



# Student Handbook for PhD in School and Applied Child Psychology

For Students who Started in 2018 or Later

July 2024 Version

## Table of Contents

Introduction .....	5
Mission:.....	5
What Do School Psychologists Do?.....	7
Admission Requirements.....	9
CPA Accreditation .....	9
Faculty Members.....	9
Daniel Ansari, Ph.D. (Professor) .....	9
Jason Brown, Ph.D., C. Psych (Professor).....	9
Claire Crooks, Ph.D., C. Psych (Professor) .....	<b>Error! Bookmark not defined.</b>
Emma Duerden, PhD (Assistant Professor) .....	9
Barbara Fenesi, PhD (Assistant Professor).....	9
Deanna Friesen, PhD (Chair, Associate Professor).....	10
Colin King, Ph.D., C. Psych (Associate Professor) .....	10
Perry Klein, Ph.D. (Professor).....	10
Gabrielle Lee, Ph.D. (Assistant Professor).....	10
Marguerite Lengyell, PhD., C. Psych (Assistant Professor).....	10
Albert Malkin, PhD., BCBA-D (Assistant Professor) .....	11
Nicole Neil, PhD., BCBA-D (Associate Professor) .....	11
Susan Rodger, Ph.D., C. Psych (Professor) .....	11
Katreena Scott, PhD, C. Psych (Professor) .....	11
Jacqueline Specht, Ph.D. (Professor) .....	12
Shannon L. Stewart, Ph.D., C. Psych (Professor and Director of Clinical Training).....	12
Thesis Supervision.....	12
Applied Setting for Research and Practica.....	13
Mary J. Wright Child and Youth Development Clinic for Practicum I and III Students .....	13
MA/PhD in Education Studies in the Field of School and Applied Child Psychology (SACP)14	
Course Sequence for MA Program .....	14
Fall of Year 1.....	14
Winter of Year 1.....	15
Fall of Year 2.....	15
Winter of Year 2.....	15
Summer of Year 2.....	15
Course Sequence for PhD Program.....	15
Fall of Year 1.....	15
Winter of Year 1.....	15
Summer of Year 1.....	15
Fall of Year 2.....	15
Winter of Year 2.....	15
Summer of Year 2.....	16

Fall of Year 3.....	16
Winter of Year 3.....	16
Summer of Year 3.....	16
Fall, Winter and Summer of Year 4 .....	16
Course Requirements Prior to Graduation .....	19
Timeline of Program .....	19
Forms.....	19
Course Descriptions .....	21
Doctoral Thesis .....	21
Thesis Proposal and Presentation.....	21
Ethics.....	21
Data Collection .....	22
Western University’s Thesis Guidelines.....	22
Thesis Examination.....	22
Qualifying Paper .....	22
Timelines for Completion of Forms .....	22
Practica Placements .....	22
Requirements of Practicum .....	24
Site Selection and Application.....	25
Supervision.....	25
Practicum Evaluation .....	25
Remedial Practicum .....	26
Program Sanctioned Hours.....	27
Submission of Hours Log.....	27
Vulnerable Persons Police Record Checks .....	27
Up to Date Vaccinations.....	27
Professional Insurance.....	28
Legislation.....	28
Full Year Internship .....	28
Application Process.....	28
Schedule and Time Requirements.....	29
Supervision.....	29
Internship Evaluation.....	30
Financial Assistance.....	30
Funding.....	30
Research and Teaching Assistantships .....	30
External Grants and Fellowships.....	31

Ontario Graduate Scholarship (OGS).....	31
Tri-Agency Awards (CIHR, SSHRC & NSERC).....	31
Academic Progress and Student Evaluations.....	32
Classroom Performance .....	32
Annual Report of Student Progress .....	32
Student Portfolio.....	32
Criteria for Maintaining Satisfactory Progress.....	33
Student Advisory Committee .....	33
Test Library.....	33

## **Introduction**

On behalf of the entire School and Applied Child Psychology faculty, we would like to welcome all new students. The Faculty of Education's Field of School and Applied Child Psychology began in 2015 and received accreditation in 2023 by the Canadian Psychological Association (CPA). This handbook was designed to provide new and current students with valuable knowledge needed to successfully complete this program. Students are advised to become familiar with the requirements, policies and procedures to ensure a productive experience with the Field of School and Applied Child Psychology.

### **Mission:**

The mission of the School and Applied Child Psychology program is to prepare future psychologists to create and use the knowledge of psychological science in ways that enhance the well-being of children, youth and families in schools and communities. Diversity, equity and social justice are integrated into research, teaching and training. The program is designed to provide training in psychological assessment, therapy, psychosocial and instructional interventions, consultation and prevention. Emphasis is also placed on factors and conditions that influence the learning process and its outcomes. Within the Field of School and Applied Child Psychology, students develop knowledge, skills, and competencies to apply these understandings to inform practice within schools, mental health agencies, private practice and research settings. The PhD degree meets the academic requirements of the College of Psychologists of Ontario for registration as a Psychologist (PhD).

