

UNIVERSITY OF NORTH TEXAS (UNT) DOCTORAL  
PROGRAM IN  
CLINICAL HEALTH PSYCHOLOGY

ACCREDITED BY THE AMERICAN PSYCHOLOGICAL  
ASSOCIATION AS A DOCTORAL PROGRAM IN CLINICAL  
PSYCHOLOGY\*

DOCTORAL PROGRAM MANUAL

2014-2015



Psychology Department  
**University of North Texas**

*\*Questions related to the program's accredited status should be directed to the Commission on Accreditation:*

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This manual summarizes the special requirements of the Clinical Health Psychology Program and is not to be seen as a substitute for requirements of the Graduate College and Psychology Department at UNT. You must fulfill all requirements of the Graduate College and Department. If discrepancies exist, the Department and ultimately the Graduate College and University requirements take precedence. We have tried to ensure that there are not inconsistencies, but when policies change, you are first bound to those requirements of the University, the College and next the Department before the Program.

All Clinical Health Psychology Program students are responsible for knowing and understanding the contents of this manual, and following the procedures and policies within. As changes are made, the newest procedures must be followed. The latest manual will be found linked on the program's web pages.

## **PHILOSOPHY & GOALS**

Students in the Clinical Health Psychology (CHP) program earn a doctoral degree in Clinical Psychology from the Toulouse School of Graduate Studies (<http://www.tsgs.unt.edu/>). All students must also complete a full-time pre-doctoral APA accredited internship prior to graduation.

The program prepares doctoral students to work as researchers and scientist-practitioners in healthcare or academic settings. The program provides broad and general training in the foundations of psychology as a scientist-practitioner program, as well as focused training in clinical health psychology. The program is accredited by the American Psychological Association as a Clinical Psychology Ph.D. Program (<http://www.apa.org/ed/accreditation/programs/clinical.aspx>).

## **EMPHASIS & ORIENTATION**

In addition to providing broad and general training in Clinical Psychology, the theoretical emphasis of our doctoral program is one based on knowledge of the physiological and psychological antecedents and sequelae of health and illness. **The emphasis on clinical health psychology is to utilize behavioral science approaches to the promotion of health, the prevention and treatment of illness, and the identification of etiological and diagnostic correlates of illness and health.** Our program emphasizes an interdisciplinary understanding of biopsychosocial factors relevant to health and illness and the applications of this knowledge to prevention, diagnosis, treatment, and rehabilitation.

Our program, like the UNT Psychology Department as a whole, has adopted a scientist-practitioner model. **The program has embraced evidence-based approaches to the assessment and treatment of disorders.** We expect familiarity with a broad range of conceptual models and their applications for health and beneficial changes in human behavior. As a Clinical Psychology doctoral program, students are trained in research methods, clinical assessment, psychopathology, psychotherapy, and other relevant courses. Clinical Health Psychology students are also trained in core clinical health topics to be described below. In addition, all students must complete an external, one-year, full-time pre-doctoral clinical internship (American Psychological Association Accredited internships with major rotations in Clinical Health Psychology).

## **PROGRAM OBJECTIVES**

Our overall objective is to train clinical health psychologists, within the context of core values, who demonstrate the competencies in conducting independent research and the delivery of psychological services. Upon completion of the program, graduates must:

1. Demonstrate the ability to conduct methodologically sound clinical health psychology research and demonstrate the ability to critically evaluate research.
2. Demonstrate the knowledge and skills necessary to understand and conceptualize the behavior of individuals and groups within a clinical psychology biopsychosocial approach to the maintenance of health, the occurrence of illness, quality of life, and the restoration of wellness.
3. Demonstrate the requisite knowledge and skills for entry into the practice of Clinical Health Psychology.

The CHP program additionally aspires to instill in all students the ability to demonstrate expertise in professional communication (both written and oral) in terms of case conceptualization, research, professional practice, and scholarship, as well realizing a social justice perspective in their research and clinical practice.

