of action to resolve the complaint. The recommendation will ideally be made and submitted within 2 weeks of meeting with the complainant and respondent, but this process may take longer.
7. If the complainant or respondent is not satisfied with the decision made by the Department Chair, students may appeal the decision by contacting the Graduate School, CHESS, or Student Affairs, and faculty may appeal the decision by contacting CHESS or other university entities (e.g., ombuds).

Records Retention Policy

All student records, grievances, and complaints are retained by the department for either the duration of any accreditation period (e.g., since the most recent periodic review) or consistent with [ISU's Records Management Policy](#), whichever is longer. Records may be kept longer if there is archival value.

Whom Can I Talk to About My Concerns?

There are several people who can help you think about and resolve concerns. If possible, go to the person you have the concern with first, then go to the person you are most comfortable with. It may be helpful to have a third party (e.g., program director, advisor, or student) facilitate a conversation if you are uncomfortable with having a one-on-one conversation. The list of people to talk to is not hierarchical, meaning that you do not have to proceed through the list in the order of appearance.

If I experience...	What to do or who to talk to...
Discrimination or harassment on the basis of protected class status, and/or retaliation	<ul style="list-style-type: none"> Title IX Coordinator, Director of the Office of Equal Opportunity, or a member of the Title IX Team (more information) You can also talk to your advisor, program director, or Department chair as a support person. Note that faculty are obligated to share information about discrimination, harassment, or retaliation with the Title IX Coordinator, the Director of the Office of Equal Opportunity, or a member of the Title IX team.)
Dismissal from the graduate program	These steps must be followed to formally appeal this decision:

	<ol style="list-style-type: none"> 1. Submit a written appeal to the Dean of CHESS within 15 working days of receiving a notice of dismissal 2. If appeal is denied, submit a written appeal to the Graduate Council within 15 working days (more information) <ul style="list-style-type: none"> • You can also talk to your advisor, program director, or Department chair (as a support person)
The final grade received in a course	<p>These steps must be followed to formally appeal the grade:</p> <ol style="list-style-type: none"> 1. Submit a written appeal via email to the Department Chair within 10 days of when the final grade is posted in BengalWeb. 2. If appeal is denied, submit a written appeal via email to the Dean of CHESS within 10 working days of the Department Chair's decision. 3. If denied, submit a written appeal via email to the Graduate Council via the Dean of the Graduate School within 10 working days of the decision from the Dean of the college (more information) <ul style="list-style-type: none"> • You can also talk to your advisor, program director, or Department chair (as a support person)
Issues related to intimidation, threats, coercion, or bullying	<ul style="list-style-type: none"> • Advisor (as a support person) • Program director (as a support person) • Department chair (as a support person) • Grievance committee • Dean of CHESS • Dean of the Graduate School • Office of Student Affairs for student-only issues (more information)
Issues related to academic dishonesty, including cheating and plagiarism	<ul style="list-style-type: none"> • Instructor or co-authors • Program director • Department chair • Dean of CHESS • Graduate Council
Authorship order on a paper or conference presentation	<ul style="list-style-type: none"> • Co-authors and potential co-authors • Advisor (if not a co-author) • Program director • Grievance committee • Department chair
Funding and externship site placement	<ul style="list-style-type: none"> • Advisor • Program director

	<ul style="list-style-type: none"> • Department chair
Being asked to leave the classroom due to disruptive behavior	<ul style="list-style-type: none"> • Instructor • Department chair • Office of Student Affairs (more information)
The grade received on an assignment, paper, or exam	<ul style="list-style-type: none"> • Instructor • Advisor • Program director • Grievance committee • Department chair

Faculty Procedures

Faculty Workload

Consistent with the College of Arts and Letters (CAL) [Implementation Guidelines Supplement to ISUPP 4090 Faculty Workload Policy](#) (approved April 2025) and currently linked on the College of Humanities, Education, and Social Sciences (CHESS) Faculty and Staff Resources page, faculty in the Psychology Department may be granted course releases for administrative work, scholarship, curriculum development, and student mentorship. The CAL supplement can be referenced for details in each of these areas. The following table, from CAL's supplement, illustrates examples of typical workload equivalency unit (WEU) credits by category across faculty roles.

WEUs	TT Faculty	NTT Faculty	Department Chair	TT Program Director
Instruction	9	12	3 – 6	3 – 6
Scholarship	3 – 4	0	3 – 4	3 – 4
Service	2 – 3	3	2 – 3	2 – 3
Administration	0	0	3 – 6	3 – 6
Total	15	15	15	15

Specific to teaching, the Psychology Department has received approval for the following addition to the CAL supplement. PSYC 5517 (Interdisciplinary Evaluation Team); 7725 (Psychology Clinic Practicum, which is typically stacked with 4425 [Undergraduate Psychology Clinic Practicum] & 7726 [Supervision Practicum]); & 7727 (Psychoeducational Evaluations) would each be counted as equal to a typical 3-credit course in a faculty member's workload as long as 3 graduate students are enrolled in the course.

Specific to Thesis and Dissertation Advising, the CAL supplement specifies that, based on the following Table, when a faculty member has accumulated three (3) workload equivalency unit (WEU) credits, that faculty member is entitled to a course release. However, only one course release per faculty member for student mentorship of research and related scholarship activities may be taken per academic year. Once used for a course release, those WEU credits will be removed from the faculty member's

accumulated count. If a faculty member is eligible for a course release related to thesis and dissertation advising, but curriculum or program demands do not allow for that course release in a semester in which credits are earned, the faculty member may take the course release in a subsequent semester. The timing for taking a course release should be negotiated with and approved by the department chair. Chairs should make reasonable efforts to support faculty preferences related to the timing of course releases.

Thesis and Dissertation Advising	WEU Credit
Advising to completion an undergraduate thesis	0.5
Advising to completion a master's thesis	1.0
Advising to completion a doctoral dissertation	1.5

The Psychology Department has received approval for the following addition to the CAL supplement. In addition to the CAL workload point system for chairing thesis and dissertation projects to completion (i.e., 0.5 points for an undergraduate thesis chaired to completion, 1.0 points for a master's thesis chaired to completion, 1.5 points for a doctoral dissertation chaired to completion), a faculty member would receive 0.25 points per graduate student per semester that they are the lead mentor for in their research lab. These points would be capped at 1 point per student while they work on their thesis and 1.5 points per student while they work on their dissertation. A new faculty member also earns 2 points for their first year of student advising. Only 1 course release through this mechanism can be taken per year, and the total number of banked points through this mechanism is capped at 9.

This allows FTE faculty engaged in notable instructional mentorship of students to be eligible for a single course reduction (three credits) per year. Each year, faculty anticipating notable instructional workload in the identified categories would request reduced workload. Releases are distributed across the year, depending upon department teaching needs. This is implemented only once curriculum needs for undergraduate and graduate programs have been met.

The Dean retains the option of reviewing the procedure with the Department Chair as needed annually. The Chair will maintain information about the number of units earned by each faculty member and the number of course reductions that are granted. If there is reason to review the workload procedure with the Dean, the Dean and Chair will determine how this procedure has impacted: 1) the department's ability to offer the curriculum; 2) the number of graduate students brought to completion of their degrees; and 3) the research productivity of the department in terms of grants received and scholarly work published. The Dean and Chair will also review how satisfied the faculty is with this procedure. They will determine at that time what modifications need to be made in the document.

Departmental Tenure and Promotion (T&P) Guidelines

Departmental T&P guidelines are embedded within the T&P policies of the College of Arts and Academic Affairs (ISUPP 4020). The purpose of departmental

tenure and promotion guidelines is to clarify application of college and university policies in the department and to increase consensus as to what departmental faculty expect of each other, both as T&P applicants and committee members. In addition, having departmental guidelines affords faculty candidates greater protection and assures fairness at the department level.

Consistent with the College of Arts and Letters (CAL) [Promotion and Tenure Guidelines](#) (approved February 2024) and currently linked on the College of Humanities, Education, and Social Sciences (CHESS) Faculty and Staff Resources page, Departmental T&P committees are charged to:

1. Evaluate the candidate utilizing the criteria described in the Departmental Tenure and Promotion guidelines and in a manner that is consistent with College guidelines;
2. Vote on whether to recommend the candidate for promotion and/or tenure.

Committees complete this evaluation using information in a faculty's official T&P application and related files, which include past annual evaluations, the applicant's Third Year Review, and the letter of hire for those being evaluated for tenure and promotion to Associate Professor. If additional information is deemed relevant, it should be noted in the committee's report.

Departmental T&P committees use professional judgment in deciding whether a given candidate's record is *superior*, *satisfactory*, or *unsatisfactory* in the areas of teaching, research, and service. Such judgment is necessary because an applicant's record might meet the benchmarks of satisfactory or superior in different ways (e.g., publishing a textbook versus a number of articles). Guidelines and category-specific exemplars, however, can help communicate what is expected for someone to receive tenure and promotion. Guidelines and related exemplars also help to establish fair, consistent benchmarks against which to evaluate faculty performance, as opposed to problematically dynamic, relativistic cross-faculty comparisons. That is, T&P committees should evaluate a candidate by comparing their performance to the following guidelines and exemplars versus comparing their performance to that of other untenured faculty, already-tenured faculty, or prior T&P candidates.

The department specifies no minimums for each rating (i.e., *superior*, *satisfactory*, or *unsatisfactory*) in teaching, research, and service, but provides examples of the types of activity desired of our faculty. The exemplars should not be read as a rigid set of criteria or specific number of exemplars for each level. Rather, the exemplars offer examples the committee is charged to use to holistically evaluate the candidate's overall profile in each of the three areas and overall. For example, depending on authorship and the type of research (e.g., data collection length, journal prestige), fewer than five peer-reviewed publications in academic journals may be sufficient for a rating of *superior* research. Also, the guidelines do not specifically address contractual obligations, but agreements made at the time of hire or subsequently (e.g., time credited, submit a grant in return for startup funding, licensure) are made available to the committee in its deliberation.

The candidate must submit a list of at least seven recommended external reviewers to the department chair early during the summer preceding the academic year in which the candidate is applying for promotion and/or tenure. The candidate will not contact potential external reviewers. Individuals who might pose a conflict of interest (e.g., research collaborator, Chair of their dissertation committee, fellow graduate student) are ineligible to serve as external reviewers. Using the provided list, the Chair will formally contact at least four external reviewers and solicit their external letters of review. The candidate will digitally upload all required T&P materials to a department-provided Box folder, and the Department Chair will share the candidate's research-relevant materials (e.g., current curriculum vitae, copies of manuscripts or preprints for the review period) with the consenting external reviewers. The letters provided by the external reviewers will become part of the tenure and/or promotion portfolio of the faculty member. At least three completed external reviews will be required for each tenure and/or promotion decision.

All tenure-track, tenured, and Clinical faculty members of the department will have access to all tenure/promotion documents. All tenured, tenure-track, and clinical faculty members—who did not serve on the candidate's committee—are required to cast a secret ballot in support, denial, or abstention for tenure and/or promotion for the candidate. This ballot is cast independently from the tenure/promotion committee evaluation. The Department Chair includes the departmental vote as part of the report to the Dean. The Chairperson will forward the committee's recommendation along with their own to the College of Arts and Letters per college and university policies.

Teaching Expectations

Teaching is a primary activity for department faculty, and all tenure-track faculty should contribute at both the undergraduate and graduate levels. Teaching activities include development and delivery of formal coursework for in-seat and/or online courses, mentoring undergraduate projects; and supervising theses, dissertations, and other graduate projects. The department employs a uniform course rating survey as one measure of teaching effectiveness, though student ratings vary by type of course and must be interpreted in light of sample size and level (e.g., graduate vs. undergraduate, upper-division vs. lower-division undergraduate). Departmental faculty members are expected to be responsive to student feedback. The evaluation of teaching also involves assessing the quality of instructional design as reflected in course objectives, methodology, presenting contemporary course content, and effective use of technology and/or other innovative teaching techniques. Evidence of effective teaching may be provided in the faculty member's syllabi, teaching materials, and annual evaluations. The following exemplars illustrate the criteria underlying the three ratings for teaching.

Unsatisfactory	Satisfactory	Superior
<ul style="list-style-type: none"> Consistent course ratings < 60% agreement 	<ul style="list-style-type: none"> Consistent course ratings between 60% and 80% 	<ul style="list-style-type: none"> Consistent course ratings > 80%

<ul style="list-style-type: none"> • No supervision of a thesis or dissertation to completion • Service on 2 or fewer thesis, dissertation, or qualifying exams • No indication of improvements and updates made to courses • No indication of professional development related to teaching 	<ul style="list-style-type: none"> • Chaired 1 thesis or dissertation to completion • Served on several (3–5) departmental theses, dissertations, and/or qualifying exams • Indication of some improvements and updates made to courses • Evidence of minor professional development related to teaching (e.g., brief workshops and/or conferences) • Evidence of quality undergraduate research mentoring and supervision • Currently chairing 1 thesis or dissertation committee • Currently serving on several (3–5) departmental theses, dissertations, and/or qualifying exams • Teaching-related presentation or publication 	<ul style="list-style-type: none"> • Chaired 2+ theses and/or dissertations to completion • Chaired 1+ qualifying exam committees • Served on many (6+) departmental theses, dissertations, and/or qualifying exams • Indication of consistent improvements and updates to courses • Evidence of major professional development related to teaching (e.g., licensure, certifications, extended workshops/conferences) • Evidence of innovative or effective teaching techniques • Consistent evidence of quality undergraduate research mentoring and supervision • Currently chairing 2+ theses and/or dissertations • Currently serving on many (6+) departmental theses, dissertations, and/or qualifying exams • Teaching-related presentations and/or publications
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Research Expectations

Engagement in research is a primary role of the department's tenure-track faculty. All legitimate forms of scholarship are valued in the department including authoring and editing research-relevant books and pedagogical studies. Faculty are expected to conduct empirical research that results in peer-reviewed publications and presentations that are independent of their graduate school and post-doctoral advisor(s). When evaluating publications, committees should flexibly consider study

design (as some are more time-intensive), journal requirements and prestige (e.g., impact factor), faculty authorship (e.g., sole, first, last, and/or senior authorship), as well as co-authorships with students. Additionally, faculty may have contractual obligations related to start-up and grant application and/or administrative duties that should be taken into account in considering their research record. The following exemplars illustrate the criteria underlying the three ratings for research.

Unsatisfactory	Satisfactory	Superior
<ul style="list-style-type: none"> • 2 or fewer peer-reviewed research publications in academic journals • No evidence of research productivity independent of graduate school and/or postdoc mentor • No external grant submissions • No internal grant awards • 0–2 conference presentations • No supervision of thesis or dissertation to completion • Little or no involvement of students in research program 	<ul style="list-style-type: none"> • 3–4 peer-reviewed research publications in academic journals • 1 lead or supervisory author peer-reviewed research publication • Other research publication (e.g., book chapter, encyclopedic article) • Evidence of research productivity independent of graduate school and/or postdoc mentor(s) • External grant submitted • Internal grant funded • Several (3–4) peer-reviewed research presentations at professional conferences • Chaired 1 thesis or dissertation to completion • Served on several (3–5) departmental thesis, dissertation, and/or qualifying exam committees • Mentoring undergraduate and graduate students in research 	<ul style="list-style-type: none"> • 5+ peer-reviewed research publications in academic journals • 2+ lead or supervisory author peer-reviewed research publications • Published research-relevant book as author or editor • Other research publications (e.g., book chapter, encyclopedic article) • External grant awarded • Favorable scores or reviews on external grant • Internal grants awarded • Chaired 2+ theses and/or dissertations to completion • Served on many (6+) departmental thesis, qualifying exam, and/or dissertation committees • 5+ peer-reviewed research presentations at professional conferences • Consistent co-presentations or co-authored papers with undergraduate and/or graduate students

	<ul style="list-style-type: none"> • Currently chairing 1 thesis or dissertation committee • Currently serving on several (3–5) departmental theses, dissertations, and/or qualifying exams • External reviewers consider work to be satisfactory 	<ul style="list-style-type: none"> • Currently chairing 2+ theses and/or dissertations • Currently serving on many (6+) departmental theses, dissertations, and/or qualifying exams • 3+ research manuscripts currently under review for publication in academic journals • External reviewers consider work to be superior
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Service Expectations

Psychology faculty are encouraged to provide service at various levels within the university (e.g., department, college, university committees), as well as within the community. Typical department service for all tenure-track faculty includes participation in departmental meetings, student admissions and faculty searches, graduate student advising, and comprehensive exams. Individual faculty may additionally assist with program administration, outcome assessment, undergraduate advising, or specific department functions (e.g., Grievance Committee, curriculum or procedure subcommittees). Faculty members also are encouraged to participate in college/university activities, committees, and/or programs (e.g., Honors, Bengal Visit Day) as well as international, national, and regional organizations. Professional service also includes editorial work, journal article reviews, and service to professional societies. All faculty members should be willing to provide some professionally-related community service (e.g., judging science posters, assisting organizational efforts, consulting). Faculty may also provide service to the public by disseminating knowledge such as through popular press writings, media interviews, and press releases. In general, superior service reflects professional activity and involvement beyond university service, although the duration and intensity of service should be considered for all service activities.

Unsatisfactory	Satisfactory	Superior
<ul style="list-style-type: none"> • Does not volunteer for departmental committees or tasks • Ignores or delays tasks assigned by department chair 	<ul style="list-style-type: none"> • Volunteers for a few (1–2) department, college, and/or university committees and tasks most years 	<ul style="list-style-type: none"> • Volunteers for and completed several (3+) department, college, and/or university committees and/or tasks most years

<ul style="list-style-type: none"> • Consistent absences at faculty meetings or lack of participation in meetings • Limited evidence of undergraduate or graduate student advising 	<ul style="list-style-type: none"> • Completed department tasks on-time • Typically attends and participates in faculty meetings • Minor leadership or service role in department (e.g., supervising student instructors, mentoring junior faculty), college/university committees, task forces, or councils • Memberships in appropriate professional societies • Service to the profession • Professionally related service to the community • Completed a few journal article reviews • Evidence of involvement in undergraduate and graduate student advising 	<ul style="list-style-type: none"> • Completed department tasks on-time • Consistent attendance at and participation in faculty meetings • Major leadership or service role in department (e.g., serving as Chair, DPST, DCT, ADCT, or Clinic Director), college/university committees, task forces, or councils • Leadership or instrumental role in regional, national, or international organization(s) • Major service to the profession • Major professionally related service to the community • Completed many journal article reviews and/or served as journal editor or associate editor • Consistent involvement in undergraduate and graduate student advising
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Departmental Periodic Performance Review (PPR) Guidelines

Review Schedule

Periodic Performance Reviews (PPRs) are conducted at intervals not to exceed every fifth year for all full-time tenured faculty members who have served for 5 years since their last major review (e.g., since tenure and/or promotion, PPR, etc.).

Purpose and Overview of the PPR (Or FYR) Process

According to the Idaho State University Office of Academic Affairs and [ISUPP 4010](#), the purpose of the PPR is to “summarize the faculty member’s body of work

covering a period of employment since: tenure, a review for promotion to Professor, a prior PPR, or departure from a fully administrative assignment.” The PPR is designed to evaluate faculty relative to their actual workload distribution. The PPR is not a re-tenuring process.

Each faculty member is charged to complete a portfolio consisting of (1) a curriculum vitae; (2) a three-page summary of their teaching effectiveness, research/scholarship activities, and service covering their work over the PPR period. Within the 3-page summary, the faculty member should note the Chair’s and Dean’s Evaluation of Overall Performance for all of the years under review. This can be provided in a table or sentence format and should be placed toward the beginning of the document. A narrative explanation of the previous year’s ratings is not needed. At their own discretion, faculty members may also choose to submit supplemental support materials (e.g., copies of previous annual evaluations, course syllabi, summaries of student course evaluations, and representative publications, grant applications, or creative activities for the review period). The PPR committee reviews the faculty member’s performance relative to the faculty member’s workload distribution across the domains of teaching, scholarly activities, and service. Subsequently, the Department Chair conducts a review of the faculty member’s performance considering the materials presented by the faculty candidate.

Part 1: Performance Variables under Consideration

A. Teaching

The Department of Psychology expects that teaching will be carried on with a high level of engagement and with a strong commitment to students. Depending on the faculty member’s individual goals, teaching load, and administrative assignments, the following indicators might be considered by the PPR Committee: courses will be well-organized, thoughtful, and reflect a continuing and developing interest on the teacher’s part in his or her discipline; and faculty will mentor students and supervise individual research and clinical practica (if applicable). Central to the evaluation of teaching could be formal course evaluations, practicum evaluations (if applicable), recognitions and awards, informal student input, the Chair’s annual evaluations of teaching performance, course syllabi, professional development training, participation as a research mentor and/or clinical supervisor, number of thesis and dissertation projects completed, faculty member’s self-assessment of teaching strategies and philosophy, and if, applicable, participation in overload teaching.

B. Research and Scholarship

The Department of Psychology expects that faculty will actively pursue research and/or other scholarly activities. Depending on the faculty member’s individual goals, teaching load, and administrative assignments, the following indicators might be considered by the PPR Committee: pursuit of research funding, research and/or scholarly activities that demonstrate the faculty member is engaged in an appropriate professional dialogue in his or her field, is active in publication and in scholarship, and has knowledge of continuing developments in the field. Central to evaluation of

research and scholarship could be articles published in professionally peer-reviewed journals or books, articles published in non-peer-reviewed journals, books, book chapters, monographs, conference presentations, research mentoring and supervision, submitted and/or funded internal and external grant applications, professional development training, recognitions and awards, and the Chair's annual evaluations of research and scholarly activities.

C. Professionally-Related & University Service

The Department of Psychology expects that faculty will actively contribute to the welfare of the department, the university, the local community, and/or the professional community. Depending on the faculty member's individual goals, teaching load, and administrative assignments, the following indicators might be considered by the PPR committee: regular service on departmental committees, including but not limited to standing departmental committees, graduate committees, promotion/tenure committees, and other ad hoc departmental committees; participation on college/university committees and governing bodies; service as GFRs for other departments and colleges; professionally related public service and service to the discipline. Central to evaluation of service could be membership in professional associations, committee participation in professional organizations, professional association leadership roles, ad hoc manuscript reviews or editorship of journals, standing university committee participation, departmental ad hoc committee participation, participation in community organizations, presentation to university and community groups/audiences, GFR participation, clinical service provision (if applicable), recognitions or awards, professional development training, and the Chair's annual evaluation of contributions to faculty research, teaching, and service.

Part 2: Process of Evaluation

A. Approximately during August

The College of Arts and Letters will notify Department Chairs of the list of faculty members due for a PPR that academic year. The Department Chair with those who are up for review will then begin to create PPR review committees.

B. Approximately during December:

The faculty member being reviewed will submit to the department chair a portfolio consisting of (1) a curriculum vitae; and (2) a three-page summary of their teaching effectiveness, research/scholarship activities, and service covering their work over the PPR period. At the faculty member's discretion, support materials including copies of previous annual evaluations, course syllabi, summaries of student course evaluations, representative publications, grant applications, or creative activities for the review period can also be submitted.

C. Approximately during December or January:

Committee Responsibilities: Upon receiving the materials, the designated PPR committee has 10 working days to review them and submit an evaluation. The

committee will consider multiple kinds of evidence to perform the evaluation. The PPR committee completes the "Recommendation of the Department Committee" form indicating that "the reviewee meets expectations" or "a performance plan is recommended." Comments (up to 2-pages) can be included when a "meets expectation" decision is made. Written comments substantiating the decision are required when a "performance plan recommendation" decision is made. Comments that are included should provide an evaluation of teaching, scholarly activities, and service. Committee evaluation of performance is always considered relative to the faculty member's teaching load, individual goals, and administrative assignments. Disparities, if any, between faculty member performance and goals are viewed as challenges by the PPR committee. The PPR Committee may choose to comment on exemplary performance during the period under review.

D. Early spring semester:

Department Chair's Responsibilities: The Department Chair will then review the faculty member's materials and the PPR committee report and complete the "Recommendation of the Department Chair" form, also indicating that "the reviewee meets expectations" or "a performance plan is recommended." Comments (up to 2-pages) can be included when a "meets expectation" decision is made. Written comments substantiating the decision are required when a "performance plan recommendation" decision is made. Comments that are included should provide an evaluation of teaching, scholarly activities, and service. The Department Chair will present their written recommendations to the faculty member being reviewed during early spring semester.

Part 3: Faculty Response and Outcomes of PPR

If both the Department Committee and the Department Chair conclude that "the reviewee meets expectations" the review is considered over and the conclusions are shared with the college. If either the Department Committee or the Department Chair conclude with "a performance plan recommendation," the reviewee has 10 working days to request an extended review before a performance plan is initiated. When requested, an extended review committee is then formed within 20 days, consisting of at least 5 members. At least 60% of the committee members have to be composed from the department's tenured faculty. Upon the creation of the extended review committee, the reviewee has 5 working days to submit a response to the Department Chair and the new committee. The extended review committee then has 20 working days to review the response, the submitted materials, and the reviewee's annual evaluations from the PPR period. The extended committee then decides if the faculty member "meets expectations" or "a performance plan is recommended." Written comments substantiating the decision are required when a "performance plan recommendation" decision is made.

If the review concludes with a performance plan recommendation, the faculty member and the Department Chair will create a plan in consultation with the Dean or the Dean's designee. The performance plan shall include (1) clearly defined goals and

outcomes that are realistically attainable, (2) a timeline, not to exceed three years, (3) monitoring strategy that includes criteria for measuring progress, and (4) sources of support to assist the faculty member. The plan will be signed by the faculty member, department chair, and the dean as acknowledgment of the receipt of the performance plan.

Non-Tenure-Track Faculty Guidelines and Procedures

The following guidelines apply to three types of non-tenure-track faculty: Lecturers, Visiting faculty, and Clinical faculty.

Lecturers

Definition of Lecturer

Lecturers in the Psychology Department are faculty members hired for an academic year or other period of appointment to primarily teach undergraduate classes. Occasionally, depending on departmental needs, they may also be asked to teach graduate classes if they have the education and expertise in the subject area. Lecturers may also participate in some departmental service, attend and participate in faculty meetings (although they are not required to do so), and vote on most departmental issues like other faculty members (see section on Voting Rights).

Appointment Standards

The standards for appointment depend on the needs of the department. The most important criteria are experience and competence in undergraduate teaching. The minimum qualification for an assistant lecturer position is a Master's degree in Psychology (or sufficiently equivalent field), although a doctoral degree is preferred.

Appointment Process

- a) As determined to be appropriate by the department leadership team, either:
 - i) The department chair will independently review applications, interview applicants, and provide a recommendation to the department. Departmental faculty will discuss the recommendation and vote. The department chair will review the vote and then provide a recommendation to the College.
 - or**
 - ii) The department chair will set up a search committee of three faculty members, who will review applications, interview applicants, and provide a recommendation to the department. Departmental faculty will discuss the recommendation and vote. The department chair will review the vote and then provide a recommendation to the College.

Terms of Employment

- a) Lecturers are full-time employees, but are not eligible for tenure.

- b) A Lecturer is eligible for promotion. Ranks of lecturers are Assistant Lecturer, Associate Lecturer, and Lecturer or Senior Lecturer.

Teaching Assignment and Other Responsibilities

- a) The duties of each Lecturer are determined at the time the search for the position is approved, but may be changed as needed and agreed on by the college, department chair, and Lecturer.
- b) The typical load is four or five courses per semester.
- c) Adjustments to teaching load can be made based on involvement in research or Service.
- d) It is possible for Lecturers to apply for Allied Graduate Faculty Status, which allows them to serve on graduate student committees (i.e., thesis, comprehensive/qualifying exam, and dissertation). However, Lecturers are not allowed to chair a student committee.
- e) Lecturers are encouraged and invited to attend faculty meetings.
- f) Lecturers are eligible for departmental professional development funds to support travel within their area of responsibility (e.g., teaching conferences for all, research conferences for those involved in research and/or supervising student research).
- g) Lecturers are not expected to participate in university- or college-level service, but may choose to do so in consultation with the department chair.

Visiting Faculty

Definition of Visiting Faculty

Visiting Faculty are individuals visiting the university for the purposes of collaboration, advanced study in their field of expertise, and/or to augment the capabilities of the university through an appointment not covered by other faculty categories (see ISUPP 3050 – Categories of Employees). Visiting faculty are not eligible for tenure or promotion.

Appointment Standards

The standards for appointment of visiting faculty in qualified titles are the same as for tenure-track faculty. Thus, the minimum qualifications for appointment to the title of Visiting Assistant Professor are the same as for appointment as Assistant Professor, and so on.

Appointment Process

- a) If possible and appropriate, the department chair will consult with faculty members in the department, as well as with others who may assist in or be affected by the selection, especially if it is anticipated that there will be a continuing need for the services of the visiting faculty member to be hired.

- b) Visiting faculty appointments (full- or part-time) are fixed-term appointments for at least 1 full academic semester and up to 3 academic years. The department chair could recommend renewal beyond the original appointment based on continuing need and performance review.

Terms of Employment

Appointment as a visiting faculty member carries no expectation of re-appointment.

Assignments and Responsibilities

- a) The duties of a visiting faculty member are determined at the time the search for the position is approved, but may be changed as needed and agreed on by the college, department chair, and visiting faculty member.
- b) The typical teaching load is three courses per semester for full-time visiting faculty.
- c) Visiting faculty are expected to have be active in research, which may include serving on thesis, dissertation, and/or comprehensive/qualifying exam committees.
- d) It is possible for visiting faculty to apply for Allied Graduate Faculty Status, which allows them to serve on graduate student committees (i.e., thesis, comprehensive/qualifying exam, and dissertation). However, visiting faculty are not allowed to chair a student committee, based on the temporary nature of their appointment.
- e) Visiting faculty members are expected to attend and participate in faculty and program meetings (i.e., Clinical Training Committee or Experimental Training Committee).
- f) Visiting faculty are eligible for departmental professional development funds to support travel within their area of responsibility (e.g., teaching conferences for all, research conferences for those involved in research and/or supervising student research).
- g) Visiting faculty may choose to participate in university- or college-level service, in consultation with the department chair.

Clinical Faculty

Definition of Clinical Faculty

Clinical faculty have titles preceded with the designation of "Clinical" such as Clinical Assistant Professor. Clinical faculty in the Psychology Department are full-time faculty members. Their primary responsibility is the provision of clinical supervision and teaching at the undergraduate and graduate levels. Clinical faculty are expected to participate in service at the department, university, professional, and community level. There is not an expectation that Clinical faculty will engage in research activities.

Appointment Standards

The standards for appointment of clinical faculty in qualified titles are the same as for tenure-track faculty in regards to academic degrees and clinical experience and expertise.

Appointment Process

- a) The department chair will assign a search committee chair who will set up a search committee of at least three faculty members, generally members of the Clinical Training Committee, who will review applications and determine which applicants are qualified for the position and should be invited to interview. The full faculty will be involved in an on-campus interview and will vote on whether the applicants are qualified for the position and the preference for hiring. The department chair will review the vote and then provide a recommendation to the College Dean.
- b) Clinical Faculty appointments are full-time non-tenure track appointments for at least 1 full year. Each year, the department chair will review the annual evaluation of the clinical faculty and then recommend renewal based on continuing need and performance.

Terms of Employment

- a) Clinical Faculty are full-time but are not eligible for tenure.
- b) Clinical Faculty are eligible for promotion. Ranks of clinical faculty are Clinical Assistant Professor, Clinical Associate Professor, and Clinical Professor.

Assignments and Responsibilities

- a) The duties of a clinical faculty member are determined at the time that the search for the position is approved, but may be changed as needed and agreed on by the college, department chair, and clinical faculty member.
- b) The typical teaching load is four courses per semester, primarily due to there not being a research expectation.
- c) Adjustments to teaching load can be made based on administrative position (e.g., Clinic Director), involvement in research, including data collection, co-supervision of graduate and/or undergraduate students, and serving as a committee member of thesis, comprehensive/qualifying exam, and dissertation committees.
- d) Clinical faculty may apply for Full or Allied Graduate Faculty Status, which allows them to chair and/or serve on graduate student committees (i.e., thesis, comprehensive/qualifying exam, and dissertation).
- e) Clinical Faculty are expected to attend faculty and Clinical Training Committee meetings.
- f) Clinical Faculty are eligible for departmental faculty development funds to support travel within their area of responsibility (e.g., teaching conferences for all, research conferences for those involved in research and/or supervising student research).

- g) Clinical faculty will participate in university- or college-level service, in consultation with the department chair.

Student Procedures

Americans with Disabilities Act

Idaho State University has issued a [statement of compliance](#) with the Americans with Disabilities Act. Students who need auxiliary aids or other accommodations are asked to contact [Disabilities Services](#) on campus. The Psychology Department will cooperate with and accommodate requests made by the Disabilities Services.

Psychology Student Mental and Physical Health

The psychological well-being of our students is critically important and personal counseling can represent a meaningful way to navigate the stress of graduate school or life in general, or just simply be an important tool to help students in their personal growth. In any case, we encourage students to seek personal counseling when they feel it would benefit them. Students are encouraged to seek services from anywhere they like, but below are several avenues that offer personal counseling services to our students at low or no cost and minimize or eliminate most concerns about confidentiality (e.g., concerns about close professional proximity to the psychology department) or dual relationships (e.g., concerns about receiving services and training from the same clinic).

ISU Counseling and Mental Health Center. The ISU [Counseling and Mental Health Center](#) (CMHC) offers free in-person and telehealth counseling to all ISU students. There are clinics on the Pocatello campus (208-282-2130), in Idaho Falls (208-282-7750), and in Meridian (208-373-1921). Having received services from CMHC does not represent a barrier to clinical students receiving training there and CMHC faculty have procedures to offset dual relationships. If you have questions about those procedures, call Dr. Rick Pongratz (CMHC Director) or Dr. Kristin Stewart-Yates *** (CMHC Assistant Clinical Director)

Telehealth Counseling Meridian Campus. [ISU's Meridian campus counseling clinic](#) offers personal telehealth counseling that is free to ISU students. Their clinic is open Mon-Thurs from 11-8. The counselors are masters-level students in the Counseling MS program who are supervised. They also offer couples/family and counseling for minors on a sliding scale. You can complete a screening interview and set up an appointment by calling 208-373-1719.

ISU Counseling Clinic. The [ISU Counseling Clinic](#), located on the 7th floor of Garrison Hall, offers low-cost services (\$5 per session, but could be reduced to free) provided by students in the Master of Counseling program who are supervised by faculty and doctoral students in the Department of Counseling. The Counseling Clinic is open all year. Call 208-240-1609 to make an appointment.

ISU Center for New Directions. The [Center for New Directions](#) is housed in ISU's College of Technology and offers free personal counseling to graduate students in the

Department of Psychology from Licensed Professional Counselors. There is an online intake form on their website or you can call them at 208-282-2454.

Student Support Resources. ISU also provides [Student Support Resources](#) such as Benny's Pantry and the Dean of Students Emergency fund.

Pocatello Resources. The City of Pocatello provides a [Community Resource Directory](#) for emergency services, medical services, legal aid services, low income housing, rent assistance, emergency housing, indigent services, energy assistance, emergency food/clothing, domestic violence and sexual assault services, domestic violence evaluators, non-violence groups, counseling services, parenting services, substance abuse services, women's services, family/children services, and employment services.

Academic and Disciplinary Policies

Graduate School Policies

The Department adheres to all disciplinary policies described in the ISU [Graduate Catalog](#).

Specifically, a student may be dismissed from the program according to the following criteria:

1. If the student receives two or more grades of C+ or below, or
2. If the student fails to meet the continuation standards of the department, or
3. If it is the academic judgment of two-thirds of the graduate faculty in the department that the student is not making satisfactory progress in the program, and such judgment is recorded by formal vote.

Academic Probation

A student earning a C+ or lower in any graduate course will be automatically placed on academic probation by the ISU Graduate School and is required to retake the course at the earliest possible time. Failure to earn an A or B upon retaking the course may be considered grounds for program dismissal (the ISU Graduate School allows program dismissal after a single C+ grade). Multiple C+ or lower grades in graduate courses, despite subsequent remediation, may also be construed by the departmental faculty as evidence of unsatisfactory progress toward degree completion. For more information, refer to the [graduate school dismissal policy](#).

Academic Dishonesty

Academic integrity is expected of all individuals in academe. Behavior beyond reproach must be the norm. Academic dishonesty in any form is unacceptable. Academic dishonesty includes, but is not limited to, cheating and plagiarism. Any penalty imposed for academic dishonesty shall be in proportion to the severity of the offense. Penalties may be imposed at the level of the course by the instructor, following guidelines and procedures indicated in ISU Policies and Procedures regarding [academic integrity](#). Academic dishonesty may also result in a review of the student's actions by

program and/or departmental faculty and may impact funding and continuation in the program. Any action to consider dismissal of a student from the program will follow guidelines and procedures in the graduate catalog.

Grading

Students are expected to earn As or Bs in all graduate courses. A grade of C+ or less is considered inadequate in any graduate course that fulfills requirements in either the MS or PhD degree. A student earning a C+ or less in any graduate course will be automatically placed on academic probation by the ISU Graduate School and required to retake the course at the earliest possible time. Failure to earn an A or B upon retaking the course may be considered grounds for program dismissal. Multiple C+ grades in graduate courses, despite subsequent remediation, may also be construed by the departmental faculty as evidence of unsatisfactory progress toward degree completion.

Thesis (PSYC 6650) and dissertation (PSYC 8850) credits are graded on an S ("Satisfactory") or U ("Unsatisfactory") basis. IP (in progress) grades are given for those students who have initiated but not completed their thesis or dissertation work. The Graduate School processes a Change of Grade for all previous semesters after the completion of all requirements for the thesis or dissertation, at which time all IP grades will be changed to S or U grades. It is important that students make persistent, positive, and timely contributions to their thesis or dissertation research every semester in which they register for these credits. Unsatisfactory research performance indicates a failure to contribute and/or progress, despite repeated informal discussions with the research advisor. If a student is at risk of having an IP grade changed to a U grade in one or more semesters, upon completion of the thesis or dissertation, the advisor will inform the appropriate training committee prior to the end of the semester, and the advisor will issue a formal letter written to the CTC or PSTC and the student. The letter will describe the nature of the unsatisfactory progress, the steps needed to remedy the deficiency, and a deadline for re-evaluation. Failure to meet the requirements detailed in the letter will result in a U grade upon completion of the thesis or dissertation in any and all relevant semesters. The student may be placed on academic probation for failing to conform to temporal guidelines of the program. Probation will be lifted when the student has met deadlines decided on with the advisor and with approval of the CTC or PSTC.