The vision for our Faculty speaks to our commitment to foster values of integrity and ethics, equity and social justice, in addition to academic, clinical and research excellence. Inherent within our mission statement is a deep commitment to the delivery of innovative research-intensive academic programs which aim to enhance equity and accessibility for all learners; rigorous research defined by high academic and social impact; and culturally and socially responsive service that aims to produce high-quality outcomes that positively affect psychological services and benefit all of society. As such, our graduates have the ability to conduct and critically evaluate research that contributes to the field of child and school psychology.

### ***Training Model***

#### ***1) Scientist-Practitioner Model for Training***

Our foremost commitment is to provide a model of training that embraces the scientist-practitioner approach, a model that places primary emphasis on blending the roles of clinician and researcher into one entity. Hence, our training model reflects the need for empirical evidence and knowledge within psychology to inform training, professional experience and practice.

We seek to nurture graduates who:

- 1) Have the knowledge, skills, competencies and attitudes that encourage a scientific approach towards research and practice.
- 2) Move psychological research and professional fields forward by generating new knowledge that contributes to the development of scientific literature and the further development of professional practice across all psychological domains.
- 3) Are creators and active consumers of relevant research findings and apply the findings and methods of psychological research to educational and clinical problems with the goal of advancing practice.
- 4) Have the necessary research sophistication to incorporate high-quality research in school and clinical settings.

**Scientist:** Scientific knowledge and research underpin all aspects of our Field of School and Applied Child Psychology. Students acquire in-depth knowledge of research and theory related to diverse areas of psychology in general and school psychology in particular. They are introduced to the scientific and theoretical literature in the biological, cognitive-affective, as well as the individual social bases of behaviour. Additionally, scientific knowledge and research related to psychological assessment, intervention, learning and instruction, consultation, prevention, and system organization is provided. Moreover, our students are prepared to be competent researchers who have knowledge and skills in the critical evaluation of research, research design, diverse analytical and methodological approaches (for example, quantitative, qualitative, mixed methods, indigenous methodologies), and dissemination of findings. This knowledge base permits students to develop new research while also becoming critical creators and consumers of research to inform school psychology and clinical practice. Research within our PhD program is a robust, research-intensive degree that assists students in building rigorous academic skills for future success. Students work with faculty members, enabling them to develop strong research skills and conduct leading-edge research, to accomplish both their academic and career goals.

**Practitioner:** We prepare practitioners who embody the notion that science must inform practice with demonstrated abilities to identify, utilize and implement evidence-based practices in assessment, intervention, consultation and prevention. Our students acquire a strong research and theoretical foundation in core content areas that they systematically apply through problem-solving to diverse issues related to practice. We are also committed to preparing students who actively engage in the ethical decision-making process, have the competencies to navigate diverse interpersonal relationships, maintain a positive working alliance with the students/clients, and collaborate effectively with others in planning and decision-making.

The central feature of the Field of School and Applied Psychology is to train our students to become competent in both school and clinical psychology with an emphasis on children, youth and their families. Focus within these two domains of practice facilitates the development of competent psychologists within both school (e.g., competencies in areas related to instructional interventions, social ecology of schools) and mental health contexts (e.g., competencies in individual and group psychotherapy). Competency in these

two fields is the focus of our training given that the knowledge and skills of both areas extensively overlap.

2) Core knowledge and skills are developed in the following areas:

- a) developmental psychology and psychopathology
- b) interviewing and therapeutic communication
- c) psychological assessment
- d) diagnostic formulation and the communication of diagnoses
- e) counselling and therapy skills
- f) prevention and intervention
- g) diversity and sensitivity to cultural issues across the spectrum of services

Based on the goals within the School and Applied Child Psychology Field, graduates will:

- 1) have broad knowledge of psychology in the five cognate areas.
- 2) conduct and implement high quality original and applied research.
- 3) apply high standards of ethical, legal, and professional conduct in research and practice.
- 4) be competent in selecting, conducting, and interpreting psychological assessments as well as case formulation.
- 5) develop, monitor, and evaluate interventions in psychology and education.
- 6) have effective, positive interpersonal skills.
- 7) consult with schools, mental health agencies, families, etc.
- 8) respect the range of human diversity in all research and practice.
- 9) obtain the foundational knowledge and clinical skills for professional practice for future eligibility to register within school and/or clinical psychology.

### What Do School Psychologists Do?

Through a combination of assessment, direct intervention, consultation and collaboration, school psychologists work to:

- Improve academic achievement and student well-being
- Promote positive behaviour and mental health
- Support diverse learners
- Create safe, positive school climates
- Strengthen family-school partnerships
- Improve school-wide assessment and accountability

Although most school psychologists work in K-12 schools, some are employed in other community, academic, and medical settings. Our program integrates the National Association of School Psychologists (NASP) domains of practice.