## **PROGRAM ADVISORS**

Admission to the Clinical Health Psychology Program is only made when one or more program faculty members at UNT appear to share general scholarly and research interests with the applicant. The student should continue to work with that individual and other faculty to support and promote their professional development. Occasionally, student and faculty interests change so substantially that there is a need to select a new faculty advisor. Changing advisors involves an agreement between the student and proposed advisor with input from the previous advisor and the program director.

Program advisors have the responsibility for helping students with program planning and other academic advisement including signatures on all departmental forms. The program advisor is also responsible for monitoring student progress in the following areas: (a) academic performance, (b) the development of research skills and scholarly works, (c) the development of clinical skills, (d) adherence to ethical standards in professional activities, and (e) satisfactory advancement in meeting the requirements of the doctoral program. The program encourages students to meet frequently with their program advisor on these matters. Should difficulties arise preliminary problem-solving efforts originate with the program advisor and program director. It cannot be stressed enough that it is important to work closely with the program advisor and program director to find early solutions for problems that arise.

**Students are expected to be involved in ongoing research activities throughout their training at least 10-20 hours per week (depending on laboratory training demands) so that basic investigative skills are developed**

**along with mastery of a body of research relevant to the student's interests.**

This should culminate in the establishment of a productive research program. Most typically, the program advisor is also the student's research advisor. ***Students wishing to select a primary research advisor outside of the program must first receive approval from the program.*** If a student wants to work on a research project with someone outside of the program, they must get approval from their primary research advisor. This will occur as opportunities develop on campus, at practicum sites, and during or before the pre-doctoral internship year.

## **PROFESSIONAL ETHICAL REQUIREMENTS**

Faculty members are responsible to the public and to the field for ensuring that graduates of the program have adequate knowledge and skills, and demonstrate responsible behavior in their scientific and service delivery activity. This responsibility exists while a student is enrolled or on temporary leave. Graduate students are expected to behave in accordance with accepted professional and ethical standards. Guidelines for adequate professional behavior are provided in part by the American Psychological Association and Texas State Board of Examiners of Psychologists and all students are expected to adhere to each of these principles and guidelines.

Related publications are listed below:

Ethical Principles of Psychologists

Ethical Principles in the Conduct of Research with Human Participants

Standards for Education and Psychological Tests

Texas Law and the Practice of Psychology

All research and service delivery settings have local practices and procedures. It is the responsibility of students to acquaint themselves with appropriate agency regulations, etc. upon joining the site and before commencing with professional activities.

## **DEGREE PROGRAM**

The Clinical Health Psychology program requires satisfactory completion of the departmental and program core courses, satisfactory performance in internal clinical practicum, satisfactory performance on pre-dissertation research, satisfactory completion of an external practicum, completion of the doctoral dissertation, and completion of a program approved one-year APA accredited pre-doctoral clinical internship.

A student may transfer a maximum of 24 semester hours of graduate training, with a maximum of 12 of these 24 transfer-hours on the master's degree plan. All program transfer credit is subject to approval by the student's advisor and the program director, as well as the Departmental Chair in the case of departmental core courses.

## **FILING THE DEGREE PLANS**

You are required to file both a master's and a doctoral degree plan. The MA/MS degree plan should be filed by the end of the second semester of the 1<sup>st</sup> year, and the Ph.D. degree plan by no later than the end of the second semester of the 2<sup>nd</sup> year. Approval for any course registration will be withheld from students unless the degree plans have been filed. See the Psychology Department's Graduate Student Handbook for more information about completing the degree plan.

