

## Welcome Letter from the Chair

Welcome to the doctoral training program in psychology at the University of New Mexico! This handbook provides the requirements of the PhD. Program in Psychology at the University of New Mexico. The requirements set forth apply specifically to the students entering the program during the 2015/2016 academic year or later. Current versions of the department guidelines are available on the department web page at: <http://psych.unm.edu/graduate-studies/graduate-handbook.html>.

The Department of Psychology offers the degree of Doctor of Philosophy (Ph.D.) in Psychology. This reflects our commitment to provide all students with a solid and generalized background in psychology. Within this framework, students are admitted to a specific concentration; namely, Cognition, Brain, & Behavior; Clinical; Health; or Evolutionary/Developmental Psychology.

The Ph.D. in Psychology at the University of New Mexico enjoys a strong reputation nationally. The Clinical Psychology training program is accredited by the American Psychological Association (APA), and is now a member of the Academy of Psychological Clinical Science. The goals of the Ph.D. in Psychology are to facilitate the development of independent and productive researchers and scholars who have a depth of knowledge in their fields of specialization, a breadth of knowledge in the general field of psychology and its historical developments, and the highest ethical and professional standards.

Training in all areas shares a commitment to the development of research competence as well as technical/professional expertise. Clinical training, for example, is based on a clinical science model. The Ph.D. in Psychology is designed so that at the conclusion of the graduate program, each student will be prepared with a broad range of skills enabling him or her to enter careers including: (1) faculty positions at a university or college, including teaching at both undergraduate and graduate levels, and designing and conducting independent research in a specialty area; (2) research positions with government, industry, or public organizations; (3) positions involving consulting or the delivery of psychological services in contexts such as clinics, schools, agencies, communities, hospitals, and industrial and health care settings.

The Department of Psychology is committed to an affirmative action program that recruits and trains men and women from diverse ethnic and cultural backgrounds. We also are able and eager to accommodate the special training needs of students with disabilities.

In our admissions procedures we give special consideration to each applicant's undergraduate coursework preparation for our Ph.D. program. Nevertheless, if you have not had a strong background in any of the prominent areas in psychology, you should talk with your faculty mentor or with the relevant course instructor(s). With special advance arrangements, it is possible first to take background or remedial coursework in order to strengthen preparation for our graduate courses.

As a graduate student, you were carefully selected from a large group of excellent applicants. We only admit highly qualified students, and we intentionally choose individuals whose interests fit well with the types of training that we offer. We intend for you to receive your Ph.D. and to offer you whatever support we can toward the completion of your degree. We want your training years to be memorable, productive, and enjoyable - a time of exciting growth and discovery. Welcome!

Jane Ellen Smith, Ph.D.  
Professor and Chair  
Psychology Department



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## **Introduction**

Welcome to the doctoral training program in psychology at the University of New Mexico.

This Handbook serves as a guide to graduate studies in The Department of Psychology at the University of New Mexico. It is a supplement to the UNM Catalog (<http://catalog.unm.edu/catalogs/2015-2016/graduate-program.html>), which should also be consulted for additional details.

It is your responsibility to carefully read this handbook at the beginning of your graduate studies. Do not put yourself at a disadvantage by not taking the time to fully understand the rules and regulations described herein. Students are also expected to understand the policies and procedures of both Graduate Studies and the University of New Mexico.

It is important to ask the Graduate Program Coordinator any questions you may have as early as possible to avoid extra challenges.

The requirements set forth apply specifically to the students entering the program during the 2015/2016 academic year or later. Current versions of the department guidelines are available on the department web page at: <http://psych.unm.edu/graduate-studies/graduate-handbook.html>.

## **Degrees Awarded**

The Department of Psychology offers two degrees: Master of Science (M.S.) in psychology, and doctoral (Ph.D.) degree in psychology.

### **Master's Degree**

As part of the Ph.D. program, all students are expected to complete the requirements for a Master of Science degree. The Master of Science degree is awarded en route toward the Ph.D., it is not a stand-alone degree. Students are not admitted who intend to complete their training at the Master's level.

### **Doctoral Degree**

The doctorate is a degree representing broad scholarly attainments, a deep grasp of a field of study, and expertise in conceiving, conducting and reporting original and individual research. As such, its attainment is not merely a matter of meeting the general requirements described below. The minimum requirements should only be viewed as a formal context in which you are expected to grow to the professional stature denoted by the graduate program in psychology.

## **The Faculty Mentor**

All students are admitted under a Faculty Mentor. The Faculty Mentor plays a key role in fostering your progress as a developing researcher; he or she is responsible for assisting you with your plan of study and course work, for seeing that you progress toward degree requirements in a timely fashion, and, most importantly, for working closely with you in your graduate research. Students begin research with their Faculty Mentor during their first year.

If a graduate student's relationship with the Major Advisor is ended, either by the student, the advisor, or both, the student must obtain a new Faculty Mentor. The procedure and associated form can be obtained from the Graduate Program Coordinator.

## **Registration**

Students who are in good academic standing and who do not have any financial holds on their account will be able to register online through Lobo Web. You should make every effort to register on time. A late-registration

fee is assessed if you fail to register by the published deadlines. Generally, you must be registered no later than the end of the second week of a regular semester, or the end of the first week of a summer session, without the approval of the instructor(s) and the Dean of Arts & Sciences. Registration dates and Deadline dates may be found on the Office of the Registrar's webpage: <http://registrar.unm.edu>.

If you hold an assistantship appointment, you must be registered for a minimum of six (6) credit hours by the first day of the semester (excluding summers). Other forms of financial aid, such as student loans or scholarships, may have different enrollment requirements; please consult with the UNM Financial Aid Office or the scholarship coordinator for details. The Department of Psychology recommends that students register for a full load (9-12 credit hours) each semester. This may be done by adding hours of PSY 551 (Graduate Problems), PSY 599 (Master's Thesis), or PSY 699 (Dissertation), as appropriate.

### **Course of Studies**

Students should plan a course of studies in consultation with their Faculty Mentor or specific Area Head and in accordance with the requirements listed within these guidelines. Although there are clear recommendations and guidelines for taking certain courses, there is also flexibility in how students choose to meet departmental requirements and progress toward their degree. **It is ultimately the student's responsibility to fulfill these requirements in a timely and appropriate fashion.**

### **Core Curriculum Requirements**

Although the following courses apply to all students, if you are entering with prior coursework or expertise, you may already have fulfilled certain of these course requirements. In such cases, they may be waived. Consult your Faculty Mentor, the appropriate Area Head, and specific course instructors to determine if this is an appropriate course of action.

#### **First Year Required Core Courses (all students)**

##### **Fall Term of First Year**

- PSY 501                      Advanced Statistics (3 cr.)
- PSY 503L                    Advanced Statistics Lab (1 cr.)
- PSY 551                    Graduate Problems (3 cr.)

##### **Spring Term of First Year**

- PSY 502                    Design and Analysis of Experiments (3 cr.)
- PSY 504L                   Design and Analysis of Experiments Lab (1 cr.)
- PSY 505                    Research Seminar (2 cr.)
- PSY 551                    Graduate Problems (3 cr.)

#### **Second Year Required Core Course (all students)**

##### **Spring Term of Second Year**

- PSY 507                    Seminar Teaching Mentorship (2 cr.)

#### **Additional Core Course**

- PSY 511                    \*History and Systems of Psychology (3 cr.)

**\*Note: This course, which is typically offered every other year, is normally taken prior to a student's comprehensive exam (consult area requirements for exceptions).**

In our admissions procedures we give special consideration to each applicant's undergraduate coursework preparation for these core courses. Nevertheless, if you have not had a strong background in any of these areas, you should speak with your Faculty Mentor or course instructor(s). With special advance arrangement, it is possible first to take background or remedial coursework in order to strengthen preparation for these graduate courses.

All first year students are required to enroll in a two-hour research seminar (PSY 505) during the fall semester. The purpose of the seminar is to facilitate research involvement by introducing students to the various kinds of research activities in the department, and by giving them an opportunity to practice presenting and discussing research ideas. The seminar also is used to provide an introduction to the ethical conducting of research.

All first-year students are required to begin their involvement in research activities, normally in association with their Faculty Mentor. Students should enroll in 3 credit hours of PSY 551 Graduate Problems in the fall and spring semesters of their first year with their Faculty Mentor and participate on that faculty member's ongoing research team. Beginning with the fall term of their second year, students should register for PSY 599 Thesis hours with their mentor. Students must continue to register in PSY 599 until their thesis has been successfully defended.

### **Breadth Requirement**

To ensure a breadth of training all students are required to complete a 12 credit hour breadth requirement (generally four graduate courses). History and Systems (PSY 511) will satisfy 3 credits toward the breadth requirement. Students should speak to their Faculty Mentor or appropriate Area Head to discuss their selection of courses to satisfy the Breadth Requirement. The remaining courses can be taken within the department or in another department; however, they must be scholarly in nature and may not be within the student's specialty area\concentration.

**Note: Clinical students will satisfy the department's breadth requirement by taking their APA foundation courses.**

### **Areas of Specialty--Concentrations and Emphases**

To ensure competence within your specialty area, each student is required to complete certain courses within his or her concentration. Within each concentration, the Area Heads and their faculty have developed specific course requirements. These course requirements must be completed in addition to the core courses and the courses used to fulfill the breadth requirement.

#### **Concentrations:**

- Clinical Psychology
- Cognition, Brain and Behavior
- Developmental
- Evolutionary
- Health Psychology
- Quantitative Methodology

#### **Emphases:**

- Health Psychology
- Quantitative

### **Cognition, Brain and Behavior Concentration**

The Cognition, Brain and Behavior (CBB) concentration reflects a unique opportunity for training in experimental psychology. Immediate hands-on experience conducting and disseminating research, coupled with comprehensive course work, builds competent, confident students capable of developing a competitive research profile. Students enter under a faculty mentor and begin active research in the first year. In addition to required courses in Psychology, all CBB students are required to complete the following core courses in the CBB area:

PSY 540	Biological Bases of Behavior
PSY 541	Introduction to Functional Neuroimaging
PSY 561	Cognitive Processes I

All CBB students in the second year and beyond must participate in a literature discussion section once a year:

PSY 641	Seminar in Cognition, Brain and Behavior (2 credits)
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All CBB students are required to select additional elective courses from the CBB area to satisfy a total requirement (including core courses) of 15 credit hours. The choice of electives and substitution of any alternative elective courses must be approved by the CBB faculty.



**The Evolutionary/Developmental Area (Ev/Dev) has two concentrations, Evolutionary and Developmental.**

**Evolutionary Concentration Course Requirements**

Beyond the departmental core requirements all students specializing in Evolutionary Psychology will be required to complete five courses:

Required course:

- PSY 650 Evolutionary Psychology

Four electives on evolutionary analysis of behavior:

At least one course must be taken within the department. These include (but are not limited to) the following:

- PSY 650 Behavior Genetics
- PSY 650 Evolution and Cognition
- PSY 650 Evolutionary Social Psychology

At least two of these courses should be taken in the Department of Biology or the Department of Anthropology, including:

- BIOL 502 Special Topics in Evolutionary Biology
- ANTH 562 Human Life History
- ANTH 560 Advanced Topics in Human Evolutionary Ecology
- ANTH 561 Seminar: Human Reproductive Ecology and Biology

The choice of electives and substitution of any alternative elective courses must be approved by the student's faculty mentor and area head.

In addition to coursework in your concentration, all students must complete nine hours (generally, three graduate courses) within an area outside of your concentration with a grade of B or better. Required courses, problems, practica, and independent study courses cannot be used to satisfy this requirement.

**Developmental Concentration Course Requirements**

Beyond the departmental required courses, all Developmental students are required to complete three courses from the following:

- PSY 521 Advanced Developmental Psychology
- PSY 523 Social Development
- PSY 528 Seminar on Cognitive Development
- PSY 539 Child Psychopathology
- PSY 650 Special Topics in Developmental Psychology
- PSY 650 Seminar Development (encouraged)

In addition to coursework in your concentration, all students must complete nine hours (generally, three graduate courses) within an area outside of your concentration with a grade of B or better. Required courses, problems, practica, and independent study courses cannot be used to satisfy this requirement.

## **Health Psychology Concentration Course Requirements**

Beyond the departmental required courses, Health Psychology students are required to complete three courses from Category A, two courses from Category B, and one advanced statistics/quantitative course from Psychology or Education (e.g., EDPY 593: Multilevel Modeling or EDPY 606: Structural Equation Modeling). A substitute advanced statistics/quantitative course must be approved by the Health Psychology Committee. One of the Category A courses must be Advanced Health Psychology.

### **Category A:**

- PSY 510      Advanced Health Psychology
- PSY 513      Emotion and Health
- PSY 514      Health Psychology Interventions
- PSY 515      Social Psychology of Health Promotion
- PSY 650      ST: Health Disparities
- PSY 650      ST: Pediatric Psychology

### **Category B:**

- PSY 540      Biological Bases of Behavior
- PSY 547      Drugs and Behavior
- PH 501      Principles of Public Health
- PH 505      Social and Cultural Theories and Models: Community Interventions
- PH 507      Health Care Systems

## **Health Psychology Emphasis Course Requirements**

Students can have a Health Psychology Emphasis (similar to a minor) if they are accepted into one of the other areas (Evolutionary/Developmental; Cognition, Brain, & Behavior; Clinical). The additional requirements for a Health Psychology Emphasis are that students must complete two of the five courses listed in Category A and one course from Category B (both above). Clinical Students must take an additional Category B course in addition to PSY 540 which is already required by the Clinical Area.

For both the concentration and the emphasis, substitute coursework for Categories A and B must be approved by the Health Psychology Committee.

## **Quantitative/Methodology Concentration [not accepting new incoming applicants] and Emphasis**

### *Program Description*

The Quantitative/Methodology Program allows students the option of specializing as behavioral science methodologists. Faculty in the area have expertise in applied statistics, multivariate methods, and psychometric theory. In general, each student, in conjunction with the Quantitative/Methodology Committee, may map out a program of study individually tailored to his or her career goals.

Quantitative/Methodology Faculty: Harold D. Delaney, Steven W. Gangestad, Timothy E. Goldsmith, Katie Witkiewitz.

### **Quantitative/Methodology Concentration Course Requirements**

Beyond the departmental core requirements, all students in the Quantitative/Methodology area will be required to complete a course in multivariate statistics (Psych 601: Multivariate Statistics or equivalent, e.g. Ed Psych 606: Applied Multivariate Statistics) and four other graduate courses in methodology. Recommended courses include:

- Ed Psy 593: ST: Multi-Level Modeling (or Psych 650: Hierarchical Linear Modeling)
- Ed Psy 607: Structural Equation Modeling
- PSY 650: Advanced Latent Variable Modeling
- PSY 650: Analysis of Data
- PSY 650: Structural Equation Modeling
- PSY 650: Meta-Analysis
- PSY 650: Programming in Psychology
- ECE 595/Psych 650: Analysis Methods in Functional Magnetic Resonance Imaging
- Public Health 502: Epidemiologic Methods

The Quantitative/Methodology Committee will maintain a complete list of courses that may be used to satisfy this requirement; other courses a student wishes to count toward this concentration must be approved by the Quantitative/Methodology Committee.

In addition to coursework in your concentration, all students must complete nine hours (generally, three graduate courses) within an area outside of your concentration with a grade of B or better. Required courses, problems, practica, and independent study courses cannot be used to satisfy this requirement.

### **Quantitative/Methodology Emphasis Course Requirements**

To complete this emphasis students must complete nine hours (generally, three graduate courses) in the Quantitative/Methodology area in addition to those courses required of all students. For recommended courses, see the listing in the Quantitative/Methodology Concentration Course Requirements above.

## **Clinical Concentration**

### **Mission and Training Objectives of the Clinical Program**

In 2004, the clinical faculty decided to adopt a clinical-science training model. In 2014, the doctoral program in clinical psychology applied for, and was accepted into, the Academy of Psychological Clinical Science (APCS), demonstrating that our program goals and outcomes reflect the values of a clinical science training model. Adhering to this model means that we see clinical psychology in all of its forms as a scientific enterprise, and it is our aim to train students in the philosophy, fundamental principles, and methods of behavioral science so that they may contribute to the scientific literature and/or effectively apply scientific values and methods in any professional domain. This does not mean that we seek to restrict the research and clinical activities of our students to a narrow range of clients and empirically supported practices with little room for creativity or innovation. Rather, it means that we want our students to bring a critical skepticism to new and existing knowledge claims, to have a firm grasp of the fundamental principles in the foundational areas of psychology, to generate and espouse only testable and falsifiable theories, and to be able to apply appropriate empirical methods and analyses in their attempts to understand, predict, and influence behavior in all professional settings.

In line with mission and training objectives of the clinical program, we have designed a curriculum that is intended to provide students with:

- 1) The research skills appropriate for making independent contributions to the empirical and theoretical foundations of clinical psychology
- 2) Effective training in evidence-based psychological interventions
- 3) The ability to think critically about human psychological functioning
- 4) An understanding of the core content domains underlying psychological science
- 5) The background skills allowing them to teach psychology courses in their area of expertise

### **Clinical Concentration Course Requirements\***

Beyond the departmental core requirements, clinical students are required to take the following courses:

- PSY 532 Seminar in Psychopathology
- PSY 533 Psychological Evaluation: Cognitive and Neuropsychology Functions
- PSY 534 Psychological Evaluation Practicum
- PSY 535 Psychological Evaluation: Personality Functions
- PSY 538 Introduction to Clinical Science
- PSY 602 Pre-Clinical Practicum
- PSY 603 Case Formulation Practicum
- PSY 610 Case Conference Practicum- all clinical students are required to enroll in this course every semester from the fall of the first year until their clinical internship.
- PSY 631 Psychotherapy Practicum
- PSY 634 Ethics & Professional Issues in Clinical Psychology
- PSY 636 Diversity Multicultural Perspective in Clinical Psychology

- PSY 637            Empirically Supported Treatments
- Three Clinical electives - The choice of electives and substitution of any alternative elective courses must be approved by the Committee of Studies.
- Completion of APA foundation courses:
  - PSY 521            Advanced Developmental Psychology
  - PSY 540            Biological Bases of Behavior
  - PSY 561            Cognitive Processes
  - PSY 650            Advanced Social Psychology

\*        The department is requesting that the university allow the department to amend its requirements. The proposal includes eliminating the requirements for PSY 511-History and Systems, PSY 534-Psychological Evaluation Practicum, and PSY 603-Case Formulation Practicum, and adding an additional clinical elective requirement bringing the total to four clinical electives required for the degree. Current students who wish to have the current requirements waived must petition the clinical committee.

### **Clinical Electives**

Clinical electives should be courses that meet the Clinical Science approach of our program, as well as the student's career goals. At least one of a variety of courses, such as Empirically Supported Treatments for Substance Abuse, Empirically Supported Interventions with Children and Adolescents, Seminar in Psychological Trauma, Acceptance and Commitment Therapies, Latent Variable Analysis, Applied Behavior Analysis, or Health Psychology Interventions will be offered each semester, and students, in consultation with their advisors, are free to take the electives that are best suited to their specific interests and career plans. In addition, some Psychology graduate courses that are NOT clinical courses could meet the clinical elective requirement, if they fit the student's career goals (e.g., Social Psychology of Health Promotion; Seminar in Biological Psychology). Furthermore, in some instances graduate level courses outside of psychology may count. However, students must first request approval from the Clinical Committee for such courses.

Courses that are being used to satisfy the Health Psychology Emphasis can be used to satisfy the Clinical Elective requirement. However, students cannot use a course from the Health Psychology list that is already being used to satisfy an APA foundation requirement (e.g., Biological Bases of Behavior) to meet this requirement.

### **Case Conference**

Case conferences are held bi-weekly during the fall and spring semesters and are scheduled on Friday mornings in an attempt to minimize schedule conflicts. All pre-internship clinical students are required to attend case conferences and to enroll in the course for one hour of credit every semester from the fall of the first year until internship. The primary objective of the case conference series is to provide an opportunity for all of the clinical faculty and students to come together to hear and discuss either an actual clinical case or a presentation relevant to clinical science. Conference presenters include advanced clinical students, faculty, and community professionals. Clinical students are required to present two case conference presentations during their training at UNM, with the expectation that students will present at least one of these during their third year of training.

### **Departmental Research Presentations**

The Case Conferences alternate weekly with department-wide research presentations (i.e., PAL) across all areas of psychology. Clinical students are required to attend these talks, and to present their research at least once during their time in our program.

## Recommended Schedule of Courses - Fall of Year 1 through Spring of Year 5

Presented below is a typical course schedule from the fall semester of the first year through the spring semester of the fifth year. Please note that this is a tentative schedule, as the specific semester in which a course is offered may vary depending on faculty teaching loads, sabbaticals, and other factors. Also, the courses marked with an asterisk (\*) are offered **every 2 years**. Thus, if you are scheduled to take Intro to Clinical Science your first semester, you will generally follow the course sequence as given below. If you are to take Seminar in Psychopathology your first semester, you can expect to take the Intro to Clinical Science and Diversity/Multicultural Perspectives courses the following academic year. In consultation with their advisors, students should plan to take their clinical electives, foundation courses, and other course requirements (e.g., History and Systems) as best fits their schedules, their research activities, and their educational objectives.

Course Sequence for Clinical Students		
Subject to Change		
Year	Fall Courses	Spring Courses
First	PSY 501-Advanced Statistics (3 cr.) PSY 503L-Advanced Statistics Lab (1 cr.) PSY 532-Seminar in Psychopathology (3cr.) PSY 551- Graduate Problems (3cr.) PSY 610-Case Conference Practicum (1 cr.)  Optional- one of the foundation requirements* [cognitive (PSY 561), developmental (PSY 521), biological bases (PSY 540), social (PSY 650), or a clinical elective (3 required)]	PSY 502- Design and Analysis of Experiments (3 cr.) PSY 504L- Design and Analysis of Experiments (3 cr.) PSY 551- Graduate Problems (3 cr.) PSY 610- Case Conference Practicum (1 cr.) PSY 505-Research Seminar (2 cr.)  Optional- one of the foundation requirements* [cognitive (PSY 561), developmental (PSY 521), biological bases (PSY 540), social (PSY 650), or a clinical elective (3 required)]
Second	PSY 533- Psychological Evaluation: Cognitive and Neuropsychology Functions (3cr.) PSY 535- Personality Functions (3 cr.) *PSY 538 – Intro to Clinical Science (3 cr.) PSY 559 – Master’s Thesis PSY 610-Case Conference Practicum (1 cr.)  Optional- one of the foundation requirements* [cognitive (561), developmental (PSY 521), biological bases (Psy 540), social (650), or a clinical elective (3 required)]	PSY 507- Seminar Teaching Mentorship (2 cr.) PSY 534- Psychological Evaluation Practicum (3 cr.) *PSY 634-Ethics and Professional Issues in Clinical Psychology (3 cr.) *PSY 636- Diversity and Multicultural Perspectives (3 cr.) PSY 599- Master’s Thesis PSY 610-Case Conference Practicum (1 cr.)  Optional- one of the foundation requirements* [cognitive (561), developmental (PSY 521), biological bases (Psy 540), social (650), or a clinical elective (3 required)]

*Department of Psychology-Guidelines for Graduate Students*

	<b>1. Fall Courses</b>	<b>2. Spring Courses</b>
Third	<p>PSY 599- Master's Thesis</p> <p>PSY 631 Psychotherapy Practicum (1-3 cr.)</p> <p>PSY 610-Case Conference Practicum (1 cr.)</p> <p>Optional- one of the foundation requirements* [cognitive (PSY 561), developmental (PSY 521), biological bases (PSY 540), social (PSY 650), or a clinical elective (3 required)]</p>	<p>PSY 603- Case Formulation Practicum</p> <p>*PSY 637 – Empirically Supported Treatments (3 cr.)</p> <p>PSY 599- Master's Thesis</p> <p>PSY 631 Psychotherapy Practicum (1-3 cr.)</p> <p>PSY 610-Case Conference Practicum (1 cr.)</p> <p>Optional- one of the foundation requirements* [cognitive (PSY 561), developmental (PSY 521), biological bases (PSY 540), social (PSY 650), or a clinical elective (3 required)]</p>
Fourth	<p>*PSY 511-History and Systems (3 cr.)</p> <p>PSY 631 Psychotherapy Practicum (1-3 cr.)</p> <p>PSY 699- Dissertation</p> <p>PSY 610-Case Conference Practicum (1 cr.)</p> <p>Optional- one of the foundation requirements* [cognitive (PSY 561), developmental (PSY 521), biological bases (PSY 540), social (PSY 650), or a clinical elective (3 required)]</p>	<p>PSY 631 Psychotherapy Practicum (1-3 cr.)</p> <p>PSY 699- Dissertation</p> <p>PSY 610-Case Conference Practicum (1 cr.)</p> <p>Optional- one of the foundation requirements* [cognitive (PSY 561), developmental (PSY 521), biological bases (PSY 540), social (PSY 650), or a clinical elective (3 required)]</p>
Fifth	<p>PSY 699- Dissertation</p> <p>PSY 631 Psychotherapy Practicum (1-3 cr.)</p> <p>PSY 610-Case Conference Practicum (1 cr.)</p> <p>Optional- one of the foundation requirements* [cognitive (PSY 561), developmental (PSY 521), biological bases (PSY 540), social (PSY 650), or a clinical elective (3 required)]</p>	<p>PSY 699- Dissertation</p> <p>PSY 631 Psychotherapy Practicum (1-3 cr.)</p> <p>PSY 610-Case Conference Practicum (1 cr.)</p> <p>Optional- one of the foundation requirements* [cognitive (PSY 561), developmental (PSY 521), biological bases (PSY 540), social (PSY 650), or a clinical elective (3 required)]</p>

### **Clinical Training, Therapy, Supervision, and Practica**

Clinical students begin their professional training during the first year with the Pre-Clinical practicum (fall) course. In the Pre-Clinical practicum, students are familiarized with the procedures and policies of the Clinic, are introduced to ethical and professional issues in psychology, learn about practice factors that are common to all

therapies, and conduct phone intake interviews under the supervision of the Clinic Director. Throughout the second year, core courses and practica focus on training in psychological assessment.