National Association of School Psychology: 10 Domains of Practice	
Domain 1: Data-based, Decision Making and Accountability	School psychologists have knowledge of varied models and methods of assessment and data collection for identifying strengths and needs, developing effective services and programs, and measuring progress and outcomes.
Domain 2: Consultation and Collaboration	School Psychologists have knowledge of varied models and strategies of consultation, collaboration, and communication applicable to individuals, families, groups, and systems and methods to promote effective implementation of services.
<b>Student-Level Service</b>	
Domain 3: Interventions and Instructional Support to Develop Academic Skills	School psychologists have knowledge of biological, cultural, and social influences on academic skills; human learning, cognitive, and developmental processes; and evidence-based curricula and instructional strategies.
Domain 4: Interventions and Mental Health Services to Develop Social and Life Skills	School psychologists have knowledge of biological, cultural, developmental, and social influences on behavior and mental health, behavioural and emotional impacts on learning and life skills, and evidence-based strategies to promote social-emotional functioning and mental health.
<b>Service-Level Service</b>	
Domain 5: School wide practice to support learning	School psychologists have knowledge of school and systems structure, organization, and theory; general and special education; technology resources; and evidence-based school practices that promote learning and mental health.
Domain 6: Preventive and Responsive Services	School psychologists have knowledge of principles and research related to resilience and risk factors in learning and mental health, service in schools and communities to support multi-tiered prevention and evidence-based strategies for effective crisis response.
Domain 7: Family-School Collaboration Services	School psychologists have knowledge and principles and research related to family systems, strengths, needs, and culture; evidence-based strategies to support family influences on children's learning and mental health; and strategies to develop collaboration between families and schools.
<b>Foundations of School Psychological Service Delivery</b>	
Domain 8: Diversity in Development and Learning	School psychologists have knowledge of individual differences, abilities, disabilities, and other diverse student characteristics; principles and research related to diversity factors for children, families, and schools, including factors related to culture, context, and individual and role difference; and evidence-based strategies to enhance services and address potential influences related to diversity.
Domain 9: Research and Program Evaluation	School psychologists have knowledge of research design, statistics, measurement, varied data collection and analysis techniques, and program evaluation sufficient for understanding research and interpreting data in applied settings.
Domain 10: Legal, Ethical, and Professional Practice	School psychologists have knowledge of the history and foundations of school psychology; multiple service models and methods; ethical, legal, and professional standards; and other factors related to professional identity and effective practice as school psychologists.
<a href="http://www.nasponline.org/standards/practice-model/domains.aspx">http://www.nasponline.org/standards/practice-model/domains.aspx</a>	

## Admission Requirements

Please visit our Admission Requirements page for the most up to date information:  
<https://www.edu.uwo.ca/graduate-education/admission-contact/admission.html#>

## CPA Accreditation

The Field of School and Applied Child Psychology has been designed to meet all Canadian Psychological Association requirements for accreditation. We received accreditation in the Spring of 2023.

## Faculty Members

### Daniel Ansari, Ph.D. (Professor)

Dr. Ansari received his PhD from University College London in 2003. Presently, Daniel Ansari is a Professor and Tier 1 Canada Research Chair in Developmental Cognitive Neuroscience and Learning in the Department of Psychology and the [Brain & Mind Institute](#) at the University of Western Ontario in London, Ontario, where he heads the Numerical Cognition Laboratory ([www.numericalcognition.org](http://www.numericalcognition.org)). Ansari and his team explore the developmental trajectory underlying both the typical and atypical development of numerical and mathematical skills, using both behavioral and neuroimaging methods.

### Jason Brown, Ph.D., C. Psych (Professor)

Dr. Brown is interested in holistic approaches to individual, family and community wellness. His research has been conducted in partnership with non-government community-based organizations delivering health, social or educational services. In this research, he emphasizes the gifts and assets of individuals, families and communities facing significant challenges.

### Emma Duerden, Ph.D. (Associate Professor)

Dr. Duerden is an Assistant Professor in the Faculty of Education and a supervisor for graduate students in the School and Applied Child Psychology program. Her research program focuses on the impact of early adversity on cognitive ability in infants and school-aged children with autism spectrum disorder or who are born very preterm. The goal of her research program is to identify risk factors for early adversity as well as factors that promote resilience to early life stress, healthy brain development and academic achievement in children.

### Barbara Fenesi, Ph.D. (Assistant Professor)

Dr. Fenesi's research is rooted in understanding how the entire human body plays a role in student success. She draws on work from fields of psychology, education, health,

neuroscience and kinesiology to identify intervention strategies that can promote cognitive function and mental health in typically developing children and youth and those facing academic challenges.