Continuing Registration Rule

The "[Continuing Registration](#)" policy of the Graduate School requires that all students who have registered for one or more credits for a master's thesis (PSYC 6650; MS/PhD), doctoral project (PSYC 8840; PsyD), or dissertation (PSYC 8850; PhD) must be registered for at least one graduate credit during subsequent semesters, excluding the summer semester, until they have completed their degrees. A corollary of this requirement is that a graduate student must be registered for at least one graduate credit in order to take a final oral examination or be processed for graduation. Therefore, a student needs to register for at least one graduate credit in the summer if they plan to defend or graduate during the summer.

Clinical PhD and PsyD students generally register for 1 credit of practicum (PSYC 7724 or 7725), externship (PSYC 7748), thesis (PSYC 6650; PhD), doctoral project (PSYC 8840; PsyD), dissertation (PSYC 8850; PhD), special problems (PSYC 5583 or 6641) or internship (PSYC 7749) during summers, the internship year, or during any part-time semesters needed to defend the thesis, doctoral project, or dissertation. During the internship year (in fall, spring, and summer semesters), the required 1-credit must be PSYC 7749 (Clinical Internship) to maintain full-time student status with the university, thereby extending the deferment of student loans and continuation of student loan eligibility.

Specific to the Clinical PhD and Clinical PsyD program, students who have (or will have) already taken 16+ dissertation credits (PhD) or 10+ doctoral project credits (PsyD) prior to internship will not need to enroll in dissertation/doctoral project credits during their internship. Notably, this rule does still apply to thesis credits (i.e., once a student starts taking thesis credits, they must enroll in at least one graduate credit [often a PSYC 6650 credit] every semester—excluding summers [unless defending or graduating during the summer]—until they successfully defend their thesis, regardless of how many total credits they have already completed).

Idaho Residency Status for In-State Tuition

Graduate students who are not formal Idaho residents may be able to receive in-state tuition after their first year in the program.

According to [Idaho Title 33 Statute](#) (2B), the ISU Registrar can consider graduate students Idaho residents for tuition purposes only under two conditions:

1. They have been full-time students for the past two semesters; and
2. They are independent adults (not claimed by their out-of-state parents on their taxes).

Students who qualify for this residency status should apply for it any time after June 1 of their first year using the ISU Registrar's [Residency Determination Worksheet](#). They should contact Dan Woerner (208-282-3900) in the Registrar's office. Please note that this residency status is limited to student consideration for tuition rates and does not give the student formal Idaho residency that would give them formal Idaho resident privileges (e.g., voting).

Time Limit on Doctoral Degree Completion

The Graduate School imposes a specific time limit on the completion of doctoral degrees. Doctoral candidates are allowed no more than 5 years to complete the doctoral degree from the date the student passes the department's Qualifying Exam. Since most students will pass the exam during September of their third year and complete all degree requirements within the next 3–4 years, the Graduate School time limit is rarely an issue. It can become a significant problem, however, for the "All-But-Dissertation" student who encounters dissertation data collection requirements or life circumstances that delay the dissertation defense. Such a student may be required to

retake part or all of the Qualifying Exam in order to obtain an exception from the Graduate Council to extend the 5-year limit. See the Graduate Catalog for details.

Transfer Credit and Students Matriculating with MS/MA Degrees

The Graduate School defines [specific policies regarding transfer of academic credit from other graduate programs](#). Students with a MA or MS degree from an accredited institution do not need to transfer those classes to get an ISU-equivalent master's degree (the student will be admitted to the doctoral program after passing the Qualifying Exam). However, students may wish to apply credits earned in their previously-attained MA or MS program to their doctoral program of study or to demonstrate program-specific competencies. Students entering doctoral training at ISU with a conferred MS or MA degree from an accredited institution may transfer an unlimited number of credits for specific courses to the doctoral plan of study based on comparability/equivalence of coursework and research to current departmental standards. These criteria are separate from any additional program-specific requirements students must satisfy prior to graduation (e.g., clinical students must demonstrate minimum level achievements across all Discipline-Specific Knowledge areas regardless of how many courses are transferred). Students without a master's degree but with some graduate training from another institution may transfer up to 12 credits from a regionally accredited graduate institution toward the completion of the MS degree at ISU.

Students wishing to transfer courses from other programs to the MS, PsyD, and/or PhD degrees should first meet with the DPST, PsyD DCT, PhD DCT, and with departmental subject matter experts to review the relevant documents (e.g., transcripts, course syllabi) and the thesis to determine the specific credit to be transferred toward the masters or doctoral degrees. The only criteria for acceptance of transfer credits are the judgment of equivalence plus A/B-level performance. If the administrators and subject matter experts cannot arrive at a consensus regarding equivalence or non-equivalence, the question will be addressed and resolved by the faculty as a whole via a discussion and a vote. A thesis completed at another graduate program must meet the standards delineated in this handbook. Students completing the MS/MA degree elsewhere must submit an official transcript to the Graduate School indicating the conferral of the MS/MA degree.

When requesting academic credit transfer from another institution, the graduate student must initiate an ISU Graduate School's [Graduate Transfer Credit Approval Form](#) for each class that is being transferred. The student should include the name and email of the PsyD DCT, PhD DCT, or DPST in place of the Advisor on this form and also include the name and email of the Department Chair, who must also approve all transfers. They also should attach a copy of the syllabus from the class they took at their previous graduate institution to the Graduate Transfer Credit Approval Form.

Psychology Graduate Student Association

All matriculated psychology graduate students are automatically members of the PGSA. The PGSA has an important formal function, namely, to appoint student

representatives to various departmental committees. If elected by the PGSA, student members of departmental committees have full voting rights on all programmatic issues, save those that would violate FERPA or HR policies (e.g., individual student petitions, faculty hiring decisions). Currently, the association is asked to elect two graduate students from the Clinical PhD training program to be student representatives at regular PhD CTC meetings; two graduate students from the Psychological Sciences training programs to be student representatives at regular PSTC meetings; two graduate students, one from each degree program, to participate in Psychology Department meetings; and two graduate students, one from each program, to the Grievance Committee. Further, the Department Chairperson, the PhD CTC, or the PSTC may ask the PGSA to appoint a student representative(s) to various ad-hoc committees.

The PGSA is not limited to nominating committee participants. It may pursue any other aspect of student affairs it so chooses. The association is encouraged to meet at least monthly. The President of PGSA works with Department Leadership to schedule two-to-three PGSA meetings each semester during the Departmental Colloquium time slots. The Department Administrative assistant/office manager provides clerical assistance to PGSA upon request.

Graduate Assistants

Graduate assistantships (GAs) are awarded to graduate students in the Psychological Sciences and Clinical Psychology PhD programs and are assigned responsibilities on the basis of class size and workload (laboratory support, writing intensive courses) by the Department Chair to particular faculty/courses. The precise duties and work responsibilities of the GA recipient may vary across faculty/courses, but typical duties include attending classes, grading and proctoring exams, reading and grading written responses, test construction, occasional lectures, literature reviews, and research activities. GAs may also assist the department Administrative Assistant with clerical responsibilities or cover the front desk when the Administrative Assistant is absent. GAs may also be assigned to independently instruct psychology courses. Students assigned to positions as Clinic GAs can expect to facilitate the ISU Pocatello Psychology Clinic by conducting intakes, assisting junior students with assessments, performing quality assurance tasks, and other duties defined by the PhD Clinic Director. Clinic GAs are also required to provide coverage for the Clinic Administrative assistant/office manager and to assist the PhD Clinic Director.

Depending upon the demands of different courses, students in assisting positions will likely be assigned to work with more than one faculty member. Regardless of the number of faculty members with whom a student works, the GA can be assigned to work up to 19.5 hours per week. GAs maintain a contact log of all hours spent performing GA duties. These data are used to assess the workload associated with particular courses and the related demands of the GA. The number of hours a GA reports will have no direct impact on the continuation of their assistantship or on the amount of their stipend.

When accepting a GA, the student agrees to fulfill those associated GA responsibilities. A student's unwillingness or inability to complete tasks associated with

their GA position may be grounds for removal of the assistantship. Other grounds for removal of an assistantship include: (a) a grade point average below 3.00 in graduate-level courses; (b) insufficient progress toward degree completion; (c) unsatisfactory GA performance evaluations by supervisor(s); and (d) behavior incongruent with graduate study (e.g., academic dishonesty). Students who receive a GA in a given year are not guaranteed such a position in subsequent years. GAs are assigned on a yearly basis, and students who are interested in being considered for these positions should let their advisor and program director know if they would like to be considered for the position each year.

Graduate Teaching Assistant (GTA) Allocation

GTAs in the Department of Psychology are assigned to assist regular FTE faculty based upon the following criteria:

1. Undergraduate course with 50+ students enrolled
2. Undergraduate course with an accompanying laboratory (e.g., PSYC 2227, PSYC 3303)
3. Writing intensive courses (e.g., Senior Seminar, PSYC 4491)
4. Undergraduate course with 25+ students enrolled with a daily “live” participation requirement
5. Graduate course in the testing sequence (e.g., PSYC 6620 and PSYC 6621)

GTA assignments are made each semester. Pending available GTA resources, faculty members with one of the above teaching assignments will be assigned a GTA for 5 hours per week, and faculty members with more than one of the above teaching assignments will be granted a GTA for 10 hours per week. Remaining GTAs will be assigned to teach independently and/or assist with other departmental needs. If GTA resources allow, there may be a departmental at-large GTA who could assist faculty on an as-needed basis.

Department Support for Graduate Student Professional Development

Each graduate student is able to request up to \$300 while working on their thesis and an additional \$300 while working on their dissertation by completing the [Psychology Graduate Student Professional Development Funding Application](#). These funds can be used flexibly for professional development and could include costs related to the thesis/dissertation, other research projects, travel to present at a conference (even if not 1st author) or to attend a workshop. *Funds are based on availability each year.* Students who are approved for funding will work with Psychology office staff to either make purchases, be reimbursed for purchases, and/or complete travel paperwork (before and after traveling). Please work with the staff before making any purchases. **Students must complete a travel authorization prior to travel to be eligible for reimbursement.** Forms should be signed by both the student and their faculty advisor and submitted to the chair.

Additional potential funding sources include:

1. Office for Research or Graduate School (e.g., funds for travel to present research)
2. External grant money obtained by individual faculty members or students

Student Copy Service

Each student is assigned a copy access code. Each month each student user will receive a bill for the total number of copies they made. Copies are currently 5 cents each (double sided copies count as two copies) plus 6 percent tax on the monthly total. The bill is payable within 10 days of receipt. Abuse of this system can lead to revocation of a student's privilege to use the department's copy machine. Students are required to bring their own paper when using the printers available in computer labs. The department administrative assistant/office manager will sell students a ream of copy paper upon request, which can be paid for via the monthly copy bill system.

Public Communications Warnings to Students

The University reminds you that any website, blog, email, email signature, or answering machine message is literally an announcement to the general public. Part of that general public is any internship program, client, employer, or legal authority, any of whom may conduct an online search to learn more about you. Be aware that any unprofessional posting may reflect badly on you and on our programs. Indeed, a number of negative episodes have occurred in training programs and at universities where graduate students have been negatively affected by material they posted on websites, emails, and answering machines.

Obviously, the Department of Psychology has no authority or desire to restrict your freedom of speech. If you identify yourself as a graduate student in our program, however, we have an interest in how you portray yourself. In an extreme case that you might describe unethical or illegal behavior online, that information could be used to determine continued eligibility for graduate training in psychology. Recall that you are expected to adhere to the APA Ethical Code of Conduct, which includes obeying the law. In the risk avoidance spirit in which this warning is intended, the program advises each student and faculty member to approach very carefully any online announcements. Always keep this question in mind: "Have I posted anything that I would not want the program faculty, employers, family, or clients to read or view?" Always remain concerned about professional demeanor and your personal presentation. If you have any questions regarding "safe" web practices, do not hesitate to contact the Department Chair, PhD CTC, PsyD CTC, or PSTC.

Exceptions to Policies and Procedures

Under extenuating circumstances, a student may request the faculty to consider an exception to written policies and procedures currently articulated in this handbook. The faculty as a whole will consider the proposal and resolve the question by a vote. Requests to consider exceptions to written professional requirements (e.g., internship application procedures, practicum assignments, ISU Psychology Clinic policies) are

directed to the student's graduate training committee. For questions involving appeal of a grade or dismissal, see the Graduate Catalog. For questions regarding disputes and disagreements over issues other than policy and procedure, see the Grievance Process described in this handbook.

Research Participation by Undergraduate Students

In order to enhance students' understanding and appreciation for research, the Department of Psychology adopted guidelines for the management of the Research Participant Pool. Students enrolled in Psychology 1101 (Introduction to Psychology) and Psychology 2225 (Child Development) will be required to complete several credits of research experience. Other courses may also have research experience requirements and/or optional research experience opportunities for extra credit. One unit of credit is earned for each half hour of research participation. Students may complete their required research by either participating in department research or by completing alternative research activities as designated by their instructor and described in their course syllabus.

As an incentive against unexcused no-shows for research participation, students who log three (3) unexcused no-shows for research participation will be blocked out of the Sona system and will not be able to satisfy research credits by participating in a research study. Of course, alternative means of satisfying research requirements (e.g., research reports) will remain available to these students.

The Qualifying Exam

For all department doctoral programs, successful performance on a comprehensive examination of psychology is required by the Graduate School for admission to candidacy for the doctoral degree. The Qualifying Exam at ISU is constructed to evaluate the student's ability to integrate theory, methodology, and empirical knowledge and to communicate that integration in written and oral modalities. All students in the ISU Department of Psychology graduate programs must pass the qualifying exam before they can be considered for candidacy to the doctoral degree. Each program has different prerequisites for taking the exam and varying expectations about the requirements of the exam. See the relevant sections of this handbook for details specific to the [Clinical PhD](#), [Clinical PsyD](#), and [Psychological Sciences](#) programs.

Students Matriculating with a Conferred Master's Degree

A student matriculating to one of the departments' doctoral programs with a conferred MS or MA in Psychology may take the Qualifying Exam upon successful completion of 2 semesters of graduate education at Idaho State University and the support of their research mentor, even if all courses specified in the student's Area Requirement Plan of Completion cannot be completed in advance of the exam.

ISU Clinical Psychology PhD Program

Preface

This section of the handbook was prepared by the Department of Psychology for students enrolled in the doctoral training program in clinical psychology (PhD), referred hereafter as the “program.” The Handbook is designed to sensitize the student to the wide range of policies and procedures that constitute the program. The Handbook is subject to review and revision. All program students, regardless of date of matriculation, are asked to review the basic parameters of the program as described in the Handbook. We require that program students document their review of the Handbook with a signature on the “Handbook Distribution Form.”

Consult with your advisor or the program’s Director of Clinical Training (DCT) or Associate Director of Clinical Training (ADCT) if you find any aspect of the Handbook unclear. Changes in the Handbook apply to all students. The Graduate School invokes a similar policy regarding the [Graduate Catalog](#). Neither the Handbook nor the Graduate Catalog should be considered a binding contract between Idaho State University (ISU) and the student. If a hardship is created for a specific cohort of students by future Handbook alterations, the Psychology Department and/or the program’s Clinical Training Committee (CTC) will always consider rendering an exception in policy or procedure to accommodate transition problems.

This Handbook supplements, but does not supersede any other existing policies and procedures of Idaho State University. In particular, all students should be familiar with the current [Graduate Catalog](#), the [Thesis and Dissertation Manual](#) and associated [Graduation Information](#).

You will earn two graduate degrees: the MS in Psychology and the PhD in Clinical Psychology. Each degree requires an application for graduation and all the associated steps required by the Graduate School. In addition, all incoming students are provided a copy of the ISU Psychology Clinic Policies and Procedures Manual, and all students are required to attend the annual orientation to the Psychology Clinic (or its equivalent) offered by the program’s Clinic Director. Finally, the Psychology Department Graduate Studies Manual is available for review by any student, only parts of which pertain to clinical students. Current copies of all of these documents are available from the Department Administrative assistant/office manager or on-line at the respective websites.

Students should meet regularly with their advisor and their DCT to review progress and to determine the need to file forms, meet deadlines, etc. Although faculty will do everything possible to alert students to requirements, one should not assume that advisors or their DCT will provide reminders in a timely manner to perform each and every task. Use this Handbook and all other resources as a guide to the seemingly endless paperwork and rigors of graduate student life.

History and Mission of the Clinical PhD Training Program

The State Board of Education approved the Clinical Training Program in 1991 for the express purpose of educating generalist practitioners of clinical psychology. A needs assessment, co-sponsored by the ISU Psychology Department and the Idaho

Psychological Association, identified a shortage of doctoral-level, licensed psychologists in the state of Idaho. Consistent with ISU's strong commitment to providing training in health-related professions, doctoral training in clinical psychology was initiated at ISU in the fall semester of 1995. The program was first accredited by the Committee on Accreditation (CoA) of the American Psychological Association (APA) in May 2001. The program's full accreditation status was reaffirmed in 2004, 2011, 2017, and most recently in 2026 (for a full 10 years).

The practice of clinical psychology in sparsely populated states like Idaho requires generalist skills. Specifically, practitioners must possess a broad knowledge of human function in a variety of contexts in order to adequately evaluate clients, conceptualize problems, and dispense psychological services. In the absence of available specialists, the rural practitioner must, at a minimum, possess the ability to screen and appropriately refer individuals presenting with virtually any mental health problem. Further, the well-trained rural practitioner should be able to assess and provide psychological services for common mental health disorders. It is the express goal of the clinical training program at ISU to provide integrated academic and professional training in the psychopathology, evaluation, and treatment of common psychological disorders. Common disorders include, but are not limited to anxiety, depression, post-traumatic stress, suicidality, family/couple dysfunction, substance abuse, childhood disorders (externalizing and internalizing issues), and intellectual and neurodevelopmental disabilities. Every effort will be made to provide supervised practicum experiences with as many common psychological disorders as possible.

Stated concisely, the mission of the ISU doctoral program in clinical psychology is to train competent clinical psychologists who can apply and adapt general conceptual and technical skills in diverse regional and professional settings.

Idaho Laws about psychologists:

<https://legislature.idaho.gov/statutesrules/idstat/Title54/T54CH23/>

Program Philosophy

An effective clinical psychologist possesses a strong professional identity that includes: (a) a firm grounding in the science of psychology and (b) knowledge of relevant theories and technical skills that aid in the amelioration of human suffering. Most importantly, a clinical psychologist understands the interactive relationship between science and practice. As such, the educational philosophy of the clinical training program at ISU is based on the traditional Scientist-Practitioner model of clinical training.

Several professional characteristics are integral to all levels of doctoral training and are reflected in our program aims and curriculum. Specifically, a clinical psychologist adapts to societal needs and changes in service delivery, thinks critically, tolerates ambiguity, and communicates clearly. In addition, a clinical psychologist contributes to the knowledge base of psychology, evaluates the effectiveness of professional services, embraces APA standards of professional ethics, recognizes the importance of personal values, and appreciates individual and cultural differences.

Program Aims

The program's CTC, in conjunction with the Psychology Department, has evolved a finite set of aims for all graduate students in the clinical training program that are consistent with APA accreditation standards. Specific program activities designed to help students meet program aims are continuously scrutinized and modified.

Aim #1:

To produce students who become competent clinical psychologists who recognize the reciprocal relationship between science and practice and integrate research and theory from diverse areas of psychology into their evidence-based practice.

Aim #2:

To produce students who can comprehend and critically evaluate psychological science and plan, execute, and disseminate research relevant to the field of psychology.

Aim #3:

To produce students who have knowledge of and embody the ethical standards of the profession of psychology and who demonstrate appropriate professional conduct and professional interpersonal relationships.

Aim #4: To produce students who are sensitive to cultural and individual differences and diverse value or belief systems and effectively integrate aspects of diversity into case conceptualization, assessment, and treatment delivery.

Clinical PhD Program Application Processes

Minimum Qualifications of Applicants

1. All minimum standards required by the ISU Graduate School.
2. BA or BS in Psychology or the equivalent from an accredited institution of higher education.
3. GPA of 3.0 or higher during the last 2 years of undergraduate education.

Application Materials

1. ISU Graduate School Online Application Form
2. Three letters of recommendation
3. Official GRE scores on the three aptitude measurements (optional)
4. Official transcripts from all undergraduate and graduate schools attended
5. A personal essay

Mentor Screening Process

During the early Fall semester of each application cycle, the PhD CTC meet and determine which PhD Clinical faculty can and/or need to accept new student advisees (and how many) as well as the relative size of the prospective cohort given program-level needs and projected funding. Once this is determined, the ADCT works with

department staff to update the program website, so it clearly denotes which faculty will and will not be accepting applicants during that application cycle. Concurrently, the PhD DCT will contact each PSTC faculty to assess their interest in and ability to accept a Clinical PhD applicant as an advisee. Typically, the Clinical PhD Program accepts 5–7 applicants each cycle.

Applicant Screening Process

Completed applications are first reviewed independently by each prospective faculty mentor explicitly named by the applicant (so long as that faculty is accepting students that application cycle). Prospective faculty mentors screen each of their respective applicants to determine if the prospective student aligns with their research lab's foci and needs with either a "Yes" or "No" vote. If an applicant receives a "Yes" from at least one potential faculty mentor, they proceed to the next screening phase as a potential advisee for any faculty that voted "Yes". Otherwise, they are rejected from that year's application cycle.

During the next phase, remaining applicants are screened by at least one other PhD CTC faculty member to assess for the applicant's general alignment with the program.

Specifically, these faculty rate applicants using a 3-level rating system:

1. "Yes" - strong candidate; support
2. "Maybe" - undecided
3. "No" - weak candidate; not supported

Thereafter, the PhD CTC convenes to discuss each applicant that has reached this screening phase and to determine for each candidate whether to (a) invite them for an interview or (b) reject them from further consideration. This decision is done by a majority vote of the PhD CTC following discussion. A simple majority vote of committee members is decisive. For clinical applicants, the rule-of-thumb for "difficult-to-evaluate" applicants is to opt to invite the student to interview. No minimums or maximums are placed on the number of clinical applicants invited to interview. All independent mentor and PhD CTC ratings and decisions are recorded. All rejected applicants are informed as soon as possible that they are no longer under consideration.

Interview Process

Clinical applicants usually are interviewed in February. Several components of the interview are designed to enhance recruitment of top candidates and to orient applicants to the program. The PhD DCT presents applicants with an overview of the program, clinical training opportunities, research training opportunities, and program outcomes. Depending on the interview schedule and faculty interests, a 1-hour open house is sometimes scheduled that allows applicants to interact with PhD CTC faculty and students.

Each applicant is given an individual 1-hour interview with each prospective faculty mentor that is considering them for their lab. Additionally, each applicant receives at least two non-faculty interviews, each lasting approximately 30 minutes,

with other clinical faculty and/or advanced clinical students who have applied for internship and have volunteered to be part of that year's admission committee. A set of guidelines is given to all faculty and student interviewers, which promotes exploration of applicant interests, abilities, background, and goals. The applications of those invited to interview are reviewed by participating students prior to the interview, after signing a related confidentiality agreement. Faculty/student interviewers are asked to consider the applicant's general interpersonal skills, professional competencies, and overall match with the program.

Admissions Decision Process.

Following interview weekend, all participating faculty and students submit their independent rankings (i.e., Reject, Maybe, Accept, or Definitely Accept) for applicants they interviewed. Prospective faculty mentors additionally provide a ranking of their prospective advisees. The PhD DCT provides a spreadsheet of these data for discussion at a PhD CTC admissions meeting. The committee discusses each applicant's strengths and challenges in addition to any variables (e.g., mentorship opportunities, prospective funding) that might influence the admissions decision. After this initial discussion, student participants conclude their role in the admissions process after this meeting. Thereafter, each CTC faculty member then submits a vote of "Yes", "Maybe", or "No" regarding their opinion about admitting each applicant.

At this stage, applicants who receive a majority of "No" votes (or "No" votes from all prospective mentors) are rejected. All rejected applicants are informed as soon as possible that they are no longer under consideration. In contrast, applicants who receive a majority of "Yes" or "Maybe" votes continue to be considered. Specifically, each prospective faculty mentor rank-orders the remaining applicants in their individual pool of potential advisees. These rankings are submitted to the PhD DCT, who in turn shares them with the PhD CTC. The PhD CTC then determines which pools will be prioritized (e.g., typically PhD CTC mentor pools are prioritized over other faculty mentor pools), such that the top-ranked applicants from each prioritized pools are then extended an offer of admission from the PhD DCT to the specified faculty mentor's lab. All other remaining applicants are then placed on the program's wait-list and notified of this status by the PhD DCT.

Accepted candidates and alternates are notified of their status and financial support (in the case of acceptance) as soon as possible, but no later than April 1. Accepted applicants are given until April 15 to make a decision. If an accepted applicant turns down the acceptance offer, then the PhD DCT offers that 'seat' to the next applicant from the same faculty mentor pool. Once an applicant accepts an offer by the program, no further applicants from that mentor's pool are extended an offer—unless that faculty has been approved to accept more than one advisee for that application cycle. Otherwise, the top-ranked applicant from the next prioritized pool is extended an offer. This process continues until the cohort's PhD CTC-designated size has been obtained. At this time, any remaining applicants are rejected and notified of this decision by the PhD DCT. Such candidates may apply to either degree program in the future, but receive no special status during subsequent admission processes. The final list of new students for fall matriculation is made public once the list has been finalized.

Admissions Record-keeping

The PhD DCT maintain various records regarding the admissions process. These data describe current patterns of applicant qualifications useful for completing reports and requests for information from APA or other regulatory bodies.

Applicant data will be maintained for:

1. Number of applicants
2. GPA
3. Presence of Master's degree
4. Screening Team (clinical PhD program only) and Committee independent ratings
5. Decisions
6. Final Outcome

APA Accreditation

As mentioned above, the ISU Doctoral Program in Clinical Psychology (PhD) has been continuously accredited by the APA Commission on Accreditation since May 2001 and was most recently re-accredited in 2026 for another 10 years. The program pays an annual fee and submits the Annual Report Online to the commission to maintain its accreditation status. Students with questions about the accreditation process can direct those concerns to the program's DCT or contact the Commission on Accreditation directly at:

Office of Program Consultation and Accreditation,
American Psychological Association, 750 First
Street, NE, Washington, DC 20002-4242
Phone: 202-336-5500
Website: www.apa.org/ed/accreditation

Advising

During the first semester of clinical training at ISU, the program's DCT is an assigned academic advisor to all incoming graduate students to facilitate degree advising. First year registration decisions are few in number, but important in terms of meeting curricular requirements, including demonstrating Discipline-Specific Knowledge (DSK).

Moreover, at the time all students are admitted to the program, they are also assigned to an individual research advisor, who also serves as that student's assigned thesis and dissertation committee chair. Students and/or faculty may request a change in research advisors at any time. Individual faculty retain the right to approve or deny student requests for advising or directing research, and the program's CTC retains the right to review student requests for research advisors. Refer to the Graduate Catalog for more detail regarding advisors and changing major advisors. Individual faculty retain the right to approve or deny student requests for advising or directing research.

The demands of professional training require careful attention to course requirements, course sequences, practicum requirements, internship applications, time limits, and so on. It is the goal of the program that every admitted student finishes the on-campus components of the program in 4 years. The student's research advisor and the program's DCT are charged to help the student accomplish that goal and will meet

with the student as needed to plan course registration. Students and advisors are provided with electronic copies of the forms used to track academic, professional, and research experiences during their training.

Residency Requirement

Residency requirements for ISU's Doctoral Program in Clinical Psychology are consistent with APA's Standards of Accreditation (IR-C-5 D), which require doctoral program graduates to have: (1) a minimum of 3 full-time academic years of graduate study (or the equivalent thereof) plus an internship prior to receiving the doctoral degree; (2) at least 2 of the 3 academic training years (or the equivalent thereof) within the program from which the doctoral degree is granted; and (3) at least 1 year of which must be in full-time residence (or the equivalent thereof) at that same program.

Consistent with this, our program is an on-campus program that requires on-campus residency for the duration of the student's academic program. Our typical academic program includes 4–5 years of on-campus academic study and practica and an additional year at an APPIC-accredited internship. Students coming to ISU with training from another program (e.g., a master's degree), must spend at least 3 years in ISU's program prior to beginning internship.

Full-Time vs. Part-Time Status

The curriculum is designed such that students typically will take 12 graduate credits during fall and spring semesters. Depending on varying circumstances, students may take fewer than 12 credits, but 9 credits are required to be considered full time. The graduate school does not require that students take summer credit, but all students must be registered for at least one graduate credit (regardless of semester) when they defend their thesis and dissertation and when they graduate.

Part-time students are not allowed in the program at ISU except under unusual and temporary circumstances. Failure to maintain adequate progress toward completion of the doctoral degree is considered a serious deficiency by the program's CTC. Students who do not maintain adequate progress may be placed on academic probation or even dismissed from the program by a vote of the program's core faculty. See the Graduate Catalog for all policies regarding program [dismissal and the appeal process](#).

The recommended temporal guidelines defined in this Handbook are but one criterion by which adequate progress is defined. Students in good standing with their CTC make every possible effort to adhere to the registration requirements and temporal guidelines of the program. A variety of conditions, however, may prevent a well-intended student from meeting the recommended time-frame for completing specific tasks. It is incumbent upon the student to inform their CTC in writing of the conditions creating significant deviations from registration and/or temporal guidelines. [Appendix A](#) includes a summary of the currently recommended temporal guidelines and contingencies.

The MS Requirements for Clinical Psychology PhD Students

All clinical doctoral students must complete the Master of Science (MS) in Psychological Sciences as described in the Graduate Catalog. The MS includes coursework, both required and elective, and a thesis. A Program of Study for the MS must be submitted to and approved by the Graduate School the semester prior to the semester in which the student plans to graduate. This program of study lists required and elective courses associated with the MS degree and lists the student's thesis committee members. An initial program of study will be established during the student's first semester at ISU and adjusted as needed before being submitted to the Graduate School. The minimum total credits for the MS Degree are 31.

MS Degree Coursework

Required Courses		
<u>PSYC 6627</u>	Statistics and Research Design I	3
<u>PSYC 6632</u>	Statistics and Research Design II	3
<u>PSYC 6650</u>	Thesis	6
Clinical Area Requirements		
Core Courses (Select 3 of the following):		
<u>PSYC 5531</u>	Behavioral Neuroscience I	3
or <u>PSYC 5532</u>	Behavioral Neuroscience II	3
or <u>PSYC 5537</u>	Cognitive Neuroscience	3
or <u>PSYC 5539</u>	Social Neuroscience	3
<u>PSYC 5570</u>	Advanced Topics in Learning	3
<u>PSYC 6642</u>	Cognitive Psychology	3
<u>PSYC 6643</u>	Advanced Social Psychology	3
<u>PSYC 6644</u>	Advanced Developmental Psychology	3
<u>PSYC 6647</u>	Advanced Personality	3
Clinical Courses		
<u>PSYC 5512</u>	Ethical and Professional Issues in Psychology	2
<u>PSYC 6620</u>	Psychodiagnostics I	3
<u>PSYC 6621</u>	Psychodiagnostics II	3
<u>PSYC 7701</u>	Clinical Psychology	2
Total Minimum Hours for Clinical Students		31

The Master's Thesis

The Thesis Committee

The master's thesis is a second-year research project. The thesis represents an integration of methodological skills and subject matter knowledge previously acquired. Generally, students select a research area based on interest, faculty expertise and support, and possible consideration of the eventual dissertation. Students are admitted to the program to work in a particular research lab, and their research advisor serves as chair of their thesis committee. A second member of the Psychology Department faculty is selected to join the thesis committee by the student and the thesis chair.

Neither the thesis chair nor the second departmental member need be a member of the program's Clinical Training Committee. The final member of the thesis committee is a Graduate Faculty Representative (GFR), which can be selected by the student and their advisor, or if needed, appointed by the Graduate School.

Students working on their thesis (PSYC 6650) will receive IP ("In Progress") grades each semester once the project is initiated and until it is completed. At the Thesis Defense, the committee members will complete an electronic Oral Exam Form to report the outcome of the student's defense. The Graduate School will record the result in determination of the student's completion of degree. The Graduate School works with the Registrar's office to change the grade from IP to S ("Satisfactory") or U ("Unsatisfactory") for each semester credits had been registered for. During the course of the project, a failure to contribute and/or progress on the project may result in a formal warning from the program's CTC via a formal letter that describes the nature of the unsatisfactory progress, the steps needed to remedy the deficiency, and a deadline for re-evaluation.

Program-Level Steps to Promote Thesis Completion

Several steps have been formalized to promote the successful and timely completion of the thesis. During the fall semester of the first year, new students (save for those who have already completed a program-accepted thesis from another program) enroll in at least one credit of thesis (PSYC 6650) with their research advisor. If for some reason the student does not have an agreed-upon research advisor, they can register under their DCT's section of PSYC 6650 while the program's CTC works with the student to identify a permanent research advisor. Once a research advisor has been determined, students join that advisor's research team and actively participate every semester. Possible roles include reviewing relevant literature, collecting and analyzing data, and providing general assistance to research team members. Some will initiate the preparation of their own thesis proposal. All incoming students complete the foundational Statistics and Research Design courses (PSYC 6627 and PSYC 6632) during the first year, unless they gain program-approval to transfer in equivalent coursework completed previously at another graduate program. The spring course (PSYC 6632) requires that the student work with their thesis advisor to construct an initial research question and associated methodology for the thesis. These preliminary decisions culminate in a class paper and class presentation designed to enhance the student's initial efforts at drafting a thesis proposal. Each semester (save summer semesters), clinical PhD students must continue to enroll in thesis credits (PSYC 6650) until (a) a minimum of six credits are accumulated and (b) they successfully defend their thesis (see below). Thesis credits formally commit the student to continuous research activity on their team. Faculty evaluate student research participation each semester, but submit a grade of "In Progress" (IP) for PSYC 6650 until a student successfully defends their thesis (at which point, the Graduate School converts all IP grades for PSYC 6650 to "Satisfactory" (S).

Thesis Prospectus

For MS students and PhD students who enter the program without having first earned a master's degree elsewhere, the master's thesis project is initiated in the first

year and ideally completed in the second year. The thesis represents an integration of methodological skills and subject matter knowledge previously acquired. Generally, students select a research area based on interest, faculty expertise and support, and possible consideration of the eventual dissertation. Thesis projects may consist of original empirical research; replications of important projects; original analyses of archival data/information, big data, publicly-available data sets, or ongoing longitudinal studies; original coding and analyses of existing information (quantitative or qualitative); and meta-analyses.

The faculty thesis chair should be selected based on their expertise in the thesis topic and ability to assist the student's implementation of the project. A second member of the Psychology Department faculty is selected to join the thesis committee by the student and the thesis chair. In the Clinical Psychology PhD Program, a full-time member of the Psychology Department faculty is identified and agrees to serve as the thesis advisor at the time of the student's acceptance into the program. The thesis chair does not need to be a member of the student's program. The third and final member of the thesis committee is a Graduate Faculty Representative (GFR) who may be chosen by the student and faculty advisor, or appointed by the Graduate School. Members of the thesis committee must all have Graduate Faculty Status prior to the defense meeting (see timeline). The thesis chair will notify the student's respective Program Director on the committee membership.

Several steps have been formalized to promote the successful and timely completion of the thesis. Once a research advisor has been determined, students join that advisor's research team and actively participate. Possible roles include reviewing relevant literature, collecting and analyzing data, providing general assistance to research team members, and beginning preparation of their own thesis proposal. All incoming students in the Clinical PhD and Psychological Sciences programs complete the foundational Statistics and Research Design courses (PSYC 6627 and PSYC 6632) during the first year. The spring course (PSYC 6632) requires that the student work with their thesis advisor to construct an initial research question and associated methodology for the thesis. These preliminary decisions culminate in a class paper and class presentation designed to enhance the student's initial efforts at drafting a thesis proposal. Graduate psychology students continue to enroll in thesis credits (PSYC 6650), accumulating at least six. Thesis credits formally commit the student to research activity on their team.

Students are strongly encouraged to submit a prospectus to their thesis committee by the end of their first year. Committee members must be allowed a minimum of 2 weeks to review the document prior to the prospectus meeting. The prospectus represents the culmination of a literature review and methodological decisions made by the student in consultation with the thesis chair. The final prospectus may not be circulated to other committee members until it has been approved by the thesis chair. The prospectus typically consists of three sections: 1) an introduction, justifying the research question and methodology and the significance of the proposed project, based on a thorough literature review; 2) hypotheses, reasonably inferred from the introduction; and 3) a method section, describing in operational terms the procedures, measurements, and analyses to be employed. Measures, consent

forms, and other supporting documents should be included in the appendix, consistent with departmental and [Graduate School policies](#).

The thesis proposal meeting should be scheduled for 2 hours, although it may not take this long for the committee to arrive at a decision for the project. The student is charged to create a 25-minute presentation (usually a computer-projected slide show). The prospectus meeting is both educational and evaluative. Committees often provide advice and recommendations that lead to important improvements in the eventual research. Generally, the committee will approve the proposal, contingent upon specific recommended changes derived during the prospectus meeting. It is possible, however, for a thesis committee to request major changes and, consequently, require the student to reconvene the committee prior to approving implementation. In addition, the committee evaluates the student's general abilities to conceptualize the proposed research. It is possible for a committee to determine that a student's conceptualization/communication skills are insufficient to proceed. The committee will then defer consideration of the proposal until such time as the student's thesis advisor recommends convening a second prospectus meeting. Once consensus about the project is reached, the student will summarize the feedback from the committee and any changes to the proposal that were agreed upon by the committee. This information will be sent to the committee (typically via email) within 2 weeks for approval before the project begins. Any substantial changes to the project (e.g., meaningful change in research question or model, change in sample size) requires notification to and approval by the committee before any changes are made. A student cannot "fail" a prospectus. Inadequate preparation, however, can extend the process.

