

College of Humanities and Social Sciences  
Department of Psychology

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# George Mason University

## Clinical Psychology Doctoral Program

### Student/Faculty Handbook

2011-2012

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## **I. INTRODUCTION**

This handbook provides information about the Clinical Psychology Doctoral Program and guides faculty members and students in planning the student's program of study. The Director of Clinical Training (DCT) updates the handbook annually. During the year, the DCT issues updates to students and faculty via email as policies and procedures change.

Please consult the [University Catalog](#) for the University's policies and procedures for doctoral degree programs. The Catalog contains a lot of important information that is not contained in this Handbook.

In addition to becoming familiar with the contents of this Handbook and the policies and procedures described in the catalog, students should maintain close and continual contact with their Advisors.

June P. Tangney  
Director of Clinical Training

Lauren Cattaneo  
Associate Director of Clinical Training

## **II. WHO'S WHO IN THE DEPARTMENT**

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### **III. MEMBERS OF THE CLINICAL FACULTY**

Lauren Cattaneo	993-4728	<i>Associate Director of Clinical Training</i> Community and institutional responses to intimate partner violence, helpseeking; risk assessment and empowerment.
Christy Esposito-Smythers	993-2039	Assessment, prevention, and treatment of adolescent suicide, depression, and substance abuse
Todd Kashdan	993-9486	Anxiety and depressive conditions (especially social anxiety); self-regulation,; risk and resilience processes; assessment and cultivation of positive emotions and traits.
Patrick McKnight	993-8292	Research methods and statistics, program evaluation.
Robyn Mehlenbeck	993-1371	<i>Director of Center for Psychological Services.</i> Mental Health Administration and Training; Treatment of adolescents with chronic illness; Multidisciplinary practice and training.
Keith D. Renshaw	993-5128	Relationships of adults with anxiety and depression; Adjustment of military service members and their spouses after deployment; Combat-related posttraumatic stress disorder.
John Riskind	993-4094	Cognitive determinants of anxiety, fear, and worry; obsessive-compulsive disorder; social-cognitive vulnerability to psychopathology.
Jerome Short	993-1368	Family stress and coping; Prevention programs; Mental health promotion
June Tangney	993-4051	<i>Director of Clinical Training</i> Personality, social, and emotional development; criminal rehabilitation.

#### **IV. COLLEGE OF HUMANITIES AND SOCIAL SCIENCES GRADUATE POLICIES**

These policies apply to all graduate students within the College of Humanities and Social Sciences (CHSS). For more specific information on your individual program, please read further on in this handbook.

##### **The College of Humanities and Social Sciences (CHSS)**

The College of Humanities and Social Sciences (CHSS) is composed of 11 departments and 10 major interdisciplinary programs. The college is also home to New Century College, which offers an innovative interdisciplinary major as well as Mason Cornerstones, a first-year program for students in all majors, and Technology Across the Curriculum, which promotes the use of technology to enhance learning in all courses and disciplines. Together with the College of Science, the college administers the university-wide Honors Program in General Education, the academic program of the Honors College. This is open to qualified students from all majors in the university. The college has a distinguished faculty of more than 400, including a Nobel laureate and recipients of the Pulitzer Prize and Guggenheim Fellowship.

At the undergraduate level, all programs emphasize challenge, opportunity, and success. They challenge students to think critically and creatively and to go beyond what is required by pursuing research experiences, minors, double majors, honors in the major, and accelerated master's degree programs, which enable them to earn both an undergraduate and a graduate degree, often within five years. They provide many opportunities beyond the classroom including study abroad programs, service learning, internships, and career-enhancing courses and minors, all of which will help prepare them for success beyond college.

At the graduate level, programs of study provide opportunities for career development and advancement, professional education, participation in research, and personal fulfillment.

All programs encourage the exploration of contemporary issues through a dynamic curriculum that fosters an informed understanding of real world problems. The college provides students with an education that enables them to think critically, adapt to the changing conditions of society, and provide informed leadership to future generations.

##### **The Graduate Council**

The Graduate Council is the governing body for all graduate academic policies and procedures. The council approves all new graduate programs; authorizes all graduate course work, policies, and degrees conferred by the university; and sets minimum standards for admission to and graduation from any graduate program. These are minimum standards that all programs must meet; individual programs may set and enforce higher standards. The Office of the Provost administers university graduate policies for the Graduate Council.

## **Policies for All Students**

George Mason uses only Mason e-mail accounts to communicate with enrolled students. Students should activate their Mason e-mail account, use it to communicate with their department and other administrative units, and check it regularly for important information.

### ***Registration and Degree Audit***

Students are responsible for correctly registering for courses and paying all tuition and fees by the official university registration and payment deadlines. Instructors do not have the authority to add students to courses, and students may not sit in on classes for which they are not registered. All students should verify the accuracy of their enrollment before the end of the add period and should check [Patriot Web](#) to verify that they are registered for the classes that they think they are.

All students are responsible for reviewing their own transcripts and degree audits regularly to ensure that they are correct and that they are on track to meet all their requirements.

### ***Transfer of Credit***

Graduate credit earned prior to admission to a certificate, master's, or doctoral program may be eligible to be transferred into the program and applied to the certificate or degree. Transfer of credit requires the approval of the program director and dean or director of the school, college, or institute. They will determine whether the credit is eligible for transfer and applicable to the specific certificate or degree program. Note that credits accepted for transfer do not compute into any Mason GPA. Limits on the number of credits that can be transferred derive from the degree requirements given below.

Credit is usually considered for transfer at the student's request at the time of initial registration as a degree-seeking student. Students must supply official transcripts. For transcripts from outside the United States, students must supply an official transcript evaluation and an official translation for transcripts not in English if these documents were not supplied in the admission process. Credit transfer requests from students who are admitted provisionally are not considered until they have fulfilled the conditions of their admission and the provisional qualifier has been removed from their records.

To be eligible for transfer credit, the credit must be graduate credit earned at another accredited university, earned at another institution and recommended for graduate credit in the American Council on Education guidebook, or earned at Mason while in a non-degree status or enrolled through extended studies. The credit must have been earned within six years prior to first enrollment as an admitted student in the specific certificate or degree program, and a minimum grade of B (3.00) must have been earned. The course must be applicable toward a degree at the institution offering the course. Extension and in-service courses that are not intended by the institution offering the courses to be applied to a degree program are not eligible for transfer credit to Mason. The credits cannot have been previously applied toward a degree at another institution or Mason; however, up to 3 credits previously applied to a degree program at

another institution may be transferred into a certificate program at Mason. Students who wish to transfer credits should fill out the Graduate Transfer of Credit Request Form available at: <http://registrar.gmu.edu/forms/GTC.pdf>

### ***Reduction of Credit***

The number of credits required by a doctoral, master of fine arts, or master's program of more than 39 credits may be reduced on the basis of a previously earned master's degree. Reduction of credit requires the approval of the program director and the dean or director of the school, college, or institute. They determine whether the credits are eligible for reduction of credit and applicable to the degree program and the number of credits to be reduced. Reduction of credit is limited to a maximum of 30 credits in a doctoral program, 20 in an MFA program, and 18 in the MA in psychology concentration in school psychology, and derive from the degree requirements given below.

Students requesting a reduction of credit must supply official transcripts. For transcripts from outside the United States, students must supply an official transcript evaluation and an official translation for transcripts not in English if these documents were not supplied in the admission process. Reduction-of-credit requests from students who are admitted provisionally are not considered until the students have fulfilled the conditions of their admission and had the provisional qualifier removed from their records.

Credits used in reduction of credit are not subject to time limits, and the credits must have been applied to a previous degree. All the other conditions given above for eligibility of transfer of credit apply also to reduction of credits. Students wishing to submit a request for a reduction of credit must submit the Reduction of Credit Form found at: [http://chss.gmu.edu/system/file\\_attachments/804/original/Reduction-of-Credit\\_for\\_masters\\_and\\_doctoral.pdf](http://chss.gmu.edu/system/file_attachments/804/original/Reduction-of-Credit_for_masters_and_doctoral.pdf)

### ***Permission to Study Elsewhere***

Students enrolled in a degree program may take graduate courses at another accredited institution and apply these credits to a master's or doctoral degree with prior approval. Approval must be secured in writing from the director of the graduate program and the dean or director of the school, college, or institute, and submitted to Mason's Office of the University Registrar before registering at the other institution. Upon completion of the course, students must arrange for an official transcript to be submitted to Mason so that the credits may be transferred into their Mason degree program. These credits are subject to all the other conditions given above for transfer credit, including limits on numbers of credits that can be taken elsewhere. Note that credits accepted for transfer do not compute into any Mason GPA. Permission to take a course elsewhere does not exempt a graduate student from satisfying the degree requirements given below. Students wishing to study elsewhere, must fill out the Request to Study Elsewhere Form found at: <http://registrar.gmu.edu/forms/SE.pdf>

### ***Washington Consortium of Universities Registration***

Eligible students may enroll in courses at any of the institutions in the Consortium of Universities in the Washington Metropolitan area. Students are limited to one consortium course per semester, with a career maximum of 6 credits. To register for a consortium course, students must have an overall GPA of at least 3.00 and be in good academic standing. Students with grades of IN on their record or who earned grades of C or F in the most recent semester are not eligible to register for a consortium course. Students who have received a grade less than 3.00 in a consortium course are not permitted to enroll in additional consortium courses. Newly admitted graduate students are not permitted to enroll in consortium courses during their first semester of graduate study. Students who wish to enroll in consortium courses during their second semester of study must wait until the grades for the previous semester have been posted. More information about the Consortium of Universities can be found at:

<http://registrar.gmu.edu/consortium/index.html>

### ***Graduate Level Grading***

University course work is measured in terms of quantity and quality. A credit normally represents one hour per week of lecture or recitation or not fewer than two hours per week of laboratory work throughout a semester. The number of credits is a measure of quantity. The grade is a measure of quality. The University-wide system for grading graduate courses is as follows:

#### **Grade Quality Points Graduate Courses**

A+ 4.00 Satisfactory / Passing

A 4.00 Satisfactory / Passing

A- 3.67 Satisfactory / Passing

B+ 3.33 Satisfactory / Passing

B 3.00 Satisfactory / Passing

B- 2.67 Satisfactory\* / Passing

C 2.00 Unsatisfactory/Passing

F 0.00 Unsatisfactory / Failing

\* Note: Students are advised that, although a B- is a satisfactory grade for a course, they must maintain a 3.0 average in their degree program and present a 3.0 GPA on the courses listed on the graduation application.

### ***Grade Appeals***

Grade appeals should be made to the department or program following the process specified in the Academic Policies chapter of the [University Catalog](#). If they are resolved within the department or program, that unit is the final level of appeal. The departmental decision may be appealed to the dean only on the basis of procedural irregularity. Graduate students should address such appeals through the Office Graduate Academic Affairs. If the grade appeal is not resolved within the department or program, the chair makes a recommendation to the dean, who makes the final determination. The decision of the dean is not subject to review or further appeal.

### ***Academic Warning***

A notation of academic warning is entered on the transcript of a graduate student who receives a grade of C or F in a graduate course, or while a grade of IN is in effect.

### ***Academic Termination***

<b>Student Status</b>	<b>Students may be terminated for any one of the following reasons:</b>
Provisionally admitted degree seeking graduate students	<ol style="list-style-type: none"><li>1. Fail to meet conditions of admission within time limits</li><li>2. Fail to make satisfactory progress toward the degree, as determined by the academic unit</li><li>3. Accumulate 12 credits of unsatisfactory grades in undergraduate courses</li><li>4. Accumulate grades of F in two graduate courses or 9 credits of unsatisfactory grades in graduate courses</li></ol> <p>[NOTE: undergraduate and graduate course grades are not combined to reach the termination threshold; they are considered separately.]</p>
Fully admitted graduate students enrolled in degree and/or certificate program	<ol style="list-style-type: none"><li>1. Fail to make satisfactory progress toward degree or certificate requirements</li></ol> <p>[NOTE: Fully admitted graduate students who accumulate grades of F in two graduate courses or 9 credits of unsatisfactory grades in graduate courses qualify for dismissal, not termination.]</p>

Although the university will make every effort to notify students when their performance reaches the threshold for termination, each student is responsible for knowing the termination criteria, for knowing when their grades have met the standard and for initiating any appeal to their dean. Once the appeal period has expired, or the student's appeal has been denied, a letter of termination is sent by the dean or director of the school, college, or institute, and notification of academic termination is affixed to the graduate student's official record. Students who are terminated are no longer eligible to take courses in the program, but may apply to another degree program or may apply to take courses in other programs through non-degree studies.

### ***Academic Dismissal***

A graduate student is dismissed upon accumulating either grades of F in two courses or nine credits of unsatisfactory grades in graduate courses. These are minimum standards of academic performance; some programs have higher standards. A student may also be dismissed for failure to meet other program requirements such as doctoral competence examinations. The

notation of academic dismissal is affixed to the graduate student's official record. A student who is dismissed may not take additional course work at the university.

### ***Graduate Appeals of Dismissal or Termination***

All graduate students should be familiar with the university policies on dismissal and termination as stated in the Academic Policies chapter of the University Catalog. Students who meet the criteria for dismissal or termination may submit a written appeal to the Office of Graduate Academic Affairs. Appeals should include all relevant information on the basis for appeal, as well as any appropriate documentation. Appeals of termination and dismissal are reviewed at the beginning of each semester by a faculty committee. The ruling of that committee represents the final decision of the college. Information on appealing a dismissal can be found at: <http://chss.gmu.edu/graduate/policies/graddismissalappeal> Information on appealing a termination can be found at: <http://chss.gmu.edu/graduate/policies/gradterminationappeal>

### ***Voluntary Resignation for a Graduate Degree Program***

Degree-seeking students may officially resign from their academic program with the approval of their department or program chair and their dean. The Voluntary Resignation form must be approved by the student's program and Student Accounts, then submitted to the Registrar's Office for notation on the transcript. Resignations after the drop period will result in grades of W on the student's transcript for that semester, and removal from any future registered courses. Program resignation is final. Students who have been granted a resignation will not be able to register for any courses unless admitted to another degree program or nondegree status in a different program. Students who wish to voluntarily withdraw from their degree program must fill out the Voluntary Resignation from Graduate Academic Degree Program Form found at: <http://chss.gmu.edu/graduate/policies/resignprogram>

### ***Full-time Classification of Graduate Students***

Graduate students are considered full time if they are enrolled in at least 9 graduate credits per semester or hold a full-time assistantship (20 hours a week) and are enrolled in at least 6 graduate credits per semester.

Master's students may enroll in 1 credit of 799 and be considered full time only if they have completed 3 credits of 799 and the student along with their advisor and department chair certify each semester that the student is working full time on the thesis. See the Master's Thesis section for more information regarding 799.

Doctoral students who are enrolled in dissertation credits (either 998 or 999) are considered full time if they are enrolled in at least 6 credits per semester, regardless of whether they hold an assistantship. Doctoral students who have advanced to candidacy and have completed the minimum number of credits required by the university and their degree program, including the minimum number of credits of 998 and 999, are considered full time if they are registered for at least 1 credit of 999 and the student along with their advisor and department chair certify each semester that they are working full time on the dissertation. See the

Dissertation Registration section for more information regarding 998 and 999.

To be considered as full time under the aforementioned clauses, a student must complete and submit the appropriate forms to the Office of the Registrar prior to the first day of classes for the semester. For more information, please visit the following link:

<http://registrar.gmu.edu/index.html>

**Note that different criteria for full-time status may apply for tuition, verification, loan deferral, and financial aid. Contact Student Accounts, the Registrar's Office, and Student Financial Aid, respectively, for more information.**

### ***Permission to Re-enroll in Graduate Study***

Permission to re-enroll in a program must be obtained by all master's and doctoral degree students who have failed to enroll in at least 1 credit of course work for two or more consecutive semesters at Mason. A program may allow a student to petition to graduate under any catalog in effect while the student was enrolled. All program components, including concentrations, must appear in the catalog for the year selected. The final decision as to catalog year rests with the unit dean or director. Forms are available from the Office of the Registrar at:

<http://registrar.gmu.edu/forms/GRNDGRE.pdf>

### ***Masters and Doctoral Program Time limits***

Master's degree students have six years from the time of first enrollment as a degree-seeking student to complete their degrees. Individual master's programs may have stricter time limits, which are published in this catalog. International students attending in F-1 or J-1 status also have more restrictive time limits; contact the Office of International Programs and Services for information. Students who are given permission to re-enroll following an absence from Mason may not count the six-year time limit as beginning on the date of re-enrollment. Students who will not meet published time limits because of circumstances beyond their control may petition for an extension. Failure to meet the time limits or to secure approval of an extension request may result in termination from the program.

Total time to degree will not exceed eleven (11) calendar years from the time of first enrollment as a doctoral degree-seeking student. Doctoral students are expected to advance to candidacy in no more than six years and to complete all other degree requirements for graduation in no more than five years from the time of advancement to candidacy. Students who will not meet published time limits because of circumstances beyond their control may petition for an extension. Extensions to the time limit for advancement to candidacy may be granted for a maximum period of one calendar year. The one year extension granted to advance to candidacy will run concurrently with the five years provided to complete the dissertation. The total time limit to degree will not exceed eleven (11) years even for those students granted a time extension for advancement to candidacy. Students who are given permission to re-enroll following an absence from Mason may not count the time limits as beginning on the date of re-enrollment. Failure to meet the time limits or to secure approval of an extension request may result in termination from the program. International students attending in F-1 or J-1 status also have



more restrictive limits to advance to candidacy and to complete the degree, and cannot expect the maximum 11 year deadline to apply to them. Students should contact the Office of International Programs and Services for information.

### **Thesis/Dissertation Submission and Fees**

The university has a policy on the dissemination of scholarly works created by graduate students. The Electronic Thesis and Dissertation (ETDs) program encourages doctoral-level graduate students to submit an electronic copy of their dissertation for broad scholarly dissemination through the Mason Archival Repository Service (MARS). Student participation in the ETDs program is strongly encouraged, but not mandatory. All students choosing to participate in this program will be required to sign the MARS Author/Contributor Permission Agreement.