### Prototypical Course Sequence

Year 1	Course #		SCH (semester credit hrs)
		<u>Fall</u>	
D	PSYC5700	Quantitative Methods I	4
P	PSYC5420	Assessment I	4
P	PSYC5070	Foundations in Clinical Health Psychology	3
P	PSYC6830	Practicum	1
		<u>Spring</u>	
D	PSYC5710	Quantitative Methods II	4
P	PSYC5430	Assessment II	4
P	PSYC6400	Research Design in Clinical Psychology	3
P	PSYC6830	Practicum	1
		<u>Summer</u>	
P	PSYC6110	Ethics in Clinical Health Psyc. Consultation	3
D	PSYC5060	History and Systems	3
P	PSYC6830	Practicum (potentially optional, depends upon individual circumstances)	2
<b>Year 2</b>		(Master's Thesis completion year)	
		<u>Fall</u>	
P	PSYC6000	Psychotherapy	3
P	PSYC5780	Psychopathology	3
P	PSYC5950	Thesis	3
P	PSYC6830	Practicum	3
		<u>Spring</u>	
D	PSYC5010	Human Development	3
P	PSYC6200	Clinical Health Interventions	3
P	PSYC5950	Thesis	3
P	PSYC6830	Practicum	3
Note: Thesis requires continuous enrollment in long semesters ( <i>fall &amp; spring</i> ) until it is successfully defended and filed with graduate college (minimum 6 hours).			
		<u>Summer</u>	
D	PSYC5790	Psychophysiology	3

P	PSYC6830	Practicum (potentially optional, depends upon individual circumstances)	1-3
<b>Year 3</b>		(Comprehensive Exam completion year, and start dissertation)	
		<u>Fall</u>	
D	PSYC5640	Cognitive and Affective Bases of Behavior	3
P	PSYC6300	Multicultural Counseling	3
D	PSYC5090	Social Psychology	3
P	PSYC6830	Practicum	3
		<u>Spring</u>	
P	PSYC6950	Dissertation	3
P	PSYC6830	Practicum	3
P	PSYC6810	Multivariate	3
		Pass EPPP at doctoral level	
		<u>Summer</u>	
P	PSYC6830	External Practicum	1-3
<b>Year 4</b>		(Dissertation completion year)	
		<u>Fall</u>	
P	PSYC6830	External Practicum	3
P	PSYC6950	Dissertation	3
P		Elective	3
		<u>Spring</u>	
P	PSYC6830	External Practicum	3
P	PSYC6950	Dissertation	3
P		Elective	3
<b>Year 5</b>		Internship Year	
		<u>Fall</u>	
P	PSYC6840/6850	Internship	1-3 (as needed)
		<u>Spring</u>	
P	PSYC6840/6850	Internship	1-3 (as needed)

D = Departmental Core; P = Program Core

Listed courses (by number) are required. Electives can be selected from approved electives offered at UNT. ***Students wishing to undertake a course sequence other than that listed above must first receive approval from the program.***

Starting in the spring of the 2<sup>nd</sup> year, students may take the following courses as the student and mentor deem best fit their need and training level, in any order: Human Development, Psychophysiology, Multicultural Counseling, Social Psychology.

### **SPECIFIC HEALTH TRAINING**

### **Core Courses with Overt Clinical Health Psychology Content (must take all):**

1. Foundations in Health Psychology
  - Foundational training in the field of health psychology including behavioral models, psychosomatics, and coping with chronic diseases.
2. Ethics in Clinical Health Psychology and Consultation
  - Focus on adapting to working in medical settings including consultation liaison, medical charting, assessment of comorbid medical/psychological disorders, etc).
3. Clinical Health Interventions
  - Focus on specific interventions to achieve behavior change/optimize coping including but not limited to dietary change, smoking cessation, behavioral sleep medicine, pain management, etc.