All research studies with humans or live animals must be approved by the appropriate research compliance committees prior to study onset. Studies with human subjects must be approved by the ISU [Human Subjects Committee](#) (HSC), including those with exempt status. Studies with animal subjects must be approved by the ISU [Institutional Animal Care and Use Committee](#) (IACUC). Both committees require all students and faculty to complete an online research ethics training program called [Collaborative Institutional Training Initiative](#) (CITI). Students should check with their advisors and the ISU Research Outreach and Compliance Office to determine which modules to complete.

Thesis Defense

Upon completion of the project, the student, in consultation with the thesis chair, prepares the thesis for final defense before the committee. The document needs to conform to standards established by the [Graduate School](#). Students should review the ISU Graduate School's [thesis and dissertation submission process](#). Generally, the basic text of the thesis includes four sections: the introduction, method, results, and discussion. The final form of the document, however, is left to the discretion of the thesis chair, with the approval of the thesis committee. The final manuscript may assume various forms, including a comprehensive scholarly document or a manuscript ready for submission to a journal. If a manuscript format is chosen, a comprehensive literature review will be included in the appendix. The thesis may not be distributed to committee members until the thesis chair has approved the document. The thesis may

not be distributed to committee members until the thesis chair has approved the document.

The Graduate School must be formally notified by the thesis chair of the defense meeting's date, time, and location by completing the [Schedule of Final Oral Defense Form](#) and thereafter notifying the student's program director. Committee members must be allowed a minimum of two weeks to review the document prior to the meeting. Further, the Graduate School requires that all oral examinations "...must be completed at least two weeks before the end of the semester in which the student plans to graduate." Please see the [Graduate School](#) requirements for oral examination completion timeline in the semester of planned graduation.

For students in the Graduate Clinical PhD Program, it is recommended that the thesis defense be conducted no later than the end of the doctoral student's second year.

Most clinical externship positions require that student externs are Service Extenders, which require completion of the MS degree. This means that the functional deadline for a thesis defense falls in late July prior to externship onset dates, which typically are in August. Thus, second year students who cannot anticipate meeting the July defense deadline cannot be considered for certain externship funding during the third year. Consequently, the program recommends and expects students to successfully defend their thesis by July of their second year in the program.

Each student is required to complete a 20–25 minute public presentation (usually accompanied by digital slides) to the academic community of Idaho State University and regional professionals. This oral defense of the thesis includes a presentation of the project, focusing on the findings and implications. The ability to offer scholarly presentations to students and professionals is an important skill for a master's level psychologist. This public presentation offers another opportunity for students to share their findings on their thesis projects. The presentation is not evaluated separately from the student's thesis defense. Rather, it is an integral part of the thesis defense, attended by all members of the thesis committee. Prior to the thesis defense meeting, the committee should indicate major concerns about the project that could risk the student not passing the defense to the thesis chair. This will allow the chair and student to carefully consider these concerns prior to the defense, though attempts to address them during the defense will not guarantee that the student will pass. Each student works with their thesis chair to schedule the defense for at least a 2-hour time block. The thesis chair provides notice to the department of the title, date, time, and location of the presentation. The presentation will be followed by approximately 5 minutes of questions/answers with the general audience.

It is possible to fail an oral defense (e.g., if the student cannot convey an understanding of literature in reference to their project, cannot explain the methods sufficiently, and/or cannot answer questions regarding their project sufficiently). If this happens, the oral defense must be repeated in the subsequent academic semester unless otherwise approved by the thesis committee and Graduate School. A second failure of an oral defense is considered grounds for academic dismissal from the program. The Graduate School does not currently allow a third re-examination of an oral defense for either the thesis or the dissertation.

Immediately after the public presentation and any related questions from the general audience, the student will answer questions from members of the committee in a private meeting. The adequacy of the oral defense is evaluated by the three committee members, each of whom will decide if the thesis is satisfactory or unsatisfactory. A majority vote in support of the student's thesis is required for approval, and each faculty member will submit their vote to the Graduate School via its formal oral examination form.

It is possible to fail an oral defense. If this happens, the oral exam must be repeated in the subsequent academic semester. A second failure of an oral defense may be considered grounds for academic dismissal from the program. The Graduate School does not currently allow a third re-examination of an oral defense for either the thesis or the dissertation.

When the defense is successful, committee members will sign the signature page drafted by the student, as required by the Graduate School, by submission to the Departments Administrative Assistant to format into DocuSign and provide electronically to the committee for signatures.

Generally, committee members make specific recommendations for altering the final manuscript. Following the thesis defense, the committee will determine which committee members will be responsible for finalizing the approval of the changes requested by the committee to the document. This could be only the committee chair, but could also include other committee members depending on the extent of the requested revisions. The student will summarize the changes to the document that were agreed upon by the committee and send this information to the entire committee (typically via email) for approval. The student will work with their advisor to make the requested changes and submit the updated document to the determined committee member(s) for approval prior to submitting the final document to the Graduate School. The final document should be submitted to the Graduate School within 2 weeks of the defense.

It is expected that students will work with their thesis chair (and eventually, dissertation chair) to submit successful research for publication in scientific journals. Authorship credit for submitted thesis/dissertation research must adhere to [APA Ethical Standards](#) (STD #8.12). Specific written agreements may need to be established between the research chair and student regarding mutual responsibilities and individual rights to the products of completed research, subject to approval of the Department of Psychology and ISU Vice President for Research and compliance with current legal standards. Retention of raw data and appropriate security provisions for storage of raw data need to comply with ISU Human Subjects Committee requirements and APA standards for retention of raw data published in scientific journals. Since standards typically vary from 5 to 7 years post publication, students should consult with their advisor and the department chair as to the best mechanism to gain compliance with data retention requirements. The relevant APA Ethics Code Standard (STD #8.14) is silent as to the specific number of years one should retain data, although it is clear that one has an obligation to do so.

A Note About Graduation from the MS Program

All program students are admitted to the doctoral PhD program. However, the MS degree is a required step toward the PhD degree. As such, students admitted to the doctoral program without an MS/MA degree will need to [apply](#) for admission to the MS program and pay any associated fees. The application process is a formality, since all students have been admitted to the doctoral program, but is a required step along the path toward the doctoral degree.

Publication and Ethical Considerations

It is expected that students will work with their thesis chair (and eventually, dissertation chair) to submit successful research for publication in scientific journals. Authorship credit for submitted thesis/dissertation research must adhere to Ethical Standard #8.12 of the APA Code of Ethics. Specific written agreements may need to be established between the research director and student regarding mutual responsibilities and individual rights to the products of completed research, subject to approval of the Department of Psychology and ISU Vice President for Research, as well as compliance with current legal standards. Retention of raw data and appropriate security provisions for storage of raw data need to comply with ISU Human Subject's Committee requirements and APA standards for retention of raw data published in scientific journals. Since standards typically vary from 5–7 years post-publication, students should consult with their advisor and the department chair as to the best mechanism to gain compliance with data retention requirements. The relevant APA Ethics Code (STD #8.14) is silent as to the specific number of years one should retain data, although it is clear that one has an obligation to do so.

The Qualifying/Comprehensive Exam

Successful performance on a comprehensive examination of psychology is required by the Graduate School for admission to candidacy for the doctoral degree. The term “preliminary exam” or “qualifying exam” or “comps” is often used to denote this purpose of the test. Qualifying exams are generally constructed to evaluate mastery of the methodology and core content areas of basic graduate-level psychology. Since students who are eligible to sit for the program's Clinical Qualifying Exam have already successfully completed graduate course work in foundational areas of psychology—including clinical practice—the program's Qualifying Exam is constructed to evaluate the student's ability to integrate theory, methodology, empirical literature, and practical skills across a body of knowledge and to communicate that integration in written and oral modalities.

The program's Clinical Qualifying Exam has two different formats that eligible students can choose: (1) the Integrated Case Exam and (2) the Integrated Research Exam. Students who demonstrate adequate integrative and communication skills pass the program's Clinical Qualifying Exam and are admitted to doctoral candidacy status, which is necessary to propose a doctoral dissertation. Students may attempt the Clinical Qualifying Exam twice for entry into the doctoral program, with a limit of three total oral defense attempts.

The exam committee chair is responsible for notifying the program's DCT and Graduate Program Coordinator about all exam outcomes.

Prerequisites for taking the Clinical Qualifying Exam

Program students are required to take the Clinical Qualifying Exam once the following conditions have been met:

1. The student has good standing with the program's CTC
2. The student has completed the second year (4 semesters) of graduate education
3. The student has completed MS methodological courses
 - a. PSYC 6627 Statistics & Research Design I
 - b. PSYC 6632 Statistics & Research Design II
4. The student has completed at least 1 year (2 semesters) of clinical practicum training.
5. The student has successfully proposed the master's thesis

Note about Students Matriculating with a Conferred Master's Degree

A student matriculating with a conferred MS or MA in Psychology may take the Clinical Qualifying Exam upon successful completion of 2 semesters of graduate education at Idaho State University and the support of the program's CTC, even if all courses specified in the student's Area Requirement Plan of Completion cannot be completed in advance of the exam.

Integrated Case Exam

Focus

The Integrated Case Exam evaluates competence in the traditional areas of assessment and intervention. The overall expectation is that students demonstrate an integration of their didactic and applied training. The examination requires the written presentation and oral defense of an assessment and a treatment case. The assessment and treatment components can be based on a single case, or each component can be based on a different case.

Committee Composition and Timelines

The Department Chair will appoint a core clinical faculty of the Clinical PhD Program to Chair the Clinical Case Exam Committee Chair by April each year with consideration of prior assignments to past Integrated Case Exam Committees and participation on Integrated Research Exam Committees. Once appointed, the Clinical Qualifying Exam Chair will hold a meeting by the end of May with eligible examinees to describe Clinical Qualifying Exam procedures and answer any related questions. During this initial planning meeting, students should be prepared to identify tentative cases and the potential discipline areas, psychological theories, and/or empirical literature they might plan to integrate for those cases.

In addition to the annually selected committee chair, each student opting for the Integrated Case Exam invites one other departmental member to serve on their exam committee, based on availability, expertise, and mutual interest. This faculty member must be a full-time clinical faculty. On rare occasions (such as when a case involves clinical subject matter outside the expertise of the program's CTC), a student may

request to have a clinical psychologist outside of the program's CTC, or even department, join their committee as a non-voting consultant for the committee. All such requests must be approved by the program's CTC, who will evaluate the external candidate's qualifications.

The committee chair will create and share a Box folder with the student and the committee. The student can complete their Case Exam during the summer (if the committee agrees), but students must submit their materials within 45 days of the start of the fall semester. Submitted written materials should avoid mentioning any personally identifying client information (e.g., names, all geographic subdivisions smaller than a State, birth-dates, medical record numbers). The actual writing of the Integrated Case Exam is performed solely by the student without collaboration or consultation with faculty or other students. However, this does not preclude discussions between the student and their committee or other faculty on paper content/topics that occur during the course of routine coursework or research. What is prohibited is any editing or review of the student's actual writing by any faculty member, student colleague, or anyone else. Such unethical behavior may be considered grounds for dismissal from the program.

Within 2 weeks of the student's exam submission, the committee will independently determine a grade (i.e., Pass, Marginal, Fail) for each of the two portions of the written exam (see below). The two committee members will then discuss their individual evaluations and arrive at a consensus grade (once again Pass, Marginal, Fail) for each of the two written sections of the Case Exam. The committee chair will then provide the student with these collective committee grades and related feedback on their written performance. If a student fails either portion of the written exam, they will receive an overall Fail and can reattempt the Clinical Qualifying Exam within the first 60 days of the next academic semester.

Students who obtain a Marginal or Pass on each of their written portions of the Integrated Case Exam may proceed to the oral defense of the Case Exam. The oral defense typically lasts 90 minutes to 2 hours (e.g., approximately 10 minutes for each presentation, 30–40 minutes to address committee questions about the assessment component, 30–40 minutes to address committee questions about the intervention component, and up to 20 minutes for closed committee deliberations). The defense is to be scheduled within 2 to 4 weeks after the written component of the examination is graded. Students are responsible for coordinating the time and date of their oral defense with their Case Exam Committee members.

After the oral exam, the committee comes to a consensus regarding a Pass or Fail grade for each of the two components. If a student receives two Pass votes for the written component and two Pass votes for the oral component, they receive a Pass with Distinction. If a student fails the oral portion of the exam, they can choose to reattempt the oral portion within 30 days. If they forgo this option, they can reattempt the full (written and oral) Integrated Case Exam or the Integrated Research Exam during the next exam cycle.

Students may not propose their dissertation until they have successfully passed the Qualifying Exam.

Format for the Assessment Component

The assessment component should be a comprehensive psychological evaluation (i.e., an integrated psychological testing report). The style and organization of this report are the student's choice. The goal is to demonstrate skill in conducting a psychological assessment and integrating basic psychological science and assessment data to draw relevant clinical conclusions. The assessment devices employed must be appropriate for the referral question, with their psychometrics and pragmatics reported. It is expected that the clinical formulation and the recommendations will be based on the integration of the client's current concerns, intersectional identity, and idiographic preferences; published empirical research; and current psychological theory across at least two conceptual domains (i.e., cognitive, affective, behavioral, social, developmental). The report should include the following de-identified information:

1. Reason for psychological testing/reason for referral
2. Pertinent history and demographics
3. Relevant behavioral observations
4. Assessment results
5. Clinical impressions/formulations. This should include (a) citations of relevant basic and applied research and (b) integration and citations of relevant theories.
6. Conclusion and recommendations

The written assessment component (excluding its title page, tables and/or figures, APA formatted references, and appendix) should be no longer than 30 double-spaced pages using 12- point Times New Roman or 11-point Arial font. Papers may be shorter than 30 pages. Redacted copies of legibly completed test protocols may be included in an appendix. If a student's document exceeds its 30-page limit, the committee will only read and evaluate the document up to the 30-page limit (plus any post-text tables, figures, and/or appendices).

The goal of the oral defense is to evaluate the candidate's ability to integrate knowledge and skill in the field of psychological assessment. During the oral defense, candidates will be questioned about a variety of assessment-related topics. In general, candidates are expected to demonstrate knowledge about clinical assessment methods and instruments (particularly those taught in the clinical program); knowledge of psychometric properties including reliability, validity, and clinical utility; and the ability to integrate knowledge from multiple disciplines of psychology into applied clinical practice. Although questions raised during the defense can relate to any aspect of assessment, most often they will relate to the written submission. Questions typically range from why certain assessment devices were administered to how the clinical impression and recommendation flow from the idiographic assessment data and nomothetic research across several psychology disciplines (e.g., affective, biological, cognitive, developmental, and social psychology). Students must defend their conclusions regarding the examination of the client as they relate to the referral question or presenting concern.

Evaluative Criteria for the Assessment Component

While the nature of clinical work makes it difficult to specify all the criteria used to evaluate every submission, the following criteria are routinely used for both the written submission and the oral defense.

1. Was the written submission clear, concise, organized, properly formatted (according to the current APA style guide), and well-integrated?
2. Were responses during the oral defense clear, concise, and well-integrated?
3. Did the assessment address the reason for referral?
4. Was there significant integration of relevant affective, behavioral, biological, cognitive, developmental, and/or social factors into the psychological assessment?
5. Were psychometrically and pragmatically appropriate assessment devices chosen and correctly implemented/scored?
6. Was there sensitivity to the need for additional information/referral?
7. Were data from the history, behavioral observations, and test results integrated into a reasonable clinical formulation?
8. Was an appreciation of the adaptive aspects of the patient's functioning integrated throughout the report?
9. Was there an understanding of the relevant process issues associated with conducting a psychological assessment?
10. Were clinical impressions and recommendations theoretically and empirically informed?

Format for the Intervention Component

The intervention component should be a comprehensive review of a clinical intervention case. The goal is to demonstrate skill in providing and evaluating psychotherapy. Although the style and organization are the student's choice, the submission must contain a summary of the case. There is no list of acceptable formats for providing treatment (e.g., child, adult, couple, or family), and there is no required theoretical approach (e.g., behavioral, psychodynamic, cognitive, or systems). The student is expected to develop an approach based on an integration of the client's current concerns, intersectional identity, and idiographic preferences; published empirical research; and current psychological theory across at least two conceptual domains (e.g., cognitive, affective, biological, cognitive, social, developmental).

The report should include the following deidentified information:

1. Client's presenting concern(s)
2. Pertinent history and demographics
3. Relevant information on current functioning
4. Theoretically and empirically supported clinical impressions and diagnosis
5. A theoretically and empirically supported treatment plan and delineation of practice elements and/or processes

Determination of the efficacy/effectiveness of the treatment, including results of treatment-related assessment data (e.g., routine outcome monitoring, pre- and posttreatment evaluations)

The intervention submission (excluding its title page, tables and/or figures documenting client change, APA-formatted references, and optional appendix) should be no longer than 20 double-spaced pages using 12-point Times New Roman or 11-point Arial font. Intervention and related assessment protocol materials can be included in an appendix. If a student's document exceeds its 20-page limit, the committee will only read and evaluate the document up to the 20-page limit (plus any post-text tables, figures, and/or appendix).

The goal of the oral defense is to understand the candidate's current knowledge and skill in providing and evaluating psychotherapy. During the oral defense, candidates will be questioned on a variety of intervention-related topics. In general, candidates are expected to demonstrate an integration of material (both applied and basic) covered in the Clinical PhD Program, as well as knowledge of any unique intervention/formulation that is contained in the written submission. Students also need to demonstrate an integration of the theoretical and empirical issues related to evaluating the efficacy and effectiveness of their clinical work. Topics raised during the defense can relate to any aspect of psychotherapy, but most often stem from the written submission. Questions typically range from why a certain case formulation was adopted to questions regarding how treatment efficacy/effectiveness was evaluated. Students must defend their case formulation and the intervention provided.

Evaluative Criteria for the Therapy Component

Although the nature of clinical work makes it difficult to specify all the criteria that would be used to evaluate a particular case, the following criteria are routinely used to evaluate the written and oral parts of the intervention component.

1. Were the written submission and responses during the oral defense clear, concise, and well-integrated?
2. Did the intervention address the client's presenting concern(s)?
3. Was an awareness and advanced integration of relevant affective, biological, cognitive, developmental, and/or social bases of behavior present in the case conceptualization and treatment?
4. Was there sensitivity to the need for additional information/referral?
5. Was there an appreciation and integration of the adaptive aspects of the client's functioning?
6. Did the intervention stem from an integration of idiographic client factors with relevant theoretical formulations and nomothetic empirical research?
7. Was there an integration of the relevant process issues related to conducting psychotherapy?
8. Were practice elements integrated with the case material and implemented with fidelity?
9. Was there a theoretically sound and empirically supported evaluation of the treatment?

Integrated Research Exam

Committee Composition and Timelines

To select the Integrated Research option, a student **MUST** have the support of their research advisor, who under almost all conditions will chair the Clinical Qualifying

Exam Committee for that student. Students should confirm with their research advisor their interest in completing the Integrated Research Exam by April of their second year (or first year for students who enter the program with a master's degree). The Research Qualifying Exam Chair and the student will hold a meeting by May to discuss the Research Qualifying Exam procedures and answer any related questions. Students should be prepared to identify a tentative research question or focus and the research areas they plan to integrate at this initial planning meeting.

Integrated Research Exam Committees consist of two full-time faculty members of the Psychology Department (one of whom serves as the committee chair). Students opting for the Integrated Research Exam select the two departmental members of their exam committee based on expertise and mutual interest. These faculty members must be full-time, but can be from any department program.

Students work with their Integrated Research Exam Committee chair and second departmental committee member to propose the writing project. A prospectus meeting must be convened that includes the two departmental faculty.

The Research Exam proposal consists of two parts:

1. A list of references
2. A plan for the paper (e.g., initial questions to be addressed, research domains to integrate, initial paper outline)

After circulating the list of references to the committee and discussing ideas with committee members, a formal prospectus meeting will be scheduled, during which the student will present the basic subject matter to be addressed in the Integrated Research paper in a 15–20-minute presentation to the committee. During that meeting, the committee may modify and clarify the research questions, areas to integrate, and/or paper outline proposed by the student. In addition, the committee will approve the final reference list that will guide the student's writing of the paper. This reading list represents a foundational reference list the student should use while writing the paper, although it is expected that other readings relevant to the topic will emerge and be cited in the final paper. The prospectus meeting must arrive at a consensus regarding the initial reference list and the plan for the paper. More than one prospectus meeting may be convened to achieve this goal. A copy of the approved reference list and paper outline must be signed, and dated by the two faculty members and the student and uploaded to the student's file.

The Integrated Research Paper should be approximately 20–30 pages in length (excluding title page, tables, figures, and/or references). The subject matter addressed should represent a meaningful integration of at least two different disciplines (i.e., affective, , biological, cognitive, developmental, and/or social bases of behavior), but may also integrate other subdisciplines or focus areas within the field of psychology (e.g., history, psychometrics, psychopathology, research/statistical methods). The document should be written in APA style as though it were a journal article submission. Although one possible scholarly product that can result from the Integrated Research paper is a submission for publication, a manuscript submission is not required.

The actual writing of the Integrated Research Paper is performed solely by the student without collaboration or consultation with faculty or other students. However,

this does not preclude discussions between the student and their committee or other faculty on paper content/topics that occur during the course of routine coursework or research. What is prohibited is any editing or review of the student's actual writing by any faculty member, student colleague, or anyone else. Such unethical behavior may be considered grounds for dismissal from the program.

Mid-course corrections might be needed subsequent to the prospectus meeting, based on the student's discoveries while reviewing the reference list and complying with the written plan. If the student infers such a correction is needed (e.g., adding an unplanned area into the outline), the student should request the committee to consider such major shifts in the paper's plan. The chair may (but is not required to) ask the student to formally re-convene the committee to consider the substantive change(s) to the original plan, or simply instruct the student to consult with the other member of the committee to gain consensus for the change.

Students will upload the written portion of their Research Exam to a Box folder that will be created by the committee chair and shared with the rest of the committee members. Students must digitally submit their written portion of the exam within 45 days of the start the fall semester.

Within 2 weeks of the submission, the two departmental members of the committee independently will determine a grade (i.e., Pass, Marginal, Fail) for the written paper. Those two committee members will then arrive at a consensus Pass, Marginal, or Fail grade for the written component as a whole. The committee chair will then provide the student with these collective committee grades and related feedback on their written performance. Although the nature of research work makes it difficult to specify all the criteria that would be used to evaluate a particular Integrated Research Exam, the following criteria are routinely used to evaluate its written and oral parts.

1. Was the written submission clear, concise, organized, and properly formatted (according to the current APA style guide)?
2. Were responses during the oral defense clear, concise, and well-integrated?
3. If applicable (e.g., systematic reviews), were appropriate research methods selected and implemented correctly?
4. Did the written paper and oral responses demonstrate sufficient depth and breadth of knowledge to address the paper's stated research question(s)?
5. Did the written paper and oral responses demonstrate integration across the two or more areas/subdisciplines that were approved during the Research Exam's prospectus meeting?
6. Did the written paper and oral responses address the relative internal validity of reviewed research studies and their findings?
7. Did the written paper and oral responses address the relative external validity of reviewed research studies and their findings?
8. Did the written paper and oral responses address relevant clinical implications of this research?

Students who obtain an overall Marginal or Pass on their written submission may proceed to the oral defense portion of the Integrated Research Exam. If a student receives a majority of Fail votes for the written portion of the exam, they can reattempt the full (written and oral) Clinical Qualifying Exam (i.e., Integrated Research or Case

Exam) during the next cycle. Students may attempt the Clinical Qualifying Exam twice for entry into the doctoral program, with a limit of three total oral defense attempts. Regardless, should a student fail the written portion of the Integrated Research Exam, the committee chair must notify the program's DCT and upload a copy of the student's paper and a summary of the committee votes (dated and signed by committee members) to the student's file.

For students who proceed to the oral defense of the Integrated Research Exam, the oral defense typically lasts 90 minutes to 2 hours (including approximately 20 minutes for closed committee deliberations) and is to be scheduled within 2 to 4 weeks after the written component of the examination is graded. Students are responsible for coordinating the time and date of their oral defense with their Research Exam Committee members. Students should prepare an approximately 20-minute presentation summarizing their integrated research paper, allowing 60–90 minutes for subsequent committee questions, discussion, and deliberation.

If a student receives a Pass from both committee members for both the written and oral portions, they receive a Pass with Distinction. If the committee decides that the student fails the oral portion of the exam, they can choose to reattempt the oral portion within 30 days. If they forgo this option, they can reattempt the full (written and oral) Integrated Research Exam or the Integrated Case Exam during the next cycle.

After the conclusion of the oral defense, the committee chair should notify the program's DCT and the Graduate Program Coordinator of the exam's outcome and upload a copy of the student's Integrated Research Exam and a summary of the committee votes. The Graduate Program Coordinator will then complete the electronic [Graduate School Comprehensive Examination Results Submission Form](#).

The Doctoral Degree in the Clinical Psychology PhD Program

All Clinical PhD students must complete the MS in Psychology. In addition, students must complete required courses, elective credits, professional training, a qualifying examination, a dissertation, and a public colloquium. All requirements are described in the Graduate Catalog. Each component of the doctoral degree is outlined or discussed below. The doctoral degree requires a minimum of 70 credits.

PhD Degree Coursework

Required Courses		
Core Courses (at least 5 credits total)		5
PSYC 7702	Introduction to Psychotropic Medication	2
PSYC ****	One additional core course from the MS clinical requirement	3
Clinical Courses		16
PSYC 6634	Cultural Diversity and Individual Differences	3
PSYC 6645	Adult Psychopathology and Treatment I	3
PSYC 6649	Child Psychopathology and Treatment I	3
One Advanced Psychopathology and Treatment Course		3
PSYC 6646	Adult Psychopathology and Treatment II	

OR		
PSYC 6659	Child Psychopathology and Treatment II	
PSYC 7703	Advanced Ethics and Professional Issues	1
PSYC 7704	Supervision and Consultation in Clinical Psychology	3
Clinical Practica (at least 18 credits total)		18
PSYC 5517	Interdisciplinary Evaluation Team	1
PSYC 7724	Community Practicum	variable
PSYC 7725	Psychology Clinic Practicum	3+
PSYC 7726	Supervision Practicum	variable
PSYC 7727	Psycho-Educational Evaluations	3+
PSYC 7748	Clinical Externship	variable
PSYC 7749	Clinical Internship	3
Research (at least 19 credits total)		19
PSYC 6637	Multivariate Statistics and Research Design	3
PSYC 8850	Dissertation	16
General Electives Transferred from the MS degree (up to 12 credits total)		12
Minimum Total Credits		70

The Dissertation

The Dissertation Committee

Students in the program are admitted to candidacy for the PhD degree upon satisfactory completion of the MS degree and the Qualifying Examination. These two accomplishments allow the student to propose a dissertation. Each student will need to construct a dissertation committee. The committee consists of five members, three of whom must be full-time faculty members of the Psychology Department. The fourth and fifth members of the dissertation committee include the GFR (selected by the student and their research advisor, if needed, appointed by the Graduate School) and any other member of the Graduate Faculty from any department of relevance (including the Department of Psychology).

The Dissertation Format

The process of completing the dissertation is similar to that of the master's thesis. The student, consulting with their dissertation director, prepares a prospectus for the dissertation committee. Once the dissertation director has approved the prospectus, the document is distributed to committee members, and the prospectus meeting is scheduled. The prospectus document should assume the form of the thesis prospectus, i.e., an introduction, hypotheses, and a method section. Like the thesis, the dissertation can only pass if the majority of the committee (i.e., at least three of the five members) deem that the proposed research question and methodology have the potential to contribute new, substantive knowledge to the field of psychology. The prospectus meeting is both an educational and an evaluative process. If necessary, the committee may meet more than once in order to gain the consensus needed for the student to initiate the research. Like the master's thesis, Human Subjects Committee approval must be obtained prior to project initiation. **The recommended temporal**

guideline for a dissertation prospectus document submission to the dissertation committee is on or before October 1 of the year the student applies for APPIC internship, and a student must successfully propose their dissertation before they are authorized to apply for internship. Failure to successfully propose the dissertation in time to apply to APPIC internships will postpone the internship application process by a full year.

The Prospectus

For doctoral students only, students are admitted to candidacy for the doctoral degree upon satisfactory completion of the MS degree and the Qualifying Examination. These two accomplishments allow the student to propose a dissertation. Each student in the Clinical PhD and Psychological Sciences programs will need to construct a dissertation committee. The committee consists of five members, three of whom must be full-time faculty members of the Psychology Department. At least one committee member should be from the student's degree program (i.e., Psychological Sciences, Clinical PhD). The fourth and fifth members of the dissertation committee include the GFR, who is chosen by the student and faculty advisor or appointed by the Graduate School, and any other member of the Graduate Faculty from any department of relevance (including a fourth psychologist).

The process of completing the dissertation is similar to that of the master's thesis. The main difference between a thesis and dissertation project is the level of autonomy and independence at which the student works across the research process. The typical dissertation will involve original empirical research that has the potential to make a significant contribution to the field (as judged by the majority of the dissertation committee). However, a dissertation project may consist of other formats, including original analyses of archival data/information, big data, publicly-available data sets, or ongoing longitudinal studies; original coding and analyses of existing information (quantitative or qualitative); and meta-analyses.

In the Clinical PhD Program, students are expected to demonstrate a broad range of research competencies (see Clinical PhD Program section for more details) that can be achieved through completion of their theses, dissertations, or other research experiences overseen and/or evaluated by ISU Psychology Department faculty. Prior to the dissertation proposal meeting, the student will submit the program-specific documentation to demonstrate competencies evaluated by the respective training committee. In order for the dissertation to be approved as complete, these competencies must be approved by the training committee.

The student, consulting with their dissertation committee chair, prepares a prospectus for the dissertation committee. The prospectus typically consists of three sections: 1) an introduction, justifying the research question and methodology and the significance of the proposed project, based on a thorough literature review; 2) hypotheses, reasonably inferred from the introduction; and 3) a method section, describing in operational terms the procedures, measurements, and analyses to be employed. Measures, consent forms, and other supporting documents should be included in the appendix, consistent with departmental and Graduate School policies. Once the dissertation committee chair has approved the prospectus, the document is

distributed to committee members by the student at least 2 weeks prior to the prospectus meeting, and the prospectus meeting is scheduled.

The dissertation proposal meeting should be scheduled for 2 hours, although it may not take this long for the committee to arrive at a decision for the project. The prospectus meeting is both an educational and an evaluative process. If necessary, the committee may meet more than once in order to gain the majority vote needed for the student to initiate the research. Once this is reached, the student must submit a list of major changes to the project to the committee. Like the Master's thesis, approval from the appropriate research compliance committee must be obtained prior to project initiation. For students in the Clinical PhD Program, the recommended temporal guideline for a dissertation prospectus document submission to the dissertation committee is on or before October 1 of the year the student applies for APPIC internship. Failure to successfully propose the dissertation in time to apply to APPIC internships will postpone the internship application process by a full year. It is strongly recommended that the proposal meeting occur before data collection begins. However, data collection can begin before the proposal meeting with the approval of the dissertation chair. See program-specific guidelines for data collection procedure prior to proposal. The dissertation committee has the option to not allow data collected prior to the proposal meeting to be used in the dissertation if changes to the protocol are needed.

All research studies with humans or live animals must be approved by the appropriate research compliance committees prior to study onset. Studies with human subjects must be approved by the ISU [Human Subjects Committee](#) (HSC), including those with exempt status. Studies with animal subjects must be approved by the ISU [Institutional Animal Care and Use Committee](#) (IACUC). Both committees require all students and faculty to complete an online research ethics training program called Collaborative Institutional Training Initiative (CITI). Students should check with their advisors on which modules to complete.

During the course of collecting dissertation data, it is possible that the student and their dissertation committee chair may determine the need to make substantial changes in methodology. Such changes require committee approval, and may require HSC or IACUC approval. The need for a formal meeting of the committee is left to the discretion of the dissertation committee chair. Informal discussion with all committee members may be sufficient, but documented approval must be obtained.

Making Changes to the Dissertation after Prospectus

During the course of collecting dissertation data, it is possible that the student and their dissertation director determine the need to make substantial changes in methodology. Such changes require committee approval, and sometimes, Human Subject Committee approval. The need for a formal meeting of the committee is left to the discretion of the dissertation chair. Informal discussion with all committee members may be sufficient. Upon completion of the data collection phase, the student, in consultation with their dissertation chair, prepares the final document as per Graduate School guidelines. The dissertation is distributed to committee members only after the dissertation director has approved the document. Committee members are allowed 2 weeks to review the dissertation before the scheduled final oral exam. The

dissertation chair must formally notify the Graduate School of the meeting date, time, and location via its formal oral examination form.

The Dissertation Colloquium

Each doctoral student is required to present a public colloquium to the academic community of Idaho State University and regional professionals. The ability to offer scholarly presentations to students and professionals is a component skill of the doctoral psychologist. The colloquium represents the culmination of many earlier opportunities to present psychological findings to one's colleagues, embedded throughout the clinical training program at Idaho State: coursework, Diversity Case Conferences, practicum team meetings, research team meetings, and professional paper/poster presentations at scholarly conferences across the nation. Further, the dissertation colloquium models dissertation topics, methodology, data analyses, conclusions, and the presentation process itself for junior colleagues. The colloquium is not evaluated separately from the student's dissertation defense. Rather, it is an integral part of the dissertation defense, attended by all members of the dissertation committee and immediately precedes the formal dissertation defense.

The Defense

Upon completion of the data collection phase, the student, in consultation with their dissertation chair, prepares the final document as per [Graduate School guidelines](#). The final manuscript may take the form of a traditional comprehensive scholarly document or a manuscript(s) ready for submission to a journal with a comprehensive literature review in the appendix. The dissertation is distributed to committee members only after the dissertation chair has approved the document. Committee members are allowed 2 weeks to review the dissertation before the scheduled final oral exam. The Graduate School must be formally notified of the meeting date, time, and location using the online Oral Defense Examination Notification form, which will be completed by the dissertation chair.

Each student works with their dissertation chair to schedule the dissertation defense for at least a 2-hour time block. Under no circumstances will the dissertation defense be scheduled until the dissertation chair approves the dissertation document (which by then includes the results and discussion sections) as sufficiently ready to commit the committee to a specific date/time for the defense.

The Graduate School must be formally notified of the meeting date, time, and location. The advisor (committee chair) must submit the [request to schedule oral defense form](#) and notify the student's respective Program Director. Further, the Graduate School requires that all oral examinations "...must be completed at least two weeks before the end of the semester in which the student plans to graduate." Please see the Graduate School requirements for oral examination completion timeline in the semester of planned graduation.

Prior to the dissertation defense meeting, the committee should indicate major concerns about the project that could risk the student not passing the defense to the dissertation chair. This will allow the chair and student to carefully consider these concerns prior to the defense, though attempts to address them during the defense will not guarantee that the student will pass. The first step in the oral defense of the

dissertation is a public presentation of the study (usually accompanied by digital slides). The presentation is not evaluated separately from the student's dissertation defense. Rather, it is an integral part of the dissertation defense, attended by all members of the dissertation committee and immediately precedes the formal dissertation defense.

The first 30-minutes of that period are dedicated to the public colloquium, open to all. The dissertation chair provides notice to the academic community of the title, date, time, and location of the dissertation defense. The student is charged to create a 20-30-minute presentation (usually accompanied by digital slides), allowing up to 10-minutes for questions/answers with the general audience. Following the public portion of the defense, any general audience is dismissed.

Thereafter, the dissertation committee reviews and discusses the research questions, methods, findings, and conclusions with the student. Specific changes in the manuscript may be required by committee members. Generally, such changes will not require an additional meeting. Required modifications are monitored by the dissertation committee chair. Each committee member evaluates the oral defense and written document as pass or fail. A majority judgment of pass (3 of 5) is required to pass the oral defense. When the defense is successful, committee members will sign the signature page drafted by the student, as required by the Graduate School. If notable changes are required of the dissertation document, one of the committee members or chair may elect to temporarily postpone signature to ensure that these changes are implemented prior to submission of the final version of the document to the Graduate School. Failure to pass the oral exam necessitates rescheduling the exam in the subsequent semester unless otherwise approved by the dissertation committee and Graduate School. For students failing the oral exam, the Graduate School allows one re-examination. This re-examination is to take place during the subsequent three semesters unless otherwise approved by the Graduate School. A second failure of the oral defense may be considered grounds for dismissal from the doctoral program.

Students working on their dissertation (PSYC 8850) will receive IP ("In Progress") grades each semester once the project is initiated and until it is completed. At the Thesis Defense, the committee members will complete an electronic Oral Exam Form to report the outcome of the student's defense. The Graduate School will record the result in determination of the student's completion of degree. The Graduate School works with the Registrar's office to change the grade from IP to S ("Satisfactory") or U ("Unsatisfactory") for each semester credits had been registered for. During the course of the project, a failure to contribute and/or progress on the project may result in a formal warning from the program's CTC via a formal letter that describes the nature of the unsatisfactory progress, the steps needed to remedy the deficiency, and a deadline for re-evaluation.

Discipline-Specific Knowledge Area Requirements

All students graduating from this program must meet program criteria for *Discipline-Specific Knowledge (DSK)* as described in the [APA Standards of Accreditation](#) and [Implementing Regulations](#). APA distinguishes between *foundational knowledge of DSK* (which may be acquired at the undergraduate level) and *graduate-level knowledge of DSK* (which must be acquired at the graduate level). Both are relevant to ISU clinical

psychology graduate students. Students are expected to monitor their progress toward meeting DSK standards in collaboration with their major advisor and the program's Clinical Training Committee. There are numerous paths toward satisfaction of student DSK, and the curriculum is designed to allow students to flexibly meet DSK standards

During the course of their graduate studies at ISU, program students should update their Clinical Student Tracking Form (available on Box.com) in collaboration with their major advisor and their Clinical Training Committee. Successfully completed (i.e., As & Bs) undergraduate courses (foundational DSK) and, if available, graduate courses (graduate-level DSK), will be considered in evaluating strategies for completing DSK Area Requirements. For example, a student who had successfully completed an undergraduate course in physiological psychology (demonstrating foundational DSK knowledge of Biological Bases of Behavior) will have different expectations in terms of graduate level DSK knowledge in Biological Bases of Behavior compared to students who have not taken such coursework. However, a student who did not take any undergraduate course that satisfies a specific foundational DSK requirement must do so in our program in several ways, including coursework (e.g., individual courses or material infused across multiple courses) or through other evaluated educational experiences (e.g., research requirements, qualifying examinations, or other methods).