### **Deanna Friesen, Ph.D. (Chair, Associate Professor)**

Dr. Friesen's research interests are drawn from educational and cognitive psychology. Her research focuses on how bilingualism as a life experience impacts language processing and cognition. Her work examines how knowing two languages manifests itself during sentence processing and word recognition in a single language. Currently, she is investigating how bilinguals engage in strategies during reading and which strategies lead to successful comprehension. To address these questions, she uses behavioural, Event-related potentials (ERPs) and Eye-tracking measures.

### **Colin King, Ph.D., C. Psych (Associate Professor)**

Dr. King's research and clinical interests are drawn from his work as a School and Clinical Psychologist. He is interested in improving assessment and intervention practices for children and youth with learning, behavioral, and social-emotional challenges. His research interested also include interdisciplinary and community approaches to improve outcomes for children and families.

### **Perry Klein, Ph.D. (Professor)**

Dr. Klein's research focuses on the psychology of writing instruction. The questions that he investigates include: How can students use writing as a tool for learning about content area subjects? How can we teach writing effectively? How can we support and intervene with struggling writers and prevent writing difficulties?

### **Gabrielle Lee, Ph.D. (Associate Professor)**

Dr. Lee served as an assistant professor at Michigan State University and as a clinical director in the ABA/Autism programs at private agencies. She is a licensed psychologist in Michigan and a board-certified behavior analyst. She conducts collaborative research with researchers in US, Asia, and Canada. Her research focuses on behavioral intervention for children with autism spectrum disorder.

### **Marguerite Lengyell, Ph.D., C. Psych (Assistant Professor)**

Marguerite Lengyell is a Psychologist and Assistant Professor in the Graduate Program in Counselling Psychology at the Faculty of Education at Western University. Her research interests include critical multiculturalism and the integration of culturally responsive and anti-oppressive practices in counselling and education.

### **Albert Malkin, Ph.D., BCBA-D (Assistant Professor)**

Dr. Malkin's career has focused on providing services for individuals with developmental disabilities. His research interests include the Influence of language on socially important phenomena (e.g., stimulus equivalence, relational frame theory, and Acceptance and Commitment Training), Practices in Pedagogy (e.g., active learning, online discussions, etc.), Applied quantitative analysis of behaviour (e.g., behavioural economics, delay discounting, demand analyses, matching law, etc.), Health, sports, and fitness (e.g., increasing well-being, decision-making, etc.), Social responsibility (e.g., issues related to sustainability and bias) and Psychometric validation of behaviour analytic assessment protocols.

### **Nicole Neil, Ph.D., BCBA-D (Associate Professor)**

Dr. Neil's program of research focuses on questions that are relevant to the practice of applied behaviour analysis and families of individuals with developmental disabilities. Her research interests are in interventions for young children with Down syndrome and autism spectrum disorders, assessment and treatment of comorbid mental health diagnoses, and social skills and support programs for children with disabilities and their families. Many of her projects are community-based research which involves an environment, where families, students, practitioners, and researchers are brought together.

### **Susan Rodger, Ph.D., C. Psych (Professor)**

Dr. Rodger's research focus is on the person – the learner. She wants to create a contextual picture of how who we are as people influences who we are as learners. Everybody arrives in the classroom as individuals, so treating them all similarly does not serve the learner or education. The research Dr. Rodger conducts is grounded in feminist approaches, social justice and participation. She and her colleagues have had great success with funding and are now seeking to expand on our work to examine the influence of culture, language and violence on women's experiences in the classroom.

### **Katreena Scott, Ph.D., C. Psych (Professor)**

Dr. Katreena Scott is a Psychologist, Director of the Centre for Research and Education on Violence Against Women and Children at Western University and Professor. Dr. Scott leads an applied research program aimed at ending violence in family relationships, with specific expertise on addressing violence perpetration in men. The Caring Dads program that she developed ([www.caringdads.org](http://www.caringdads.org)) is currently running in many sites across Canada, as well as in the US, UK, Ireland, Germany and Australia. She is a contributor to international networks including the DV@Work Network and the Safer Families Centre of Excellence.

### **Jacqueline Specht, Ph.D. (Professor)**

Dr. Specht is the Director of the Canadian Research Centre on Inclusive Education. Her research interests encompass pedagogical issues surrounding the participation of children in the school system. Currently her research surrounds the efficacy of newly graduated teachers for teaching in diverse classrooms. She has supervised graduate student research in the areas of assistive technology, IEP development, and teacher and student experiences in inclusive classrooms.

### **Shannon L. Stewart, Ph.D., C. Psych (Professor)**

Dr. Stewart's research focuses on ways to better understand the complex medical, environmental, social, and psychiatric factors associated with mental health problems, treatment trajectories, and service use to better meet the needs of our children and youth in a variety of contexts including child-care settings, schools, mental health facilities, hospitals and youth justice facilities. Special topics of interest include assessment, early intervention and prevention, aggression, non-suicidal and suicidal injury, complex special needs, inpatient/residential treatment. Her overarching program of research focuses on improving early identification of mental health and substance use, enhancing access to mental health care services and contributing to increased evidence-informed care planning to improve the functionality of mental health services across multiple service sectors.

