

THE COUNSELING PSYCHOLOGY PROGRAM

UNIVERSITY OF KENTUCKY

LEXINGTON

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Handbook for Doctoral Students

Counseling Psychology Program

University of Kentucky

I. Introduction

This handbook is designed to familiarize you with the Counseling Psychology Doctoral Program. This document contains descriptions, procedures, and guidelines related to your training in this program. The Handbook has two parts: (1) General Information on the Program which is arranged in an outline format and (2) Specific Information on policies and procedures related to successful completion of the Doctoral Program in Counseling Psychology. In addition to the materials contained in this handbook, as a student in the Graduate School, you are responsible for standards and policies set forth in the University of Kentucky Bulletin. A copy of a current Bulletin may be obtained from Graduate School Admissions in the Gillis Building, University of Kentucky, Lexington, KY 40506. Although some overlap is inevitable between these two documents, duplication of information has been kept to a minimum.

II. Overview of the Doctoral Program in Counseling Psychology

A. Rationale

The Counseling Psychology Program at the University of Kentucky is designed to educate students with two commitments: first, as scholars with a primary identification with the field of psychology, and second, as professionals with a concentration and expertise in Counseling Psychology. The sequence of coursework and experience is organized to provide a knowledge base in the field of general psychology, a strong research component, and a range of professional training components in a scientist-practitioner model. Through a graduated exposure to the skills of the behavioral scientist and the competencies of the psychological service provider, each student will develop a personal integration of scientific and professional expertise and commitment. Our goal is to educate professionals who maintain a continuing pursuit of scholarly activities, who promote psychology as a professional discipline, and who are concerned with the facilitation of human welfare. The commitment to human welfare and service to others is an important aspect of the program. The Program faculty is committed to a policy of respect for the individual, of equity and fairness for all persons, and encourages respect and equal treatment of others regardless of race, ethnic origin, gender, age,

life style, or physical characteristics. Students in the program are expected to adhere to a policy of social justice and to choose to guide their behavior toward others accordingly.

Counseling psychologists work in a variety of professional settings, including mental health facilities, educational institutions, industrial and governmental units, and in private or group practice. Within these organized settings, they may function as educators, administrators, researchers, consultants, growth facilitators, or remedial agents. In all settings, the Counseling Psychologist maintains an emphasis on the positive aspects of human development and is focused on exploring and facilitating the strengths and assets of individuals, groups, and organizational units. In practice, the Counseling Psychologist emphasizes the development of self-direction, life-stage coping skills, and educational strategies for change. The location of Counseling Psychology within the College of Education emphasizes the focus on educative and instructional skills that can be applied to facilitate positive developmental goals.

Given the range of professional work settings and roles in which the Counseling Psychologist may function, providing a curriculum that contains both substance and flexibility becomes important. Students will be expected to develop expertise in the traditional domains of psychology, in counseling interventions as a helping profession, in instructional strategies that address both individual and larger social concerns, and in methodologies to evaluate outcomes. The course sequence, therefore, provides for a structured foundation of basic knowledge and skills, and a liberal component of individually designed coursework that will facilitate the development of a broad range of scientific, interpersonal, and leadership competencies.

Finally, the philosophy of the Counseling Psychology Program encourages a close working relationship between Program faculty and graduate students. The faculty-student ratio is maintained at approximately one-to-six, which enables professors to provide individualized contact time with each graduate student assigned. The independent study research component (EDP 765) provides for extended contact between a professor and a counseling psychology student on a scholarly topic of mutual interest. The Professional Issues course (EDP 606) provides a forum for faculty-student contact and dialogue, so that professional and personal interchange is facilitated and encouraged. Within this context, the professor can become a role model for the student, a mentor in professional and scholarly matters, and a supportive colleague.

The Counseling Psychology Doctoral Program has been granted full accreditation by the American Psychological Association (APA). All policies and procedures within the program are designed to meet the standards developed by APA.

B. Admission to Graduate Study

All applicants to the Counseling Psychology Program must make application both to the Graduate School and to the Program.

1. Admission to the Graduate School

Applicants must meet the minimum standards of the Graduate School. Application material and additional information can be obtained from the Graduate School Admissions, 351 Patterson Office Tower, University of Kentucky, Lexington, Kentucky 40506-0027, (606) 257-4618, or their website.

2. Admission to the Program

Application for admission to the Counseling Psychology Doctoral Program in the Department is filed with the Director of Graduate Study prior to review by the Program faculty. Applications for admission to the program are considered once a year and must be received in completed form (including letters, etc.) by January 15. (Application materials received in the departmental office after January 15 will NOT be filed nor reviewed). At that time, the Program Admission Committee will review all the applications that are complete for each candidate. Our intention is to select students whose professional goals, interests, and expertise match the available resources within the Counseling Psychology Program. Typically, students accepted during the Spring Semester will commence advanced graduate study the following Fall semester. Inquiries related to the Counseling Psychology Program should be directed to the Director of Graduate Study, Department of Educational and Counseling Psychology, 245 Dickey Hall, College of Education, University of Kentucky, Lexington, Kentucky 40506-0017, (606) 257-7870. Students are expected to maintain continuous enrollment in the Graduate School. Should a student elect not to maintain continuous enrollment, the student must reapply to the Graduate School and the program.

Admission to the program is recommended on the basis of the following: (1) Undergraduate Grade Point Average; (2) Graduate Grade Point Average; (3) Verbal and Quantitative Scores on the Graduate Record Examination; (4) Four letters of

recommendation; (5) Previous related volunteer or appropriate work experience; (6) Statement of professional goals; (7) Scholarly work sample; (8) Personal interview; (9) Evidence of professional promise; and (10) Student diversity. The interview, conducted with a selected pool of final applicants, is, for all intents and purposes, required for admission to the program. The number of students admitted at any given period is subject to the availability of institutional resources.