There are two important reasons for the seemingly excessive concern about DSK Area Requirements. First, strong academic preparation in the core areas of human behavior is consistent with the scientist-practitioner training model. Second, current APA standards indicate that students in accredited programs "...acquire and demonstrate substantial understanding of and competence in..." each of the following foundational areas of psychology: biological, social, developmental, cognitive, and affective bases of behavior, as well as history and systems, psychometrics, and research and statistical methods.

The APA Committee on Accreditation does not explicitly define the program activities leading to the acquisition and demonstration of these foundational competencies. Our MS and PhD degree requirements guarantee that each student will have earned an A or B in a graduate level course in numerous DSK areas. Also, our Qualifying Exam options (discussed above) allow students to include DSK subject matter that could be used to establish their knowledge in that area—and the advanced ability to integrate across multiple DSK areas. However, it is imperative also that the student's undergraduate accomplishments are properly weighted in determining the DSK Area Requirement Plan of Completion.

All doctoral students should be aware that some state/provincial Boards of Psychology (that grant licenses) might require the completion of a graduate course in each and every APA foundational area. Our formal requirements include multiple courses (e.g., Behavioral Neuroscience, Social Psychology, Cognitive Psychology, Developmental Psychology). An undergraduate course and demonstration of competency on a doctoral qualifying exam, however, may be judged insufficient for licensure by some boards. Therefore, when possible, the student is advised to enroll in a graduate course to prepare for our Qualifying Exam and to satisfy all possible licensure contingencies that might prevail in a given state or province.

Graduate School Policies for Degree Completion

It is the student's obligation to adhere to all policies and procedures defined by the Graduate School to be granted the MS and PhD degrees. Specific information is available in the [Graduate Catalog](#). Information is always available from the Senior Transcript Evaluator at the Graduate School, as well as one's research advisor.

Professional Training

Throughout the 4 on-campus years of doctoral training in clinical psychology, the program's core and associated faculty will make every effort to arrange experiences that promote the growth of professional attitudes and skills. Coursework, clinic and community practica, Diversity Case Conferences, departmental and program colloquia, annual clinical workshops, Psychology Clinic GTA positions, clinical externships, and the internship are the primary mechanisms behind professional education. Internships must be completed at a member site of the Association of Psychology Postdoctoral and Internship Centers (or APPIC).

Principles of Professional Training

Three principles of professional training are inherent in the Program's structure: integration, graduation, and feedback.

Integration

First, an integration of theory, empirical knowledge, and practical applications with diverse populations is continuously sought. Although a difficult task, the program's focus on generalist skills needed by scientist-practitioners in sparsely populated regions requires a continuous integration of coursework and practica. Coursework presents the psychopathology, diagnostics, assessment strategies, empirical studies of differential treatment efficacy/effectiveness, and alternative theoretical models for common mental health problems. Practicum teams service the community, allowing the student to observe, participate, and possibly supervise (as fourth year students or senior clinical externs) the delivery of psychological services for common mental health problems. Diversity Case Conferences provide another format for presenting and discussing case material in a supportive, but academic environment, where assertions are defended and questions are encouraged. Finally, departmental and program colloquia, and the annual clinical workshop allow the program's CTC to supplement faculty expertise with that of community and regional professionals.

Graduation

The second principle of professional training is the gradual shaping of independent professional skills. New students are primarily observers, consumers of information, and practitioners with sub-clinical populations. First-year students practice interviewing skills during the fall semester and testing skills during both fall and spring semesters. Second- and third-year students work in the Psychology Clinic; third- and fourth-year students may work in community practica and/or clinical externships. As coursework and practica progress, the student assumes more and more direct

responsibility for casework and decision-making. Advanced students may assume a formal role as a peer supervisor on a clinic team with which the student has already gained considerable experience and expertise.

Feedback

The third principle of professional training is specific and frequent feedback. The level of supervision provided during practica/externships is commensurate with student ability level. At the end of every semester, practica and externship supervisors complete the Student Practicum/Externship Semester Evaluation form, meeting individually with each student to review progress and to identify goals. The program's CTC reviews all evaluative material on every program student at the end of every academic year. Materials include course grades, progress on component tasks (e.g., thesis, Qualifying Exam.), practicum and externship ratings, cumulative specific skill list, cumulative APPIC temporal data by category, attendance records, and GTA/GRA evaluations. Specific written summaries of progress, areas of concern (if any), and recommendations are provided annually to each student by the program's CTC. Although most students' progress will be reviewed annually, the program's CTC reserves the right to evaluate individual students on a semester-by-semester basis if issues arise that warrant such attention. Professional data (e.g., APPIC hours and the cumulative skill list) are summarized in a format consistent with the AAPI (i.e., the AAPI Application for Psychology Internship) form, allowing the student, their DCT, and their advisor to monitor student progress.

At the beginning of every Fall semester, the program's CTC reviews in depth the professional progress of all students completing the 3rd Program year or higher, since most will be applying to APPIC internships during the fall semester of the following academic year. The CTC is charged to respond "yes" or "no" on the AAPI form to the statement, "The faculty agrees that this student is ready to apply for internship." Consequently, an in-depth review of clinical training experiences (e.g., practica/externships), associated performance ratings, and current level of professional competencies is performed by the program's CTC. Specific written feedback is provided to each 3rd year student in the annual evaluation for the purpose of recognizing professional accomplishments and development, identifying experiential needs to emphasize during the fourth year, and formally recognizing any significant barriers that might prevent the program's CTC from affirming the student's "readiness" for internship during the subsequent fall semester. If professional development is considered inadequate preparation for internship, specific recommendations will be offered to the student.

Individual and Cultural Diversity

Diversity in Coursework and Clinical Practice

It is a policy of the program that all students are expected to develop competencies to serve a diverse clientele. Infused throughout the 4 years of on-campus professional training are curricula designed to meet Program Aim #4: *To produce students who are sensitive to cultural and individual differences and diverse value or belief*

systems and effectively integrate aspects of diversity into case conceptualization, assessment, and treatment delivery.

All professional casework occurs within a psychosocial context that is directly influenced by the individual and cultural differences of the client and their many social contexts of relevance. Understanding and acceptance of relevant individual and cultural differences is essential for accurate professional evaluations and effective clinical interventions. Consequently, diversity theory and research are formally presented in PSYC 6634, Cultural Diversity & Individual Differences, as well as infused across numerous required and elective courses. Supervisors in clinic practica (PSYC 7725), community practica (PSYC 7724), and clinical externships (PSYC 7748) guide students to consider individual and cultural differences when conceptualizing cases.

Diversity Case Conference Presentation

As a capstone experience, the program's CTC requires all program students to integrate diversity theory and/or research into a 12–15-minute case conceptualization and service overview presentation at a program colloquia. Students obtain feedback and consent of the psychologist who supervised the specific case prior to the formal presentation. Each student's "Diversity Case Conference" colloquium is scheduled with the ADCT concurrent with enrollment in PSYC 6634 or in any subsequent semester prior to departure for clinical internship. Completion of the Diversity Case Conference requirement is recorded on each student's Clinical Student Tracking form.

Working with Clients from Diverse Backgrounds

The Clinical Training Committee is committed to a training process that ensures that graduate students develop the knowledge, skills, and attitudes to work effectively with members of the public who embody intersecting demographics, attitudes, beliefs, and values. When graduate students' attitudes, beliefs, or values create tensions that negatively impact the training process or their ability to effectively treat members of the public, the program faculty and supervisors are committed to a developmental training approach that is designed to support the acquisition of professional competence. We support graduate students in finding a belief- or value-congruent path that allows them to work in a professionally competent manner with all clients/patients. For some trainees, integrating personal beliefs or values with professional competence in working with all clients/patients may require additional time and faculty support.

Practicum Training

Overview of Practicum Training

Practicum training is a fundamental component of professional training in the Program. Students are required to complete at least three credits of practicum in the ISU Psychology Clinic (PSYC 7725) and two credits of Community Practicum (PSYC 7724). Students are expected to gain training from at least three different practicum supervisors in the ISU Psychology Clinic, and they must obtain 18 or more total Clinical Practica credits (see Graduate Catalogue) to obtain their PhD degree.

Each credit of practicum represents approximately 6–8 hours per week of professional activities, including direct therapy or evaluative activities, assisting others

in evaluative or therapeutic activities, observing the delivery of psychological services, group supervision, individual supervision, record-keeping, preparing for team meetings, completing specific didactic assignments, writing reports, and attendance at case conferences and clinical colloquia/workshops. Students should accrue approximately 100 APPIC hours (i.e., Assessment, Treatment, Supervision, & Support) for each credit of practicum. Within these 100 hours, the program's CTC anticipates that at least 35 hours will be direct client contact hours (i.e., Assessment and Treatment).

ISU Psychology Clinic Practica

HIPAA Requirements

Idaho State University requires students in professional programs to comply with all HIPAA requirements (i.e., Health Insurance Portability and Accountability Act). Extensive policies and procedures designed to protect clients' Protected Health Information (PHI) are articulated in the ISU Pocatello Psychology Clinic Policies and Procedures Manual, monitored by the program's Psychology Clinic Staff, and adhered to by all of its students, faculty, and staff participating in the clinic. Procedures include specific training experiences, witnessed acknowledgement forms, methods to safeguard clinic files and reports, and specific check-in procedures (for new students) and check-out procedures for those departing for internships. See the ISU Pocatello Psychology Clinic manual for more details.

Program Approach to Practicum Assignments

Usually, two or three practicum teams operate out of the ISU Pocatello Psychology Clinic during fall and spring semesters, with one team led by the program's Clinic Director during the summer. Students are assigned to practicum teams each semester by the program's CTC. Students nominate their preferred assignments during the preceding semester. Every effort is made to match students with preferred teams. Three important and sometimes competing principles, however, may create discrepancies between student preferences and the actual assignment. First, all students must participate on at least three different ISU Pocatello Psychology Clinic teams. This requirement is a result of the program's practice diversity objective. Second, all teams must have approximately two to four graduate students per semester to service patient flow and maintain referral sources, while maintaining faculty supervisory responsibilities at a manageable level. Third, when possible, teams include a 4th or higher year student participating in PSYC 7726, Supervision Practicum, whose primary focus is to provide direct supervision to less experienced junior members of the team.

Practicum Training for First-Year Students

First-year doctoral students do not enroll for practicum credit until the summer after their first year, though students matriculating with a Master's degree may begin practicum training sooner. First-year students are rotated across all teams during the fall semester as observers as part of their PSYC 7701 course, attending the weekly team meeting and observing several cases during the semester as client, clinician, and student schedules permit. APPIC data are maintained by first-year students, since

observation and group supervision are bona fide practicum experiences. First-year observers are not assigned any clinic team duties by the faculty supervisor or senior students. Generally, first-year observers devote 3 hours or fewer per week to team observations and rotate across teams every few months. First-year students practice generic interviewing skills in simulated contexts as part of the introductory clinical course (PSYC 7701) during the fall semester.

In addition, first-year students complete the program's two-course psychodiagnostic assessment sequence (PSYC 6620 and PSYC 6621), respectively during their first fall and spring semesters. All first-year students complete one psycho-educational evaluation during the summer semester of the first year upon successful completion of PSYC 7701, 6620, and 6621 (or transfer course equivalents). Clients seeking psycho-educational evaluations are referred by the ISU Disability Services Center for possible academic accommodations under the Americans with Disability Act (ADA). All ADA cases seen by the program's students are supervised by the program's Clinic Director and Clinic Graduate Teaching Assistants. All students are required to complete three ADA evaluations as part of their doctoral curriculum. Students register for one credit of PSYC 7727, Psycho-educational Evaluation, every semester an ADA assignment is made unless precluded from registration by the 12-credit maximum registration rule. PSYC 7727 credits count toward the 18+ Clinical Practica credits requirement of the program's PhD degree.

Practicum Team Supervision

Each clinic team is supervised by a clinical psychologist, usually a full-time member of the program's core clinical faculty, who may be assisted by an advanced student enrolled in PSYC 7726, Supervision Practicum. Clinic practicum students are actively engaged in various aspects of the diagnostic and/or therapeutic process at the level of skill the individual student currently possesses. For example, second-year students may function as co-therapists, or may be limited to administering standardized measurements, or may focus on observing and record-keeping. The senior team members (e.g., the faculty supervisor, a supervision practicum student, or a student with a prior semester on that team) may provide direct therapy, serving as a model for junior students. The faculty supervisor always assumes ultimate responsibility for the delivery of psychological services, deciding what level of independent professional function to allow each individual team member. The art of mentoring clinical students in practicum settings is just that, an art. Team members will always struggle to find the right balance between supervisory guidance and independent professional function, since client welfare always maintains equivalent importance with student training.

Community Practica

Community Practica (PSYC 7724) are usually arranged for students with their MS degree, but are open to those entering with the MS/MA degree and some second-year students. Students in these extra-departmental placements are supervised by licensed psychologists. An ISU clinical faculty member may serve as the licensed supervisor upon need. Every fall and spring semester, students are presented with a list of practicum sites available to rank for the following semester (including summer). Students are not compensated financially for community practicum activities.

Getting your Service Extender Status

The Service Extender designation is required for some community placements. It allows agencies to bill for services performed while under supervision of a licensed psychologist, as described in [rule 200.05 in the Rules of the Idaho State Board of Psychologist Examiners](#). A master's degree in psychology is required to be a Service Extender, and program students will need to show the licensing board a transcript indicating that they have the degree.

To get a Service Extender designation, a student should follow these steps:

1. Go to the DOPL [Board of Psychologist Examiners](#) site
2. Sign up and create an online profile
3. Submit an application
4. Upload documents

Upon completion of steps 1 and 2, applicants will be able to view the status of their application and upload documents. Please note that education, exam, and license verification documents must be sourced directly from the issuing institutions and cannot be accepted if submitted by the applicant. Documents that **do not** need to be primary sourced can be uploaded directly to the [DOPL Online Services](#) licensing system. Most [supporting document forms](#) can be found on the Board of Psychology Examiners' page. Applicants may request to have any necessary supporting documents sent by mail, fax, or email.

One relatively common dilemma for students in our program is that the student has completed all MS degree requirements (typically in the summer of their second year) but the degree has not posted to their transcript yet (summer degrees don't post until September). This can create a problem if they cannot start their community placement until they have the Service Extender designation. If this happens, their DCT can submit an [Affidavit of Completion of Master's Education](#) verifying that the students has completed as MS degree requirements. This should be completed as soon as possible after all degree requirements are completed to ensure timely approval of the Service Extender designation.

Background Check Policy

A criminal background check is no longer required as part of the admissions process. Students should be advised that a criminal background may create barriers to obtaining a license to practice psychology and the rules and regulations regarding licensure for those with a criminal background vary by state. Please refer to the licensing board in the state where you plan to seek a license upon graduation to review state policies.

Students may be required to obtain a background check when seeking clinical placement at a community practicum, clinical externship, and/or internship. If a student opts to seek a placement in a facility that requires background checks, they will be required to do so. If a student does not wish to submit to a background check, they will need to seek a practicum placement in a setting where one is not required. If a student's unwillingness to submit to a background check, or if a student's criminal background

prohibits them from securing a practicum placement, the student's progress in the program may be delayed and/or they may be dismissed from the program.

Background checks are only conducted when required in order for a student to obtain a specific practicum placement. Any potential or current student with a criminal background should familiarize themselves with the licensing requirements and restrictions applicable to their personal situation.

ISU Clinical PhD Program Background Check Procedure (To be Completed at the Request of a Clinical Placement):

1. Scheduling and obtaining a criminal background check is the responsibility of the student and must be completed prior to beginning the Field Practicum placement. Students can get a background check via two different avenues. Background checks can take up to 2 months to complete. Students are strongly recommended to let their DCT know if there is any possible criminal activity that will be reported on the criminal background check. This notification will help to ensure that an appropriate clinical placement is secured.
 - a. Idaho Department of Health & Welfare: [IDHW Background Check Unit](#) conducts background checks and fingerprinting that meets the needs of most clinical placements. Students log into their system, create an account, and arrange for the background check. Cost is \$70.
 - b. CastleBranch is a private agency that conducts background checks. Students access the [ISU portal](#) and select 'Clinical Psychology.'

Student Supervision by Non-Psychologist Supervisors

Students in this program are supervised primarily by psychologists who are licensed or license-eligible psychologists in the State of Idaho. However, students at some of our community training sites may be supervised by allied health professionals such as clinical social workers, mental health counselors, and/or psychiatrists who are licensed to practice in their fields. Supervision from diverse mental health practitioners represents an opportunity to diversify and broaden student training. Consistent with APA accreditation guidelines (C-12 D), all students supervised by an allied health professional will have a weekly opportunity to discuss their clinical work with a doctoral level psychologist appropriately credentialed in Idaho. Students should contact the DCT to identify the appropriate licensed psychologist to provide these opportunities.

Carry-Over Case Work

Generally, student therapists may continue to see some patients between semesters and during the summer months, even if not registered for a credit under the supervisor's clinic or community practicum section. This practice is referred to as a "zero-credit carryover" assignment. This circumstance emerges when a student and supervising faculty member both agree to continue with a long-term case, despite the student's assignment to a different team or community site. The university allows such practices as long as the faculty or community supervisor continues to accept ethical and legal responsibility for the case and maintains appropriate supervision. Further, the student must be concurrently registered for 1-credit of PSYC 7724 (community practicum), PSYC 7725 (clinic practicum), and/or PSYC 7748 (clinical externship), albeit

with a different clinical team. This latter requirement documents the student's continued commitment to formal professional training that extends to the "zero-credit" carryover supervision. Finally, student malpractice insurance is automatically billed to all clinical doctoral students who register for even a single credit (e.g., summer semester).

Clinical Externships

A limited number of clinical externships are available to 3rd- and 4th-year students, and occasionally, 2nd-year students. Virtually all externships now require conferral of the MS degree and the successful completion of 1-credit of community practicum (PSYC 7724) at the site. Externships involve supervised professional practice in a community setting for compensation. Like other funded positions, externships are awarded annually on a competitive basis. Unlike teaching/research assistantships, externships are a component of a student's Program of Study, earning academic credit (1-credit of PSYC 7748 per semester). If the student needs a Non-Resident Tuition Waiver (NRTW), externships are referred to as "Graduate Clinical Assistantships" by the university. Externships are enabled through service grants obtained by the Psychology Department with local agencies. Those grants specify the educational nature of the part-time professional practice (i.e., 15–20 hours per week), the minimum level of supervision to be provided by agency staff (i.e., 1 hour per week), and the fact that the student is an employee of the university, not the agency. Most importantly, a doctoral-level licensed psychologist must participate in the supervision of the extern. All professional contact is documented as per the program's Psychology Clinic standards on available software. Consequently, hours accumulated while on externship can be included in applications for pre-doctoral internships and state/provincial licensure to practice psychology.

Practicum and Externship Evaluation Process

Practicum and externship supervisors complete a Practicum Student Evaluation Form for each program student at the end of each semester (or commensurate ending of a training rotation). Forms are completed online, reviewed with the student, signed by both the supervisor and the student, and submitted to and reviewed by the program's DCT. The original evaluations are maintained in the student's clinical program file.

Performance evaluations are anchored by expectations commensurate with a student's class standing. For example, second-year students in their first semester of practicum are judged relative to the function of similar students. The recording and rating of acquired technical skills is an important part of the evaluative process, and one used to form a cumulative record (i.e., the list and competency level of specific assessment/intervention protocols). These records document specific skills of great interest to internship programs and prospective employers. Students should work diligently with supervisors to accurately record experiences with specific assessment and intervention protocols. In addition, categorical definitions are used by students to track temporal accumulations of specific, supervised, professional activities. These categories are directly linked to the internship application process. See the APPIC categories on the relevant software (Time2Track) for operational definitions of all APPIC categories. *As with all evaluations, program students have the opportunity to*

respond in writing to their practicum or externship evaluation. All responses to practicum or externship evaluations must be submitted to and reviewed by the program's DCT.

Students evaluate their practicum experiences and the quality of professional supervision each semester. An online system is used to collect these data for Psychology Clinic Practicum (PSYC 4425 and PSYC 7725) and Psycho-educational Evaluation (PSYC 7727) and experiences provided off campus (Community Practicum, either PSYC 4423 or PSYC 7724, and Clinical Externship, PSYC 7748) or by a single instructor mentoring a single student (Supervision Practicum, PSYC 7726).

As with all student evaluations of faculty, students complete these forms anonymously, and participation is voluntary. Program administrative staff compiles these data in summary form and submits the faculty practicum evaluations to the Department Chairperson for incorporation into annual faculty evaluations. If a faculty member has only a single student during a given semester, a report is deferred until the single evaluation can be combined with subsequent evaluations, protecting anonymity. Community supervisor forms are administered and maintained by the program's ADCT and reviewed regularly by the program's DCT and CTC. If problems with community supervisors are apparent, the program's DCT may consult with the supervisor or advise their CTC regarding student placement options.

Clinical Training Fees

Two fees are inserted automatically into every student's semester MyISU bill by the university.

Clinical Fees. First, the Department levies \$50 per credit fee for each semester in which the student registers for a credit of PSYC 7725 (i.e., Psychology Clinic Practicum). Money from this fee is used to purchase tests and testing materials, and to maintain our electronic medical records (EMR) system. Training in EMR is essential for record retention and for training purposes, as more and more internship and postdoctoral sites expect students to be familiar with this technology.

Malpractice Coverage for Clinical Work. The Idaho State University Office of General Counsel maintains [student liability coverage](#) to insure against malpractice that occurs in the context of student training. Clinical doctoral students pay a modest fee each semester (usually about \$5, which is charged automatically as part of their associated fees) to contribute to the university's student malpractice premium. That policy applies to all professional activities that are part of the student's program of study, which includes paid and unpaid clinical experiences on and off campus. The program's DCT provides a copy of the Certificate of Liability Insurance to clinical training sites when requested.

Tracking Professional Hours using Time2Track

A critically important aspect of the clinical PhD program is the tracking of professional experiences that a student can use for their APPIC internship application. Students must keep accurate track of their ongoing clinical hours and must report their accumulated hours annually to the program's DCT for use in the annual evaluation of the student's progress. The program recommends that students use [Time2Track](#) to monitor their ongoing hours. Students also are asked to link their Time2Track account to the Doctoral Program in Clinical Psychology (PhD) so that their DCT can have access

to student records of clinical hours, particularly so they can verify those hours prior to internship application.

Idaho Medical Freedom Act Compliance and Clinical Participation Disclosure

ISU complies with Senate Bill 1210 (2025), the Idaho Medical Freedom Act. In alignment with this law, ISU and its academic programs—including ISU Psychology graduate programs—do not require students to receive vaccinations, undergo diagnostic testing, or participate in other medical interventions as a condition of:

- Admission or enrollment
- Participation in coursework
- Campus access
- Employment with the university

However, many ISU programs—especially those in health sciences, such as the Clinical Psychology PhD program—require clinical education or experiential learning at external facilities such as hospitals and clinics.

These third-party clinical sites may independently require:

- Immunizations (e.g., MMR, Varicella, Hepatitis B, Tdap, Influenza, COVID-19)
- TB testing or other disease screenings
- Physical examinations
- Use of personal protective equipment (PPE)
- Completion of infection control training

Participation in clinical education is mandatory for Clinical Psychology PhD program completion, licensure eligibility, and graduation.

Students who decline to meet clinical site requirements may face:

- Delayed clinical placement
- Extended program length
- Ineligibility for graduation or licensure

Students may request medical or religious exemptions from clinical site requirements. However, approval is at the sole discretion of the clinical site, not ISU, and ISU may not be able to guarantee alternative placements for students who decline required interventions.

Exceptions and Caveats: In some cases, participation in federally funded programs or research partnerships (e.g., Idaho National Laboratory or VA facilities) may include health and safety requirements governed by federal law. In such instances, compliance with those federal requirements may be necessary to access the opportunity. ISU may require the use of personal protective equipment (PPE), clothing, or items required under established industry standards or federal regulations. Programs and sites may still require PPE and related training for health and safety reasons.

Professional Expectations: Although not required by ISU, students preparing for careers in healthcare are strongly encouraged to stay up to date on recommended immunizations and preventive screenings. Doing so reflects the professional values of safeguarding patient health, protecting vulnerable populations, and modeling best practices in clinical and community settings.

Employment Consideration: Students should also be aware that healthcare employers may impose similar requirements for employment. Choosing not to undergo specific medical interventions may limit future job opportunities.

Note on Drug Screenings and Background Checks: Drug and alcohol screenings, background checks, and other safety-related assessments are not considered medical interventions under SB 1210 and may continue to be required by ISU programs.

Professional Development Seminars

In addition to didactic and clinical training, program students are exposed to developments in the field of psychology using professional development seminars throughout their time at ISU.

Clinical Program Colloquia

Program colloquia are typically scheduled once a month, 12–1 pm on a Wednesday during fall and spring semesters. No clinical courses are scheduled during this hour. Program colloquia focus foremost on professional issues related to clinical psychology, including training issues relevant to the program's Psychology Clinic; discussions, didactics, and behavioral rehearsal of clinically relevant subject matter; and diversity case conferences. Additionally, colloquia can be partially or solely devoted to program-student communication (e.g., updates on changes to university, department or program policy; annual Town Hall summary of student survey responses; orienting students to admissions activities and related policies). Colloquium programming is overseen by the ADCT, with input from the program's DCT, CTC, and students. Attendance by clinical doctoral students at these weekly meetings is required and considered an important component of professional education. A schedule of program colloquia is posted on the program's Google Calendar and announced over email. Based upon student feedback, program colloquia are normally held via Zoom, but at least one (i.e., the annual Town Hall) is held in-person.

Departmental Colloquia

The Department Chair—with input from other department leadership and committees (e.g., CTC, PsyD CTC, PSTC), PGSA, and Psi Chi—schedules presentations by professionals and students throughout the year. Departmental colloquia are open to all members of the academic community. Every effort is made to coordinate colloquia with other activities, such that departmental students and faculty are likely to attend. Under the direction of the Chair, the department's programs coordinate research presentations to promote translational research and increase collaboration and unity between the two programs. Historically, departmental colloquia are mostly research

presentations provided by faculty, graduate students, guest speakers, candidates for open academic positions, and by students presenting thesis and dissertation colloquia. Attendance at departmental colloquia is encouraged, but not required.

Annual Clinical Workshop

With feedback from the program's CTC, the ADCT organizes one clinical workshop each year to provide intense exposure to a specific area of professional activity that supplements faculty expertise. Attendance at the clinical workshop is a program requirement for its core faculty and students. Workshops are scheduled on a Friday in the spring semester. Students performing clinical externships need to inform their supervisors well in advance of this annual event, since most externships schedule students on Fridays, the one day of the week that is free of graduate courses. Colloquia are not scheduled during the week that includes the clinical workshop, and the ADCT works to avoid conflicts with local professional conferences (e.g., IPA, WPA, RMPA).

Pre-Doctoral Internship

The year-long pre-doctoral internship provides the clinical student with full-time clinical training experience under qualified supervision in a service delivery setting. The fourth-year or fifth-year student applying to internships should review the on-line APPIC Directory and discuss possible placements with the DCT, their dissertation chair, and other faculty members. Students prepare for their internship applications as part of their Advanced Ethical/Professional Issues (PSYC 7703) class the spring before they apply.

Most internship applications are due in November of the year prior to the internship start date, typically between July 1 and September 15. The program requires students to attend an APPIC member internship site, most of which are APA-accredited. The program strongly encourages, but does not require, students to attend APA-accredited internship sites. The DCT communicates with the intern applicant group during the summer before internship applications are due, orienting students to the application process and timelines. In addition, one program colloquium each February or March is devoted to a roundtable presentation and panel Q&A by the current intern applicant group.

Prior to October 1 of the internship application year, each student must work with their primary advisor to submit an updated copy of all three Clinical Student Tracking Forms to the program's DCT. Intern applicants enter the semester of all "In Progress" activities (fall semester) and "Anticipated" activities (spring or summer semesters) for all required courses/practica/research that are yet to be completed. Intern applicants are asked to provide brackets around the inserted semester of all "In Progress" and "Anticipated" accomplishments to highlight its special status. **All required coursework and practica (save PSYC 7749 [Clinical Internship]) must be completed prior to departure for internship.**

The program's DCT must enter and submit data online to verify the student's professional hours and readiness for internship to the National Match.

The program's DCT will submit the required verification data on the AAPI once the student has met all of the following criteria:

1. Approval of the program's CTC to apply to APPIC sites after examination of their Annual Student Evaluation and related documents;
2. Admission to Candidacy for the doctoral degree which requires:
 - a. The MS degree
 - b. Passing the Qualifying Exam
3. Successfully proposing the doctoral dissertation;
4. Approval of the Clinical Student Tracking forms with In Progress and Anticipated accomplishments;
5. Approval of the student's summary data (e.g., in Time2Track) through November 1 and projected accomplishments thereafter through spring semester.

It is anticipated that the modal student will collect dissertation data into the spring and summer of the fourth year. Some students will defend the dissertation before departing for the internship; however, most students will finish the data analyses and writing while on internship and return briefly to campus to defend the dissertation and present their colloquium. Students should be aware that collecting dissertation data during the internship year is not very realistic unless done by on-campus research team members as a result of a quid pro quo arrangement for prior years of team research by the intern. Internship sites tend to schedule 40+ hours per week of clinical service delivery, and rarely structure opportunities for student research. It may be possible, however, to select a site compatible with dissertation research. Significant coordination between the student, the dissertation chair, the site, the internship Training Director, and the Institutional Review Boards of both ISU and the site are required. Such details must be addressed thoroughly in advance.

CTC Approval for Internship

The program's CTC serves an important gatekeeping function for the internship process that ensures adequate preparation for internship training, which increases the likelihood of matching at an internship and successful completion of internship training. A successful internship process is important to both the student (whose career is affected by the outcomes of the internship process) and the department (whose program is affected by student internship outcomes). Therefore, a student wishing to apply to internship must have the permission of their program's CTC to do so.

The program's CTC indicates its approval of each student's readiness for internship training by (a) first explicitly stating said approval on the student's Annual Evaluation and then (b) submitting a required DCT Verification Letter that summarizes the student's training experiences to date, their goals for internship, areas of strengths and growth, and indicates CTC's approval for each student to apply to an APPIC internship. The program's policy is that its DCT shares the DCT Verification Letter with the student, so they are aware of the contents.

Students typically progress through the program in a way that demonstrates a progression of skills that indicate readiness for internship training. However, in some instances, a student's readiness for internship may be in question. The program's CTC reserves the right to construct a formal Plan of Remediation to address potential challenges that may make a student currently unready for internship training.

The MATCH System

APPIC internships use a national matching service to assign internships to applicants. Only matches that are mutually acceptable to both the site and the student are made. Students (and sites), however, will not always be granted first choices, and a significant percentage of registered applicants nationwide will not be matched at all. However, the vast majority of ISU applicants have been placed via the match during their first year of application.

It is the policy of the Council of University Directors of Clinical Psychology (CUDCP; our national organization) that students who sign an agreement with the APPIC National Matching Service are expected to abide by the rules of the system. This agreement includes the stipulation that the student will accept and will attend the internship program to which the student is matched. Failure to abide by the APPIC match policies is considered serious misconduct by the program's CTC. If this failure is determined to be evidence of unprofessional conduct and/or unethical behavior without mitigating circumstances, the student may be subject to disciplinary action, up to and including dismissal from the program at ISU.

All students must enroll in 1-credit of Clinical Internship, PSYC 7749, during each of the fall, spring, and summer semesters of their internship year. Students must register for 1+ credit of Clinical Practica if they are assigned and working in a clinic practicum, community practicum, or clinical externship during the summer preceding the internship, even though their internship may commence as early as July 1. The ISU Registrar requires that each intern registers for the required 1 internship credit per semester during each of 3 consecutive semesters commencing with fall semester. The student's internship "contract" letter is filed with the ISU Registrar prior to internship onset, providing evidence of the full-time nature of the internship requirement.

The student's internship Training Director will file periodic evaluations of an intern's performance throughout the year with the program's DCT. Students will receive an IP (In Progress) grade for each semester until the internship is completed. Upon receipt of a copy of the internship certification of satisfactory completion (or a signed letter from the Training Director), internship grade(s) will be changed by the ISU's Registrar from IP to S (Satisfactory). A copy of the internship completion letter (or certificate) is filed with the ISU Registrar, documenting completion of the 11–12-month requirement. Given compliance with these requirements, the ISU Registrar enters the student's name on a list accessed by lending institutions nationwide to indicate that the intern is a full-time student during the internship year, a status formally recognized by ISU. Interns are also designated as full-time students in the ISU Graduate Catalog. The internship is a degree requirement, an accreditation requirement, a licensure requirement, and educational in nature, rather than simply a job. Moreover, it is certainly "full-time", since virtually all contracts are for approximately 12 months and 2,000+ hours. See the course description for PSYC 7749 in the Graduate Catalog.

Policy for Students Who do not Match at an Internship Site

It is a goal of the program to fully prepare students for the pre-doctoral internship. Neither ISU, CHESS, or the Psychology Department, however, guarantee admission into an APPIC member internship site by virtue of admission into the clinical psychology PhD program at ISU. APPIC member sites are independent organizations,

and even qualified students may not gain admission. Consequently, the program's CTC has obtained approval from the ISU Graduate Council to approve "...comparable supervised clinical practice..." as a substitute for an APPIC internship under specific and limited conditions. The primary reason would be to meet the needs of a fully qualified student who makes a good-faith effort to apply but is unable to obtain an APPIC internship. The secondary reason for authorizing a non-APPIC internship is a small set of special cases, considered on an individual basis. Examples of such special cases include, but are not limited to, medical necessity, extreme financial hardship, and program mission to serve the needs of state mental health agencies.

All special cases require a two-step process. First, the request must meet the program's CTC approval as a special case; second, the local internship parameters must be approved by the program's CTC and by an external reviewer with APPIC expertise prior to internship onset. All the usual criteria for internship application approval pertain to non-APPIC internships, other than the time frame.

The program reviews and monitors the quality of non-accredited internship sites in an ongoing fashion to ensure training quality appropriate for internship-level experience and commensurate with record-keeping at APPIC sites. This includes: (1) the nature and appropriateness of the training activities; (2) frequency and quality of supervision; (3) credentials of the supervisors; (4) how the internship evaluates student performance; (5) how interns demonstrate competency at the appropriate level; and (6) documentation of the evaluation of its students in its student files.

Prior to consideration of a non-accredited internship, the program's DCT will work with the site leadership and supervisors to clarify the critical elements of the internship experience. These elements will be discussed with program's CTC, who will vote on the appropriateness of the training elements of the site. If the site is approved, the program's DCT will set up a regular communication schedule with the pre-doctoral internship site and with the student to ensure that all training elements are being properly executed.

Background Checks Imposed by Some Training Sites

A minority of community practicum sites, clinical externships, and clinical internships require the student participant to submit to a legal background check. Generally, these mental health agencies have a mandate to ensure that all service providers, including student trainees, meet a specific standard (e.g., the absence of a felony conviction). Moreover, virtually all state and provincial Psychology Boards require applicants for licensure in their jurisdiction to disclose their legal history and to explain the nature of a felony conviction, if any. Boards may deny licensure to applicants with felony convictions.

Training sites may require students to undergo a site-specific background check. However, ISU provides background checks for any student requesting one at no cost. If needed, students should submit an [application](#) to ISU Human Resources. Once the background check is complete, ISU Human Resources will communicate the student's clearance to work at the site, but will not share the report with the site.

General Program Expectations

Grade Expectations

Students are expected to earn As or Bs in all graduate courses. Consistent with ISU Graduate School policy, a grade of C+ or less is considered inadequate in any graduate course that fulfills requirements for either the program's MS or PhD degree. Students earning anything less than a B- in a graduate class associated with their degree will be placed on academic probation.

Standard of Conduct

Students in the clinical training program at ISU adhere to the Ethical Principles of Psychologists and Code of Conduct published by the APA, June 2003. These principles are presented in a formal course, PSYC 5512, Ethical and Professional Issues in Psychology, taken by all students during the fall semester of the second year. A fourth-year seminar on ethical dilemmas is also required (PSYC 7703). Common ethical issues pertaining to student activities in the ISU Psychology Clinic are reviewed in the Psychology Clinic Manual.

Developing an attitude consistent with ethical responsibilities is an important quality of a professional psychologist. If a doctoral student displays behavior that is inconsistent with ethical guidelines, every effort will be made to resolve the problem through education. Persistent disregard of ethical standards despite educational efforts will lead to dismissal from the program. See the Disciplinary Policies section of this handbook and the Appeal of Dismissal from a Graduate Program section in the Graduate Catalog for more detail.

Multiple relationships between faculty/students, students/clients, or teaching assistants/students (and so on) should be avoided. Examples of such dual relationships include, but are not limited to, romantic/sexual involvements, joint financial activities, family relationships, and similar entanglements. The adverse consequences of such dual relationships extend not only to the individuals involved, but others in the training program and the Program itself. See APA Ethical Standards #3.05, Multiple Relationships, and #3.08, Exploitive Relationships. Should a dual relationship arise, it is important that the program's CTC be informed promptly so that ethical steps to mitigate harm can be taken. Such steps can include, but are not limited to, removing the instructional, supervisory, or evaluative roles of one individual in the relationship relative to the other for as long as either member participates in the clinical training program.

Graduate school is a very difficult and demanding period of life. It is not surprising that personal problems arise from time to time. Seeking help is actually an ethical requirement if personal problems interfere with a student's ability to function as a psychology trainee. See APA Ethical Standard #2.06, Personal Problems and Conflicts. Receiving formal therapy is not a program requirement. Seeking therapy when needed, however, would reflect positively on a student. There are many appropriate community options. Engaging in therapy with a clinical faculty member or fellow student, however, is strictly prohibited (as a result of the inherent dual relationship). We do share a collective responsibility to take action if a fellow student or faculty member's personal problems appear to be harmful to clients. The appropriate first step would be

to bring the concern to the attention of the student colleague. If that is not corrective and a risk to clients still exists, it is appropriate to bring the matter to the attention of a faculty member. If there is sufficient evidence that a student might be suffering from a psychosocial or physical disorder, the program's CTC may recommend a leave of absence until the putative problem is evaluated and/or remediated; continued failure to meet program demands despite reasonable remediation efforts may be grounds for dismissal from the program.