### **Thesis Supervision**

Students in the MA and PhD programs are required to choose a faculty member to supervise their research prior to the beginning of the program. It is recommended that prior to applying to the Field of School and Applied Child Psychology, students connect with faculty members with similar research interests to determine their availability for possible supervision. Students are encouraged to read the biographies of Applied Psychology faculty members to determine the best fit with respect to research interests. Reading the potential supervisor's recent publications, areas of interest, and supervision style would be of benefit to ensure the best graduate experience. Students are also encouraged to speak to more than one potential supervisor in their applications. To determine which supervision style is the best match, prospective students are encouraged to reach out to senior graduate students to obtain advice and information regarding the supervisor's style and expectations. Faculty members of the program who hold the position of Assistant Professor or higher is eligible to supervise doctoral students once they have successfully supervised at least one Master's student to completion of the program.

The role of a supervisor is to guide the student's research and provide suggestions, support, and approval throughout the research process. The supervisor will also take the role as a member of the student's Doctoral Advisory Committee. It is strongly recommended that the student maintains a close relationship to his or her thesis supervisor through open communication to avoid any complications and

misunderstandings that may lead to lack of success in the program. More information on the roles and responsibilities of the students and their thesis supervisors can be found on the School of Graduate and Postdoctoral Studies' website at this link:

[http://grad.uwo.ca/faculty\\_staff/viceprovost/supervision.html](http://grad.uwo.ca/faculty_staff/viceprovost/supervision.html)

## **Applied Setting for Research and Practica**

### **Mary J. Wright Child and Youth Development Clinic for Practicum I and III Students**

1163 Richmond St., London, ON N6A 3K6

<https://www.mjw-cydc.uwo.ca/>

The Mary J. Wright Child and Youth Development Clinic (MJW-CYDC) is an integrated training clinic operated by the Faculty of Education at Western University. The MJW-CYDC has supported over 800 families over 6 years by offering a range of clinical, education, and support services to the greater London community.

Working under the supervision of registered School and Child Clinical Psychologists within a fee for service framework, graduate student clinicians provide a range of in-person and virtual clinical services, such as psychological consultation, assessment, and intervention services to school-aged children, youth and their families in the community. With a mandate of “children first for a stronger community”, a sliding fee scale and accessibility funding ensures that finances do not prevent families from receiving the services they require to support their child’s behaviour, learning and development, or mental health.

The integrated clinic serves as the primary training and learning site for doctoral students at the Faculty of Education for their first practicum (Ph.D. Year 1) and advanced practicum (Ph.D. Year 3) within the School and Applied Psychology Field. The MJW-CYDC also hosts a funded full-year psychology internship for students seeking a residency in school and child clinical psychology. The MJW-CYDC also serves as a training practicum site for M.A. Social Work students in the advanced standing program at King’s University College at Western University.

With a strong focus on providing clinical care that is inclusive, collaborative, interdisciplinary, and grounded in evidence-based research, along with a developmental approach to supervision, the MJW-CYDC seeks excellence and innovation in clinical service, teaching and supervision, and research. The MJW-CYDC has rich connections and collaborations across the greater London area, including active partnerships with the Merrymount Family Support and Crisis Centre, children’s mental health agencies, school boards, hospitals, and other organizations that support children and youth. MJW-CYDC has also partnered with the Centre for School Mental Health at the Faculty of Education to offer a range of learning and targeted group intervention services with a focus on newcomer mental health, youth in care, and diverse youth (e.g., LGBTQ2+). The MJW-CYDC has an active advisory committee comprised of community partners, including parents and caregivers with lived experience.

## **MA/PhD in Education Studies in the Field of School and Applied Child Psychology (SACP)**

Although separate admissions are required for the MA and PhD in the School Psychology and Applied Child PhD (SACP), the two levels are one coherent program. At the point of acceptance into the PhD program, the transcripts of candidates who did not take the MA are thoroughly assessed to determine whether they meet CPA and College of Psychologists of Ontario standards in terms of having at least one full year or two half senior undergraduate course(s) in each of the core breadth areas of psychology. These students are required to complete the MA courses for which they do not have equivalence as part of their previous MA program to ensure that they have learned the skills and content taught in the MA program. If they lack appropriate courses in these areas, they are required to take these courses at the graduate level. Our current program provides cognates for the following areas: Biological Basis of Behaviour, Individual Differences and Cognitive-Affective. If students believe that they have fulfilled the Historical and Scientific of General Psychology and/or Social Bases of Behaviour cognates but have not been given credit for this requirement, they may appeal to the Program Chair for a re-assessment of their previous coursework and practicum experiences.