Each year the applicant pool for the Counseling Psychology Program becomes more competitive. Typically, an effort is made to select highly qualified students who will enrich the program's commitment to cultural and individual differences. At present the program has 67% females and 33% males. Seventeen percent of current students represent minority groups. The overall (verbal & quantitative) average score on the Graduate Record Examination for doctoral students admitted in 1999 was 1005. For the 2000 admissions cycle, the faculty recommended the admission of 12 students from a pool of 37 applicants. The typical first year student is 31 years old and has completed a Masters degree either at the University of Kentucky or at another regionally accredited University. Of those students beginning in the Fall of 2000, 83% received undergraduate degrees and 83% received Masters degrees outside of Kentucky. The program faculty is committed to the high quality of program completion and makes every effort to facilitate student progress. Program attrition rates are very low, averaging less than one student per year for the years 1982-2000. (Rev 11-29-00)

3. Minority Student Support

The Counseling Psychology Program encourages the application and participation of ethnic minorities and women. The University of Kentucky offers a number of sources of support for these students.

Office of Minority Student Affairs

The Office of Minority Student Affairs (OMSA) was established in 1971 with the mission of providing support, services and programs which are sensitive to the needs of Afro-American students and other ethnic minority students. Among the services available to students through OMSA are short-term motivational and crisis counseling, non-academic advising, orientation, and assistance with problem-solving in the areas of housing, financial aid, and overall adjustment to the university. The OMSA staff is also available for assistance to student organizations or any group which may be

planning projects or programs of special interest to minority students (257-5641).

Organizations and publications that may be of interest to minority students are:

--Phi Beta Sigma Fraternity, Inc., which encourages academic excellence.

--The Black Voices, a black gospel choir.

--The Communicator, an independent student newspaper that focuses on interests of minority students.

--Black Graduate and Professional Students Association, a social-academic organization geared toward graduate and professional students.

--The Black Student Union.

--Horizons, a minority student assistance guide.

Continuing Education for Women

The Office of Continuing Education for Women (CEW) at UK is committed to assisting all women in implementing their educational and career goals. Formally, the purpose of the office is to provide information, support, advocacy, and programs to adult women who are entering or returning to the University as undergraduate or graduate students (257-3295).

The Office of CEW has many meaningful activities planned. There are "welcome receptions" each semester which bring new and veteran adult students together, weekly noon discussions, and other special programs and workshops announced through a monthly newsletter. Support groups are organized as the need arises.

Professional Organization of Women in Education and Research (POWER)

The Department of Educational and Counseling Psychology sponsors a support group for women, both faculty and graduate students. The purpose of the organization is to facilitate communication and networking among the women as well as to provide social-academic support. Monthly meetings are held. The meetings include pot luck dinners and group discussion on a topic of interest to professional women.

For more information on student organizations call 257-1099 or 255-4081.

4. Ethical Principles, Rights and Responsibilities

The Program faculty expects that once students are admitted to doctoral training, they will conduct themselves in a respectful, professional manner. Students are expected to familiarize themselves with the Ethical Principles of the American Psychological Association (Appendix Ethics) and to abide by these principles in their academic, professional, and interpersonal behavior.

Further, students need be aware of the University's Student Rights and Responsibilities which is published by the Office of the Dean of Students. The program also has developed governing policies with which each student need to become familiar (Appendix N).

Students interested in obtaining counseling as a client may receive such services at the University of Kentucky Counseling and Testing Center or through various public and private agencies in the Lexington area. For students affiliated with the University, counseling services at the Counseling and Testing Center are free. The department encourages students to gain counseling experience as clients. Such experiences provide students with the opportunity to develop increased personal awareness and growth, allow students to experience what being a client is like and may enhance the development of the student as a therapist.

Note: Students may not enter into a counseling relationship with an EDP faculty member, since this type of arrangement constitutes a dual relationship that is specifically prohibited by the ethical principles of the American Psychological Association. Further, the policy of the University Counseling and Testing Center prohibits a **current** client from being a practicum student at the Center.

5. Financial Assistance

A limited number of University non-service fellowships are awarded each year on the basis of the applicant's qualification. These non-service fellowships include funds designated for the purposes of recruiting competent minority students, funds awarded to each department on a competitive basis, and University of Kentucky Research Foundation fellowships. Information about fellowships may be obtained by writing to the Associate Dean for Program Support, Graduate School, Graduate

School, 329 Patterson Office Tower, University of Kentucky, Lexington, KY 40506.

Generally all applications for fellowships must reach the Graduate School before January 15. A limited number of summer stipends are available.

The Department has a number of teaching and research assistantships available each year for qualified students. More information is available about assistantships from the Director of Graduate Study, Department of Educational and Counseling Psychology.

C. Departmental Structure

The Department of Educational and Counseling Psychology is one of six departments in the College of Education. The Department offers graduate programs leading to the degrees of Masters of Science in Education, Specialist in Education, and Doctor of Philosophy. In addition to degree programs, the Department offers coursework leading to professional certification and licensure in the Commonwealth of Kentucky. (See KRS 319 for certification and licensure guidelines).

1. Degree Programs

The graduate programs are governed by the regulations of the Graduate School and the degrees earned through the Department are awarded by the Graduate School.

The Masters Degree programs offers options in Counseling Psychology, Educational Psychology, and School Psychology. These programs are designed to provide basic preparation for professional work in school, agency, institutional, and industrial environments. The Masters programs typically require two years of full-time graduate study (36 semester hours).

The Educational Specialist Degree Program (Ed. S.) requires a minimum of 30 semester hours beyond the Masters Degree and offers options in Counseling Psychology, Educational Psychology, and School Psychology.

The individually planned doctoral programs provide training for Counseling Psychologists, Educational Psychologists, and School Psychologists. Students are normally accepted into the Counseling Psychology Doctoral Program following satisfactory completion of a Masters Degree or its equivalent. Our program graduates typically find employment in a variety of settings such as university counseling centers, academic departments, government agencies, mental health delivery systems, and hospitals.

Completion of the Counseling Psychology Doctoral Program usually takes between three and five years post-Masters, which includes a one-year internship and the completion of a dissertation.