On or before the thesis/dissertation deadline for any semester, the student will submit a complete (signed Signature Sheet through Curriculum Vitae) 100% cotton copy of his or her dissertation to the University Libraries along with a transmittal sheet. The student will also submit an electronic copy of his or her dissertation. These submissions can be in Word, WordPerfect, or in portable document format (PDF). Media formats (tiff, jpeg, png, wav, avi, mpeg, mov, rm, wmv, wma, etc.) will be accepted. Datasets may be accepted at the discretion of the libraries. The files may be turned in on CD, DVD, or USB memory device. **Please note that those students opting out of the ETDs program are required to submit two 100% cotton copies of their dissertation.**

Submission of an additional PDF on CD of the dissertation to University Microfilms International (ProQuest) is required; a fee of either \$55 or \$150 (depending on publishing option chosen) is paid by the student for this process. Submission of a completed Survey of Earned Doctorates is also required. All copies of the dissertation must be submitted and all fees paid before the doctoral degree is awarded.

For degree conferral in a particular semester, the above materials must be submitted to the library by 5 p.m. on the last Friday of classes in that semester. (For specific deadlines and more information, go to [registrar.gmu.edu](http://registrar.gmu.edu).) To be included in Mason's published commencement program, doctoral students must submit materials to the library by the commencement program deadline.

For more information on submitting your thesis or dissertation, please visit UDS at: <http://thesis.gmu.edu/submission.htm>

### **University Dissertation and Thesis Services**

University Dissertation and Thesis Services (UDTS) facilitates completion and submission of dissertations, theses, and graduate-level projects. The program assists Mason students in all stages of production. The UDTS web site, [thesis.gmu.edu](http://thesis.gmu.edu), provides students with

useful tools, including downloadable templates of necessary elements, forms required for the submission process, and links to related web sites. Students completing a thesis or dissertation are required to complete a format review. UDS is located in Fenwick Library, Special Collections and Archives, Wing 2C. For more information, contact the university dissertation and thesis coordinator at 703-993-2222.

## **V. CLINICAL PROGRAM CURRICULUM**

### **Training Model and Goals**

The APA-accredited clinical psychology doctoral program at George Mason University is committed to the scientist-practitioner model. The program is unique in approaching clinical psychology from *social psychological* and *community* perspectives. A social psychological perspective uses theory and research from social psychology (especially social cognition) to understand emotional, cognitive, behavioral, and interpersonal functioning. A community perspective stresses the impact of social and cultural factors on the individual and the impact of the individual on the community. These perspectives share the assumption that one best understands psychological well-being, adjustment, and dysfunction in the context of the individual's relationships, community, and culture. Most of the faculty members employ *cognitive-behavioral* and *interpersonal* approaches to applied clinical activities, but humanistic, existential, and psychodynamic perspectives also are part of clinical supervision and in the curriculum.

Our goal is to train clinical psychologists who are capable of integrating research and applied clinical activities. Toward this end, we provide rigorous training in scientific methods and clinical activities, with an emphasis on those that are informed by empirical research. This training encourages students to be integrative and innovative while guided by the principles of science and ethics.

We aim to train students who have the flexibility to fill the evolving functions of clinical psychologists, including research, direct provision of clinical services, supervision, program development and evaluation, and consultation. We are interested in students who wish to become leaders and innovators in the profession and in society. Toward this end, we prepare students to work in a diverse and changing society by integrating multicultural perspectives into coursework, clinical training, and research.

We believe that clinical psychologists have a responsibility to have a positive impact on individuals and communities.

### **Requirements**

A minimum of 76 graduate credits is required for the Ph.D. — 17 hours of general courses, 41 hours of core clinical courses, 6 hours of electives, and 12 hours of dissertation. With approval, students can take elective courses offered by the other universities that belong to the Washington Area Consortium of Universities (<http://registrar.gmu.edu/students/consortium/index.html>).

Students must pass courses with a grade of “A” or “B”. A student who earns a “C” or lower in a course will have a second opportunity to take the course and pass with an acceptable grade. A student who fails to meet this requirement the second time may be removed from the program.

<b>GENERAL REQUIREMENTS.....</b>	<b>17</b>
Biological Bases of Behavior .....	3
(PSYC 702, 685, 558, or 559)	
Developmental Bases of Behavior.....	3
(PSYC 704, 666, or 669)	
Advanced Statistics I (PSYC 611).....	4
Advanced Statistics II (PSYC 612).....	4
Methods for Social Research (PSYC 644).....	3
<b>CLINICAL REQUIREMENTS.....</b>	<b>41</b>
Psychological Assessment I (PSYC 810) .....	4
Psychological Assessment II (PSYC 811).....	4
Scientific Foundations of Clinical Psychology I (PSYC 822).....	3
History, Systems, and Theories of Personality and Psychotherapy (PSYC 830).....	3
Social and Cognitive Foundations of Clinical Psychology (PSYC 833).....	3
Introductory Helping Skills and Motivational Interviewing (PSYC 860).....	3
Cognitive Behavioral Therapy for Youth (PSYC 861).....	6
Cognitive Behavioral Therapy for Adults (PSYC 862).....	6
Practicum in Clinical Psychology (PSYC 881) .....	6
Ethical and Professional Issues in Clinical Practice (PSYC 883).....	3
<b>ELECTIVES .....</b>	<b>6</b>
<b>Dissertation (PSYC 998 &amp; 999).....</b>	<b>12</b>
(Students must take at least 3 hours of 998 and at least 3 hours of 999)	
<b>Internship</b> (Full time for one year—no course credit)	
<b>Optional:</b> Part-time Externship in the 4 <sup>th</sup> year (no course credit)	
<b>TOTAL.....</b>	<b>76</b>

## **TYPICAL SCHEDULE**

### **YEAR ONE (22)**

#### **FALL (11)**

Psychological Assessment I (810) (4)

Introductory Helping Skills and Motivational Interviewing (860) (3)

Advanced Statistics I (611) (4)

#### **SPRING (11)**

Psychological Assessment II (811) (4)

Scientific Foundations of Clinical Psychology I (822) (3)

Advanced Statistics II (612) (4)

### **YEAR TWO (18)**

#### **FALL (9)**

Methods for Social Research (831) (3)

Cognitive Behavioral Therapy for Youth (861) (3)

Cognitive Behavioral Therapy for Adults (862) (3)  
SPRING (9)  
Social and Cognitive Foundations of Clinical Psychology (833) (3)  
Cognitive Behavioral Therapy for Youth (861) (3)  
Cognitive Behavioral Therapy for Adults (862) (3)

### **YEAR THREE (24)**

FALL (12)  
History, Systems, and Theories of Personality and Psychotherapy (830) (3)  
Practicum in Clinical Psychology (881) (3)  
Psychology Elective (3)  
Doctoral Dissertation Proposal (998) (3)  
SPRING (12)  
Ethical and Professional Issues in Clinical Psychology (3)  
Practicum in Clinical Psychology (881) (3)  
Psychology Elective (3)  
Doctoral Dissertation Proposal (998) (3)

### **YEAR FOUR (12)**

FALL (6)  
Developmental Bases of Behavior (704, 666, or 669)  
Doctoral Dissertation (999) (3)  
SPRING (6)  
Biological Bases of Behavior (702, 685, 558, or 559)  
Doctoral Dissertation (999) (3)

### **\*YEAR FIVE: Internship**

\* In order to apply for internship, a student must have an approved dissertation proposal by November 1, prior to submitting any applications for internships that start the following year.

### **Electives**

An “elective” is defined as any non-required coursework that is directly relevant to a student’s education and training as a clinical psychologist, as determined by the student and the advisor. A “course” is defined as any experience that is awarded credit hours by the university. Courses can be regularly offered courses, special topics (PSYC 892), or practica (PSYC 881). (This list is not exclusive.). Research experiences already required by the program (second-year project, dissertation) cannot meet the elective requirement.

“**Directly relevant**” is a difficult term to define. Decisions will be made on a case-by-case basis. A good example of an ineligible course is a course in Spanish. An eligible course might focus on mental health issues among Latinos in the United States. A course on accounting is ineligible. A course focused on management issues in health care settings is eligible.

**Eligible courses** include those offered by the Department of Psychology, other departments at George Mason University, and the universities in the Consortium of Universities in the Washington DC Metropolitan Area (see University Catalogue for more information).

The student's advisor and the Director of Clinical Training (DCT) approve electives. A request for approval of an elective should include a catalogue description of the course, a syllabus, and a brief explanation of how the course meets the student's education and training needs.

### **Externship (PSYC 885-No Course Credit)**

Students may take a Clinical Psychology Externship in the fourth year. Students should consult with advisors on externships.

Information about externship sites appears on the Clinical Program homepage. Students should consult with their advisors, the DCT, and current senior students in selecting sites and preparing their applications. The externship site should have an established training program, offer a full range of psychological services and training experiences, and provide weekly supervision by a qualified mental health professional.

The Clinical program cannot guarantee a student an externship position. Students from the various clinical doctoral programs in the Washington area compete for these positions. The application process usually involves submission of a formal application or cover letter, curriculum vitae, letters of recommendation, and a personal interview.

Students apply in early February to mid-March for positions beginning the following academic year. Students need to contact the desired sites for application information and independently proceed with the application process. Because training experiences, theoretical orientation, and supervisory styles vary widely across externship sites, students should carefully investigate the sites of interest to them before applying and before accepting an offer.

Twice a year the DCT will distribute copies of the Extern Evaluation Form (see Appendix) to students on externships. It is the student's responsibility to inform the externship supervisor to complete the form and return it to the DCT. Extern evaluations are available for review by the clinical faculty and placed in the student's file. Students should also complete the Evaluation of Externship Site form (see Appendices) and return it to the DCT.

### **Internship**

Internship consists of one year of full-time employment (2,000 hours) as a clinical psychology trainee in any number of different mental health and health care settings, including psychiatric hospitals, medical hospitals, university counseling centers, and community mental health centers. A few sites offer a two-year 20-hour a week internship.

The internship must be in clinical psychology (as opposed to school or counseling psychology) and, ordinarily, must be APA-accredited. A student must obtain the permission of the advisor and the DCT to apply to sites that are not APA-accredited. Prior to application, the student must submit a written request that includes details of the program, the training it offers, and a rationale for application to that program.

Information about training sites is available from the Association of Psychology Postdoctoral and Internship Centers ([www.appic.org](http://www.appic.org)).

**Eligibility.** A student is eligible for internship when he/she has passed the doctoral comprehensive exams, has an approved dissertation proposal, and will have completed all coursework prior to the beginning of the internship. Students are encouraged to complete the dissertation before leaving for internship.

In order to apply for internships, students must have an approved dissertation proposal by November 1 for internships that start the following year.

**Process.** Students intending to apply for internships meet with their advisors in the summer or early fall of the application year to discuss and select internship sites that will best meet their training needs. Once students have selected the internship sites to which they intend to apply, they must turn in a list of these selections, signed by the faculty advisor, to the DCT.

Internship selection and offers occur through a computerized Matching Program coordinated by APPIC. Students must register with APPIC for the Matching Program by early December and use an online application form.

One of the application forms requires a detailed accounting of specific clinical experiences. Completion of this form will be much easier if the student keeps a running log of clinical experiences and hours beginning in their first semester. Please note also that one of the forms is a verification of readiness for internship that must be signed by the DCT. You will need, therefore, to submit a copy of your completed application to the DCT with sufficient time for the DCT to review and endorse it (at least one week).

Students usually receive invitations for interviews by internship programs during December and January. Both internship programs and student applicants submit rankings expressing their preferences, usually in early February. Soon after that (usually 2-3 weeks), on a single designated Match Day, students are informed of the internship site with which they have been matched, and then must contact the site to accept and make arrangements for the internship year. Students also should inform the DCT and their advisors about the results of their internship application.

Applicants not matched through this process may then participate in the APPIC Clearinghouse, which begins shortly after distribution of match results and provides information on program that still have vacancies. A student may not arrange his/her own internship outside of the APPIC matching or Clearinghouse process without prior consultation with and permission of the advisor and the DCT.

Evaluations of the student's performance are provided by internship supervisors at the end of the internship year, reviewed by the DCT and clinical faculty, and placed in the student's file. Internship directors use their own evaluation forms, not a program form. Upon completion of the internship, an internship official should fill in and sign the Internship Completion Form.

***Internship Registration:*** During internship, students must register for at least one dissertation credit (PSYC 999) per semester. If the student does not have 12 credits total of PSYC 998 and PSYC 999, then he/she will also need a Special Registration credit, ZREG 80. If the student has completed a dissertation and turned in the final copy to the library, the student does not need to register for a dissertation credit, but will need the ZREG 80. Contact the Graduate Programs Assistant, Darby Wiggins ([dwiggin3@gmu.edu](mailto:dwiggin3@gmu.edu)), for more information about registration.

### **Program of Study**

Students are required to prepare a Program of Study (see Appendices) that indicates the courses the student has taken and plans to take to satisfy graduation requirements (but not semester-by-semester). This is a University requirement and must be completed and approved before the student may advance to candidacy. Thus, students complete the Program of Study form and submit it for approval **by the end of the fourth year**. The advisor, DCT, and Associate Chair for Graduate Studies must approve the Program of Study. Students should submit an electronic copy to the Graduate Programs Assistant for review prior to obtaining signatures. Students should also retain an electronic copy for their records. Students should meet with their advisors before the end of the first year to review the Program and Study and develop a plan for the next several years (e.g., electives, externship).

### **Reduction of Degree Requirements**

Students may apply for a reduction of up to 30 hours of doctoral coursework based on prior graduate coursework. To do so, the student must present documentation and written justification for these reductions. Documentation consists of the following information:

1. Course title and a transcript showing the grade for the course.
  2. A copy of the catalog description of the course.
  3. A syllabus for the course or a list of topics covered in the course.
  4. Identification of the text(s) used in the course.
  5. A written description of how the course(s) fits into a coherent program of study.
- Requests for reductions are due by the beginning of the third year of study.
  - The advisor, DCT, and Associate Chair for Graduate Studies approve requests for reductions.

### **Outside Employment**

A student who seeks employment involving direct provision of clinical services in a setting that does not have a training relationship with the Clinical program (e.g., a private practice) must submit a written request to the advisor and the DCT prior to accepting such a position. This request must include a description of the job tasks, number of hours per week the student plans to work, a summary of the student's training and education experiences that establish his/her competence for the position, and a description of the supervision he/she will receive. Students cannot begin such employment without the approval of the advisor and the



DCT. Students are encouraged to consult with the DCT prior to entering into discussions with outside employers.

Students who engage in employment activities of a psychological nature must comply with the American Psychological Association Ethical Principles and the regulations of the Virginia Board of Psychology. The DCT may solicit evaluations of graduate student performance in these positions.

## **VI. THE ADVISOR**

### **The Advisor-Advisee Relationship**

The advisor serves a number of functions. He/she helps the student determine the schedule of classes for each semester; answers questions about the program; serves as the student's advocate; helps guide the student in the selection of specialty and research interests; helps the student develop a Program of Study; helps the student in decision-making regarding externship and internship applications; helps with the formation of the Dissertation Committee; provides feedback to the student following departmental student evaluations made at the end of each semester. The advisor also is the first point of contact if problems arise and should be consulted before program changes are made. Typically, but not always, the advisor serves as the student's research mentor and dissertation supervisor. **The student shares in the responsibility for developing a relationship within which he/she may achieve his/her academic goals.**

### **Assignment and Selection of Advisors**

Entering students are initially assigned an advisor by the DCT based on a best-fit match between student and faculty research interests. The advisor helps the student become oriented to the program and answers questions on an as-needed basis.

The student may later change advisors if his/her research interest change. Both student and advisor are free to terminate the relationship if it proves unsatisfactory to either. The student must inform the DCT if he/she decides to change advisors.

## **VII. RESEARCH EXPECTATIONS**

Students become involved in research early in the program and make steady progress toward completion of the dissertation, as follows:

- (1) During the first semester of study, each student will work with a research advisor and begin discussions of research interests and possible dissertation topics.
- (2) Students take the Advanced Statistics course sequence (611-612) during the first year. A course requirement is the development of a research proposal under the supervision of the advisor.
- (3) Students are expected to maintain regular contact with the research advisor. Different advisors will have different expectations as to whether this contact involves individual meetings, group meetings, phone or e-mail contacts, and/or regular submissions of written material.
- (4) At the end of each spring semester, students complete a Research Activity Report (See Appendices) summarizing their research activities during the year and email or hand the report to the program's administrative assistant.
- (5) By September 1 of the beginning of the third year, students are required to complete, under the direction of the research Advisor, an empirical research project consisting of the collection of original data or secondary analysis of data that have already been collected, and write an APA-formatted article suitable for peer-review based on the research project.
- (6) All students must complete a doctoral dissertation (See section XIII).
- (7) *The GMU Human Subjects Review Board must approve all research before data collection can begin.*
- (8) Students and faculty will participate in bi-weekly lunchtime research presentations (scheduled for Wednesdays) which will provide students with opportunities to present completed research (third-year students present their second-year projects in the fall semester) and to present ideas for research proposals (usually in the spring semester).

## **VIII. LETTER OF INTENT PROCEDURE**

One of the first stages in proposing your second year project or dissertation will be the submission of a letter of intent (LOI) that will be circulated to all members of the clinical faculty. The LOI should be a maximum of three pages. This research proposal or LOI should address the significance of the problem being addressed, methodology, and anticipated results. Before submission, please go over the LOI with your primary advisor. Their feedback is not only allowed but strongly recommended prior to submission.

Faculty will respond within one month of the submission of your LOI. If they do not respond during this time, you can proceed without them. The benefits of a LOI include the (1) assurance that your research efforts will be dedicated to producing research that will make a novel contribution to the field, (2) multiple perspectives and orientations to view your ideas and the avoidance of insular thinking from a particular lab, mentor, and student, and (3) constructive feedback before you invest substantially into a project.

For first year students, the submission deadline for the LOI for your second year project is August 1<sup>st</sup>. Please know that you can submit your LOI anytime before this deadline (and this is encouraged). You will meet with your advisor to discuss and address feedback from the faculty. If the second member of your second year project committee or dissertation has been decided it is recommended to go over the feedback with them as well. It will be up to the advisor to make a final decision of how to proceed.

For your dissertation, there is no firm deadline as different students will be on different schedules. Nonetheless, please be aware that you will always need more time for revisions than you expect.

Below is the exact rating form that faculty members will use to provide constructive feedback on your LOI. Numeric scores will be supplemented with a final summary statement with more detailed comments. Knowledge of the exact categories being rated should provide a framework for the issues that should be addressed in your LOI.

