

SUFFOLK UNIVERSITY
DEPARTMENT OF PSYCHOLOGY
RESPECIALIZATION PROGRAM
MANUAL

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SUFFOLK UNIVERSITY
DEPARTMENT OF PSYCHOLOGY

2010-2011

Correspondence regarding general information about the Department of Psychology should be addressed to:

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Graduate admission application material and information for the College of Arts and Sciences are located on the web at <http://www.suffolk.edu/admission/607.html>.

Correspondence regarding the application should be addressed to:

Graduate Admission
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8 Ashburton Place
Boston, MA 02108
(617) 573-8302
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Specific questions about the program may be directed to:

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Overview

The Suffolk University Respecialization Program is designed for individuals with a doctoral degree in psychology who are interested in receiving training in clinical psychology. The program is designed to supplement previous coursework and experience in research methods and general psychology with the coursework and supervised training that is relevant to the clinical sub-specialty. Respecialization candidates are trained within the context of the APA- approved Clinical Training Program at Suffolk University. Candidates in the respecialization program spend at least two years in full-time residence on campus completing the program-required clinically- relevant coursework and practica and one year at an APA-accredited clinical internship. Students seeking licensure generally need to complete additional post-internship (or typically referred to as post-doctoral) supervised clinical training after completing the program at Suffolk University.

Although it is possible to complete the program requirements in three years, the individualized needs of the candidate are taken into account when developing a curriculum and clinical training plan. Depending on a candidate's prior coursework and experience, an additional year on campus may be necessary to ensure that core class requirements are completed and clinical competency is achieved. Further, as internships are becoming increasingly competitive and because applications are due in the fall (before respecialization students complete their second year of practicum training), many students are finding that they are more successful applying for internship in the fall of their third year in the program.

Upon entry into the program, respecialization students are assigned a mentor based on clinical interests and mentorship availability. Students are strongly encouraged to meet regularly with their mentors for support and guidance acclimating to the program, preparing for the internship application process and developing as a clinical professional. Students are also encouraged to meet with the Clinical Training Coordinator and the Director of Clinical Training to discuss their clinical training trajectory.

Requirements

Course Work

Respecialization students are responsible for all of the coursework required by the program. Please see the Ph.D. program student check sheet on the departmental website for a list of required courses (under Curriculum Documents): <http://www.suffolk.edu/college/12137.html>. The curriculum is designed to meet APA accreditation and Massachusetts State Licensing Requirements (students planning to seek licensure outside of Massachusetts should look into specific state requirements).

Course requirements are met in two ways:

First, students may request that a program requirement be waived because they have taken a

similar course during previous doctoral training. By July 1st of the summer before a student will be starting the clinical program, he or she must complete and submit the program planning sheet which can be found on the departmental website (<http://www.suffolk.edu/college/12137.html>). Students need to provide an official copy of their transcript and copies of syllabi for each course to be considered for exemption. Students must have a minimum grade of “B” or a “Pass” in the case of Pass/Fail courses to satisfy course requirements. This form is submitted to the Director of Undergraduate and Graduate Studies who reviews the courses in collaboration with the Director of Clinical Training, Department Chair, and faculty who teach the relevant courses. Although we are committed to reviewing these requests as quickly as possible, please allow at least 4 weeks for decisions regarding transfer credit requests to be made by the faculty.

Second, students will take the remaining courses that are needed to fulfill the program requirements. The student should work with his or her program advisor to determine an individualized plan of study, which is retained in the student record. This plan will list the remaining courses a student needs to take to meet remaining course requirements.

Because the trajectory of each respecialization student is different, occasionally a student will be engaged in practicum training while no longer taking additional courses. Students in this situation may enroll in Psych 900 (Advanced Respecialization Practicum) which is a 1 credit class that conveys full-time status.

Clinical Training

Respecialization students begin their clinical work in the first semester of their first year, typically at a faculty-directed training site. Once a student’s application to the program is received, it is reviewed by the CCT and faculty who supervise at one of Suffolk’s associated training sites, who interview the student to determine their readiness for clinical training. Then, a personalized clinical training plan for the initial semester is developed. The nature of the clinical work and frequency of clinical contact during the first semester of respecialization is designed to be appropriate to the skill/experience of the student. Concurrent with this practicum assignment students take the Practicum One course sequence.