2. Faculty Committees

The Departmental faculty members are listed in Appendix A. The Departmental Chair serves a four year term. The Departmental faculty members are assigned to one of three Area Committees, Counseling Psychology (CPAC), Educational Psychology (EPAC), or School Psychology (SPAC). Each area committee is directly responsible for the policies and procedures in its respective programs. Adjunct faculty members have primary assignments elsewhere, but they may contribute both teaching and practicum supervision to the Counseling Psychology Program.

3. Student Committees

The primary locus of organization of doctoral students in Counseling Psychology is through EDP 606, the Professional Issues course. This course is taken in the first and third semesters by all Counseling Psychology doctoral students. In 606, a Student Liaison Committee to the Program is elected, and a voting representative to CPAC is elected. Additional information concerning election procedures, length of service, and responsibilities of committee members and the CPAC representative may be found in Appendix B.

Planning Your Program

The counseling psychology student will work with the Director of Graduate Study, a Major Professor, an Advisory Committee and the Director of Training in developing, implementing and completing the curricula. The student will bring to each annual meeting an updated copy of the Program of Study. (Revised 05-02-99)

1. Director of Graduate Study

The Director of Graduate Study serves as the initial point of contact for students applying to the doctoral program, manages the application activities, and is the custodian of student records. The DGS is the student's initial advisor and may be contacted at any time. Throughout the student's involvement in the counseling psychology program, the DGS provides the communications liaison between the program and the Graduate School.

Once the applicant is admitted to the Counseling Psychology Program, a Program faculty member is appointed as Major Professor for that student. This appointment is based on faculty and student mutual professional and research interests.

2. Major Professor

Upon admission to the Counseling Psychology doctoral program, the student is assigned to a Major Professor. Once the student has had an opportunity to become acquainted with the professional interests of the Program faculty, and the faculty members have become familiar with the student's professional interests, two options are available: (1) by mutual agreement, the student and Major Professor may elect to continue their professional relationship, or (2) a mutual agreement may be made by the student with another faculty member to serve as Major Professor. These options should be exercised by the start of the second semester of the first year of doctoral study, but may also take place at any time during the student's program. The Major Professor assists the student in planning course selections, and in selecting members of the student's Advisory Committee. The Major Professor serves as a professional and research mentor for the student and encourages the student toward a timely and meaningful completion of the program. The Major Professor records the decisions made in the AC meetings and provides a copy to the DGS, the AC members, and the student. The DGS formalizes this relationship with the appointment of the Advisory Committee.

3. Advisory Committee

Counseling Psychology students are guided by a Major Professor and an Advisory Committee throughout their graduate career. The purpose of the AC is to give continuity of direction and counsel and to provide role models and

intellectual stimulation to the student from the earliest days of residency to the completion of the Doctorate.

The Advisory Committee has a core of five members. This core consists of the Major Professor as Chair, at least one other member from the Counseling Psychology Area Committee, and at least one representative from any minor area, possibly the specialty area. At least one representative must be from outside the Department. All members of the core must be members of the Graduate Faculty of the University of Kentucky; three, including the Major Professor, must possess full Graduate Faculty status. The core of the AC must be kept at its full complement throughout the graduate career of the individual student. Thus, in the event of a vacancy on the Committee (resignation, faculty leave, or inability to serve), an appropriate replacement must be made prior to the making of any Committee decision, i.e., Qualifying Examination, proposal and internship approval, and the final examination. If doctoral candidates elect to change their major area of interest, the major chairperson may be changed to reflect the new interest area. Appendix F provides suggestions for establishing committees as well as scheduling and preparing for committee meetings.

The Counseling Psychology student may have a number of informal one-to-one meetings with members of the Advisory Committee during the coursework, the proposal, data collection and analysis, and the final dissertation writing. Other formal meetings are described in Appendix F.

At the final meeting of the Advisory Committee, the Final Examination, the Counseling Psychology Doctoral candidate presents the dissertation in a thorough and efficient dialogue with the Advisory Committee, a representative from the Graduate School, and members of the Counseling Psychology community. The FE usually is focused upon the dissertation, but the dialogue may include other domains.

After the defense, the successful candidate works closely with the Major Professor to complete any recommended changes in the dissertation and presents two copies of the final version to the Graduate School. A bound copy is give to the Major Professor as a courtesy (Revised 9-21-99).

4. Director of Counseling Psychology Training

The Director of Counseling Psychology Training works with CPAC to establish Program policies, manage Program procedures, and monitor student progress. The Director of

Counseling Psychology Training is the liaison with the American Psychological Association, and is responsible for ensuring that program policies and procedures conform to APA standards and guidelines for accredited programs in Counseling Psychology. The Director is the liaison with internship agencies and is the person with whom the student makes initial contact before applying for an internship placement. The Director of Training also conducts the annual student review, and provides timely feedback for student self-evaluation. In matters of student progress, the Director of Training serves as a consultant to CPAC and the student's Doctoral Advisory Committee.

E. Academic, Research, and Internship Requirements

1. Coursework Requirements

The Department has established a policy on diversity in course coverage and content. The policy affirms our commitment to integrating aspects of diverse scholarship and experience into the body of knowledge covered by each course. The Department defines diversity very broadly to include issues related to age, gender, race, culture, ethnicity, sexual orientation and affectional preferences, and disability or ableness. This commitment is reflected in course syllabi as well as assigned readings and in class discussion.

The program of study for the doctorate in Counseling Psychology is designed with two considerations: (a) to meet the criteria for Counseling Psychology developed by the American Psychological Association; and (b) to offer a varied curriculum that enables the student to develop multiple skills, to explore individual interests, and to focus on a selected area of expertise. The typical student will enter the program with certain of these course requirements previously completed during the Masters degree study. Each student will negotiate a contract with the Advisory Committee and the Director of Graduate Study to apply up to 36 hours of prior study and consequently, to waive those courses in the present program that duplicate previously completed work. In cases of courses that have been taken more than five (5) years prior to advanced doctoral study, the AC may request that these areas be repeated. In certain courses, such as statistics, the student may be asked to pass an examination over the required coursework before proceeding to the next advanced level of study.