### **LOI Review Form**

Please use the following scale to rate each item (scores and descriptors were taken directly from NIH's revised grant review scoring system):

<b>Impact</b>	<b>Score</b>	<b>Descriptor</b>	<b>Additional Guidance on Strengths/Weaknesses</b>
High	1	Exceptional	Exceptionally strong with essentially no weaknesses
	2	Outstanding	Extremely strong with negligible weaknesses
	3	Excellent	Very strong with only some minor weaknesses
Medium	4	Very Good	Strong but with numerous minor weaknesses
	5	Good	Strong but with at least one moderate weakness

	6	Satisfactory	Some strengths but also some moderate weaknesses
Low	7	Fair	Some strengths but with at least one major weakness
	8	Marginal	A few strengths and a few major weaknesses
	9	Poor	Very few strengths and numerous major weaknesses

Criterion 1: Rate the quality of the background and justification (Significance of the Study).

Criterion 2: Rate the potential for a successful study to contribute to the scientific literature.

Criterion 3: Rate the feasibility of the project.

Criterion 4: Rate the quality of the conceptual framework.

Criterion 5: Rate the quality of the methods overall.

Criterion 5a: Rate the quality of the study design.

Criterion 5b: Rate the quality of the sampling approach.

Criterion 5c: Rate the quality of the measurement plan.

Criterion 5d: Rate the quality of the data analysis plan.

Criterion 6: Rate the quality of the limitations acknowledgement.

Criterion 7: Rate the quality of the student's contingency plans for potential limitations/problems.

Justify your rating scores and overall impression in the space below.

## **IX. THE CLINICAL PRACTICUM SUPERVISOR**

### **The Supervisor-Supervisee Relationship**

It is the responsibility of the supervisor to provide feedback and guidance, evaluate the student's clinical skills, and serve as a role model during the early development of the student's clinical skills.

The supervisor supervises the student's work with psychotherapy and/or assessment clients. The supervisor and the Director of the Center for Psychological Services determine the number and type of clients to be seen by students, although the usual expectation is 2 to 4 psychotherapy clients at a given time. In addition, the supervisor supervises comprehensive assessments completed with Center clients during the academic year (fall and spring semesters). These assessments must be completed within eight weeks of the assignment.

The nature of the supervision experience will vary among supervisors. Different supervisors may emphasize different clinical techniques and theoretical approaches. In addition, the format of supervisory sessions may differ. The form in which clinical material is presented and discussed also will vary among supervisors (e.g., listening to taped sessions versus reading typed transcripts). There are some basic similarities in what supervisors will do, as specified in Supervisor's Responsibilities (below).

The supervisor evaluates the student's clinical skills at the end of each semester and completes the Supervision Evaluation Form (See Appendices), which becomes part of the student's permanent record.

Students also evaluate the supervisors at the end of each semester using the Practicum Supervisor Evaluation Form (See Appendices). These evaluations are submitted to the DCT.

### **Supervisor Responsibilities**

1. Knowledge about the use and interpretation of the major assessment instruments/strategies routinely used in the clinical assessment courses and practica, including:

WAIS and WISC	Child Behavior Checklist	BDI
Diagnostic interviewing	MMPI and PAI	Woodcock-Johnson

2. Familiarity with the APA Ethical Code.
3. Listening to recordings of students' interactions with clients on a regular basis. The way in which tapes are used as a supervisory tool will vary among supervisors.
4. Providing at least 60 minutes of supervision per week.
5. Providing ongoing feedback to each supervisee either verbally or in writing.
6. Completing the Supervision Evaluation Form and reviewing it with the student at the end of each semester.

7. Distributing the Practicum Supervisor Evaluation Form to their supervisees at the end of each semester.
8. Helping/training students to use consultants, including other members of the faculty.
9. Familiarity with the Clinical Program Handbook and the Center for Psychological Services Handbook.
10. Attending the Center for Psychological Services Orientation at the beginning of the Fall semester.
11. Maintaining a professional manner in connection with clients and supervisees. This includes returning phone calls and replying to emails promptly, being on time for meetings, spending adequate time on each case, and reviewing and initialing client file entries.
12. Returning reports, progress notes, and other written material to supervisees in a timely manner. Supervisors are required to provide feedback to students on drafts of psychological assessment reports within *one week* of receipt of the report.
13. Reviewing with students the lists of supervisors and supervisees' responsibilities and the forms used for evaluation, during the first supervision meeting of the year.

### **Supervisee Responsibilities**

1. Bringing recordings of therapy and assessment sessions or process notes to supervision as requested by the supervisor.
2. Making sure that assessment instruments and scoring have been checked by the appropriate Center staff before they are presented in supervision.
3. Promptly completing psychological reports, process notes, intake and termination summaries and other written material.
4. Making and maintaining client contacts in a prompt and professional manner.
5. Familiarity with the current APA Ethical Code.
6. Familiarity with the policies and procedures of the Center for Psychological Services.
7. Attending the Center for Psychological Services Orientation at the beginning of the Fall semester.
8. Treating clients and supervisors with respect and professionalism, including being on time for supervision.
9. Being prepared for supervision, including reviewing recordings ahead of time, and formulating questions for the supervisor.
10. Completing and turning in to the DCT the evaluation of the Practicum Supervisor Evaluation Form.

## **X. THE CENTER FOR PSYCHOLOGICAL SERVICES**

The George Mason University Center for Psychological Services (formerly the Psychological Clinic) has been in operation since 1976 and is the primary training facility for students completing practicum requirements in the clinical psychology doctoral program and school psychology MA/CAGS program. The Center is located off campus, within the northern Virginia community to allow for easier access by clients who are from northern Virginia, the District of Columbia, and Maryland. Center services include intellectual, academic, and psychological assessments; short-term and long-term psychological interventions for individuals, couples, and families; and psychological consultations. The Center has always had as part of its mission the goal of serving as a research facility where faculty and students can contribute to scholarship psychology.

In addition, Center staff positions allow some students to receive hands-on training in various aspects of mental health administration. The Center staff includes a head administrator and some graduate students who receive stipends for working in various administrative and clinical service positions. The Center Director, Dr. Robyn Mehlenbeck, a licensed clinical psychologist, supervises the staff members.

A Center Handbook describes Center policies and procedures, including guidelines for personnel using the Center (e.g., confidentiality, supervision, scheduling), procedural guidelines for assessment and psychotherapy, commonly used forms, and ethical principles of psychologists.

***Proper attire:*** The Center for Psychological Services has a professional dress code. Students and faculty in the suite during service hours are expected to abide by the dress code, even if he/she is not working with a client. Prohibited at the Center are blue jeans, shorts, mini-skirts, tank tops/camisoles (unless covered with an over-shirt of some sort), sneakers, flip flops, caps, and any attire that is excessively revealing. Clients come to the Center to consult with a professional. Attire that is too casual or too revealing takes away from the professional atmosphere and can influence a client's perception of the quality of service and client confidence in the person delivering the service.

***Criminal background investigations:*** Because the Center provides services to minors, in accordance with University and Department of Psychology policy, all incoming clinical doctoral students will be subject to a criminal background investigation before the beginning of the Fall semester. More information on this policy can be found at <http://www.gmu.edu/facstaff/policy/newpolicy/2221adm.html>



## **XI. CONFERRAL OF MASTER'S DEGREE**

Students who have been admitted to the doctoral program with a concentration in clinical psychology may apply for the M.A. in Clinical Psychology upon completion of the 31 hours of coursework designated below. Students must also be in good standing in the program, as determined by the DCT.

The M.A. is awarded only to students admitted to the clinical doctoral concentration. The M.A. may qualify the student for a larger salary in University positions, as well as increasing his or her eligibility for off-campus employment.

The student must initiate and complete all the administrative procedures for obtaining the Master's degree, including the following:

1. Checking and/or updating your graduation expected date on Patriot Web:  
<https://patriotweb.gmu.edu/>
2. Submitting a "Graduation Intent Forms (GIFs) via Mason Online  
<https://patriotweb.gmu.edu/> and obtaining approval from Advisor, DCT, and Associate Chair of Graduate Studies.
3. Requesting to change all "IP" to final grades.

### **Requirements:**

Psychological Assessment I (PSYC 810) (4)  
Psychological Assessment II (PSYC 811) (4)  
Scientific Foundations of Clinical Psychology I (PSYC 822) (3)  
Introductory Helping Skills and Motivational Interviewing (PSYC 860) (3)  
Advanced Statistics I (PSYC 611) (4)  
Advanced Statistics II (PSYC 612) (4)  
Methods for Social Research (PSYC 644) (3)  
Cognitive Behavioral Therapy for Youth (PSYC 861) (3)  
Cognitive Behavioral Therapy for Adults (PSYC 862) (3)

## **XII. THE COMPREHENSIVE EXAMINATION**

The University requires that all doctoral students undergo a written comprehensive examination, with the option of an oral examination in addition to the written examination. The comprehensive examination in Clinical Psychology consists of two parts: (1) a research paper to evaluate the student's research knowledge and abilities and (2) a clinical paper and oral examination to evaluate the student's clinical knowledge and abilities.

### **The Research Comprehensive Examination**

By September 1 of the third year, students are required to complete, under the direction of the research advisor, an empirical research project involving either the collection of new data or an original analysis of existing data. The project must be initiated after the student has entered the clinical program and must be approved by the research advisor before work on the project can begin.

By August 1 of the second year, the student will write a letter of intent (see relevant section in this handbook) and submit it to faculty for feedback. The student will then write by September 1 of the third year an APA-formatted article that is suitable for submission to a peer-reviewed journal. (Actual submission to a journal is not required as part of the examination).

The article will be graded by two members of the clinical faculty—the research advisor and one other member of the clinical faculty to be selected by the student and the advisor. It is recommended that this second committee member function as a consultant during the formulation and post-feedback review of the LOI.

The article will be graded using the **Clinical Research Comprehensive Examination Feedback Form** (See Appendices). The following scale will be used for determining passing and failing of the article.

Strong Pass.....	3.5 to 4.0
Pass.....	2.5 to <3.5
Marginal Pass	2.0 to < 2.5
Failure.....	< 2.0

The two readers will complete the feedback form jointly and sign the form. The advisor will review the form with the student, who will then also sign the form. The signed form will be submitted to the DCT by October 1.

In the fall semester of the third year, each student will give a brief presentation (up to 30 minutes) based on the article to a meeting of the Clinical Faculty and students. The presentation will not be graded.

#### **Procedures following failure of exam:**

- The clinical faculty as a whole will review the article and meet to discuss and make recommendations for a remediation plan.

- By November 1, the advisor and student will submit to the DCT a remediation plan based on the recommendation of the clinical faculty. This plan will consist of specific revisions that must be made in the article in order to earn a passing grade. The plan may also consist of remediation experiences such as additional coursework, directed readings, consultation with statistical consultants, etc. The plan must be signed by the advisor and student and dated.
- A revised article must be submitted by the following September 1.
- The same two-person committee will review by October 1 the resubmitted article following the procedures used in the first review.
- *Failure to obtain a passing grade on the revision will result in dismissal from the Clinical program.*

## **The Clinical Comprehensive Examination**

### ***Overview and eligibility***

The clinical comprehensive exam includes both a written and an oral component. A student selects a client for whom s/he has conducted an intake within the past several months, writes a conceptualization of this client's case, and presents two videotaped portions of a session with this client to a faculty committee assigned by the DCT. The committee then examines the student for basic clinical skills and case conceptualization.

The oral exam can be completed anytime after the end of Fall semester of the 3<sup>rd</sup> year, and must be completed by the end of the Spring semester of the 3<sup>rd</sup> year. To be eligible, the student must have completed all coursework required in the first two and a half years of the program with a grade of "A" or "B".

### ***Detailed Student Instructions***

1. After the end of Fall semester of the 3<sup>rd</sup> year, you will select a therapy case to use for your Clinical Oral Comprehensive Exam.
  - a. The case should be one where YOU did the intake (not a transfer case).
  - b. The intake should have occurred within the past four months.
2. Once you have selected a case and have decided what theoretical frameworks you will use, fill out the Case Description Sheet (see Appendix) and send it to the DCT, who will approve the form or request any clarification that is needed. After final approval of the form, the DCT will assign you a committee.
3. You will write a paper on the case you have selected. The paper should be a maximum of 15 to 20 pages of text (double-spaced, 12-point font, 1-inch margins, APA style); however, it CAN be less! Succinct writing is valued. The reference list is not included in the page total.

The paper should include three primary sections:

- a. *Section 1: Intake assessment*
  - i. Presenting complaint

- ii. Relevant history
    - iii. Procedures used (including clinical interview, any measures, collateral info, etc.)
    - iv. Diagnosis (5 axes)
  - b. *Section 2: Conceptualization/Formulation*
    - i. In the conceptualization/formulation section, you will present an explanation of the development and maintenance of the client's problems. This explanation should be rooted in theory.
      - 1. We are defining theory as a coherent understanding of the etiology and maintenance of problems that uses a distinct terminology. It is not just a collection of techniques for treating problems, but is an explanation of them. Examples (**NOT** an exhaustive list) of theory include: CBT, ACT, Family Systems, Attachment, Psychodynamic, Humanistic, Existential, and Feminist.
    - ii. This section must include at least two theories. You may use the theories to present two distinct conceptualizations, or you may integrate them into a single conceptualization. Note: you can include more than 2 theories if desired.
    - iii. Be sure that you use appropriate terminology and citations to demonstrate your understanding of the theories being used.
  - c. *Section 3: Treatment Plan*
    - i. Should be tied to diagnosis and conceptualization.
    - ii. Should include specific targets and procedures.
    - iii. Should include a consideration of common factors in this particular case.
    - iv. Note any anticipated challenges in carrying out the treatment plan.
  - d. Integration of research and clinical elements
    - i. Wherever relevant in the three sections, be sure that you integrate the relevant research. This should involve synthesis of information, rather than citations of individual studies (unless individual studies are all that exist for a specific piece of information).
    - ii. Some examples of research integration might include (a) literature supporting the use of particular techniques or measures, (b) literature supporting a particular framework, (c) literature suggesting comorbidities for particular diagnoses.
4. Consultation with faculty or peers on the comps case will be limited to guidance in seeking out resources, rather than assistance in writing the paper. When consulting with anyone (faculty or peers) about a potential comps case, you should make the faculty member aware that it may be a case you will write about for comps. All work on the **written document** should be independent, with no consultation from any outside sources.
5. Once you have your assigned committee, consult them to schedule the oral defense.
- a. Meetings will last approximately 2 hours. The committee will meet for the first 30 minutes, without you. You will then be present for the oral defense, which should last approximately 1½ hours (this includes time for feedback).

- b. Reserve a room at the clinic for 2.5 hours, to allow for extra time in case it is needed.
- 6. A minimum of one week before the meeting, e-mail a password-protected copy of your paper (which should include no client-identifying information) to your committee members.
- 7. Before and during your defense, your committee members will also evaluate your helping skills by watching two sections of a session with the client you selected for the comprehensive exam. You will choose one 10-minute section you would like your committee to watch, and the committee will select another 10-minute section from the same session.
  - a. The committee will watch the 10-minute section that you select immediately before the defense (during the 30-minute window when they meet without you). Make sure your committee has the DVD with information about your chosen section by the time they meet.
  - b. The committee will select a second 10-minute section from the same DVD, which they will watch with you during the oral defense.
- 8. The oral defense portion of the exam will have two parts.
  - a. The first part will focus on clarifying or elaborating issues raised in the written paper.
  - b. The second part will focus on your general helping skills, as demonstrated in the sections of the session your committee has seen (see point #7 above).

***Faculty committee assignment and responsibilities***

- 1) When students submit the Case Description Sheet to the DCT, the DCT will review the case, assign two faculty members to the committee, and appoint one of them as chair. The Chair is responsible for written feedback and administrative paperwork. Committee members are assigned based on their expertise with the potential conceptualizations expected based on the Case Description Sheet. One committee member will be a faculty member who does ongoing supervision at the Center. However, the direct supervisor of the particular case will not be on the committee. A student who has good reasons to believe that one or both of the members of his/her committee will not be able to judge his/her performance in a fair and unbiased manner can appeal to the DCT for a change in the composition of the committee.
- 2) Committee members are expected to read and grade the written portion of the clinical oral comprehensive exam prior to the oral defense date.
- 3) On the defense date, committee members will meet 30 minutes before the actual defense is scheduled. During this 30 minutes, the committee will:
  - a. Compare and discuss their grades on the written paper, and discuss questions that should be asked during the clarification portion of the oral defense (approx. 10-15 minutes)

- b. Watch the 10-min segment of a session chosen by the student for helping-skills assessment, and discuss questions that should be asked during the helping-skills evaluation portion of the oral defense (approx. 15-20 minutes)
- 4) At the time of the oral defense, the student will join the faculty. It is expected that the oral defense will take approximately 1 hour to 1 hour 15 minutes, including:
  - a. 30-45 minutes for clarification of written exam
    - i. Graded based on domains #1-4 (see grading criteria in appendix)
  - b. 15-30 minutes for helping skills video
    - i. Graded based on domain #5 (see grading criteria in appendix)
- 5) After the oral exam is complete, the committee will meet for an additional 10-15 minutes to discuss the final grades, based on the grading criteria (see grading criteria in appendix). Written feedback will be generated. Faculty will then give the feedback and grades to the student. Copies of the grading sheet will be provided to both the student and the DCT.