Students are able to take individual, supervised responsibility for therapy clients beginning the fall semester of the second year. Furthermore, each specialty clinic (see below) provides opportunities for first and second year students to participate in some aspect of clinical work such as observation, structured intakes, phone contacts, and participation in group supervision.

Beyond the first year of training, all clinical students are required to maintain the equivalent of a minimum caseload of two psychotherapy clients in the Clinic during every semester in residence. This rate of psychotherapy training will enable the student to acquire the *minimum* number of required clinic hours (500) in three years (See Clinic Orientation Manual for additional details on acquiring and recording Clinic hours). Exceptions to this typical two-client psychotherapy caseload may be approved by petitioning the clinical committee. One example of a request would be a student who wished to substitute ongoing assessment experience at the clinic for one of his/her psychotherapy cases one semester. A second example of a request would be a student who wished to cut back somewhat one semester (e.g., to finish Comprehensive Examinations) when he/she had already accumulated many more than the expected number of clinic hours that year. Students also may carry only one client in the Clinic if they are doing a practicum at a site that the department currently has a Letter of Agreement (LOA) with. The VA Hospital and UNMH currently have an LOA with the department; however, students should check with the Clinic Director or the Director of Clinical Training for the most up-to-date list of these sites.

The process of picking up a case typically begins with the student reviewing the Clinic's Waiting List, and then consulting with the student's clinical supervisor. It is the student's responsibility to maintain the requisite caseload (assuming cases are available at the Clinic). Any student seeing clients at the Clinic is required to keep timely case notes, including but not limited to: (1) an intake summary, (2) a case note entry for every session, and (3) a termination/discharge summary filed immediately upon closing or transfer of a case. The keeping of proper, timely, and accurate case notes is a serious ethical and legal responsibility.

Supervision is available both from faculty and from community professionals who volunteer professional time to supervise graduate students. Supervision is normally on an hour-for-hour basis (one hour of supervision per hour of psychotherapy), although arrangements vary. Particulars of arranging supervision can be obtained from the Clinic Orientation Manual. In general, the Director of Clinical Training (DCT) will survey the students at the start of each semester to determine who is in need of a new supervisor, and whether the student has preferences. After determining the availability of potential supervisors, assignments will be made.

Enrollment in the Psychotherapy Practicum (631) is typically required during every fall and spring semester (but not the summer) in residence beyond the first year of training. Students should enroll under their clinical supervisors' section numbers for the practicum. Students with more than one supervisor should enroll for at least one hour under each supervisor's section number. Continuous enrollment in 631 is required as a condition of being in good standing for students beyond the first year of training who are in residence in Albuquerque until they have reached the 500-hour minimum. The only exception to this requirement pertains to students who are conducting assessments/therapy through approved external practicum sites which have their own course numbers (e.g., VA Practicum; Child Assessment Practicum). Otherwise these students would register for PSY 631 as well.

Clinical students are required to obtain psychotherapy supervision from at least three different members of the Department faculty (but not including adjunct faculty) during their course of training. This provides exposure to a range of styles and viewpoints, and avoids excessive reliance on the time and talents of any particular supervisor. The Clinic Director can be used as one of the three required faculty supervisors.

In addition to three faculty supervisors, students may request outside supervisors or placements at external practicum sites. **Before a student begins working with an outside supervisor or at an external practicum site, the supervisor or site must be approved by the clinical faculty.** Typically, this requires submitting for review by the clinical committee the potential supervisor's vita and/or a description of the practicum site, including the



professional duties to be performed by the student, the credentials of the professionals who will provide supervision, and the methods and frequency of supervision. Outside supervisors will be contacted periodically to check on students' progress, and at the end of every academic year or termination of the practicum they will be asked to provide an evaluation of the student's work. Students will also be asked to evaluate his/her supervisory and practica experiences. The Clinic Director is primarily responsible for organizing these evaluations.

There are a number of external practica already approved either for course credit or, in some cases, for pay. A complete list of current practica placements are provided on the psychology webpage at <http://psych.unm.edu/research/clinical-psychology.html>.

### **Specialty Clinics**

The clinical program now operates three specialty clinics as part of our outpatient therapy training. These include:

- 1) Alcohol Clinic (Director: Barbara McCrady). @UNM is a specialty clinic within the Psychology Clinic to treat adults with alcohol problems. Screening, assessment, and treatments provided all have a strong empirical base. Opportunities are available for graduate students at all levels of training.
- 2) Anxiety Disorders Clinic (Director: Elizabeth Yeater). Student therapists who participate in the Anxiety Disorders Specialty Clinic treat students and community members who suffer from anxiety disorders, such as Obsessive Compulsive Disorder and Posttraumatic Stress Disorder. Empirically-supported treatments that focus on exposure and cognitive restructuring are taught by Dr. Yeater, and students are observed and provided with feedback regarding their therapeutic skills.
- 3) Diversity Clinic (Directors: Kamilla Venner and Steven P. Verney). This clinic is committed to providing: 1) Culturally-informed clinical services to clients from diverse backgrounds; 2) Clinical supervision to those serving clients from diverse backgrounds; and 3) A weekly forum for open discussion of diversity-related issues in clinical treatment. We endorse an inclusive definition of diversity that encompasses race, ethnicity, age, gender, sexual orientation, socioeconomic status, religion, different abilities, and any other significant group with which a client may strongly identify. Services offered by the Diversity Clinic include regular supervision, case formulation, assessment, consultation, didactic learning of multicultural issues, and a diversity clinic resource library.

### **Provision of Professional Services by Students**

Clinical students sometimes engage in the provision of professional services outside the Department. APA ethical standards govern all students enrolled in APA clinical programs and stipulate that no psychologist (or student) should provide professional services unless he or she (1) has been properly trained to provide the service, and (2) is properly supervised prior to certification.

For this reason, **the Department requires that any student who intends to provide any professional service (including assessment, therapy, consultation, etc.) must give prior notification and receive approval from the Department.** The "Notification of Intent to Provide Professional Services" form is available from either the Graduate Student Advisor or the Main Office, and must be signed by your advisor, the DCT, and the Chair of the Department. **Providing any professional service without receiving this prior approval is a violation of APA ethical standards.** This form need not be filed for services provided within the context of regular classes, practica, or work at the Clinic supervised by our faculty. The form must be filed, however, whether or not you receive payment for the services provided.

## **Personal Psychotherapy**

The Clinic Director maintains a list of community professionals who have volunteered to provide psychotherapy for graduate students in our Department at a reduced or waived fee. The professional therapists volunteering their time represent a wide range of therapeutic perspectives and expertise. Arrangements for personal therapy are made through the Clinic Director only, and confidentiality is assured.

## **Clinical Internship**

All clinical students must complete a formal pre-doctoral internship, typically in their sixth year of training. Students are required to complete their Comprehensive Examinations, have had three departmental supervisors, completed both case conference presentations and the PAL talk requirement, and have an approved dissertation proposal **before applying** for internship. The DCT will not certify a student's readiness for internship if these conditions are not met. Because internship applications are due in November, this effectively means that students must have an approved dissertation proposal by October 1 of the year that they intend to apply for internship. The DCT holds a meeting each fall with all students who are considering or planning to go on internship the following year. Participants in the meeting share information about identifying potential sites, the application process, and application strategies.

It is highly recommended that students defend their dissertations before going off on internship. Unless the dissertation is defended or a leave of absence is taken, students must continuously enroll in a minimum of three dissertation hours each semester they are on internship. Note that Graduate Studies (see GS Guidelines) requires students to be enrolled during the semester in which they complete their degree requirements, so a leave of absence may render students ineligible to graduate in the semester they complete their internships. Students who successfully defend their dissertations before leaving for internship are required to enroll in a one hour internship course while on internship. This is a considerably less expensive alternative to enrolling for dissertation hours and, again, is highly recommended.

## **Petitioning the Clinical Committee**

As mentioned throughout this document, students may petition the clinical committee for a number of reasons including approval of courses or external supervisors, extensions of deadlines, etc. All petitions should be endorsed first by the student's Faculty Mentor and then presented to the DCT. The DCT will then bring the petition before the clinical committee. The committee will discuss the petition and recommend a course of action to the DCT, who will then communicate the outcome to the student. All petitions should specify the reasons for the request and, when appropriate, should be accompanied by pertinent or documenting information.

## **Clinical Privileges/Impaired Clinician**

Clinical privileges are the privileges of clinical doctoral students to provide psychological services within the Psychology Department and the Clinic and at certain settings outside the department which have been approved as part of the student's course of studies. Clinical privileges are automatically granted to students admitted for graduate study in psychology with a major in clinical psychology. Clinical privileges may be suspended or restricted for the protection of clients or to maintain the professional standards of the profession of psychology. The Clinical Committee's Policy on Clinical Privileges describes the circumstances under which clinical privileges may be suspended or restricted if a clinical student becomes impaired in carrying out their clinical duties. The purpose of this policy is to strike a balance between protecting the client, the department and the profession of psychology on the one hand, while simultaneously treating the student-clinician with respect and compassion. (see complete policy, Appendix M).

In some cases, the clinical committee may decide that the problems are sufficiently severe that the student is permanently dismissed from clinical work, and thus is terminated from the clinical program.

A student who is terminated from the clinical program may seek admittance to one of the non-clinical programs. In order for a student to transfer into a non-clinical program, the student first must locate a new mentor within 6 months of termination from the clinical program. The new mentor would then bring the student's case forward to the area committee for discussion and approval.

**Clinical Program Accreditation**

For more information about accreditation contact the Committee on Accreditation, C/o Office of Program Consultation and Accreditation, Education Directorate, American Psychological Association, 750 First St. NE, Washington, DC 20002-4242. 202 336-5979, <http://www.apa.org/ed/accreditation/coalist.html>).

## **Annual Reviews and Student Progress**

Near the end of each academic year you will be asked to turn in an Annual Progress Report. You are required to submit a copy to your faculty mentor and area head. The information you provide in this report will help your area committee provide feedback regarding your progress in the program. Research involvement, service contributions, expeditious progress through the program, development as a teacher, and (for clinical students) development of clinical skills are all important aspects of your graduate-student career.

Shortly after these reports have been completed, all students meet individually with a committee comprised of faculty within their area for a yearly review. Depending on the concentration, students either meet with all or a subset of the faculty within their concentration. The purpose of the review is to assess students' progress, give and get feedback, provide support and guidance, and address problems. These meetings typically last from 20 to 45 minutes. After completion of the meeting, a copy of the Annual Progress Report, signed by the student and the faculty mentor, should be submitted to the graduate program coordinator.

**For clinical students:** committee members are selected by the DCT and include the student's advisor and ideally two members of the clinical faculty with similar research interests or who have served as an instructor or clinical supervisor for the student. The completed meeting-report form outlines the structure and main topics of discussion, but any topic is open for exploration. Students are encouraged to ask questions, seek feedback, and comment upon faculty feedback. For each student, course performance, degree progress, research productivity, clinical activities, career objectives, teaching experiences, practica placements, and overall progress are discussed, with an eye toward providing recommendations for the next year.

**For all students:** progress toward timely completion of major milestones (e.g., proposing Master's Thesis, Comprehensive Exams, etc.) is reviewed in relation to the Department's requirements for remaining in good standing (Appendix D). Department guidelines for rating student research activity are presented in Appendix E. The committee's evaluation of students' progress will be used in considering eligibility for departmental funding (primarily determined by standing on the "satisfactory progress" dimension). The letter containing this feedback will typically also include comments on strengths and weaknesses and provide specific recommendations or contingencies. It becomes part of your permanent file.

## **Remediation Procedures and Termination Guidelines**

Although the purpose of the annual review is primarily to provide support and encouragement, there are times when students fail to meet Department expectations in one or more domains. In those cases, the annual review is used to develop a remediation plan. The first step in formulating this plan is to assess the reasons why expectations were not met. In many cases, there were unforeseen circumstances or circumstances beyond the student's control. Examples include unforeseen personal or family circumstances, illnesses, unexpected difficulties obtaining research participants, or unexpected problems with experimental procedures. In these cases, guidelines are generally adjusted to accommodate the student's special circumstances, and a plan is developed to help the student get back on track.

In other situations, however, more specific remediation plans are necessary, and contingencies for continued enrollment in the program may be put in place.

## **Unsatisfactory Course Performance**

Students are required to achieve a grade of B- or better in all required courses. If a student fails to achieve a B- or better in a required course, the committee consults with the course instructor(s) about the reasons for the student's course performance and discusses possible remediation. In most cases, students are required to retake the course. Occasionally the instructor might recommend that the student simply review the course material on his/her own, and then retake the final exam. This would most commonly occur if the student performed reasonably well during the semester, but then had an uncharacteristically difficult time on the final

exam, such that the final grade was not a B-. On the other hand, if the instructor believes that the student lacks adequate preparation for the course, remedial courses or a course of directed study may be recommended. For example, if a student earns below a B- in a statistics course, the instructor could recommend that the student demonstrate mastery in a more basic statistics course prior to retaking the department's required statistics course. In those rare cases when a student fails to satisfactorily complete the remediation process or it is determined that the student may be unable to master the course material, the area (concentration) committee meets to consider termination from the program. Again, this is a rare event, and the committee exhausts all reasonable options before arriving at this decision. The recommendation would need to be brought to a general faculty meeting and voted on by all faculty.

If a student's cumulative grade point average falls below 3.0, university policy dictates that the student will be placed on academic probation [<http://catalog.unm.edu/catalogs/2015-2016/graduate-program.html>].

### **Unsatisfactory Degree Progress**

Students who are not making satisfactory degree progress (Appendix D) for reasons other than extenuating circumstances are given a clear timetable for completing one or more requirements, and a consequence is outlined in the event that this is not accomplished. Failure to meet this timetable would be grounds for the faculty in that concentration to recommend termination from the program to the general faculty. Additionally, students who are not making satisfactory degree progress lose priority for funding. Although most students in this situation will still receive funding, occasionally the funding lines are exhausted before that student is reached on the priority list.

### **Unsatisfactory Research Productivity**

Students who fail to maintain at least satisfactory research productivity (Appendix E) for reasons other than extenuating circumstances may also lose priority for funding. However, as long as they are in satisfactory degree progress, they would not, for this reason, be considered eligible for termination.

## **Master's Degree Requirements**

Every Psychology Graduate student is required to earn a Master's degree en route to the doctorate. The Master's degree programs in the Psychology Department are typically completed under Plan I.

### **Plan I Requirements**

- A minimum of 24 hours of course work, with a minimum of 15 hours in the major field.
- A minimum of 6 hours of 500-level course work.
- A maximum of 6 hours in "problems" courses and a maximum of 5 hours of workshop credit.
- Six hours of Thesis (599) credit.
- Completion of a master's thesis.

Each candidate for a Master's degree under the Plan I program must submit a thesis that demonstrates evidence of the ability to do sound research. Occasionally when the student's training is terminated near the completion of the Master's Degree, a "terminal" Master's degree may be awarded. A Terminal Master degree may fall under Plan I or Plan II according to the recommendation of the Area Committee.

### **Thesis Proposal**

With the approval of your Thesis Chair, distribute your thesis proposal to your committee for review and revise your proposal as necessary. Your Thesis Chair convenes the thesis committee for a proposal meeting, at which time you discuss and negotiate your proposal with the entire committee. You will then conduct your thesis research and begin writing your thesis as agreed upon with the Committee. Upon successful completion of the Thesis Proposal, you will submit a Thesis Proposal Form to the Graduate Program Coordinator. (The Thesis Proposal Form may be obtained from the GPC and should be brought to your proposal meeting.) Once your thesis proposal has been approved you should work with the Graduate Program Coordinator to complete your Program of Studies.

Students who do not propose their Thesis by end of the Fall semester of their second year will not be in good standing unless the Department approves the student's written petition for an extension.

### **Program of Studies Form**

A student seeking a Master's degree should prepare and submit a Program of Studies (POS) form indicating the courses that will be counted toward the degree. The Program of Studies is a formal academic agreement among the student, the academic program, and the Dean of Graduate Studies (GS). Compliance with this agreement is essential for your graduation. The Program of Studies must be approved by the student's Faculty Mentor and the Department Chair.

Students are required to submit a Program of Studies (POS) to the Graduate Program Coordinator after completing a minimum of 12 hours of graduate courses in graduate status, generally the fall semester of their second year in the program, but by the middle of the term prior to the term the student intends to defend their thesis (e.g. 1 October if planning a spring defense). Failure to submit this form on time will delay your graduation. The POS is available online on the GS website (<http://grad.unm.edu/resources/gs-forms/pos-masters.html>).

### **Thesis Committee**

The Thesis Committee consists of three members approved to serve on graduate committees at the University of New Mexico, at least two of whom must be tenured or tenure-track faculty members at UNM. Your Faculty Mentor generally serves as your Thesis Committee Chair. Discuss and negotiate the topic to be investigated and the design of the study with your Thesis Committee Chair. In consultation with your Thesis Committee Chair, identify additional faculty members appropriate to serve on your Thesis Committee, and discuss this possibility with them. Once you have your Thesis Committee formed, prepare a preliminary thesis proposal and schedule a Thesis Proposal meeting with your committee. Once a Thesis Chair is selected, you will begin to enroll in PSY 599 Master's Thesis rather than PSY 551 Graduate Problems.

### **Continuous Enrollment in Thesis hours**

Students must complete a minimum of 6 hours of thesis (PSY 599) credit. Once thesis hours are initiated, continuous enrollment in fall and spring semesters is required until the manuscript is accepted by the Dean of Graduate Studies. Do note that summer enrollment is required if a student completes degree requirements during a summer session. Assuming satisfactory progress, the advisor assigns a grade of "PR" for each semester until the dissertation has been completed.

Students who have enrolled in PSY 599 and subsequently stopped enrollment for one or more semesters (not including summers) must follow the procedures listed under the "Continuous Enrollment Policy" in the Graduate Program portion of the UNM catalog. In short, you would have to be readmitted to the program and again pay all application fees.

### **Master's Exam for Thesis\Defense**

All candidates for the Master's degree must pass a master's examination. The examination, drawn from the major field and from minor or related fields as appropriate, may be written, oral or both, depending upon the requirements of the graduate unit.

The examination will be conducted by a committee of a minimum of three members approved for committee service. Two members must be in Category 1 or 3; the chair of the committee must be in Category 1, or 3 if within the student's concentration; one member must be from Category 1; and no more than one voting member can be in Category 4 (see Faculty Approval section for details, or consult with the Coordinator, Program Advisement).

The Master's examination may be taken only after the Program of Studies has received approval by the Graduate Dean and only if the student is in good academic standing. For Psychology students, the thesis defense constitutes the Master's examination and the thesis chairperson is the chairperson of the master's examination committee.

The department must notify Graduate Studies of the student's scheduled examination date at least two weeks before the Master's examination, and no later than the published deadline dates (November 1 for Fall, April 1 for Spring or July 1 for Summer). Barring extraordinary circumstances, the department will notify the student and Graduate Studies of the results of the examination no later than two weeks from the date on which it was administered. Should such circumstances arise, the unit will inform the student in writing of the reason for the delay and let him/her know when notification can be expected. The results of the examination (pass or fail) must be reported to the GS by **November 15 for Fall graduation, April 15 for Spring graduation, or July 15 for Summer graduation**. If a student fails the examination, the department may recommend a second examination, which must be administered within one calendar year from the date of the first examination. The Master's examination may be taken only twice. A second failure will result in the student's termination from the program.

Every student is expected to have completed the final thesis defense no later than the end of the first semester of the third academic year. Students who do not defend their thesis by the end of the Fall semester of their third year will not be in good standing unless the Department approves the student's written petition for an extension.

### **Submitting Your Thesis**

You are responsible for preparing a thesis in proper format (traditional or non-traditional), which is of high quality and free of grammatical and typing errors. Guidelines on thesis format are detailed and should be carefully followed. Students are urged to print current manuscript guidelines and forms from Graduate Studies website (<http://grad.unm.edu/resources/gs-forms/index.html>) and may want to consult with the GS manuscript reviewer. Examples of the front matter and reference pages are also available on the GS Web site.

Your thesis, in proper format and approved by your Committee, must be submitted electronically to GS for the approval of the Dean of Graduate Studies **by November 15, April 15, or July 15 for Fall, Spring or Summer graduation, respectively**. You must also submit a Certification of Final Form, approved by your committee chair. See the Graduate Program Coordinator for help with submitting these forms.

You are also required to submit to the Psychology Department two hard copies of your manuscript in proper format to be bound for the department's collection. They must be submitted to the Graduate Program Coordinator by the end of the semester in which you successfully defend your Thesis. One bound copy will be given to your Thesis Committee chair, and one will be placed in the Logan's Literature and Laws of Learning Library. Additional copies may also be bound for your personal use. Departmental binding fees are \$25.00 per each copy bound (\$50.00 minimum).

It is your responsibility to conform to the current format requirements and to be sure that the presentation of your manuscript is of the highest quality. Because requirements may change over time, students should not use existing library or departmental copies of manuscripts as examples of proper format.

### **90-Day Rule**

A master's student must submit his/her thesis to the Dean of Graduate Studies within ninety (90) days of his/her final examination for the thesis. If the manuscript is not submitted within that time, the student must schedule and complete a second final examination for the thesis. In all cases the results of the thesis defense must be submitted to Graduate Studies no later than two weeks after the announced date of the thesis defense.

### **Courtesy Policy**

University regulations require that the student must be enrolled and complete a minimum of one (1) hour of graduate credit for Master's students and three (3) hours for PhD students in the term they complete degree requirements. Should the student miss the graduation deadline (July 15 for summer graduation, November 15 for fall graduation, April 15 for spring graduation), but complete all degree requirements on or before the last day of that term, the student is not required to register for the next term. See the Graduate Program Coordinator for more details about taking advantage of this "courtesy policy."

### **Previous Master's Degree**

Students who are admitted with a Master's degree must fulfill all requirements of the Department's M.S. degree as well. If a research-based thesis was completed as part of the prior Master's degree, the student may request that the Associate Chair of Graduate Education appoint a committee of three qualified faculty to review the thesis. This committee will recommend whether it should be accepted in fulfillment of the thesis requirement in this Department. If the thesis is from a non-psychology department and is accepted by our faculty, the student will normally be asked to demonstrate competence in psychological research prior to proposing a dissertation.

Up to 12 hours of graduate credit from another accredited institution may be transferred, pending approval by the student's Faculty Mentor, Area Head, and the Associate Chair for Graduate Education.