The counseling psychology student will complete course work in five major areas: Area A: Psychology Core; Area B: Counseling Psychology Core; Area C: Research and Statistics Core; Area D: Behavioral Science Core; and Area E: Minor Specialty Core. Where multiple course options are listed, the specific course to be taken in each area depends upon the student's previous coursework. Where only one course is listed, it is taken by all students unless waived by the Advisory Committee. The sequence of course offerings by core areas and progression levels is displayed in Appendix C. Additionally, there is a proposed schedule for the times at which courses will be offered. A listing of course descriptions appears in the University of Kentucky Bulletin. All courses in Area A must be at or above the 600 level.

Program of Coursework by Core Areas

Area A: Psychology Core: 18 hours Sample Course

1. Learning, motivation and cognition: EDP 603, 610, 611, 612, 614
PSY 621, 628, 772
2. Development, individual differences: EDP 600, 601, 603, 604
PSY 625, 778
3. Social/personality: EDP 601, 604, 777
PSY 624, 779
4. Psychobiology: PSY 627, 767
5. Psychopathology: EDP 650
PSY 603, 618
6. History and systems: EDP 615 or PSY 620

Area B: Professional Counseling Psychology Core: 36-39 hours

1. Professional Issues in Counseling
Psychology: (2 semesters, 3 hours each) EDP 606**
2. Theories of Counseling: EDP 652
3. Techniques of Counseling: EDP 661**
4. Group Counseling: EDP 649
5. Research in Counseling: (3 semesters,
1 hour each) EDP 765**
6. Career Development: EDP 666 or 702
7. Practicum: (2 semesters post MA)* EDP 665**, 703***
8. Assessment: (9 hours) EDP 630, 640, 642,
EDS 610, 611 (optional)
EDP 690 (optional)
PSY 710 (optional)

*NOTE: Students who enter the program with no previous practicum will be expected to take additional practicum hours.

**NOTE: Students who enter the program are required to take these courses at UK regardless of previous training and/or experience.

EDP 765 must be submitted to the Major Professor either six weeks prior to the sitting for the QE within the same semester, or by 1 May for sitting for the early Fall, QE, or by 1 October for sitting for the early Spring QE. "Early" is defined as within the first six weeks of the semester. (Rev 5-4-99)

***NOTE: Students must complete one course in supervision prior to their accepting the supervisory responsibility for a master's student in the CPS Clinic.

Area C: Research and Statistics: 12 hours

1. Introductory statistics: EDP 557
2. Advanced statistics: EDP 660
3. Research Methods: EDP 656
4. Special methods: multivariate, EDP 620, 621, 707
regression, single subject, STA 677, 661, 671
program evaluation EDF 663, SOC 792, EDS 633

Area D: Behavioral Science Electives: 6 hours

1. Communications COM 571, 581,
CJT 631
2. Anthropology: culture and
personality cross-cultural
sex roles ANT 526, 529, 533, 539, 641,
664, 720
3. Sociology: aging, role theory,
family theory, minority
cultures SOC 527, 532, 533, 546, 548,
605, 630, 635
4. Social Work: sexuality,
aging, social policy and justice SW 514, 523, 604, 606, 613,
614, 652
5. Philosophy: ethics, science PHI 530, 560, 562,
EDF 532, 640, 646
6. Political Science: public policy,
personnel administration PS 479, 487, 489G, 785
7. Behavioral Science: stress, BSC 546, 626, 775, 776,
substance abuse, health 777, 778, 779
psychology
8. Family Studies FAM 624

Area E: Minor Specialty Core: 15 hours

The student selects, with the Advisory Committee, a minor area of interest or specialty. Typically, students select such areas as family counseling, aging, substance abuse, women's studies, minority issues, health psychology, industrial

settings, behavioral counseling, measurement and evaluation, human development and rehabilitation. These courses are taken both within the department and from other departments and colleges. Individual programs may be tailored to meet student interests and career goals. For some students, the six hours in Behavioral Science may be applied toward the minor specialty. Sample programs of specialization are presented below.

Family Counseling

EDP 680: Parent and child counseling
PSY 710: Seminar in family therapy
FAM 657: Family systems theory
EDP 686: Theory and methods of marriage and family counseling
FAM 776: Proseminar in marriage and family therapy

Industrial Settings

PSY 503: Psychology of industrial personnel procedures
MGT 611: Organizational behavior
MGT 620: Personnel and industrial relations
MKT 600: Marketing management
BA 601: Total quality management

Human Development

EDP 601: Human social development
EDP 603: Human cognitive development
EDP 604: Psychological sex roles
PSY 625: Proseminar in developmental psychology
FAM 656: Adult development

Behavioral Strategies

EDP 701: Cognitive behavioral counseling
EDP 777: Seminar in counseling psychology
EDS 601: Behavioral management of exceptional children
Selected seminars
EDP 603: Behavioral consultation in the schools
EDS 633: Single subject research design

Health Psychology

BSC 626: Survey of health psychology
BSC 779: Behavioral factors in death and dying
BSC 790: Research in medical behavioral science
EDP 701: Cognitive behavioral Counseling
EDP 777: Seminar in counseling psychology: Health psychology
HA 601: Overview of health care delivery systems
RC 620: Psychosocial Impact of Disability

A sample course schedule for a student attending full-time graduate study is presented in Appendix D. The academic requirements for full and part-time students are

presented in the Graduate School Bulletin. The Counseling Psychology doctoral program discourages part-time study. Please note that several program requirements (dissertation and internship) are assigned zero credit hours.

2. Research (Revised 9-4-97)

Each student is encouraged to develop a mentor-research relationship with a member of the Program faculty throughout the training program. Typically, the Major Professor becomes the primary research mentor. The faculty-mentor may be changed during the program of studies as student interests change and as faculty return from or depart for sabbatical. This student-faculty relationship is intended to promote independent research, cooperative research projects, dissertation pilot studies, the proposal, and the dissertation. EDP 765 is used to obtain academic credit for this research. Students are advised to take one hour of 765 for three of the first four semesters of doctoral study. A contract specifying the requirements of EDP 765 must be signed by both the student and the sponsoring faculty member and filed in the student's folder. A form for 765 contract appears in Appendix H, along with guidelines for developing an appropriate research project. Students may elect to complete the 765 requirement with an individual professor or in an organized research team.