### ***Grading and its consequences***

The examination has four possible outcomes—fail, rewrite/remediation, pass, and high pass (see Appendix for details on grading process and grading form). A grade of remediation/rewrite will come with specific instructions and a deadline, recommended by the committee and approved by the DCT, with consultation from the clinical faculty as needed. The remediation/rewrite is the responsibility of the student, and will be evaluated by the committee after completion. The committee will have 2 weeks to evaluate the rewrite/remediation product and provide a final grade and feedback to the student. A student who fails must be re-examined with material from a new client with the same specifications as above. *A student who fails this second oral examination will be terminated from the Clinical program.*

## **Grading Criteria for Clinical Comprehensive Exam**

### **Primary Domains of Assessment**

1. Ability to conduct appropriate intake assessment
  - a. Gathering relevant diagnostic information
    - Accurate use of DSM – attention to current/recent symptoms, history
    - Inclusion of all axes
    - Appropriate attention to likely comorbid diagnoses
  - b. Gathering relevant information for conceptualization/formulation
    - Example: information regarding thoughts and behaviors for CBT conceptualization
    - Example: thorough information regarding relationships for IP conceptualization
  - c. Use of appropriate approaches to gathering information
    - Consideration of structured interview vs. unstructured

- Consideration of collateral information where appropriate
  - Consideration of measures (comprehensiveness *vs.* incremental validity)
2. Conceptualization/Formulation
    - a. Demonstrates knowledge and use of more than 1 theoretical framework
      - Note: This can be done via presentation of two or more separate conceptualizations or a conceptualization that integrates two or more separate theories
    - b. Demonstrates knowledge of theory supporting frameworks used
    - c. Includes discussion of which framework is recommended (including integrative framework, if appropriate) and why
  3. Treatment plan
    - a. Appropriately tied to both diagnosis and conceptualization/formulation
    - b. Includes specific targets and specific techniques for those targets
    - c. Includes how common/non-specific factors may be relevant to the case and execution of the treatment plan
    - d. Includes discussion of anticipated roadblocks
  4. Integration of research literature in clinical thinking and planning
    - a. This aspect will stretch across all 3 areas above, and students may emphasize it more in some areas than in others.
    - b. Some examples of how this might be included are provided below, but this list is not meant to be exhaustive, nor is it meant to imply that all of these should be addressed (in fact, they likely cannot all be addressed in any one case).
      - Research regarding common comorbidities to assess, given presenting problem
      - Research supporting the theoretical frameworks selected
      - Research supporting choice of measures
      - Research supporting which framework is recommended for treatment (may include consultation of research in related areas, when no research for the specific issue is available)
      - Research supporting the importance of “common factors”
  5. Clinical/helping skills (*evaluated via video clips and oral evaluation only – see below*)
    - a. Ability to build rapport
    - b. Ability to demonstrate empathy
    - c. Listening skills balanced with appropriate directiveness for an assessment

### **Grading Rubric**

Each domain will be graded using a 4 point scale:

- |                         |   |
|-------------------------|---|
| 0 = Fail                | Inarticulate, vague, clearly below what is expected of a student at this level                        |
| 1 = Rewrite/Remediation | Underdeveloped, clear area of significant weakness, below what is expected of a student at this level |

- 2 = Pass                      Clear, complex, concise, expected performance of a student at this level  
3 = High Pass              Exceptional, better than expected of a student at this level

## **Grading Process**

### **1. Domains 1-4**

- a.** Each committee member reads the written product and assigns a grade for each major domain
- b.** Committee members compare ratings in pre-defense meeting, generate questions for first half of oral defense
- c.** After the oral defense, committee members re-visit any areas of concern or disagreement to assign a final grade on each domain
  - Note: Adequate performance in oral portion cannot override clear inadequacies in written component
    - Can help clarify, overcome marginal areas of concern
    - Can help clarify potential remediation/rewrite assignment for clear areas of concern
- d.** Any domain scored a 1 must be addressed via a rewrite or some other remediation plan specified by the committee
- e.** One domain scored a 0 results in either a rewrite/remediation plan or a failure of the comprehensive exam, pending the decision of the committee.
- f.** Two or more domains scored a 0 result in an automatic failure of the comprehensive exam.
- g.** Significant grading discrepancies among committee members may be addressed by the clinical faculty

### **2. Domain 5**

- a.** In the pre-defense meeting, the committee members watch one 10-minute segment of an intake session for the case, selected by the student. During the second half of the oral defense itself, the committee will watch a second 10-minute segment that is selected from the same session by the committee.
- b.** Committee members generate questions about the first 10-minute segment during the pre-defense meeting. Questions on the second 10-minute segment are generated while watching it with the student, during the second half of the oral defense.
- c.** After the oral defense, committee members assign a final grade for Domain 5.
- d.** A score of 1 results in a remediation plan and/or the need to retake the second half of the oral evaluation.
- e.** A score of 0 results in a failure and a remediation plan. The second half of the oral evaluation must be retaken with a new case.

### **3. Example rewrite/remediation plans**

- a.** Rewrite a particular portion of the written component, based on feedback from the faculty
- b.** Write an addendum that addresses an area of weakness (e.g., summary of research on common comorbidities for a particular diagnosis)
- c.** Retake the basic helping skills course



- d. Have additional therapy supervision targeting the problem areas for a specified time period (e.g., one semester)

The **Clinical Comprehensive Examination Grading Sheets** are in the Appendices.

### **XIII. ADMINISTRATIVE ACTIONS ASSOCIATED WITH STUDENT EVALUATION**

At the end of each semester, the Clinical Faculty meet to evaluate students. Each student will receive the Semester Summative Evaluation form completed by her/his advisor, summarizing the results of the evaluation, and specifying future goals. Possible outcomes, which will be articulated in student forms, include the following (except dismissal, which is a University decision):

#### **Commendation**

Students may be commended when faculty perceive them to be making outstanding progress in one or more aspects of their work in the program.

#### **Verification of Satisfactory Progress**

Students who have reliably met program expectations will be informed that they are making satisfactory progress in the program.

#### **Letter of Concern**

When problems of any kind are identified by faculty, the student may receive a letter that describes the concerns about his/her performance or progress in the program. Such communication should serve as an impetus for the student to contact his/her advisor to discuss these concerns and appropriate ways to address them.

#### **Probation**

A student is placed on probation when the faculty has serious concerns about his/her progress in the program or his/her professional conduct. Probation increases the likelihood of termination from the program. When a student is placed on probation, he/she will be given in writing the specific reasons for the decision and the specific conditions that must be met for removal of probation. The student and his/her advisor will be required to develop a written plan for remediation. At the end of the probationary period, the Clinical faculty will meet to determine whether or not the student's progress has been sufficient to warrant (1) taking the student off probation, (2) continuing probation, or (3) termination of the student from the program.

#### **Termination**

A student may be terminated from the Clinical program when the faculty judge that the student is not making sufficient progress in the program and is not an appropriate candidate for a doctoral degree in Clinical Psychology. Causes for such action include, but are not limited to, unsatisfactory grades in courses, inadequate progress toward the completion of the degree, and failure to perform competently in practicum, externship, and internship settings. Termination means that the student may no longer enroll in coursework as a student in the Clinical program and cannot earn the PhD with a concentration in Clinical Psychology. It does not, however, preclude the student from applying to or taking courses in other programs of the Department of Psychology or the University.

## **Dismissal**

This is a formal action taken by the University, usually as a result of accumulation of more than 9 hours of unsatisfactory graduate grades. The University may also dismiss students if they exceed the time limit for program completion after advancement to candidacy (five years, including internship). Violations of the University Honor Code may also result in dismissal. Dismissal disqualifies students from all further courses and programs at the University.

## **Student Awards**

**Outstanding First-Year Student Award.** The clinical faculty usually gives this award to one first-year clinical student who has demonstrated excellence in more than one of the following areas: coursework, research, teaching, assessment, job-related work, program service, or other training-related activities.

**Outstanding Advanced Student Award.** The clinical faculty usually gives this award to an advanced clinical student who has demonstrated excellence in more than one of the following areas: coursework, research, teaching, assessment, psychotherapy, consultation, supervision, administration, job-related work, program service, or other training-related activities.

#### **XIV. ADVANCEMENT TO CANDIDACY & TIME LIMIT TO COMPLETION**

Advancement to Candidacy indicates that a doctoral student has demonstrated a breadth and depth of knowledge in his/her field of study and is capable of exploring problems on the boundaries of knowledge.

Advancement to Candidacy is important because (1) advancement to candidacy is recorded on the transcript; some internships prefer applicants who have been advanced to candidacy; (2) certain University dissertation grants require advancement to candidacy, while others require both candidacy and a formally approved dissertation proposal; (3) advancement to candidacy triggers the five-years-to-completion deadline established by the University. A student must complete the degree within five years of advancement to candidacy (including the internship year) or face dismissal from the University.

Refer to the most recent University catalog for complete requirements for Advancement to Candidacy. The student must successfully complete all required coursework, pass the written and oral comprehensive examinations, and have an approved Program of Study.

Students wishing to be advanced to candidacy should verify they meet the requirements and then formally request that their adviser recommend advancement to the DCT. If the DCT approves, he/she should notify the Graduate Programs Coordinator who will submit the required paperwork to the Dean of the College of Humanities and Social Sciences.

A doctoral student who voluntarily terminates enrollment and is subsequently readmitted to the doctoral program after Advancement to Candidacy is still subject to the five-year time limit commencing with Advancement to Candidacy.

#### **Extension Policy**

Students who wish to request an extension of the five-year limit to completion of degree after advancement should make these requests to the Dean's office through their faculty advisor and the DCT. The request should include an explanation of the need for and time-line for completion of uncompleted work. The advisor, DCT, and Associate Chair for Graduate Studies must approve the request before submission to the Dean's office. The Dean may not approve extensions without a legitimate reason (e.g., illness, family crisis).

## **XV. THE DOCTORAL DISSERTATION**

All students are required to complete a dissertation – an empirical research project that contributes to scientific knowledge in psychology. This contribution is generally achieved through the exploration of a problem on the boundaries of knowledge in the field. The dissertation involves the formulation of a research question or problem, the design of a study to answer the question, the collection and analysis of data, and the interpretation of this data in light of the research question.

Students must take at least 12 hours of dissertation credit, including at least 3 hours of Dissertation Proposal (PSYC 998) and at least 3 hours of Dissertation (PSYC 999). No more than 24 hours of 998 and 999 can be counted toward the 76 hours required for the PhD.

### **Dissertation Registration Requirements**

**PSYC 998: Dissertation Proposal:** A student may sign up for a minimum of 1 hour of PSYC 998 at any time with permission of the advisor. Enrollment in 998 **does not** have to be continuous once begun. Students must earn a minimum of 3 hours of PSYC 998.

**PSYC 999: Dissertation:** Students must have an approved dissertation proposal to register for PSYC 999. Students are required to register for 3 hours of PSYC 999 per semester until they have completed 12 hours of PSYC 998 and PSYC 999 combined, after which they may take 1 hour of PSYC 999 per semester. This will be considered full-time study by the university as long as the advisor and department chair certify each semester that the student is working full time on the dissertation. (Loans from external sources may have a more stringent definition of “full-time study”.) **Once students enroll in PSYC 999 (Dissertation), they are required by University policy to maintain continuous registration in PSYC 999 until graduation (not including summer unless the student is defending or graduating in the summer term).** Students who plan to defend the dissertation or graduate in the summer must be enrolled in PSYC 999 in the summer.

Students on internship must maintain continuous registration in PSYC 999. When on internship, a student will be certified as full-time provided they contact Darby Wiggins ([dwiggin3@gmu.edu](mailto:dwiggin3@gmu.edu)) and request a ZREG 80 for each term they are on internship.

Students must maintain continuous registration until final copies of the dissertation have been submitted Fenwick Library. This policy helps ensure that students remain active and gives them access to use of Fenwick Library, Johnson Center Library, Consortium libraries, and other campus facilities, as well as the advice and feedback of faculty members.

For 998 registrations, contact Darby Wiggins, Graduate Program Assistant, for a call number. The call number will be used to register online. For additional information about registration, refer to Schedule of Classes.

For 999 registrations, email [dwiggin3@gmu.edu](mailto:dwiggin3@gmu.edu) with number of credits and the name of

the dissertation committee chair. A reply email will be sent with a call number. For additional information about dissertation registration contact CHSS Enrollment Services Coordinator (MSN 3A3, College Hall C113A, 703-993-8864).

## **The Dissertation Proposal**

### ***Selection of Advisor***

Dissertation projects usually are developed under the direction of the clinical faculty advisor. However, students are free to ask non-clinical faculty members to serve as dissertation advisors. The dissertation advisor must be a full-time tenured or tenure-track faculty member in the Department of Psychology.

### ***The Dissertation Committee***

The dissertation committee is responsible for supervising and approving the dissertation proposal and the final dissertation. The committee consists of the advisor and at least two other members of the graduate faculty at George Mason University. Graduate faculty members are typically full-time tenured or tenure-track faculty members, although term (non-tenure-track) faculty members also are eligible for appointment as graduate faculty. The student and his/her major Advisor select a second member from the Clinical Faculty to serve on the committee. The third member of the committee must be selected from the graduate faculty outside the Department of Psychology. Additional committee members may be selected from inside or outside the University.

The dissertation advisor provides the primary guidance and serves as chair of the committee. The roles and functions of the other members will vary depending on the preferences of the advisor and the other committee members.

If a member of the committee resigns at any point of the dissertation process, the student must immediately find a replacement and notify the DCT. Neither the proposal nor the dissertation can be approved without a complete committee, as specified above.

## **Thesis and Dissertation Committee Composition Form**

Once a student has identified those who will serve on their respective committees, they should have each member sign the Thesis and Dissertation Committee Composition Form (<http://psychology.gmu.edu/graduate/formsgrad>). The student should obtain both the printed and signed name of each member of their committee along with the DCT and turn the form into Darby Wiggins, Graduate Programs Coordinator, 2013F DKH. Students are **strongly** advised to submit this form prior to holding a Thesis/Dissertation Proposal defense

## **Writing the Proposal**

One of the first stages in proposing your dissertation will be the submission of a letter of intent (LOI) that will be circulated to all members of the clinical faculty. The LOI should be a

maximum of three pages. This research proposal or LOI should address the significance of the problem being addressed, methodology, and anticipated results. Before submission, please go over the LOI with your primary advisor. Their feedback is not only allowed but strongly recommended prior to submission. (See LOI section in handbook.)

Specific guidelines for the written format and style of the proposal and final dissertation can be found in the *Guide for Preparing Graduate Thesis, Dissertation, and Projects* (<http://thesis.gmu.edu/index.html>) .. The proposal and dissertation typically comply with guidelines found in the *APA Manual of Style*. If the *Manual* and the *Guide* conflict, the rules of the *Guide* prevail.

Different advisors and committees may have different expectations for the writing of the proposal and different styles of supervision. The student should determine as early as possible these expectations and supervisory styles. No guidelines can be provided here concerning how long the proposal or dissertation should be, how large the research samples should be, how many drafts should be written, how often one should meet with the committee, how often one should meet with individual members of the committee, how one should resolve differences among committee members, and other such matters. The student should consult with the advisor and the committee on these matters.

### **Approval of the Proposal**

The committee members indicate their approval of the proposal by signing the Proposal Approval Form (<http://thesis.gmu.edu/dtformsnew.htm>) .This signing occurs at the end of a meeting of the committee and the student in which they discuss the proposal and decide on the final design of the study, appropriate data analysis, and other matters. By signing the Proposal Approval Form, the Committee members indicate agreement that

- a. The review of the literature is sufficient for the research problem or question.
- b. The hypotheses are clearly stated.
- c. The methodology of the study (measures, procedures, subjects) is clearly described and is appropriate for testing the hypotheses.
- d. The plan for data analysis is clear and specific and is appropriate for testing the hypotheses.

After approving the proposal, the committee may not require significant modifications to the methodology of the study. The Committee may require, however, additional statistical analyses beyond those planned and an updated literature review for the final version of the dissertation.

After the committee has approved the proposal, the student submits a copy to the Graduate Programs Coordinator, who forwards the proposal to the DCT and the Associate Chair for Graduate Studies for review.

***Data collection may not begin until the proposal has been approved by the DCT, the Associate Chair for Graduate Studies and the GMU Human Subjects Review Board.***

## **The Dissertation**

### ***Conducting the Research***

The student implements the research plan as agreed upon for the approval of the proposal. The student consults with the Advisor on a regular basis and with the Committee as needed.

### ***Writing the Dissertation***

The student writes the final dissertation with guidance from the Advisor and the Committee.

### ***Dissertation Defense***

Approval of the final dissertation is contingent upon passing an oral defense of the dissertation before the Committee. The oral defense of the dissertation is the final demonstration that the doctoral candidate has mastered the content and research methods of the discipline.

## **Approval to Defend Form**

No dissertation can proceed to a defense until each member of the committee and the Associate Chair have signed the Approval to Defend Dissertation Form, signifying that each has individually read the dissertation draft and has concluded that it is in final form except for minor changes.

(<http://psychology.gmu.edu/system/documents/2875/original/Approval%20To%20Defense%20Dissertation.pdf?1305911307>)

## **Scheduling the Dissertation Defense**

The oral defense of the dissertation should be scheduled through the Graduate Programs Coordinator who informs the Graduate Dean of the defense ***at least three weeks before the projected defense date.*** When scheduling the defense, contact Darby Wiggins for a room reservation. Once a room reservation has been secured, forward the following information onto the Graduate Programs Coordinator, Darby Wiggins ([dwiggin3@gmu.edu](mailto:dwiggin3@gmu.edu)) for scheduling:

1. Your full name
2. Date of defense
3. Location – Building and room number
4. Beginning and end time of defense
5. Dissertation committee members names – please indicate who is Chair.
6. Dissertation title
7. Approval to Defend Dissertation Signature Sheet. Please note, original signatures are required (<http://psychology.gmu.edu/graduate/formsgrad>)
8. ½ page abstract
9. Any A/V equipment needs



Do not ask your Dissertation Committee Chair to schedule your oral defense until your committee has seen and approved your last draft. It is very common for several drafts of the dissertation to be required prior to scheduling your defense and, if all goes well, at least one revision after orals. The dissertation represents the culmination of your program and an important contribution to the body of psychological knowledge. It is the faculty's responsibility to the field and to you that the final product meets a high standard.

The candidate and all members of the committee should be present at the defense. If a committee member cannot attend the defense as scheduled, the student must notify the Associate Chair for Graduate Studies to discuss alternative means for examination by that committee member.

The advisor chairs the defense and is responsible for directing the examination. The advisor opens the meeting by reviewing the examination procedures. The specific procedures will vary depending upon the wishes of the dissertation committee. The examination typically opens with a presentation of the dissertation research by the candidate. The student should consult with the advisor regarding the preferred length of this presentation. Following this presentation, the committee examines the candidate concerning any aspect of the dissertation and the student's knowledge of the broader discipline. Only members of the committee may participate in the examination. Other persons present who wish to question the candidate must submit questions in writing to the advisor in advance of the examination.

The defense is open to all members of the University community. The Dean may appoint an observer to attend the defense. Because the defense is a formal academic examination, the University does not permit attendance by family members and friends of the student who are not members of the University community.

Following the examination, the chair asks the student and observers to leave, and the committee discusses the adequacy of the dissertation and of the candidate's performance. The committee then takes a vote on the outcome of the defense. The chair calls the candidate back into the room and privately describes the decision of the committee. No spectators or guests are present during this part of the examination.

Four outcomes of the committee's deliberations are possible.

- a.** Pass without changes in the dissertation. The committee signs the approval form, approving the dissertation as is. This is a rare event.
- b.** Pass with changes. The committee signs the approval form, but with the expectation that the student and the advisor will make specific revisions agreed upon by the Committee.
- c.** One or more Committee member withholds his/her signature until the student makes specific revisions in the dissertation and submits them to the committee for review. This review may occur by circulating copies of the revised dissertation. The committee also may require a second and final oral defense.
- d.** Fail. If the student fails the defense, another defense must occur within two months of the first examination. The DCT will terminate a student from the program who fails the second defense.