## **Doctoral Degree Requirements**

### **General Requirements**

1. A minimum of 48 hours of graduate credit course work (certain graduate programs require more hours).
2. Must be enrolled in at least one hour of graduate credit in the semester in which the doctoral comprehensive examination is taken.
3. At least 24 hours of graduate credit course work must be completed at the University of New Mexico.
4. At least 18 hours graduate credit course work must be completed at the University of New Mexico after successful completion of the thesis.
5. A minimum of 18 hours of graduate credit course work must be earned in the University of New Mexico courses numbered 500 or above.
6. No more than 6 credit hours of course work in which a grade of C (2.0), C+ (2.33) or CR (grading option selected by student) was earned may be credited toward a graduate degree. Courses offered only on a CR/NC basis and required by the graduate program are excluded from this limitation. (See Grade Requirements for Graduation policy.)
7. No more than 50% of the required course credits at the University of New Mexico may be taken with a single faculty member. (Course work that has been completed for the master's degree is included in this limit.)
8. A successfully completed Comprehensive Examination.
9. An approved Application for Candidacy.
10. An approved Dissertation Committee.
11. A minimum of 18 hours of dissertation credits (699) is required for the doctorate.
12. Doctoral candidates must be enrolled the semester in which they complete degree requirements, including the summer session.

### **Comprehensive Examination**

As required by the University, all doctoral students must pass a comprehensive exam. There are several steps you must complete before you are eligible to take the comprehensive exam. Although requirements differ somewhat across areas within the department, students typically may choose between an option of responding to questions posed by a committee, or an option of writing a review paper in their area. A general overview of these options is presented below. Note that students in the Evolution and Development area only have the option of writing a paper as specified in Appendix J.

### **Qualifications to Take the Comprehensive Exam**

Upon completion of the thesis, and 12 credit hours of course work in residence for those students transferring coursework in, a student can request to initiate the comprehensive examination process. In order to qualify to take the comprehensive exam, students must have a cumulative grade point average of 3.0 at the time of the exam. The department requires students to form a comprehensive Exam Committee and initiate a Comprehensive Exam Meeting prior to taking the comprehensive exam (see below). By this point students should have taken PSY 511, History and Systems of Psychology. Although this is highly encouraged, we understand that the scheduling of classes which are offered only once every two years sometimes presents a problem. A waiver of this requirement should be sent to the Graduate Program Coordinator by the Faculty Mentor.

### **Comprehensive Exam Committee**

In consultation with your Faculty Mentor, you will select a comprehensive exam committee. The committee must consist of three psychology faculty members who grade the exam. For non-clinical students it is recommended that the committee include two faculty members from within your concentration and one from the area you have selected to use to satisfy the additional doctoral requirement. Once selected, the student will schedule the Comprehensive Exam Proposal Meeting.

### **Comprehensive Exam Proposal**

An initial meeting with the Comprehensive Exam Committee is convened by the student and starts the timeline for completion of the examination. The purpose of the meeting, and the procedures followed subsequently vary somewhat based on which of the two options of the exam has been selected by the student in consultation with his or her advisor.

### **Experimental Concentrations (Evolutionary/Developmental; Cognition, Brain, & Behavior; Health Psychology; Quantitative/Methodology) Comprehensive Exam Overview**

The purpose of the Comprehensive Exam meeting is for the student to describe his or her specific areas of interest to the Comprehensive Exam Committee and to generate a list of readings considered by the committee to be critical to the identified areas of interest. The reading list is not considered to be exhaustive; rather students are encouraged to consult additional literature relevant to the areas examined. Upon successful completion of the Comprehensive Exam Meeting, the committee will then have one week to compose the Comprehensive Exam, which must be approved by the area head within the student's concentration or specialty area.

The student will have 5-6 months (depending on the concentration: e.g., CBB allows 5 months; Quantitative allows 6 months) from receipt of the questions for his or her Comprehensive Exam to deliver to the committee the final written exam. If this time limit is not met, the student's committee will then compose and administer to the student a 6- to 8-hour sit-down exam covering the same areas as the questions the student had been working on. The remainders of current comps procedures (grading and the oral exam) will then apply to this sit-down exam. Further, any student may, at any time between receiving his/her comprehensive exam questions and the six-month deadline, opt for the sit-down exam option.

### **Experimental Concentrations: Option A (Option not available for Evolutionary/Developmental students)**

Structure and grading of the exam. The Comprehensive Exam will consist of four questions that require integration across a broad range of the student's major and minor areas of study. The questions will be based both on fundamental knowledge in the field and the student's specific interests. There will be a limit of 50 total pages (typed, double space, APA margins), which may be allocated to the four questions as the student chooses. The entire written exam will be read and graded by each member of the committee within 30 days of its completion. The exam will be graded on a 100-point scale (25 points per question or points distributed across the questions as the committee decides) as follows:

90+ = distinction

89 to 70 = pass

69 to 50 = fail, maybe changed to pass with remediation

49 and below = fail with no option to remediate

Remediation would always involve retaking part of the exam. The retake would be specifically designed to assess the weaknesses as revealed in the written and oral exams.

After the committee has graded the exam an oral exam is conducted. The oral exam is restricted to the questions contained in the written exam. The purpose of the oral exam is twofold: First, it serves to validate the

written exam. (i.e., does the student really understand what he or she wrote?) Second, it provides an opportunity for the readers to clarify any possible misunderstandings or misinterpretations of the written exam. Thus, the student's score on the written exam could either be raised or lowered based on the oral exam. However, most of the weight of the final decision is based on the written exam.

The length of the oral exam will depend on the quality of the written exam. For example, if a student obtains a 90+ on the written exam and demonstrates clear mastery of the material in the oral exam, the exam is likely to be brief. On the other hand, if a student performs marginally on the written exam, the purpose of the oral exam would be to clarify the nature of the problems that exist, and the exam will take longer. The student will not receive any feedback on her/his exam performance until after the oral examination. However, the feedback provided should then be as specific and detailed as possible.

Lengthy though it is, keep in mind that the comprehensive exam is an examination and as such should represent as much as possible the independent efforts of the student to become familiar with, reflect upon, and write cogently about the issues examined. We do not wish to completely isolate students taking comps from the exchange of ideas that is essential to scholarship, but students should be careful not to abuse this exchange by asking questions (or signing up for 551 hours) whose primary purpose is to help answer a comps question. Faculty and fellow students should exercise judgment in providing information and guidance to students taking comps.

Having evaluated the materials required for the examination, if the Committee feels that, although the student has demonstrated knowledge and understanding of the field, it is not quite sufficient to justify a grade of "pass," the committee may assign the grade of "Conditional Pass" and require that the student meet additional conditions before a grade of pass will be awarded. The student must meet the conditions noted on the Conditional Pass by the end of the subsequent term. However, students who plan to graduate in a specific term must resolve a Conditional Pass by the posted deadline for submission of examination results. The committee will note the conditions that need to be met by the student on the examination form. Once the committee indicates the student has met the conditional pass criteria, they will submit a memo to the Graduate Program Coordinator who will note the student's file and deliver the memo to OGS.

If a student fails the exam, the committee may recommend a second examination, which must be administered within one calendar year from the date of the first exam. The comprehensive exam may only be taken twice. A second failure will result in the student's termination from the program.

### **Experimental Concentrations: Option B--Scholarly Review Paper**

In this option, the student is to write a scholarly review of a particular research area. Models for this kind of review can be found in journals such as *Psychological Bulletin*. The review should be written for a broad audience of scientific psychologists, not more narrowly for specialists in the area. A scholarly review involves more than summarizing the findings of multiple studies. It may include: (1) critical analyses of research methodologies; (2) the synthesis and integration of multiple perspectives on the problem; (3) the derivation of defensible conclusions, principles, and/or recommendations for practice; and (4) implications, needs, and recommendations for future research. The review may also use meta-analytic approaches, if appropriate, to summarize findings on standard metrics. A good source for more information about how to write a scholarly review is: Bem, D. J. (1995). Writing a review article for *Psychological Bulletin*. *Psychological Bulletin*, 118, 172-177. Students electing Option B should start by reading this paper.

Another intent of Option B is to provide a springboard for writing the dissertation. While hopefully publishable in its own right, the review should also form the corpus of the introduction for the dissertation.

Most of the steps for Option B are the same as Option A. Once a committee chair is selected, students should consult with the chair about the general focus of the review. The initial task is to define an area that is broad enough to warrant an integrative scholarly review, but not so broad as to encompass an overwhelming amount of literature. Also students should identify how the review would differ from or improve upon any existing review of research in this area. After the student and chair select a Comprehensive Exam committee, the

student, with input from individual committee members, prepares an initial 2-3 page outline of the proposed review, which is discussed and possibly refined at the initial meeting.

An additional meeting may be scheduled to reconvene within two weeks if necessary to resolve concerns. Once the project is approved, the student has either 5 or 6 months, depending on the concentration, to complete the review and schedule a defense meeting.

Within 48 hours of final approval, the student will give copies of the summary and outline along with the date of the initial meeting and the deadline for completing the statements to the Graduate Program Coordinator.

The total length of the review should be no more than 50 pages (excluding references), double-spaced in 12-point font, with 1 inch margins all around. The review must reflect the student's own, independent work. Faculty will neither read nor comment on drafts.

Once the review is completed, the student should distribute it to the committee and schedule the defense meeting. The meeting date should be scheduled at least two weeks after the review has been given to the committee. Students should notify the Graduate Program Coordinator of the scheduled defense date which must be scheduled at least two weeks in advance.

The committee will read and evaluate the review with regard to how well it addresses relevant dimensions (see below). At the oral defense, the committee will explore those dimensions, if any, which were not sufficiently addressed in the written document. The student's responses will be included in the committee's determination of whether the examination was passed or failed. The oral defense will focus on discussion of the review. Students are responsible for all of the material in the reference section, and the committee may ask about specific readings. Students may bring notes to the defense meeting and should be prepared to ground and defend their review in relation to the relevant literature. The normal time allotted for the oral defense meeting is two hours.

When the chair determines that there has been sufficient discussion, the student will be excused for committee deliberation, after which the student will be notified of the result. The committee has only three options. The first is to pass the student (including the possibility of designating the pass as being "with distinction"). The second is giving the student a Conditional Pass where the student has the opportunity to rewrite one or more of the sections of the paper within a specified period of time. The third option is to fail the student and require him or her to retake the examination within one calendar year from the date of the first exam. Students will be allowed to retake the examination only once. A second failure will be considered grounds for termination from the program.

After the defense meeting, the committee chair submits a report of the examination to the Department Chair, along with the scholarly review paper, the individual faculty ratings, the committee's final recommendation, and the department's Evaluation Form for Graduate Students Comprehensive Exam. With the Chair's approval, this report is then forwarded to Graduate Studies. When students have completed both the Master's degree and the Comprehensive Examination, they should see the Graduate Program Coordinator to apply promptly for advancement to Ph.D. candidacy.

**Deadline for Remaining in Good Standing:** Students who do not complete the comprehensive exam by the end of the Fall semester of their fourth year will not be in good standing unless the Department approves the student's written petition for an extension.

### **Comprehensive Exam Forms**

At least two weeks prior to the date of the oral defense or final Comprehensive Exam, the student must notify the Department's Graduate Program Coordinator of the date, time and place of the examination. The GPC will then forward an Announcement of Examination to Graduate Studies. The results of the comprehensive must be reported to the Dean of Graduate Studies on the Report of Examination form no later than two weeks after the date of the examination. The department, as part of its ongoing outcomes assessment procedures, also asks that each committee member complete the evaluation form mentioned above.

### **Clinical Concentration Comprehensive Examination Overview**

In 2005, the clinical committee decided to establish a Comprehensive Examination process that was different from the comprehensive examination process adopted by the other areas of concentration at the time.. The Comprehensive Examination is a step toward advancement to candidacy for the Ph.D., demonstrating that the student is prepared to undertake the pursuit of knowledge at an advanced and more independent level, and specifically to begin the doctoral dissertation. The Comprehensive Examination is not intended to test the student's mastery of any and all topics in the field of study. The demonstration of broad psychological knowledge occurs in other ways within the predoctoral program, particularly through successful completion of the required sequence of graduate coursework.

Although students normally complete their master's degree before beginning their Comprehensive Examination, this is not required. All clinical students initiate the Comprehensive Examination process no later than the end of the spring semester of the third year, and complete the defense no later than the end of the fall semester of the fourth year. In some instances, the process may be initiated earlier in the third year, if both the student and the student's advisor agree that the student is ready. Students who wish to initiate the process before the spring semester of the third year should petition the clinical committee for approval to do so.

Students may complete the Comprehensive Examination in either of two ways. Both of these involve the independent preparation of scholarly work that is presented and defended to an appointed three-member faculty committee. All Department faculty and The Clinic Director are eligible to serve on all student committees, including the Comprehensive Examination committee. Occasionally, professionals from outside the Department with particular expertise in a student's area of interest may serve on the Comprehensive Examination committee. Students in consultation with their advisors determine which of the two options would best serve their career development.

### **Clinical Concentration: Option A—position statements**

Students choosing Option A will write position statements on each of the three following areas: (1) assessment, (2) interventions, and (3) research. The steps for completing Option A are as follows:

1. The first step in the process is to choose a chair of the examination committee. The chair will normally be the student's major advisor, but there are some circumstances (e.g., when the advisor is not on the clinical committee) where both the student and advisor agree that another faculty member would be more appropriate in that role. In these cases, the student would invite another faculty member to chair the committee.
2. The student then discusses with the chair how to approach the three areas of the Comprehensive Examination. Students do not determine the questions to be asked; that is the responsibility of the committee. Students can and should, however, consider how to approach each of the three broad areas in line with their career objectives and interests. The three areas of examination are:

**Psychological Assessment.** One broad expertise of psychologists is to assess the functioning of individuals, families and communities. Psychologists differ in their approaches and areas of specialization with regard to assessment. What is your own approach to psychological assessment? In what areas or topics of assessment do you intend to have particular interest and expertise? Your approach should be grounded in clinical science, so that you are prepared to link and defend your position statement from the findings of psychological research.

**Psychological Intervention.** A second broad province and privilege of psychologists is to intervene in the lives of individuals, families and communities in order to promote mental health. Again, psychologists differ in their approaches and areas of specialization with regard to intervention. How do you think about and approach the task of intervening in others' lives (prevention, treatment, counseling, psychotherapy, etc.)? In what intervention approaches and health areas do you plan to have particular interest and expertise? Your approach should be grounded in clinical science, so that you are prepared to link and defend your position statement from the findings of psychological research.

**Research Focus.** The third area pertains to a particular topical domain in which you want to develop research and expertise. The topic should be large enough to permit in-depth reading of theory and research, and to connect with broader areas of psychology.

At least one of the three areas must include specific consideration of cultural diversity issues, and the position paper must address how the student's approach or topic interacts with human diversity, drawing on findings and methodologies of psychological science. Cultural diversity issues need not be limited to racial/ethnic diversity but can include gender, age, disability, sexual orientation, religion, or other forms of human diversity.

3. Based on how the student wants to approach the three areas, he/she should work with the chair to identify other possible members of the committee. Normally, the committee shall be comprised of three members of the Psychology faculty (or the Clinic Director), at least two of whom (including your chair) must be tenure-track faculty. If the student and committee chair think it appropriate, the student may petition the clinical committee to allow professionals from outside the Psychology faculty to serve on the committee.

4. In consultation with the committee chair, the student then develops a brief outline (e.g., 1-2 pages) of how he/she will approach each of the three areas. The purpose of this initial outline is to provide a context for discussion at the initial committee meeting.

5. The student should then meet with other members of the Psychology faculty who are potential committee members, and discuss how s/he intends to approach the topic areas. If they agree to serve on the committee, the student should obtain their recommended modifications, if any, to the initial outline.

6. When the outline has been modified in line with committee input, the student should convene the initial committee meeting. At this meeting, the student presents his/her planned approach to each of the topic areas. The committee may recommend further modification before approving the outline. At this point, the student is excused from the meeting, and the committee chair will assign members to write the three specific questions

7. By the next working day, the chair will submit a committee meeting form along with the approved initial outline to the Director of Clinical Training, who reviews it and sends it on to the Department Chair. Normally both the DCT and Chair will approve the initial outline, but if there are concerns the DCT or Department Chair will discuss these with the committee chair within two weeks of the committee meeting date. The student and Comprehensive Examination committee would then convene again to resolve the concerns.

8. Within one week of the initial meeting, the committee members will send question drafts to the committee chair. The chair may negotiate modifications to the questions before sending the final set to the student. The final set of questions will be sent to the student within two weeks of the last committee meeting. The instructions to the question set will specify the date on which your questions were provided and the date (**five months later**) by which the position statements are due. It is the responsibility of the student to give copies of the questions along with the dates of the initial meeting and the deadline for completing the statements to the Graduate Program Coordinator within 48 hours of receiving the final questions.

9. The student then writes the three position statements, the total combined length of which must be no more than 50 pages (excluding references), double-spaced, Ariel 12-point font, with 1" margins all around. The full question as posed by the committee should be stated at the beginning of each position statement. The statements must reflect the student's own, independent work. Faculty will neither read nor comment on drafts.

10. The student should deliver copies of all three position statements together to each committee member. Again, these must be submitted no later than **five months** after receiving the final set of questions. Of course, they may be submitted sooner.

11. Students should schedule a defense meeting allowing the committee three weeks to read the statements. Students should immediately notify the Graduate Program Coordinator of the scheduled defense date which must be announced at least two weeks prior to the defense.

12. The committee will read the position statements with regard to how well the student addresses the dimensions specified below. At the oral defense, the committee will explore those dimensions, if any, which

were not sufficiently addressed in the statements. The student's responses will be included in the committee's determination of whether the examination was passed or failed.

13. The oral defense will focus on discussion of the three position papers. Students are responsible for all of the material in the reference section, and the committee may ask about specific readings. Students should be prepared to ground and defend their positions in relation to the relevant literature and within the constraints of a clinical science perspective. The normal time allotted for the oral defense meeting is two hours. When the chair determines that there has been sufficient discussion, the student will be excused for a period of committee deliberation, after which s/he will be notified of the result. The committee has only three options. The first is to pass the student (including the possibility of designating the pass as being "with distinction"). The second is giving the student a Conditional Pass where the student has the opportunity to rewrite one or more of the sections of the paper within a specified period of time. The third option is to fail the student and require him or her to retake the examination within one calendar year from the date of the first exam. Students will be allowed to retake the examination only once. A second failure will be considered grounds for termination from the program.

14. The committee chair submits a report of examination to the Department Chair, along with the three position papers, the individual faculty ratings, the committee's final recommendation, and the department's Evaluation Form for Graduate Student Comprehensive Exam. With the Chair's approval, this report is forwarded to Graduate Studies.

15. Upon completion of both the master's thesis and the Comprehensive Examination, students should immediately see the Graduate Program Coordinator to apply for advancement to Ph.D. candidacy.

#### **Option B: Scholarly Review Paper**

In this option, the student is to write a scholarly review of a particular research area. Models for this kind of review can be found in journals such as *Psychological Bulletin*. The review should be written for a broad audience of scientific psychologists, not more narrowly for specialists in the area. A scholarly review involves more than summarizing the findings of multiple studies. It may include: (1) critical analyses of research methodologies; (2) the synthesis and integration of multiple perspectives on the problem; (3) the derivation of defensible conclusions, principles, and/or recommendations for practice; and (4) implications, needs, and recommendations for future research. The review may also use meta-analytic approaches, if appropriate, to summarize findings on standard metrics. A good source for more information about how to write a scholarly review is: Bem, D. J. (1995). Writing a review article for *Psychological Bulletin*. *Psychological Bulletin*, 118, 172-177. Students electing Option B should start by reading this paper.

Another intent of Option B is to provide a springboard for writing the dissertation. While hopefully publishable in its own right, the review should also form the corpus of the introduction for the dissertation.

As is the case with Option A, Option B reviews must address the role of cultural diversity in the target research area. Cultural diversity issues need not be limited to racial/ethnic diversity but may include gender, age, disability, sexual orientation, religion, or other forms of human diversity.

Most of the steps for Option B are the same as Option A. Once a committee chair is selected, students should consult with the chair about the general focus of the review. The initial task is to define an area that is broad enough to warrant an integrative scholarly review, but not so broad as to encompass an overwhelming amount of literature. Also students should identify how the review would differ from or improve upon any existing review of research in this area. After the student and chair select a Comprehensive Exam committee, the student, with input from individual committee members, prepares an initial 2-3 page outline of the proposed review, including a list of possible references for the paper, which is discussed and possibly refined at the initial meeting.

By the next working day, the committee chair will submit to the Director of Clinical Training a committee meeting form along with a one-page summary of the review topic and the initial outline. The DCT reviews these and sends them on to the Department Chair.

An additional meeting may be scheduled to reconvene within two weeks if necessary to resolve concerns. Once the project is approved, the student has **five months** to complete the review and schedule a defense meeting.

Within 48 hours of final approval, the student will give copies of the summary and outline along with the date of the initial meeting and the deadline for completing the statements to the Graduate Program Coordinator.

The total length of the review should be no more than 50 pages (excluding references), double-spaced in 12-point font, with 1 inch margins all around. The review must reflect the student's own, independent work.

Faculty will neither read nor comment on drafts.

Once the review is completed, the student should distribute it to the committee and schedule the defense meeting. The meeting date should be scheduled at least three weeks after the review has been given to the committee. Students should notify the Graduate Program Coordinator of the scheduled defense date which must be scheduled at least two weeks in advance.

The committee will read and evaluate the review with regard to how well it addresses relevant dimensions (see below). At the oral defense, the committee will explore those dimensions, if any, which were not sufficiently addressed in the written document. The student's responses will be included in the committee's determination of whether the examination was passed or failed. The oral defense will focus on discussion of the review. Students are responsible for all of the material in the reference section, and the committee may ask about specific readings. Students may bring notes to the defense meeting and should be prepared to ground and defend their review in relation to the relevant literature and within the constraints of a clinical science perspective. The normal time allotted for the oral defense meeting is two hours.

When the chair determines that there has been sufficient discussion, the student will be excused for committee deliberation, after which the student will be notified of the result. The committee has only three options. The first is to pass the student (including the possibility of designating the pass as being "with distinction"). The second is giving the student a Conditional Pass where the student has the opportunity to rewrite one or more of the sections of the paper within a specified period of time. The third option is to fail the student and require him or her to retake the examination within one calendar year from the date of the first exam. Students will be allowed to retake the examination only once. A second failure will be considered grounds for termination from the program.

After the defense meeting, the committee chair submits a report of the examination to the Department Chair, along with the scholarly review paper, the individual faculty ratings, the committee's final recommendation, and the department's Evaluation Form for Graduate Students Comprehensive Exam. With the Chair's approval, this report is then forwarded to Graduate Studies. When students have completed both the Master's degree and the Comprehensive Examination, they should see the Graduate Program Coordinator to apply promptly for advancement to Ph.D. candidacy.

**Deadline for Remaining in Good Standing:** Students who do not complete the comprehensive exam by the end of the Fall semester of their fourth year will not be in good standing unless the Department approves the student's written petition for an extension.

### **Comprehensive Exam Forms**

At least two weeks prior to the date of the oral defense or final Comprehensive Exam, the student must notify the Department's Graduate Program Coordinator of the date, time and place of the examination. The GPC will then forward an Announcement of Examination to Graduate Studies. The results of the comprehensive must be reported to the Dean of Graduate Studies on the Report of Examination form no later than two weeks after the date of the examination. The department, as part of its ongoing outcomes assessment procedures, also asks that each committee member complete the evaluation form mentioned above.

Upon successful completion of the comprehensive examination, you may proceed with dissertation research. The steps for completion of a dissertation are similar to those specified above for the thesis.



### **Advancement to Candidacy**

Another step in the process of earning the doctoral degree is being advanced to candidacy. Once a student passes the comprehensive exam, they must complete an Application for Doctoral Candidacy form, which summarizes a student's doctoral program of studies. The procedure is similar to the Program of Studies for the Master's degree.

Once you have passed the Comprehensive Examination, you should make an appointment with the Graduate Program Coordinator to go over and complete the Application for Candidacy. The AC must be approved and signed by your Faculty Mentor, the Associate Chair for Graduate Education, and the Department Chair before it is submitted to the Dean of Graduate Studies for approval. Students are expected to submit the Application for Candidacy form the same semester in which they pass the doctoral comprehensive exam.

#### **Requirements for Advancement to Candidacy**

- The doctoral comprehensive examination has been passed.
- The Dean of Graduate Studies has approved the student's Application for Candidacy
- The Graduate Studies office has approved the student's Appointment of Dissertation Committee form (see below).

#### **Time Limit to Degree**

Doctoral candidates have five (5) calendar years from the semester in which they pass their doctoral comprehensive examination to complete the degree requirements. The final requirement is generally the acceptance of the student's dissertation by the Dean of Graduate Studies or the completion of the clinical student's internship.