Students are encouraged to submit their predoctoral research for presentation at professional meetings and publications in professional journals. Students should be familiar with APA guidelines on joint-authorship, which are presented in Appendix H. University policies regarding plagiarism are outlined in the Dean of Student's publication, Students' Rights and Responsibilities, pp. 34-35, and are also presented in Appendix N. All program students are expected to be aware of and adhere to these plagiarism policies and attach a Quality Assurance Statement to every submitted paper.

Typically, the doctoral candidate presents a satisfactory dissertation to the Advisory Committee by the end of the second semester following the Qualifying Examination and prior to starting an internship. A draft proposal is submitted by the first Friday of the semester in which the student intends to apply for internship. The proposal must be accepted by the AC by the last Friday of the Fall semester in which the student intends to apply for internship. A copy of the "Instructions for the Preparation of the Thesis and Dissertation" is sent to the doctoral candidate who has successfully completed the Qualifying Examination. A copy of this document may be obtained from the Graduate School. Counseling Psychology doctoral candidates are expected to

submit a dissertation acceptable for a final examination within three years following the completion of the Qualifying Examination. The forms necessary for the process of scheduling the final examination are presented in Appendix P. (Rev 5-4-99)

3. Residency Requirements

The residency requirements are covered in the Graduate School Bulletin which also states that the student must have either two consecutive semesters of nine (9) credit hours each or three (3) consecutive semesters of six (6) hours each before sitting for the Qualifying Examinations, and two (2) consecutive post-QE full-time semesters (EDP 769 [9]. If the QE is passed during the first six weeks of a semester, then that semester may count as one of the full-time post-QE semesters. If the QE is not passed during the first six weeks of the semester, then that semester can not count toward post-QE residency. Once the student has completed two semesters of full time enrollment subsequent to the QE, the student may enroll in EDP 749 or in EDP 769. The wording for the course description of EDP 749 allows the student to work half-time on their dissertation and to defer payment on their loan for a maximum of six semesters. Students who are enrolled in EDP 749 may sit for their Final Examination, but may not continue enrollment after their FE. Students who are enrolled in EDP 769 may sit for their FE and may continue enrollment after their FE. A student must be enrolled in either EDP 749 or EDP 769 at the time of graduation (Revised 9-21-99).

4. Preliminary Examination (revised 9-17-96)

During the second EDP 606 course, the student will sit for a Preliminary Examination which will cover four domains: (1) professional ethics, (2) professional identity, (3) cross-cultural counseling, and (4) research ethics. Students who fail the Preliminary Examination (or fail parts of the Examination) will receive the grade of "I" in EDP 606 until the failed part(s) is/are remediated. Students will retake a failed domain(s) of the PE in the week prior to Spring vacation. In the unlikely event a student fails the retake, the student will retake the failed portion of the exam the following Fall semester in the regular EDP 606 examination. A student who fails more than two domains of the PE will retake the entire PE with the EDP 606 class in the following Fall semester. Students will not be allowed to sit for the Qualifying Examination until the Preliminary Examination is passed.

5. Departmental Preliminary Examination (added 5-12-99)

All students are required to take and pass a preliminary examination on research methodology and statistics. The exam will consist of two parts. One part will involve the development of a research study; the other part will involve the critique of a research article. The exam will be offered once each semester, at a set date and time, which will be announced at the beginning of the semester. This is a closed-book exam. Students must pass this exam prior to taking the remainder of the qualifying examination.

6. Qualifying Examinations

The Qualifying Examination must be completed satisfactorily by the end of the third year of program coursework. Departmental policies preclude examinations during the summer months. The Graduate School requires the student to remove all "I" grades prior to sitting for the oral portion of the QE. Both a written and an oral component make up the QE. Each student's Advisory Committee supervises the examination process which includes: (1) a standard program preliminary examination, administered during the second semester of EDP 606, which samples competencies that are essential for adequate functioning as a psychologist; (2) a specialized qualifying examination which samples the domains of particular interest to the student; the format of the specialized qualifying examination is negotiated with individual committee members; and (3) an oral examination which covers both items (1) and (2), substantive issues in the profession including professional ethics, and specific demonstrations of interpersonal competence. The majority of the AC must vote to pass the student based on total qualifying examination performance.

A student must register intention to take the qualifying examination at least a month prior to sitting for the oral portion of the QE. The optimal time for completing the QE is during the first six weeks of the semester; in this way, the semester will count as a post-QE residence semester. The Director of Graduate Study will transmit the intended QE date to the Graduate School and this form triggers a review of the student's record for grades and for residency requirements. In order for the student to begin the proposal and internship applicaiton process, the qualifying examination must be passed by the last Friday of the Spring semester prior to starting the internship application. Program policies governing the qualifying examination and the recommendation form are presented in Appendix P. (Rev 5-4-99)

Qualifying examination (both written and oral) will be limited to six weeks. The Advisory Committee will prepare questions and the student will be given no more than six(6) weeks to complete them. Committee members are free to set additional time constraints on questions (such as, a two-hour sit-down question or questions), but the MAXIMUM TOTAL TIME for written examination is six(6) weeks from the time the student is given the questions. All written responses must be in the hands of the Advisory Committee two weeks before the scheduled date for the oral examination. (Rev 5-12-1999)

At the end of the six-week period, each committee member will rate the written performance of the student on the question(s) which they helped to develop for the student. Each written question/paper will be rated as "Excellent", "Pass", "Marginal Pass", or "Fail". Comments will also be solicited, especially in the case of ratings of Marginal Pass or Fail. These ratings will be passed to the Chair of the Advisory Committee. If three or more ratings are "Fail", no oral is held and the student fails. If there are 1 or 2 ratings of "Fail" or more than one "Marginal Pass" ratings, the committee members need to communicate (by the end of the 5th week) and decide whether or not to hold the oral exam. If they decide not to hold the oral exam, it is cancelled and the student must rewrite the marginal or failing responses within a reasonable schedule. The opportunity for rewriting is offered only once. The oral exam is then held and the student either passes or fails. If the student fails, they must wait at least four months but no longer than one year before having another exam. (Revised 5-12-1999)

7. Progress Toward Degree

The progress of each student is reviewed by the Counseling Psychology Area Committee once each year. The review considers self-reported information from the student, as well as from academic performance, research mentors, and practicum or internship supervisors for the purpose of making judgments about each student's professional development. Students are expected to maintain continuous enrollment in the Graduate School. Should a student elect not to maintain continuous enrollment, the student must reapply to the Graduate School and the program. Additional information on policies regarding progress, Qualifying Examinations, and dissertations is also presented in Appendix I.