### **Dissertation Signature Sheets**

Students must have the Dissertation Signature Sheet signed by all committee members, their Program Director, Associate Chair for Graduate Studies, and Associate Dean for Research and Graduate Programs. It is the responsibility of the student to collect all signatures. Students are encouraged to make appointments to secure signatures with both the Associate Chair (Dr. Reeshad Dalal - [rdalal@gmu.edu](mailto:rdalal@gmu.edu)) and Associate Dean (Dr. Matthew Zingraff - [chssgradstudent@gmu.edu](mailto:chssgradstudent@gmu.edu)). When obtaining the Dean's signature, students must bring all paperwork required for submission to the library so that copies can be made.

### **Formatting Review and Submission**

The library conducts the review for formatting of all dissertations. Students will submit completed dissertations directly to the library and hand all the requisite paperwork (for University Microfilms International and the National Opinion Research Center). For additional information contact the University Dissertations and Theses Coordinator. They can be reached at (703) 993-2222, [udts@gmu.edu](mailto:udts@gmu.edu), or <http://thesis.gmu.edu>

## **XVI. PROFESSIONAL ETHICS**

Both faculty and students are expected to abide by the ethical code set forth by the American Psychological Association (see Appendices)

A student who believes that another student or a faculty member has committed an ethical violation should follow the procedures described in the APA Ethical Principles. A confidential consultation can be obtained from the American Psychological Association Ethics Office in Washington, DC 202-336-5500.

### **Policy on Discrimination**

The University does not tolerate discrimination on the basis of age, race, sex, national origin, disability or religious beliefs. A student who believes he/she has been subject to such discrimination should contact the DCT, the Chair of the Department, or the University's Affirmative Action/Equal Employment Officer (703-993-8730).

### **Sexual Harassment**

The Department of Psychology and the University do not tolerate sexual harassment by either faculty or students. A student who believes that he/she has been subject to sexual harassment should contact the DCT, the Chair of the Department, or the University's Affirmative Action/Equal Employment Officer.

## **XVII. GUIDELINES FOR GRADUATE STUDENT GRIEVANCES AGAINST FACULTY**

During the course of graduate study, disagreement and conflict may arise between students and faculty either during formal classroom instruction or in the more informal individual instruction that takes place during the supervision of research and practical experiences. Indeed, the nature of the close working relationships inherent in graduate education in psychology, especially in a program with an applied focus, almost guarantees that conflict will arise on occasion.

When such conflict does arise, the Department expects that both the student(s) and faculty involved will conduct themselves in a professional manner. In addition, the Department is committed to ensuring that students and faculty are treated fairly when such disagreements arise. To this end, the Department endorses the following principles and guidelines for resolving disagreements and conflicts between students and faculty regarding instruction, training, and student-faculty relationships. (NOTE: Student concerns about faculty behavior that involves sexual harassment or racial/ethnic/gender discrimination should be handled according to the University guidelines description in the University Catalog.) The resolution of disagreement and grievances will be resolved more effectively if the following principles are kept in mind.

### **Faculty**

1. The professional performance and behavior of faculty is subject to continual evaluation and review, including evaluation and review by students. Student evaluation may, on occasion, involve the resolution of a complaint by a student concerning faculty performance.
2. The Department expects faculty to treat a student's concerns with dignity and respect. Essential to this is listening to a student's concern attentively and nondefensively. Although defensiveness is difficult to avoid when one believes one is being unfairly criticized or challenged, nondefensive listening is the first step toward a successful resolution of a conflict. Nondefensive listening may be facilitated by recognition of the apprehension and anxiety a subordinate (the student) usually feels when confronting a person of power and authority.

### **Students**

1. Faculty and students enter into an educational alliance whose objective is the imparting to students of knowledge and skill. As part of this alliance, faculty are responsible for setting standards for mastery of this knowledge and skill and for evaluating students' progress toward meeting these standards. Students in professional psychology programs provide services to various types of clients (individuals and organizations), and faculty are ultimately responsible for the quality of these services. Thus, faculty evaluation of student performance and progress provides assurance of the quality of these services.
2. Graduate education is, by nature, difficult, demanding, and stressful (If it wasn't, anyone could get a Ph.D.). Thus, subjective distress alone is not a valid indicator that a course is inappropriately demanding or that a student is being treated unfairly by a faculty member.

3. In trying to fulfill their responsibility in setting standards and evaluating students' progress, faculty will, on occasion, make errors in judgment that are usually unintentional. Even for faculty, to err is human, and most student grievances concern faculty behavior that is nonmalevolent in intent. Nonetheless, when such errors create problems or hardships for students, they have the right to address their concerns with the faculty in question.
4. The ability to effectively address and resolve disagreement and conflict in a mature manner is essential for the effective functioning of a professional psychologist in any setting. Thus, disagreement and conflict with faculty offers an opportunity for personal and professional development.
5. Faculty members also deserve to be treated with respect and dignity. Complaining about faculty behavior to one's Program Coordinator or the Department Chairperson is a serious matter and should not be done with malicious intent or simply to seek retribution for a perceived wrong or slight. Also, approaching a faculty member in an angry or hostile manner or complaining to others about the behavior of the faculty member is not an effective strategy for resolving conflict. Students also should be prepared to listen nondefensively to a faculty member's explanation of his/her side of the conflict.
6. The Department cannot guarantee that resolution of a complaint or conflict will be favorable to the student. Nor should faculty expect that the issue will be resolved in their favor simply based on their position as faculty. The Department does guarantee, however, that students and faculty will be fully heard, that their concerns will be treated with dignity, and that an honest attempt will be made to reach a reasonable solution.
7. A student who, in good faith and in keeping with the above principles and with the procedures outlined below, complains about faculty behavior will be protected from retribution by the faculty member in question and by other faculty to the extent that the university has control over faculty behavior. Retributive or vengeful behavior by faculty toward a student complainee will not be tolerated. The Department has no control, however, over a faculty member's emotions, and a faculty member may decide to sever a working relationship (e.g., dissertation supervision, collaborative research or writing project) with a student following a complaint that the faculty member views as frivolous, unfounded, or malicious. Faculty who do so will not necessarily be viewed as engaging in retributive behavior. If a faculty advisor terminates a working relationship with a student following a complaint by that student against that faculty member, the Department will make a good faith effort to secure another advisor for that student. The Department cannot, however, force a faculty member to work with a student.

### **Grievance Procedures**

With these caveats in mind, the Department recommends that a graduate student who has concerns about the professional behavior of a faculty member take the following steps in the following order. Following these procedures will better ensure that the grievance will be resolved expeditiously and fairly.

1. Discuss the problem with the faculty member in question. Many disagreements, disputes, and conflicts between faculty and students are the result of miscommunication or misinformation and can be resolved informally between the concerned parties. Consultation with the academic Advisor usually will be helpful in determining whether or not a grievance is legitimate and in developing an effective strategy for presenting the concern to the faculty member in question. If a student cannot discuss the concern with his/her Advisor, the student should consult another faculty member. The goal of such a consultation is to seek advice, not to spread rumor or simply complain.

The faculty member with whom the student consults concerning the grievance incurs certain responsibilities by agreeing to serve in this capacity: (1) To review with the student the Departmental policy and procedures described here. (2) To assist the student in determining the legitimacy of his/her concern and in developing a plan for discussing the concern with the faculty in question. In addition, the advisor may also choose a more active role in the resolution of the grievance by serving as the student's advocate or as a mediator. If the advisor/advocate believes that the faculty member in question has committed an illegal act or ethical violation, he/she should consult the Ethical Guidelines of the American Psychological Association.

2. If the discussion with the faculty member with whom the student has a concern does not produce a fair resolution, the student should consult with his/her Advisor (or other advising faculty) about the feasibility of bringing the matter to the attention of the student's Program Coordinator.
3. If consultation with the Program Coordinator does not produce a satisfactory resolution, the student should consult with his/her advisor (or other advising faculty) about the feasibility of bringing the matter to the attention of the Associate Chairperson for Graduate Studies. The Associate Chairperson may appoint an ad hoc committee charged with working with the student and faculty member in resolving the grievance. This committee may include a graduate student as a member.
4. If consultation with the Associate Chairperson for Graduate Studies does not produce a satisfactory resolution, the student has the option of bringing the matter to the attention of the Department Chairperson.
5. If consultation with the Department Chairperson does not produce a satisfactory resolution, the student should consult with his/her Advisor (or other advising faculty) about the feasibility of bringing the matter to the attention of the office of the Dean of the College of Humanities and Social Sciences.

## **XVIII. DISSERTATION, THESIS, AND TRAVEL SUPPORT**

### **Dissertation and Thesis Support**

The department will provide up to \$400 to help cover the cost of dissertation research and up to \$250 to cover the cost of master's thesis research. These funds are to be used to assist in the collection of data, including payment to participants if the research requires a population not readily available at the University. All equipment, books, software, tests, etc that are purchased with department funds becomes the property of the department. Keep good records of your expenses, including all receipts. Only original receipts (not photocopies) will be accepted.

Requests should be submitted to the Associate Chair for Graduate Studies with a copy to the Office Manager. To apply, you must provide:

1. A copy of the signature sheet of your approved dissertation or thesis proposal.
2. A budget that specifies how you plan to spend the money.  
-The budget must be signed by your advisor.
3. A statement from your advisor that he/she does not have funds to support this research (e.g., from a grant).
4. Students may apply for thesis/dissertation support or travel support but not both.

### **Travel Support**

The department will provide up to \$400 to **doctoral** students to help pay for travel to a conference at which the student is presenting. To be eligible, the student must be either first author of the paper/poster or second author if the first author is a faculty member. Ordinarily only one such request per year will be approved. The department will help pay for airfare and conference registration but not lodging, meals, taxis, etc.

Requests should be submitted to the Associate Chair for Graduate Studies. To apply, you must provide:

1. A letter from the conference indicating that your paper, poster, etc. has been accepted.
2. A budget describing how you plan to spend the money, including the exact cost of the airfare and/or conference registration fee.
3. Evidence that you have at least attempted to get money from other sources, including the organization sponsoring the conferences (some but not all offer support for students presenting), your advisor's grant, the University's graduate student organization (student may apply for Graduate Student Umbrella funds and department funds simultaneous but must provide evidence of GSU award or refusal before department funds will be awarded).
4. All of the above must be submitted at least **two months** prior to the date of travel.
5. Students may apply for thesis/dissertation support or travel support but not both.

Following approval of your request for funds, you must **immediately** complete a **Travel Authorization Form**, which must be signed by the Chair before travel arrangements can be made. No travel expenses will be reimbursed unless the Travel Authorization Form has been signed by the Chair prior to the travel.

Reimbursement request worksheets (obtained in DK 2003) with original receipts (not photocopies) must be submitted within one week of completion of travel. Nametags cannot be submitted in place of a conference registration receipt. You may make your own travel arrangement. You must submit a boarding pass with your airline ticket receipt. Dates of travel and cost must be on the ticket receipt. Travel authorizations can be found by contacting the Department Fiscal Coordinator.

### **The Graduate Student Travel Fund**

The Graduate Student Travel Fund was established to help George Mason University graduate students attend and participate in professional conferences pertaining to their field of study. Conference travel plays an essential role in the academic growth and development of graduate students by providing opportunities for training, networking and exposure to the latest academic research. Support for conference travel from the GSTF also provides an opportunity for George Mason University degree seeking graduate students to present their work in a professional academic setting. This type of participation helps promote the graduate programs available at Mason on the regional, national and international levels, and aids in the process of attracting outstanding scholars to Mason to pursue their graduate degrees.

The GSTF is charged with the responsibility of administering funds received from the Office of the Provost and student fee funds allocated by the Student Funding Board (SFB). The application standards utilized by the GSTF are designed to evaluate requests in a fair and unbiased manner, providing equal opportunity for all Mason graduate students. The GSTF as it currently exists provides financial support for conference travel only. At this time, requests for dissertation support or job interview travel cannot be honored as these types of requests fall beyond the scope of the GSTF. The GSTF was established to help supplement conference related expenses; it is not meant to fund your entire conference. Award amounts vary depending on conference location and type of participation, award amounts range from \$150.00-\$250.00 this amount is subject to change at any time. For specific policies and requirements, visit their webpage at: <http://www2.gmu.edu/org/gstf/>



## **XIX: REDUCED-FEE PSYCHOLOGICAL SERVICES FOR CLINICAL STUDENTS**

The Clinical faculty members are aware that doctoral training in clinical psychology is demanding and at times stressful. Training in clinical work can be especially emotionally demanding, and it often raises personal issues that would benefit from working with a professional. Seeking such help is a common and worthwhile part of professional development in this area. Below is a list of psychologists in private practice in Northern Virginia who are willing to provide reduced-fee psychotherapy services to GMU clinical psychology doctoral students. Information about fees can be obtained from the individuals listed below. These individuals have no formal relationship with the Clinical Program.

Gail Curran, Ph.D.  
703-734-6266

Leslie K. Dalton, Ph.D.  
Licensed Clinical Psychologist  
The Stone House  
6073 Arlington Boulevard  
Falls Church, VA 22044  
(703) 550-4056  
[www.thestonehouse.ws/ldalton.htm](http://www.thestonehouse.ws/ldalton.htm)

Michelle F. Eabon, Ph.D.  
11244 Waples Mill Rd., Suite G-1  
Fairfax, VA 22030  
(703) 691-4204  
Near intersection of Route 50 and I-66 in Fairfax.

Marcia Grenell, Ph.D.  
6107 G Arlington Blvd.  
Falls Church, VA 22044  
703 536-7554

Ginny Gutman, Ph.D.  
(teaches in the doctoral program at Gallaudet University; practice is near Shirlington)  
1225 Martha Custis Drive, Suite 2  
Alexandria, VA 22302  
703-568-3744 or [virginia.gutman.phd@verizon.net](mailto:virginia.gutman.phd@verizon.net)

Sarita B. Kaplan, Psy.D.  
11333 Sunset Hills Rd.  
Reston, VA 20190  
703-742-8665

Jennifer Lager, Ph.D.  
6832 Old Dominion Drive, Suite 200

McLean, VA 22101  
703-244-9656

Janet Laubgross, Ph.D.  
Near Route 50 & 66  
Fairfax, VA  
703-591-7828

Kolleen Martin, Ph.D.  
13890 Braddock Rd  
Centreville, VA 20121  
703 623-4406

Marya A. Myslinski, Psy.D., PLLC  
Licensed Clinical Psychologist  
6107 G Arlington Blvd.  
Falls Church, VA 22044  
703-538-2770

Martin Schuh, Ph.D.  
9306 Old Keene Mill Road  
Suite B  
Burke, VA 22015  
(703) 440-9284

\*All members of Northern Virginia Society of Clinical Psychologists, who responded to appeal via NVSCP message board. List compiled May 2007. Contact individual clinicians for current availability.

## **XX. RESEARCH INTERESTS OF NON-CLINICAL FACULTY**

### **APPLIED DEVELOPMENTAL**

Rachel Chazan-Cohen	993-5626 / DK 2045	Infants and toddlers; early parenting; environmental and biological factors that place children at risk for poor outcomes; program evaluation; public policy.
Tim Curby	993-2457 / Aquia 337	Classrooms as a context for student learning and development; Teacher-student interactions; Classroom quality; Development of classroom observational measures; Quantitative methods.
Susanne Denham	993-1378 / DK 1024A <b>Director, Applied Developmental Program</b>	Preschoolers' social-emotional development and its assessment and promotion; Peer competence in preschool and elementary school; Developmental psychopathology; Parenting: Its impact on the above
Elyse Lehman		<i>Faculty Emeritus.</i> Memory, attention, and problem solving in children and older adults; Educational applications-Learning disabilities, gifted children, attention deficit disorder; Everyday cognition-Children's art, soft object attachments; Eyewitness testimony
Robert Pasnak	993-1354 / DK 2049	Cognitive and socioemotional development in preschool, elementary school, and special education children
Johannes Rojahn	993-4241 / DEM 202	Intellectual and/or developmental disabilities, autism (socio-emotional competence, mental illness, psychopathology, severe behavior problems; applied behavior analysis; assessment)
Adam Winsler	993-1881 / DK 2023	Development of self-regulation; Private speech; Bilingualism; ADHD; Early childhood education; School readiness among low-income, ethnically diverse children

## **COGNITIVE AND BEHAVIORAL NEUROSCIENCE PROGRAM**

Susan Bachus		Rat models of tardive dyskinesia
Marge Battaglia	993-1748 / DK 2063	The intersection of developmental psychology and neuroscience, aging populations, Alzheimer's research.
Doris Bitler	993-8817 / DK 2051	Experimental Psychology, with a specialization in animal learning and memory
Linda Chrosniak	993-4139 / DK 2045	Research interests include implicit and explicit memory processes, and relationships between stress, cognition and health. In addition, in collaboration with Dr. Flinn, she has investigated effects of trace metals (zinc, copper and iron) on memory processes.
<b>Director, Honors Program in Psychology</b>		
Jane Flinn	993-4107 / DK 2022	
<b>Director of Undergraduate Program in Neuroscience</b>		The role of metals in learning and memory, including fear conditioning. The effect of metals in neurological conditions, such as Alzheimer's disease, in humans and transgenic mice.
Craig G. McDonald	993-2277 / DK 2018	Psychophysiology of visual perception and cognition; nicotine-induced changes in executive functioning
Robert F. Smith	993-4339 / DK 2044	
<b>Department Chair</b>		
<b>Director, Cognitive and Behavioral Neuroscience Program</b>		Developmental neuroscience, esp. effects of drugs [currently, nicotine] on adolescent neurobehavioral development. Activity-dependent dendritic growth. Animal models of addiction.