Finally, all students are explicitly reminded of the ethical issues surrounding plagiarism and other forms of academic dishonesty. APA Ethical Standard #8.11 indicates that psychologists do not "...present substantial portions or elements of another's work or data as their own, even if the other work or data source is cited occasionally." Essentially, in all written material, students must be sure to reference all sources of information and all quoted material as indicated by the APA Publication Manual. Students must take every reasonable step to minimize the risk that a reader might mistakenly conclude that someone else's work or ideas are the student's. Please note the section on "[Academic Dishonesty](#)" in the current Graduate Catalog and the range of severe consequences for violations, including program dismissal.

Summer Session Registration

During summer session, students register for at least 1 credit of Clinical Practica (if they are assigned to one or more such training experiences) and focus upon research and/or professional skill development through the available variety of professional courses. One practicum team usually operates in the Psychology Clinic each summer, run by its Clinic Director. Most community practica are available. Most clinical externships positions operate on 11- to 12-month contracts, typically terminating mid-July. Graduate level coursework, however, is usually not scheduled or available during the summer.

Student activities during the summer vary qualitatively as a function of developmental status in the program. Typically, those completing their first year take their first practicum in the ISU Psychology Clinic and work with their research mentor to complete a thesis proposal. Those finishing the second year collect thesis data and prepare for the Qualifying Exam. Students who have finished the third year often fulfill externship contracts and/or work in community practicum sites, while drafting a dissertation proposal. Fourth-year students often need to remain on campus as long as possible to finish collecting dissertation data prior to departing for internship sites.

It is possible to schedule various committee meetings during the summer (e.g., thesis or dissertation defense). The student is advised, however, to check with committee members well in advance of the summer session to ensure attendance at a June or July meeting. Contact the Graduate School to ensure timely completion of oral exams that ensure an August graduation date. The last day to defend theses/dissertations for August graduation is usually the Friday of the third week in July. Early August is a particularly poor time to attempt to schedule a committee meeting of any kind.

Non-Program Work Policy

Funded students are not expected to seek or accept additional employment during the academic year. The 12-credit semester plus a approximately 15–20hour per week assistantship or clinical externship is a full life! It is wiser to acquire a loan, if necessary, than assume any additional burdens. The program's CTC, of course, cannot dictate to anyone what they do beyond the structure of the doctoral program. The program's CTC requires, however, that any student who chooses professional employment outside the program inform their CTC and sign the Employment Acknowledgement and Disclaimer Form at the start of each semester. If a student employed outside the program is not making adequate progress toward completion of the doctoral degree (e.g., missing recommended deadlines), their CTC can place the student on probation. Sustained inadequate progress may be considered grounds for dismissal from the program. Therefore, consulting with one's advisor and DCT is a good strategy to include in consideration of seeking/accepting external employment.

Students in any community placements or employment contexts must adhere to all ethical and legal requirements regarding public representation of their credentials. See the APA Ethical Standard #5.01, Avoidance of False or Deceptive Statements, and the Idaho Code #54-2302/2303 regarding the legal use of the title, psychologist, and exemptions for students. Generally, students in a supervised setting that is a component of their Program of Study (e.g., ISU Pocatello Psychology Clinic or contracted externships) refer to themselves as "Psychology Trainees." In contrast, if a student chooses to engage in professional employment or professional activities that are not a component of their Program of Study, the student must use the job title designated by the employer (e.g., "Psychosocial Rehabilitation Worker"). Only a licensed psychologist can use the title, "psychologist"; the title is protected by law. Further, in professional activities not sanctioned by the Program, students must be very careful not to represent themselves as ISU graduate students engaged in a formal program of study.

Students should be explicitly apprised of the fact that when engaged in professional employment or professional activities that are not components of the doctoral training program, the student is completely uninsured against lawsuits alleging harm. Neither ISU nor the APA student insurance plans cover a student for activities not sanctioned by the training program.

Disciplinary Policies

Graduate School Policies

The program adheres to all disciplinary policies described in the ISU Graduate Catalog.

Specifically, a student may be dismissed from the program according to the following criteria:

1. If the student receives two or more grades of C+ or below, or
2. If the student fails to meet the continuation standards of the department, or
3. If it is the academic judgment of two-thirds of the graduate faculty in the department that the student is not making satisfactory progress in the program, and such judgment is recorded by formal vote.

Academic Probation

A student earning a C+ or less in any graduate course will be automatically placed on academic probation by the ISU Graduate School and is required to retake the course at the earliest possible time. Failure to earn a B- or higher upon retaking the course may be considered grounds for program dismissal (the ISU Graduate School allows program dismissal after a single C+ grade). Multiple C grades in graduate courses, despite subsequent remediation, may also be construed by the departmental faculty as evidence of unsatisfactory progress toward degree completion. All students placed on academic probation will receive a written response from the program's CTC regarding the steps needed to remove them from probationary status. Depending on the nature of the academic probation, the program's CTC may choose to submit a formal Plan of Remediation.

Plan for Remediation

A Plan of Remediation is a formal effort to address potential challenges that may represent significant challenges to a student's success in the program. The purpose of the Plan of Remediation is to identify significant challenges to a student's success in the program and to clearly identify the steps that a student must take to address those concerns.

A plan of remediation can be triggered by one of three events: 1) a student dismissal from an external training site; 2) an Unsatisfactory (U) grade in any professional course (PSYC 7724, Community Practicum; PSYC 7725, Clinic Practicum; PSYC 7726 Supervision Practicum; PSYC 7727, Psycho-educational Evaluation; or PSYC 7748, Clinical Externship), 3) being placed on academic probation by the university, or 4) any other concern regarding professional development that leads the program's CTC to believe that a formal remediation plan is warranted.

A written Plan of Remediation will include the following six elements:

1. Problem identification
2. Course of action to remediate the problem
3. Measurable objectives
4. Method and specific time to determine if objectives have been met
5. Consequences if objectives are not met
6. Process of appeal

The program's CTC will review the student's progress at the time specified in the Plan. The processes of appeal are found in the [ISU Graduate Catalog section on Appeals and Dismissals](#).

Program Dismissal

Consistent with ISU Graduate School policy, if two-thirds of the graduate faculty in the ISU Department of Psychology record a formal vote indicating that the student is not making satisfactory progress in the program or exhibits interpersonal behavior inconsistent with professional expectations, the student can be dismissed. Refer to the

[Graduate Catalog](#) and to individual program handbooks for more information regarding program dismissal and the appeals process.

Financial Support

Tuition Waivers

Tuition waivers vary as a function of the mechanism of financial support. Typically, students admitted to the program pay in-state tuition either as a function of their residency in a state participating in the [Western Regional Graduate Program](#) (WRGP) or from the ISU Graduate School's pool of non-resident tuition waivers. Students funded by a GA typically receive a full tuition waiver for Fall and Spring semesters associated with the GA position.

Departmental Support

It is the goal of the Psychology Department to offer some level of financial support to every doctoral student. Financial support from the department can take various forms, including Graduate Teaching Assistantships (GTA), Graduate Research Assistantships (GRAs), Career Path Internships (CPI), Clinical Externships, and adjunct teaching opportunities. Each position requires approximately 15–20 hours of work per week.

Each funding mechanism has different responsibilities that vary as a function of needs in the department and the appropriateness of the student for that particular position (e.g., a GTA could involve independent teaching and/or assisting a faculty member teaching a course). In addition, the funding available for each mechanism can be very different. Graduate Teaching Assistants and Research Assistantships earn approximately \$19,214 per year plus tuition during the fall and spring semesters of one academic year. Clinical Externships are restricted to advanced students (i.e., at least second-year), involve more professional activities (evaluation, therapy, data management, etc.), earn academic credit (PSYC 7748), and APPIC hours. Clinical Externships pay a variable hourly rate. Most externships require the completion of a semester of community practicum and the completion of the MS in psychology, since that allows the agency to gain reimbursement for services performed by the extern.

Regardless of the nature of the funding, student performance is formally evaluated semi-annually by the relevant supervisor(s). These evaluations are incorporated into the program's CTC's annual review of each student, as well as the semester reviews done by the program's DCT.

Funding Prioritization

All financial awards are announced in the spring semester of each year, although awards can be improved over the summer as new positions or funding sources become available. Students beyond the fourth year will still be considered for funding but are a lower priority for funding consideration. Current students must submit preferences for funding when requested by the program's DCT in spring semester. Priority for funding assignments may be influenced by performance in the program, including, but are not limited to, course work, performance ratings, participation in professional activities

sponsored by the program, and adherence with the recommended temporal guidelines of the program. Students not in good standing with their CTC (e.g., not making satisfactory progress, on academic probation) are a lower funding priority than students in good standing.

It is very important to note that funding for 1 year does not guarantee a stipend during subsequent years. It is possible that a previously stipend student will not be offered financial assistance by the department, or may be assigned to a less preferred funding source. Funding is on an annual basis only and is competitive. The Psychology Department may admit unfunded students if there is an insufficient number of funded positions in a given year.

It is important to recognize that students who do not advance through the program in a timely manner may face financial problems with lending institutions if unable to transition to internships in their final year. Such students are generally not funded by the department and lose the full-time student status needed to defer loan repayment or maintain loan eligibility. The Office of Financial Aid requires a student to be at least “part-time” for purposes of loan deferment and eligibility; to be so recognized, the student must register for at least 5 credits per semester, which is academically unnecessary and rather costly. Therefore, students should consider both the academic and financial consequences of delaying the internship.

Accepting Funding Offers

If a student requests funding from the department, assignments made by the department are not open to negotiation. Refusal to accept an assignment could be considered grounds for probationary status and possibly program dismissal. The department and the program’s CTC have worked diligently to secure and contract reasonable and educational assistantships and externships. The department and program have accepted the responsibility to fill every contracted position with a doctoral-level graduate student if at all possible, and to fund every student if at all possible. Relatedly, the department and program will do everything possible to match students with preferred positions. It is very important, therefore, that students fully communicate their interests/needs regarding the funding options for that specific year. Rank-ordering the various positions as instructed on the Departmental Funding Request form is only the first step. Another communication method is to provide explicit written instructions on the form (e.g., “If I cannot be assigned to position X, I do not wish to be funded by the department next year.”). A third communication method is to make sure your advisor will be present at the faculty meeting and be able to adequately represent your wishes, professional experience needs, and readiness to perform preferred assignments. If a student’s advisor cannot be present, the student and/or their advisor should meet with the program’s DCT before funding assignments are done by the program’s CTC. Doing so will allow the students’ DCT to represent their interests. Once decisions are made, the program’s DCT, Department Chair, and the student’s advisor are always available to discuss the rationale for funding assignments made by the department. The student always has the right to ask for re-consideration of the faculty’s decision. Nevertheless, the ultimate authority for making funding assignments rests with the program’s faculty and department chair.

Nonresident Tuition Waivers

Students admitted to the program are eligible for nonresident tuition waivers through several mechanisms. First, students assigned to GTA and GRA positions are typically offered a full tuition waiver. Second, Idaho is a member state of WICHE, the *Western Interstate Commission for Higher Education*. Commencing in August of 2012, our program gained approval to participate in the Western Regional Graduate Program (WRGP) division of WICHE. Consequently, students who are residents of the 15 participating states (see www.wiche.edu/wrgp) qualify for Idaho resident tuition rates. Finally, the ISU Graduate School typically offers nonresident tuition waivers to students on an annual competitive basis.

The Graduation Ceremony

Idaho State University offers two graduation ceremonies, one in May and one in December. Academic degrees, however, are conferred by the university three times each year, corresponding to the end of fall, spring, and summer semesters. Participation in the May ceremony is not required, but is encouraged. A student is eligible to participate if their degree (either the M.S. or the Ph.D.) was previously conferred in August or December of the preceding year, or if it will be conferred in May. For the degree to be conferred in May, a successful oral defense of the thesis/dissertation must be scheduled at least 2 weeks prior to the end of the spring semester, and all other degree requirements, including the internship (in the case of the doctoral degree), have been met.

As a result of internship completion dates, however, most students do not finish the internship until July 1 at the earliest and mid-September at the latest. Consequently, even if all other degree requirements are completed prior to May, the student's degree will not be conferred until August, or even until December for those whose internship is completed later than the first week in August. Nevertheless, the Graduate Dean has allowed students who have met all degree requirements other than the internship to walk in the graduation ceremony in May if they wish to do so.

A student who wishes to participate under these conditions must satisfy the following requirements **prior to the graduation ceremony in May:**

1. Apply for May graduation by the deadline established by the Graduate School;
2. Successfully defend the dissertation;
3. Provide their program's DCT with an email from the student's internship Training Director that they anticipate the successful completion of the internship by the end of the internship contract.

An understandable problem has emerged during the last 2 years as a result of the current graduation ceremony policy and the financial constraints that exist for all interns. Specifically, there has been significant pressure placed on faculty and GFRs to schedule an oral defense of the dissertation during the finals week that immediately precedes the Saturday graduation ceremony. This is a convenient date for students, since they only have to travel to Pocatello once to both defend and walk in the ceremony. It is a particularly difficult time for faculty, however, given the exigencies of

finals week and the sheer number of defenses and colloquia scheduled during this very busy week. Student interns who hope to defend during finals week are strongly encouraged to coordinate committee members well in advance of the 2-week minimum rule required for all oral defenses. Moreover, students should not commit to airfares or travel expenses (their own and/or their relatives) UNTIL the faculty agree to the date of the oral exam.

Licensure

Our program adheres to APA accreditation standards and prepares students for entry into the profession of clinical psychology. Given the varied and changing requirements across jurisdictions, we cannot assure, nor is it our responsibility, that graduates will meet all requirements for licensure in all states or territories. Licensure is a responsibility and choice of the individual graduate. *However, we can say that our graduates have historically been able to obtain licensure regardless of the state in which they wish to practice.*

We encourage students to become familiar with state licensing laws in the states they plan to practice and discuss their curricular plan with their advisor and/or program's DCT and ADCT. Students are encouraged to review [licensure laws for the State of Idaho](#) and review information on licensure in the United States and Canada at the website for the [Association of State and Provincial Psychology Boards](#) as they consider their professional goals.

Appendices

Appendix A: Typical Temporal Guideline for Clinical Psychology PhD Students (5-year program)

	Year 1			Year 2			Year 3			Year 4			Year 5		
Thesis	Fa	Sp	Su	Fa	Sp	Su	Fa	Sp	Su	Fa	Sp	Su	Fa	Sp	Su
Develop Thesis Idea															
Write thesis prospectus															
Conduct prospectus meeting															
Collect Thesis Data															
Write Completed Thesis															
Defend Completed Thesis															
Comprehensive Exam															
Identify format and content															
Write comps															
Defend comprehensive exam															
Dissertation															
Develop Dissertation Idea															
Write Dissertation prospectus															
Conduct prospectus meeting															
Collect Dissertation Data															
Write Dissertation															
Defend Dissertation															
Internship															
Take Adv Ethics															
Review Internship Sites															
Submit APPIC applications															
Internship interviews															
Pre-doctoral internship															

Appendix B: Typical Curriculum Sequence (5-year program)

	Fall	Spring	Summer
Year 1	Statistics & Design I Psychodiagnostics I Adult Psychopath/Tx I Clinical Psych Thesis	Statistics & Design II Psychodiagnostics II Ethical & Prof Issues Child Psychopath/Tx I Thesis	Psycho-educ Eval
Year 2	Multivariate Stats Core Class ^a Thesis Psych Clin Prac Psycho-educ Eval	Core Class ^a Core Class ^a Thesis Psych Clin Prac Psycho-educ Eval	Clinical Practicum or Externship
Year 3	Supervision & Consult Psychopharmacology Dissertation Clinical Practicum or Externship Psycho-educ Eval	Adult Psychopath/Tx II OR Child Psychopath/Tx II Advanced Ethics Seminar Dissertation Clinical Practicum or Externship	Clinical Practicum or Externship
Year 4	Core Class ^a Dissertation Clinical Practicum or Externship	Cult Diversity & Ind Diff Dissertation Interdisc Eval Team Clinical Practicum or Externship	Clinical Practicum or Externship
Year 5	Pre-doctoral Internship	Pre-doctoral Internship	Pre-doctoral Internship

Note. The actual course offerings may vary from year-to-year

^aMust take 4 MS Core classes total (3 completed for MS degree)

Appendix C: Alternative Temporal Guideline for Clinical Psychology PhD Students (6-year program)

	Year 1			Year 2			Year 3			Year 4			Year 5			Year 6		
Thesis	Fa	Sp	Su	Fa	Sp	Su	Fa	Sp	Su	Fa	Sp	Su	Fa	Sp	Su	Fa	Sp	Su
Develop Thesis Idea																		
Write thesis prospectus																		
Conduct prospectus meeting																		
Collect Thesis Data																		
Write Completed Thesis																		
Defend Completed Thesis																		
Comprehensive Exam																		
Identify format and content																		
Write comps																		
Defend comprehensive exam																		
Dissertation																		
Develop Dissertation Idea																		
Write Dissertation prospectus																		
Conduct prospectus meeting																		
Collect Dissertation Data																		
Write Dissertation																		
Defend Dissertation																		
Internship																		
Take Adv Ethics																		
Review Internship Sites																		
Submit APPIC applications																		
Internship interviews																		
Pre-doctoral internship																		

Appendix D: Alternative Curriculum Sequence (6-year program)

	Fall	Spring	Summer
Year 1	Statistics & Res Design I Psychodiagnostics I Adult Psychopath/Tx I Clinical Psychology Thesis	Statistics & Design II Psychodiagnostics II Ethical & Prof Issues Core Class ^a Thesis	Psycho-educ Evaluation
Year 2	Multivariate Stats Core Class ^a Clinical Prac or Externship Psycho-educ Evaluation Thesis	Child Psychopath/Tx I Core Class ^a Clinical Prac or Externship Thesis	Clinical Prac or Externship
Year 3	Supervision & Consultation Dissertation Clinical Prac or Externship Psycho-educ Evaluation	Cultural Diversity & Ind Diff Dissertation Clinical Prac or Externship	Clinical Prac or Externship
Year 4	Dissertation Psychopharmacology Clinical Prac or Externship	Advanced Ethics Seminar Dissertation Adult Tx II <u>OR</u> Child Tx II Interdisc Eval Team Clinical Prac or Externship	Clinical Prac or Externship
Year 5	Dissertation Clinical Prac or Externship Psycho-educational Evaluation	Core Class ^a Dissertation Clinical Prac or Externship	Clinical Prac or Externship
Year 6	Pre-doctoral Internship	Pre-doctoral Internship	Pre-doctoral Internship

Note. The actual course offerings may vary from year-to-year

^aMust take 4 MS Core classes total (3 completed for MS degree)

ISU Clinical Psychology PsyD Program

Preface

This section of the handbook was prepared by the Department of Psychology for students enrolled in the PsyD doctoral training program in clinical psychology, hereafter, the “PsyD Program.” The Handbook is designed to sensitize the student to the wide range of policies and procedures that constitute the PsyD Program. The Handbook is subject to review and revision.

All doctoral students, regardless of date of matriculation, are asked to review the basic parameters of the program as described in the Handbook. Each year, we require that students document their review of the Handbook with a signature on the “Handbook Distribution Form.”

As students use and refer to the handbook, we welcome feedback about its ease of use and suggestions for improvement. You are encouraged to consult with your advisor or the PsyD Director of Clinical Training (DCT) if you find any aspect of the Handbook unclear. Changes in the Handbook apply to all students. The Graduate School invokes a similar policy regarding the [Graduate Catalog](#). Neither the Handbook nor the Graduate Catalog should be considered a binding contract between Idaho State University (ISU) and the student. If a hardship is created for a specific cohort of students by future Handbook alterations, the Psychology Department and/or the PsyD Training Committee (PsyD CTC) will always consider rendering an exception in policy or procedure to accommodate transition problems.

This Handbook supplements but does not supersede any other existing policies and procedures of Idaho State University. In particular, all students should be familiar with the current [Graduate Catalog](#), the [Thesis and Dissertation Manual](#) and associated [Graduation Information](#).

As a student in the PsyD doctoral program, you will earn two graduate degrees: an MS in Psychology and the PsyD in Clinical Psychology. Each degree requires an application for graduation and all the associated steps required by the Graduate School. In addition, all students will receive a copy of the ISU Psychology Clinic Policies and Procedures Manual prior to training in the clinic, and all students are required to attend orientations to the PsyD Psychology Clinic offered by the PsyD Clinic Director.

Finally, the full Psychology Department Handbook is available for review by any student, only parts of which pertain to clinical students. Current copies of these documents are available from the Department Chair or on-line via the department’s website.

Students should meet regularly with their advisor and the PsyD DCT to review their progress and to determine the need to file forms, meet deadlines, etc. Although faculty will do everything possible to alert students to requirements, one should not assume that advisors or the PsyD PD will provide reminders to perform each and every task. Students are encouraged to use this Handbook and other resources (e.g. dates published by the graduate school) as a guide to the required paperwork and rigors of graduate student life.

History and Mission of the Clinical Training Program

The State Board of Education approved the PsyD Clinical Training Program in 2025 for the express purpose of educating generalist practitioners of clinical psychology. Consistent with ISU's strong commitment to providing training in health-related professions, PsyD doctoral training in clinical psychology was initiated at ISU in the fall semester of 2026.

The practice of clinical psychology in sparsely populated states like Idaho requires generalist skills. Specifically, practitioners must possess a broad knowledge of human function in a variety of contexts in order to adequately evaluate clients, conceptualize problems, and dispense psychological services. The rural practitioner must, at a minimum, possess the ability to screen and appropriately refer individuals presenting with a wide range of mental health problems. Further, the well-trained rural practitioner should be able to assess and provide psychological services for common mental health disorders.

It is the express goal of the PsyD clinical training program at ISU to provide integrated academic and professional training in the psychopathology, evaluation, and treatment of common psychological disorders and mental health problems. Stated concisely, the mission of the ISU PsyD doctoral program in clinical psychology is to train competent clinical psychologists who can apply and adapt general conceptual and technical skills in diverse regional and professional settings.

Idaho Laws about psychologists:

<https://legislature.idaho.gov/statutesrules/idstat/Title54/T54CH23/>

Program Philosophy

The PsyD in Clinical Psychology Program is designed to prepare students to enter the workforce as practicing Psychologists, addressing mental health needs in their local communities. The PsyD Program employs a **scholar-practitioner model**, focusing primarily on training in clinical practice and the ability to evaluate, draw on, and apply existing scientific research to one's clinical practice. The PsyD Program is also designed to provide students with exposure to theories and models of Integrated Behavioral Healthcare, patient centered care that addresses whole person health, integrating and coordinating mental and physical health services, and delivery of services via telehealth.

Program Aims

The overall aim of the ISU PsyD Program in Clinical Psychology is to train students to become license-eligible Psychologists who can provide evidence-based and culturally-appropriate mental health care in an ethical and professional manner and who are capable of becoming supervisors and leaders in their area of practice. In order to achieve this aim, students will be trained to develop Discipline-Specific Knowledge and Profession-Wide Competencies, as outlined by the American Psychological Association.

Discipline-Specific Knowledge

According to the American Psychological Association Commission on Accreditation (2017), “discipline-specific knowledge serves as a cornerstone of identity as a psychologist and orientation to help-service psychology.” It “represents the requisite core knowledge of psychology an individual must have to attain the profession-wide competencies.” Based on this guideline, by the completion of the PsyD Program in Clinical Psychology, students will:

Learning Objective 1: obtain a foundational understanding of (a) history and systems of psychology, (b) affective aspects of behavior, (c) biological aspects of behavior, (d) cognitive aspects of behavior, (e) developmental aspects of behavior, (f) social aspects of behavior, (g) research methods, (h) statistical analysis, (i) psychometrics, and (j) their integration as it applies to clinical practice.

Profession-Wide Competencies

According to the American Psychological Association Commission on Accreditation (2022), all trainees who complete accredited training programs should “develop certain competences as part of their preparation for practice in health service psychology,” including assessment, intervention, ethical and legal standards, research, individual and cultural diversity, professional values and attitudes, communication and interpersonal skills, supervision, and consultation and interprofessional/interdisciplinary skills. Based on this guideline, by the completion of the PsyD Program in Clinical Psychology, students will:

Learning Objective 2: conduct evidence-based assessment consistent with the scope of health service psychology, including foundational knowledge of diagnostic classification systems, and knowledge and skills to select appropriate assessment methods, interpret assessment results, and communicate (orally and written) findings and implications from assessments.

Learning Objective 3: provide evidence-based interventions consistent with the scope of health service psychology, including an ability to establish and maintain effective relationships with the recipients of psychological services, an ability to develop and implement evidence-based intervention plans based on the recipient’s individual goals and needs, and the ability to evaluate intervention effectiveness.

Learning Objective 4: conduct all professional activities informed by knowledge, skills, and attitudes relevant to human diversity, including the ability to deliver high quality evidence-based psychological services to a diverse population.

Learning Objective 5: know and appreciate the current version of the American Psychological Association Ethical Principles of Psychologists and Code of Conduct; relevant laws, regulations, rules, and policies governing health service

psychology; and relevant professional standards and guidelines and act in accordance with them in all their roles as clinical psychologists.

Learning Objective 6: (a) synthesize and integrate existing scientific knowledge (b) critically evaluate and use existing knowledge to solve problems, and (c) disseminate research as it applies to the practice of clinical psychology.

Learning Objective 7: demonstrate a commitment to professional values and attitudes consistent with professional standards.

Learning Objective 8: demonstrate effective communication and interpersonal skills.

Learning Objective 9: understand evidence-based supervision models and practices and be able to effectively deliver evidence-based supervision.

Learning Objective 10: demonstrate respect for the roles and perspectives of other professions and understand evidence-based consultation models and practices.

Clinical PsyD Admissions Process

Minimum Qualifications of Applicants

4. All minimum standards required by the ISU Graduate School.
5. BA or BS in Psychology or the equivalent from an accredited institution of higher education.
6. GPA of 3.0 or higher during the last 2 years of undergraduate education.

Application Materials

6. ISU Graduate School Online Application Form
7. Three letters of recommendation
8. Official GRE scores on the three aptitude measurements (optional)
9. Official transcripts from all undergraduate and graduate schools attended
10. A personal essay

Admissions Record-keeping

The PsyD DCT maintain various records regarding the admissions process. These data describe current patterns of applicant qualifications useful for completing reports and requests for information from APA or other regulatory bodies.

Applicant data will be maintained for:

1. Number of applicants
2. GPA
3. Presence of Master's degree
4. Screening Team (clinical PhD program only) and Committee independent ratings
5. Decisions

6. Final Outcome

APA Accreditation

The ISU PsyD Program in Clinical Psychology is not currently accredited by the APA Commission on Accreditation. The PsyD Program intends to apply for “Intent to Apply for Accreditation” status in Fall 2026, “Accredited, on Contingency” status in Fall 2028, and “Full Accreditation” status in Fall 2031. Students with questions about the accreditation process can direct those concerns to the DCT or contact the Commission on Accreditation directly at:

Office of Program Consultation and Accreditation,
American Psychological Association, 750 First
Street, NE, Washington, DC 20002-4242
Phone: 202-336-5500
Website: www.apa.org/ed/accreditation

Advising

During the first semester of the PsyD Program, students will be assigned an advisor from the PsyD Program faculty in Meridian. PsyD Program faculty will make this initial assignment; however, accepted students can make a request to be assigned to specific PsyD faculty members based on their interests and these requests will be considered at the time of advisor assignment.

Students and/or faculty may request a change in advisors at any time.

Individual faculty retain the right to approve or deny student requests for advising, and the PsyD DTC and individual faculty retain the right to review student requests and approve or deny as they deem appropriate. Refer to the Graduate Catalog for more detail regarding advisors and changing major advisors.

The demands of professional training require careful attention to course requirements, course sequences, practicum requirements, internship applications, time limits, and so on. It is the goal of the PsyD Program that every admitted student finishes the on-campus components of the PsyD Program in four years. The student’s advisor and the PsyD DCT are charged to help the student accomplish that goal and will meet with the student as needed to plan course registration. Students and advisors are provided with electronic copies of the forms used to track academic, professional, and research experiences during their training.

Residency Requirement

Residency requirements for ISU’s PsyD Doctoral Program in Clinical Psychology are consistent with APA’s Standards of Accreditation (IR-C-5 D), which require doctoral program graduates to have: (1) a minimum of 3 full-time academic years of graduate study (or the equivalent thereof) plus an internship prior to receiving the doctoral degree; (2) at least 2 of the 3 academic training years (or the equivalent thereof) within the program from which the doctoral degree is granted; and (3) at least 1 year of which must be in full-time residence (or the equivalent thereof) at that same program.

Consistent with this, the PsyD Program is an on-campus program that requires on-campus residency for the duration of the student's academic program. The typical academic program includes 4-5 years of on-campus academic study and practice and an additional year at an APPIC internship. Students coming to ISU with training from another program (e.g., a master's degree), must spend at least three years in ISU's PsyD program.

Full-Time vs. Part-Time Status

The curriculum is designed such that students typically will take 12 graduate credits during fall and spring semesters. Depending on varying circumstances, students may take fewer than 12 credits, but 9 credits are required to be considered full time. The graduate school does not require that students take summer credit, but all students must be registered for at least one graduate credit (regardless of semester) when they defend their thesis and dissertation and when they graduate.

Part-time students are not allowed in the PsyD doctoral training program at ISU except under unusual and temporary circumstances. Failure to maintain adequate progress toward completion of the doctoral degree is considered a serious deficiency by the PsyD CTC. Students who do not maintain adequate progress may be placed on academic probation or even dismissed from the PsyD Program by a vote of the departmental graduate faculty. See the Graduate Catalog for all policies regarding program [dismissal and the appeal process](#).

The recommended temporal guidelines defined in this Handbook are but one criterion by which adequate progress is defined. Students in good standing with the PsyD CTC make every possible effort to adhere to the registration requirements and temporal guidelines of the PsyD Program. A variety of conditions, however, may prevent a well-intended student from meeting the recommended time frame for completing specific tasks. It is incumbent upon the student to seek and obtain approval from the PsyD CTC in writing for significant deviations from registration and/or temporal guidelines. [Appendix A](#) includes a summary of the currently recommended temporal guidelines and contingencies.

The Master of Arts Degree Requirements

All clinical PsyD doctoral students must complete the Master of Arts (MA) in Psychology as described in the Graduate Catalog. The MA focuses on coursework, both required and elective. Students should meet regularly with their advisors to review their completed coursework and refer to the university degree monitoring program (e.g., DegreeWorks) to ensure they are on course to complete the necessary requirements in a timely manner. The minimum total credits for the MA Degree are 34.

MA Degree Coursework

Required and elective courses are listed along with the campus that the courses are typically offered from. Distance learning classrooms will be assigned on the Meridian campus for Pocatello based courses.

MA Classes	Credits
Biological Bases	
PSYC 7702: Psychopharmacology (Meridian)	3
Core Classes (two of the following)	6
PSYC 5570: Advanced Topics in Learning (Pocatello)	
PSYC 6642: Cognitive Psychology (Pocatello)	
PSYC 6643: Advanced Social Psychology (Pocatello)	
PSYC 6644: Advanced Developmental Psychology (Pocatello)	
Research Methods	
PSYC 6627: Statistics and Research Design I (Pocatello)	3
PSYC 6625: Evaluating Psychotherapy Research (Meridian)	3
Professional Ethics	
PSYC 5512: Ethical and Professional Issues in Psychology (Pocatello)	2
Assessment	
PSYC 6620: Psychodiagnostics I (Intellectual Assessment) (Meridian)	3
PSYC 6621: Psychodiagnostics II (Personality Assessment) (Meridian)	3
Diagnosis and Intervention	
PSYC 6619: Diagnosis (Meridian)	3
PSYC 6638: Adult Psychotherapy I (Meridian)	3
PSYC 6639: Child Psychotherapy I (Meridian)	3
PSYC 7701: Clinical Psychology (Meridian)	2
Total Credits	34

A Note About Graduation from the MA Program

All students are admitted to the PsyD doctoral program. However, the MA degree is a required step toward the PsyD doctoral degree. As such, students admitted to the PsyD doctoral program will need to [apply](#) for admission to the MA program and pay any associated fees. The application process is a formality, since all students have been admitted to the PsyD doctoral program, but is a required step along the path toward the PsyD doctoral degree.

PsyD Qualifying Exam

Successful performance on a clinical qualifying examination of psychology is required by the Graduate School for admission to candidacy for the doctoral degree. The term “preliminary exam” or “qualifying exam” or “comprehensive exam” or “comps” is often used to denote this purpose of the test. Qualifying exams are generally constructed to evaluate mastery of the methodology and core content areas of basic graduate-level psychology.

Since students who are eligible to sit for the PsyD Qualifying Exam have already successfully completed graduate course work in foundational areas of psychology—including clinical practice—the PsyD Qualifying Exam at ISU is constructed to evaluate the student’s ability to integrate theory, methodology, empirical literature, and practical

skills across a body of knowledge and to communicate that integration in written and oral modalities.

For the ISU PsyD Program, students who are eligible to complete the qualifying exam and demonstrate the necessary integrative and communication skills to pass the PsyD Qualifying Exam are admitted to doctoral candidacy status, which is necessary to propose a doctoral project. Students may attempt the written portion of the PsyD Qualifying Exam twice and may attempt the oral defense up to three times to gain doctoral candidacy status.

The exam committee chair is responsible for notifying the PsyD DCT about all exam outcomes, documenting the student's exam outcome (typically via email), and placing a copy of this documentation in the student's program file.

Prerequisites for taking the PsyD Clinical Qualifying Exam

PsyD Clinical doctoral students are eligible to take the PsyD Clinical Qualifying Exam once the following conditions have been met:

1. The student has good standing with the PsyD Training Committee (PsyD CTC).
2. The student has completed the second year (4 semesters) of graduate education.
3. The student has completed the ISU MA course sequence.
4. The student has completed at least 1 year (2 semesters) of clinical practicum training.

Focus

The PsyD Qualifying Exam evaluates competence in the traditional areas of assessment and intervention, including an evaluation of both written and oral components. The overall expectation is that students demonstrate the ability to integrate knowledge gained from their didactic and applied training.

Committee Composition and Timelines

The Department Chair will appoint two core faculty of the PsyD Clinical Program to the PsyD Qualifying Exam Committee by April each year with consideration of prior assignments to past exam committees. Once appointed, the two members will decide upon a Chair for the committee. The PsyD Qualifying Exam Chair will hold a meeting by the end of May with eligible examinees to describe PsyD Qualifying Exam procedures and answer any related questions. At this time, students will be presented with their written exam prompts.

The committee chair will create and share a Box folder with the student and the committee. The student can complete their Case Exam during the summer (if the committee agrees) but students must submit their materials within 45 days of the start of the fall semester. Within 2 weeks of the submission, each member of the committee will independently determine a grade (i.e., Pass, Marginal, Fail) for each of the two portions of the written exam (see below). The two committee members will then discuss their individual evaluations and arrive at a consensus grade (once again Pass, Marginal, Fail) for each of the two written sections of the Case Exam. The committee

chair will then provide the student with these collective committee grades and related feedback on their written performance. If a student fails either portion of the written exam, they will receive an overall Fail and can reattempt the PsyD Clinical Qualifying Exam within the first 60 days of the next academic semester.

Students who obtain a Marginal or Pass on each of their written portions of the PsyD Clinical Qualifying Exam may proceed to the oral defense. The oral defense typically lasts 30 minutes. The defense is to be scheduled by the committee within 2 to 4 weeks after the written component of the examination is graded. After the oral exam, the committee comes to a consensus regarding a Pass or Fail grade. If a student fails the oral portion of the exam, they can choose to reattempt the oral portion within 30 days. If they forgo this option, they can reattempt the full (written and oral) PsyD Clinical Qualifying Exam during the next exam cycle. Students may not propose their doctoral project until they have successfully passed the PsyD Clinical Qualifying Exam.

Format for the Assessment Component

Students will be provided with a standardized (the same for all students sitting for the exam that year) assessment mock case. The mock case will include the reason for psychological testing/reason for referral, pertinent history and demographics, relevant behavioral observations, and assessment results.

Students will be responsible to write a paper that is no longer than 20 double-spaced pages using 12- point Times New Roman or 11-point Arial font (excluding its title page, tables and/or figures, APA formatted references, and appendix). If a student's document exceeds its 20-page limit, the committee will only read and evaluate the document up to the 20-page limit (plus any post-text tables, figures, and/or appendices).

This paper should provide (1) a comprehensive case conceptualization based on the information that is provided (approximately 5 – 6 pages), (2) a summary of additional information/assessment procedures that may be needed (approximately 2 – 3 pages), (3) recommendations (approximately 5 – 6 pages), and (4) a response to any specific committee provided questions (approximately 4 – 5 pages). Each of these sections should include an integration of literature from at least two discipline specific domains of psychology (e.g., affective, biological, cognitive, developmental, social) with at least 4 references per domain. This work must be completed independently by the student. No AI or human writing assistance programs can be used at any stage of preparing the written document (e.g., idea generation, initial outline, initial draft, checking or revising writing) – the document must represent the work 100% completed by the student.

The goal of the oral defense is to evaluate the candidate's ability to integrate knowledge and skill in the field of psychological assessment. During the oral defense, candidates will be questioned about a variety of assessment-related topics related to the provided assessment mock case. In general, candidates are expected to demonstrate knowledge about clinical assessment methods and instruments (particularly those taught in the clinical program); knowledge of psychometric properties including reliability, validity, and clinical utility; and the ability to integrate knowledge from discipline specific domains of psychology into applied clinical practice.

Although questions raised during the defense can relate to any aspect of assessment, most often they will relate to the written submission.

Students must defend their conclusions regarding the examination of the client as they relate to the referral question, presenting concern, and assessment result implications, and demonstrate their ability to draw on and integrate advanced knowledge of discipline specific areas of psychology (i.e., affective, biological, cognitive, developmental, social).

Evaluative Criteria for the Assessment Component

While the nature of clinical work makes it difficult to specify all the criteria used to evaluate every submission, the following rubric is used to evaluate both the written submission and the oral defense.

1. Was the written submission clear, concise, organized, properly formatted (according to the current APA style guide), and well-integrated?
2. Were responses during the oral defense clear, concise, and well-integrated?
3. Did the student's written work convey understanding of and the ability to integrate at least two relevant domains (aspects of affective, biological, cognitive, developmental, and/or social psychology) into their discussion in each section of the assessment component?
4. Does the student consider the client's social context, culture, and/or diverse identities in their integrated discussion of the assessment and implications?
5. Was there sensitivity to the need for additional information/referral?
6. Were data from the history, behavioral observations, and test results integrated into a reasonable clinical formulation?
7. Were clinical impressions and recommendations theoretically and empirically informed?