#### **Dissertation Committee**

The Dissertation Committee is charged with the supervision of a doctoral candidate's dissertation activities, including the review and approval of the student's research proposal. Doctoral candidates initiate the process of selecting the Dissertation Committee by first arranging for a qualified faculty member to serve as the chair of their Dissertation Committee. The chair of the Dissertation Committee is typically the student's Faculty Mentor. The faculty chair and the candidate jointly select the remainder of the committee.

Each committee must consist of a minimum of four members approved by Graduate Studies; 2 of the 4 members must have Category 1 approval (see catalog for description of categories).

1. Chair must have approval as a Category 1, 5, or 3 if his/her appointment is within the student's major
2. The second member must have approval as Category 1 or 3 if his/her appointment is within the student's major
3. The third member (external/outside) must have approval as Category 2 if selected from the faculty of an institution other than UNM, or Category 1 if a UNM faculty member outside the student's discipline
4. The fourth member can have approval as Category 1-6
5. Co-Chair (optional) must have approval as a Category 1-6 as long as the other co-chair is a Category 1 or 3 if his/her appointment is within the student's major

No more than one voting member may be in Category 4. Departments can impose a more restrictive structure for exam committees.

Once the committee is selected, you must file an Appointment of Dissertation Committee form. The form must be signed by the candidate, the dissertation chair, and the department chairperson, and be approved by the Dean of Graduate Studies. The form should be filed no later than the first semester of PSY 699 enrollment. If you

need to change the composition of the Dissertation Committee, a revised Appointment of Dissertation Committee form must be submitted to GS along with a written rationale for the change. GS may request additional documentation as appropriate.

**NOTE:** All expenses incurred for member services on a Dissertation Committee are the responsibility of the student.

### **Dissertation Proposal**

Students who do not propose their Dissertation by the end of the Spring semester of their fourth year will not be in good standing, unless the Department approves the student's written petition for an extension.

Students work with their Faculty Mentor to develop an idea for a dissertation study prior to writing their dissertation proposal. The Faculty Mentor reviews the proposal and ultimately approves it for distribution to the other Dissertation Committee members. Approximately 2 weeks later a proposal meeting is held. During this meeting the dissertation work is discussed and negotiated with the entire committee. A Dissertation Proposal form must be processed at the time of the proposal meeting and returned to the Graduate Program Coordinator. If the committee agrees, the student may proceed with the dissertation otherwise additional meetings may be required.

The dissertation research must be conducted as agreed upon by the Committee. If students experience difficulties and need to make substantial changes to the originally approved proposal's plan, the changes must be discussed and accepted by the Dissertation Committee members in advance of the Dissertation defense.

The written dissertation is reviewed by the Faculty Mentor, and revisions are made. Upon approval by the Faculty Mentor, a draft of the dissertation is distributed to the Dissertation Committee for review; committees require a minimum of two weeks to review the dissertation. Once approval to proceed has been given by the committee, an oral dissertation defense is scheduled. The defense must be announced at least two weeks prior to the defense date. See the Graduate Program Coordinator for details regarding the defense announcement.

### **Continuous Enrollment in Dissertation Hours**

During the course of dissertation work, students are required to enroll in a minimum of 18 hours of dissertation (699) credit. Enrollment in 699 should not begin prior to the semester in which the student takes the doctoral Comprehensive Examination. Only those hours gained in the semester during which the Comprehensive Examination was passed and in succeeding semesters can be counted toward the 18 hours required. Students who fail the Comprehensive Exam cannot apply any 699 credits toward his/her program of studies until the semester in which the Comprehensive Examination is retaken and passed.

Enrollment for dissertation (699) may be for 3, 6, 9 or 12 hours per semester, with 9 hours the maximum in summer session. Minimum enrollment in 699 for one semester is 3 hours. Assuming satisfactory progress, the dissertation chair assigns a grade of "PR" for each semester until the dissertation has been completed.

Once dissertation (699) hours are initiated, usually the semester in which the Comprehensive Exam is passed, continuous enrollment in fall and spring semesters is required until the manuscript is accepted by the Dean of Graduate Studies (summer enrollment is required only if a student completes degree requirements during a summer session). Students who have enrolled in 699 and subsequently stopped enrollment for one or more semesters (not including summer) must follow the procedures listed under the "Continuous Enrollment Policy" in the Graduate Program portion of the UNM catalog. In short, you would have to be readmitted to the program and again pay all application fees. Thus, students who are no longer required to be enrolled full-time in the program (e.g., are on clinical internship, are working on dissertation alone) are required to remain enrolled for at least 3 hours of dissertation (699) with their Faculty Mentor through the semester in which the dissertation is defended.

### **The Final Examination for the Doctorate (Dissertation Defense)**

The doctoral final oral examination is the last formal step before the degree is awarded. The focus of the final examination is the dissertation and its relationship to the candidate's major field. Its purposes are:

- To provide an opportunity for candidates to communicate the results of their research to a wider group of scholars;
- To afford an opportunity for the members of the Dissertation Committee, as well as others (faculty, students) to ask relevant questions;
- To ensure that the research reflects the independence of the thought and accomplishment of the candidate rather than excessive dependence on the guidance of a faculty member; and finally,
- To ensure that the candidate is thoroughly familiar not only with the particular focus of the dissertation but also its setting and relevance to the discipline of which it is a part.

At least two weeks before the final examination is held, and no later than November 1 for Fall graduation, April 1 for Spring or July 1 for Summer, you must notify the Graduate Program Coordinator of your dissertation defense date. In order to qualify to sit for a doctoral exam during the intersession, the student must be registered for the following semester.

The presentation and examination phases of the exam are open to the University community and are published in various sources; the deliberation phase is only open to the committee. It is the policy of the Department that any psychology graduate student may attend a doctoral dissertation defense. It is expected that any faculty member or student in attendance will have read a copy of the proposed dissertation in advance. For this purpose, an electronic copy of the manuscript will be disseminated to faculty and students.

At the conclusion of the examination, the Dissertation Committee members will confer and make one of the following recommendations, which must be agreed upon by at least three of them:

- That the dissertation be approved without change
- That the dissertation be approved subject only to minor editorial corrections (Conditional Pass), or
- That the dissertation be rewritten or revised before approval.

If either the first or second recommendation is made, the committee may decide that no further meetings are needed. In the second instance the chair of the dissertation will be responsible for seeing that all necessary corrections are made before the dissertation is submitted to Graduate Studies. If the third recommendation is made, the full committee may elect to meet again to determine that their concerns have been addressed.

### **Member Attendance at Dissertation Defense**

All members of a student's Dissertation Committee must be present at the dissertation defense. Although physical presence is strongly encouraged for all members, synchronous participation by telephone/video conference is allowed when necessary.

### **Proxy Signature**

An original signature of each committee member is required for each examination and dissertation (or thesis) defense form. In the rare cases where an original signature cannot be provided, the committee member may request a proxy signature by submitting the Proxy Request Form at least two weeks prior to the student's examination.

### **Notification of Intent to Graduate: Ph.D.**

Students must inform the Graduate Program Coordinator in writing of their intent to graduate before the final day of the semester prior to the semester in which they plan to graduate. Deadline dates for indicating your intent to graduate and for defending your dissertation in order to graduate in a given semester are the same as for the M.S.

### **Conditional Pass**

Having evaluated the materials required for the examination, if the Committee feels that, although the student has demonstrated knowledge and understanding of the field, it is not quite sufficient to justify a grade of “pass”, the committee may assign the grade of “Conditional Pass” and require that the student meet additional conditions before a grade of pass will be awarded. The student must meet the conditions noted on the Conditional Pass by the end of the subsequent term. However, students who plan to graduate in a specific term must resolve a Conditional Pass by the posted deadline for submission of examination results. The committee will note the conditions that need to be met by the student on the examination form. Once the committee indicates the student has met the conditional pass criteria, they will submit a memo to OGS, and the student will have a maximum of 90 days to submit his/her dissertation; however, graduating students must meet the term deadline for submission of the dissertation.

### **Quality of the Dissertation**

The responsibility of the Dissertation Committee (especially the chair) includes the evaluation of the substance and methodology of the dissertation, as well as an assessment of the candidate’s competence in scholarly exposition. The dissertation should reflect a high level of scholarship in the conduct and presentation of the study. If serious questions concerning substance, methodology or exposition arise through a review of the Report on Thesis or Dissertation forms, the Graduate Dean may seek the counsel of the Dissertation Committee, graduate unit chairperson and/or other scholars with particular competence in the field of study before the dissertation receives final approval.

### **Final Dissertation Preparation**

The student is responsible for preparing a dissertation in proper format that is of high quality and free of grammatical and typing errors. Guidelines on dissertation format are detailed and should be carefully followed. Students are urged to print current guidelines from the Graduate Studies website before defending their dissertations. The general manuscript format guidelines and most required forms are available on the GS website (<http://www.unm.edu/grad>). Examples of the front matter and reference pages are available on the OGS website.

### **90-Day Rule**

Doctoral students must submit their dissertations to the Dean of Graduate Studies within ninety (90) days of passing their oral examination for the dissertation. If the manuscript is not submitted within that time, students must schedule and complete a second final examination for the dissertation. In all cases the results of the dissertation defense must be submitted to OGS no later than two weeks after the announced date of the dissertation defense.

## **Electronic Submission of the Dissertation**

All Ph.D. students at UNM must submit their dissertations to OGS electronically for filing in UNM Library's electronic, open-access database (LoboVault), where their work is accessible to internet search engines, such as Google and Yahoo (see <https://repository.unm.edu>). Open access allows scholars and researchers around the world to access the results of research and scholarship with the click of a button. Thus, open access accelerates and broadens the dissemination of scholarly and creative work. Theses and dissertations filed in open access at LoboVault are fully copyrighted, and are afforded the same intellectual property protections as print manuscripts and publications. PhD students must also file their dissertations with ProQuest.

Ph.D. students must submit their dissertations to the Dean of Graduate Studies for approval by **November 15 for Fall graduation, April 15 for Spring graduation or July 15 for Summer graduation**. If the dissertation approved by the full committee is not submitted by these deadlines, the student will not be able to graduate in that semester. While OGS accepts dissertations in electronic (pdf) form, graduate units may also require paper copies (check with the graduate unit).

## **Accompanying Forms**

The following forms, which must be submitted along with the manuscript, may be obtained from Graduate Studies' website under the Manuscripts tab: (<http://grad.unm.edu/resources/gs-forms/index.html>):

1. Report on Thesis or Dissertation from each committee must be received by Graduate Studies before the student's dissertation receives final approval.
2. Certification of Final Form signed by the student and dissertation committee chair.
3. Information Cover Sheet
4. Survey of Earned Doctorate—a link to the survey is available on Graduate Studies' website
5. Electronic ETD Release Form
6. Embargo Request Form (if requesting an embargo)

Students are responsible for including the following as well: Signature Approval Page, Dissertation Title Page, and Abstract Title Page. Information on these pages is available on the OGS Web site (<http://grad.unm.edu/degree-completion/thesis-dissertations/manuscript-templates.html>).

You are required to submit to the Psychology Department two hard copies of your manuscript in proper format to be bound for the department's collection. They must be submitted to the Graduate Program Coordinator by the end of the semester in which you successfully complete your dissertation defense. One bound copy will be given to your Dissertation Committee chair, and one will be placed in the Logan Literature of Learning Library. Additional copies can be bound for your personal use. Departmental binding fees are \$25.00 per each copy bound (\$50.00 minimum).

It is your responsibility to conform to the current format requirements and to be sure that the presentation of your manuscript is of the highest quality. Because requirements may change over time, students should not use existing library or departmental copies of manuscripts as examples of proper format.

## **Courtesy Policy**

University regulations require that the student must be enrolled and complete a minimum of one (1) hour of graduate credit for Master's students and three (3) hours for PhD students in the term they complete degree requirements. Should the student miss the graduation deadline (July 15 for summer graduation, November 15 for fall graduation, April 15 for spring graduation), but complete all degree requirements on or before the last day of that term, the student is not required to register for the next term. See the Graduate Program Coordinator for more details about taking advantage of this "courtesy policy."

## **Student Funding**

Graduate student funding at UNM comes in a variety of forms and from a variety of sources including assistantships, fellowships, grants, scholarships, and loans. The Graduate Studies website is an excellent source for many funding opportunities ([grad.unm.edu/funding/](http://grad.unm.edu/funding/)), as is the Graduate Resource Center ([unmgrc.unm.edu](http://unmgrc.unm.edu)). Loans may be applied for through the Financial Aid office ([finaid.unm.edu/](http://finaid.unm.edu/)).

### **Departmental Funding**

Generally, departmental funding is in the form of an assistantship (GA/TA/RA). An assistantship is a financial award to a graduate student for part-time work in teaching, assisting in classes, or research while pursuing study toward an advanced degree. The primary goal of an assistantship is to assist students in strengthening and successfully completing their academic program. The Associate Chair for Graduate Education, in consultation with the chair, course instructors who require graduate assistants (GA's), and research mentors, makes decisions concerning departmental funding to students. Applications for departmental funding are completed at about the same time as the Annual Progress Report. Continuing students are also asked to make their needs and preferences for financial aid known to the Associate Chair for Graduate Education early in the spring semester, as these projections are used to determine how many Assistantships can be set aside for newly admitted students. All eligible applications from new and continuing students are considered on a competitive basis.

Eligibility for financial aid in a given year is dependent upon satisfactory progress in the program (see definitions of good standing in Appendix D). The minimum eligibility requirements must be completed by the end of the academic year (i.e., the end of the Summer term) in order to ensure eligibility for aid in the next year. These requirements apply only to types of aid assigned through the Department (e.g., teaching and graduate assistantships) and do not apply to other types of support (e.g., external clinical placements, research assistantships on grants). Awards made through the Department (including fellowships) carry specific duties and responsibilities. Students maintaining satisfactory progress are eligible for financial aid for five years but this may be extended in unusual situations.

### **Outside Employment**

All students who are supported by the Department (whether by internal or external funds) are full-time students, and therefore are generally not allowed to assume any regular outside employment. Any supported student who seeks employment must first obtain approval from their mentor and the Associate Chair for Graduate Education. Failure to obtain such approval may result in revocation of financial aid. This regulation applies only during the fall and spring semesters, and does not apply to the summer period. If the outside employment involves the provision of professional services, then the policy specified earlier on Provision of Professional Services by Students applies.

For clinical students, opportunities for outside employment are sometimes available through contracts negotiated through our Clinic. Typically these positions are announced in a memo to the clinical students. Periodically the DCT is contacted by outside agencies regarding positions, and these are also announced to students through a memo.

### **Extra Compensation**

It is departmental policy to allow students, including those already funded, to obtain extra compensation for additional tasks or appointments within the Department. Normally a student has only one principal appointment (GA/TA/RA/Fellowship) at a given time. The Associate Chair must approve additional duties for compensation in advance in writing. Extra compensation employment may not exceed 10 hours per week when regular FTE is .50, or 20 hours per week when one's regular FTE is .25 (maximum, therefore, is .75 FTE or 30 hours per week).

### **Total Employment Commitments**

As of spring 1998 it is departmental policy that each graduate student's total work commitment (principal appointment plus outside employment plus extra compensation as defined above) should not exceed 20 hours per week. With prior approval of the Associate Chair for Graduate Education and the student's research mentor, the student may exceed 20 hours (Clinical students must also receive permission from the Clinical faculty). However, students may not be appointed to an assistantship or a combination of assistantships for more than 30 hours per week.

### **Private Employment of Students by Faculty**

In keeping with the American Psychological Association's guidelines advising against dual relationships, private employment of students by faculty is generally not allowed. Details of the departmental policy in this area are included in Appendix K.

## **General Academic Regulations**

### **Three Semester Continuous Enrollment**

A student who is admitted and completes at least one semester in graduate status at the University of New Mexico will receive registration materials for three subsequent semesters (including summer session) whether they enroll or not. Graduate students will not be required to apply for readmission to resume their studies by registering for classes if they do so within these three semesters. If they are not enrolled by the published registration deadline of the third semester (including summer session), they must apply for readmission. Such “stop-out” periods are included in the time to degree.

NOTE: Students must be enrolled in a semester in order to use his/her Lobo Card

Students who discontinue their graduate training prior to receiving a degree must reapply to the program. Students reapplying to the program will be considered by the Admissions Committee along with first-year applicants and may be brought forth to the entire faculty for vote. Although a recommendation to readmit would normally be made only under unusual circumstances, nothing in this policy precludes former students from enrolling in non-degree work to strengthen their application.

### **Withdrawals from Required Courses**

Graduate students are expected to enroll and complete all required courses as outlined within these guidelines. Any withdrawal from a required course will be considered by the faculty as less than acceptable performance both in departmental evaluations of progress and in financial aid considerations, in the same way as a grade of F in a required course would be considered. Further, any student withdrawing from a required course will be reviewed by the faculty as a whole at the end of the semester in which the withdrawal occurs, to consider the question of whether the student should be permitted to continue in the graduate program.

### **Leave of Absence**

A student who is unable to continue his/her graduate studies due to exceptional circumstances must request, in advance, a Leave of Absence. Only students in good standing are eligible for a Leave of Absence. Accordingly, students who have not yet achieved a grade record (first semester students), students with less than an overall B average, and students who, for whatever reasons, are judged by the faculty not to be in good standing, are not eligible for a Leave of Absence.

Requests for a Leave of Absence from students who are in good standing will come before the full psychology faculty for a vote. If approved by the Department, the student may then petition OGS for both a Leave of Absence and to extend his/her completion time limit. The written request, together with a memo of support from the chairperson or designee of the graduate unit, is forwarded to the Dean of Graduate Studies for approval. A Leave of Absence is determined on a semester-by-semester basis and is generally limited to a maximum of one calendar year. The time approved for a Leave of Absence is not counted in the time limit to complete the degree as long as the student is not enrolled in any course at The University of New Mexico.

### **Research Involvement**

Because psychology is an experimental science and because experimental methods are learned best through active participation, all students are expected to be continuously engaged in supervised research throughout their training. During the first year, this usually includes participation in one or more faculty research teams, data collection in a collaborative study, and completion of a thesis proposal. Beyond the first year, students are expected to continue active research involvement, reflected in continuous registration with a faculty member



for Graduate Problems (551), Master's Thesis (599), or Dissertation (699) hours. Students at or beyond the second year who are not enrolled for either thesis or dissertation hours should be signed up for at least one hour of Graduate Problems with a faculty member, and be actively participating in research with that faculty member. In annual reviews of student progress and consideration for financial aid, research involvement is a very important criterion.

First year students are assigned an initial advisor based on apparent matches in interests, but students may change advisors during their training. The decision to do so should be carefully considered and discussed with both the current research mentor and the potential new mentor. Students are also encouraged to collaborate with researchers in different labs, availing themselves of the range of expertise represented in this Department.

In order to provide a clearer idea of what is expected of students in terms of research involvement, the faculty have adopted the 'Guidelines For Evaluating Graduate Student Research Activity' (Appendix E). The faculty in each Area considers these guidelines in reporting to the Department and to the student each spring whether that student's research involvement during the past academic year has been Unsatisfactory, Satisfactory, Good, or Exemplary.

### **Human Subjects**

No human research of any kind may be conducted without obtaining prior approval from the departmental Human Subjects Committee and the College of Arts and Sciences Institutional Review Board (IRB). Animal research is also subject to regulation by the departmental and Institutional Animal Care and Use Committees. Consult with your advisor before undertaking any research, and do not begin running subjects until official approval has been received. Complete details about the IRB Process can be found on our website at: <http://psych.unm.edu/research/irb-process.html>.

With regard to the use of surveys, questionnaires and other data collection efforts with undergraduate students as participants, it is departmental policy that undergraduate class time normally should not be devoted to such activities. However, if the instructor of a course believes that the activity provides a useful educational experience, then class time may be devoted to it, but typically no research participation credit points may be awarded to participants. Whenever undergraduate students participate in research outside of class, some time, typically during debriefing, must be devoted to making the experience of educational value for the participants if they are to be given research credit in a class for their participation. Students should refer to the UNM Policy, E90, Human Beings as Subjects In Research: <http://handbook.unm.edu/section-e/e90.html>.

### **Professional Organizations**

Students are strongly encouraged to attend and participate in meetings and conferences of professional organizations. In the course of training, it is desirable to acquire experience in a variety of research presentation formats including colloquia, poster sessions, paper sessions, workshops, and roundtable discussions.

The Department sponsors an ongoing Colloquium series. Graduate students are expected to attend departmental colloquia, including topics outside the student's immediate area of interest. In addition to exposing students to a range of research topics and methods, attendance at colloquia also provides vicarious experience in how to present a colloquium effectively; a skill that becomes important later during research presentations and job interviews.

## **Teaching Experience**

The Department requires that every student obtain supervised teaching experience as part of the program. Some opportunities for teaching also provide financial aid, but students are encouraged to seek a variety of teaching experiences regardless of remuneration. It is unreasonable simply to require students to teach without providing them some training and supervision. Therefore all students must take PSY 507: Teaching Seminar in Psychology prior to teaching their own course (Note: exceptions must be cleared with the student's mentor, and either the chair of the Teaching Mentoring Committee or the Department Chair). Students must have a Master's degree before they are allowed to teach a course. See Appendix I for the department's Teaching Policy.

The following will satisfy the teaching requirement:

- Teaching a course either for remuneration or on a volunteer basis.
- Serving as a GA for a course and delivering at least three supervised lectures.
- Students may petition their area head to allow them to satisfy the teaching requirement by volunteering to deliver at least three lectures in other courses. Students who opt to satisfy the teaching requirement by delivering three lectures must arrange for observation and feedback with the instructor(s) of the course(s) in which they lecture.

## **Commencement Exercises**

Degrees are awarded at the end of each term: fall, spring, and summer. The department convocation, however, is held only once a year in spring (May). Inasmuch as the conferring of degrees is done at a Department-sponsored ceremony, graduate students are encouraged to also take part in University commencement exercises.

## **University Commencement**

The University Commencement Ceremony is the campus-wide graduation ceremony for students from all schools, colleges, and degree programs held in the fall and spring at the University Arena (The Pit). The President of the University of New Mexico confers degrees upon all degree candidates at this ceremony. Bachelors and Master's Degree candidates will proceed across the stage and be recognized individually. Doctoral graduates will be hooded.

## **Department Convocation Ceremonies**

Convocation ceremonies are celebrations hosted by individual schools, colleges, and/or departments just for their graduates. Master's and doctoral degree recipients have the opportunity of participating in a formal departmental commencement convocation in May. Both Master's and Doctoral degree recipients are hooded by their mentors as part of this ceremony.

## Student Grievances

Graduate students occasionally experience conflicts with their course instructors, Faculty Mentors, or other departmental faculty. These conflicts may center on matters such as fairness in the classroom, equitable grading, workload disparity, authorship of manuscripts, expected duties in the lab, performance evaluations, perceived favoritism, poor communication, discrimination, and the like. We describe here the procedures for dealing with such complaints or grievances. Our goal is to address these disputes in a way that protects the confidentiality of the student, respects the rights of the faculty, and adheres to university principles regarding grievances.

A primary goal of making explicit the departmental grievance procedure is to allow students to first resolve complaints informally and confidentially with the intention of avoiding a formal grievance through the University when appropriate. However, these guidelines are not intended to supersede policies defined by the University. UNM's policies regarding student grievances are published in the *Pathfinder* under "Student Grievance Procedures" and specific guidelines for graduate students can be found under "Graduate Student Grievance Procedures."

It should be noted that students always are encouraged to seek consultation at any time on a wide variety of issues, including complaints and grievances, with their Student Area Representative. Furthermore, it should be noted that students are encouraged, *when it is comfortable and appropriate*, to include the faculty member who is the target of their complaint in meetings with other individuals listed below (e.g., Area Head).

The first step in informally resolving a complaint is to talk with the faculty member who is the subject of the student's complaint, seeking resolution directly. Sometimes this is not comfortable or appropriate. In that case, the complainant should first consult with his/her Faculty Mentor, and, if necessary, thereafter consult with the Area Head.\* If the concern/complaint is not resolved at this level, the complainant may consult with the Associate Chair for Graduate Studies, who would attempt to resolve the complaint. If the issue was not satisfactorily resolved, the Associate Chair for Graduate Studies would contact the Student Complaint Committee. The Student Complaint Committee would consist of four graduate students in at least the second year of graduate study, two from the clinical program and two from experimental. The Associate Chair for Graduate Studies would serve as a consultant to the committee, and would participate in these committee meetings only by invitation. The task of the committee would be to suggest to the student possible informal resolutions to the complaint. At this point, if resolution had not been obtained, the complainant would meet with the Department Chair to discuss resolution. Should this last step for informal resolution not be successful, the complainant could use formal university conflict resolution resources, including filing a formal grievance. [see below].