### **Clinical Health Psychology Elective (must take a min. of 6 hours – 2 courses)**

- Students will be required to take 6 hours of approved electives
- Topics will rotate and may include the following specialty elective courses: Behavioral Sleep Medicine, Psychoneuroimmunology, Behavioral Cardiology, Health Disparities, Pain Management, Motivational Interviewing, etc.
- ***Students wishing to substitute additional courses outside the department that are consistent with their field of interest must first receive approval from the program.***

### **OTHER ELECTIVES**

#### **Research Electives**

- For those students interested in additional academic or research training:
  - Measurement Design
  - Structural Equation Modeling
  - ***Others with program faculty approval***

#### **Clinical Electives**

- For those students interested in additional clinical training:
  - Psychopharmacology
  - Cognitive Behavioral Therapy
  - Group Therapy
  - ***Others with program faculty approval***

### **PRACTICUM: PSYC 6830**

Students are required to complete four years of approved practicum. During the first three years, students are typically assigned by the Director of Clinical Training to teams in the department's Psychology Clinic. In years 2-3, students are required to complete a minimum of 30 direct contact therapy hours and 2 full-battery assessment cases per Fall and Spring semesters. This should result in the student completing a minimum of 120 direct contact therapy hours and 8 full-battery assessments by the end of the

Spring semester of Year 3. Those who do not complete these requirements for any given semester will receive an "I" until successful completion. This may require enrollment in summer practicum, which is also available for those interested in obtaining additional clinical experiences.

Students making **satisfactory** progress will be expected to complete a health psychology external practicum beginning in the summer between years 3 and 4 at a **program-approved external site**. Satisfactory clinical progress means the student must have 120 direct contact *therapy* hours and 8 *complete* assessments before starting external practicum (*prorated to at least 90 direct contact therapy hours and 6 complete assessments when applying for external practicum during the spring of the 3<sup>d</sup> year*) and receive approval from their practicum supervisors. Satisfactory research progress means students must have their thesis defended. Students wanting to go on external practicum that do not meet these requirements can make an appeal to the CHP committee. If students wish to complete an *additional* external practicum that is not deemed "health psychology" by the committee, they may do so.

While on external practicum, students will take up to 3 hours of practicum under the program DCT, but need not sign up for internal practicum. If external practicum is at the UNT Health Sciences Center (UNTHSC), students will enroll for practicum at that location under the supervisor designated by UNTHSC. During the 12-month external practicum year, students will be expected to complete at least 250 direct contact *therapy* hours. Successful completion of the above requirements should satisfy most internship sites' minimal requirements.

***It is the student's responsibility to maintain accurate and current logs of practicum hours.*** All students need to log practicum hours in their program provided MyPsychTrack account. Students must provide their MyPsychTrack hours to their practicum supervisor at the end of each semester, and the supervisor must approve before a grade will be assigned.

Practicum supervisors must complete and sign the Practicum Evaluation Rating Form and students must sign the Practicum Evaluation Rating Form.

### **CLINICAL INTERNSHIP PSYC 6840, 6850; 1-3 Semester Credit Hours (SCH)**

All students are required to complete an APA Accredited pre-doctoral internship with the expectation of a major emphasis (rotation) in Clinical Health Psychology. In order to apply for internship, students must have, in the following order: (1) obtained a masters degree, (2) successfully passed their comprehensive examination, (3) successfully proposed their dissertation by October 1<sup>st</sup> of that year, (4) completed or be enrolled in an external practicum, (5) completed the required minimum number of direct contact hours, and (6) meet readiness for internship criteria on practicum evaluations.

### **GENERAL RESEARCH REQUIREMENTS**

Students are expected to be continuously involved in supervised research in health-related areas. This research includes, but may not be limited to, completion of the thesis and dissertation.

### **MASTERS DEGREE and THESIS: PSYC5950, 6 SCH**

The program requires that students obtain a Master's degree with a thesis en route to the Ph.D. If a student enters the program with a Master's degree which included a thesis, that thesis must be approved for transfer by the research advisor and the Program DCT. Students who enter with an approved thesis will complete one PSYC6610 research project. Those entering with a Master's degree without a thesis will complete a thesis. Once a student has begun enrollment in PSYC 5950, continuous enrollment in long semesters is required (6 semester hours will be given credit) until successfully defended.