### **Affiliates:**

Christy Esposito-Smythers (Clinical)  
Pam Greenwood (Human Factors/Applied Cognition)  
Todd Kashdan (Clinical)  
Frank Krueger (Krasnow Institute <http://www.brainbuilding.org/>)

Raja Parasuraman (Human Factors/Applied Cognition)  
Matt Peterson (Human Factors/Applied Cognition)  
Tyler Shaw (Human Factors/Applied Cognition)  
Jim Thompson (Human Factors/Applied Cognition)

## **HUMAN FACTORS/APPLIED COGNITION**

Carryl Baldwin	993-4653 / DK 2062	Auditory cognition, auditory and multi-modal displays, cognitive aging, speech processing, transportation (highway and air) safety, mental workload, adaptive automation, individual differences, training, spatial navigation and neuroergonomics.
Deborah Boehm-Davis	993-8720 / College Hall 102	Understanding interruptions, dual-task performance and cognitive workload; aviation safety; medical human factors
C. Alan Boneau		<i>Faculty Emeritus.</i> Recognition memory and magery; Structure of psychology; Psychophysics
Pam Greenwood	993-4268 / DK 2060	Cognitive aging and the genetics of cognitive aging which she examines using behavioral, neuroimaging, and genetic methods. The modulation by normal genetic variation of attention, working memory, and the role of attention in forming and maintaining mental representations in working memory. Collaborating in a longitudinal study of the genetics of cognitive change in midlife.
Robert Holt		<i>Faculty Emeritus.</i> Social cognition; Pilot cognition; Programmer cognition; Artificial intelligence; Computer assisted instruction; Computer adaptive testing; Relation of physiological measures to cognition
Raja Parasuraman	993-1357 / DK 2055	
<b>Director, Human Factors/Applied Cognition Program</b>		Human factors and cognitive neuroscience, human performance in human-machine systems, influence of automation and

computer technology on attention, memory and vigilance. Cognitive neuroscience of attention using information-processing tasks, neuroimaging (ERPs and fMRI) molecular genetics of cognition.

Matt Peterson 993-4255 / DK 2058

**Director, Human Factors/Applied Cognition M.A. Program**

Cognitive neuroscience of attention, memory, and perception. Visual attention, visual search, and eye movements. Attentional control and multitasking. Neuroergonomics. Training and aging.

James Sanford 993-1351 / DK 2046  
**Associate Chair for Undergraduate Studies**

Human memory and cognition, false memory, testing effect

Tyler Shaw 993-5187 / DK 2059

Neurophysiological underpinnings and individual differences in human sustained attention, automation, team collaboration and coordination dynamics

Jim Thompson 993-1342 / DK 2056

Cognitive neuroscience, including fMRI and ERPs; biological motion; social cognition; robotics.

Robert Youmans 993-5627 / DK 2057

Cognition of creativity and innovation in design; design fixation; attention and vigilance; heuristic decision making; usability testing and evaluation; group processes.

**INDUSTRIAL/ORGANIZATIONAL**

Louis Buffardi 993-1363 / DK 3072  
**Coordinator, Industrial/Organizational M.A. Program**

Employee attitudes; Quality of work life organizational surveys; Work and family issues; Human error

Jose Cortina 993-1347 / DK 3074

Statistical interaction; Philosophy of quantitative analysis; Personality testing

Reeshad Dalal 993-9487 / DK 3077  
**Associate Chair for Graduate Studies**

Employee performance, and its links with

		mood/emotions, job attitudes and individual differences, and advice-giving and advice-taking from a decision-making perspective.
Theodore Gessner		<i>Faculty Emeritus.</i> Evaluation research; Survey research; Person perception; Humor
Seth Kaplan	993-8475 / DK 3073	Personality, emotions, and well-being at work. Understanding the meaning and the psychological experience of work. Psychometric and statistical issues.
Eden King	993-1620 / DK 3076	Effective and equitable management of diversity in organizations, discrimination, social stigma in the context of work
Lois Tetrick	993-1372 / DK 3066A	Occupational health psychology including stress, work-family, and safety;
<b>Director, Industrial/Organizational Program</b>		psychological contracts and the employment relationship; cross-cultural aspects of industrial organizational psychology; innovation; positive aging and retirement.
Stephen Zaccaro	993-1355 / DK 3066B	Leadership, executive assessment and development, team dynamics and effectiveness, shared leadership, multiteam systems.

### **SCHOOL PSYCHOLOGY PROGRAM**

John Blaha		<i>Faculty Emeritus.</i> Assessment, learning disabilities
Grover Foehlinger	993-5127 / DKH 2063	Program evaluation.
<b>Director, School Psychology M.A./CAGS</b>		
Johannes Rojahn	993-4241 / DEM 202	Intellectual and/or developmental disabilities, autism (socio-emotional competence, mental illness, psychopathology, severe behavior problems; applied behavior analysis; assessment)

Ellen Rowe

993-4266 / DEM 202C

Assessment and remediation of social, emotional, and behavioral problems among children and adolescents and developmental psychopathology.



## **APPENDICES**

**DOCTOR OF PHILOSOPHY IN CLINICAL PSYCHOLOGY**  
**PROGRAM OF STUDY**

**Name:** \_\_\_\_\_ **G#:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Date:** \_\_\_\_\_

<u>COURSE TITLE</u>	<u>COURSE NUMBER</u>	<u>SEM/YR TAKEN</u>
<b>GENERAL REQUIREMENTS (20 HOURS)</b>		
<i>Biological Bases of Behavior (Choose one)</i>		
Biological Basis of Behavior	PSYC 702 (3)	
Cognitive Neuroscience	PSYC 685 (3)	
Neuronal Basis of Learning and Memory	PSYC 558 (3)	
Behavior Chemistry	PSYC 559 (3)	
<i>Developmental Basis of Behavior (Choose one)</i>		
Life-Span Development	PSYC 704 (3)	
Cognitive and Perceptual Development	PSYC 666 (3)	
Social and Emotional Development	PSYC 669 (3)	
<i>Statistical Methods</i>		
Advanced Statistics I	PSYC 611 (4)	
Advanced Statistics II	PSYC 612 (4)	
Methods for Social Research	PSYC 644 (3)	
<b>Total Hours:</b>		
<b>CLINICAL REQUIRMENTS (41 HOURS)</b>		
Psychological Assessment I	PSYC 810 (4)	
Psychological Assessment II	PSYC 811 (4)	
Scientific Foundations of Clinical Psychology I	PSYC 822 (3)	
Introductory Helping Skills and Motivational Interviewing	PSYC 860 (3)	
Cognitive Behavioral Therapy for Youth	PSYC 861 (6)	

Cognitive Behavioral Therapy for Adults	PSYC 862 (6)	
History, Systems, and Theories of Personality and Psychotherapy	PSYC 830 (3)	
Social and Cognitive Foundations of Clinical Psychology	PSYC 833 (3)	
Practicum in Clinical Psychology	PSYC 881 (6)	
Ethical and Professional Issues in Clinical Psychology	PSYC 883 (3)	
		<b>Total Hours:</b>
<b>ELECTIVES (AT LEAST 6 HOURS)</b>		
		<b>Total Hours:</b>
<b>DISSERTATION PROPOSAL AND DISSERTATION (AT LEAST 12 HOURS)</b>		
Dissertation Proposal	PSYC 998 (Min 3)	
Dissertation	PSYC 999 (Min 3)	
		<b>Total Hours:</b>
<b>EXTERNSHIP AND INTERNSHIP</b>		
Externship (optional)	PSYC 885 (0)	
Internship	ZREG 800 (0)	
<b>TOTAL HOURS</b>		
<b>Applied to MA</b>	<b>Post MA</b>	<b>Dissertation</b>
<b>*must be at least 76 for PhD only and 77 for both MA &amp; PhD.</b>		

\_\_\_\_\_  
Major Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Clinical Training

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair/ Assoc. Chair

\_\_\_\_\_  
Date

### **Application for Equivalency Examination for a Required Course**

The following information must be provided in order to determine if a petition to take an equivalency examination is to be granted.

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Core Course:** \_\_\_\_\_

**Documentation:** \_\_\_\_\_

**Course Title:** \_\_\_\_\_

**Attach**      Transcript  
                  Catalog description of course  
                  Syllabus  
                  Texts or copies of tables of contents  
                  Examinations  
                  Papers

**Justification:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Research Activity Report

Name: \_\_\_\_\_

Advisor's Name: \_\_\_\_\_

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

Please complete and return this form to **dwiggin3@gmu.edu** before **4:00 pm** on [new date/time TBD] This information will be used in preparation of our annual report to APA and in the annual evaluation of clinical students. If you cannot email this document, you may fax this document to (703) 993-8279 – Attn: Darby Wiggins.

**1. PUBLICATIONS**, please give full citation in APA format

**a. Journal articles published**

**b. Journal articles in press**

**c. Journal articles submitted** [include current status: e.g., in initial review, accepted pending revision, being revised for submission to another journal, rejected]

**d. Books** (author, editor; book chapter) [include current status, e.g., under contract, in press, published]

**2. MEETING/CONFERENCE PRESENTATIONS** (Use “\*” to indicate refereed)

**3. GRANTS [EXTERNAL FUNDING ONLY]**

**a. Grants received** (amount and source of funds)

**b. Grants applied for** (amount and source of funds)

**Please answer the following questions: (Information required by APA)**

1. Member of professional/research societies (including student affiliates): YES / NO

2. Involved in grant-supported research (including RA): YES / NO

3. Involved in teaching (including TA): YES / NO

4. PT in delivery of professional services on or off campus (excluding internship): YES / NO

5. Enter number workshops, oral presentations and/or poster presentations at professional meetings student has been an author or co-author of:

6. Enter number books, book chapters or articles in peer-reviewed Professional/scientific journals student has been an author or co-author of:

**7.** Academic status:    Part-time /    Full-time

**8.** Did you apply for Internship?    YES /    NO

**9.** Summary of Doctoral Practicum Hours (up to the previous November 1):

    Total Intervention and Assessment Hours:

    Total Support Hours:

    Total Supervision Hours:

**10.** Internship site name and location:

# Clinical Psychology Program – George Mason University

## Semester Summative Evaluation (SSE)

### Advisor Form

**INSTRUCTIONS:** This form is to be completed at the end of every semester for each of your doctoral advisees. Ratings and comments should be based on input from all faculty members that is shared during the end-of-semester student review meeting. In areas where students do not receive a “meeting expectations” rating, explanations should be provided in the comments section of this form. You should meet with each of your advisees to discuss this evaluation. Signed forms should be submitted to the Graduate Program Assistant, who will place the forms in the students’ files.

Please return this form completed and signed no later than \_\_ to Darby Wiggins, Graduate Program Assistant.

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

Semester and Year of Evaluation: \_\_\_\_\_

Advisor: \_\_\_\_\_

**Mark the box that corresponds with the faculty evaluation of the student in the given area.**

	Does Not Meet Expectations	Making Progress Toward Expectations	Meets Expectations	NA
<b>Course Work</b>				
<b>All Courses</b>				
Is on track to receive B or better in courses				
Prepares adequately for class (e.g., completes readings)				
Completes assignments on time (e.g., papers, projects, reports)				
Interacts with instructors and peers in a professional and respectful manner				
Demonstrates ethical behavior in clinical and classroom settings (e.g., confidentiality)				
Provides adequate attention to detail (e.g., accurate test scoring and reporting)				
Seeks supervision, consultation, and feedback when needed				
Is receptive to supervision and feedback				

Demonstrates adequate knowledge and attention to individual differences and cultural diversity				
<b>Clinical Supervision/Practice</b>				
Completes clinical paperwork on time (e.g., records, notes)				
Prepares adequately for clinical supervision sessions				
Prepares adequately for meetings with clients				
Interacts with clients in a professional & respectful manner (e.g., good boundaries, returns phone calls promptly)				
Understands, demonstrates, and practices sensitivity to client individual differences and sociocultural diversity				
Demonstrates adequate knowledge and skills in assessment				
Demonstrates adequate knowledge and skills in therapy				
<b>GTA/Instructor/GRA Work</b>				
Is adequately performing work assigned in GTA/instructor role				
Is adequately performing work assigned in GRA role				

	Does Not Meet Expectations	Making Progress Toward Expectations	Meets Expectations	NA
<b>Research</b>				
Is making adequate progress on program research requirements (e.g., 2 <sup>nd</sup> year project, dissertation)				
Is meeting personal research goals (attach a copy)				
Demonstrates ethical behavior in research (e.g., informed consent, HSRB guidelines)				
Uses educational opportunities available within and outside of program (e.g., brown bags, speakers, conferences)				

Areas of greatest strength/competency; main assets:



Areas of needed growth/improvement (comment on all “does not meet expectations” areas from above):

Recommendation/goals for focus of continuing training (comment on all “does not meet expectations” areas from above):

---

**Student (print name)**

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**Student (signature)**

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**Advisor (print name)**

---

**Advisor (signature)**

---

**Dir. Clinical Training (print name)**

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**Dir. Clinical Training (signature)**

## PERSONALIZED PROFESSIONAL GOALS

**Guidelines:** These goals should be formulated by the student in collaboration with his/her advisor. Students and advisors should consider year in program, skill level, and competing demands when devising personalized goals so that those selected are realistic and achievable. Students are NOT expected to develop goals in each area specified on the next page.

[illegible]

## **EXAMPLES OF PERSONALIZED GOALS**

### **Examples of Research Goals**

- Regular attendance at mentor's weekly lab meetings
- Regular attendance at weekly individual supervision meetings with mentor
- Attendance at other faculty lab meetings if relevant
- Attendance at a research-oriented conference
- Completion of a literature review in an area of interest
- Completion of training in a relevant clinical research method (e.g., diagnostic interviewing, treatment manual, statistical approach, etc.)
- Completion of a specified clinical experience with a population of research interest (e.g., running a group for individuals with Social Phobia using an EBT)
- Submission of articles for publication (specify data source, topic, authorship order)
- Submission of book chapters for publication (specify topic, authorship order)
- Submission of posters at national conferences (specify data, topic, authorship order)
- Draft/submission of a grant application (F31, private foundation)
- Preparation of an HSRB application for a study
- Proposal/completion of second year project or dissertation
- Completion of data collection for a project
- Develop research skills by generating multiple testable hypotheses in my area of research and getting feedback on them.

### **Examples of Clinical-Community Service Provision Goals**

- Do a clinical or consultation externship
- Form a reading group to learn more about clinical or consultation topics
- Identify externship possibilities in an area of interest
- Identify opportunities to gain experience in clinical supervision
- Attend presentations on service provision on campus or at a conference
- Learn about conferences on service provision that you might wish to attend
- Work with clinical supervisor on case conceptualization skills
- Work with clinical supervisor to learn new intervention strategy
- Prepare for clinical supervision by bringing cued videotapes of sessions
- Read journal articles on strategies, issues, or populations relevant to current clinical work

### **Examples of Teaching Goals**

- Teach a new course
- Develop syllabus for a new course
- Observe "master teachers" teach a class
- Meet every other week with teaching mentor
- Attend workshop offered by the Center for Teaching Excellence
- Receive consultation on teaching from the Center for Teaching Excellence
- Attend workshop on teaching strategies at a conference
- Develop ideas for integrating new strategy or content into a course (e.g., experiential learning, diversity issues, group work)
- Read theoretical or empirical papers on classroom instruction
- Join and participate in professional organization focused on teaching of psychology

**Practicum Evaluation Form**  
**(Adopted Fall, 2006)**

**Student's Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Supervisor** \_\_\_\_\_ **Training Site** \_\_\_\_\_

1 = Performed well below expectations for current level of training

2 = Performed below expectations for current level of training

3 = Met expectations for current level of training

4 = Performed above expectations for current level of training

5 = Performed well above expectations for current level of training

NA = Not applicable to work done this semester

**A. Psychological Assessment Skills (e.g., interviewing and assessment techniques):**

\_\_\_\_ 1. Develops rapport with clients.

\_\_\_\_ 2. Obtains relevant information efficiently.

\_\_\_\_ 3. Formulates a clear referral question or problem.

\_\_\_\_ 4. Applies clinical theory and research in case formulation.

\_\_\_\_ 5. Designs an assessment strategy (e.g., test selection) appropriate to the referral question.

\_\_\_\_ 6. Administers and scores tests correctly.

\_\_\_\_ 7. Organizes and integrates assessment information skillfully.

\_\_\_\_ 8. Generates appropriate and useful recommendations.

\_\_\_\_ 9. Writes assessment reports skillfully.

\_\_\_\_ 10. Completes assessments in a timely manner.

**B. Psychological Interventions (e.g., psychotherapy and case management):**

\_\_\_\_ 1. Develops working alliances with clients.

\_\_\_\_ 2. Applies clinical theory and research in case formulation and treatment.

\_\_\_\_ 3. Develops appropriate goals and strategies with different clients.

\_\_\_\_ 4. Carries out psychotherapy techniques effectively.

\_\_\_\_ 5. Makes useful observations and interpretations of client material.

- \_\_\_\_\_ 6. Challenges clients when necessary.
- \_\_\_\_\_ 7. Responds appropriately to relationship issues.
- \_\_\_\_\_ 8. Recognizes clinically important material and follows up appropriately.

**C. Supervision Issues:**

- \_\_\_\_\_ 1. Comes to supervision meetings prepared.
- \_\_\_\_\_ 2. Actively participates in supervision by presenting ideas, showing initiative, and giving feedback to others.
- \_\_\_\_\_ 3. Receptive to feedback and listens nondefensively.
- \_\_\_\_\_ 4. Is appropriately assertive in expressing own ideas.
- \_\_\_\_\_ 5. Presents own ideas in a clear manner.
- \_\_\_\_\_ 6. Actively seeks input from supervisor and (when appropriate) peers.
- \_\_\_\_\_ 7. Responds to feedback non-defensively.
- \_\_\_\_\_ 8. Incorporates feedback in clinical work (e.g., in interactions with clients, in written reports).
- \_\_\_\_\_ 9. Gives feedback to others in a supportive and professional manner.

**D. Professional Reliability:**

- \_\_\_\_\_ 1. Writes progress notes and therapy reports skillfully.
- \_\_\_\_\_ 2. Manages clients' scheduling, fees, and case issues efficiently.
- \_\_\_\_\_ 3. Professional reliability in attending meetings, completing reports and contacting clients in a timely fashion; and keeping client charts properly documented.
- \_\_\_\_\_ 4. Deals with clients in a respectful and professional manner.
- \_\_\_\_\_ 5. Deals with staff and colleagues in a respectful and professional manner.
- \_\_\_\_\_ 6. Sensitivity and adherence to ethical practices.
- \_\_\_\_\_ 7. Awareness of diversity issues and effectiveness in working with diverse populations.