8. Time Limit for Degree

All degree requirements for the doctorate must be completed within five years following the semester or summer session in which the candidate successfully completed their QE. In the event that all degree requirements are not met during the five-year period, doctoral degree candidates who provide evidence of the likelihood of completing the degree during an extension of time may be granted such an extension by the Graduate Council. Requests will be considered only upon written recommendation of the DGS after the candidate has again successfully completed the QE process as currently administered by the program. (Note: Failure to pass the re-examination indicates the termination of

degree candidacy. A second re-examination is not permitted.) An extension for no more than five years may be granted. After a total of ten years from the first successful QE, students will no longer be considered degree candidates and no further extensions will be considered.

9. Training Resources

The University and the Lexington area provide a wealth of training resources. The Counseling Psychology Services Clinic (CPS) provides the practicum-level counseling psychologist with a variety of opportunities to develop competencies in individual, family, and group counseling and to receive multiple opportunities for individual and group supervision from the Program faculty. The region also has available a number of practicum sites which include the University Counseling and Testing Center, Career Counseling and Placement Service, a variety of mental health delivery agencies, prisons, hospital environments, and crisis intervention centers for sexual assault and family abuse. In addition, the College supports the program through a number of on-line computer terminals and microcomputers for skill development and for data processing. Program students are encouraged to work with Program faculty to develop additional unique training resources.

Extracurricular counseling experiences are strongly encouraged by the Educational and Counseling Psychology faculty. Extracurricular experiences include work in a mental health agency, training groups/workshops, and counseling and working in a mental health facility provide students with opportunities to develop counseling skills and to gain increased personal awareness and growth.

A number of mental health agencies exist in the Lexington area providing students with opportunities to gain counseling experience. Students in graduate programs in Counseling Psychology have gained counseling experience in a variety of placements that include the Comprehensive Care Center, Charter Ridge Hospital, the Spouse Abuse Center, the Rape Crisis Line, Cardinal Hill, Veterans Administration, the Kentucky Center of Psychosynthesis and Psychology Counseling Services (CPS) which is affiliated with the department. Some of those agencies request volunteer work while other agencies will pay students for their services. Independent study credits may be earned by students who work in these placements as well. To discover agencies that need students for volunteer opportunities or employment check the department bulletin board and talk with faculty and students.

Training groups and workshops in the Lexington area address a variety of therapeutic orientations and client issues. For

students interested in hearing about a specific therapeutic orientation, Gestalt, Psychosynthesis and Rational Behavior Therapy Training Groups exist. For students interested in family therapy, the Department of Psychiatry, at the University of Cincinnati, sponsors a training group in Structural Family Therapy. Students interested in attending training groups or workshops should consult with faculty members, other students and the department bulletin board for times, dates, and fees. See Appendix G for additional information concerning CPS, practicum policies and sites, and other training experiences available in the area.

10. Internship

The predoctoral internship covers a period of 12 calendar months or its equivalent. The Counseling Psychology program expects a the internship site to provide a minimum of 2000 hours over the year. The internship is planned and coordinated with the student's Advisory Committee. The internship is undertaken following the successful completion of the Qualifying Examination and acceptance of the dissertation proposal by the AC. The search for an internship occurs while the student is enrolled in EDP 708 for three (3) credits. In EDP 708 monthly meetings on ethical and procedural guidelines for seeking and for accepting an internship are presented by the Director of Training. In the Fall semester, the student is engaged in the completion of applications and in conducting interviews with potential internship sites. The dissertation proposal must be accepted by the AC by the last Friday of exam week in the Fall semester. The Proposal Meeting Verification Form (Appendix P) is used to indicate to CPAC and the Director of Training that the proposal has been accepted. If the Proposal Meeting Verification Form is not submitted to CPAC and to the Director of Training by the last Monday in January prior to starting the internship, the student will withdraw their current internship applications and repeat the sequence later. In the Spring semester, the student enrolls in EDP 708 for three (3) credits and develops an anticipated internship contract. (Rev 5-4-99)

Students are strongly encouraged to complete the dissertation prior to entering the internship. If this level of completion is not possible, students are strongly encouraged to complete their preliminary data analysis and meet with their Major Professor prior to leaving Lexington (Revised 9-21-99). The specific guidelines for the internship are listed in Appendix M, including the form to be used when formally requesting approval of a specific internship site. Approved internship opportunities in the greater Lexington area are limited (Veteran's Administration Hospital and the Federal Correctional Institution), and most students should plan to seek internships elsewhere. All internship

sites must either (1) be accredited by APA or (2) meet the criteria established by APA and be approved by the Director of Training.

11. Respecialization

The Doctoral Program in Counseling Psychology is prepared to provide advanced training for post-doctoral candidates who have earned their doctorates either in another branch of academic Psychology or in a related field of Behavioral Science. For Psychology Respecialization candidates who have received a doctoral degree from an approved regional University, the American Psychological Association has provided guidelines within which the Program functions to develop a Respecialization course of study (see Appendix O). The specific coursework will depend upon the particular field of previous training.