The beginning level core professional and research courses are given during the two-year full-time MA program. This includes 6 half courses and a thesis. Refer to the Master's Thesis Guide for additional information ([https://www.edu.uwo.ca/csw/grad/docs/formsguides/researchintensive\\_studentguide.pdf](https://www.edu.uwo.ca/csw/grad/docs/formsguides/researchintensive_studentguide.pdf)). This allows some students to terminate their program with a MA degree. During the PhD program, advanced courses are designed to support incremental learning, provide scientific and scholarly breadth, while obtaining professional practice during placement settings, including a 1600-hour internship/residency.

### **Course Sequence for MA Program**

Students take a set of core courses in a specific sequence to support incremental learning. Consequently, our students form a distinct group in terms of the experiences they bring into the program and the experiences they gain through the program (academic, practicum, internship, and research experiences). Course descriptions for the offered courses are located here: <https://www.edu.uwo.ca/graduate-education/documents/ResearchIntensiveCourseDescriptions.pdf>.

#### **Fall of Year 1**

- 9653 - Ethical and Professional Issues in School and Applied Psychology
- 9801 – Psychosocial Aspects of Schooling
- 9806 -Exceptionalities
- Thesis

### Winter of Year 1

- 9705- Advanced Quantitative Research Methods
- 9651- Assessment and Evaluation in Regular and Special Education
- Thesis

### Fall of Year 2

- 9811 – Cognitive and Academic Interventions
- Thesis

### Winter of Year 2

- Thesis

### Summer of Year 2

- Thesis Completion: Deadline to upload final thesis is 6 weeks after the defence or the end of term (August 31), whichever comes first.

## **Course Sequence for PhD Program**

Students will need to complete the following courses during the PhD program:

### Fall of Year 1

- 9800 – Professional Case Seminar (Fall and Winter for three years)
- 9802 – Mind, Brain, and Education
- 9803 – Childhood Psychopathology
- 9809 – Comprehensive Child and Adolescent Assessment I

### Winter of Year 1

- 9800 – Professional Case Seminar
- 9813 – Child and Adolescent Intervention
- 9810 – Comprehensive Child and Adolescent Assessment II
- Practicum I

### Summer of Year 1

- Qualifying Paper

### Fall of Year 2

- 9800 – Professional Case Seminar
- 9808 – Consultation and Collaboration
- Practicum 2

### Winter of Year 2

- 9800 – Professional Case Seminar

- Practicum 2

#### Summer of Year 2

- Thesis Proposal

#### Fall of Year 3

- 9800 – Professional Case Seminar
- Practicum 3
- Thesis

#### Winter of Year 3

- 9800 – Professional Case Seminar
- Practicum 3
- Thesis

#### Summer of Year 3

- Thesis

#### Fall, Winter and Summer of Year 4

- Internship
- Thesis: Deadline to upload final thesis is 6 weeks after the defence or the end of term (August 31), whichever comes first.

The following Milestones must be completed *prior* to completion of the program:

- Qualifying Paper
- Thesis Proposal
- Thesis
- 9800 (for three years)
- Practicum I (MJW/CYDC)
- Practicum II (School Board Placement)
- Practicum III (MJW/CYDC)
- Internship/Residency

Course descriptions for the offered courses are located here: [research-intensive-course-descriptions2.pdf \(uwo.ca\)](#)

The research intensive student guide is located here: [researchintensive\\_studentguide.pdf \(uwo.ca\)](#)

Doctoral Thesis information is located here: [phdthesisguide-october\\_2020.pdf \(uwo.ca\)](#)

Qualifying Paper information is located here: [qualifying-paper---psych.pdf \(uwo.ca\)](#)

Below is the Program Progression chart for each of the active cohorts in the PhD program.

**Please note: All required paperwork and related documentation is required by the deadline outlined on the website. If not, progression to the next term, practica or internship will not occur.**

*Western University*  
**PhD - School and Applied Child Psychology Program Progression Chart**