Format for the Intervention Component

Students will be provided with a standardized (the same for all students sitting for the exam that year) assessment mock case. The mock case will include the client's presenting concern(s), pertinent history and demographics, and relevant information on current functioning.

Students will be responsible to write a paper that is no longer than 20 double-spaced pages using 12-point Times New Roman or 11-point Arial font (excluding its title page, tables and/or figures, APA formatted references, and appendix). If a student's document exceeds its 20-page limit, the committee will only read and evaluate the document up to the 20-page limit (plus any post-text tables, figures, and/or appendix).

This paper should provide (1) a comprehensive case conceptualization based on the information that is provided (approximately 2 – 3 pages), (2) a summary of additional information/assessment procedures that may be needed (approximately 1 – 2 pages), (3) a detailed treatment plan that addresses the presenting problem and the individual client's presentation and the evidence base supporting that treatment plan (approximately 8 – 10 pages), and (4) a response to any specific committee provided questions (approximately 4 – 5 pages). Each of these sections should include an integration of literature from at least two foundational discipline specific domains of

psychology (i.e., affect, behavior, biological, cognitive, developmental, social) with at least 4 references per domain.

This work must be completed independently by the student. No AI or human writing assistance programs may be used at any stage of preparing the written document (e.g., idea generation, initial outline, initial draft, checking or revising writing) – the document must represent the work 100% completed by the student.

The goal of the oral defense is to understand the candidate's current knowledge and skill in providing and evaluating psychotherapy. During the oral defense, candidates will be questioned on a variety of intervention-related topics related to the provided intervention mock case.

In general, candidates are expected to demonstrate an integration of material (both applied and basic) covered in the PsyD Program, as well as knowledge of any unique intervention/formulation that is contained in the written submission. Students need to demonstrate integration of theoretical and empirical literature related to evaluating the efficacy and effectiveness of the selected intervention. Topics raised during the defense can relate to any aspect of psychotherapy, but most often stem from the written submission. Students must defend their case formulation and the selected intervention based on relevant theory and empirical evidence.

Evaluative Criteria for the Therapy Component

While the nature of clinical work makes it difficult to specify all the criteria that would be used to evaluate a particular case, the following criteria are routinely used to evaluate the written and oral parts of the intervention component.

1. Were the written submission and responses during the oral defense clear, concise, and well-integrated?
2. Does the student clearly convey how the selected intervention(s) addresses the client's presenting concern(s) and are evidence based?
3. Does the student's written work convey understanding of and the ability to integrate at least two relevant domains of discipline specific knowledge (e.g., affective, biological, cognitive, developmental, and/or social psychology) to the case conceptualization and treatment selection?
4. Was there sensitivity to the need for additional information/referral?
5. Does the student demonstrate the ability to evaluate how the selected intervention fits with idiographic client factors and the client's social context, drawing on relevant theoretical formulations and nomothetic empirical research?
6. Was there an appreciation and integration of the adaptive aspects of the client's functioning in the student's discussion?
7. Was there an integration of the relevant process issues related to conducting psychotherapy?
8. Does the student discuss the theoretical and empirical support for the selected treatment and a method of evaluating the treatment?
9. Were ethical issues adequately considered/addressed?

The PsyD Degree in Clinical Psychology

All PsyD students must complete the MA in Psychology. In addition, students must complete required courses, elective credits, professional training, a qualifying examination, a doctoral project, and a public colloquium. All requirements are described in the Graduate Catalog. Each component of the doctoral degree is outlined or discussed below.

The doctoral degree requires a minimum of 70 credits. Please also note the graduate school has a policy of **continuous enrollment** such that graduate students who have registered for one or more credits of doctoral project (e.g. 8840) must be registered *for at least one graduate credit during subsequent semesters, excluding the summer semester*, until they have completed their degrees.

PsyD Degree Coursework

PsyD Classes	Credits
Core Classes (One of the following)	3
PSYC 5570: Advanced Topics in Learning (Pocatello)	
PSYC 6642: Cognitive Psychology (Pocatello)	
PSYC 6643: Advanced Social Psychology (Pocatello)	
PSYC 6644: Advanced Developmental Psychology (Pocatello)	
Research Methods and Experience	
PSYC 8840: Doctoral Project (Meridian)	10
Professional Ethics	
PSYC 7703: Advanced Ethics and Professional Issues (Pocatello)	1
Intervention	
PSYC 6634: Cultural Diversity and Individual Differences (Pocatello)	3
PSYC 7704: Supervision and Consultation in Clinical Psychology (Pocatello)	3
Clinical Didactic Electives (four of the following)	12
PSYC 7736: Clinical Pro-seminars (Meridian)** Specialty courses taught by faculty in Meridian based on their specialty areas and addressing program focus on Integrated Behavioral Health and Telehealth Training.	
Clinical Experience	
Required	
PSYC 7727: Psychoeducational Evaluation (1 credit each) (Meridian)	3
PSYC 7749: Clinical Internship (1 credit each semester of internship) (no campus location)	3
Clinical Practicum Electives	20
PSYC 7724: Community Practicum (2-3 credits each) (Meridian)	
PSYC 7725: Psychology Clinic Practicum (2 credits each) (Meridian)	
PSYC 7726: Supervision Practicum (1 credit each) (Meridian)	
Classes transferred from MS degree (up to 12 credits)	12
Total Credits	70

The Doctoral Project

The Doctoral Project Committee

Students are admitted to candidacy for the doctoral degree upon satisfactory completion of the MA degree and the Qualifying Examination. These two accomplishments allow the student to propose a doctoral project. Each student will need to construct a doctoral project committee. The committee consists of three faculty members. The Chair of the committee must be a core faculty member of the PsyD program. The second committee member can be any full time faculty member of the Psychology Department with Graduate Faculty status. The third committee member is the Graduate Faculty Representative, a faculty member at ISU who holds [Graduate Faculty](#) status.

The Doctoral Project Format

The student, in consultation with their doctoral project committee chair, prepares a prospectus for the doctoral project committee. Once the doctoral project committee chair has approved the prospectus, the document is distributed to committee members and the prospectus meeting is scheduled. The prospectus meeting typically lasts 90 minutes to 2 hours and is both an educational and an evaluative process. During this meeting, the student presents the idea for the doctoral project to the committee, the committee asks questions and offers feedback, and then the committee decides if the project meets the standards for a doctoral project.

The project should represent a novel written contribution to the field (example options include a scholarly review of a research area with a focus on clinical application, a case study, a quantitative/qualitative/ mixed-methods research project, a systematic review or meta-analysis, or a program evaluation or consultation project). A consensus of committee members must be achieved. If necessary, the committee may meet more than once in order to gain the consensus needed for the student to initiate the project.

After the proposal meeting, students are charged with summarizing all agreed upon changes in written communication to all committee members (e.g. email) to document the committee's approval and committee approved changes to the proposed project. A copy of the project proposal and the email documenting the committee approval and any agreed upon changes should be added to the student's program file by the advisor. If the project involves research with human participants, Human Subjects Committee approval must be obtained prior to project initiation and likewise research involving animals requires approval from the Institutional Animal Care and Use Committee (IACUC).

The recommended temporal guideline for a doctoral project prospectus document submission to the doctoral project committee is on or before May 1 of the year before the student applies for an APPIC internship. If a student does not propose their doctoral project by September 15, they will not be allowed to apply for internship in that year.

Making Changes to the Doctoral Project after Prospectus

During the course of completing the doctoral project, it is possible that the student and their doctoral project committee chair will determine the need to make substantial changes to the project. Substantial changes require committee approval, and sometimes, Human Subject Committee (HSC) or Institutional Animal Care and Use Committee (IACUC) approval.

The need for a formal meeting of the committee is left to the discretion of the doctoral project committee chair. Informal communication regarding proposed changes with a rationale (e.g. an email) with all committee members may be sufficient. Changes to projects with human or animal subjects must be submitted and reviewed by the ISU HSC/IACUC in accordance with research compliance policies.

Doctoral Project Defense

Upon completion of the project, the student, in consultation with their doctoral project committee chair, prepares the final document. The written product should be a manuscript style paper consistent with publication in a professional peer-reviewed journal (25 to 35 double spaced pages with title page, abstract, and references; not including tables or figures) or, in the case of a program evaluation, a briefing and a final report that is ready to submit to the agency for whom the evaluation or consultation was performed. The product should also conform to Graduate School guidelines.

The written manuscript is distributed to committee members only after the doctoral project committee chair has approved the document. Committee members are provided with at least two weeks to review the doctoral project manuscript before the scheduled final oral exam. The Graduate School must be formally notified of the meeting date, time, and location via an email sent from the PsyD DCT prior to the oral exam.

The Doctoral Project Colloquium

Each PsyD doctoral student is required to present a public colloquium to the academic community of Idaho State University and regional professionals. A notice of the defense must be sent to the full department prior to the scheduled date. Students may also invite interested members of the public.

The ability to offer scholarly presentations to students and professionals is a component skill of the doctoral psychologist. The colloquium represents the culmination of many earlier opportunities to present psychological findings to one's colleagues, embedded throughout the PsyD clinical training program at Idaho State: coursework, Diversity Case Presentation, practicum team meetings, and/or professional paper/poster presentations at scholarly conferences within the university and across the state/region/nation. Further, the doctoral project colloquium models doctoral project topics, methodology, and the presentation process itself for junior colleagues.

The colloquium is not evaluated separately from the student's doctoral project defense. Rather, it is an integral part of the doctoral project defense, attended by all members of the doctoral project committee and immediately precedes the formal doctoral project defense.

The Doctoral Project Defense

Each student works with their doctoral project committee chair to schedule the doctoral project defense for a 2-hour time block. The doctoral project defense may only be scheduled once the doctoral project committee chair approves the doctoral project document as ready for committee review. Once the project advisor has indicated the document is ready, the student schedules a specific date/time for the defense with committee members and provides the document to the committee at least two weeks prior to the defense.

The first 30-minutes of that defense are dedicated to a public colloquium, open to all. The PsyD DCT or the doctoral project committee chair provides notice to the academic community of the title, date, time, and location of the doctoral project colloquium. The student is charged to create a 20-25 minute presentation (e.g. slide show), allowing 5 to 10-minutes for questions/answers with the general audience.

Following the colloquium, the doctoral project committee reviews and discusses the project and the written product. Specific changes in the manuscript may be required by committee members. Generally, such changes will not require an additional meeting. Required modifications are monitored by the doctoral project committee chair.

Each committee member evaluates the entire oral defense as satisfactory or unsatisfactory. A majority judgment of satisfactory (2 of 3) is required to pass the oral defense. Failure to pass the oral exam necessitates rescheduling the exam in the subsequent semester. A second failure of the oral defense may be considered grounds for dismissal from the PsyD doctoral program.

Discipline-Specific Knowledge Area Requirements

All students graduating from the PsyD Clinical Psychology program must meet program criteria for *Discipline-Specific Knowledge (DSK)* as described in the [APA Standards of Accreditation](#) and [Implementing Regulations](#). APA distinguishes between *foundational knowledge of DSK* (which may be acquired at the undergraduate level) and *graduate-level knowledge of DSK* (which must be acquired at the graduate level). Both are relevant to ISU clinical psychology PsyD graduate students. Students are expected to monitor their progress toward meeting DSK standards in collaboration with their major advisor and the PsyD Training Committee. There are numerous paths toward satisfaction of student DSK and the curriculum is designed to allow students to flexibly meet DSK standards.

During the course of their graduate studies at ISU, students should update their Clinical PsyD Student Tracking Form (available on Box.com) in collaboration with their major advisor and the PsyD Training Committee. Successfully completed (i.e., As & Bs) undergraduate courses (foundational DSK) and, if available, graduate courses (graduate-level DSK), will be considered by the student and PsyD DCT in evaluating strategies for completing DSK Area Requirements. For example, a student who successfully completed an upper-level undergraduate course in physiological psychology (demonstrating foundational DSK knowledge of Biological Bases of Behavior) will have different expectations in terms of graduate level DSK knowledge in Biological Bases of Behavior. Likewise, a student who did not take an undergraduate course that satisfies a specific foundational DSK requirement can do so in our program

in several ways, including via coursework (e.g., individual courses or material infused across multiple courses) or through other evaluated educational experiences (e.g., doctoral project, qualifying examination).

There are two important reasons for the DSK Area Requirements. First, strong academic preparation in the core areas of human behavior is consistent with the scholar-practitioner training model. Second, current APA standards indicate that students in accredited programs “...acquire and demonstrate substantial understanding of and competence in...” each of the following foundational areas of psychology: biological, social, developmental, cognitive bases of behavior, affective bases of behavior, and history & systems.

The APA Committee on Accreditation does not explicitly define program activities leading to the acquisition and demonstration of these foundational competencies. The PsyD program curriculum addresses DSK requirements multiple ways. Our MA and PsyD degree requirements guarantee that each student will have earned an A or B in a graduate level course in numerous DSK areas. Also, our Qualifying Exam (discussed above) requires students to include DSK subject matter that could be used to demonstrate their knowledge in that area. However, it is imperative also that the student’s undergraduate accomplishments are properly weighted in determining the DSK Area Requirement Plan of Completion.

All doctoral students should be aware that some state/provincial Boards of Psychology (that grant licenses) might require the completion of a graduate course in each and every APA foundational area. Our formal requirements ensure three such courses. An undergraduate course and demonstration of competency on a qualifying exam, however, may be judged insufficient for licensure by some boards. Therefore, when possible, the student is advised to review licensure requirements in states they anticipate practicing in and take coursework to satisfy those requirements in the identified state(s) or province.

Graduate School Policies for Degree Completion

It is the student’s obligation to adhere to all policies and procedures defined by the Graduate School to be granted the MA and PsyD degrees. Specific information is available in the Graduate Catalog. Information is also available via the university degree monitoring program (e.g. DegreeWorks) and from the Senior Transcript Evaluator at the Graduate School, as well as one’s advisor.

Professional Training & Feedback

Throughout the four on-campus years of PsyD doctoral training in clinical psychology, the faculty will make every effort to arrange experiences that promote the growth of professional attitudes and skills. Coursework, practica, presentations and case conferences, departmental colloquia, clinical workshops, and the internship are the primary mechanisms behind professional education. Internships must be completed at a member site of the Association of Psychology Postdoctoral and Internship Centers (or APPIC).

A key principle of professional training is receiving and implementing specific and timely feedback. The level of supervision provided during practica is commensurate with student ability level. At the end of every semester, practica supervisors complete the Student Practicum Semester Evaluation form, meeting individually with each student to review progress and to identify goals. Students also complete an evaluation of their supervisors and provide supervisors with their feedback at this time.

The PsyD CTC reviews all evaluative material on every doctoral student at the end of every academic year, including a self-evaluation completed by the student in consultation with their advisor. Materials include course grades, progress on component tasks (e.g., Qualifying Exam, Doctoral Project), practicum ratings, cumulative APPIC hours, attendance records, and cumulative progress on DSK and PWC requirements. Specific written summaries of progress, areas of concern (if any), and recommendations are then provided annually to each student by the PsyD CTC.

Although most students' progress will be reviewed annually, the PsyD CTC reserves the right to evaluate individual students on a semester-by-semester basis if issues arise that warrant such attention. Professional data (e.g., APPIC hours) are summarized in a format consistent with the AAPI (i.e., the APPIC Application for Psychology Internship) form, allowing the student and their advisor to monitor student progress.

Early in the Fall, the PsyD CTC reviews in depth the program and professional progress of all students who have completed the 3rd year of the program or higher, since most will be applying to APPIC internships later in that semester. The PsyD CTC is charged to respond "yes" or "no" on the AAPI form to the statement, "The faculty agrees that this student is ready to apply for internship." Consequently, an in-depth review of clinical training experiences (e.g., practica), associated performance ratings, and current level of professional competencies is performed by the PsyD CTC, in order to make a determination.

Specific written feedback is also provided to each student in the 3rd year evaluation for the purpose of recognizing professional accomplishments and development, identifying experiential needs to emphasize during the fourth year, and formally recognizing any significant barriers that might prevent the PsyD CTC from affirming the student's "readiness" for internship during the subsequent Fall semester. If professional development is considered inadequate preparation for internship, specific recommendations will be offered to the student.

Individual and Cultural Diversity

Diversity in Coursework and Clinical Practice

It is a policy of the Program (Learning Objective 4) and a component of the American Psychological Association Commission on Accreditation's Profession-Wide Competencies that all students are expected to develop competencies to serve a diverse clientele. Infused throughout the four years of on-campus professional training are curricula designed to meet this requirement.

All professional casework occurs within a psychosocial context that is directly influenced by the individual and cultural differences of the client and their many social contexts. Understanding and acceptance of relevant individual and cultural differences

is essential for accurate professional evaluations and effective clinical interventions. Consequently, diversity theory and research are formally presented in PSYC 6634, Cultural Diversity & Individual Differences, as well as infused across numerous required and elective courses.

Supervisors in clinic practica (PSYC 7725) and community practica (PSYC 7724) also guide students to consider individual and cultural differences when conceptualizing cases.

Diversity Case Conference Presentation

As a capstone experience, the PsyD CTC requires all students to integrate diversity theory and/or research into a case presentation at a formal program event. Students obtain feedback and consent of the psychologist who supervised the specific case prior to the formal presentation. Each student's "Diversity Case Conference" is scheduled with the PsyD DCT concurrent with enrollment in PSYC 6634 or in any subsequent semester prior to departure for clinical internship. Completion of the Diversity Case Conference requirement is recorded on each student's Clinical Student Tracking form.

Working with Clients from Diverse Backgrounds

The PsyD CTC is committed to a training process that ensures that graduate students develop the knowledge, skills, and attitudes to work effectively with members of the public who embody intersecting demographics, attitudes, beliefs, and values. When graduate students' attitudes, beliefs, or values create tensions that negatively impact the training process or their ability to effectively treat members of the public, the program faculty and supervisors are committed to a developmental training approach that is designed to support the acquisition of professional competence.

We support graduate students in finding a belief- or value-congruent path that allows them to work in a professionally competent manner with all clients/patients. For some trainees, integrating personal beliefs or values with professional competence in working with all clients/patients may require additional time and faculty support.

Practicum Training

Overview of Practicum Training

Practicum training is a fundamental component of professional training in the Program. Students are required to complete a minimum of 20 clinical training credits including at least four credits of practicum in the Meridian campus in-house training clinic (PSYC 7725), three credits of psychoeducational evaluations (PSYC 7727), and 12 credits of Community Practicum (PSYC 7724).

Each credit of practicum represents four to six hours per week of professional activities, including direct therapy or evaluative activities, assisting others in evaluative or therapeutic activities, observing the delivery of psychological services, group supervision, individual supervision, record-keeping, preparing for team meetings, completing specific didactic assignments, writing reports, and attendance at case conferences and clinical colloquia/workshops.

Students should anticipate the number of direct client hours associated with each credit will increase as students advance in their training. Students should accrue approximately 100 to 200 APPLIC hours (i.e., Assessment, Treatment, Supervision, & Support) in practicum in a semester depending on developmental stage, number of credits, and hours on site. The CTC anticipates approximately 7 of 12 practicum hours/per week will be direct client contact hours (i.e., Assessment and Treatment) in year three and 12 of 18 practicum hours per week will be direct client contact hours in year four as students advance through the program.

HIPAA Requirements

Idaho State University requires students in professional programs to comply with all HIPAA requirements (i.e., Health Insurance Portability and Accountability Act). Policies and procedures designed to protect clients' Protected Health Information (PHI) are articulated in the Meridian Clinic Policies and Procedures Manual, monitored by clinic staff, and adhered to by all students, faculty, and staff participating in the clinic. Procedures include specific training experiences, witnessed acknowledgement forms, methods to safeguard clinic files and reports, and specific check-in procedures (for new students) and check-out procedures for those departing for internships. See the Meridian Clinic manual for more detail.

Program Approach to Practicum Assignments

Students are assigned to practicum teams each semester by the PsyD CTC. Students nominate their preferred assignments during the preceding semester. Student preferences are reviewed by the PsyD CTC and weighed in conjunction with balancing student training needs and available practicum sites or teams.

Clinic Practicum and Psychoeducational Evaluations Team Supervision

Each clinic team is typically supervised by a full-time member of the core PsyD clinical faculty, who may be assisted by an advanced student enrolled in PSYC 7726, Supervision Practicum. Clinic practicum and psychoeducational evaluation students are actively engaged in various aspects of the diagnostic and/or therapeutic process at the level of skill the individual student currently possesses. For example, students may initially function as co-therapists, may briefly observe an assessment or intervention, or may be the lead with one or two clients when they are first beginning practicum. Additional duties are assigned by the supervising faculty member, as the student progresses through the semester/program and demonstrates competence. The faculty supervisor always assumes ultimate responsibility for the delivery of psychological services, deciding what level of independent professional function each individual team member is ready to engage in with clients.

Community Practica

Students are typically placed in Community Practica (PSYC 7724) during their 3rd and 4th years, after obtaining their MA degree and service extender status and after demonstrating adequate competence during their in-house practicum and

psychoeducational evaluation experiences. Community Practica may be open to those entering with the MS/MA degree during their second year, depending on competence displayed during the first internal practicum. Students in these placements are supervised by licensed mental health professionals. An ISU clinical faculty member may serve as the licensed supervisor upon need. Every fall and spring semester, students are presented with a list of practicum sites available to rank for the following semester. Students are typically not compensated financially for community practicum activities.

Getting your Service Extender Status

The Service Extender designation is required for some community placements and allows agencies to bill for services performed while under supervision of a licensed psychologist and is described in [rule 200.05 in the Rules of the Idaho State Board of Psychologist Examiners](#). A master's degree in psychology is required to be a Service Extender and you will need to show the licensing board a transcript indicating that you have the degree. To get your Service Extender designation, follow these steps:

1. Go to the DOPL [Board of Psychologist Examiners](#) site
2. Sign Up and create an online profile
3. Submit application
4. Upload documents

Upon completion of steps 1 and 2, applicants will be able to view the status of their application and upload documents. Please note that education, exam, and license verification documents must be sourced directly from the issuing institutions and cannot be accepted if submitted by the applicant. Documents that **do not** need to be primary sourced can be uploaded directly to the [DOPL Online Services](#) licensing system. Most [supporting document forms](#) can be found on the Board of Psychology Examiners' page. Applicants may request to have any necessary supporting documents sent by mail, fax, or email.

One relatively common dilemma for students is that the student has completed all MA degree requirements (typically in the summer of their second year) but the degree has not posted to their transcript yet (summer degrees don't post until September). This can create a problem if they cannot start their community placement until they have the Service Extender designation. If this happens, the PsyD DCT can submit an [Affidavit of Completion of Master's Education](#) verifying that the students has completed all MS degree requirements. This should be completed as soon as possible after all degree requirements are completed to ensure timely approval of the Service Extender designation.

Background Check Policy

Students may be required to obtain a background check when seeking clinical placement; if a student opts to seek a placement in a facility that requires background checks they will be required to do so. If a student does not wish to submit to a background check they will need to seek a practicum placement in a setting where one is not required. If a student's unwillingness to submit to a background check, or if a student's criminal background prohibits them from securing a practicum placement the

student's progress in the program may be delayed and/or they may be dismissed from the program.

Background checks are only conducted when required in order for a student to obtain a specific practicum placement. Any potential or current student with a criminal background should familiarize themselves with the licensing requirements and restrictions applicable to their personal situation. Scheduling and obtaining a criminal background check is the responsibility of the student. Students can get a background check via two different avenues:

1. Idaho Department of Health & Welfare: IDHW Background Check Unit conducts background checks and fingerprinting that meets the needs of most clinical placements. Students log into their system, create an account and arrange for the background check. Cost is \$70.

2. CastleBranch is a private agency that conducts background checks. Students access the [ISU portal](#) and select 'Clinical Psychology.').

Background checks can take up to two months to complete. Students are strongly recommended to let the PsyD DCT know if there is any possible criminal activity that will be reported on the criminal background check. This notification will help to ensure that an appropriate clinical placement is secured.

Student Supervision by Non-Psychologist Supervisors

Students in this program are supervised primarily by psychologists who are licensed or license-eligible psychologists in the State of Idaho. However, students at some of our community training sites may be supervised by allied health professionals such as clinical social workers, mental health counselors, and/or psychiatrists who are licensed to practice in their fields. Supervision from diverse mental health practitioners represents an opportunity to diversify and broaden student training. Consistent with APA accreditation guidelines (C-12 D), all students supervised by an allied health professional will have a weekly opportunity to discuss their clinical work with a doctoral level psychologist appropriately credentialed in Idaho. Students should contact the PsyD DCT to identify the appropriate licensed psychologist to provide these opportunities.

Carry-over Case Work

Generally, student therapists may continue to see some patients between semesters and during the summer months, even if not registered for a credit under the supervisor's clinic or community practicum section. This practice is referred to as a "zero-credit carryover" assignment. This circumstance emerges when a student and supervising faculty member both agree to continue with a case, despite the student's assignment to a different team or community site. The university allows such practices as long as the faculty or community supervisor continues to accept ethical and legal responsibility for the case and maintains appropriate supervision.

Further, the student must be concurrently registered for PSYC 7724 (community practicum) or PSYC 7725 (clinic practicum) credits, albeit with a different clinical team. This latter requirement documents the student's continued commitment to formal professional training that extends to the "zero-credit" carryover supervision. Finally,

student malpractice insurance is automatically linked to all clinical doctoral students who register for practicum credits.

Practicum Evaluation Process

Practicum supervisors complete a Practicum Student Evaluation Form for each student at the end of each semester (or commensurate ending of a training rotation). Forms are completed online, reviewed with the student, signed by both the supervisor and the student, and submitted to the PsyD DCT. The evaluations are maintained in the student's clinical program file.

Performance evaluations are anchored by expectations commensurate with a student's class standing. For example, second-year students in their first semester of practicum are judged relative to the function of similar students. The recording and rating of acquired skills is an important part of the evaluative process, and one used to form a cumulative record. These records document specific skills of interest to internship programs and prospective employers. *As with all evaluations, students have the opportunity to respond in writing to their practicum evaluation. All responses to practicum evaluations must be submitted to the PsyD DCT.*

Students evaluate their practicum experiences and the quality of professional supervision each semester. An online system is used to collect these data for Psychology Clinic Practicum (PSYC 7725) and Psycho-educational Evaluation (PSYC 7727) and experiences provided off campus (Community Practicum, PSYC 7724) or by a single instructor mentoring a single student (Supervision Practicum, PSYC 7726).

As with all student evaluations of faculty, students complete these forms anonymously and participation is voluntary. Program administrative staff compiles these data in summary form and submits the evaluations to the Department Chairperson for incorporation into annual staff evaluations and the Clinic Director. Community supervisor forms are maintained and reviewed by the PsyD DCT and summarized for the PsyD CTC.

Tuition and Clinical Training Fees

Students pay resident or non-resident tuition. Pathways to residency are outlined on the [ISU Residency webpage](#). Additionally, it is important to note that the Idaho legislature enacted an education statute [Title 33, Chapter 37, Residency Requirements](#) (33-3717B) that allows students enrolled full time in graduate school to apply for residency after 12 months with proof of establishing a domicile (e.g. a lease).

The statute states "(2) The establishment of a new domicile in Idaho by a person formerly domiciled in another state has occurred if such person has resided in Idaho for the prior twelve (12) months and b) Is a full-time student in a graduate or professional program at an institution of higher education in Idaho.

PsyD students also pay *professional fees* each semester. Professional fees are used to address additional costs to the university for offering this form of specialized graduate training and purchasing and maintaining resources required for advanced clinical training. Students also pay clinic practicum fees and a small malpractice coverage fee.

Clinic Fees. The Department levies \$50 per credit fee for each semester in which the student registers for a credit of PSYC 7725 (i.e., Clinic Practicum). Money from this fee is used to support our in-house training clinic (e.g., to purchase testing materials and maintain our electronic medical records (EMR) system, audio visual equipment and capabilities, and server).

Malpractice Coverage for Clinical Work

The Idaho State University Office of General Counsel maintains [student liability coverage](#) to insure against malpractice that occurs in the context of student training. Clinical doctoral students pay a modest fee each semester (usually about \$5, which is charged automatically as part of their associated fees) to contribute to the university's student malpractice premium. That policy applies to all professional activities that are part of the student's program of study, which includes paid and unpaid clinical experiences on and off campus. The PsyD DCT provides a copy of the Certificate of Liability Insurance to clinical training sites when requested.

Tracking Professional Hours

A critically important aspect of doctoral training in clinical psychology is the tracking of professional experiences that you can use for your APPIC internship application. Students must keep accurate track of their ongoing clinical hours and must report their accumulated hours annually to the DCT for use in the annual evaluation of the student's progress. We recommend that students use [Time2Track](#) to monitor their ongoing hours. Students also are asked to link their Time2Track account to the Doctoral Program in Clinical Psychology so that the PsyD DCT can have access to student records of clinical hours.

Professional Development Seminars

In addition to didactic and clinical training, students are exposed to developments in the field of psychology using professional development seminars throughout their time at ISU.

Clinical Lunch & Learn

Clinical Lunch & Learn meetings are typically scheduled from Noon to 12:50 PM on periodic Wednesdays during fall and spring semesters. No clinical courses are scheduled during this hour. Clinical Lunch & Learn meetings focus on professional issues related to clinical psychology, including training issues relevant to the department training clinic, discussions of clinically relevant subject matter, and diversity case conferences. Attendance by clinical doctoral students at these weekly meetings is required and considered an important component of professional education.

Departmental Colloquia

The Psychology Department, the three doctoral training committees (Experimental PhD, Clinical PhD, and Clinical PsyD), and the Undergraduate Program Committee schedule presentations by professionals and students throughout the year.

Colloquia are open to all members of the academic community. Every effort is made to coordinate colloquia with other activities such that students and faculty are likely to attend.

The graduate programs coordinate presentations to promote translational research and profession related topics and increase collaboration and unity among the programs. Historically, departmental colloquia are mostly research presentations provided by faculty, graduate students, guest speakers, candidates for open academic positions, and by students presenting thesis and dissertation colloquia. Attendance at departmental colloquia is encouraged, but not required.

Annual Clinical Workshop

The PsyD CTC organizes one clinical workshop or similar training activity each year to provide intense exposure to a specific area of professional activity that supplements faculty expertise. Attendance at the clinical workshop is a program requirement. Students assigned to community practicum placements need to inform their supervisors and arrange to attend these scheduled training events (typically one per year).

Pre-Doctoral Internship

The year-long pre-doctoral internship provides clinical students with full-time clinical training experiences under qualified supervision in service delivery settings. Students applying to internships should review the on-line APPIC Directory and discuss possible placements with the PsyD DCT, their assigned advisor, and other faculty members. Students prepare for their internship applications as part of their Advanced Ethical/Professional Issues (PSYC 7703) class the spring before they apply.

Most internship applications are due in November of the year prior to the internship. Internships typically begin between July 1 and September 15. **The Program requires students to enter the APPIC match and attend an APPIC member internship site if they successfully match**, most of which are APA accredited. The Program strongly encourages, but does not require, students to attend APA-accredited internship sites. The PsyD DCT organizes meetings with the intern applicant group in May and September to assist with the many details of the internship application process.

Prior to October 1 of the internship application year, each student must submit an updated copy of all three Clinical Student Tracking Forms to the PsyD DCT. Intern applicants enter the semester of all “In Progress” activities (fall semester) or “Anticipated” activities (spring or summer semesters) for all required courses/practica/doctoral project that are yet to be completed. Intern applicants are asked to provide brackets around the inserted semester of all “In Progress” and “Anticipated” accomplishments to highlight its special status. **All required coursework and practica must be completed prior to departure for internship.** The PsyD DCT must enter and submit data online to verify the student’s professional hours and readiness for internship to the National Match. The PsyD DCT will submit the required verification data on the AAPI once the student has met all of the following criteria:

1. Approval of the PsyD CTC to apply to APPIC sites;
2. Admission to Candidacy for the doctoral degree which requires:

- a. The MA degree
 - b. Passing the Qualifying Exam
3. Successfully proposing the doctoral project, and making adequate progress to completing it before they start internship;
4. Approval of the Clinical Student Tracking forms with In Progress and Anticipated accomplishments;
5. Approval of the student's summary data (e.g., in Time2Track) through October 1 and projected accomplishments thereafter through spring semester.

PsyD CTC Approval for Internship

The PsyD Training Committee serves an important gatekeeping function for the internship process that ensures sufficient preparation for internship training, which increases the likelihood of matching at an internship and successful completion of internship training. A successful internship process is important to both the student (whose career is affected by the outcomes of the internship process) and the department (whose program is affected by student internship outcomes). Therefore, a student must have the permission of the PsyD CTC to apply for internship.

The PsyD CTC indicates its approval of each student's readiness for internship training by communicating this approval to the student early in the fall of the application year and authorizing the PsyD DCT to submit the required DCT Verification Letter. The DCT Verification Letter summarizes the student's training experiences to date, their goals for internship, areas of strengths and growth, and indicates the PsyD CTC's approval for the student to apply to an APPIC internship to internship sites. In accordance with program aims of transparency and good communication, the program's policy is that the PsyD DCT shares the Verification Letter with the student so they are aware of the contents.

Students typically progress through the program in a way that demonstrates a progression of skills that indicate readiness for internship training. However, in some instances, a student's readiness for internship may be in question. The PsyD CTC reserves the right to construct a formal Plan of Remediation to address potential challenges that may make a student currently unready for internship training.

The MATCH System

APPIC internships use a national matching service to assign internships to applicants. Only matches that are mutually acceptable to both the site and the student are made. Students (and sites), however, will not always be granted first choices, and a significant percentage of registered applicants nationwide will not be matched at all. However, the vast majority of ISU applicants have placed via the match during their first year of application.

Students who sign an agreement with the APPIC National Matching Service are expected to abide by the rules of the system. This agreement includes the stipulation that the student will accept and will attend the internship program to which the student is matched. Failure to abide by the APPIC match policies is considered serious misconduct by the PsyD CTC. If this failure is determined to be evidence of

unprofessional conduct and/or unethical behavior without mitigating circumstances, the student may be subject to disciplinary action, up to and including dismissal from the Clinical Psychology PsyD Program at Idaho State University.

All students must enroll in 1 credit of Clinical Internship, PSYC 7749, during the fall, spring, and summer semesters of their internship year. The ISU Registrar requires that each intern registers for the required 1 internship credit per semester during each of 3 consecutive semesters commencing with fall semester. The student's internship "contract" letter is filed with the ISU Registrar prior to internship onset, providing evidence of the full-time nature of the internship requirement.

The student's internship Training Director will file periodic evaluations of an intern's performance throughout the year with the PsyD DCT. Students will receive an IP (In Progress) grade for each semester until the internship is completed. Upon receipt of a copy of the internship certification of satisfactory completion (or a signed letter from the Training Director), internship grade(s) will be changed from IP to S (Satisfactory). A copy of the internship completion letter (or certificate) is filed with the ISU Registrar, documenting completion of the 11–12-month requirement. Given compliance with these requirements, the ISU Registrar enters the student's name on a list accessed by lending institutions nationwide to indicate that the intern is a full-time student during the internship year, a status formally recognized by ISU. Interns are also designated as full-time students in the ISU Graduate Catalog.

The internship is a degree requirement, an accreditation requirement, a licensure requirement, and educational in nature, rather than simply a job. Moreover, it is certainly "full-time", since virtually all contracts are for 12 months and 2000 hours. See the course description for PSYC 7749 in the Graduate Catalog.

Policy for Students Who do not Match to an Internship Site

It is a goal of the Program to fully prepare students for the pre-doctoral internship. Neither Idaho State University nor the Psychology Department, however, guarantee admission into an APPIC member internship site by virtue of admission into the clinical psychology program at Idaho State University.

APPIC member sites are independent organizations and even qualified students may not gain admission. Consequently, the PsyD CTC has obtained approval from the ISU Graduate Council to approve "...comparable supervised clinical practice..." as a substitute for an APPIC internship under specific and limited conditions. We identify two special cases for students to request this substitution. The primary special case would be to meet the needs of a fully qualified student who makes a good-faith effort to apply, but is unable to obtain an APPIC internship. The secondary special case for authorizing a non-APPIC internship is a small set of individual circumstances, considered on an individual basis. Examples of such individual circumstances include, but are not limited to, medical necessity, extreme financial hardship, and program mission to serve the needs of state mental health agencies.

All special cases require a two-step process. First, the request must meet PsyD CTC approval as a special case; second, the substitute internship parameters must be approved by the PsyD CTC and by an external reviewer with APPIC expertise prior to internship onset. All the usual criteria for internship application approval pertain to non-APPIC internships, other than the time frame.

In the special case that a student proposed and has a non-APPIC internship approved, PsyD DCT will establish a regular communication schedule to monitor the quality of non-accredited internship sites to ensure training quality appropriate for internship-level experience and commensurate with record-keeping at APPIC sites. This includes: (1) the nature and appropriateness of the training activities; (2) frequency and quality of supervision; (3) credentials of the supervisors; (4) how the internship evaluates student performance; (5) how interns demonstrate competency at the appropriate level; (6) documentation of the evaluation of its students in its student files.

Requirements Imposed by Some Training Sites

Some community practicum sites and clinical internships require student participants to submit to legal background checks. Generally, these mental health agencies have a mandate to ensure that all service providers, including student trainees, meet a specific standard (e.g., the absence of a felony conviction). Moreover, virtually all state and provincial Psychology Boards require applicants for licensure in their jurisdiction to disclose their legal history and to explain the nature of a felony conviction, if any. Boards may deny licensure to applicants with felony convictions.

Training sites may require students to undergo a site-specific background check. ISU provides background checks for any student requesting one at no cost, but these may not meet all training site background check requirements. If needed, students should submit an [application](#) to ISU Human Resources. Once the background check is complete, ISU Human Resources will communicate the student's clearance to work, but will not share the report with the site.