Respecialization students who intend to apply to internship during their second year of training are strongly encouraged to engage in a summer practicum following their first year. Students are encouraged to discuss their interest in summer practicum with the Clinical Training Coordinator.

Respecialization students are also required to complete a second practicum and to enroll in the Practicum Two course sequence. Students may also engage in an optional advanced practicum. Once respecialization students complete practica requirements, they are expected to complete an intensive clinical internship (generally referred to as the "pre-doctoral internship" because it is a requirement for the clinical doctorate).

Information on how practicum sites are assigned, how students’ clinical progress is evaluated and internship is available in the Clinical Training Manual online at <http://www.suffolk.edu/college/12140.html>.

Clinical Comprehensive Examination

Respecialization students are required to successfully pass the Clinical Comprehensive Examination. This examination evaluates the student's ethical knowledge and judgment, understanding of, and skills in diagnostics, therapy, and assessment. The exam requires that students be able to organize and integrate materials from their practicum placement experience, as well as from the core courses in psychopathology, assessment, and therapy. Successfully passing clinical comps is a prerequisite for internship application. Thus, students expecting to apply for internship in the fall of their second year should sit for comps no later than the fall of their second year. More information about this exam can be found in the Doctoral Program Manual online at <http://www.suffolk.edu/college/12137.html>.

Respecialization students are not required to complete an Early Research Project, Dissertation Literature Review, or a Dissertation within the Clinical Program at Suffolk. All other requirements and policies outlined in the Doctoral Program Manual (<http://www.suffolk.edu/college/12137.html>) are applicable to Respecialization students.

Financial Assistance

The Office of Student Financial Services is your best resource for getting information about your financial aid award. The material below is provided as a helpful guide specifically for respecialization students in the doctoral program in clinical psychology. However, if there are inconsistencies between this information and that provided to you by the Office of Student Financial Services, the Financial Services ruling stands.

Tuition and Program Costs

Tuition

“Content” courses

Tuition rates change yearly. Current rates can be found at <http://www.suffolk.edu/admission/41230.html>. All financial aid awards include an automatic grant for fall and spring semester 3 credit “content” courses equal to 50% of tuition charges of your matriculating tuition rate. “Content” courses are courses that have a significant “on campus” classroom component. All required courses (except for internship, see below) fall into this category.

“Non-content” Courses

Respecialization students must enroll in PSYCH 801 each fall and spring semester that they are on internship. This course carries zero credit, costs one tuition credit per semester but denotes full-time status so any student loans do not go into repayment. Students do not receive a 50% tuition grant when enrolled in this course. One credit of tuition has been set at \$1,294 per semester for the 2010-2011 year.

After completing 4 semesters of “content” practicum, some students opt to pursue an additional advanced practicum. A respecialization student choosing this option would

register for PSYCH 900. This course carries zero credit, costs one tuition credit per semester but denotes full-time status so any student loans do not go into repayment. Students do not receive a 50% tuition grant when enrolled in this course.

Students enrolled for 1-5 credits are considered “less than part-time”, students enrolled for 6 credits are considered “part-time”, students enrolled for 9 to 11 credits are considered “quarter time” and students in 12 or more credits are considered “full-time”. If the number of credits you register for is fewer than 12 in any given semester, it is your responsibility to inform the Office of Student Financial Services office so that student loans are properly distributed. Students must be enrolled at least half-time (6 or more credits) to maintain in-school deferment status for federal student loans (<http://www.fafsa.com/deferments.htm>). Respecialization students in this situation may opt to register for PSYCH 900. This course carries zero credit, costs one tuition credit per semester but denotes full-time status so any student loans do not go into repayment. Students do not receive a 50% tuition grant when enrolled in this course. Students who receive repayment notices from loan lenders in error should immediately contact the Registrar for resolution on deferment.

Overall tuition will vary considerably for each individual respecialization student based on the unique set of courses required. Tuition costs also increase annually.

Additional Expenses

Other university and program related costs include books, professional liability insurance (required for students on practicum and internship) and health insurance (required by the State of Massachusetts; students without private insurance can purchase insurance through Suffolk University at a cost of \$1,300 for the 2010-2011 academic year. <http://www.suffolk.edu/admission/5204.html>).