*\*If any of the faculty parties indicated above is the subject of the complaint, the step in the process involving that person should be skipped. From this point on, all discussions are to be held in strictest confidence unless the complainant gives permission to any party to discuss the matter with the subject of the complaint.*

In summary, the following are the steps for resolving complaints or grievances:

- resolution is sought between the student and the faculty member or instructor involved, or
- the student brings the matter to the attention of his/her Faculty Mentor. If resolution is not achieved,
- the student brings the conflict to the Area Head. Absent resolution,
- the student brings the conflict to the Associate Chair for Graduate Studies. Failing resolution,
- the Associate Chair for Graduate Studies contacts the Student Complaint Committee. If unresolved,
- the student brings the conflict to the Department Chair, and if not resolved,
- the student may pursue formal means of resolving the conflict outside of the department. This includes the resources of the University Ombuds Dispute Resolution (<http://grad.unm.edu/resources/ombuds/index.html>) and/or the Faculty Dispute Resolution Center (277-3212). The student may also at this point take his/her complaint to Graduate Studies and institute a formal complaint.

Approved by Faculty on 1/25/08

## **Departmental Facilities and Information**

### **Department Office**

The staff in the Department Office performs a wide range of duties to keep the Department running smoothly. Because they are typically quite busy, they can provide only very limited services to graduate students. The Administrative Assistant can tell you whether a specific request is reasonable or not. The Office will not provide supplies, typing, proofreading, or photocopying services for students. The Office staff can help you to understand University procedures and regulations, obtain keys and necessary forms (e.g., human or animal subjects approval).

### **Copying**

The departmental copy machine is not available for student use unless you are teaching a course. Please see the department Administrative Assistant for further instructions. Personal photocopying (including copies of articles) may be done on the graduate student copy machine, which is located in the Grice Electronic Library (room 270). GASP is responsible for the account codes.

### **Offices**

The severe shortage of space within the Department may prevent us from being able to provide individual offices for all students. Priority for office assignments typically will be given to teaching assistants with anticipated high student contact hour requirements. Some of the faculty members are able to provide office space within their laboratories. The Graduate Student Lounge and the Logan Library are designed to provide students with areas for study and discussion.

### **Keys**

Keys for offices and other Logan Hall doors are available from the department Administrative Assistant. You will need authorization from your Faculty Mentor when requesting laboratory keys. Generally graduate students are issued keys to the outside doors, the graduate lounge, and if applicable, their office space. The procedure for obtaining a new key is to get a key authorization slip from the department Administrative Assistant, fill out the slip, get appropriate signatures, then take the form, along with a \$10 deposit for each key, to the department accountant. The accountant will then issue an official green authorization card(s) which you is taken to the Physical Plant Key Shop located just north and west of the intersection of Yale and Lomas. Be advised, the Key Shop is closed on Fridays. There is a \$50.00 charge for lost keys. You should turn in unneeded keys to the lock shop when you obtain new ones, and all keys must be turned in when you complete the program, otherwise you forfeit your key deposit. To have your \$10 deposit refunded, present your key return receipt to the department accountant.

### **Building Security**

Over the years there have been problems with building security. Equipment and personal possessions have been stolen, and facilities have been vandalized. Please help us to maintain building security by following these guidelines:

1. The outside doors to the building are to be locked at all times except during normal class hours. If you find the doors unlocked late in the evening or on a weekend, please notify a custodian (if present in the building) or call the Campus Police (7-2241). You will not be able to lock the door yourself because a special bar-releasing tool is required.
2. Do not prop doors open or otherwise attempt to override the automatic locking features of the outside doors.
3. Do not lend your keys to any unauthorized person or permit your keys to be duplicated.

### *Department of Psychology-Guidelines for Graduate Students*

4. Do not open the outside doors for unauthorized persons. If you find someone desiring admission after the doors have been locked, inquire as to their business and accompany them. Anyone with official business in the building should have his or her own access key.
5. If you find strangers wandering in the halls during evening or weekend hours, inquire as to their business or call Campus Police.
6. If you observe any suspicious activity, notify Campus Police immediately. No unauthorized persons are allowed on the second floor of the building at any time.
7. Whenever you leave your office or research space, close and lock the door. Equipment and personal possessions have often been stolen during a few minutes when they were unattended.
8. If you observe any lights burned out in or around the building, please report this to the Departmental Administrator.
9. Due to expensive equipment and housing of lab animals, the second floor of the Psychology Department is to remain locked at all times and is restricted. Access is via an authorized Prox card. Do not prop open the door and do not allow unauthorized people in.

#### **Net ID'S**

You will also need a UNM NetID/e-mail address. **All university communication must go through the UNM e-mail system.** All students, faculty, and staff at UNM must have a UNM NetID to access their UNM e-mail account, the UNM Internet services on campus, the LoboWeb registration system, the e-Library, Parking Services, academic programs via WebCT and other computer and network services. To obtain a UNM Net ID go to <https://netid.unm.edu/>. Once you establish your UNM email address, contact the department advisor to update your information.

#### **Lobo ID Proximity Cards**

The department uses prox cards for access to the Clinical Neuroscience Center (CNC) on the second floor, to the Grice Electronic Library (room 270), and to the Graduate Student Lounge (room 132). Several of the new CNC labs also require prox card access. These cards also serve as your LOBO ID Card (student identification card). Get your Lobo ID prox cards at the LOBO Card Office located on the lower level of the Student Union Building (SUB), Rm 1077. You will be charged a one-time fee by the department of \$6.00 for your prox card. The Lobo Card office also has additional fees to replace lost cards.

#### **Mailboxes**

All Graduate students will be assigned a mailbox in the Graduate Student Lounge, Logan Hall 132. Faculty and Staff mailboxes are in the main office, Logan Hall 182. Outgoing mail (campus or standard) can be left in the Department Office in the designated bins.

#### **Telephones**

Graduate student offices are not equipped with telephones. Some Faculty labs, however, are. To place a local telephone call from a campus phone, dial 9 followed by the phone number. University extensions can be reached by dialing the five-digit extension number using 7, 2 or 5. For example, to dial the main office, you would dial 7-4121.

You may not make long distance telephone calls from University telephones unless the call is explicitly authorized by and part of your regular research duties with a faculty member.

#### **Parking**

All parking on campus is either by permit or metered, and Parking Services regularly monitors the parking on campus for violations. Be sure to become acquainted with UNM parking regulations to avoid citations. Parking near Logan Hall is a B zone parking area; you must have a B permit to park around the building unless you use a

metered parking space. For information on purchasing parking permits or parking zones, contact Parking Services at 277-1938 (7-1938) or visit the web site at: <http://pats.unm.edu/>.

Here are a few basic parking regulations that will help you avoid citation while parking on the UNM Campus:

- Permit display and meter payment are required from 7am to 8pm Monday through Thursday, 7am to 6pm on Fridays and 8am to 5pm on Saturdays during summer session and academic breaks.
- Parking services **DOES** enforce on academic breaks, but **NOT** on University Holidays when UNM is closed.
- Make sure your permit is displayed according to the diagram printed on the back. Parking Services officers **MUST** be able to read the permit number and expiration date from outside the vehicle.
- When parking in a metered space, make certain your parking receipt is clearly displayed.

### **Animal Resource Facility**

The Department's animal resource facility is equipped to house a variety of rodent species for use to support biomedical and behavioral research and teaching programs. The primary function of the Animal Resource Facility is to provide the best possible animal care and to assist investigators in fulfilling their obligation to plan and conduct animal research in accord with the highest scientific, humane, and ethical principles. Acquisition or use of any vertebrate animal species requires prior submission of a proposal and approval by the Institutional Animal Care and Use Committee (IACUC) and subsequent coordination with the Department's Animal Resource Facility. The IACUC and the Attending Campus Veterinarian provide oversight of the Department's animal facility and animal care and use program. A federal veterinarian for compliance with animal care standards also inspects the facility regularly. Questions regarding the acquisition and/or the care and use of laboratory animals should be directed to the Campus Attending Veterinarian, the Main Campus IACUC Chair or the UNM office of animal care and compliance (<http://hsc.unm.edu/som/research/acc/index.shtml>).

## **Libraries**

### **University Libraries**

Each branch of the UNM University Libraries has a desk staffed by *reference librarians* to assist you in accessing information and library resources. The University libraries staff is concerned and helpful. If you want a formal orientation to library facilities, contact the Reference Department at 7-5761. The majority of holdings in psychology are located in the Centennial Science and Engineering Library (CSEL), located a short distance north of Logan Hall. You will also find relevant materials in other libraries including Zimmerman Library, Parish Business Library and the Medical School Library on north campus. Your student identification card allows you to check materials out of all UNM libraries.

Architecture, Landscape Architecture, Planning, Art, Art History, Music, and Photography

Fine Arts Library

[falref@unm.edu](mailto:falref@unm.edu)

277-2355

Education, Humanities, and Social Sciences

Zimmerman Library - Instruction Services

[zimref@unm.edu](mailto:zimref@unm.edu)

277-5761

Business, Management, and Economics

Parish Memorial Library

[pmlref@unm.edu](mailto:pmlref@unm.edu)

277-8853

Science, Engineering, and Patents

Centennial Science & Engineering Library

[csehref@unm.edu](mailto:csehref@unm.edu)

277-4412

New Mexico and the Southwest, Rare Books, Archives, Manuscripts, and Special Collections

Center for Southwest Research

[cswrref@unm.edu](mailto:cswrref@unm.edu)

277-6451

New Mexico, US, and International Government Publications

[govref@unm.edu](mailto:govref@unm.edu)

277-5441

Health Sciences Library

272-2311

### **Logan Literature and Laws of Learning Library (Quad-L)**

Through the generous donations of Professor Frank Logan, a special Literature and Laws of Learning Library has been established in the Department. Located in room 226, this library is available for use by faculty and graduate students. The library includes an extensive collection of monographs and journals in experimental learning, with a computerized catalog and access system in addition to the computerized database, PsychLit. Copies of departmental theses and dissertations are also available. At least one graduate assistant is appointed as the Quad-L librarian each year, to maintain and update the resources.

### **Grice Electronic Library**

The Grice Electronic Library is located in Logan Hall room 270. It was made possible, in part, by a donation made by the Estate of G. Robert Grice, and the University of New Mexico Foundation, Inc. This room is used mainly by graduate students for research, however some courses may also be offered in this room. A schedule of courses offered is posted on the door each semester.

### **Clinic Test Library**

The Psychology Clinic maintains a wide selection of tests and equipment to be used in clinical, educational, and developmental assessment. All materials used, regardless of purpose (practicum, coursework, research, etc.) must be checked out through the Clinic Secretary. Do not remove any testing materials without first checking with the Clinic Secretary, and return all materials promptly when you have finished with them. If you anticipate special needs for testing equipment in your research, please check well in advance to determine and ensure availability.



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Hodgin Hall, photo courtesy of Akeylah Corbett

## **Appendix A**

### **DEPARTMENT OF PSYCHOLOGY STATEMENT OF MISSION**

The mission of the Department of Psychology is to discover and disseminate knowledge about psychology, the science of behavior. The Department shares with other science departments a commitment to empirical research, pursuing knowledge to understand the basic processes underlying behavior. Key values underlying the Department's mission include: the importance of a supportive scholarly environment; respect for a variety of theoretical and empirical approaches; respect for human diversity; a commitment to ethical conduct; a commitment to active engagement with the wider professional communities of psychologists; and the importance of applying scientific knowledge to decrease human suffering and enhance positive functioning.

The mission of the UNM Department of Psychology embraces goals in teaching, research and scholarship, and service:

#### **Teaching**

- Encourage and support effective teaching in communicating psychology to undergraduates both as an area of major study and as a critical part of a liberal arts education
- Enable students to understand psychology in the context of human diversity
- Engage students at all levels in scholarly activities, thereby infusing scientific study and practice into their education
- Ensure that graduate students in all areas are well trained in methodology and ethics appropriate for their effective functioning as researchers and professionals
- Train graduate students in the application of psychological knowledge to clinical and other professional settings

#### **Research and Scholarship**

- Promote a scientific approach to the study of psychology
- Foster excellence in research and scholarship
- Foster active research programs within the Department as well as interdisciplinary collaborations with colleagues in other academic units with UNM and outside the University
- Participate in the larger scientific community to disseminate knowledge and engage in scholarly exchange

#### **Service**

- Be actively involved in service to the university, the community, the state, and the profession

**Appendix B**  
**Who Can Help**

<b><u>Position</u></b>	<b><u>Personnel Name</u></b>	<b><u>Phone</u></b>	<b><u>Office</u></b>
Department Chair	Jane Ellen Smith <a href="mailto:janellen@unm.edu">janellen@unm.edu</a>	277-2650	178
Associate Chair, Graduate Program	Sarah Erickson <a href="mailto:erickson@unm.edu">erickson@unm.edu</a>	277-0635	172
Associate Chair, Undergraduate Program	Gordon Hodge <a href="mailto:ghodge@unm.edu">ghodge@unm.edu</a>	277-3019	176
Director of Clinical Training (DCT)	Elizabeth Yeater <a href="mailto:eyeater@unm.edu">eyeater@unm.edu</a>	277-0632	168
CBB Area Head	Derek Hamilton <a href="mailto:dahamilt@unm.edu">dahamilt@unm.edu</a>	277-3060	166
Evolutionary/Developmental Area Head	Steven Gangestad <a href="mailto:sgangest@unm.edu">sgangest@unm.edu</a>	277-2022	104
Quantitative/Methodology Area Head	Katie Witkiewitz <a href="mailto:katiew@unm.edu">katiew@unm.edu</a>	277-5953	118
Health Psychology Area Head	Kevin Vowles <a href="mailto:kvowles@unm.edu">kvowles@unm.edu</a>	277-5676	134
Clinic Director	Daniel Matthews <a href="mailto:danda@unm.edu">danda@unm.edu</a>	277-5164	Psychology Clinic
Clinic Administrative Assistant II	Wanda Sharts <a href="mailto:wsharts@unm.edu">wsharts@unm.edu</a>	277-5164	Psychology Clinic
Department Administrator  Oversees daily functions of department: UNM, A&S, HR, Faculty, and Departmental policy/procedures, Faculty Contracts, HR-UNM Jobs approver, Payroll approver, TA/GA budget, Space Allocation, Building Coordinator, Teaching Assignments, LAT's	Trish Aragon-Mascarenas <a href="mailto:trishara@unm.edu">trishara@unm.edu</a>	277-2230	180
Administrative Assistant II  Main office operations and reception, Department rosters and contact information, Key/Prox Cards, IDEA forms, course syllabus, textbook orders, Office supplies, Dept Room Scheduling, Dept calendars and mail, copy jobs, all-psych listserve, Newsletter	Esther Golden <a href="mailto:etgolden@unm.edu">etgolden@unm.edu</a>	277-4121	180
Administrative Assistant III  Scheduling coordination, special Events, Payroll time-keeper, Department publications, AV/Copy room supervisor, Inventory Control, and word processing	Kim Larranaga <a href="mailto:klarran@unm.edu">klarran@unm.edu</a>	277-3426	180

*Department of Psychology-Guidelines for Graduate Students*

<b>Graduate Program Coordinator</b> Graduate program procedures and admissions, student related departmental and university regulations, Catalog Curriculum	Rikk Murphy <a href="mailto:rikk@unm.edu">rikk@unm.edu</a>	277-5009	181F
<b>Sr. Academic Advisors – Undergraduate Program</b> Provide academic advisement/support to undergraduate students, new major orientation, academic holds, graduation verification, and course planning, psychadvise-listserv	Keelan O’Riley <a href="mailto:koriley@unm.edu">koriley@unm.edu</a> Simoné Guambaña <a href="mailto:Guambana@unm.edu">Guambana@unm.edu</a> Jennifer Serrano <a href="mailto:jeserrano@unm.edu">jeserrano@unm.edu</a>	277-2643 277-2882	181 A & B
<b>Senior Fiscal Tech</b> University and Departmental procedures, Department Keys, Department RA contracts, Grant Submission	Rae Ramirez <a href="mailto:rramire1@unm.edu">rramire1@unm.edu</a>	277-4406	181C
<b>Senior Fiscal Tech</b> Travel vouchers, Department Assistantship Contracts, Grant Submission Back-up	Carol Ann Griffin <a href="mailto:cgriffin@unm.edu">cgriffin@unm.edu</a>	277-7492	181E
<b>Supervisor, Animal Research Facility</b>	Gilbert Borunda <a href="mailto:gborunda@unm.edu">gborunda@unm.edu</a>	277-4632	263
<b>Animal Facilities Technician</b>	Sean Bilberry <a href="mailto:seanb@unm.edu">seanb@unm.edu</a>	277-4632	263
<b>Director, Animal Resource Facility</b>	Kevin O’Hair <a href="mailto:KOHair@salud.unm.edu">KOHair@salud.unm.edu</a>	272-8126	BMS B32
<b>Director of Animal Care</b>	William Gannon <a href="mailto:wgannon@unm.edu">wgannon@unm.edu</a>	277-3488	Scholes Hall
<b>IRB Specialist, Main Campus Committee Chair</b>	Scott Tonigan <a href="mailto:itonigan@unm.edu">itonigan@unm.edu</a>	277-0067	CASAA
<b>Department Human Subjects Committee Chair</b>	Kent Kiehl <a href="mailto:kkiehl@unm.edu">kkiehl@unm.edu</a>	925-4516	148
<b>Dean of Graduate Studies</b>	Julie Coonrod <a href="mailto:jcoonrod@unm.edu">jcoonrod@unm.edu</a>	277-2711	OGS
<b>GASP President</b> (Copy machine and computer pod: Logan 270)	Position Vacant	277-4121	

**Appendix C**  
**Graduate Courses by Area**

**CLINICAL**

		650	Neural Basis of Cognitive Development
532	Seminar in Psychopathology	650	Neural Bases of Addiction
533	Psychological Evaluation: Cognitive and Neuropsychology Functions	650	Plasticity and Development
534	Psychological Evaluation Practicum	650	Seminar in Cognitive Neuroscience
535	Psychological Evaluation: Personality Functions	650	Seminar in Computational Neuroscience
538	Introduction to Clinical Science	650	Advanced Topics in Functional Neuroimaging
539	Child Psychopathology	650	Neural Bases of Addiction
602	Pre-Clinical Practicum	650	Pediatric Neuroimaging
603	Case Formulation Practicum	650	Seminar in Attention
610	Case Conference Practicum	650	Seminar in Aging and Cognition
631	Psychotherapy Practicum	650	Seminar in Knowledge Representation
634	Ethics and Professional Issues in Clinical Psychology	650	Principles of Learning, Motivation and Behavior
636	Diversity Multicultural Perspectives in Clinical Psychology		
637	Empirically Supported Treatments		
691	Clinical Internship		

**COGNITION, BRAIN, AND BEHAVIOR**

540	Biological Bases of Behavior
541	Introduction to Functional Neuroimaging
542	Seminar in the Recovery of Function and Epilepsy
547	Drugs and Behavior
561	Cognitive Processes
565	Seminar in Thought and Language
569	Seminar in Psycholinguistics
641	Seminar in Cognition, Brain, and Behavior
650	Neuroanatomy
650	Principles of Learning, Motivation and Behavior
650	Biological Basis of Memory
650	Human Neuropsychology

**DEVELOPMENTAL**

521	Advanced Developmental Psychology
528	Seminar on Cognitive Development
539	Child Psychopathology
650	Seminar Development

**SOCIAL**

650	Advanced Social Psychology
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**QUANTITATIVE/METHODOLOGY**

501	Advanced Statistics
502	Design and Analysis of Experiments
503L	Advanced Statistics Laboratory
504L	Design and Analysis of Experiments Lab
505	Research Seminar
506	Seminar in Mathematical Psychology
601	Multivariate Statistics
650	Analysis of Data
650	Programming in Psychology
650	Advanced Latent Variable Modeling

**HEALTH PSYCHOLOGY**

- 510    Advanced Health Psychology
- 513    Emotion, Stress, and Health
- 514    Health Psychology Interventions
- 515    Social Psychology of Health Promotion

## Appendix D

### Criteria for Remaining in Good Standing in the Department

To complete the Ph.D., students must satisfy course requirements as well as three additional requirements: a defended Master's Thesis, a passed Comprehensive Exam, and a defended Doctoral Dissertation. The Department has established guidelines for when these milestones should be reached in the course of graduate training. A student is said to be in good standing or in progress with respect to these milestones if they have been reached by the following established guidelines.

Milestone Progress Marker	Clinical Concentration		Experimental Concentrations	
	With Thesis	Without Thesis	With Thesis	Without Thesis
a. Extra-Department Thesis approved	1 <sup>st</sup> Year Spring Semester	N/A	1 <sup>st</sup> Year Spring Semester	N/A
b. Transfer Credits Approved	1 <sup>st</sup> Year Spring Semester	N/A	1 <sup>st</sup> Year Spring Semester	N/A
c. Thesis Proposed	N/A	2 <sup>nd</sup> Year Fall Semester	N/A	2 <sup>nd</sup> Year Fall Semester
d. Thesis Completed	N/A	3 <sup>rd</sup> Year Fall Semester	N/A	3 <sup>rd</sup> Year Fall Semester
e. Comps Process Initiated	3 <sup>rd</sup> Year Spring Semester	3 <sup>rd</sup> Year Spring Semester	3 <sup>rd</sup> Year Fall Semester	3 <sup>rd</sup> Year Spring Semester
f. Comps Defended	4 <sup>th</sup> Year Fall Semester	4 <sup>th</sup> Year Fall Semester	3 <sup>rd</sup> Year Spring Semester	4 <sup>th</sup> Year Fall Semester
g. Dissertation Proposed	4 <sup>th</sup> Year Spring Semester	4 <sup>th</sup> Year Spring Semester	4 <sup>th</sup> Year Fall Semester	4 <sup>th</sup> Year Spring Semester
h. Dissertation Defended	5 <sup>th</sup> Year Spring Semester	5 <sup>th</sup> Year Spring Semester	5 <sup>th</sup> Year Spring Semester	5 <sup>th</sup> Year Spring Semester

Any exception to being out of progress or not in good standing requires a departmentally approved petition from the student.

**General 5-year Timeline**

**1<sup>st</sup> Year**

- Fall      Submit your external Master's thesis to your mentor and area head for approval  
            Submit your transfer coursework to your mentor and area head for approval
- Spring    Submit your Annual Progress Report (APR)  
            Submit your funding application

**2<sup>nd</sup> Year**

- Fall      Submit your Program of Studies  
            Propose Master's Thesis  
            Begin enrolling in PSY 599-Thesis hours
- Spring    Submit your APR  
            Submit your funding application  
            Notify the Graduate Program Coordinator of your intent to graduate (either in summer or fall)

**3<sup>rd</sup> Year**

- Fall      Defend your thesis by 15 November.  
            Defense Timeline deadlines:    7 Oct              Finished thesis to committee chair  
   15 Oct             Finished thesis to full committee  
   1 Nov              Announce Defense
- Spring    Comprehensive Examination Proposal Meeting  
            Submit your APR  
            Submit your funding application

**4<sup>th</sup> Year**

- Fall      Begin enrolling in PSY 699-Dissertation hours  
            Submit Comprehensive Examination results and hold the oral examination  
            Oral Examination must be announced at least two weeks prior to the exam.  
            Submit your Application for Candidacy  
            Compose and request approval for your Dissertation Committee  
            Submit your APR  
            Submit your funding application
- Spring    Propose Dissertation  
            Submit your APR  
            Submit your funding application

**5<sup>th</sup> Year**

- Fall      Experimental Students:      Notify the GPC of your intent to graduate  
            Clinical Students:          Apply for internship
- Spring    Defend your dissertation by 15 April  
            Defense Timeline deadlines:    7 Mar              Finished dissertation to committee chair  
   15 Mar             Finished dissertation to full committee  
   1 Apr              Announce Defense
- Submit your APR

**6<sup>th</sup> Year-Clinical Students on Internship**



## Appendix E

### Guidelines for Evaluating Graduate Student Research Activity

An important goal of our department's graduate program is to prepare students to succeed in getting good academic jobs. Most often success means having an excellent scholarly record. Here we define a set of guidelines for evaluating graduate student research activity. The guidelines are intended to provide students with feedback on their scholarly accomplishments throughout their graduate career.

The guidelines result in a research productivity grade of *satisfactory*, *good*, or *exemplary* at the end of each academic year. Students who achieve the grade of *exemplary* throughout their graduate years should be quite competitive in the job market when they graduate. Obviously a variety of factors affect the job market, and so a strong research record is no guarantee of success.