Respecialization candidates with an earned degree in Psychology will be asked to (a) remediate their skills through coursework in Counseling and assessment, (b) verify that Psychology coursework or its equivalent will meet the standards for Professional licensing in the Commonwealth of Kentucky and for inclusion on the National Register of Health Providers, (c) complete the practicum experiences required for all Doctoral candidates, and (d) complete an approved 12-month internship. These activities may be completed within two years if the candidate has the appropriate Psychology background. Since the candidate will have a Ph. D. in Psychology, no dissertation will be required. A three-person Respecialization Advisory Committee (at least, one Full Graduate Faculty member from CPAC, another member from CPAC and one member from another program) will be appointed to supervise the candidate's program of study.

Candidates with an earned Doctorate in a related field, such as Anthropology, Sociology, or Communication, will be required to fulfill a similar program of study as outlined above for the Doctorate in Psychology. In addition, the candidate will be assigned an Advisory Committee of five members of the Graduate Faculty, and will be expected to complete an appropriate dissertation using psychological concepts and research strategies. The completion of these activities will qualify the candidate to sit for the final examination, and to be awarded a Ph. D. in Counseling Psychology.

Both of the above programs are flexible in scope and extent of coursework, and are tailored individually to the interests and background of the candidate.

III. General Information

A. Graduate Student Lounge

A Graduate Student Lounge, 236 Dickey Hall, has been set aside for the use of departmental graduate students. The lounge contains desks, seating and graduate student mailboxes. Lockers for personal items are available on a limited basis from the assistant to the Director of Graduate Study. Announcements of interest to students are posted in the lounge, and students may use the facility for casual gathering and reading. The Graduate Student Lounge is intended to be a focal point for the exchange of research, professional and social interests, which are important components of the educational program in the Department.

B. Mail

Graduate and teaching assistants are assigned separate mail boxes in room 236 Dickey Hall. Memoranda, circulars, and announcements are periodically placed in these mail boxes.

C. Electronic Mail

Students are provided with an Internet address upon their enrollment in the doctoral program. A number of programmatic announcements are made on COPSYSTU@LSV.UKY.EDU, the Counseling Psychology program LISTSERV. In addition doctoral students will be expected to become proficient with software and hardware which are appropriate to Counseling Psychology.

D. Housing

Counseling Psychology students may find housing available through a variety of agencies: family housing (Apartment Housing Office, Building C., Cooperstown, Lexington, KY 40506); individual housing (University Housing Office, 218 L Service Building, University of Kentucky, Lexington, KY 40506); and commercial housing (Dean of Students Office, 513 Patterson Office Tower, University of Kentucky, Lexington, KY 40506). Applicants are encouraged to apply for housing at their earliest convenience.

E. Registration

Advance Registration Procedures

The registration procedures are evolving at UK. The guidelines for pre-registration, newly admitted student registration, and late registration are made available in documents which may be obtained from the DGS and from the Registrar. Students must obtain a current copy of the registration information and follow the instructions closely. A \$50 advanced payment to confirm your registration must be received about five weeks in advance of the start of the semester. Late payment fees may be assigned in the event you miss the deadlines. Students are advised each semester to follow the suggestions which appear on COPSYSTU@LSV.UKY.EDU, the Counseling Psychology Students Discussion List.

F. Course Requirements

Course Syllabi

By the second class meeting, every Professor is required to provide students with a syllabus. The syllabus contains an outline of course content and requirements that are to be completed by the student at the end of the semester. A syllabus is also considered to be a contract. That is, professors are contracting with students that certain requirements are to be met to earn a specific grade. If factors affecting evaluation must be revised during the semester, students must be given reasonable warning.

APA Style

All papers submitted in any course in the department are expected to conform to APA Style. Securing a copy of the Publication Manual of the American Psychological Association, Fourth Edition (1994) is strongly suggested and is a prudent

long-term investment. It can be purchased at the University Bookstore.

Grade Requirements

According to University Policy (University of Kentucky: The Graduate School, 1994-1996, p. 17):

When students have completed 12 or more semester hours of graduate course work with an average of less than 3.0, they will be placed on scholastic probation. Students will have one full semester of the equivalent (9 hours) to remove the scholastic probation by attaining a 3.0 average. If probation is not removed, students will be dismissed from the Graduate School."

In addition, Counseling Psychology students must satisfy the following grade criteria:

"I" Grades. All "I" grades must be completed within two months after the last scheduled class. No students may have more than two pending "I" grades at any time. Students may not register for course work for which the prerequisite(s) are not completed by the first class meeting. Should an "I" grade not be completed within the two months period, the instructor in question or the Director of Graduate Study may assign a grade commensurate with the work so far accomplished, as indicated on the "I" Grade Course Contract on file in the Departmental Office. If the "I" grade is not replaced within 12 months of the end of the semester in which the "I" was earned, the Graduate School will direct the Registrar to convert any "I" grade to the grade of "E", unless extenuating circumstances exist. Such circumstances must be determined and verified by the course instructor of the "I" Grade course and the Director of Graduate Study. NOTE: EDP 765 is the one exception to the general "I" Grade policy. (Revised 12-16-97)

"C" Grades. No student may have more than six hours of "C" grade or below in any graduate course work. Students who earn two "C" Grades in their contracted program must meet with the CPAC faculty to discuss a possible remediation plan or termination from the program. Students with more than six (6) hours of "C" may be recommended to the Graduate School for termination from the program.

Minimum Competency Courses. The courses listed below are considered "minimum competency courses". Students must earn a "B" grade in each of these courses to enroll in subsequent course sequences as listed below:

EDP 605 and EDP 652 to enroll in EDP 661;

EDP 605, EDP 652 and EDP 661 to enroll in EDP 649;
EDP 630 to enroll in EDP 640;
EDP 640 to enroll in EDP 642; and
EDP 605, EDP 652, EDP 661, and EDP 640 to enroll in
EDP 664

Accordingly, students must earn at least a "B" grade in each of these courses to enroll in further course work. In addition, a student will not be permitted to enroll in EDP 665 without a "B" or better in the minimum competency courses.
(revised 9-17-96)

Withdrawal from Classes

Regarding withdrawal from classes, the following options are permitted:

1. First two classes: students missing the first two classes without notifying the Department of intent to attend may be dropped from the class rolls through departmental recommendation to the dean.
2. First three weeks: students who withdraw via the usual drop procedure during the first three weeks of class receive no mark on their transcripts.
3. Mid-term: Students withdrawing from class before mid-term receive a W.
4. After Mid-term: After mid-term, students must petition the dean of the Graduate School for approval to withdraw. If the Dean approves the petition (for non-academic reasons only), the student receives a W. Otherwise, the student will not receive a passing grade.