Idaho Medical Freedom Act Compliance and Clinical Participation Disclosure

Idaho State University complies with Senate Bill 1210 (2025), the *Idaho Medical Freedom Act*. In alignment with this law, ISU and its academic programs—including ISU Psychology graduate programs—do *not* require students to receive vaccinations, undergo diagnostic testing, or participate in other medical interventions as a condition of:

- Admission or enrollment
- Participation in coursework
- Campus access
- Employment with the university

However, many ISU programs—especially those in health sciences, such as the Clinical Psychology PhD and PsyD programs—require clinical education or experiential learning at external facilities such as hospitals and clinics. These third-party clinical sites may independently require:

- Immunizations (e.g., MMR, Varicella, Hepatitis B, Tdap, Influenza, COVID-19)
- TB testing or other disease screenings
- Physical examinations
- Use of personal protective equipment (PPE)
- Completion of infection control training

Participation in clinical education is mandatory for Clinical Psychology PsyD program completion, licensure eligibility, and graduation. Students who decline to meet clinical site requirements may face:

- Delayed clinical placement
- Extended program length
- Ineligibility for graduation or licensure

Students may request medical or religious exemptions from clinical site requirements. However, approval is at the sole discretion of the clinical site, not ISU, and ISU may not be able to guarantee alternative placements for students who decline required interventions.

Exceptions and Caveats

In some cases, participation in federally funded programs or research partnerships (e.g., Idaho National Laboratory or VA facilities) may include health and safety requirements governed by federal law. In such instances, compliance with those federal requirements may be necessary to access the opportunity.

ISU may require the use of personal protective equipment (PPE), clothing, or items required under established industry standards or federal regulations. Programs and sites may still require PPE and related training for health and safety reasons.

Professional Expectations

Although not required by ISU, students preparing for careers in healthcare are strongly encouraged to stay up to date on recommended immunizations and preventive screenings. Doing so reflects the professional values of safeguarding patient health, protecting vulnerable populations, and modeling best practices in clinical and community settings.

Employment Consideration

Students should also be aware that healthcare employers may impose similar requirements for employment. Choosing not to undergo specific medical interventions may limit future job opportunities.

Note on Drug Screenings and Background Checks

Drug and alcohol screenings, background checks, and other safety-related assessments are not considered medical interventions under SB 1210 and may continue to be required by ISU programs.

General Program Expectations

Grade Expectations

Students are expected to earn As or Bs in all graduate courses. Consistent with ISU Graduate School policy, a grade of C+ or less is considered inadequate in any graduate course that fulfills requirements for either the MA or PsyD degree. Students

earning anything less than a B- in a graduate class associated with their degree will be placed on academic probation.

Students working on their doctoral project (PSYC8840) or other credited research project receive IP ("In Progress") grades each semester once the project is initiated, and until it is completed, provided they are making satisfactory progress. Once the project is successfully completed, the Graduate School will work with the Registrar to change the grade to S ("Satisfactory") for each semester.

During the course of the project, a failure to contribute and/or progress on the project may result in a formal written warning from the PsyD CTC that describes the nature of the unsatisfactory progress, the steps needed to remedy the deficiency, and a deadline for re-evaluation. If students do not make progress after this warning, instructors may submit a "U" or unsatisfactory grade, leading to academic probation.

Standard of Conduct

Students in the Clinical Psychology PsyD Program at ISU are expected to adhere to the Ethical Principles of Psychologists and Code of Conduct published by the APA. These principles are presented in a formal course, PSYC 5512, Ethical and Professional Issues in Psychology, taken by all students during the spring semester of the first year. A third-year seminar on ethical dilemmas is also required (PSYC 7703). Additionally, students routinely are encouraged to discuss ethical issues or concerns with their supervisors during clinical professional training.

Developing an attitude consistent with ethical responsibilities is an important quality of a professional psychologist. If a PsyD student displays behavior that is inconsistent with ethical guidelines, every effort will be made to resolve the problem through education. Persistent disregard of ethical standards despite educational efforts will lead to dismissal from the program. See the Disciplinary Policies section of this handbook and the Appeal of Dismissal from a Graduate Program section in the Graduate Catalog for more detail.

Certain multiple relationships between faculty/students, or students/clients, or teaching assistants/students (and so on) should be avoided. Examples of such multiple relationships that should be avoided include, but are not limited to, romantic/sexual involvements, joint financial activities, family relationships, and similar entanglements. The adverse consequences of such multiple relationships extend not only to the individuals involved, but others in the training program and the Program itself. See APA Ethical Standards #3.05, Multiple Relationships, and #3.08, Exploitive Relationships. Should a questionable multiple relationship arise, it is important that the PsyD CTC be informed promptly so that ethical steps to mitigate harm can be taken. Such steps can include, but are not limited to, removing the instructional, supervisory, or evaluative roles of one individual in the relationship relative to the other for as long as either member participates in the clinical training program.

Graduate school is a difficult and demanding period of life. It is not surprising that personal problems arise from time to time. Seeking help is actually an ethical requirement if personal problems interfere with a student's ability to function as a psychology trainee. See APA Ethical Standard #2.06, Personal Problems and Conflicts. Formal therapy is not a requirement of clinical training at ISU. Seeking therapy when

needed, however, reflects positively on a student. There are many appropriate community options.

Engaging in therapy with a clinical faculty member or fellow student, however, is strictly prohibited (as a result of the inherent multiple relationship). We do share a collective responsibility to take action if a fellow student or faculty member's personal problems appear to be harmful to clients. The appropriate first step would be to bring the concern to the attention of the colleague. If that is not corrective and a risk to clients still exists, it is appropriate to bring the matter to the attention of a faculty member or supervisor. If there is sufficient evidence that a student might be suffering from a psychosocial or physical disorder that impairs their work, the PsyD CTC may recommend a leave of absence until the putative problem is evaluated and/or remediated; continued failure to meet program demands despite reasonable remediation efforts may be grounds for dismissal from the program.

All students are explicitly reminded of the ethical issues surrounding plagiarism and other forms of academic dishonesty. APA Ethical Standard #8.11 indicates that psychologists do not "...present substantial portions or elements of another's work or data as their own, even if the other work or data source is cited occasionally." Essentially, in all written material, students must be sure to reference all sources of information and all quoted material as indicated by the APA Publication Manual. Students take every reasonable step to minimize the risk that a reader might mistakenly conclude that someone else's work or ideas are the student's. Please note the section on "[Academic Dishonesty](#)" in the current Graduate Catalog and the range of quite severe consequences for violations, including program dismissal.

AI Use Policy

Although some uses of AI may be appropriate or even beneficial while undergoing clinical training (e.g., intervention practice with mock clients, statistical coding for data analyses, formatting references, searching for articles), other AI uses may interfere with the developmental and learning process for students. Students should not use AI for critical thinking or evaluative purposes such as idea development or writing process for any program specific requirement (i.e., qualifying exam, doctoral project, diversity case conference). For example, students should not use AI to summarize a body of literature or single articles, develop an outline, grammar checks, create an initial draft, or revise a draft.

Use of AI on a program specific requirement will result in failing that requirement. Multiple instances of AI use on program specific requirements will result in dismissal from the program.

Although AI use is prohibited for program specific requirements, individual instructors can determine the appropriateness of AI use for their classes. Similarly, advisors can determine the appropriateness for non-program required activities (e.g., preparing a manuscript for publication). Students are expected to follow each instructor's or advisor's specific AI policy when taking their class or working with them. Failure to do so could result in a 0 grade for the class and/or dismissal from the program.

Non-Program Work Policy

The demands of the program, including coursework and clinical training, are considered a full-time commitment. The PsyD CTC cannot dictate to anyone what they do beyond the structure of the doctoral program. The PsyD CTC requires, however, that any student who chooses professional employment outside the program inform the PsyD CTC and sign the Employment Acknowledgement and Disclaimer Form at the start of each semester.

If a student employed outside the program is not making adequate progress toward completion of the PsyD degree (e.g., missing recommended deadlines), the PsyD CTC can place the student on probation. Sustained inadequate progress may be considered grounds for dismissal from the program. Therefore, consulting with one's advisor and the PsyD DCT is a good strategy to include in consideration of seeking/accepting external employment.

Students in any community placements or employment contexts must adhere to all ethical and legal requirements regarding public representation of their credentials. See the APA Ethical Standard #5.01, Avoidance of False or Deceptive Statements, and the Idaho Code #54-2302/2303 regarding the legal use of the title, psychologist, and exemptions for students.

Generally, students in a supervised setting that is a component of their Program of Study (e.g., clinic or community practicums) refer to themselves as "Psychology Trainees." In contrast, if a student chooses to engage in professional employment or professional activities that are not a component of their Program of Study, the student must use the job title designated by the employer (e.g., "Psychosocial Rehabilitation Worker"). Only a licensed psychologist can use the title, "Psychologist"; the title is protected by law. Further, in professional activities not sanctioned by the Program, students must be very careful not to represent themselves as ISU graduate students engaged in a formal program of study.

Students should be explicitly apprised of the fact that when engaged in professional employment or professional activities that are not components of the doctoral training program, the student is completely uninsured against lawsuits alleging harm. Neither Idaho State University nor the American Psychological Association student insurance plans cover a student for activities not sanctioned by the training program.

Students engaging in clinical practice outside of program sanctioned activities (e.g., practicum) should also be aware that clinical practice outside of program sanctioned activities cannot be included in the reported APPIC Hours.

Disciplinary Policies

Graduate School Policies

The Program adheres to all disciplinary policies described in the ISU Graduate Catalog. Specifically, a student may be dismissed from the program according to the following criteria:

1. If the student receives two or more grades of C+ or below, or
2. If the student fails to meet the continuation standards of the department, or

3. If it is the academic judgment of two-thirds of the graduate faculty in the department that the student is not making satisfactory progress in the program, and such judgment is recorded by formal vote.

Academic Probation

A student earning a C+ or less in any graduate course will be automatically placed on academic probation by the ISU Graduate School and is required to retake the course at the earliest possible time. Failure to earn a B- or higher upon retaking the course may be considered grounds for program dismissal (the ISU Graduate School allows program dismissal after a single C+ grade). Multiple C grades in graduate courses, despite subsequent remediation, may also be construed by the departmental faculty as evidence of unsatisfactory progress toward degree completion.

All students placed on academic probation will receive a written response from the PsyD CTC regarding the steps needed to remove them from probationary status. Depending on the nature of the academic probation, the PsyD CTC may choose to submit a formal Plan of Remediation.

Plan of Remediation

The purpose of the Plan of Remediation is to formally identify significant challenges to a student's success in the Program and to clearly identify the steps that a student must take to address those concerns to assist the student to improve.

A plan of remediation can be triggered by one of three events: 1) a student dismissal from an external training site; 2) an Unsatisfactory (U) grade in any professional course (PSYC 7724, Community Practicum; PSYC 7725, Clinic Practicum; PSYC 7726 Supervision Practicum; or PSYC 7727, Psycho-educational Evaluation), 3) being placed on academic probation by the university, or 4) any other concern regarding professional development that leads the PsyD CTC to believe that a formal remediation plan is warranted.

A written Plan of Remediation will include the following six elements:

1. Problem identification
2. Course of action to remediate the problem and resources to assist the student
3. Measurable objectives
4. Method and specific time to determine if objectives have been met
5. Consequences if objectives are not met
6. Process of appeal

The PsyD CTC will review the student's progress at the time specified in the Plan. All processes of appeal are found in the ISU Graduate Catalog sections on Appeals and Dismissals.

Program Dismissal

Consistent with ISU Graduate School policy, if two-thirds of the graduate faculty in the ISU Department of Psychology record a formal vote indicating that the student is not making satisfactory progress in the program or exhibits interpersonal behavior

inconsistent with professional expectations, the student can be dismissed. Refer to the [Graduate Catalog](#) and to individual program handbooks for more information regarding program dismissal and the appeals process.

The Graduation Ceremony

Idaho State University offers two graduation ceremonies, one in May and one in December. Academic degrees, however, are conferred by the university three times each year, corresponding to the end of fall, spring, and summer semesters. Participation in the May ceremony is not required, but is encouraged. A student is eligible to participate if their degree (either the MA or the PsyD) was previously conferred in August or December of the preceding year, or if it will be conferred in May or August following the ceremony.

For the degree to be conferred, a successful oral defense of the doctoral project must be completed by the Graduate School's published deadlines and all other degree requirements, including the internship (in the case of the PsyD degree), have been met.

As a result of internship completion dates, however, most students do not finish the internship until July 1 at the earliest and mid-September at the latest. Consequently, even if all other degree requirements are completed prior to May, the student's degree will not be conferred until August, or even until December for those whose internship is completed later than the first week in August.

Nevertheless, the Graduate Dean has allowed students who have met all degree requirements other than the internship to walk in the graduation ceremony in May if they wish to do so. A student who wishes to participate under these conditions must satisfy the following requirements **prior to the graduation ceremony in May**:

1. Apply for May graduation by the deadline established by the Graduate School (so that the student's name is in the published program);
2. Provide the PsyD DCT Program Director with an email from the student's internship Training Director that they anticipate the successful completion of the internship by the end of the internship contract.

Licensure

The PsyD program is designed to adhere to American Psychological Association accreditation standards and to prepare students for entry into the profession of clinical psychology. Given the varied and changing requirements across jurisdictions, we cannot assure, nor is it our responsibility, that graduates will meet all requirements for licensure in all states or territories. Licensure is a responsibility and choice of the individual graduate. *However, we can say that our department's graduates have historically been able to obtain licensure in the state they elect to practice in.*

We encourage students to become familiar with state licensing laws in the states they plan to practice and discuss their curricular plan with their advisor and/or the PsyD DCT. Students are encouraged to review [licensure laws for the State of Idaho](#) and review information on licensure in the United States and Canada at the website for the [Association of State and Provincial Psychology Boards](#) as they consider their professional goals.

Appendices

Appendix A: Typical Temporal Guideline for Clinical Psychology PsyD Students (5-year program)

	Year 1			Year 2			Year 3			Year 4			Year 5		
	Fa	Sp	Su	Fa	Sp	Su	Fa	Sp	Su	Fa	Sp	Su	Fa	Sp	Su
Qualifying Exam															
Meet with exam chair and receive written prompts															
Write written component															
Submit written component and take oral component															
Doctoral Project															
Develop project idea															
Submit and defend prospectus															
Write doctoral project															
Submit and defend project															
Internship															
Take Adv Ethics															
Review Internship Sites															
Submit APPIC applications															
Internship interviews															
Pre-doctoral internship															

Appendix B: Typical Curriculum Sequence (5-year program)

	Fall	Spring	Summer
Year 1	Statistics & Res Design I (3) Psychodiagnostics I (3) Diagnosis (3) Clinical Psychology (2)	Psychodiagnostics II (3) Adult Psychotherapy I (3) Ethical & Prof Issues (2) Biological Bases (3)	
Year 2	Core Class (3) Eval. Psychother. Research (3) Clinic Practicum (2) Psycho-ed Evaluation (1)	Core Class (3) Child Psychotherapy I (3) Clinic Practicum (2) Psycho-ed Evaluation (1)	Clinic/Community Practicum (2)
Year 3	Supervision & Consultation (3) Clinical Elective (3) Doctoral Project (2) Community Practicum (3)	Advanced Ethics (1) Clinical Elective (3) Doctoral Project (2) Community Practicum (3) Psycho-ed Evaluation (1)	Practicum (2)
Year 4	Core Class (3) Clinical Elective (3) Doctoral Project (3) Community Practicum (3)	Cultural Div. & Ind. Diff. (3) Clinical Elective (3) Doctoral Project (3) Community Practicum (3)	
Year 5	Clinical Internship (1)	Clinical Internship (1)	Clinical Internship (1)

ISU Masters and Doctoral Programs in Psychological Science

Preface

This section of the handbook has been prepared by the Department of Psychology for students enrolled in the masters and doctoral training programs in Psychological Sciences, and is designed to sensitize the student to the wide range of policies and procedures that constitute the program. The handbook is subject to review and revision. All masters and doctoral students, regardless of date of matriculation, are asked to review the basic parameters of the program as described in the Handbook. We require that students document their review of the Handbook with a signature on the "Handbook Acknowledgement Form" (available in the Box folder titled "Psychological Sciences at ISU"). Consult with your advisor or the Director of Psychological Sciences Training (DPST) if you find any aspect of the Handbook unclear. Changes in the Handbook that are necessitated by changes in conditions, departmental policy, or for purposes of clarification, apply to all students. The Graduate School invokes a similar policy regarding the Graduate Catalog. Essentially, neither the Handbook nor the Graduate Catalog should be considered a binding contract between Idaho State University (ISU) and the student. If a hardship is created for a specific cohort of students by future Handbook alterations, the Psychology Department and/or the Psychological Sciences Training Committee will always consider rendering an exception in policy or procedure to accommodate transition problems.

This Handbook supplements, but does not supersede any other existing policies and procedures of Idaho State University. In particular, all students should be familiar with the current [Graduate Catalog](#), the ["Thesis & Dissertation Manual"](#), and the [Graduation Checklist](#). Most students in the doctoral will earn two graduate degrees: the MS in Psychological Sciences and the PhD in Psychological Sciences. Students who enter the PhD program with a Master's degree in Psychology or a related field may not earn a second Master's degree. Each degree requires an application for graduation and all the associated steps required by the Graduate School. Finally, the Psychology Department Policies and Procedures at the beginning of this document should also be reviewed as needed.

Students should meet regularly with their advisor and the DPST to review progress and to determine the need to file forms, meet deadlines, etc. Although faculty will do everything possible to alert students to requirements, one should not assume that advisors or the DPST will provide reminders in a timely manner to perform each and every task. Use this Handbook and all other resources as a guide to the seemingly endless paperwork and rigors of graduate student life.

History and Mission of the Psychological Sciences Training Program

The State Board of Education approved the Experimental Training Program in 2010 for the express purpose of educating doctoral students in Experimental Psychology. A needs assessment completed by the ISU Psychology Department identified a shortage of doctoral-level Experimental Psychology programs in the state of Idaho. Consistent with ISU's role and mission as the state's lead institution in academic research, doctoral training in Experimental Psychology was initiated at ISU in the fall

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semester of 2011 and the first PhD degree was awarded in May 2016. The name of the program was changed to Psychological Sciences in 2026 to better reflect the diversity of methods used in conducting research in psychological research and to make it consistent with current usage in the field.

Prior to the approval of the doctoral program, there was a terminal Master of Science (MS) program in General Experimental Psychology. The terminal MS program in General Experimental began in 1968 and continued until the doctoral program was initiated in 2011, at which time the MS program became a required part of the PhD, though its terminal status was removed. In 2026, the department voted to allow this program to have a terminal option, but was still as a requirement for doctoral training in both PhD programs.

Doctoral training in Psychological Sciences provides students with an education and research training in core areas of psychological science, including but not limited to behavioral neuroscience, behavioral pharmacology, cognition, developmental psychology, health psychology, learning, personality, sensation and perception, social psychology, research methodology, and statistics. Students who complete the MS and PhD programs may pursue academic and non-academic careers, such as those in industry.

In short, the mission of the ISU masters and doctoral programs in Psychological Sciences is to train competent research psychologists who can apply and adapt general conceptual and research skills in diverse academic and professional settings.

General Program Goals and Philosophy of Education

The Masters and Doctor of Philosophy (PhD) programs in Psychological Sciences provides students with an education in core areas of psychological science, including behavioral neuroscience, behavioral pharmacology, cognition, developmental psychology, learning, social psychology, research methodology, and statistics. The PhD program is designed for more in-depth research training and prepares students with a variety of career goals. Although most of our students intend to pursue an academic career, in a which a PhD would be more well suites, both degrees prepare students well for careers in non-academic fields as well. To prepare for their future careers, students need to (i) have a solid foundation in basic areas of psychology (breadth of knowledge) and also (ii) develop an expertise in their research areas (depth of knowledge). Our programs offers a wide variety of courses to help students accomplish their career goals.

Goals, Objectives, and Associated Specific Competencies

The Psychological Sciences Training Committee (PSTC), in conjunction with the Psychology Department, has evolved a finite set of goals and objectives for all graduate students in both Psychological Sciences programs. This list is considered dynamic and aspirational. Specific program activities designed to help students meet program goals and objectives are continuously subject to scrutiny and modification. Moreover, program objectives may expand or contract as outcome data inform the PSTC of areas of success or relative ineffectiveness. The seven goals for both programs (numbered), objective list (lettered), and associated competencies are presented in outline form below.

Goal 1 – Area-Specific Research Knowledge and Expertise: Students will demonstrate knowledge and skills relevant for conducting independent research in a specialized area.

Objective 1A - Develop knowledge and expertise in a specialty area. Understand relevant theories and research in a specialized area; develop expertise in the area through completing research projects (e.g., thesis, dissertations and other projects) and disseminating research findings (i.e., publications).

Objective 1B - Active Research Participation: Consideration, integration, and synthesis of relevant literatures; formulation of defensible hypotheses; delineation of a method of study; implementation of an empirical study; analysis of data; formulation of defensible inferences or conclusions based on a study's findings; and clear communication of findings in written and oral formats.

Goal 2 - Breadth of Knowledge and Integration of Core Areas in Psychology: Students will demonstrate breadth of knowledge and ability to integrate across several core areas in psychology.

Objective 2A - Core Psychology Knowledge: Understand basic principles and critically evaluate major theories of psychology; demonstrate awareness of contemporary scholarly work in several core areas of psychology (e.g., behavioral neuroscience, behavioral pharmacology, cognitive, developmental, health, social, and personality); understand the historical foundations of contemporary psychology; and relate and apply core psychological knowledge to the investigation of research hypotheses.

Objective 2B - Integration of Research and Theories in Core Areas in Psychology: Understand the relationships among several core areas in psychology; integrate across theories and research in different core areas; identify how these areas complement each other in answering research questions.

Goal 3 – General Competencies in Research Methodology and Analysis: Students will demonstrate competence in understanding research methods, design, and statistical analyses.

Objective 3 - Competence in Research Methodology: Understanding of basic research designs and conditions associated with their appropriate use; knowledge of basic and advanced quantitative methods for sampling, describing, and analyzing behavior; critical evaluation of research, yielding informed and critical consumers and producers of published research.

Goal 4 - Effective communication skills: Students will communicate effectively, in both oral and written form, about their research and issues related to their profession.

Objective 4A - Presentation of Psychological Research: Formulate specific educational objectives for academic or professional presentations; review psychological research and organize central points; use appropriate media; communicate clearly in a manner appropriate for given audiences and lead question-and-answer discussions.

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Objective 4B - Presentation of Psychological Knowledge and Teaching: Present existing research and theories clearly and systematically to different audiences, including students and lay people; gain experience in teaching and mentoring junior students.

Goal 5 - Professionalism: Students will conduct themselves in a professional manner.

Objective 5A - Professionalism: Demonstrate professionalism in classes, communication with colleagues and faculty, and research practices.

Objective 5B - Professional Identification: Active involvement with local, regional, and national psychology groups and organizations.

Goal 6 - Ethical Research Conduct: Students will receive training, demonstrate knowledge, and act in accordance with ethical research principles and appropriate codes of conduct.

Objective 6A - Ethical Knowledge: Knowledge of the APA code of conduct, including awareness and sensitivity to research conditions in which ethical principles may be a concern. Seek appropriate information and consultation when faced with ethical issues.

Objective 6B – Ethical Conduct: Acquisition of attitudes and skills that facilitate raising ethical concerns when they become apparent. Demonstrate a personal and professional commitment to ethical research conduct.

Goal 7 - Respect for Diversity: Diversity takes many forms, including of scientific perspectives, and sociodemographic variables, and therefore psychologists must both embrace the commonalities and differences between perspectives and groups.

Objective 7A – Knowledge Regarding Diversity: Familiarity with the Psychology Department commitment to ethical practices and collegiality, and acquisition of an awareness of the diversity that exists on campus and in the field of psychology.

Objective 7B – Respect Regarding Diversity: Acquisition of a broad knowledge for commonalities and differences in scientific perspectives and socio-demographic groups in their own work and academic experiences. Demonstration of respect for diverse scientific perspectives and socio-demographic group differences.

Psychological Sciences Program Applicant Process

Minimum Qualifications of Applicants

7. All minimum standards required by the ISU Graduate School.
8. BA or BS in Psychology or the equivalent from an accredited institution of higher education.
9. GPA of 3.0 or higher during the last 2 years of undergraduate education.

Application Materials

11. ISU Graduate School Online Application Form
12. Three letters of recommendation
13. Official GRE scores on the three aptitude measurements (optional)
14. Official transcripts from all undergraduate and graduate schools attended

15. A personal essay

Applicants to the Psychological Sciences MS and PhD programs are invited to interview on the basis of match with current faculty and application materials. The program goal is to accept 3–6 qualified students per year. Psychological Sciences program applicants are interviewed, usually in February or March. Several components of the interview are designed to enhance recruitment of top candidates, as well as to provide an orientation to Psychological Sciences training at ISU. Applicants meet with P faculty, particularly faculty they have identified as their desired mentor, and have the opportunity to participate in the department research forum to learn about current research at ISU.

Accepted Psychological Sciences applicants and alternates are notified of their status and financial support (in the case of acceptance) as soon as possible, but no later than April 1. Accepted applicants are given until April 15 to make a decision. Adjustments are then made based on the reactions of the applicants. Alternates are offered positions that come available in the order of their assigned rank on the alternate list.

Admissions Record-keeping

The DPST, maintain various records regarding the admissions process. These data describe current patterns of applicant qualifications useful for completing reports and requests for information from APA or other regulatory bodies.

Applicant data will be maintained for:

7. Number of applicants
8. GPA
9. Presence of Master's degree
10. Screening Team (clinical PhD program only) and Committee independent ratings
11. Decisions
12. Final Outcome

Advising

During the first semester of Psychological Sciences training (both MS and PhD) at ISU, all incoming graduate students are assigned to the Director of Psychological Sciences Training (DPST) for issues pertaining to academic advising. First-year students should get approval for classes from the DPST before registering. First year registration decisions are few in number, but important in terms of Core Area course completion (see section on MS degree requirements). Based on the mentor model, students will already be assigned to an advisor when they start the program. The advisor should also be involved in the selection of courses for the first semester. Faculty retain the right to approve or deny student requests for advising or directing research. Students and/or faculty may request a change in research advisors at any time. Refer to the Graduate Catalog for more detail regarding advisors, examining committees, and changing major advisors.

The demands of graduate training require careful attention to course requirements and course sequences. It is the goal of the PSTC that every admitted student be given every opportunity to finish the components of their respective program

ISU Masters and Doctoral Program in Psychological Sciences Program Handbook in 2-3 years for the MS and 4-6 years for the PhD. The student's major advisor and the DPST are charged to help the student accomplish that goal. Students should meet with their advisors regularly and as determined by their advisor. All students should consult with the DPST prior to class registration for each upcoming semester to ensure adherence with the temporal guidelines of the program. All students are expected to enroll in 9-12 graduate credits each semester. Specific combinations of coursework and research credits must add up to 9-12 credits each fall and spring semester during the first two (for MS students) and four years (for doctoral students) of the program. During any part-time periods prior to graduation, all students must register for at least one (1) academic credit. All departures from the "9-12 credit" principle must be reviewed and approved by the PSTC.

Part-time students are not allowed in the doctoral training program at ISU except under unusual circumstances. The PSTC must grant explicit approval for any part-time arrangements.

Failure to maintain adequate progress toward completion of the doctoral degree is considered by the PSTC to be a serious deficiency. Students not maintaining adequate progress may be dismissed from the program by a vote of the departmental graduate faculty. See the Graduate Catalog for all policies regarding dismissal and the appeal process. Agreement via voting by two-thirds of the faculty is needed for dismissal. The recommended temporal guidelines defined in this Handbook are but one criterion by which adequate progress is defined. Students in good standing with the PSTC make every possible effort to adhere to the recommended temporal guidelines. Conditions, however, may prevent a well-intended student from meeting the recommended time frame for completing specific tasks. It is incumbent upon the student to inform the PSTC in writing of the conditions creating significant deviations from the recommended temporal guidelines. Appendix B provides a summary of the currently recommended temporal guidelines and contingencies.

The Master of Psychological Sciences Degree Requirements (effective starting 2020-21 academic year)

Students enrolled in the MS and PhD programs in Psychological Sciences must complete the Master of Science (MS) in Psychological Sciences as described in the Graduate Catalog, or have a conferred MS/MA degree in Psychology from another university (see section on Transfer Credit). The MS requirements include coursework and a thesis. A Program of Study for the MS (available on Moodle) must be approved by the academic advisor, the Director of Experimental Training (DPST), and Department Chairperson during the semester immediately prior to the student's thesis defense. This program of study can be found in DegreeWorks and the Graduate School will ensure all requirements are complete before graduation. A draft of the Program of Study should be reviewed with the student's mentor and the DPST the first semester. This draft should be used as a guide for the student and faculty to evaluate the student's progress and could be changed if necessary. Note that maximums of 12 credits of PSYC 5583 and 12 credits of PSYC 6641 are allowed to apply to either the MS or PhD degree, and therefore students should not take many more than 12 credits of each of these courses.

1. Required Courses – complete all of the following (12 credits)

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PSYC 6627 Statistics & Research Design I (3 credits)

PSYC 6632 Statistics & Research Design II (3 credits)

PSYC 6650 Thesis (minimum of 6 total credits)

2. Core Areas – choose four 3-credit courses from the following (12 credits)

PSYC 5531 Behavioral Neuroscience I **or** PSYC 5532 Behavioral Neuroscience II

or PSYC 5537 Cognitive Neuroscience

PSYC 5570 Advanced Topics in Learning

PSYC 6642 Cognitive Psychology

PSYC 6643 Advanced Social Psychology

PSYC 6644 Advanced Developmental Psychology

PSYC 6647 Advanced Personality

3. Elective Courses (12 graduate credits)

In addition to required classes, students must complete 12 credits of graduate-level elective classes. Up to six credits of these electives may be taken from outside of the Psychology Department. Electives should be approved by the student's faculty advisor. Thesis (6650) credits may not be used to satisfy this requirement.

Minimum Total Credits for the MS Degree = 36

The Master's Thesis

The thesis represents an integration of methodological skills and subject matter knowledge previously acquired. Generally, students select a research area based on interest, faculty expertise and support, and possible consideration of the eventual dissertation. Although original empirical research is usually proposed, relatively broad latitude of research goals will be entertained by a thesis committee. These goals could include replications of important projects, methodological studies, initial investigations of a new measurement or treatment, a re-analysis of archival data/information, etc. **It is strongly recommended that the thesis defense be conducted no later than January of the doctoral student's third year.**

Thesis Prospectus

For MS students and PhD students who enter the program without having first earned a master's degree elsewhere, the master's thesis project is initiated in the first year and ideally completed in the second year. The thesis represents an integration of methodological skills and subject matter knowledge previously acquired. Generally, students select a research area based on interest, faculty expertise and support, and possible consideration of the eventual dissertation. Thesis projects may consist of original empirical research; replications of important projects; original analyses of archival data/information, big data, publicly-available data sets, or ongoing longitudinal studies; original coding and analyses of existing information (quantitative or qualitative); and meta-analyses.

The faculty thesis chair should be selected based on their expertise in the thesis topic and ability to assist the student's implementation of the project. A second

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member of the Psychology Department faculty is selected to join the thesis committee by the student and the thesis chair. In the Clinical Psychology PhD Program, a full-time member of the Psychology Department faculty is identified and agrees to serve as the thesis advisor at the time of the student's acceptance into the program. The thesis chair does not need to be a member of the student's program. The third and final member of the thesis committee is a Graduate Faculty Representative (GFR) who may be chosen by the student and faculty advisor, or appointed by the Graduate School. Members of the thesis committee must all have Graduate Faculty Status prior to the defense meeting (see timeline). The thesis chair will notify the student's respective Program Director on the committee membership.

Several steps have been formalized to promote the successful and timely completion of the thesis. Once a research advisor has been determined, students join that advisor's research team and actively participate. Possible roles include reviewing relevant literature, collecting and analyzing data, providing general assistance to research team members, and beginning preparation of their own thesis proposal. All incoming students in the Clinical PhD and Psychological Sciences programs complete the foundational Statistics and Research Design courses (PSYC 6627 and PSYC 6632) during the first year. The spring course (PSYC 6632) requires that the student work with their thesis advisor to construct an initial research question and associated methodology for the thesis. These preliminary decisions culminate in a class paper and class presentation designed to enhance the student's initial efforts at drafting a thesis proposal. Graduate psychology students continue to enroll in thesis credits (PSYC 6650), accumulating at least six. Thesis credits formally commit the student to research activity on their team.

Students are strongly encouraged to submit a prospectus to their thesis committee by the end of their first year. Committee members must be allowed a minimum of 2 weeks to review the document prior to the prospectus meeting. The prospectus represents the culmination of a literature review and methodological decisions made by the student in consultation with the thesis chair. The final prospectus may not be circulated to other committee members until it has been approved by the thesis chair. The prospectus typically consists of three sections: 1) an introduction, justifying the research question and methodology and the significance of the proposed project, based on a thorough literature review; 2) hypotheses, reasonably inferred from the introduction; and 3) a method section, describing in operational terms the procedures, measurements, and analyses to be employed. Measures, consent forms, and other supporting documents should be included in the appendix, consistent with departmental and [Graduate School policies](#).

The thesis proposal meeting should be scheduled for 2 hours, although it may not take this long for the committee to arrive at a decision for the project. The student is charged to create a 25-minute presentation (usually a computer-projected slide show). The prospectus meeting is both educational and evaluative.

Students must propose their thesis to a thesis committee. The written prospectus represents the culmination of a literature review and methodological decisions made by the student in consultation with the thesis director. The final prospectus manuscript may not be circulated to other committee members until the thesis chair approves it. The prospectus consists of three sections: 1) an introduction, justifying the research question and methodology, based on a thorough literature

ISU Masters and Doctoral Program in Psychological Sciences Program Handbook review; 2) hypotheses, reasonably inferred from the introduction; and 3) a method section, describing in operational terms the procedures, measurements, and analyses to be employed. Although original empirical research is usually proposed, a relatively broad latitude of research goals will be entertained by a thesis committee. These goals could include replications of important projects, methodological studies, initial investigations of a new measurement or treatment, re-analysis of archival data/information, systematic reviews, or meta-analyses. The prospectus meeting is both educational and evaluative.

Committees often provide advice and recommendations that lead to important improvements in the eventual research. Generally, the committee will approve the proposal, contingent upon specific recommended changes derived during the prospectus meeting. It is possible, however, for a thesis committee to request major changes and, consequently, require the student to reconvene the committee prior to approving implementation. In addition, the committee evaluates the student's general abilities to conceptualize the proposed research. It is possible for a committee to determine that a student's conceptualization/communication skills are insufficient to proceed. The committee will then defer consideration of the proposal until such time as the student's thesis advisor recommends convening a second prospectus meeting. Once consensus about the project is reached, the student will summarize the feedback from the committee and any changes to the proposal that were agreed upon by the committee. This information will be sent to the committee (typically via email) within 2 weeks for approval before the project begins. Any substantial changes to the project (e.g., meaningful change in research question or model, change in sample size) requires notification to and approval by the committee before any changes are made. A student cannot "fail" a prospectus. Inadequate preparation, however, can extend the process. See the [Recommended Temporal Guidelines for Clinical Psychology PhD Students](#) for the thesis prospectus timing recommendations

All research studies with humans or live animals must be approved by the appropriate research compliance committees prior to study onset. Studies with human subjects must be approved by the ISU [Human Subjects Committee](#) (HSC), including those with exempt status. Studies with animal subjects must be approved by the ISU [Institutional Animal Care and Use Committee](#) (IACUC). Both committees require all students and faculty to complete an online research ethics training program called [Collaborative Institutional Training Initiative](#) (CITI). Students should check with their advisors and the ISU Research Outreach and Compliance Office to determine which modules to complete.

All students must successfully propose the thesis prior to beginning the Clinical Qualifying Exam.

Thesis Defense

Upon completion of the project, the student, in consultation with the thesis chair, prepares the thesis for final defense before the committee. The document needs to conform to standards established by the Graduate School. Students should review the ISU Graduate School's [thesis and dissertation submission process](#). Generally, the basic text of the thesis includes four sections: the introduction, method, results, and discussion. The final form of the document, however, is left to the discretion of the thesis chair, with the approval of the thesis committee. The final manuscript may

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assume various forms, including a comprehensive scholarly document or a manuscript ready for submission to a journal. If a manuscript format is chosen, a comprehensive literature review will be included in the appendix. The thesis may not be distributed to committee members until the thesis chair has approved the document. The thesis may not be distributed to committee members until the thesis chair has approved the document.

The Graduate School must be formally notified by the thesis chair of the defense meeting's date, time, and location by completing the [Schedule of Final Oral Defense Form](#) and thereafter notifying the student's program director. Committee members must be allowed a minimum of two weeks to review the document prior to the meeting. Further, the Graduate School requires that all oral examinations "...must be completed at least two weeks before the end of the semester in which the student plans to graduate." Please see the [Graduate School](#) requirements for oral examination completion timeline in the semester of planned graduation. For students in the Psychological Sciences **Programs**, the defense should occur no later than January of their third year.

Each student is required to complete a 20–25 minute public presentation (usually accompanied by digital slides) to the academic community of Idaho State University and regional professionals. This oral defense of the thesis includes a presentation of the project, focusing on the findings and implications. The ability to offer scholarly presentations to students and professionals is an important skill for a master's level psychologist. This public presentation offers another opportunity for students to share their findings on their thesis projects. The presentation is not evaluated separately from the student's thesis defense. Rather, it is an integral part of the thesis defense, attended by all members of the thesis committee. Prior to the thesis defense meeting, the committee should indicate major concerns about the project that could risk the student not passing the defense to the thesis chair. This will allow the chair and student to carefully consider these concerns prior to the defense, though attempts to address them during the defense will not guarantee that the student will pass. Each student works with their thesis chair to schedule the defense for at least a 2-hour time block. The thesis chair provides notice to the department of the title, date, time, and location of the presentation. The presentation will be followed by approximately 5 minutes of questions/answers with the general audience.

It is possible to fail an oral defense (e.g., if the student cannot convey an understanding of literature in reference to their project, cannot explain the methods sufficiently, and/or cannot answer questions regarding their project sufficiently). If this happens, the oral defense must be repeated in the subsequent academic semester unless otherwise approved by the thesis committee and Graduate School. A second failure of an oral defense is considered grounds for academic dismissal from the program. The Graduate School does not currently allow a third re-examination of an oral defense for either the thesis or the dissertation.