The guidelines are written with the expectation that students' research productivity will increase over their years in the program. As students move through the program, they are expected to progress from assisting with others' research, to making original contributions to others' research, to performing independent research of their own. In addition, students' coursework demands are higher during their early years of training, and so less effort may be devoted to research at this time.

The guidelines are defined in the following two tables. Table 1 gives the number of points awarded for each type of research activity. The point assignments reflect the increasing importance of publications in peer-reviewed journals and independent research. Note that Preliminary Work activities count toward the research grade only during the first two years. Table 2 gives the minimum number of points to achieve each research grade. These minimum point requirements increase with increasing years in the program. Note that during the 4<sup>th</sup> and 5<sup>th</sup> years, research points must come from the categories of Publications and Presentations.

Finally, the guidelines are written to be objective and applicable across various sub disciplines. However, a strict point system may fail to consider important dimensions of scholarship, such as quality of journal and impact of research. Hence, an area committee may wish to recommend more points for a publication in a very high quality journal (e.g., *Psychological Review*) than is indicated in Table 1.

**Table 1. Allocation of Points to Research Activities**

<b>Description</b>	<b>Points</b>
(Add 10 points for 1st author to categories with *)	
<b>Publications</b>	
Refereed journal accepted *	50
Refereed journal submitted *	50
Chapter in edited volume accepted *	45
Chapter in edited volume submitted *	45
Other published documents *	50
<b>Presentations</b>	
Paper at national or international conference (e.g., APA, APS) *	30
Paper at regional conference (e.g., RMPA, SWPA) *	25
Poster at national or international conference *	25
Poster at regional conference *	20
Paper at local meeting (e.g., PAL)	25
Poster at local meeting	5
Organizing a symposium	10
<b>Grants &amp; Awards</b>	
Extramural grant accepted (e.g., NIMH, NSF) *	50
Extramural grant submitted(e.g., NIMH) *	50
Internal funding accepted (e.g., SRAC, RPT)	15
Internal funding submitted (e.g., SRAC, RPT)	15
Local research awards (e.g., Haught, department. Best Paper)	50
Local travel awards for research (e.g., departmental)	10
Other Grants or Awards *	50
<b>Preliminary Work</b>	
Submit IRB	10
Analyze data for a single study	10
Collect data for a single study	10
Design a single study	5
Review literature for a single study	5
Other:	

**Table 2. Minimum number of points to achieve each grade**

<b>Grade</b>	<b>1st Year</b>	<b>2nd Year</b>	<b>3rd Year</b>	<b>4th Year +</b>
Satisfactory	≥ 30	≥ 60	≥ 90	≥ 120
Good	≥ 80	≥ 120	≥ 170	≥ 200
Exemplary	≥ 200	≥ 250	≥ 320	≥ 450

## **Appendix F**

### **Graduate Program Forms**

This is a list of forms and their suggested due dates. Please contact the Graduate Program Coordinator for additional information. Many of these forms have very specific deadlines. You will do yourself a great service if you submit them a week or two prior to their respective deadlines.

- I. **Program of Studies** Due Fall of your second year in the program after completion of at least 12 credit hours of graduate coursework. It must be filed with Graduate Studies prior to the defense of your thesis and at least one semester prior to your intended date of graduation.
- II. **Thesis Proposal Meeting Report** Used to document your thesis topic, and name the members of your thesis committee.
- III. **Announcement of Examination/Report of Examination** This double sided form is submitted prior to your Thesis Defense, your Comprehensive Examination, and your Dissertation Defense. The announcement must be submitted to GS at least two weeks prior to your defense; the report will be submitted just after your defense.
- IV. **Thesis Manuscript Forms** The Title Page, Signature Page, and Abstract Page must be included when submitting your manuscript to GS and to the department for binding. The Report on Thesis or Dissertation will be submitted by the department.
- V. **Comprehensive Examination Proposal form** Used to establish your comps committee, reading list for your comprehensive exam, initiation of comprehensive exams, and which option you have chosen, if applicable. In addition, you must supply your reading list and questions to the Graduate Program Coordinator.
  - a. **Option A Position Statements**
  - b. **Option B Scholarly Review Paper**
- VI. **Application for Candidacy form** Must be submitted the semester in which you pass your comprehensive examination.
- VII. **Dissertation Proposal Meeting** Used to document your dissertation proposal meeting, committee, and topic.
- VIII. **Appointment of Dissertation Committee** Used by GS to verify the composition of your dissertation committee. The Dean of Graduate Studies must approve your dissertation committee before you defend your dissertation.
- IX. **Dissertation Manuscript forms** The Title Page, Signature Page, and Abstract Page must be included when submitting your manuscript to GS and to the department for binding. The Report on Thesis or Dissertation will be submitted by the department.
- X. **Information Cover Sheet** This form is to be turned in to GS with the final copy of your Thesis or Dissertation.
- XI. **Graduation Checklist** This optional form is to aid you in verifying that all graduation requirements have been completed for MS or Ph.D.
- XII. **Annual Progress Report** The APR is submitted each Spring semester and is used to evaluate your progress in the program.
- XIII. **Department Financial Aid application** Department funding requests.

## **Appendix G**

### **Policy on Waiving Graduate Required Courses**

#### **Methodology Courses**

The principles motivating the policy regarding waiving required methodology courses are:

- (1) Most importantly, we need to assure that every doctoral student is competent in certain fundamental areas of statistics and experimental design
- (2) All graduate students should expand their methodological skills over the course of their graduate studies in our department

Waiver of a required methodology course may be accomplished only by successful completion of a written examination over the course material. This waiver does not affect the total number of hours required for the degree. Students who feel that they have mastered the material covered in a methodology course may with the permission of the instructor arrange to take an examination over the course content. A grade of B or better will allow the student to waive the course and, at the discretion of the instructor, the associated lab. (To facilitate this process the examination should be no later than the end of the second week of the semester during which the student would normally be required to complete the course.)

Waiver of other courses can be accomplished in consultation with your Faculty Mentor and course instructor and need not include any examination.

## **Appendix H**

### **Policy on Master's Degrees from Non-Psychology Departments**

#### **Non-Psychology Master's Degree**

Graduate students who enter our program with a Non-psychology Master's degree may request that they not be required to complete a Master's degree in our Department. The Associate Chair for Graduate Education will appoint a committee of three qualified faculty to review the thesis and recommend to the faculty whether it should be accepted in fulfillment of the thesis requirement in this Department. If such a Non-psychology thesis is accepted, the student will normally be asked to demonstrate competence in psychological research prior to proposing a dissertation.

This will be done by submitting to the student's committee of studies evidence of completion of independent psychological research in the form of one of the following:

- (a) An abstract and brief description of a presentation made at a scholarly meeting such as the annual meeting of the American Psychological Association or at one of the regional organizations affiliated with APA.
- (b) A manuscript in journal article format describing a research project carried out here.
- (c) A published article describing psychological research.

Adopted by the Faculty  
May 16, 1986

## **Appendix I**

### **Teaching Policy: Degree Requirements**

#### **Graduate Students as Instructors of Record**

In order for graduate students to be the Instructor of Record of a course (i.e., to teach their own course), the Psychology Department requires that these students have successfully defended their masters thesis. Note that this does not state that they need to have officially been awarded their masters degree (since this can be several months later). This departmental requirement is stricter than UNM's policy, which states that graduate students can teach without a masters degree as long as they are in a PhD program. Also note that based on a previous vote, we require graduate students to have successfully completed the graduate Teaching Seminar prior to teaching.

#### **Masters Level Instructors for Graduate Courses**

Per UNM policy, anyone hired in a faculty title (e.g., Lecturer, PTI) can teach a graduate level course, even if the individual's highest degree is a masters degree. Also, graduate students who have been advanced to candidacy are allowed to teach graduate level courses. Nonetheless, the Psychology Department has a stricter requirement; namely, that individuals who teach graduate courses have a PhD. With this said, the department also realizes that under certain circumstances it could be appropriate for an individual with a masters degree to teach a graduate course.

If an individual with a masters degree wishes to teach a graduate course, the request (with justification) first must be approved by the relevant Area Head (in consultation with the faculty in that area). The request next must be approved by the chair. In the event that there is no clear "area" (e.g., Teaching Seminar), the Policy and Planning Committee will serve as the review committee. Although approved requests for recurring courses are valid for 3-year periods, course evaluations (and other teaching feedback) will be reviewed by the chair annually.

## **Appendix J**

### **Evolution and Developmental Area's Comprehensive Exam Policy**

The Evolution and Development area requires students to write a *Psychological Review* or *Psychological Bulletin* style of paper that conceptually integrates two (or more) areas of research, literatures, or perspectives. The paper should (a) reflect mastery of the core ideas within the two literatures, (b) review research done previously, (c) represent a theoretical advance in understanding the phenomena, and (d) lay out a program of future research to test new ideas.

This procedure aims to facilitate development of students' research, conceptual framework, and critical-thinking skills, however, by specifically asking them to offer new, integrative theoretical ideas and derive a workable research plan from those ideas. Development of ideas in the comprehensive exam hopefully leads students to develop research programs that become actualized in dissertations and during students' own research careers after graduate school. Finally, the area expects that students will submit their comprehensive exam papers, after revision based on committee feedback, to good journals that accept theoretical papers (such as *Psych. Review*, *Psych. Bulletin*, *Psych. Inquiry*, *Behavioral and Brain Sciences*, *Developmental Psychology*, *Developmental Review*, or *Child Development*).

Students will constitute a comprehensive exam committee consisting of at least three faculty members, propose their topic in a proposal meeting, be asked to complete their paper within six months after proposing it, and sit for an oral defense of the paper.

## **Appendix K**

### **Policy on Private Employment of Students by Faculty**

In keeping with the APA's guidelines that advise against dual relationships, students and professors are not allowed to enter into employee-employer relationships in which students have financial arrangements with the professor as a private individual or corporation. Exceptions to this policy can be made with the written approval of the student's major professor, the appropriate Associate Chair and the Chair of the Department. In making exceptions the following guidelines are followed:

1. Exceptions should be made primarily for educational and not for economic considerations.
2. The more prominent the particular student-professor relationship, the less justified the exception. The student's major professor, members of the student's Committee of Studies and the relevant Associate Chair are most closely involved with the student's academic career and exceptions for cases involving persons in those positions should be most carefully avoided.
3. In no case should an exception be made which would place the student in the position of having all or a major portion of that student's income depend on private work for a faculty member.
4. Whenever possible, professors wishing to hire students should use a University or department structure (e.g., The Psychology Department Clinic) to mediate the arrangement.
5. If the work done by the student involves professional services, then the appropriate Associate Chair must obtain assurances from the prospective employer that the student will be properly supervised and insured.
6. Exceptions will be most readily made when the professor's external consultation is the only vehicle through which the student can obtain the experience and in which the student will have a time limited rather than ongoing role and when the professor is involved in providing pro bono services and the student is compensated by appropriate supervision rather than by money. Such arrangements must always be spelled out in writing before approval can be given.
7. Any faculty member or student who at any time has concerns that outside employment of a student by a professor is hindering the progress of the student or is in other ways detrimental to the student should bring those concerns to the attention of the Chair of the Department.

Adopted by the Faculty  
September, 1989



## **Appendix L**

### **Policy on Postdoctoral Retraining**

This policy applies to individuals who have received a prior doctorate in psychology, and who are applying to the department for admission so as to retrain (not receive a new Ph.D.) in a new specialty area.

There are five conditions that need to be met in order for a Postdoctoral trainee to be considered for admission.

1. The candidate's intended career direction should be consistent with the training mission of the department; i.e., the trainee should clearly intend to pursue and sustain a career in research within the new specialization area. The department will not accept candidates whose sole or primary career direction is toward practice. This is consistent with the standards used in accepting pre-doctoral students.
2. The candidate should have an identified mentor on the faculty, who accepts responsibility for directing the candidate's training. This mentor will serve a function parallel to that of the dissertation chair.
3. The candidate should intend to be actively involved in research throughout the training period. This is consistent with our expectations of pre-doctoral students.
4. The candidate should intend to meet all of the competency requirements that are fulfilled by pre-doctoral students. Our standards for the minimum requirements of training will be the same for Postdoctoral and pre-doctoral training
5. In case of clinical retraining, the candidate should intend to complete a formal clinical internship after the period of training at UNM.

#### **Admission**

Postdoctoral trainees will be considered for admission at the same time as the incoming pre-doctoral class is selected. The area committee from which they desire retraining will first screen applicants for Postdoctoral training. The area committee will consider the overall qualifications of the applicant(s), and the consistency of career direction with the training mission of the department.

If the applicant is found to meet overall standards, the next step is to determine whether any faculty member will serve as the trainee's supervisor. If no faculty member is interested in becoming the applicant's supervisor, the applicant will not be considered further. If a faculty member expresses interest in having the applicant admitted and in serving as the applicant's training supervisor, the applicant is then recommended to the Admissions Committee for consideration.

The final decision-making authority for admission of Postdoctoral trainees resides with the Admissions Committee. That committee reviews each applicant and determines, by its own processes, whether the applicant meets overall departmental standards, and whether he or she should be admitted as part of the incoming class. An admitted Postdoctoral trainee will not be counted within any considerations regarding the desired size of incoming classes. That is, Postdoctoral trainees will be admitted in addition to rather than in lieu of first-year students.

In order to be admitted for Postdoctoral training, then, three separate review processes must assent: the area committee, the identified faculty mentor, and the Admissions Committee. If any one of these reviews results in a negative decision, the applicant will not be admitted.

#### **Requirements**

Postdoctoral trainees should meet every requirement of the program met by pre-doctoral students. In some cases, the intended competency will be recognized based upon prior comparable coursework and demonstrated abilities (e.g., publications). In other cases, it will be necessary for the trainee to enroll in and pass our graduate courses.

### *Department of Psychology-Guidelines for Graduate Students*

Throughout the course of training (likely to be two years at UNM in most cases), the trainee is expected to be continuously enrolled in graduate problems (551) and to be engaged in research in the specialty area. Clinical trainees are also required to be continuously enrolled for clinical supervision credit, and to carry a minimum continuous supervised caseload of two clients at the Department of Psychology Clinic during all semesters in residence.

#### Supervision

Every Postdoctoral trainee should have a formal Committee on Studies that supervises his or her progress in training. This may or may not be the corresponding area committee within the department, but its membership is recommended by the area committee and approved by the Chair. The Committee on Studies will review the trainee's background and, in consultation with appropriate other faculty and committees, determine which program requirements have been fulfilled and which remain to be completed. A written program of studies will be prepared to specify for the trainee what requirements must be fulfilled in order to complete retraining. Every program requirement pertaining to pre-doctoral students admitted in the same year must be addressed in this plan.

The progress of Postdoctoral trainees will be reviewed annually by the faculty, using the same procedures that apply to pre-doctoral students.

#### Completion

Upon completion of the Postdoctoral program of studies, the trainee will be provided a letter certifying completion of training. In the case of clinical trainees, the initial letter will certify readiness for internship. Upon satisfactory completion of an approved internship, a clinical candidate will be given a letter certifying completion of training. This completion letter will be signed by the Chair of the department and by the director of training (either the Associate Chair for Clinical Training or the Associate Chair for Experimental Training).

Adopted by the Faculty  
September 2, 1988

## **Appendix M**

### **Department of Psychology Clinical Committee Policy on Clinical Privileges**

Clinical privileges are the privileges of clinical doctoral students to provide psychological services within the Psychology Department, that is at the Department of Psychology Clinic, in the context of clinical practicum courses offered by the department or in the research under the direction of a clinical faculty member. By permission of the Clinical Committee, clinical privileges may be extended to settings outside the department as described in this policy.

Clinical privileges are automatically granted to students admitted for graduate study in psychology with a major in clinical psychology. Clinical privileges may be suspended or restricted for the protection of clients or to maintain the professional standards of the profession of psychology. These privileges necessarily involve the well-being of clients, are granted by the Clinical Committee and are exercised under the responsibility of an approved supervisor whose own professional standing and licensure could be jeopardized by the inappropriate practice of a supervisee. Thus, action suspending or restricting clinical privileges may sometimes need to be exercised without delay and the threshold for suspending or restricting clinical privileges cannot be too high. At the same time, action affecting a student's clinical privileges must carefully consider the well-being of the student as well as the client, the supervisor and the department.

This document is intended to strike a balance between protecting the client, the department and the profession of psychology on the one hand, while simultaneously treating the student-clinician with respect and compassion.

This policy is informed by the American Psychological Associations Ethical principles of psychologists and code of conduct (APA, 2002, hereafter, APA Ethics Code), the Code of Conduct of the New Mexico Board of Psychologist Examiners (NMAC 16.22.2), the Professional Psychologist Act (1978 NMSA 61-9), the Impaired Health Care Provider Act (1978 NMSA 61-7) and the rules of the New Mexico Board of Psychologist Examiners (NMAC 16.22). The Clinical Committee is also mindful of the Americans with Disabilities Act (ADA) which may be relevant in some cases.

It should be noted that this policy deals specifically with clinical privileges, not with academic standing in the department. There is a linkage, however, in that a clinical student must have clinical hours and Clinical Committee approval to go on internship and complete the academic requirements for the degree. Maintaining clinical privileges is a necessary condition for completion of the degree with a major in clinical psychology.

#### **Legal Basis for Clinical Privileges**

As context for this policy it is important to keep in mind the Professional Psychologist Act and the rules promulgated by the New Mexico Board of Psychologist Examiners to implement this act. Those rules provide an exemption which allows students to provide services that are within the scope of practice of psychology even though the students are not yet licensed. This policy is designed to protect the public whom students serve, assure that the student is not engaged in the unlawful practice of psychology and clarify the department's responsibility to properly supervise students under the following rule:

#### **NMAC 16.22.3.9 SUPERVISION OF NON LICENSED PERSONS**

**D. Students/applicants under supervision.** Students/applicants enrolled in a graduate-level clinical[,] counseling or school psychology training program who are rendering services under supervision and who have not applied for licensure are exempt from the act. Students/applicants shall not directly charge a patient or third-party payor a fee for the services performed. The supervisor shall accept only supervisory responsibility over students/applicants currently enrolled in a graduate-level program, who are under the

auspices of a bona fide internship or externship program with a designated faculty advisor who shall be responsible for coordinating student/applicant services and training. Students/applicants shall not render any psychological services that are not supervised by a qualified supervisor as defined in this part. (Rules of the New Mexico Board of Psychologist Examiners)

### **Granting of Clinical privileges**

The Clinical Committee grants clinical privileges to all students admitted for graduate study in psychology with a major in clinical psychology. Clinical privileges may also be granted to graduate students from other departments or those with doctorate degrees who are cross-training in clinical psychology upon written request by the individual and approval of the Clinical Committee.

Clinical privileges cover all activities within the scope of practice of psychologists as described in the Professional Psychologist Act which must be performed under supervision approved by the Clinical Committee and in settings approved by that committee. In the simplest conceptualization of clinical privileges, the Clinical Committee grants permission to a student to see clients at the Department of Psychology Clinic and for clinical coursework and clinical research conducted under the authority of the Department. Clinical privileges may be extended to outside settings, with specific permission, either as a general rule (e.g. the VA, CDD, north campus settings) or to particular settings on a case-by-case basis.

Clinical privileges are granted to incoming students and are maintained automatically for students who are active within the department and have an academic advisor. If a student requests a leave of absence from the department, clinical privileges will be automatically suspended for the duration of that leave because the student does not then meet the requirements of the rules of the Board of Psychologist Examiners reprinted above. If a student does not have an academic advisor, the Director of Clinical Training may appoint a clinical faculty member to serve in this role for the purposes of this policy until the student selects an advisor who agrees to serve in this role.

Students may not engage in any professional psychology activities (those which require licensure as a psychologist) on or off campus without clinical privileges, and the prior approval of the Clinical Committee. Under no conditions are students permitted to treat clients without supervision. Failure to obtain proper approval may result in suspension or restriction of clinical privileges. The professional use of university facilities by students is limited to those functions that are a part of the student's training.

### **Suspension or Restriction of Clinical Privileges for Ethical Violations**

Student-clinicians with clinical privileges are expected to conduct themselves in accordance with the APA Ethics Code and the Code of Conduct of the NM Board of Psychologist Examiners. Faculty may become aware of behavior on the part of student clinicians that is possibly or certainly unethical according to these codes. Both of these codes allow corrective action to be initiated by the professional who is concerned about the behavior, that is, approaching the individual, pointing out the problem, and indicating what action might be required. This is, of course, one of the functions of supervision.

Other student-clinicians may become aware of ethical problems. As students in training, it is not expected that student-clinicians will have the expertise or in some cases be able to approach another student regarding ethical concerns. Students should consult with the DCT, the Clinic Director or another member of the Clinical Committee to assess the situation and determine a course of action. Due regard must be paid to balancing the protection of clients and the profession with the seriousness of alleging that another person peer is engaged in unprofessional or unethical conduct.

In the case that an ethical situation cannot be dealt by a clinical faculty member through personal contact, the problem should be reported to the DCT who will initiate a Clinical Privileges Review Committee as described below for due consideration of the issues.

### **Suspension or Restriction of Clinical Privileges: Impaired Clinician**

A student's clinical privileges may be suspended or restricted when the competency of the student to perform clinical duties is or could reasonably be expected to be impaired by apparent mental, emotional, physiologic, pharmacologic or substance abuse condition.

If the DCT, in consultation with the student's supervisors, has reasonable grounds for believing that a student-clinician is impaired in conducting clinical work and that the well-being of clients is in jeopardy, she or he may restrict or suspend clinical privileges immediately. The most likely restriction in such a case is that clinical work be closely monitored either by direct observation or review of recorded sessions between sessions depending on the circumstances. If it is deemed necessary to suspend clinical privileges, supervisors will arrange for continued care of the client. In such cases, the DCT will initiate a Clinical Privileges Review Committee as described in the next section.

In cases where the likely impairment does not present an imminent concern for client welfare, the DCT will initiate a Clinical Privileges Review Committee without suspending clinical privileges.

### **Clinical Privileges Review Committee**

The importance and necessity of sometimes suspending or restricting a student's clinical privileges has been presented above. At the same time, such action must be taken judiciously and discreetly to protect the student-clinician's dignity, well-being and reputation. The Clinical Committee's method of balancing these needs is the Clinical Privileges Review Committee, a three-member committee charged with investigating the issues, making recommendations for continuation of privileges or corrective action, informing the student, and monitoring and reviewing the progress.

Composition of the Review Committee will be three clinical psychologists, at least two of whom will be members of the Clinical Committee (clinical faculty plus Clinic Director). In general, the most recent end-of-the-year review committee will be selected by the DCT. In some cases, a clinical psychologist from the community, with special expertise in clinician impairment or ethical concerns and who is willing to serve in this role, may be appointed to serve on this committee.

#### **Tasks of the Review Committee are:**

- Ψ Investigate the concerns regarding ethical issues or clinician impairment,
- Ψ Report findings regarding this investigation
- Ψ Develop a written plan for reinstituting clinical privileges
- Ψ Recommend these findings and plan to the Clinical Committee
- Ψ Review the situation upon application of the student for reinstatement of privileges following a time period specified by the plan

Recommendations may include (but are not limited to):

- Ψ Continuation of clinical privileges without restrictions
- Ψ Restriction of clinical privileges with conditions for a specified period of time
- Ψ Suspension of clinical privileges for a specified period of time
- Ψ Description of expectations in order for clinical privileges to be reinstated
- Ψ A method of review for reinstatement of clinical privileges

The Review Committee should flexibly design a plan leading to reinstatement of full clinical privileges, addressing the particular concerns in the case. Restrictions and conditions may include (but again are not limited to):

- Ψ Require evaluation of suspected impairing conditions
- Ψ Require that the individual consult with a designated psychologist regarding ethical practice
- Ψ Require a course or reading requirements regarding ethics
- Ψ Monitor clinical behavior such as review of session recordings, observation
- Ψ Implement other increased supervisory requirements
- Ψ Recommend treatment for impairing conditions
- Ψ Indicate to the student what documentation of evaluation, treatment or improved status will be useful in strengthening the case for reinstatement

In extraordinary circumstances, the Review Committee may recommend dismissal of the student from continued clinical training for severe impairment, serious ethical violations or for not following through on required conditions.

### **Role of the Student-Clinician in the Review Process**

Where issues of ethical concern or possible impairment are raised and are found by the DCT to merit the attention of a Clinical Privileges Review Committee, the student will be informed personally or in writing about the concern and the review process. The student will be scheduled to meet with the Clinical Privileges Review Committee to discuss the identified problems and review possible recommendations. The student may select any consenting representative to appear with him/her at this meeting with the Clinical Privileges Review Committee.