<b><u>Students who started in Fall 2016</u></b>	<b><u>Students who started in Fall 2017</u></b>	<b><u>Students who started in Fall 2018</u></b>	<b><u>Students who started in Fall 2019</u></b>	<b><u>Students who started in Fall 2020 or later</u></b>
<p style="text-align: center;"><b>Year 1</b></p> <p>Fall</p> <ul style="list-style-type: none"> <li>• 9809, 9550, 9802, 9801, 9800</li> </ul> <p>Winter</p> <ul style="list-style-type: none"> <li>• 9705, 9800, 9803, 9806, 9805</li> </ul> <p>Summer</p> <ul style="list-style-type: none"> <li>• Qualifying Paper</li> </ul>	<p style="text-align: center;"><b>Year 1</b></p> <p>Fall</p> <ul style="list-style-type: none"> <li>• 9809, 9550, 9802, 9800</li> </ul> <p>Winter</p> <ul style="list-style-type: none"> <li>• 9810, 9806, 9705 9800, 9805</li> </ul> <p>Summer</p> <ul style="list-style-type: none"> <li>• Qualifying Paper</li> </ul>	<p style="text-align: center;"><b>Year 1</b></p> <p>Fall</p> <ul style="list-style-type: none"> <li>• 9809, 9802 9803, 9805</li> </ul> <p>Winter</p> <ul style="list-style-type: none"> <li>• 9810, 9813, 9808, 9800, 9805</li> </ul> <p>Summer</p> <ul style="list-style-type: none"> <li>• Qualifying Paper</li> </ul>	<p style="text-align: center;"><b>Year 1</b></p> <p>Fall</p> <ul style="list-style-type: none"> <li>• 9809, 9802, 9803, 9800</li> </ul> <p>Winter</p> <ul style="list-style-type: none"> <li>• 9810, 9808, 9800, Practicum 1</li> </ul> <p>Summer</p> <ul style="list-style-type: none"> <li>• Qualifying Paper</li> </ul>	<p style="text-align: center;"><b>Year 1</b></p> <p>Fall</p> <ul style="list-style-type: none"> <li>• 9809, 9802, 9803, 9800</li> </ul> <p>Winter</p> <ul style="list-style-type: none"> <li>• 9810, 9808, 9800, Practicum 1</li> </ul> <p>Summer</p> <ul style="list-style-type: none"> <li>• 9813, Qualifying Paper</li> </ul>
<p style="text-align: center;"><b>Year 2</b></p> <p>Fall</p> <ul style="list-style-type: none"> <li>• 9810, 9813, 9800, 9812</li> </ul> <p>Winter</p> <ul style="list-style-type: none"> <li>• 9808, 9811, 9808, 9812</li> </ul> <p>Summer</p> <ul style="list-style-type: none"> <li>• Thesis Proposal</li> </ul>	<p style="text-align: center;"><b>Year 2</b></p> <p>Fall</p> <ul style="list-style-type: none"> <li>• 9801, 9803, 9800, 9812</li> </ul> <p>Winter</p> <ul style="list-style-type: none"> <li>• 9808, 9811, 9813, 9800, 9812</li> </ul> <p>Summer</p> <ul style="list-style-type: none"> <li>• Thesis Proposal</li> </ul>	<p style="text-align: center;"><b>Year 2</b></p> <p>Fall</p> <ul style="list-style-type: none"> <li>• 9800, 9812</li> </ul> <p>Winter</p> <ul style="list-style-type: none"> <li>• 9800, 9812</li> </ul> <p>Summer</p> <ul style="list-style-type: none"> <li>• Thesis Proposal</li> </ul>	<p style="text-align: center;"><b>Year 2</b></p> <p>Fall</p> <ul style="list-style-type: none"> <li>• 9813, 9800, Practicum 2</li> </ul> <p>Winter</p> <ul style="list-style-type: none"> <li>• 9800, Practicum 2</li> </ul> <p>Summer</p> <ul style="list-style-type: none"> <li>• Thesis Proposal</li> </ul>	<p style="text-align: center;"><b>Year 2</b></p> <p>Fall</p> <ul style="list-style-type: none"> <li>• 9800, Practicum 2</li> </ul> <p>Winter</p> <ul style="list-style-type: none"> <li>• 9800, Practicum 2</li> </ul> <p>Summer</p> <ul style="list-style-type: none"> <li>• Thesis Proposal</li> </ul>
<p style="text-align: center;"><b>Year 3</b></p> <p>Fall</p> <ul style="list-style-type: none"> <li>• 9800, 9816, Thesis</li> <li>• 9800, 9818 (Optional), 9816, Consultation Practicum (Optional), Thesis</li> </ul> <p>Summer</p> <ul style="list-style-type: none"> <li>• Thesis</li> </ul>	<p style="text-align: center;"><b>Year 3</b></p> <p>Fall</p> <ul style="list-style-type: none"> <li>• 9800, 9816, Thesis</li> </ul> <p>Winter</p> <ul style="list-style-type: none"> <li>• 9800, 9816, 9818 (Optional), 9816, Consultation Practicum, Thesis</li> </ul> <p>Summer</p> <ul style="list-style-type: none"> <li>• Thesis</li> </ul>	<p style="text-align: center;"><b>Year 3</b></p> <p>Fall</p> <ul style="list-style-type: none"> <li>• 9800, 9816, Thesis</li> </ul> <p>Winter</p> <ul style="list-style-type: none"> <li>• 9800, 9816, Thesis</li> </ul> <p>Summer</p> <ul style="list-style-type: none"> <li>• Thesis</li> </ul>	<p style="text-align: center;"><b>Year 3</b></p> <p>Fall</p> <ul style="list-style-type: none"> <li>• 9800, Practicum 4, Thesis</li> </ul> <p>Winter</p> <ul style="list-style-type: none"> <li>• 9800, Practicum 4, Thesis</li> </ul> <p>Summer</p> <ul style="list-style-type: none"> <li>• Thesis</li> </ul>	<p style="text-align: center;"><b>Year 3</b></p> <p>Fall</p> <ul style="list-style-type: none"> <li>• 9800, Practicum 3, Thesis</li> </ul> <p>Winter</p> <ul style="list-style-type: none"> <li>• 9800, Practicum 3, Thesis</li> </ul> <p>Summer</p> <ul style="list-style-type: none"> <li>• Thesis</li> </ul>
<p style="text-align: center;"><b>Year 4</b></p> <p>Fall, Winter, and Summer</p> <ul style="list-style-type: none"> <li>• 9820, Thesis</li> </ul>	<p style="text-align: center;"><b>Year 4</b></p> <p>Fall, Winter, and Summer</p> <ul style="list-style-type: none"> <li>• 9820, Thesis</li> </ul>	<p style="text-align: center;"><b>Year 4</b></p> <p>Fall, Winter, and Summer</p> <ul style="list-style-type: none"> <li>• 9820, Thesis</li> </ul>	<p style="text-align: center;"><b>Year 4</b></p> <p>Fall, Winter, and Summer</p> <ul style="list-style-type: none"> <li>• Internship, Thesis</li> </ul>	<p style="text-align: center;"><b>Year 4</b></p> <p>Fall, Winter, and Summer</p> <ul style="list-style-type: none"> <li>• Internship, Thesis</li> </ul>