Repeat Option Procedures

The repeat option allows a graduate student to repeat a graduate course and count only the second grade as part of the grade point average. (This action may be done only once in a particular degree program).

In order to exercise this option, the student must obtain a repeat option form from the Associate Dean's Office (329 POT). The student's request must be approved by his/her Director of Graduate Study (DGS) and the form returned to the Associate Dean's office. The request to exercise the repeat

option must be made BEFORE the course is repeated. Note: The student cannot exercise the repeat option for any course taken prior to Fall Semester, 1981.

G. Placement and Career Resource Center

Doctoral students are required to start a placement folder at the UK Placement and Career Resource Center, which is located on the 2nd floor of the Mathews Building. This Center is an excellent resource for information--gathering relative to questions students may have regarding career counseling, resume writing, skills in interviewing, etc. One of the services the Center can offer Educational and Counseling Psychology graduate students is furnishing a professional recommendation (credentials) file which they can use to send to prospective employers. This file may contain a placement form and up to four letters of recommendation. In addition, the Center will forward an official transcript from UK if the Student provides it for them.

Students are advised to check with the Placement Center to make sure all references have been received before they begin making requests that letters be sent. If they have not waived their right to have access to the references, they can read them before they are sent. Requests to the Center for forwarding contents of the file can be in person or in writing. The first three sets of credentials are sent without charge. After that, the Center charges \$1.00 per request. Requests are generally acted upon within two days of receipt.

H. Libraries

The four main libraries on campus in which EDP graduate students will be most interested are the Education Library, the Medical Library, King Library and William T. Young Library, which is the main campus library. Each of these facilities has advantages and disadvantages which may be helpful to know prior to beginning any research.

The Education Library is located in Dickey Hall, second floor (Room 205). Psychological and educational abstracts are housed here, as well as the major journals in Counseling Psychology (as opposed to other branches of psychology, which will not be found here). There are two copying machines available and one typewriter. Graduate students are not granted extended borrowing privileges, and overdue fines are strictly enforced.

Margaret I. King Library, is located on the main campus. It offers full semester borrowing privileges to graduate students. The King Library houses the greatest number of psychological journals and books on campus. A large PC and terminal area is available, as are copying machines. King is generally open for extended hours.

The Medical Library is housed in the Medical Center. It contains psychiatric and physiological journals and allows students to check out bound journals for limited time periods. This library issues its own card, which is available with a student ID. It also has several copying machines.

The William T. Young Library is located on the main campus. The Library offers full semester borrowing privileges to graduate students. The Young Library houses a vast array of technology services for scholarship. Wired study carrels are available to doctoral students, as are copying machines. Young is open for extended hours.

I. Computer Facilities

A portion of each semester's student activity fee goes to the support of computer facilities on campus. Students in the counseling psychology program are encouraged to master both the software available on the various campus mainframes and on the PCs which are available in cluster sites in Dickey Hall (57 and 63) and at MKing, College of Business and Economics, College of Nursing and WYoung. In addition, specialized software for the benefit of counseling psychologists are available in the CPS Clinic.

The computer search service provides a computer-assisted method of searching existing data-bases to compile a printed bibliography or list of materials tailored to individual research needs. This method is particularly useful when students are trying to cover a long span of time, if their topic is very complex or if their topic is extremely current. There are time-saving advantages as well, and this service is available to all students.

Eight PC's in Dickey Library are hardwired to the mainframe at UKCC. Other Dickey Library terminals are available for searches. Students are encouraged to use these computers for their literature searches on ERIC, MEDLINE, PSYCHLIT and Infotrack. The Department offers an open PC for all students in 7 DH.

For those not requiring on-line searches, two user-friendly computer services are available on CD ROM. For more information on PSYCHLIT and ERIC (Educational Resources Information Center), contact the Education Library at 257-7977.

J. Assessment Facilities

The Department has a computer-supported assessment center in conjunction with the APA Accredited School Psychology Program. A plethora of current software for assessment and for counseling service management are available for class and for clinic use. In addition, the Counseling Psychology Clinic maintains a selection of assessment software. Instructional programs relevant to psychological testing and statistics are available at Kastle Hall, second floor.

K. Research Consultation and Assistance

The Office of Educational Research, located in 246 Taylor, engages in a variety of research activities including consultation with faculty and graduate students on research design, data analysis, computer applications, and dissertation proposal development. The office provides support for instructional programs in research and grant proposal development. Research and development support is extended to schools and state agencies upon request. The office works to bridge departmental and college research initiatives, as well as providing a forum for discussion of research issues and interests.

L. Instructional Technology Center

The Instructional Technology Center provides media services to support the instructional, research, and service programs of the college, including the circulation and non-print teaching materials. The services of the ITC are available to students by request, and can be found at TEB 151. A list of general materials available includes: computers and software, videotaping, VCR's, cassette recorders, projectors, microphones, etc. Phone: 257-3478.

M. Employment Caveat (New 03-30-99)

The Graduate School already has established that teaching assistants who are assigned a 20-hour per week workload may not enroll for more than nine or ten credits. Students in the counseling psychology program are encouraged to work no more than 20 hours per week, either in an assistantship or in a paid position.

Students who have either an assistantship, fellowship or part-time job must provide their Major Professor with a Time Distribution form by 1 September for the Fall semester and by 1 February for the Spring semester. This document is intended to make both the student and the faculty member aware of the time management challenges before the student. A copy of the forms signed by the student and the Major Professor must be attached to the annual review form.