At the end of a period of suspension or restriction, the student may apply for reinstatement of clinical privileges. The Clinical Privileges Review Committee will be reconvened to meet with the student and review the current situation for recommendations. It is the responsibility of the student to initiate this review by applying for reinstatement.

### **Reinstatement of Clinical Privileges**

The Clinical Privileges Review Committee will recommend a reasonable period of time that the suspension or restriction will be in effect (a typical period might be three months). They will also recommend a method to verify that the conditions have been met. At the end of this period, the student may apply to the DCT for reinstatement of clinical privileges.

Upon application for reinstatement, the DCT will direct the Review Committee to convene to determine whether conditions have been met and whether it is appropriate that clinical privileges be reinstated. The Review Committee will conduct its investigation of the current situation with due regard for confidentiality of the student's treatment, and will request release of information only for that information which is necessary to evaluate the student's status.

The Review committee will make recommendations, which may be for reinstatement, continuation of restriction or suspension or other action that is needed. The procedure will follow the outline for initial determination above.

If clinical privileges are not reinstated by this process within a six month time frame, the Clinical Committee may convene to determine whether termination of clinical training is appropriate.

### **Role of the Clinical Committee**

The Clinical Committee has final approval for the recommendations of a Clinical Privileges Review Committee and may accept, reject or modify those recommendations. If clinical privileges are suspended for reasons of impairment and if the impairment is deemed likely to affect the student's academic or research work as well, the Clinical Committee will determine a process for advising the student of options such as a leave of absence, seeking reasonable accommodations under the Americans with Disabilities Act, remedial measures or other courses of action. In the most severe circumstances, the Clinical Committee may dismiss the student from continued clinical training.

Where issues arise in the non-clinical areas of an individual's program (degree research, coursework, Comprehensive Examination) normal departmental and university procedures will be followed.

### **Appeal of the Decision of the Clinical Committee**

There is no further appeals process because clinical privileges are truly a privilege, not a right, and the process of review, recommendation and oversight by the Clinical Committee is sufficient for this purpose. Termination from clinical training has no impact on pursuing the PhD in psychology in an area other than clinical psychology, so long as the student has demonstrated adequate academic progress. If an individual is to be terminated from pursuing the Ph.D., the established department and university policies would be in effect.

### **Disability Considerations**

If a student is impaired, she or he may be eligible for reasonable accommodations as a disabled student under the Americans with Disabilities Act. Although the issue is likely to be more relevant in the context of academic requirements or research duties, it is possible that some set of reasonable accommodations would allow an individual to maintain clinical privileges. It will be the obligation of the student to declare the reason and need for accommodations and to fulfill the requirements of the ADA. The Clinical Committee and Psychology Department will work with such a student and university offices to achieve reasonable accommodations. It is important to note in this policy that, as regards clinical privileges, the question of whether accommodations are "reasonable" will include, at a high level of priority, the need to maintain the well-being of clients.

## Appendix N

### Clinical Concentration Course Sequence

#### Course Sequence for students entering in an odd numbered year

#### Subject to Change

#### Course Sequence for Clinical Students - Option 1

Year	Fall Courses	Spring Courses
First	<p>PSY 538-Intro to Clinical Science (3 cr.)            PSY 501-Advanced Statistics (3 cr.)            PSY 503L-Advanced Statistics Lab (1 cr.)            PSY 505-Research Seminar (2 cr.)            PSY 551- Graduate Problems (3cr.)            PSY 602-Pre-Clinical Practicum (3cr.)            PSY 610-Case Conference Practicum (1 cr.)</p> <p>Optional- one of the foundation requirements* [cognitive (PSY 561), developmental (PSY 521), biological bases (PSY 540), social (PSY 650), or a clinical elective (3 required)]</p>	<p>PSY 502- Design and Analysis of Experiments (3 cr.)            PSY 504L- Design and Analysis of Experiments (1 cr.)            PSY 636- Diversity and Multicultural Perspectives (3 cr.)            PSY 551- Graduate Problems (3 cr.)            PSY 610- Case Conference Practicum (1 cr.)</p> <p>Optional- one of the foundation requirements* [cognitive (PSY 561), developmental (PSY 521), biological bases (PSY 540), social (PSY 650), or a clinical elective (3 required)]</p>
Second	<p>PSY 533- Psychological Evaluation: Cognitive and Neuropsychology Functions (3cr.)            PSY 535- Personality Functions (3 cr.)            PSY 532 – Seminar in Psychopathology (3 cr.)            PSY 559 – Master’s Thesis            PSY 610-Case Conference Practicum (1 cr.)</p> <p>Optional- one of the foundation requirements* [cognitive (561), developmental (PSY 521), biological bases (Psy 540), social (650), or a clinical elective (3 required)]</p>	<p>PSY 507- Seminar Teaching Mentorship (3 cr.)            PSY 534- Psychological Evaluation Practicum (3 cr.)            PSY 637- Empirically Supported Treatments (3 cr.)            PSY 599- Master’s Thesis            PSY 610-Case Conference Practicum (1 cr.)</p> <p>Optional- one of the foundation requirements* [cognitive (561), developmental (PSY 521), biological bases (Psy 540), social (650), or a clinical elective (3 required)]</p>
Third	<p>PSY 511- History and Systems (3 cr.)            PSY 599- Master’s Thesis            PSY 631 Psychotherapy Practicum (1-3 cr.)            PSY 610-Case Conference Practicum (1 cr.)</p> <p>Optional- one of the foundation requirements* [cognitive (PSY 561), developmental (PSY 521), biological bases (PSY 540), social (PSY 650), or a clinical elective (3 required)]</p>	<p>PSY 603- Case Formulation Practicum            PSY 634 – Ethics and Professional Issues in Clinical Psychology (3 cr.)            PSY 599- Master’s Thesis            PSY 631 Psychotherapy Practicum (1-3 cr.)            PSY 610-Case Conference Practicum (1 cr.)</p> <p>Optional- one of the foundation requirements* [cognitive (PSY 561), developmental (PSY 521), biological bases (PSY 540), social (PSY 650), or a clinical elective (3 required)]</p>
Fourth	<p>PSY 631 Psychotherapy Practicum (1-3 cr.)            PSY 699- Dissertation            PSY 610-Case Conference Practicum (1 cr.)</p> <p>Optional- one of the foundation requirements* [cognitive (PSY 561), developmental (PSY 521),</p>	<p>PSY 631 Psychotherapy Practicum (1-3 cr.)            PSY 699- Dissertation            PSY 610-Case Conference Practicum (1 cr.)</p> <p>Optional- one of the foundation requirements* [cognitive (PSY 561), developmental (PSY 521), biological bases (PSY 540), social (PSY</p>



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	biological bases (PSY 540), social (PSY 650), or a clinical elective (3 required)]	650), or a clinical elective (3 required)]
Fifth	PSY 699- Dissertation PSY 631 Psychotherapy Practicum (1-3 cr.) PSY 610-Case Conference Practicum (1 cr.)  Optional- one of the foundation requirements* [cognitive (PSY 561), developmental (PSY 521), biological bases (PSY 540), social (PSY 650), or a clinical elective (3 required)]	PSY 699- Dissertation PSY 631 Psychotherapy Practicum (1-3 cr.) PSY 610-Case Conference Practicum (1 cr.)  Optional- one of the foundation requirements* [cognitive (PSY 561), developmental (PSY 521), biological bases (PSY 540), social (PSY 650), or a clinical elective (3 required)]

**Course Sequence for students entering in an even numbered year**

<b>Course Sequence for Clinical Students - Option 2</b>		
<b>Year</b>	<b>Fall Courses</b>	<b>Spring Courses</b>
First	PSY 532 – Seminar in Psychopathology (3 cr.) PSY 501-Advanced Statistics (3 cr.) PSY 503L-Advanced Statistics Lab (1 cr.) PSY 505-Research Seminar (2 cr.) PSY 551- Graduate Problems (3cr.) PSY 602-Pre-Clinical Practicum (3cr.) PSY 610-Case Conference Practicum (1 cr.)  Optional- one of the foundation requirements* [cognitive (PSY 561), developmental (PSY 521), biological bases (PSY 540), social (PSY 650), or a clinical elective (3 required)]	PSY 502- Design and Analysis of Experiments (3 cr.) PSY 504L- Design and Analysis of Experiments (1 cr.) PSY 551- Graduate Problems (3 cr.) PSY 610- Case Conference Practicum (1 cr.)  Optional- one of the foundation requirements* [cognitive (PSY 561), developmental (PSY 521), biological bases (PSY 540), social (PSY 650), or a clinical elective (3 required)]
Second	PSY 538-Intro to Clinical Science (3 cr.) PSY 533- Psychological Evaluation: Cognitive and Neuropsychology Functions (3cr.) PSY 535- Personality Functions (3 cr.) PSY 559 – Master’s Thesis PSY 610-Case Conference Practicum (1 cr.)  Optional- one of the foundation requirements* [cognitive (561), developmental (PSY 521), biological bases (Psy 540), social (650), or a clinical elective (3 required)]	PSY 507- Seminar Teaching Mentorship (3 cr.) PSY 534- Psychological Evaluation Practicum (3 cr.) PSY 636- Diversity and Multicultural Perspectives (3 cr.) PSY 634 – Ethics and Professional Issues in Clinical Psychology (3 cr.) PSY 599- Master’s Thesis PSY 610-Case Conference Practicum (1 cr.)  Optional- one of the foundation requirements* [cognitive (561), developmental (PSY 521), biological bases (Psy 540), social (650), or a clinical elective (3 required)]
Third	PSY 599- Master’s Thesis PSY 631 Psychotherapy Practicum (1-3 cr.) PSY 610-Case Conference Practicum (1 cr.)  Optional- one of the foundation requirements* [cognitive (PSY 561), developmental (PSY 521), biological bases (PSY 540), social (PSY 650), or a clinical elective (3 required)]	PSY 603- Case Formulation Practicum PSY 637- Empirically Supported Treatments (3 cr.) PSY 599- Master’s Thesis PSY 631 Psychotherapy Practicum (1-3 cr.) PSY 610-Case Conference Practicum (1 cr.)  Optional- one of the foundation requirements* [cognitive (PSY 561), developmental (PSY 521), biological bases (PSY 540), social (PSY

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		650), or a clinical elective (3 required)]
Fourth	<p>PSY 511- History and Systems (3 cr.)            PSY 631 Psychotherapy Practicum (1-3 cr.)            PSY 699- Dissertation            PSY 610-Case Conference Practicum (1 cr.)</p> <p>Optional- one of the foundation requirements* [cognitive (PSY 561), developmental (PSY 521), biological bases (PSY 540), social (PSY 650), or a clinical elective (3 required)]</p>	<p>PSY 631 Psychotherapy Practicum (1-3 cr.)            PSY 699- Dissertation            PSY 610-Case Conference Practicum (1 cr.)</p> <p>Optional- one of the foundation requirements* [cognitive (PSY 561), developmental (PSY 521), biological bases (PSY 540), social (PSY 650), or a clinical elective (3 required)]</p>
Fifth	<p>PSY 699- Dissertation            PSY 631 Psychotherapy Practicum (1-3 cr.)            PSY 610-Case Conference Practicum (1 cr.)</p> <p>Optional- one of the foundation requirements* [cognitive (PSY 561), developmental (PSY 521), biological bases (PSY 540), social (PSY 650), or a clinical elective (3 required)]</p>	<p>PSY 699- Dissertation            PSY 631 Psychotherapy Practicum (1-3 cr.)            PSY 610-Case Conference Practicum (1 cr.)</p> <p>Optional- one of the foundation requirements* [cognitive (PSY 561), developmental (PSY 521), biological bases (PSY 540), social (PSY 650), or a clinical elective (3 required)]</p>

## Appendix O

### University of New Mexico Clinical Program

#### Objectives, Means, Evaluation Methods

Objectives/ Competencies	Coursework	Research	Practicum/ Internship	Compre- hensive Exam (Comps)	Minimal Levels of Accepted Achievement: Criteria  [relevant column is indicated]
<b>Objective 1. Research skills to make independent contributions to clinical psychology</b>					
<b>1A. Use of Statistics</b>					
1Aa. Select statistics	Adv. Statistics; Statistics Lab; Design & Analysis; Design Lab	Master's thesis, Dissertation			<u>Coursework</u> : B  <u>Research</u> : successfully completed Master's thesis & dissertation
1Ab. Use common stats	Adv. Statistics; Statistics Lab; Design & Analysis; Design Lab	Master's thesis, Dissertation			<u>Coursework</u> : B  <u>Research</u> : successfully completed Master's thesis & dissertation
1Ac. Use stats software	Statistics Lab; Design Lab	Master's thesis, Dissertation			<u>Coursework</u> : B  <u>Research</u> : successfully completed Master's thesis & dissertation
<b>1B. Independent research</b>					
1Ba. Use literature	Research Seminar	Master's thesis, Dissertation		Literature review & critique in research area	<u>Coursework</u> : B  <u>Research</u> : successfully completed Master's thesis & dissertation  <u>Comps</u> : Successfully completed comps
1Bb. Develop aims & hypotheses	Design & Analysis; Design Lab; Research Seminar; Clinical Science	Master's thesis, Dissertation		Critique of topic leads to new studies/ predictions	<u>Coursework</u> : B  <u>Research</u> : successfully completed Master's thesis & dissertation  <u>Comps</u> : Successfully completed comps
1Bc. Use different methodologies	Design & Analysis;	Master's thesis,			<u>Coursework</u> : B  <u>Research</u> : successfully

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Objectives/ Competencies	Coursework	Research	Practicum/ Internship	Compre- hensive Exam (Comps)	Minimal Levels of Accepted Achievement: Criteria  [relevant column is indicated]
	Research Seminar; Clinical Science	Dissertation; May do additional relevant studies			completed Master's thesis & dissertation; mentor's approval; IRB approval
1Bd. Design statistics for research aims	Adv. Statistics; Statistics Lab; Design & Analysis; Design Lab	Master's thesis, Dissertation; May do additional relevant studies			<u>Coursework</u> : B  <u>Research</u> : successfully completed Master's thesis & dissertation; mentor's approval; IRB approval
1Be. Do two independent research projects		Master's thesis, Dissertation;  May do additional studies	May conduct studies at pract. or intern. sites		<u>Research</u> : successfully completed Master's thesis & dissertation; mentor's approval; IRB approval  <u>Practicum/Internship</u> : supervisor's approval; IRB approval
<b>1C. Publish &amp; present work</b>					
1Ca. Present papers	Research Seminar	Master's thesis, Dissertation; May present papers at conferences			<u>Coursework</u> : B  <u>Research</u> : successfully defended Master's thesis & dissertation; acceptance of abstracts for conferences
1Cb. Answer questions about research	Research Seminar	Master's thesis, Dissertation		A main objective of comps	<u>Coursework</u> : B  <u>Research</u> : successfully defended Master's thesis & dissertation  <u>Comps</u> : successfully defended comps
1Cc. Write for peer-review journals		Master's thesis, Dissertation		A main objective of comps	<u>Research</u> : Successfully completed Master's thesis & dissertation  <u>Comps</u> : submitted segment of comps exam to journal
1Cd. Attend research	Research Seminar	Colloquia & lab			<u>Coursework</u> : B

Objectives/ Competencies	Coursework	Research	Practicum/ Internship	Compre- hensive Exam (Comps)	Minimal Levels of Accepted Achievement: Criteria
					[relevant column is indicated]
presentations at UNM		meetings			<u>Research</u> : Attendance & active participation
<b>1D. Conduct ethical research</b>					
1Da. Learn principles of research ethics	Clinical Ethics	Master's thesis, Dissertation; IRB's online tutorial			<u>Coursework</u> : B <u>Research</u> : IRB approval of studies; received IRB certificate
1Db. Practice ethical research behaviors		Master's thesis, Dissertation; May conduct additional studies			<u>Research</u> : Successfully completed Master's thesis & dissertation; IRB approval
<b>Objective 2. Training in evidence-based psychological interventions</b>					
<b>2A. Familiarity and critical thinking about ESTs; apply knowledge to clients</b>					
2Aa. Be able to interview and diagnose	Psychopathology; Clinical Interviewing; Empir. Supported Treatments; Case Conference Practicum (including 1 case presentation);  + 3 additional clinical electives	May do this as part of a Research Assistant (RA) position on a study	Clinical casework (assess., therapy)		<u>Coursework</u> : B; Credit (vs No- Credit) for Case Conference attendance & presentation quality. <u>Research</u> : Principal investigator's monitoring of interview & diagnostic skills <u>Practicum/Internship</u> : Rating of performance at satisfactory level (3) on supervisor evaluation form
2Ab. Use literature with clients	Empir. Supported Treatments; Case Conference Practicum (including 1 case presentation);		Clinical casework (assess., therapy)		<u>Coursework</u> : B Credit (vs No- Credit) for Case Conference attendance & presentation quality. <u>Practicum/Internship</u> :

Objectives/ Competencies	Coursework	Research	Practicum/ Internship	Compre- hensive Exam (Comps)	Minimal Levels of Accepted Achievement: Criteria
	+ 3 additional clinical electives				[relevant column is indicated]
2Ac. Use supervision			Clinical casework (assess., therapy); Annual review by supervisors		<u>Practicum/Internship:</u> Rating of performance at satisfactory level (3) on supervisor evaluation form
<b>2B. Learn theory and evidence of processes of change</b>					
2Ba. Identify specific factors	Empir. Supported Treatments;  + 3 additional clinical electives				<u>Coursework:</u> B
2Bb. Be familiar with common factors literature	Pre-Clinical Practicum;  Empir. Supported Treatments	May conduct research on treatment efficacy			<u>Coursework:</u> B  <u>Research:</u> Mentor's approval; IRB approval
2Bc. Effectively monitor treatment	Empir. Supported Treatments;  + 3 additional clinical electives	May do this as part of a therapist or RA position on a study;  May conduct research on treatment efficacy	Clinical casework (assess., therapy)		<u>Coursework:</u> B  <u>Research:</u> Principal investigator's monitoring of work as research assistant; Mentor's approval; IRB approval  <u>Practicum/Internship:</u> Rating of performance at satisfactory level (3) on supervisor evaluation form
<b>2C. Skilled in delivery of ESTs</b>					

Objectives/ Competencies	Coursework	Research	Practicum/ Internship	Compre- hensive Exam (Comps)	Minimal Levels of Accepted Achievement: Criteria
					[relevant column is indicated]
2Ca. Identify ESTs for common disorders	Empir. Supported Treatments;  + 3 additional clinical electives	May conduct research on treatment efficacy	Clinical casework (assess., therapy)		<u>Coursework:</u> B <u>Research:</u> Mentor's approval; IRB approval <u>Practicum/Internship:</u> Rating of performance at satisfactory level (3) on supervisor evaluation form
2Cb. Critique research	Empir. Supported Treatments;  + 3 additional clinical electives	May conduct research on treatment efficacy	Clinical casework (assess., therapy)		<u>Coursework:</u> B <u>Research:</u> Mentor's approval; IRB approval <u>Practicum/Internship:</u> Rating of performance at satisfactory level (3) on supervisor evaluation form
2Cc. Competently deliver ESTs	Empir. Supported Treatments;  + 3 additional clinical electives	May do this as part of a therapist position on a study	Clinical casework (assess., therapy)		<u>Coursework:</u> B <u>Research:</u> Principal Investigator's monitoring of clinical work <u>Practicum/Internship:</u> Rating of performance at satisfactory level (3) on supervisor evaluation form
<b>2D. Familiarity with principles of supervision</b>					
2Da. Know barriers	Workshop on supervision theory and methods		Clinical casework (assess., therapy)		<u>Coursework:</u> B <u>Practicum/Internship:</u> Rating of performance at satisfactory level (3) on

Objectives/ Competencies	Coursework	Research	Practicum/ Internship	Compre- hensive Exam (Comps)	Minimal Levels of Accepted Achievement: Criteria
					[relevant column is indicated]
					supervisor evaluation form
2Db. Have entry-level knowledge of supervision	Workshop on supervision theory and methods		Clinical casework (assess., therapy)		<u>Coursework:</u> B <u>Practicum/Internship:</u> Rating of performance at satisfactory level (3) on supervisor evaluation form
<b>2E. Practice of ethical clinical behavior</b>					
2Ea. Obtain knowledge of professional and clinical ethics	Clinical Ethics	IRB's online tutorial			<u>Coursework:</u> B <u>Research:</u> received IRB's certificate of completion
2Eb. Demonstrate ethical clinical behavior		May do this as part of a therapist position on a study	Clinical casework (assess., therapy)		<u>Research:</u> Monitoring by principal investigator of research project <u>Practicum/Internship:</u> Rating of performance at satisfactory level (3) on supervisor evaluation form
<b>Objective 3. Critical thinking about psychological functioning, based on knowledge</b>					
<b>3A. Knowledge of psychopathology and diagnostic approaches</b>					
3Aa. Be proficient at using the DSM-IV, while knowing its limitations	Psychopathology; Clinical Interviewing; Case Formulation; Empir. Supported Treatments	May do this as part of a Research Assistant position on a study	Clinical casework (assess., therapy)		<u>Coursework:</u> B <u>Research:</u> monitoring by principal investigator of research project <u>Practicum/Internship:</u> Rating of performance at satisfactory level (3) on supervisor evaluation form



Objectives/ Competencies	Coursework	Research	Practicum/ Internship	Compre- hensive Exam (Comps)	Minimal Levels of Accepted Achievement: Criteria
					[relevant column is indicated]
3Ab. Know factors affecting psychopath-ology	Psychopathology; Case Formulation; Diversity/ Multicult. Issues;  + 3 additional clinical electives; Case Conference (presentation)		Clinical casework (assess., therapy)		<u>Coursework:</u> B; or Credit (vs No Credit) for Case Conference <u>Practicum/Internship:</u> Rating of performance at satisfactory level (3) on supervisor evaluation form
<b>3B. Skilled in obtaining and integrating client information</b>					
3Ba. Demonstrate interviewing & assessment skills	Clinical Interviewing;  Cognitive & Neuropsych. Assessment; Personality Assessment; Psych. Evaluation Practicum;  + 3 additional clinical electives	May do this as part of a Research Assistant position on a study	Clinical casework (assess., therapy)		<u>Coursework:</u> B <u>Research:</u> Monitoring by principal investigator of research project <u>Practicum/Internship:</u> Rating of performance at satisfactory level (3) on supervisor evaluation form; Video/Audiotape Review
3Bb. Know literature of interpersonal factors in assessment	Personality Assessment; Clinical Interviewing; Diversity/ Multicult. Issues		Clinical casework (assess., therapy)		<u>Coursework:</u> B <u>Practicum/Internship:</u> Rating of performance at satisfactory level (3) on supervisor evaluation form
3Bc. Learn structured interviewing skills	Clinical Interviewing; Psych. Evaluation Practicum	May do this as part of a Research Assistant position on a study	Clinical casework (assess., therapy)		<u>Coursework:</u> B <u>Research:</u> Monitoring by principal investigator of research project <u>Practicum/Internship:</u> Rating of performance at

Objectives/ Competencies	Coursework	Research	Practicum/ Internship	Compre- hensive Exam (Comps)	Minimal Levels of Accepted Achievement: Criteria  [relevant column is indicated]
					satisfactory level (3) on supervisor evaluation form; Video/Audiotape review
<b>3C. Knowledge of principles of psychometrics</b>					
3Ca. Identify test psychometrics	Cognitive & Neuro. Assessment;  Personality Assessment	Master's thesis;  Dissertation			<u>Coursework:</u> B  <u>Research:</u>  successfully defending Master's thesis & dissertation
3Cb. Be knowledgeable about culture and tests	Cognitive & Neuro. Assessment;  Personality Assessment;  Psych. Evaluation Practicum;  Diversity/ Multicult. Issues	May learn this as part of a Research Assistant position on a study		An objective of comps	<u>Coursework:</u> B  <u>Research:</u> Monitoring by principal  investigator of research project  <u>Comps:</u> successfully completed comps
3Cc. Be proficient at administering personality & cognitive tests	Cognitive & Neuropsych Assessment;  Psych. Evaluation Practicum;  Personality Assessment	May learn this as part of a Research Assistant position on a study	Clinical casework (assess., therapy)		<u>Coursework:</u> B ; Observation and evaluation of test administration skills during course  <u>Research:</u> Monitoring by principal  investigator of research project  <u>Practicum/Internship:</u>  Rating of performance at satisfactory level (3) on supervisor evaluation form; Video/audiotape review
3Cd. Have knowledge of test	Cognitive & Neuro. Assessment;				<u>Coursework:</u> B