Immediately after the public presentation and any related questions from the general audience, the student will answer questions from members of the committee in a private meeting. The adequacy of the oral defense is evaluated by the three committee members, each of whom will decide if the thesis is satisfactory or unsatisfactory. A majority vote in support of the student's thesis is required for approval, and each faculty member will submit their vote to the Graduate School via its formal oral examination form.

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It is possible to fail an oral defense. If this happens, the oral exam must be repeated in the subsequent academic semester. A second failure of an oral defense may be considered grounds for academic dismissal from the program. The Graduate School does not currently allow a third re-examination of an oral defense for either the thesis or the dissertation.

When the defense is successful, committee members will sign the signature page drafted by the student, as required by the Graduate School, by submission to the Departments Administrative Assistant to format into DocuSign and provide electronically to the committee for signatures.

Generally, committee members make specific recommendations for altering the final manuscript. Following the thesis defense, the committee will determine which committee members will be responsible for finalizing the approval of the changes requested by the committee to the document. This could be only the committee chair, but could also include other committee members depending on the extent of the requested revisions. The student will summarize the changes to the document that were agreed upon by the committee and send this information to the entire committee (typically via email) for approval. The student will work with their advisor to make the requested changes and submit the updated document to the determined committee member(s) for approval prior to submitting the final document to the Graduate School. The final document should be submitted to the Graduate School within 2 weeks of the defense.

It is expected that students will work with their thesis chair (and eventually, dissertation chair) to submit successful research for publication in scientific journals. Authorship credit for submitted thesis/dissertation research must adhere to [APA Ethical Standards](#) (STD #8.12). Specific written agreements may need to be established between the research chair and student regarding mutual responsibilities and individual rights to the products of completed research, subject to approval of the Department of Psychology and ISU Vice President for Research and compliance with current legal standards. Retention of raw data and appropriate security provisions for storage of raw data need to comply with ISU Human Subjects Committee requirements and APA standards for retention of raw data published in scientific journals. Since standards typically vary from 5 to 7 years post publication, students should consult with their advisor and the department chair as to the best mechanism to gain compliance with data retention requirements. The relevant APA Ethics Code Standard (STD #8.14) is silent as to the specific number of years one should retain data, although it is clear that one has an obligation to do so.

Graduate School Requirements for Degree Completion

It is the student's obligation to adhere to all policies and procedures defined by the Graduate School to be granted the MS and PhD degrees. For students admitted to the PhD program, the MS degree is a required step toward the doctoral degree. As such, students admitted to the doctoral program without an MS/MA degree in Psychology will need to [apply](#) for admission to the MS program and pay any associated fees. The application process is a formality, since all students have been admitted to the doctoral program, but is a required step along the path toward the doctoral degree. See the instructions for "Graduation" (i.e., application, fees, deadlines, etc.) available at <https://www.isu.edu/graduate/student-success/student-resources/>.

To summarize, the following timeline is important to students finishing the MS degree. Students must contact the DPST during these times.

Draft of Program of Study to DPST	Beginning of first semester
Apply for MS degree through CollegeNet	First semester
Students and advisor select thesis committee and notify DPST.	At least 2 weeks prior to the prospectus meeting.
Student or advisor provides the DPST with the oral defense information and the advisor completes the online form to inform the Graduate School.	At least 2 weeks prior to the thesis defense.
Send advisor-approved document to committee.	At least 2 weeks prior to the thesis defense.
Work with Administrative Assistant to reserve a room for the defense. Advisor sends an email to the department faculty and students to announce the public colloquium.	At least 2 weeks prior to the dissertation defense.
Notify DPST about the outcome of defense	Within 48 hours after the defense.

Doctoral Degree Requirements (effective starting 2017-18 academic year)

All doctoral students must complete a Master's degree in Psychological Sciences, or a Master's degree in a related field that was approved by the PSTC. In addition, students must complete required courses, a dissertation, and a public colloquium. All requirements are described in the Graduate Catalog. Each component of the doctoral degree is outlined or discussed below. A Program of Study for the PhD (available through DegreeWorks) must be approved by the academic advisor, the Director of Psychological Sciences (DPST), and the Department Chairperson during the semester immediately prior to the student's dissertation defense. The Graduate School will ensure all coursework and requirements are complete before graduation. A draft of the Program of Study should be submitted following completion of the comprehensive exam. This draft should be used as a guide for the student and faculty to evaluate the student's progress and could be changed if necessary. Students are typically expected to be enrolled full-time, which is a minimum of 9 credits. However, students may choose, in consultation with their advisor and the DPST, to take fewer than 9 credits when they have finished their required courses and would like to focus on their dissertation and/or other research. Students should keep in mind that some funded positions typically require full-time enrollment, including graduate assistantships (GTA or GRA positions) and Career Path Internship (CPI) positions.

1. Required Courses (13 credits)

PSYC 6637 Multivariate Statistics and Research Design

PSYC 5583 and/or PSYC 6641 Special Problems (minimum of 10 credits – this is

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in addition to any credits used as electives for the MS degree)

2. Research

PSYC 8850 Dissertation (minimum of 12 credits)

3. Electives (minimum of 18 credits)

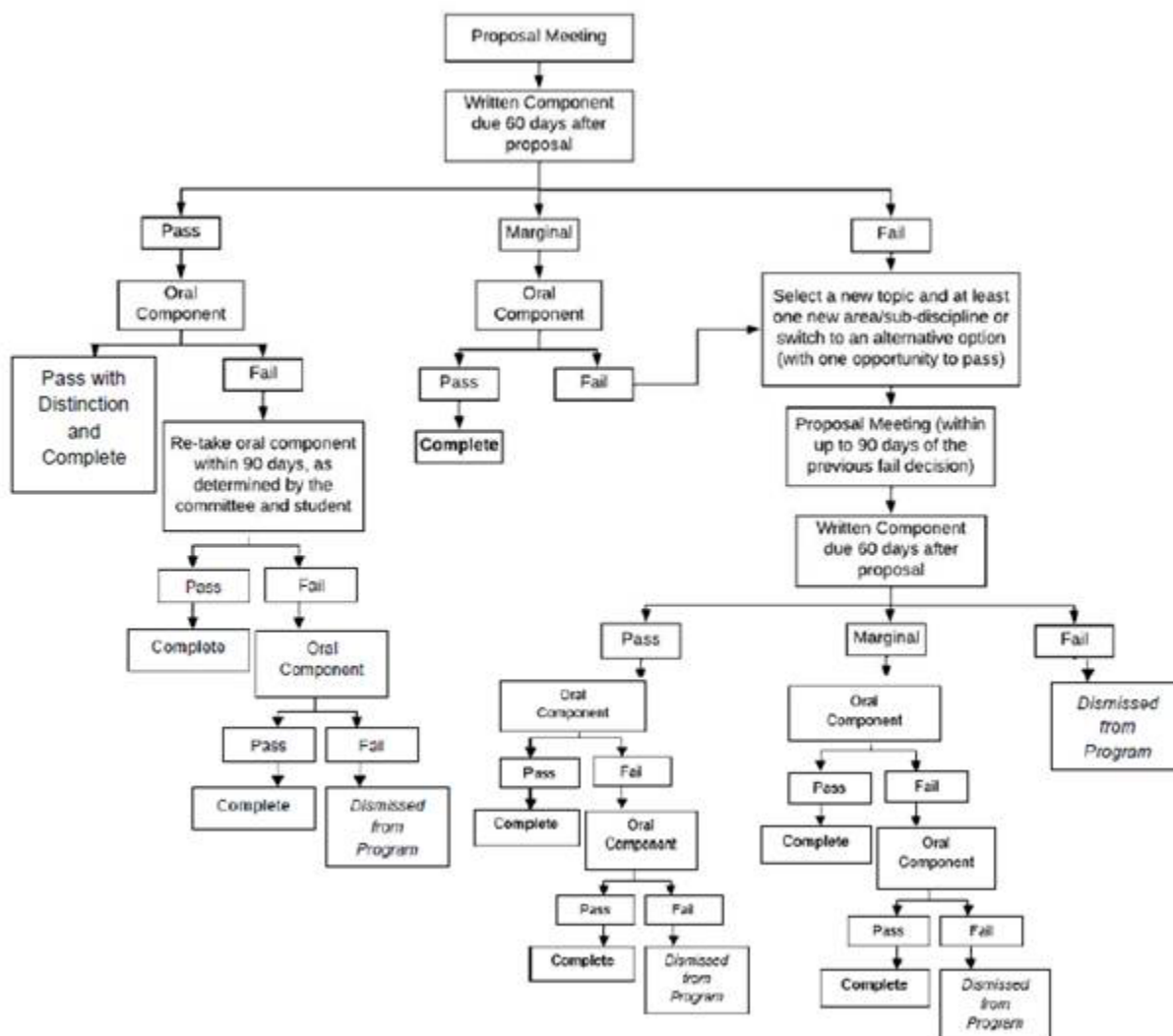
Students must complete 18 credits of elective classes. Up to nine credits of these electives may be taken outside the Psychology Department. Electives should be approved by the student's faculty advisor. The 12 elective credits earned for the Master of Science degree will satisfy course requirements for the Doctor of Philosophy, subject to approval of the Department Chair, and therefore an additional 6 credits of electives are needed for the PhD degree.

Minimum Total Credits = 67 (including the 36 credits required for the MS degree)

The Qualifying Exam

Successful performance on a comprehensive examination of psychology is required by the Graduate School for admission to candidacy for the doctoral degree. The term "preliminary exam," "comprehensive exam," or "qualifying exam" is often used to denote this purpose of the test. Qualifying exams are generally constructed to evaluate mastery of the methodology and core content areas of basic graduate-level psychology.

However, Psychological Sciences programs around the nation have entertained a broad variety of Qualifying Exams beyond knowledge tests of specific content domains. The Qualifying Exam is constructed to evaluate the student's ability to integrate theory, methodology, and empirical knowledge and to communicate that integration in written and oral modalities. Two qualitatively different content domains are acceptable: areas foundational to the field or an individualized research/scholarly domain. Students who demonstrate adequate integrative and communication skills pass the Qualifying Exam and are admitted to doctoral candidacy status, which is necessary to propose a doctoral dissertation. See flowchart below.



Doctoral students are encouraged to complete the Qualifying Exam within one year after the following conditions have been met:

1. Good standing with the Psychological Sciences Training Committee (PSTC)
2. Completion of the Master's Thesis
3. Completion of relevant coursework for the MS degree (all required courses for the Master's degree and the MS Course Review Form (if applicable)).

Please note: The qualifying exam is a substantial amount of work. Students are advised to complete the qualifying exam at a time when they have no courses (i.e., summer) or a lower course load.

The Qualifying Exam Committee

Committees consist of two full-time faculty members of the Psychology Department and a Graduate Faculty Representative (GFR). Students select the two departmental members of their exam committee, based on expertise and mutual interest. These faculty members must be full time, but can be from either degree program. Students may select members of their thesis committee to serve on their Qualifying Exam

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committee, but it is not a requirement to do so. Similarly, the student, in consultation with faculty members, may identify a GFR to serve on the Qualifying Exam committee, or may opt to request that the chair of the committee do so.

Evaluation of the Qualifying Exam

The student's written product will be evaluated independently by the two departmental faculty members of the exam committee. Each faculty member must arrive at a Pass, Marginal, or Fail decision for that written product. The two faculty members then meet and discuss their individual evaluations, arriving at a consensus Pass, Marginal, or Fail for the written product as a whole. If the decision is Pass or Marginal, the student is advanced to the oral component of the exam. If the decision is Fail, the student is deferred to the next exam cycle as discussed below (see flowchart above of this process). The student's written product and faculty evaluation of that writing are forwarded to the GFR who will participate in the oral component of the Qualifying Exam. During the oral component the entire committee will evaluate the student's ability to engage in a coherent discussion of the theories, empirical findings, methodology, and implications of their own writing. The whole committee votes by ballot to Pass or Fail the student's oral exam performance. A majority of the committee must pass the student to successfully complete the Qualifying Exam. A student essentially gets two attempts to pass their written exam and three attempts to pass their oral exam. The flowchart summarizes these possible scenarios:

Students receiving a Pass for the written component and for the oral component on the first attempt will receive a Pass with Distinction. Students receiving a Pass for the written, but a Fail for the oral exam, are allowed to retake their oral exam within 90 days up to two additional times without having to retake the written exam.

Students earning a Marginal evaluation of the written component and a Fail on the oral exam, however, must retake both the written and oral components of the exam. If the written exam earns a Pass or Marginal on this second attempt, the student will advance to the oral exam. If they again Fail, they will have one more attempt at the oral exam.

Finally, if the student fails the written exam on the first attempt, they must complete a new written exam. If they receive a Pass or Marginal, they then advance to the oral exam. If they fail the oral exam, they have one more attempt to successfully pass.

The chair of the committee should notify the DPST when the student's written and oral qualifying exam is complete, and the DPST will update the student file. The DPST will inform the Graduate School when a student has passed the exam.

The Integrative Exam

Students work with their Integrative Exam committee chair and second departmental committee member to propose the writing project. A prospectus meeting must be convened, which includes the two departmental faculty members and may

ISU Masters and Doctoral Program in Psychological Sciences Program Handbook include the GFR. Prior to the prospectus meeting, students should consult with their advisor and faculty as needed. Per the [Qualifying/Comprehensive Exam](#) procedures, the Integrative Exam has two parts: The Integrative Paper and an oral exam.

The paper proposal consists of two parts: a list of references and a plan for the paper (e.g., the initial questions to be addressed, the research domains to integrate, the initial paper outline, etc.). The student collaborates with their committee chair and other committee members to construct the list of references. After circulating the list of references to the committee and discussing ideas with committee members, a formal 1-hour prospectus meeting will be scheduled in which the student will present the basic subject matter to be addressed in the Integrative Paper. During that meeting the committee may modify and clarify the questions, areas to integrate, and paper outline proposed by the student. In addition, the committee will approve the initial reference list that will guide the student's writing of the paper. This reading list represents a foundational reference list the student should use while writing the paper, although it is expected that other readings relevant to the topic may emerge and be cited in the final paper. At the prospectus meeting, the committee must arrive at a consensus regarding the initial reference list and the plan for the paper. More than one prospectus meeting may be convened to achieve this goal.

The Integrative Paper should be approximately 30 pages in length (this does not include title page, references, and/or appendices). The subject matter addressed should represent a meaningful integration of at least three different disciplines (e.g., cognitive, social, physiological, learning, neuroscience), sub-disciplines, or focus areas within the field of psychology. Sub-disciplines are more specific areas within the discipline; for example, within the discipline of learning, a sub-discipline might include behavioral economics; for cognition, a subdiscipline might include metacognition. Focus areas might include more specific areas within a subdiscipline, for example, processes, constructs, specific methods, or analytical considerations that are used within that subdiscipline. Psychopathology and teaching/pedagogy (andragogy) are also considered to be meaningful domains for integration. There is no predetermined list of areas that must be incorporated. Students should consult with their advisors on their areas of integration, as student experiences and training are individualized, and the advisor should ensure each student's training across breadth and depth in psychology. Additionally, description of a research method(s) for addressing a question proposed in the written document should be included in the written document or discussed during the oral exam. A plan for this research method(s) component should be determined with the committee at the proposal. If during writing the student wants to change this plan, they must receive approval from the committee before they can submit a final document. The document should be written in APA style as though it were a journal article submission.

The actual writing of the Integrative Paper is performed solely by the student without collaboration or consultation with faculty or other students. Of course, this does not preclude discussions between the student and their committee chair or other faculty on paper content/topics that occur during the course of routine coursework or research. What is prohibited is any editing or review of the student's actual writing by any faculty member, student colleague, or anyone else. Such unethical behavior may be considered grounds for dismissal from the program. Mid-course corrections might be needed subsequent to the prospectus meeting, based on the student's discoveries

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while reviewing the reference list and complying with the paper plan. Students may discover that upon reading the full articles on the initial reading list, some are not appropriate for the scope of the integrative paper. In this case, students should consult with their advisor about replacing these articles with more appropriate ones. If 25% or more of articles are changed (deleted and/or added), the committee should be informed of the changes and approval should be obtained. If the student infers such a correction is needed (e.g., the recommendation to insert an unplanned area into the outline), the student should request the committee to consider such major shifts in the paper plan. The chair may (but is not required to) ask the student to formally re-convene the committee to consider the substantive change(s) to the original plan, or simply instruct the student to consult with the other members of the committee to gain consensus for the change. Students are allowed up to 60 days to complete the paper following the prospectus meeting.

The oral exam is scheduled for up to 2 hours. Students can prepare a brief presentation and/or bring notes or any other materials they feel would be helpful in answering questions to the oral exam session.

Alternative to the Integrative Exam

If the graduate student would like to do something other than the Integrative Exam to fulfill the Comprehensive Exam, they must discuss this possibility with their advisor. If their advisor approves this alternative idea, they can then complete the [Comprehensive Exam Integrative Paper Alternative Petition](#). Once the form is complete with signatures it will be forwarded to PSTC. The student may move forward (e.g., prospectus meeting) with an alternative to the integrative paper only after approval by PSTC.

Exam Cycles and Timeline

Integrative Exam or PSTC-approved alternative: Students begin the process immediately after they meet the MS degree requirements. Students have up to 60 days to complete the paper after the prospectus meeting with the committee and approval of the initial reading list and outline. If changes need to be made and approved by the committee based on the prospectus meeting, then the 60-day work period will begin after the final approval.

The Dissertation

It is strongly recommended that the proposal meeting occur before data collection begins. However, data collection can begin before the proposal meeting with the approval of the advisor. If the advisor approves of starting data collection before the proposal meeting, no more than one-third (1/3) of the data can be collected before the proposal meeting. The dissertation committee has the option to not allow data collected prior to the proposal meeting to be used in the dissertation if changes to the protocol are needed.

If the student does not collect original data, they must complete the Research Competency Evaluation for Secondary Data Analysis Dissertation Projects form (available on Moodle). The purpose of this form is to ensure that students have acquired the appropriate competencies of a Psychological Sciences PhD degree. The form should be submitted to the DPST and will be discussed by the PSTC. If approved,

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the student may then form a dissertation committee and design a project with secondary data analysis. If not approved, the student must work to acquire the missing competencies or design a dissertation that used primary, original data.

The Dissertation Format

The process of completing the dissertation is similar to that of the master's thesis. The student, in consultation with their dissertation director, prepares a prospectus for the dissertation committee. Once the dissertation director has approved the prospectus, the document is distributed to committee members and the prospectus meeting is scheduled. The prospectus document should assume the form of the thesis prospectus, i.e., an introduction, hypotheses, and a method section. Like the thesis, the dissertation can only pass if the majority of the committee (i.e., at least three of the five members) deem that the proposed research question and methodology have the potential to contribute new, substantive knowledge to the field of psychology. The prospectus meeting is both an educational and an evaluative process. If necessary, the committee may meet more than once in order to gain the consensus needed for the student to initiate the research. Like the master's thesis, Human Subjects Committee approval must be obtained prior to project initiation.

The Prospectus

For doctoral students only, students are admitted to candidacy for the doctoral degree upon satisfactory completion of the MS degree and the Qualifying Examination. These two accomplishments allow the student to propose a dissertation. Each student in the Clinical PhD and Psychological Sciences programs will need to construct a dissertation committee. The committee consists of five members, three of whom must be full-time faculty members of the Psychology Department. At least one committee member should be from the student's degree program (i.e., Psychological Sciences, Clinical PhD). The fourth and fifth members of the dissertation committee include the GFR, who is chosen by the student and faculty advisor or appointed by the Graduate School, and any other member of the Graduate Faculty from any department of relevance (including a fourth psychologist).

The process of completing the dissertation is similar to that of the master's thesis. The main difference between a thesis and dissertation project is the level of autonomy and independence at which the student works across the research process. The typical dissertation will involve original empirical research that has the potential to make a significant contribution to the field (as judged by the majority of the dissertation committee). However, a dissertation project may consist of other formats, including original analyses of archival data/information, big data, publicly-available data sets, or ongoing longitudinal studies; original coding and analyses of existing information (quantitative or qualitative); and meta-analyses.

In the Psychological Sciences Program, if a dissertation project other than original empirical research is undertaken, then the student will be required to demonstrate specific competencies (see Psychological Sciences PhD Program section for more details). Prior to the dissertation proposal meeting, the student will submit the program-specific documentation to demonstrate competencies evaluated by the

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respective training committee. In order for the dissertation to be approved as complete, these competencies must be approved by the training committee.

The student, consulting with their dissertation committee chair, prepares a prospectus for the dissertation committee. The prospectus typically consists of three sections: 1) an introduction, justifying the research question and methodology and the significance of the proposed project, based on a thorough literature review; 2) hypotheses, reasonably inferred from the introduction; and 3) a method section, describing in operational terms the procedures, measurements, and analyses to be employed. Measures, consent forms, and other supporting documents should be included in the appendix, consistent with departmental and Graduate School policies. Once the dissertation committee chair has approved the prospectus, the document is distributed to committee members by the student at least 2 weeks prior to the prospectus meeting, and the prospectus meeting is scheduled.

The dissertation proposal meeting should be scheduled for 2 hours, although it may not take this long for the committee to arrive at a decision for the project. The prospectus meeting is both an educational and an evaluative process. If necessary, the committee may meet more than once in order to gain the majority vote needed for the student to initiate the research. Once this is reached, the student must submit a list of major changes to the project to the committee. Like the Master's thesis, approval from the appropriate research compliance committee must be obtained prior to project initiation. It is strongly recommended that the proposal meeting occur before data collection begins. However, data collection can begin before the proposal meeting with the approval of the dissertation chair. See program-specific guidelines for data collection procedure prior to proposal. The dissertation committee has the option to not allow data collected prior to the proposal meeting to be used in the dissertation if changes to the protocol are needed.

All research studies with humans or live animals must be approved by the appropriate research compliance committees prior to study onset. Studies with human subjects must be approved by the ISU [Human Subjects Committee](#) (HSC), including those with exempt status. Studies with animal subjects must be approved by the ISU [Institutional Animal Care and Use Committee](#) (IACUC). Both committees require all students and faculty to complete an online research ethics training program called [Collaborative Institutional Training Initiative](#) (CITI). Students should check with their advisors on which modules to complete.

During the course of collecting dissertation data, it is possible that the student and their dissertation committee chair may determine the need to make substantial changes in methodology. Such changes require committee approval, and may require HSC or IACUC approval. The need for a formal meeting of the committee is left to the discretion of the dissertation committee chair. Informal discussion with all committee members may be sufficient, but documented approval must be obtained.

Making Changes to the Dissertation after Prospectus

During the course of collecting dissertation data, it is possible that the student and their dissertation director determine the need to make substantial changes in methodology. Such changes require committee approval, and sometimes, Human Subject Committee approval. The need for a formal meeting of the committee is left to the discretion of the dissertation chair. Informal discussion with all committee

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members may be sufficient. Upon completion of the data collection phase, the student, in consultation with their dissertation chair, prepares the final document as per Graduate School guidelines. The dissertation is distributed to committee members only after the dissertation director has approved the document. Committee members are allowed 2 weeks to review the dissertation before the scheduled final oral exam. The dissertation chair must formally notify the Graduate School of the meeting date, time, and location via its formal oral examination form.

The Dissertation Colloquium

Each doctoral student is required to present a public colloquium to the academic community of Idaho State University and regional professionals. The ability to offer scholarly presentations to students and professionals is a component skill of the doctoral psychologist. The colloquium represents the culmination of many earlier opportunities to present psychological findings to one's colleagues, embedded throughout the clinical training program at Idaho State: coursework, Diversity Case Conferences, practicum team meetings, research team meetings, and professional paper/poster presentations at scholarly conferences across the nation. Further, the dissertation colloquium models dissertation topics, methodology, data analyses, conclusions, and the presentation process itself for junior colleagues. The colloquium is not evaluated separately from the student's dissertation defense. Rather, it is an integral part of the dissertation defense, attended by all members of the dissertation committee and immediately precedes the formal dissertation defense.

The Defense

Upon completion of the data collection phase, the student, in consultation with their dissertation chair, prepares the final document as per [Graduate School guidelines](#). The final manuscript may take the form of a traditional comprehensive scholarly document or a manuscript(s) ready for submission to a journal with a comprehensive literature review in the appendix. The dissertation is distributed to committee members only after the dissertation chair has approved the document. Committee members are allowed 2 weeks to review the dissertation before the scheduled final oral exam. The Graduate School must be formally notified of the meeting date, time, and location using the online Oral Defense Examination Notification form, which will be completed by the dissertation chair.

Each student works with their dissertation chair to schedule the dissertation defense for at least a 2-hour time block. Under no circumstances will the dissertation defense be scheduled until the dissertation chair approves the dissertation document (which by then includes the results and discussion sections) as sufficiently ready to commit the committee to a specific date/time for the defense.

The Graduate School must be formally notified of the meeting date, time, and location. The advisor (committee chair) must submit the [request to schedule oral defense form](#) and notify the student's respective Program Director. Further, the Graduate School requires that all oral examinations "...must be completed at least two weeks before the end of the semester in which the student plans to graduate." Please see the Graduate School requirements for oral examination completion timeline in the semester of planned graduation.

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Prior to the dissertation defense meeting, the committee should indicate major concerns about the project that could risk the student not passing the defense to the dissertation chair. This will allow the chair and student to carefully consider these concerns prior to the defense, though attempts to address them during the defense will not guarantee that the student will pass. The first step in the oral defense of the dissertation is a public presentation of the study (usually accompanied by digital slides). The presentation is not evaluated separately from the student's dissertation defense. Rather, it is an integral part of the dissertation defense, attended by all members of the dissertation committee and immediately precedes the formal dissertation defense.

The first 30-minutes of that period are dedicated to the public colloquium, open to all. The dissertation chair provides notice to the academic community of the title, date, time, and location of the dissertation defense. The student is charged to create a 20-30-minute presentation (usually accompanied by digital slides), allowing up to 10-minutes for questions/answers with the general audience. Following the public portion of the defense, any general audience is dismissed.

Thereafter, the dissertation committee reviews and discusses the research questions, methods, findings, and conclusions with the student. Specific changes in the manuscript may be required by committee members. Generally, such changes will not require an additional meeting. Required modifications are monitored by the dissertation committee chair. Each committee member evaluates the oral defense and written document as pass or fail. A majority judgment of pass (3 of 5) is required to pass the oral defense. When the defense is successful, committee members will sign the signature page drafted by the student, as required by the Graduate School. If notable changes are required of the dissertation document, one of the committee members or chair may elect to temporarily postpone signature to ensure that these changes are implemented prior to submission of the final version of the document to the Graduate School. Failure to pass the oral exam necessitates rescheduling the exam in the subsequent semester unless otherwise approved by the dissertation committee and Graduate School. For students failing the oral exam, the Graduate School allows one re-examination. This re-examination is to take place during the subsequent three semesters unless otherwise approved by the Graduate School. A second failure of the oral defense may be considered grounds for dismissal from the doctoral program.

Important Timelines

The requirements for degree completion are similar to information stated for the MS degree. The following timelines are important to students finishing with the PhD degree. Students must contact the DPST during these times.

Students and advisor select dissertation committee and notify DPST.	At least 2 weeks prior to the prospectus meeting.
Submission of Final Program of Study, with signatures, to DPST. DPST checks and submits plan to Graduate School.	During semester prior to the dissertation defense.
Student or advisor provides the DPST with the oral defense information and the advisor	At least 2 weeks prior to the dissertation defense.

completes the online form to inform the Graduate School.	
Work with Administrative Assistant to reserve a room for the defense. Advisor sends an email to announce the public colloquium.	At least 2 weeks prior to the dissertation defense.
Send advisor-approved document to committee.	At least 2 weeks prior to the dissertation defense.
Defend dissertation	At least 2 weeks prior to graduation and within 5 years of advancing to doctoral candidacy.
Notify DPST about the outcome of defense	Within 48 hours after the defense.

Professional Training

Throughout doctoral training, the faculty will make every effort to arrange experiences that promote the growth of attitudes and skills related to being a doctoral level researcher. Departmental colloquia and Lunch & Learn presentations allow the PSTC and graduate students to share their research expertise with one another. Additionally, faculty and students also benefit from listening to one another, as well as guest speakers, about their ongoing research.

Lunch & Learn Meetings

Lunch & Learn meetings allow faculty and students in the Psychological Sciences programs to present their research or listen to the presentation of an external speaker. Occasionally, the PSTC will use this time to meet with students to discuss issues pertaining to the program or student development. Attendance by students in both programs at “Lunch & Learns” scheduled by the PSTC is required and considered an important component of professional education.

Departmental Colloquium

The Psychology Department schedules presentations by researchers and students throughout the year. Colloquia are open to all members of the academic community. Colloquia are coordinated with other activities so that students and faculty are more likely to attend. Historically, colloquia are mostly research presentations provided by faculty, guest speakers, applicants for open academic positions, and by students presenting thesis and dissertation colloquia.

Standard of Conduct

All students must adhere to the [Ethical Principles of Psychologists and Code of Conduct](#) published by the APA.

All students are explicitly reminded of the ethical issues surrounding plagiarism and other forms of academic dishonesty in coursework and research. APA Ethical Standard #8.11 indicates that psychologists do not “...present substantial portions or elements of another’s work or data as their own, even if the other work or data source is cited occasionally.” Essentially, in all written material, students must be sure to

ISU Masters and Doctoral Program in Psychological Sciences Program Handbook reference all sources of information and all quoted material as indicated by the APA Publication Manual. Students take every reasonable step to minimize the risk that a reader might mistakenly conclude that someone else's work or ideas are the student's. Please note the section on "Academic Dishonesty" in the [Graduate Catalog](#) and the range of quite severe consequences for violations, including program dismissal.

Developing an attitude consistent with ethical responsibilities is an important quality of a research psychologist. If a doctoral student displays behavior that is inconsistent with ethical guidelines, every effort will be made to resolve the problem through education. Persistent disregard of ethical standards despite educational efforts will lead to dismissal from the program. See the Grievance Committee section of the Departmental Graduate Studies Manual and the Appeal of Dismissal from a Graduate Program section in the Graduate Catalog for more detail.

Multiple relationships between faculty/students or teaching assistants/students (and so on) should be avoided. Examples of such dual relationships include, but are not limited to, romantic/sexual involvements, joint financial activities, or family relationships. The adverse consequences of such dual relationships extend not only to the individuals involved, but to others in the training program and the program itself. See APA Ethical Standards #3.05, Multiple Relationships, and #3.08, Exploitive Relationships. Should a dual relationship arise, it is important that the dual relationship become known to the PSTC so that ethical steps to mitigate harm can be taken. Such steps may include, but are not limited to, removing the instructional, supervisory, or evaluative roles of one individual in the relationship relative to the other for as long as either member participates in the program.

Graduate school is a very difficult and demanding period of life. It is not surprising that personal problems arise from time to time. Seeking help is actually an ethical requirement if personal problems interfere with a student's ability to fulfill academic and work responsibilities. See APA Ethical Standard #2.06, Personal Problems and Conflicts. Seeking therapy when needed, therefore, would reflect positively on a student. There are many appropriate community options. Engaging in therapy with a clinical faculty member or fellow student, however, is strictly prohibited (as a result of the inherent dual relationship). We do share a collective responsibility to take action if a student or faculty member's personal problems appear to be harmful to other members of the department. The appropriate first step would be to bring the concern to the attention of the student colleague. If there is sufficient evidence that a student might be suffering from a psychosocial or physical disorder, the PSTC may recommend a leave of absence until the putative problem is evaluated and/or remediated; continued impairment despite reasonable remediation efforts and accommodations may be grounds for dismissal from the program.

Financial Support

It is the goal of the Psychology Department to offer some level of financial support to every doctoral student. Graduate Teaching Assistantships (GTA), Career Path Internships (CPI) or a contracted research assistantship may be committed to Psychological Sciences students (MS and PhD) during the academic year. Each position typically requires approximately 15-20 hours of work per week. GTAs perform many duties, often for more than one faculty instructor. Duties include, but are not limited to,

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grading exams, giving presentations, holding office hours, directing review sessions, proctoring tests, preparing and grading lab assignments and problem sets, and compiling class data. Experienced GTAs may assume course instructor roles for lower division psychology courses, based upon departmental need and readiness. GTAs earn a stipend, tuition. CPI students earn an hourly wage. CPI students participate in activities intended to provide them with training and experience related to their future career. Activities usually involve assisting departmental faculty on research projects but may include other responsibilities deemed appropriate by the CPI advisors. Contracted research assistants or research assistants funded by specific research projects will work on activities related to those projects. Some research assistantships pay for tuition. Performances in GTA, research assistantships, and CPI positions are formally evaluated semi-annually by the relevant supervisor(s).

The Psychological Sciences (MS and PhD) and Clinical programs are members of the Western Regional Graduate Program (WRGP). Residents of Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, and Wyoming are eligible to enroll in the Psychological Sciences program outside of their home state at resident tuition rates.

To date, the Psychological Sciences programs has been able to fund the majority of students who have requested funding at some level. Financial awards are announced by the end of the Spring semester, when possible.

It is very important to note that funding for one year does not guarantee funding during subsequent years. It is possible that a previously funded student will not be offered financial assistance by the department, or may be assigned to a less preferred funding source. Funding is typically assigned on an annual basis and is competitive. Performance variables considered for funding include, but are not limited to, course work, research productivity, performance ratings, participation in professional activities sponsored by the program, and adherence with the recommended temporal guidelines of the program. Students who are not in good standing with the PSTC (e.g., not making satisfactory progress or on academic probation) are a lower funding priority than students in good standing. The Psychology Department may admit unfunded students if there is an insufficient number of funded positions in a given year. The Office of Financial Aid requires a student to be at least “part-time” for purposes of loan deferment and eligibility; to be so recognized, the student must register for at least 5 credits per semester.

If a student requests funding from the department, assignments made by the department to GTA, research assistant, or CPI positions are not open to negotiation. The PSTC is not obligated to disclose reasons for these assignments as these decisions often involve matters related to performance, needs, and unique circumstances of students. The Department and PSTC work diligently to secure different assistantships and funding positions. The Department has accepted the responsibility to fill every position with a graduate student if at all possible, and to fund every student if at all possible. The Department will do everything possible to match students with preferred positions. It is very important, therefore, that students fully communicate their interests/needs regarding the funding options. Students are encouraged to talk with their advisors and the DPST if they have a strong preference for a certain position. Once decisions are made, the DPST, Department Chair, and the student’s advisor are always available to discuss the rationale for that student’s funding

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assignments made by the department. Nevertheless, the ultimate authority for making funding assignments rests with the faculty.

Funded students are not expected to seek or accept additional employment during the academic year. The PSTC, of course, cannot dictate to anyone what they do beyond the structure of the doctoral program. The PSTC asks, however, that any funded student who chooses professional employment outside the program inform the PSTC and sign the Employment Acknowledgement and Disclaimer Form at the start of each semester.

Summer Session

The PSTC does not offer any graduate classes in the summer. However, all students are encouraged to be active in their research and academic work during the summer.

Though most faculty are not on contract in the summer, it is possible to schedule various committee meetings during the summer (e.g., thesis or dissertation defense). The student is advised, however, to check with committee members well in advance of the summer session to insure attendance at a summer meeting. Contact the Graduate School to ensure timely completion of oral exams that insure an August graduation date. The last day to defend theses/dissertations for August graduation is usually the Friday of the third week in July.

The Graduation Ceremony

Idaho State University offers two graduation ceremonies each year, in May and December. Academic degrees, however, are conferred by the university three times each year, corresponding to the end of fall, spring, and summer semesters. Participation in the May or December ceremony is not required, but encouraged. A student is eligible to participate in the May ceremony if their degree (either the MS or the PhD) was previously conferred in August or December of the preceding year, or it will be conferred in May. For the degree to be conferred in May, a successful oral defense of the thesis/dissertation must be scheduled at least two-weeks prior to the end of the spring semester and all other degree requirements have been met. A student is eligible to participate in the December ceremony if their degree (either the MS or the PhD) was previously conferred in August or will be conferred in December.

Appendices

Appendix A. Recommended Temporal Guidelines for Degree Completion for Psychological Sciences MS and PhD Students

I. Temporal Guidelines for MS Degree

Time	Task
Year 1, Fall	Become familiar with the Program of Study for MS degree (DPST & advisor oversee) that is online through DegreeWorks. If entering with the MS/MA from elsewhere, determine which courses (with DPST) may transfer for MS degree
Year 1, Spring	Inform DPST regarding Thesis Committee members Proposal meeting for thesis project
Year 2, Fall	Check Program of Study and apply for graduation (MS degree) with Graduate School
Year 2, Spring	Submit MS oral defense information to DPST Schedule Masters thesis defense with Psychology Department Office Defend thesis project Complete all steps on Graduate School's "Graduation Checklist" & "Thesis Clearance" for MS

II. Temporal Guidelines for Continued Study for PhD (must be admitted to PhD program)

Year 3, May	Begin Qualifying Exam. Alternative form, if applicable, must be approved by PSTC. Submit committee to DPST
Year 3, Summer	Complete Qualifying Exam
Year 4, Fall	Familiarize yourself with doctoral requirements by regularly checking Degree Works for PhD online (DPST & advisor approve) Inform DPST regarding Dissertation Committee members Proposal meeting for dissertation project
Year 5, Fall	Check Program of Study (online) to be sure all coursework is complete Apply for graduation (PhD degree) with Graduate School
Year 5, Spring	Submit PhD oral defense information to DPST Schedule Doctoral Colloquium with Psychology Department Office; have advisor send departmental notice Defend dissertation project

Complete all steps on Graduate School's "Graduation Checklist" and "Dissertation Clearance" for Ph.D.

Prerequisites for PhD Program Tasks

1. Prerequisites to take the Qualifying Exam
 - a. In Good Standing (not on probation)
 - b. Four semesters of training at ISU (MS/MA + additional semesters at ISU)
 - c. Completion of MS degree or Completion of MS Course Review Form (for students entering the program with an MS/MA degree from another institution)
 - d. Completion of master's thesis
 - e. Select Qualifying Exam Option (Integrative Exam or Alternative, if Alternative this must be approved by PSTC)
2. Admission to Candidacy for the Doctoral Degree
 - a. MS Degree Conferred
 - b. Qualifying Exam Passed
3. Propose the Dissertation
 - a. Admission to Candidacy
4. Walk in May Graduation Ceremony
 - a. Defend dissertation prior to finals week in spring semester
 - b. All requirements of Program of Study completed
 - c. Apply for graduation with the Graduate School