### **DISSERTATION: PSYC 6950; 9 SCH**

The dissertation is viewed as a rigorous measure of the student's breadth of understanding and scientific base of psychological work, and the depth of his/her ability to integrate concepts into a systematic schema from which assumptions and hypotheses can be tested and reasonably interpreted. Students may propose a dissertation only after successfully completing the general core, thesis and comprehensive examination. Once a student has begun enrollment in PSYC 6950, continuous enrollment in long semesters is required (9 semester hours will be given credit) until successfully defended.

### **Thesis and Dissertation Committees**

The Thesis and Dissertation Committees have at least three members each. A minimum of one faculty members must be from the Clinical Health Psychology Program Committee. The student must also designate a chair from among those three members, who must be on the graduate faculty of UNT. In special cases the chair can be changed with appropriate approvals.

On occasion, you may wish to have an outside professional on your committee. To do this, they must either be a university faculty member or you will need to obtain approval from the graduate school.

### **THE CONCENTRATION CORE COMPREHENSIVE EXAMINATION**

The purpose of this comprehensive examination is to allow a student to demonstrate his or her attainment of the knowledge and practice minimally necessary for a doctor of philosophy degree. Traditionally, the expectation in conducting such examinations is that the student has fundamentally completed his or her pre-doctoral education, not only showing a sufficient mastery of any specific education or training tasks, but has also integrated knowledge and practice learned as a part of ongoing general scholarly and professional study. These examinations presuppose that the student has reached

the level, if not yet the status, of an expert in the chosen field, and are capable of expressing his or her expert opinion. A qualifying examination comes near the end of graduate studies, is comprehensive in nature, and precedes admission to doctoral candidacy. The program offers two choices for the comprehensive examination – taking the EPPP or completing an extensive review paper that is approved by the future dissertation committee.

### **General info**

- Students must complete the departmental and program core curriculum and *must have their Master's degree officially posted to their transcript* prior to taking comps.
  - *To have the Master's degree officially posted to your transcript, you must submit the signed oral defense form to the graduate school and the final thesis defense document (including revisions from the committee) to the graduate reader, typically the Friday 6 weeks prior to finals week.*
- The curriculum is designed so that students can complete the thesis by the end of the 2<sup>nd</sup> year and take comps by the spring of their 3<sup>rd</sup> year.
- Students have two total opportunities to pass comps in either format. This may include two EPPP opportunities, two review paper defenses, or one EPPP and one review paper defense.

### **Option 1 - EPPP**

- Examination for Professional Practice of Psychology (EPPP).
- Students have to pass the EPPP exam at the doctoral level of proficiency which is a score of 500.
  - Students must make own EPPP arrangements and cover associated fees.
- If a student fails to pass at the doctoral level of proficiency, they will be allowed a second chance to pass an unofficial version offered by AATBS, proctored by the DCT or their designee. Failure to pass at this step (i.e., 70%) will result in dismissal from the program.
- A student may appeal to the committee to take the unofficial EPPP offered by AATBS in lieu of the official version on their first attempt.

### **Option 2 – Review Paper**

- Research review paper with prior approval by major advisor and DCT.
- This option is encouraged for students who are more research-focused and have a strong interest in an academic career path.
- Students have the option of writing a comprehensive review paper on a major health topic in the model of a *Psychological Bulletin* publication.
- Writing the paper should result in the student gaining an expert level of understanding of the topic.
- An outline of the paper should be proposed before the intended dissertation committee.

- In order to pass to doctoral candidacy, students must successfully defend the paper to the dissertation committee.
- The paper can subsequently be adapted to become the dissertation proposal.