Objectives/ Competencies	Coursework	Research	Practicum/ Internship	Compre- hensive Exam (Comps)	Minimal Levels of Accepted Achievement: Criteria  [relevant column is indicated]
development	Personality Assessment				
3Ce. Be skilled at integrating assessment information & writing reports	Personality Assessment; Psych. Evaluation Practicum; May take additional assessment courses		Clinical casework (assess., therapy); May do additional assess. practica		<u>Coursework</u> : B <u>Practicum/Internship</u> : Rating of performance at satisfactory level (3) on supervisor evaluation form
<b>Objective 4. Core content domains of psychological science</b>					
<b>4A. Cognitive and affective bases of behavior</b>					
4Aa. Have knowledge of central cognitive processes	Cognitive Processes	May include cognitive constructs		May include cognitive constructs	<u>Coursework</u> : B <u>Research</u> : Mentor approval, IRB approval <u>Comps</u> : Successfully completed comps
4Ab. Have knowledge of emotional processes	Key component in all APA required foundation courses; Psychopathology	May include affective constructs		May include cognitive constructs	<u>Coursework</u> : B <u>Research</u> : Mentor approval, IRB approval <u>Comps</u> : Successfully completed comps
<b>4B. Lifespan developmental perspective</b>					
4Ba. Be proficient at adopting a lifespan perspective	Advanced Developmental Psychology	May include developmt. constructs		May include developmt. constructs	<u>Coursework</u> : B <u>Research</u> : Mentor approval, IRB approval <u>Comps</u> : Successfully completed comps
4Bb. Know general cognitive & affective development	Advanced Developmental Psychology	May include developmt. constructs		May include developmt. constructs	<u>Coursework</u> : B <u>Research</u> : Mentor approval, IRB approval <u>Comps</u> : Successfully completed comps
<b>4C. Social bases of behavior</b>					
4Ca. Be familiar with interpersonal	Social Interaction	May include social psych.		May include social psych.	<u>Coursework</u> : B <u>Research</u> : Mentor

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Objectives/ Competencies	Coursework	Research	Practicum/ Internship	Compre- hensive Exam (Comps)	Minimal Levels of Accepted Achievement: Criteria
					[relevant column is indicated]
& group behavior		constructs		constructs	approval, IRB approval <u>Comps:</u> Successfully completed comps
4Cb. Know basic social issues and theory	Social Interaction	May include social psych. constructs		May include social psych. constructs	<u>Coursework:</u> B <u>Research:</u> Mentor approval, IRB approval <u>Comps:</u> Successfully completed comps
<b>4D. Biological bases of behavior</b>					
4Da. Know basic human brain function	Biological Basis of Behavior	May include neurosci. constructs	May include clinical assessments	May include neurosci. constructs	<u>Coursework:</u> B <u>Research:</u> Mentor approval, IRB approval <u>Practicum/Internship:</u> Rating of performance at satisfactory level (3) on supervisor evaluation form <u>Comps:</u> Successfully completed comps
4Db. Know biological bases of cognition & affect	Biological Basis of Behavior	May include neurosci. constructs	May include clinical assessments	May include neurosci. constructs	<u>Coursework:</u> B <u>Research:</u> Mentor approval, IRB approval <u>Practicum/Internship:</u> Rating of performance at satisfactory level (3) on supervisor evaluation form <u>Comps:</u> Successfully completed comps
4Dc. Know research on genetics & environment	Biological Basis of Behavior	May include neurosci. constructs		May include neurosci. constructs	<u>Coursework:</u> B <u>Research:</u> Mentor approval, IRB approval <u>Comps:</u> Successfully completed comps
<b>4E. History and systems</b>					
4Ea. Be familiar with scientific &	History & Systems of Psychology;				<u>Coursework:</u> B

Objectives/ Competencies	Coursework	Research	Practicum/ Internship	Compre- hensive Exam (Comps)	Minimal Levels of Accepted Achievement: Criteria  [relevant column is indicated]
philosophical roots	Clinical Science				
4Eb. Know major current schools of thought	History & Systems of Psychology; Clinical Science				<u>Coursework</u> : B
<b>4F. Diversity/Multicultural Perspectives</b>					
4Fa. Have awareness of own cultural worldviews	Diversity/ Multicult. Issues		Clinical casework (assess., therapy)		<u>Coursework</u> : B  <u>Practicum/Internship</u> :  Rating of performance at satisfactory level (3) on supervisor evaluation form
4Fb. Have awareness of client's worldview	Diversity/ Multicult. Issues; Psychopathology; Clinical Interviewing;  Case Formulation;  Case Conference Practicum (including 1 case presentation);	May include cross-cultural aspects	Clinical casework (assess., therapy)		<u>Coursework</u> : B ;  Credit (vs No- Credit) for Case Conference. Required case conference presentation must address client's cultural background and worldview  <u>Research</u> : Mentor approval, IRB approval  <u>Practicum/Internship</u> :  Rating of performance at satisfactory level (3) on supervisor evaluation form
4Fc. Have awareness of culturally appropriate interventions	Diversity/ Multicult. Issues; Empir. Supported Treatments;  Case Formulation;  Case Conference Practicum (including 1 case presentation);	May include cross-cultural aspects	Clinical casework (assess., therapy)		<u>Coursework</u> : B;  Credit (vs No- Credit) for Case Conference. Required case conference presentation must address treatment effectiveness literature for client's cultural group  <u>Research</u> : Mentor approval, IRB approval  <u>Practicum/Internship</u> :

Objectives/ Competencies	Coursework	Research	Practicum/ Internship	Compre- hensive Exam (Comps)	Minimal Levels of Accepted Achievement: Criteria
					[relevant column is indicated]
					Rating of performance at satisfactory level (3) on supervisor evaluation form
<b>Objective 5. Teaching skills</b>					
5a. Be able to organize material for course lecture & discussion	May take a teaching workshop offered by the University's Center for Advancement of Scholarship in Teaching & Learning		Teach a course or 3 lectures; meetings with dept. teaching mentor		<u>Coursework</u> : Certificate of Completion  <u>Practicum/Internship</u> : Ratings on observed lectures must "meet minimal expectations" (a score of '3') in all categories
5b. Demonstrate skill at classroom management by engaging students & establishing an atmosphere conducive to learning	May take a teaching workshop offered by the University's Center for Advancement of Scholarship in Teaching & Learning		Teach a course or 3 lectures; meetings with dept. teaching mentor		<u>Coursework</u> : Certificate of Completion  <u>Practicum/Internship</u> : Ratings on observed lectures must "meet minimal expectations" (a score of '3') in all categories
5c. Effectively monitor learning & teaching effectiveness	May take a teaching workshop offered by the University's Center for Advancement of Scholarship in Teaching & Learning		Teach a course or 3 lectures; meetings with dept. teaching mentor		<u>Coursework</u> : Certificate of Completion  <u>Practicum/Internship</u> : Ratings on observed lectures must "meet minimal expectations" (a score of '3') in all categories
5d. Be aware of cultural issues relevant to teaching	May take a teaching workshop offered by the University's Center for Advancement of Scholarship in Teaching & Learning		Teach a course or 3 lectures; meetings with dept. teaching mentor		<u>Coursework</u> : Certificate of Completion  <u>Practicum/Internship</u> : Ratings on observed lectures must "meet minimal expectations" (a score of '3') in all categories

## **Appendix P**

### **Policy on Approved Clinical Supervision**

#### **Background and Purpose:**

The Professional Psychologist Act (PPA), the licensing law for psychologists, prohibits the practice of psychology (as defined in the Act) without a license. Specifically exempted from the Act, however, are “students enrolled in a graduate-level counselor and therapist training program and rendering services under supervision” (61-9-16-F (4) NMSA 1978).

The New Mexico Board of Psychologist Examiners (BPE) has further clarified this provision by regulation as follows:

#### **16.22.3.9 SUPERVISION OF NON LICENSED PERSONS**

**D. Students/applicants under supervision.** Students/applicants enrolled in a graduate-level clinical counseling or school psychology training program who are rendering services under supervision and who have not applied for licensure are exempt from the act. Students/applicants shall not directly charge a patient or third-party payor a fee for the services performed. The supervisor shall accept only supervisory responsibility over students/applicants currently enrolled in a graduate-level program, who are under the auspices of a bona fide internship or externship program with a designated faculty advisor who shall be responsible for coordinating student/applicant services and training. Students/applicants shall not render any psychological services that are not supervised by a qualified supervisor as defined in this part. (New Mexico Administrative Code; complete regulation attached).

The **purpose** of this policy is to specify the circumstances and supervision under which students may practice in accordance with the PPA and the regulations of the BPE.

**“Core clinical experience”**, as used in the remainder of this document, is a term used by the Clinical Committee to describe those clinical experiences that are:

- the central clinical training experiences for student-clinicians,
- required of all graduates students,
- carried out in well known settings
- under the supervision of clinical faculty or the Clinic Director, or
- under the supervision of supervisors approved by the Committee as able to implement the Committee’s philosophy and training goals, and
- monitored in the form of supervisor’s feedback to the student and the Committee on the student-clinician’s performance and progress.

**Key components** of the BPE regulation are that students are exempt from the Professional Psychologist Act if:

- They are currently enrolled in a graduate-level clinical counseling or school psychology training program
- They are rendering services under supervision of a qualified supervisor
- They are under the auspices of a bona fide internship or externship program with a designated faculty advisor who shall be responsible for coordinating student/applicant services and training
- They have not applied for licensure
- They do not directly charge a patient or third-party payer a fee for the services performed.

### **“Currently enrolled”**

This policy applies only to students who are currently enrolled and in good standing academically in the doctoral program of the UNM Department of Psychology with an approved major in clinical psychology. Such students are under the auspices of the department’s Clinical Committee, are granted clinical privileges (see also Policy on Clinical Privileges) and are referred to as “student clinicians”.

### **“Rendering services under supervision . . .”**

The services of student-clinicians are authorized by the Clinical Committee of the Department of Psychology; it is this body which grants them clinical privileges. The Associate Chair for Clinical Training (Director of Clinical Training) provides broad oversight on behalf of the Clinical Committee. The Director of the Department of Psychology Clinic implements the policies of the Clinical Committee and maintains administrative supervisory authority over the cases which are described by Items 1 and 2 below. Finally, the individual supervisor for a case or the principle investigator for a research project maintains clinical authority and supervisory responsibility for clients or research participants. For services provided outside the umbrella of the UNM system, a memorandum of understanding will clarify lines of responsibility within agencies including malpractice coverage. Based on these lines of authority, services described under Items 1, 2 and 3 below are covered by the University’s Risk Management program for any claims of malpractice.

The Clinical Committee recognizes the following as “bona fide internship or externship programs” for our student clinicians:

- 1. Clinic Cases:** The student-clinician is enrolled in practicum hours with a faculty member and engaged in psychotherapy, psychological assessment, consultation or other psychological services through the Department of Psychology Clinic (“the Clinic”). This is the primary training setting required of all students and is referred to as “core clinical experience.” Supervision is provided by clinical faculty or approved supervisors (see below); lines of authority and responsibility are as described above. Students are required to maintain a caseload of two such cases starting in their third year. The experiences described next (Items 2 and 3) may substitute for one of the student-clinician’s two required cases.
- 2. Approved practicum settings:** The student is providing services in designated settings under a specific supervisor approved by the Clinical Committee. These settings are sufficiently well known to the Clinical Committee and considered to be of high enough quality that these services are also considered core clinical experience. Lines of authority and responsibility are as described above
- 3. IRB approved clinical research:** A student is doing clinical work as part of a research project that has been approved by the UNM Human Subjects Institutional Review Board (IRB). If IRB-approved clinical work is conducted for clinical experience and the student is not paid in the form of an assistantship or in another manner, such work is also considered core clinical experience. Supervisory responsibility for such work lies with the principle investigator for the project as approved by the IRB. If neither the principle investigator nor the faculty chair of the thesis or dissertation committee is a member of the Clinical Committee, the Clinical Committee must assure that appropriate supervision is provided and approve that supervision in order that the services count as core clinical experiences.
- 4. Paid or voluntary work:** The student is providing services that might be considered psychological services, paid or voluntary, in a setting outside the University with permission of the Clinical Committee. In this situation, the focus of the student’s effort is work rather than training. Examples of such services might be as a test administrator in a private practice setting, volunteer work in a community mental health or health care setting, services provided under an assistantship in a service setting (rather than IRB-approved research) or other similar settings. In such cases, the setting and supervision must be approved by the Clinical Committee in order to clearly recognize that it is an approved portion of the student’s experiences. Expectations for supervision will be different from those in which training is the central focus. In such settings, the supervisor at the site will maintain responsibility for the student’s work and will carry appropriate malpractice insurance that covers the work of the student under their authority.



**“Under the supervision of a qualified supervisor”: Minimal qualifications**

Qualifications and duties of supervisors are specified by regulation of the BPE. In approving a supervisor for any of the above services provided by a student clinician, the Clinical Committee will assure that, at a minimum, the supervisor meets the following regulatory criteria and is capable and willing to carry out the listed duties.

**Qualifications of supervisors.** The supervisor shall be a licensed psychologist. The supervisor shall have training or experience in the specific area of practice being supervised. The supervisor may assign non-licensed persons to other qualified specialists under the supervisor’s authority for specific skill training. The other specialist shall have a clearly established practice and shall possess demonstrable teaching skills. The supervisor shall limit the number of non-licensed persons under supervision, taking into account the requirements of the supervisor’s principal work or practice and clinical responsibilities, to ensure that the supervision provided and the practice are consistent with professional standards. The supervisor or assigned qualified specialist shall not supervise an applicant who is a member of the supervisor’s immediate or extended family, who has a financial interest in the supervisor’s business or practice, or with whom the supervisor has a dual relationship. (NMAC 16.22.3.9 B)

**Duties of the supervisor.** The supervisor has the following duties to his patients or clients, the non-licensed person, and the public.

- (1) The supervisor has ultimate responsibility to the patient or client for all professional psychological services rendered, whether rendered by the supervisor or the non-licensed person.
    - (a) The supervisor shall ensure that the patient or client knows the supervisory status of the non-licensed person and that consent is obtained.
    - (b) The supervisor shall ensure that the patient or client understands the possibility that a third party payor may not reimburse for services rendered by the non-licensed person.
    - (c) The supervisor shall ensure that the patient or client is aware of the non-licensed person’s qualifications and functions.
    - (d) The supervisor shall be available to patients or clients, shall be available to the nonlicensed person for professional guidance and direction and intervention as needed, and shall be responsible for proper record-keeping and proper documentation in the patient's or client’s case file, progress notes, or medical record.
- (NMAC 16.22.3.9 C)

**Additional qualifications for supervisors of core clinical experiences**

Students are required to accumulate core clinical experiences starting no later than their third year in the program. These core clinical experiences are expected to conform to the training goals of the department within a clinical science model and thus additional criteria (detailed below) are expected for this class of clinical work. It should be noted that all clinical faculty are deemed to meet these criteria without further review. If a faculty member is not yet licensed as a psychologist, the Clinical Committee may designate her or him as an “assigned qualified specialist” under the auspices of the Clinical Committee and the professional licensure of the Director of Clinical Training and the Clinic Director.

Vitae of proposed supervisors for core clinical experience will be reviewed for indication of their qualifications in carrying out the training model of the department. When the Clinical Committee deems it useful, supervisors may be queried (phone, e-mail, or personally) to develop a fuller understanding of their clinical and supervisory stance. Non-faculty supervisors will be sent a copy of program expectations and asked to agree to carry them out.

The following is a model letter to the supervisor detailing these expectations:

Dear Colleague:

You have expressed a willingness to provide clinical supervision to our doctoral students as part of their core clinical experiences. The Clinical Committee will review your vita as part of our approval process for this role. We want you to be aware of our expectations for such supervision:

- Our expectation of supervisors is that they meet in a timely fashion with the student-clinician (usually within a week of services provided and before the next scheduled session) for sufficient time to formulate the case, develop a treatment plan, discuss the previous session and prepare for the following session (usually a scheduled 45-50 min hour)
- You would typically be supervising only one case. Using time for mentoring and general professional issues beyond the specific case is encouraged.
- The therapist should review progress notes with you every few sessions.
- Most outside supervisors have preferred meeting at their offices, but coming to the Clinic is an option as well.
- Audiotape or videotape of the sessions is available. Whether and how you use the tape is, of course, up to you.
- The students will have had coursework in empirically-supported therapies and will be emphasizing evidence-based approaches to treatment.
- Supervisors may expect student-clinicians to consult the literature on appropriate treatments for their case; the supervisor should be able to support and guide students in carrying out empirically-supported therapies.
- Most experienced supervisors will also emphasize the therapeutic relationship, common factors in therapy, professional issues and the tailoring of care to the particular individual.
- In the spring, or at termination of the case (whichever comes first), supervisors will be required to complete a supervisory review form regarding the therapist's work.
- The student is responsible for administrative tasks such as acquiring consent, seeking releases, collecting payments, securing the file, arranging appointments and rooms, etc. so you won't have to deal with those logistical elements. To the extent these issues arise, the supervisor can refer them to the Clinic staff for guidance.
- *The Clinic Director or a faculty member designated by her or him, will be contacting you within a month of the beginning of the supervisory relationship. The purpose of this contact is to support the supervisee-supervisor relationship and your work together, to answer any questions that may have arisen to that point, to check on the status of the work, and to open lines of communication for future contacts as needed.*
- *It is expected that you will contact the Clinic Director or Director of Clinical Training if problems arise with the student-clinician's performance and with any questions you may have during the course of supervision. The goal of the Clinical Committee will be the answering of questions and plans for resolving issues and problems.*
- Supervisors will be given faculty status as clinical associates with the department, and can list that on their vitae.

Please provide us with a copy of your vita and a statement that you are willing to carry out the expectations of the role of supervisor for core clinical experiences.

Approved Clinical Supervision (02/09/09)

## Appendix Q

### Recent Practicum Settings

Setting	Years used	Highest degree of supervisor	Credentials of primary supervisors	Number of students placed in that setting (typically)	Type of setting	Services provided	Types of clients served
Center for Development and Disabilities	2005-present	Doctorate (Ph.D. or Psy.D.)	Licensed psychologist	2	Treatment research setting	Assessment and therapy	Parents seeking early intervention services
Center for Family and Adolescent Research	1995-present	Doctorate (Ph.D. or Psy.D.)	Licensed psychologist	1	Treatment research setting	Family therapy	Families with a substance abusing adolescent
Center On Alcoholism, Substance Abuse, and Addictions	1990-present	Doctorate (Ph.D. or Psy.D.)	Licensed psychologist	6 to 12	Treatment research setting	Substance abuse treatment and research	Adult substance abusers
First Choice Community Healthcare (FCCH) (Director: Brian Shelley, M.D.)	2009-present	Doctorate (Ph.D. or Psy.D.)	Licensed psychologist (UNM)	1-2	Treatment research setting	Mindfulness based stress reduction	English and Spanish speaking adults
Forensic evaluations (private practice: Bill Foote, Ph.D.)	1998-present	Doctorate (Ph.D. or Psy.D.)	Licensed psychologist	1	Private practice	Forensic assessment	Adults with legal issues
MIND Institute	2003-present	Doctorate (Ph.D. or Psy.D.)	Licensed psychologist	6	Research institute	Assessment	Adults and children with schizophrenia and other disorders
Neuropsychology Associates	1998-present	Doctorate (Ph.D. or Psy.D.)	Licensed psychologist	1	Private practice	Neuropsychological assessment	"Any age, primarily adults"
New Heart Center for Wellness, Exercise, and Cardiac Rehabilitation	2005-present	Doctorate (Ph.D.)	Licensed Psychologist (UNM)	1-2	Outpatient treatment research setting	Motivational Interviewing	Adults enrolled in cardiac rehabilitation

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The New Mexico Maternal and Child Health (MCH) Interdisciplinary Leadership Training Program (NM LEND)	2001-present	Doctorate (Ph.D. or Psy.D.)	Licensed psychologist	1	Interdisciplinary leadership training	Training in interdisciplinary work	Children with disabilities
UNM Hospital: Department of Pediatrics	1998-present	Doctorate (Ph.D. or Psy.D.)	Licensed psychologist	1	Treatment research setting	Normative data collection, child assessment	Children in medical settings
UNM Department of Family and Community Medicine	2008-present	Doctorate (Ph.D.)	Licensed psychologist	1	Short-term behavioral health care in primary care setting	Therapy	Behavioral medicine clients referred by primary care
UNM: Early Assessment and Resource Linkage for Youth (EARLY)	2009-present	Doctorate (Ph.D.)	Licensed psychologist	?	Outpatient screening and therapy	limited individual therapy with adolescents and families, multi-family group co-facilitation	Adolescents and families
UNM: Healthcare for the Homeless	2009-present	Doctorate (Ph.D.)	Licensed Psychologist	2	Outpatient therapy	Trauma-related therapy	Homeless adults
UNM Hospital: Family Practice Centers	2004	Doctorate (Ph.D. or Psy.D.)	Licensed psychologist	1	Outpatient services	Consultation with medical staff	Adult medical patients
UNM Hospital: Psychiatric Center	1993-present	Doctorate (Ph.D. or Psy.D.)	Licensed psychologist	1	Outpatient psychiatric assessment	Neuropsychological assessment	Children
UNM: Programs for Children and Adolescents	2008-present	Doctorate (Ph.D.)	Licensed Psychologist	1	Outpatient child and family therapy	Therapy	Children, adolescents, families
UNM: Rural Health Services	2009-present	Doctorate (Ph.D.)	Licensed Psychologist	?	Rural outreach, telehealth	Outreach psychological services	Children, adolescents, and families
VA: Behavioral Medicine Rotation	2008-present	Doctorate (Ph.D.)	Licensed psychologist	2	Outpatient & inpatient treatment	Assessment, treatment (individual & group)	Veterans

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VA: DBT	2008-present	Doctorate (Ph.D.)	Licensed psychologist	1	Outpatient treatment	DBT skills groups as adjunct treatment in other programs	Veterans
VA: Domiciliary Residential Rehabilitation Treatment Program (DRRTP)	2008-present	Doctorate (Ph.D.)	Licensed psychologist	2	Residential treatment facility	Group and individual therapy, program development and evaluation	Homeless veterans
VA: Family Psychology Practicum	2008-present	Doctorate (Ph.D.)	Licensed psychologist	2	Outpatient treatment	Behavioral Couples Therapy, Functional Family Therapy, group therapy	Veterans and their family members
VA: Inpatient Psychiatry (Ward 7)	2008-present	Doctorate (Ph.D.)	Licensed psychologist	1-2	Inpatient treatment	Group therapy; working on an interdisciplinary team; possible opportunities for individual therapy	Veterans
VA: Men's Outpatient PTSD	2008-present	Doctorate (Ph.D.)	Licensed psychologist	1-2	Outpatient treatment	Group therapy	Male veterans
VA: Neuropsychology Practicum	2008-present	Doctorate (Ph.D.)	Licensed psychologist	2	Outpatient & inpatient treatment	Neuropsychological assessment	Veterans
VA: PR RTP Psychiatric Residential Rehabilitation Treatment Program	2008-present	Doctorate (Ph.D.)	Licensed psychologist	1-2	Inpatient treatment	Group therapy; program development; working on an interdisciplinary team	Veterans
VA: STARR Substance abuse, Trauma, and Rehabilitation Residence	2008-present	Doctorate (Ph.D.)	Licensed psychologist	1-2	Inpatient treatment	Group therapy; working on an interdisciplinary team	Veterans

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VA: Substance Use Disorder Treatment Program	2008-present	Doctorate (Ph.D.)	Licensed psychologist	1-2	Outpatient treatment	Group and individual interventions	Veterans
VA: Suicide Prevention Team	2008-present	Doctorate (Ph.D.)	Licensed psychologist	1-2	Inpatient & outpatient treatment	Group therapy; safety planning with family members; psychological autopsies	Veterans
VA: Women's Stress Disorder Treatment Team	2008-present	Doctorate (Ph.D.)	Licensed Psychologist	1 Must be female graduate student	Outpatient & inpatient treatment	Assessment (CAPS) and report writing; possibly group work	Female veterans
VA: ZIA Spinal Cord Injury Unit	2008-present	Doctorate (Ph.D.)	Licensed Psychologist	1-2	Inpatient & outpatient treatment	Assessment; working on an interdisciplinary team	Veterans with spinal cord injury and related diseases