**Briefly list the professional activities that this student has engaged in.**

**Describe the student's strengths.**

**Describe the student's relative weaknesses.**

**Comments and suggested directions for the student's future growth.**

---

Supervisor's signature

Date

---

Student's signature

Date

## Practicum Supervisor Evaluation Form

Name of supervisor \_\_\_\_\_

Semester \_\_\_\_\_

Scale

1

2

3

4

5

6

7

Strongly  
Disagree

Strongly  
Agree

### Time and Effort Expended

#### My supervisor

- \_\_\_\_\_ 1. Was accessible.
- \_\_\_\_\_ 2. Regularly listened to and critiqued tapes.
- \_\_\_\_\_ 3. Regularly read and critiqued case notes.
- \_\_\_\_\_ 4. Monitored all of my cases for which he/she was responsible.
- \_\_\_\_\_ 5. Helped me make productive use of supervision time.
- \_\_\_\_\_ 6. Demonstrated familiarity with Clinic policies and procedures as described in the Clinic Handbook and the Clinical Program Handbook
- \_\_\_\_\_ 7. Was reliable (returned reports and other write-ups in a timely manner, kept appointments, on time for appointments, returned calls, etc.)

Please describe problems, if  
any.

---

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### Specific Input on Client Management

#### My supervisor

- \_\_\_\_\_ 8. Assisted in conceptualization of client problems.
- \_\_\_\_\_ 9. Assisted in developing treatment goals.
- \_\_\_\_\_ 10. Assisted in developing treatment plans, strategies, techniques and/or skills.
- \_\_\_\_\_ 11. Demonstrated familiarity with the APA ethical code and monitored potential ethical concerns.
- \_\_\_\_\_ 12. Demonstrated expertise with a wide range of client problems.
- \_\_\_\_\_ 13. Demonstrated knowledge of a wide range of theoretical approaches.
- \_\_\_\_\_ 14. Demonstrated knowledge about the use and interpretation of the major assessment instruments/strategies we used in supervision this semester.
- \_\_\_\_\_ 15. Helped me seek out and use consultants effectively.
- \_\_\_\_\_ 16. Provided me with ongoing feedback throughout the semester.

---

Please describe problems any  
problems or concerns.

---

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17. My supervisor reviewed with me at the beginning of the semester the Supervisee Responsibilities, Supervisor Responsibilities, the Supervision Evaluation Form, and the Supervisor Evaluation Form.

Yes \_\_\_\_\_ No \_\_\_\_\_

18. My supervisor provided a Supervisor Evaluation Form to me at the end of the semester.

Yes \_\_\_\_\_ No \_\_\_\_\_

19. My supervisor missed or cancelled \_\_\_\_\_ individual supervision meetings this semester.

20. My supervisor missed or cancelled \_\_\_\_\_ group supervision meetings during the semester. .



## **Clinical Research Comprehensive Examination Feedback Form**

(Adopted 03-08-07)

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

Advisor: \_\_\_\_\_

Second Reader: \_\_\_\_\_

- 1. Introduction: Thorough review and integration of theoretical and empirical literatures (thoughtful comparison of related studies/concepts, reasonable conclusions drawn).**

1	2	3	4
Fail	Marginal Pass	Pass	Strong Pass

- 2. Introduction: Quality of research aims, hypotheses, and predictions (clearly stated, complete, arising from literature review)**

1	2	3	4
Fail	Marginal Pass	Pass	Strong Pass

- 3. Methods: Appropriateness of the design to answer the question(s) posed**

1	2	3	4
Fail	Marginal Pass	Pass	Strong Pass

- 4. Methods: Adequacy of operationalization/assessment approach (e.g., construct validity of experimental manipulation, reliability of predictor and criterion variables, rationale for selection of measures)**

1	2	3	4
Fail	Marginal Pass	Pass	Strong Pass

**5. Methods: Consideration of statistical power, experiment-wise error (where relevant)**

1	2	3	4
Fail	Marginal Pass	Pass	Strong Pass

**6. Results: Appropriateness of the data analysis strategy to answer the question(s) posed**

1	2	3	4
Fail	Marginal Pass	Pass	Strong Pass

**7. Results: Quality of the presentation of results (accurate, clear, complete)**

1	2	3	4
Fail	Marginal Pass	Pass	Strong Pass

**8. Discussion: Reasonableness of the inferences or conclusions drawn from the data**

1	2	3	4
Fail	Marginal Pass	Pass	Strong Pass

**9. Overall: Clarity of presentation and writing, organization**

1	2	3	4
Fail	Marginal Pass	Pass	Strong Pass

**10. Overall: Potential contribution to field (theoretical, empirical, or both – above and beyond what is out there)**

1	2	3	4
Fail	Marginal Pass	Pass	Strong Pass

Mean of rated items: \_\_\_\_\_

**Exam Outcome:**

Strong Pass.....3.5 to 4.0

Pass.....2.5 to <3.5

Marginal Pass 2.0 to < 2.5

Failure..... < 2.0

**Comments:**

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

Date: \_\_\_\_\_ Advisor signature \_\_\_\_\_

Date: \_\_\_\_\_ 2<sup>nd</sup> Reader signature \_\_\_\_\_

**Clinical Comprehensive Exam Case Description Sheet  
(adopted Fall 2011)**

Name of Student:

Date of application:

Description of Case:

Date of Intake (must be within 4 months of planned defense):

Diagnosis:

Type of Case:

Adult \_\_\_\_\_ Child \_\_\_\_\_ Teen \_\_\_\_\_

Individual \_\_\_\_\_ Family \_\_\_\_\_ Couple \_\_\_\_\_

Number of sessions seen at time of application: \_\_\_\_\_

Current supervisor: \_\_\_\_\_

Proposed theoretical frameworks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

.....

Committee Assignment:

1) \_\_\_\_\_

2) \_\_\_\_\_

\_\_\_\_\_  
DCT Signature                      Date

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

**Clinical Comprehensive Exam**  
**Individual Faculty Member Grading Sheet: Written Paper**  
(Adopted Fall 2011)

Domain 1: Ability to conduct appropriate intake assessment

Circle one:    0 = Fail  
                  1 = Rewrite/Remediation  
                  2 = Pass  
                  3 = High pass

Comments:

Domain 2: Conceptualization/Formulation

Circle one:    0 = Fail  
                  1 = Rewrite/Remediation  
                  2 = Pass  
                  3 = High pass

Comments:

Domain 3: Treatment plan

Circle one:    0 = Fail  
                  1 = Rewrite/Remediation  
                  2 = Pass  
                  3 = High pass

Comments:

Domain 4: Integration of research literature in clinical thinking and planning

Circle one:    0 = Fail  
                  1 = Rewrite/Remediation  
                  2 = Pass  
                  3 = High pass

Comments:

**Clinical Comprehensive Exam**  
**Committee Grading Sheet: Overall (Written and Oral)**  
(Adopted Fall 2011)

Domain 1: Ability to conduct appropriate intake assessment

Circle one:    0 = Fail  
                  1 = Rewrite/Remediation  
                  2 = Pass  
                  3 = High pass

Comments:

Domain 2: Conceptualization/Formulation

Circle one:    0 = Fail  
                  1 = Rewrite/Remediation  
                  2 = Pass  
                  3 = High pass

Comments:

Domain 3: Treatment plan

Circle one:    0 = Fail  
                  1 = Rewrite/Remediation  
                  2 = Pass  
                  3 = High pass

Comments:

Domain 4: Integration of research literature in clinical thinking and planning

Circle one:    0 = Fail  
                  1 = Rewrite/Remediation  
                  2 = Pass  
                  3 = High pass

Comments:

Domain 5: Clinical/Helping Skills

Circle one:    0 = Fail  
                  1 = Rewrite/Remediation  
                  2 = Pass  
                  3 = High pass

Comments:

Overall Grade

Circle one:    0 = Fail  
                  1 = Rewrite/Remediation  
                  2 = Pass  
                  3 = High pass

Comments:

Rewrite/Remediation Plan (if applicable)

**Consultation Rating Form**  
**George Mason University Clinical Psychology Program**

Student's Name \_\_\_\_\_ Date \_\_\_\_\_

Contact Person \_\_\_\_\_ Organization \_\_\_\_\_

1 = Performed well below my expectations

2 = Performed below my expectations

3 = Met my expectations

4 = Performed above my expectations

5 = Performed well above my expectations

NA = Not applicable.

**A. Needs Assessment Skills:**

\_\_\_\_ 1. Developed rapport with the contact person and others in the organization.

\_\_\_\_ 2. Obtained relevant information efficiently.

\_\_\_\_ 3. Understood the needs of the organization.

\_\_\_\_ 4. Formulated a clear description of the services she/he could offer.

**B. Implementation of Project:**

\_\_\_\_ 5. Collaborated with contact person and others in the organization.

\_\_\_\_ 6. Made useful observations.

\_\_\_\_ 7. Was receptive to feedback.

\_\_\_\_ 8. Was appropriately assertive in expressing her/his own ideas.

\_\_\_\_ 9. Adapted the project to best serve the needs of the organization.

\_\_\_\_ 10. Was aware of diversity-related issues and effectively responded to them.

**C. Professional Reliability:**

\_\_\_\_ 11. Was reliable in attending scheduled meetings.

\_\_\_\_ 12. Came to meetings prepared.

\_\_\_\_ 13. Completed project in a timely way.



D. Use of Project.

\_\_\_\_\_ 14. Please describe the use of the student's project in your organization with the following scale.

1 = No plan to use the project;

2 = With more revision, plan to use the project in the future;

3 = Will use current version of the project in the future;

4 = Have begun use of the project;

5 = The project has already changed our organization.

E. Please describe below and/or on another page any comments that you have about this student's work.

## **Extern Evaluation Form**

(Adopted Fall, 2006)

**Student's Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Supervisor** \_\_\_\_\_ **Training Site** \_\_\_\_\_

1 = Performed well below expectations for current level of training

2 = Performed below expectations for current level of training

3 = Met expectations for current level of training

4 = Performed above expectations for current level of training

5 = Performed well above expectations for current level of training

NA = Not applicable to work done this semester

### **A. Psychological Assessment Skills (e.g., interviewing and assessment techniques):**

- \_\_\_\_\_ 1. Develops rapport with clients.
- \_\_\_\_\_ 2. Obtains relevant information efficiently.
- \_\_\_\_\_ 3. Formulates a clear referral question or problem.
- \_\_\_\_\_ 4. Applies clinical theory and research in case formulation.
- \_\_\_\_\_ 5. Designs an assessment strategy (e.g., test selection) appropriate to the referral question.
- \_\_\_\_\_ 6. Administers and scores tests correctly.
- \_\_\_\_\_ 7. Organizes and integrates assessment information skillfully.
- \_\_\_\_\_ 8. Generates appropriate and useful recommendations.
- \_\_\_\_\_ 9. Writes assessment reports skillfully.
- \_\_\_\_\_ 10. Completes assessments in a timely manner.

### **B. Psychological Interventions (e.g., psychotherapy and case management):**

- \_\_\_\_\_ 1. Develops working alliances with clients.
- \_\_\_\_\_ 2. Applies clinical theory and research in case formulation and treatment.
- \_\_\_\_\_ 3. Develops appropriate goals and strategies with different clients.
- \_\_\_\_\_ 4. Carries out psychotherapy techniques effectively.

- \_\_\_\_\_ 5. Makes useful observations and interpretations of client material.
- \_\_\_\_\_ 6. Challenges clients when necessary.
- \_\_\_\_\_ 7. Responds appropriately to relationship issues.
- \_\_\_\_\_ 8. Recognizes clinically important material and follows up appropriately.

### **C. Supervision Issues:**

- \_\_\_\_\_ 1. Comes to supervision meetings prepared.
- \_\_\_\_\_ 2. Actively participates in supervision by presenting ideas, showing initiative, and giving feedback to others.
- \_\_\_\_\_ 3. Receptive to feedback and listens non-defensively.
- \_\_\_\_\_ 4. Is appropriately assertive in expressing own ideas.
- \_\_\_\_\_ 5. Presents own ideas in a clear manner.
- \_\_\_\_\_ 6. Actively seeks input from supervisor and (when appropriate) peers.
- \_\_\_\_\_ 7. Responds to feedback non-defensively.
- \_\_\_\_\_ 8. Incorporates feedback in clinical work (e.g., in interactions with clients, in written reports).
- \_\_\_\_\_ 9. Gives feedback to others in a supportive and professional manner.

### **D. Professional Reliability:**

- \_\_\_\_\_ 1. Writes progress notes and therapy reports skillfully.
- \_\_\_\_\_ 2. Manages clients' scheduling, fees, and case issues efficiently.
- \_\_\_\_\_ 3. Professional reliability in attending meetings, completing reports and contacting clients in a timely fashion; and keeping client charts properly documented.
- \_\_\_\_\_ 4. Deals with clients in a respectful and professional manner.
- \_\_\_\_\_ 5. Deals with staff and colleagues in a respectful and professional manner.
- \_\_\_\_\_ 6. Sensitivity and adherence to ethical practices.
- \_\_\_\_\_ 7. Awareness of diversity issues and effectiveness in working with diverse populations.

**Briefly list the professional activities that this student has engaged in.**

**Describe the student's strengths.**

**Describe the student's relative weaknesses.**

**Comments and suggested directions for the student's future growth.**

---

Supervisor's signature

Date

---

Student's signature

Date

### Evaluation of Externship Site

Extern's Name _____	Placement Site _____
Supervisor(s) _____	Date _____

Please assign a rating of 1, 2, 3, 4, or 5 to each item below using the following scale. In deciding upon ratings, compare the externship with what you would expect from an externship in general with a similar amount of work responsibility. Indicate NA when Not Applicable.

Unsatisfactory	Needs Improvement	Acceptable	Very Good	Excellent
1	2	3	4	5

#### Quality of Supervision:

- \_\_\_ 1. Amount of Supervision.
- \_\_\_ 2. Level of Supportiveness.
- \_\_\_ 3. Case Conceptualization.
- \_\_\_ 4. Feedback on Written Work.

Comments:

#### Client Contact Opportunities:

- \_\_\_ 5. Assessment Cases.
- \_\_\_ 6. Individual Intervention Cases.
- \_\_\_ 7. Couple/Family Intervention Cases.
- \_\_\_ 8. Group Interventions.

Comments:

Externship Environment:

- \_\_\_ 9. Comfort of Working Environment (e.g., adequate office space, parking, safety).
- \_\_\_ 10. Quality of Seminars.
- \_\_\_ 11. Interaction with Other Trainees.
- \_\_\_ 12. Professional Manner with Clients and Other Staff.

Comments:

Briefly list the professional activities that this extern can engage in.

Describe the externship's strengths.

Describe the externship's relative weaknesses.

Comments and suggestions for getting the most from this externship.



Department of Psychology

4400 University Drive, MS 3F5, Fairfax, Virginia 22030  
Phone: 703-993-1368; Fax: 703-993-1359

**Clinical Psychology Internship Completion Form**

Intern's Name: \_\_\_\_\_

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

Beginning Date of Internship: \_\_\_\_\_

Ending Date of Internship: \_\_\_\_\_

Approximate Number of Hours Worked: \_\_\_\_\_

Name of Person Completing Form: \_\_\_\_\_

Title or Position : \_\_\_\_\_

Signature and Date: \_\_\_\_\_

**George Mason University  
Department of Psychology**

**Thesis and Dissertation Committee Approval Form**

This form must be signed by all members of your Thesis/Dissertation Committee and your Program Coordinator before the committee will be approved by the Department and recommended to the Dean's Office. You are responsible for obtaining ALL signatures.

Students Name: \_\_\_\_\_

Degree: \_\_\_\_\_

Program: \_\_\_\_\_

Thesis/Dissertation Chair: \_\_\_\_\_

Signature: \_\_\_\_\_

Committee Member #1: \_\_\_\_\_

Signature: \_\_\_\_\_

Committee Member #2: \_\_\_\_\_

Signature: \_\_\_\_\_

\_\_\_\_\_  
Program Coordinator/ Director of Clinical  
Training

\_\_\_\_\_  
Date



**George Mason University  
Department of Psychology**

**Approval to Defend Dissertation Form**

This form must be signed by all members of your dissertation committee and the Associate Chair for Graduate Studies. You are responsible for getting ALL signatures.

The signed form and a copy of your dissertation must be submitted to the Graduate Program Coordinator least three weeks prior to your anticipated defense date.

By signing this form the dissertation committee member agrees that he/she:

- (1) has carefully read the dissertation
- (2) finds the analysis and interpretation of the data appropriate.
- (3) Does not anticipate that major changes will be necessary, and
- (4) Believes that approval of the dissertation is conditional on only minor corrections and a successful defense.

Name: \_\_\_\_\_

Dissertation Title: \_\_\_\_\_

\_\_\_\_\_  
Dissertation Chair: \_\_\_\_\_

Committee Member: \_\_\_\_\_

Committee Member: \_\_\_\_\_

Committee Member: \_\_\_\_\_

\_\_\_\_\_  
Associate Chair for Graduate Studies, Psychology

\_\_\_\_\_  
Date

Proposed Dissertation Defense Date: \_\_\_\_\_

**Dissertation Proposal Cover Sheet**

**NOTE: This page is to be used for the proposal only and NOT to be used for the final dissertation or thesis.**

George Mason University

TITLE OF THESIS, DISSERTATION, OR PROJECT PROPOSAL  
FOR MASTER'S OR DOCTORAL DEGREE

Student's Name:

Date:

Department/Program:

Degree:

Tentative Title:

Committee Members:

Signature	Date	Director
Signature	Date	Member
Signature	Date	Member
Signature	Date	Member

Approved by Program Coordinator (if appropriate)

Signature Date

Approved by Department Chairpersons

Signature Date

Date Received by the Graduate Dean of Director

## **Summary of F31 Predoctoral Fellowship Guidelines**

*The Ruth L. Kirschstein National Service Award for Individual Predoctoral Fellowship (F31)* provides predoctoral training support for doctoral candidates who have completed their comprehensive examinations or the equivalent by the time of award and will be performing dissertation research and training. The applicant should provide evidence of potential for a productive research career based upon the quality of previous training and academic record. The applicant must propose a dissertation research project and training program which falls into a research area within the scientific mission of the NIAAA, NIBIB, NIDCD, NIDA, NIMH, or NINDS. The research training experience must enhance the applicant's conceptualization of research problems and research skills, under the guidance and supervision of a committed mentor who is an active and established investigator in the area of the applicant's proposed research.

The research training program should be carried out in a research environment that includes appropriate human and technical resources and is demonstrably committed to the research training of the applicant. The application must include evidence that current and ongoing instruction in the principles of responsible conduct of research will be incorporated into the proposed research training plan. Fellowship awardees are required to pursue their research training on a full-time basis, devoting at least 40 hours per week to the training program. The F31 fellowship supports research training applied toward preparation of a dissertation and does not support study leading to the M.D., D.O., D.D.S., Psy.D., or similar professional degrees.