## **ANNUAL REVIEW OF STUDENTS**

Once a year, typically near the end of the spring semester, or as necessary, the program committee will evaluate students. In the spring of each academic year, students complete annual review forms in preparation for program review of their performance and for the program APA annual review. The program committee reviews the academic progress of students in four areas: Coursework, Practicum, Research, and Professional Development. Students are expected to make satisfactory progress in each of these areas and will be informed of any identified weaknesses. All students will receive written feedback. When areas for improvement are identified, the letter will recommend steps and a time frame for improvement. Students will work in consultation with their program advisor to achieve a successful outcome. If a student is dissatisfied with an evaluation recommendation, the student may meet with the program committee at the next regularly scheduled program meeting to appeal the evaluation recommendation.

On rare occasions, advisors or other faculty may identify serious deficiencies in one or more areas, which will be reported to the program committee and others as required. In this case, and depending upon the severity of the deficiencies, the recommendation may be to place the student on probation or to dismiss the student from the doctoral program. When the recommendation concerns probation, students meet with the program committee at the next regularly scheduled program meeting to discuss the apparent deficiencies and the recommendation of probation. If the program committee decides on probation, students are asked to meet with their program advisor in order to formulate a plan of action to restore their good standing in the program. The program committee then reviews this action plan to determine if additional requirements are to be added.

Dismissal of the student from the doctoral program in psychology will occur if (a) very severe deficiencies exist and a period of probation does not result in a constructive course of corrective action, or (b) the student fails to make satisfactory improvement in area(s) of deficiency during the probationary period.

When the recommendation of the program committee is to consider dismissal of the student from the program, the procedure described in the UNT Psychology Department Student Handbook is followed.

Students who do not make satisfactory and continuous progress through their Coursework, Practicum, Research, and Professional Development will be dismissed from the program. Expected timelines for progression through the program are listed below:

## **DEADLINES and ACADEMIC STANDING**

### **Thesis Timeline:**

- A student is expected to successfully *propose* the thesis prior to last day of the Fall semester 2<sup>nd</sup> year.
  - If a student has not successfully *proposed* the thesis by the end of the Spring semester 2<sup>nd</sup> year, that student will not be allowed to take summer practicum or any other outside opportunities.
  - If a student has not successfully *proposed* the thesis before the last day of the Fall semester of their 3<sup>rd</sup> year, that student will be placed on probation for "failure to make adequate progress" with a tailored remediation plan.
  - If a student has not successfully *proposed* the thesis by the end of the Spring semester 3<sup>rd</sup> year, that student will be dismissed from the program for "failure to make adequate progress."
- Students are expected to successfully *defend* the thesis before the last day of the Fall semester of their 3<sup>rd</sup> year.
  - If a student has not successfully *defended* the thesis prior to the end of the Spring semester of their 3<sup>rd</sup> year, that student will not be allowed to take practicum or any other outside opportunities.
  - If a student has not successfully *defended* the thesis prior to the last day of the fall semester of their 4<sup>th</sup> year, that student will be placed on probation with a tailored remediation plan.
  - If a student has not *defended* by the end of the Spring semester 4<sup>th</sup> year, that student will be dismissed from the program for "failure to make adequate progress."

### **Comprehensive Exam Timeline:**

#### Probation and Dismissal

- Students are expected to pass comps before the last day of the Spring semester of the 3<sup>rd</sup> year. *Note: it may take state boards eight weeks to report results.*
  - If the student has not *passed* comps before the last day of the Spring semester of the 4<sup>th</sup> year, they will be placed on probation and not be allowed take practicum or any other outside opportunities.
  - If a student has not successfully *passed* comps by the last day of the Fall semester of their 5<sup>th</sup> year they will be dismissed from the program for "failure to make adequate progress."

### **Dissertation Timeline:**

- Students are expected to *propose* their dissertation by October 1<sup>st</sup> of 4<sup>th</sup> year.
  - If a student has not *proposed* by the end of the Spring semester 4<sup>th</sup> year, they will not be allowed to take summer practicum or any other outside opportunities.
  - If a student has not *proposed* their dissertation prior to October 1<sup>st</sup> of 5<sup>th</sup> year, they will be placed on probation with a tailored remediation plan.
  - If a student has not *proposed* their dissertation by the last day of the Spring semester of the 5<sup>th</sup> year they will be dismissed from the program for "failure to make adequate progress."