Financial Aid

New students normally receive notification from the Office of Student Financial Services regarding their financial aid package by April of the preceding academic year. Award offers are extended on a “rolling basis” as students are admitted to the program and aid applications become complete. To be considered for financial aid, all students are strongly encouraged to submit their FAFSA (<http://www.fafsa.ed.gov>) as soon as it’s available on the web (January 1st) whether it is a renewal or first time application. The Psychology Department due date for FAFSA filing is April 1st. Graduate aid application information is available at (<http://www.suffolk.edu/admission/3855.html>). Students can expect their yearly aid levels to remain stable pending continued availability of funds, maintenance of enrollment status (i.e., full time, part time), satisfactory academic progress, and demonstration of the same level of need if the student is receiving need based funds.

Employment Opportunities

Some respecialization students may be eligible for work-study on the basis of financial need. Eligibility for work-study is determined by the Student Financial Services Office after

students complete a financial aid application process. Regardless of the source of funding, no student employed by the university may work more than 20 hours per week during the academic year.

Students may also pursue other university employment opportunities without applying for federal aid. Specifically, students may apply for Administrative Fellowships, Research Assistantship positions within the department and across the university, and Lab Instructor, Lecturer and Course Assistant positions within the Psychology Department.

Administrative Fellowships

Administrative fellowships are highly competitive positions within different departments and university offices across campus. Fellowship responsibilities vary from department to department but might include research, office tasks, data input, customer service initiatives, etc. In the past fellowships have been available in Student Activities, Admissions, Athletics, Enrollment Research, Ballotti Learning Center, Student Financial Services, and Career Planning/Placement among others.

Applicants must be proactive and apply directly to each department/office that has a fellowship for which the student would like to be considered and hiring decisions are made by the department/office holding the fellowship. As a service to students, each April, the Student Financial Services Office compiles a listing of fellowship positions available for the following academic year. Unfortunately, this list is not updated as the positions are filled (http://www.suffolk.edu/files/Financial_Aid_PDF/fellowship.pdf). Students interested in pursuing these positions are urged to begin applying as soon as the list is available.

Administrative fellowships offer recipients a \$14,000 award in exchange for 16 hours of employment a week during the academic year (30 weeks). \$7,200 of the administrative fellowship is credited directly to the recipient's tuition account (\$3,600 per semester); the remainder is paid to the student bi-weekly as hours are worked. Respecialization students may apply for these Fellowships in the 1st, 2nd or 3rd years of the program.

Research Assistantships

The College of Arts and Sciences has a research assistantship program that is aimed at supporting faculty research. Interested faculty members submit a competitively reviewed proposal to obtain an RA to work on a specific research project or projects. Respecialization students are responsible for independently pursuing RA positions. The department maintains a list of faculty members within the Psychology Department who have funding to hire an RA. Students can apply to be RAs for their faculty mentor, for another faculty member in the department, or for someone outside of the psychology department. A list of approved RA positions is posted to the financial aid section of the university website in late July.

Unlike fellowships, RA positions do not include grant funds. Students may work up to 10 hours a week during the academic year. The current graduate student hourly rate is \$16.00.

Lab Instructor and Lecturer

Respecialization students with the appropriate training are also eligible to apply for positions as Lab Instructors, Lecturers and Course Assistants in the Psychology Department. The Lab Instructor positions are for the undergraduate courses in research methods and statistics.

Respecialization students who have teaching experience or demonstrate a particular skill in these areas should let the Director of Undergraduate and Graduate Curriculum Studies know of their interest in being a lab instructor. Responsibilities include teaching the one hour lab and providing office hours. The current award is \$1,200. Students interested in becoming a lecturer must submit their CV indicating teaching experience to the Chair of the Department.

The Chair will determine if you are eligible to teach or will recommend you first take the graduate Teaching of Psychology course (PSYCH 772). After approval from the Chair, students will be eligible to teach General Psychology and depending on course availability, any 100 or 200 level course. The current award is \$4,600.

Course Assistants

Respecialization students are also eligible to be considered for course assistant positions for the graduate Adult and Child Assessment courses. Current awards are \$2,300. Interested students should contact the Department Chair.