*Application forms for F31* (uses PHS 416-1) are available online at [www.http://grants.nih.gov/grants/funding/416/phs416.htm](http://grants.nih.gov/grants/funding/416/phs416.htm).

### **Writing Successful Proposals**

#### **A. General Strategies for Successful Proposals**

*Convincing reviewers of the merits of your proposal.* Proposals are typically reviewed by a panel or group of scholars who are reasonably knowledgeable about the research area of your proposal. To succeed, you will have to be at least as knowledgeable as they are. Consider the reviewers to be "informed strangers." A primary function of your proposal is to persuade the review group that what you plan to do stands out in terms of conceptual innovation, methodological rigor, and substantive content. Remember that the review group has to choose among or rate many highly competitive proposals. Reviewers also can't read your mind—if you don't write it in the proposal, they won't know about it. You must include enough detail to convince them your hypothesis is sound and important, your aims are logical and feasible, you understand potential problems, and you can properly analyze the data.

#### **The typical peer reviewer:**

- ▶ has a breadth and depth of knowledge and a vested interest in ranking applications in an unbiased and fair manner based on likely contribution to knowledge.
- ▶ may not be extremely familiar with all techniques used in a grant. All parts of the grant must therefore be clear and written in such a way that a non-expert can understand them.

- ▶ may not know the applicant personally, or feel comfortable with his or her level of independence, knowledge of the field, ability to design experiments with appropriate controls, ability to decide what to do if proposed experiments don't work out, etc. It is the job of the applicant to convince the reviewer.
- ▶ may not fully understand the significance without a compelling argument.
- ▶ is capable of understanding preliminary data if presented.
- ▶ must read several applications in great detail and evaluate all of them. Therefore, the successful application is clear, precise, easy to read, and free of errors.

**Basic questions reviewers ask about research proposals:**

- ▶ How high are the intellectual quality and merit of the study?
- ▶ What are we going to learn as a result of the proposed project that we do not already know, i.e., what is its potential impact and why is it worth knowing?
- ▶ How novel is the proposal? If not novel, to what extent does potential impact overcome this lack? Is the research likely to produce new data and concepts?
- ▶ Is the hypothesis valid and is there evidence to support it?
- ▶ Are the goals or aims logical?
- ▶ Are the procedures appropriate, adequate, and feasible for the research?
- ▶ Is the investigator qualified to conduct the research?
- ▶ Are the facilities adequate and the environment conducive to the research?

**Additional questions reviewers ask about training plans:**

- ▶ Is the training plan distinct from the regular course of graduate study?
- ▶ Is the training plan feasible, i.e., can it be accomplished within time, funding, and geographic constraints?
- ▶ Will the training plan contribute significantly to the applicant's academic career?
- ▶ Is there appropriate coordination between research and training components?

*Writing the proposal.* Writing a grant or fellowship proposal is different from writing up the results of research. A major difference is that the proposal details what you *plan to do*, rather than reporting on work already completed. You must also take care to communicate effectively through clear and concise writing. Well-written proposals are organized, direct, concise, and carefully crafted to address the guidelines in the application. It is helpful to have several

objective experts review your proposal before you submit it.

### **Writing Tips**

1. Prefer the active rather than the passive voice. For example, write "We will develop a cell line," not "A cell line will be developed."
2. Keep related ideas and information together, e.g., put clauses and phrases as close as possible to - preferably right after the words they modify.
3. Simplify and break up long, involved sentences and paragraphs. In general, use short simple sentences; they are much easier on the reader. Your goal is communication.
4. Edit out redundant words and phrases. Edit and proofread thoroughly. Look carefully for typographical and grammatical mistakes, omitted information, and errors in figures and tables. Sloppy work will definitely suffer in review. Reviewers feel that if the application is sloppy or disorganized, the applicant's research may be as well.

### **Writing a Proposal for a Research Project Grant**

The sections below are based on a typical NIH research project grant.

#### ***Title***

1. Make your title specific and detailed. If your application is a revision, do NOT change the title.
2. Stay within the 56-character limitation (this includes spaces between words).

#### ***Developing the Hypothesis***

1. Most reviewers feel that a good grant application is driven by a strong hypothesis. The hypothesis is the foundation of your application. Make sure it's solid. It must be important to the field, and you must have a means of testing it.
2. Provide a rationale for the hypothesis. Make sure it's based on current scientific literature. Consider alternative hypotheses.
3. A good hypothesis should increase understanding of biologic processes, diseases, treatments and/or preventions.
4. Your proposal should be driven by one or more hypotheses, not by advances in technology (i.e., it should not be a method in search of a problem). Also, avoid proposing a "fishing expedition" that lacks solid scientific basis.
5. State your hypothesis in both the specific aims section of the research plan and the abstract.

#### ***Developing Your Research Plan***

1. A top-quality research plan is the most important factor determining your application's success in peer review. As with a scientific publication, developing your ideas is key. Read the grant application kit carefully for specific elements to be included in the research plan. Before proceeding into specific sections of the plan, here are some general tips:
2. Your application should be based on a strong hypothesis.
3. Be sure your project has a coherent direction.
4. Keep the sections of the plan well coordinated and clearly related to the central focus.
5. Emphasize mechanism: A good grant application asks questions about mechanisms.
6. Don't be overly ambitious - your plan should be based on a feasible timetable.

7. Specific aims and experiments should relate directly to the hypothesis to be tested

**PHS agency research plans include sections outlined in PHS 398 as follows:**

***A. Specific Aims (Should include 2-4 aims)***

1. Your specific aims are the objectives of your research project, what you want to *learn*, not activities you plan to *conduct*. The project aims should be driven by the hypothesis you set out to test. Make sure they are highly focused.
2. Begin this section by stating the general purpose or major objectives of your research in a brief introductory statement. You also want to catch reviewers' attention, so make sure this is well written and compelling.
3. Be sure all objectives relate directly to the hypothesis you are setting out to test. If you have more than one hypothesis, state specific aims for each one. Keep in mind your research methods will relate directly to the aims you have described.
4. Choose objectives that can be easily assessed by the review committee. Do not confuse specific aims with long-term goals.

***B. Background and Significance***

1. Keep the statement of significance brief. State how your research is innovative, how your proposal looks at a topic from a fresh point of view or develops or improves technology.
2. Show how the hypothesis and research will increase knowledge in the field. Relate them to the longer-term, big picture scientific objectives and to the betterment of public health.
3. Justify your proposal with background information about the research field that led to the research you are proposing. The literature section is very important because it shows reviewers you understand the field.
4. Use this opportunity to reveal that you are aware of gaps or discrepancies in the field. Show familiarity with unpublished work, gained through personal contacts, as well.
5. Identify the next logical stage of research beyond your current application.

***C. Preliminary Studies/Progress Report***

1. By providing preliminary data, this extremely important section helps build reviewers' confidence that you can handle the technologies, understand the methods, and interpret results.
2. Preliminary data should support the hypothesis to be tested and the feasibility.
3. Explain how the preliminary results are valid and how early studies will be expanded in scope or size.
4. Make sure you interpret results critically. Showing alternative meanings indicates that you've thought the problem through and will be able to meet future challenges.
5. Preliminary data may consist of your own publications, publications of others, or unpublished data from your own laboratory or from others.
6. Include manuscripts submitted for publication.

***D. Research Design and Methods***

1. Describe the experimental design and procedures in detail and give a rationale for their use.

2. Organize this section so each experiment or set of experiments corresponds to one of your specific aims and is stated in the same order. Even holding to this structure, the experiments still must follow a logical sequence. They must have a clear direction or priority, i.e., the experiments should follow from one another and have a clear starting or finishing point.
3. Convince reviewers that the methods you chose are appropriate to your specific aims, that you are familiar with them, and that, unless innovative, they are well established. If your methods are innovative, show how you have changed existing, proven methods while avoiding technical problems. Describe why the new methods are advantageous to the research you propose to do.
4. More and more applicants are including colored charts, graphs, and photographs in their applications. If you must use color to get your point across, it is wise to also place a copy of the item in an appendix, noting this in the body of the text. (However, do not put important figures only in the appendix, or overly-reduced figures in the body of the application with enlargements in the appendix. The Research Plan must be self-contained. The appendix should not be used to circumvent the Research Plan page limits.) Many applicants are not aware that most of the study section members may receive only black and white photocopies of their original application. However, assigned reviewers do receive originals of the appendices (which is why five copies are requested) and usually receive original copies of the application as well. Now many applications are being distributed electronically.

### ***Approach***

1. State why you chose your approach(es) as opposed to others.
2. If you are choosing a nonstandard approach, explain why it is more advantageous than a conventional one. Ask yourself whether the innovative procedures are feasible and within your competence.
3. Call attention to potential difficulties you may encounter with each approach.
4. Reviewers will be aware of possible problems; convince them you can handle such circumstances. Propose alternatives that would circumvent potential limitations.
5. Consider the limitations of each approach and how it may affect your results and the data generated.
6. Spell it out in detail. While you may assume reviewers are experts in the field and familiar with current methodology, they will not make the same assumption about you. It is not sufficient to state, "We will grow a variety of viruses in cells using standard in vitro tissue culture techniques." Reviewers want to know which viruses, cells, and techniques; the rationale for using the particular system; and exactly how the techniques will be used. Details show you understand and can handle the research.
7. Make sure any proposed model systems are appropriate to address the research questions and are highly relevant to the problem being modeled.

### ***Results***

1. Show you are aware of the limits to - and value of - the kinds of results you can expect based on current knowledge of the subject. State the conditions under which the data would support or contradict the hypothesis and the limits you will observe in interpreting the results.
2. Show reviewers you will be able to interpret your results by revealing your

understanding of the complexities of the subject.

3. Many applications benefit from statistical analysis. The early involvement of a statistician to determine the amount of data to collect and the methods for analyses will favorably impress reviewers.
4. Describe your proposed statistical methods for analyzing the data you plan to collect. Define the criteria for evaluating the success or failure of a specific test.

#### ***E. Human Subjects***

Assuring NIH human subjects are protected is a key responsibility of the applicant, in concert with the applicant's institution. Awards cannot be made until assurances are on file. If your proposed research does not involve human subjects, indicate this by noting "Not applicable in this appropriate section." Anyone reading your application will know immediately you have not just forgotten to complete this section. If your proposed research involves human subjects or samples from human subjects, read carefully and follow the Human Subjects Research section of the instructions. Include enough information so reviewers have no questions about what you propose to do. In addition, your research plan must be certified by your institution's institutional review board (IRB) prior to funding (unless exempt). Though IRB approval is not required at the time of application, you should start the process early because revisions and final approval can take time. Before an application can be funded, a Human Subjects Assurance must be on file with the Office of Human Research Protections (OHRP). Contact OHRP or your institutions grants and contracts office for details and help.

#### ***F. Vertebrate Animals***

If the proposed research involves vertebrate animals, your project must be reviewed and approved by an institutional animal care and use committee (IACUC) prior to review, and an Animal Welfare Assurance must be on file with the Office of Laboratory Animal Welfare. See the instructions for item 5 of the face page of PHS 398 for further details.

#### ***G. Literature Cited***

Refer to the literature thoroughly and thoughtfully but not to excess. The publications you cite need not be exhaustive but should include those most relevant to your proposed research. Research proposals typically do not fare well when applicants fail to reference relevant published research, particularly if it indicates that the proposed approach has already been attempted or the methods found to be inappropriate for answering the questions posed. Each citation must include the names of all authors (not et al.), name of the book or journal, volume number, page numbers (not first page only), and year of publication

### **Common Mistakes for Research Grant Proposals**

#### ***Problems with significance:***

1. Not significant nor exciting nor new research
2. Lack of compelling rationale
3. Incremental and low impact

#### ***Problems with specific aims:***

1. Too ambitious, too much work proposed



2. Unfocused aims, unclear goals, listing of activities rather than research objectives

***Problems with experimental approach:***

1. Too much unnecessary experimental detail
2. Not enough preliminary data to establish feasibility
3. Little or no expertise with approach
4. Lack of appropriate controls
5. Not directly testing hypothesis or discussing alternative models
6. No discussion of interpretation of data

**What are the major obstacles to grant writing and how can I overcome them?**

**“It’s such an overwhelming task”**

Probably the biggest obstacle to writing grants and fellowships is that it seems to be an overwhelming task to many students. There is an array of information available from your school’s grants and contracts office, websites, department information, your advisor, and other students. Simply sifting through this information can seem daunting. Further, once you have identified a potential funding source and application process, the sheer amount of detail and work to complete as required is difficult to imagine. How can you overcome this obstacle? As with all complex tasks, it is important to approach grant writing one step at a time. You should first develop your research ideas carefully (and related training needs).

Next you should identify viable sources of funding and consult with others about the specific procedures to follow. Another strategy for simplifying this process is to talk with others who have been successful and gather copies of successful applications for the funding source you are interested in.

**“I don’t have time”**

This problem is not limited to applying for grants and fellowships. Graduate students and faculty typically juggle multiple tasks which makes it difficult to find time for everything (or sometimes for anything). But fellowships and grants almost always are submitted by specific deadlines. One strategy is to select a deadline and allocate an appropriate amount of time before that deadline to focus almost exclusively on preparing your application (which will require having already collected pilot data, reviewing the literature, etc.). This time will be specifically for putting it all together and writing the proposal. Some students find it helpful to create a timeline and ask their advisor to help them meet each deadline. You must also leave enough time for your department and university to process your submission.

**“I don’t have any pilot data”**

Grants and fellowships that emphasize a research plan often require some type of pilot data. For doctoral students, this is usually collected as part of the second year or master’s project, or collected in collaboration with your advisor. It is not necessary to have an accepted publication based on this pilot data, but it is important to make a case for your proposed research based on work you have already done (or ongoing work in your lab). Pilot data is particularly important if you are using new measures, novel situations, or participants from different ethnic or cultural groups (compared to previous studies).

### **“My area of research is hard to get funding for”**

It is true that certain areas of research come into vogue for funding, often linked to specific advances in the fields, pressing social problems, or political winds. These concerns are often more pronounced for large-scale research projects. Remember that funding for predoctoral and postdoctoral students is linked primarily to the student and his or her capacity for success in academia. A strong academic record and clear career trajectory are very important!

### **“It’s just too much responsibility to have to worry about grants, budgets, reports, etc.—I just want to get through graduate school!”**

But you also want to start a successful career, and grant funding is important!

What is my advisor’s role in the grant and fellowship process?

As with all research and training activities, you should always consult regularly with your advisor. Predoctoral applications benefit by one or two years in your advisor’s research lab, although some fellowships are for beginning graduate students only. For most fellowships with a training component, your training plan will be written in collaboration with your advisor. In some cases (for instance, NSF dissertation grants), your advisor must submit as the Principal Investigator (PI) on your behalf and you will be the Co-PI.

### **What is the review process?**

Many foundations will assign reviewers to read and write a review of your proposal; in some cases, the reviewers meet to discuss their comments and in other cases the recommendations are sent to the foundation and evaluated by a specific committee appointed by the foundation. Applications to federal institutes are reviewed by committees comprised largely of academic researchers. Proposals under Program Announcements typically are reviewed by standing committees which may or may not be made public. For example, rosters for NIH committees are found on the agency website; however, NSF does not publish rosters. For NIH, you can request a specific committee at the time of submission in a cover letter. This makes sense if you find a review committee that has people who are working in your area. If you do this, it is a good idea to cite their work in your literature review. In most all cases, you will receive written and detailed reviews of your proposal. These will be very important in preparing a resubmission (when allowed). It is important to think of your reviews as helpful advice!

### **What are my chances of success and how can I improve them?**

Success rates vary by source of funding, typically hovering between 10% and 30%. As an example, the graph below illustrates number of F31 (predoctoral fellowship) the National Institutes of Health (NIH) applications reviewed and awarded. As you can see, the submission rate has increased significantly over the last decade, although funding levels have increased only slightly. One way to improve your chance of success is to resubmit when appropriate and to be persistent! As another example, the National Science Foundation (NSF) receives approximately 40,000 proposals in all areas and funds about 11,000. Approximately 1,000 graduate fellowships are awarded each year from several thousand applications. If you search carefully on most websites you can determine number of grants received and number funded each year to determine success rates.

## **Student "G" Cards**

After registering, each student is required to obtain a university photo identification card. It must be presented to use the library and is required for admission to university events, when using university facilities and can be used as a debit-card at various food concessions and copy machines. Questions may be directed to the Photo ID Office at (703) 993-1004. You can obtain your G-Card in SUB II, Lower Level (near the mailroom). For more information, visit the [University All Card Office](#).

## **GMU E-Mail**

Students are required to activate and use their GMU E-Mail account to obtain Psychology Department list-serve messages and to access the university mainframe computer and library. Only GMU E-Mail accounts will be used for official university communication with students. For more information regarding access your E-Mail visit the [ITU Support Center](#).

## **Parking**

Parking decals may be purchased in person in the Parking Services Office located in the [Sandy Creek Parking Deck](#), or via [Patriot Web](#). You will need a G-Card to purchase parking passes in person. Handicapped parking permits are available in the Parking Services Office. Parking registration information is also mailed to students several weeks before the start of the fall semester. For more information contact [Parking Services](#).

## **Health Insurance/Student Health Services**

George Mason provides a variety of health insurance options for graduate students. For students who meet specific qualifications, premiums for the Aetna Student Health Insurance Plan will be subsidized by the University. Students who do not qualify for the subsidy, may elect to purchase the policy and should contact [Student Health Services](#) regarding enrollment. [The Student Health Services Office](#) is available to all students at no or reduced fees. To determine eligibility for subsidized insurance, please click [here](#).

## **Student Wage/Hourly Employees**

All student wage/hourly employees are required to use Direct Deposit and must submit a time sheet online in order to be paid. To set up Direct Deposit and record your hours, please visit [Patriot Web](#) and click on "Employee Services", "Time sheets" (to enter your hours) and/or "Pay Information" (to enroll in direct deposit).

## **Mailboxes**

Each student is assigned a mailbox. Doctoral student mailboxes are located in the hallway next to the Psychology Graduate Office in David King Hall. Faculty and Staff boxes are located in the copy room (DK 2001). MA mailboxes are located in the Physio Lab for Biopsychology, alongside the doctoral mailboxes for Developmental, The ARCH Lab for Human Factors, The

Clinic for School Psychology and Robinson 211C for Industrial Organizational. Be sure to check the mailboxes periodically for any messages that might be left for you by faculty, staff, or students. Please be aware that student mailboxes are not secured, so use caution in what you place in them.