- Students are expected to defend their dissertation by the end of the Spring semester 4<sup>th</sup> year (i.e., before they leave for internship).

### **Internship Application Approval:**

- Before applying for internship students must request approval from the faculty committee and be granted approval to apply for internship from both the faculty committee and from the Director of Clinical Training (DCT).
  - These approvals are contingent upon a review of application materials and performance in Coursework, Practicum, Research, and Professional Development.
- Students must attend monthly meetings with the DCT or their designate the summer before they apply for internship to ensure adequate preparation and readiness to apply. Attendance and assignment completion will be taken into consideration when approving applicants for internship.
- In the first year they apply for internship, students must apply to only APA/CPA accredited internships.
  - If students do not match the first year they apply, they can apply to non-APA/CPA internships the second year, only with committee and DCT approval.

### **LEAVE OF ABSENCE**

Requests for a temporary leave of absence must be filed with the program committee in advance of the leave (See Department Graduate Manual and UNT Graduate Catalog for details).

### **UNACCEPTABLE PROFESSIONAL BEHAVIOR**

In all aspects of training and especially within clinical training and clinical performance, student behaviors that are deemed as professionally problematic may result in program sanctions including dismissal from the program if such professionally problematic behaviors cannot be corrected and brought up to appropriate professional standards. If such professionally problematic behaviors are of such an extreme nature that they are in clear violation of ethical or legal standards they may result in immediate dismissal from the program.

### **FACULTY-STUDENT CONFLICTS**

From time to time, professionals in academic, organizational, or health care settings encounter difficulties that arise in their relationships with other professionals. These sorts of problems also can occur in professional training relationships. Faculty and students strongly are encouraged to work out problems and difficulties with one another within their professional relationship. When the results of these efforts are unsatisfactory to either party, the difficulty may be brought to the program committee for resolution. Resolution begins with an advisory phase. During this phase, the student identifies to the program director (or department chair/ombudsperson if conflict is with the program director) a faculty member to serve on the advisory committee.

The faculty member in conflict also identifies a faculty member to the program director (or department chair/ombudsperson) to serve on the advisory committee. These two appointees identify a third faculty member to the program director (or department chair/ombudsperson) to serve on the advisory committee and to chair the committee. This ad hoc committee is charged by the program director (or chair/ombudsperson) to meet with all parties in order to understand the conflict and determine a course of action to resolve the conflict.

## **GRADE APPEALS**

The procedure for grade appeals is provided in the UNT Graduate School Catalogs.

## **DISABILITY ACCOMMODATION, DISCRIMINATION, HARASSMENT**

The program cooperates with the Office of Disability Accommodation (ODA) to make reasonable accommodations for qualified students with disabilities (cf. Americans with Disabilities Act and Section 504, Rehabilitation Act). If you have not registered with ODA, we encourage you to do so. Please present your written Accommodation Request to your instructors on or before the 12th class day. If you experience any problems in getting reasonable accommodations, please contact the UNT Psychology Department Liaison or the ODA. Also, the program complies with the University's policies concerning discrimination and sexual harassment. If you have any complaints please contact the UNT departmental chairperson or UNT Equal Opportunity Office.

## **NONDISCRIMINATION**

Students/Faculty/Supervisors/The program does not condone or engage in discrimination against prospective or current clients, students, employees, supervisees, or research participants based on age, culture, disability, ethnicity, race, religion/spirituality, gender, gender identity, sexual orientation, marital/partnership status, language preference, socioeconomic status, immigration status, or any basis proscribed by law.

## **OUTSIDE EMPLOYMENT**

The Texas State Board of Examiners of Psychologists has established regulations for the use of supervised students in the practice of psychology whether this work is compensated or not. This may even extend to services as a volunteer.

Psychological services are regulated by state licensing laws, which allow students to provide psychological services as part of a supervised course of study with an enrollment in practicum. **Unless a student has a credential that would allow the provision of services to clients (such as an LPA under the state required supervision of a licensed psychologist, LP), any student providing psychological services must be enrolled in a practicum course for each internal or external practicum experience whether this work is compensated or not.**

Relevant portions of the Act and Rules of the Texas State Board of Examiners of Psychologists (TSBEP) are copied below, but the most recent TSBEP should be directly consulted on the board's website.

## **CURRENT RULES OF PRACTICE**

### **Rule 465.3**

(a) Psychologists shall employ or utilize an individual to provide psychological services, in any setting not specifically exempt under §501.004(a)(1) of the Psychologists' Licensing Act (the Act), only if:

(1) The individual is licensed by this Board; or

**(2) The individual is specifically exempted from licensure requirements by §501.004(a)(2) of the Act, relating to provision of services as part of a supervised course of study by students, residents or interns pursuing a course of study in a recognized training institution or facility;** or, (b) Unlicensed individuals providing psychological services pursuant to §§501.004(a)(2), 501.252(b)(2), or 501.260(b)(3) of the Act must be under the direct supervision of an authorized supervising licensee at all times. All patients or clients who receive psychological services from an unlicensed individual under such supervision must be clearly informed of the supervisory status of the individual and how the patient or client may contact the supervising licensee directly.

## **Psychologists' Licensing Act**

### **Sec. 501.003. PRACTICE OF PSYCHOLOGY.**

(a) In this section, "psychological services" means acts or behaviors that are included within the purview of the practice of psychology.

.....

(c) The practice of psychology:

(1) includes providing or offering to provide services to an individual or group, including providing computerized procedures, that include the application of established principles, methods, and procedures of describing, explaining, and ameliorating behavior;

(2) addresses normal behavior and involves evaluating, preventing, and remediating psychological, emotional, mental, interpersonal, learning, and behavioral disorders of individuals or groups, as well as the psychological disorders that accompany medical problems, organizational structures, stress, and health;

(3) includes:

(A) using projective techniques, neuropsychological testing, counseling, career counseling, psychotherapy, hypnosis for health care purposes, hypnotherapy, and biofeedback; and

(B) evaluating and treating mental or emotional disorders and disabilities by psychological techniques and procedures; and

(4) is based on:

- (A) a systematic body of knowledge and principles acquired in an organized program of graduate study; and
- (B) the standards of ethics established by the profession

### **PROGRAM POLICY**

The following information summarizes our program policy in regard to compliance with these regulations.

1. Students are required to enroll in practicum for each semester that they are involved in the supervised practice of psychology. Advanced Practicum sections are offered fall, spring, and 10-week summer semesters.
2. Students must maintain practicum logs in an accurate and timely fashion that document all approved supervised practice before internship. Students are strongly encouraged to use an electronic log such as MyPsychTrack as offered by APPIC.
3. Training document agreements require that students be supervised by a psychologist at all times while the activities or services are being performed.
4. Depending on the site, students may receive clinical training stipends of fixed amounts for particular practicum rotations.
6. Incompletes ("I's") are issued to students who are continuing practicum during a semester break in order to complete practicum requirements left over from the previous semester.
7. Students on training stipends must enroll each semester of the stipend but take an incomplete to cover the semester break.
8. No one should engage in the unlicensed practice of psychology. The site is violating the licensing act, and students would be "aiding or abetting the unlicensed practice of psychology," "regardless of whether the services or activities provided are compensated."
9. Student liability insurance does not extend to the unlicensed practice of psychology.
10. Applicants for licensure are asked by TSBEP and many other state boards whether they have ever engaged in the unlicensed practice of psychology.