*Updated: April 14, 2021*

## Course Requirements Prior to Graduation

Program Requirements can be found on this page: <http://www.edu.uwo.ca/graduate-education/program/phd/applied-child-psychology.html>. Click on the *Timing and Delivery* heading for more information.

## Timeline of Program

Although separate admissions are required for the MA and PhD in the School and Applied Child psychology, the two levels are one coherent program. The entire MA/PhD program requires a minimum of six years of full-time resident graduate study – two years in the MA and minimum of four years in the PhD. Student may do their internship year in the 4<sup>th</sup> or 5<sup>th</sup> year of the program. However, if students plan to apply for APPIC internship, this internship will occur in the 5<sup>th</sup> year of the PhD.

## Forms

Please visit our Forms and Guidelines to view the required forms for students to submit – a timeline of when forms are due to the Graduate Office can be found on our Forms and Guidelines page. Please visit this page for more information: [https://www.edu.uwo.ca/CSW/my-program/graduate-degrees/forms\\_guides.html](https://www.edu.uwo.ca/CSW/my-program/graduate-degrees/forms_guides.html).

*Current Students → Graduate Programs Information → Forms, Guides  
and Policies → Program Guidelines →  
PhD → PhD in the Field of School and Applied Child Psychology*

PhD in the Field of School and Applied Child Psychology Chart of Form Due Dates

Form Name	Practicum 1	Practicum 2	Practicum 3	Internship
Release of Personal Information	October 31 <sup>st</sup>			
Practicum Expectations	January 22 <sup>nd</sup>	September 15 <sup>th</sup>	September 15 <sup>th</sup>	
Practicum Supervision Contract	January 22 <sup>nd</sup>	September 15 <sup>th</sup>	September 15 <sup>th</sup>	
Practicum Student Evaluation (Interim)	March 15 <sup>th</sup>	January 31 <sup>st</sup>	January 31 <sup>st</sup>	
Practicum Student Evaluation (Final)	At milestone completion	At milestone completion	At milestone completion	
Site Supervisor Evaluation (for external supervisor)		May 30 <sup>th</sup>		
Student Practicum Hour Sheet	February, April, and June (if applicable)	October, December, February, April	October, December, February, April	
Eligibility Requirements for Internship				September 15 <sup>th</sup> ( <b>Year 3 prior to start of Internship</b> )
Accredited Post-Match Application				March 15 <sup>th</sup> ( <b>Year 3 prior to start of Internship</b> )
Accredited Internship Application*				November 1 <sup>st</sup> ( <b>Year 3 prior to start of Internship</b> )
Non-Accredited Internship Application*				March 15 <sup>th</sup> ( <b>Year 3 prior to start of Internship</b> )
Internship Student Evaluation (Interim)				March 30 <sup>th</sup> (or 6 months after starting internship)
Internship Student Evaluation (Final)				August 31 <sup>st</sup> (or at completion of internship)
Hours Completed (for Annual Report)	May 1 <sup>st</sup>	May 1 <sup>st</sup>	May 1 <sup>st</sup>	March 30 <sup>th</sup> (or 6 months after starting internship) and August 31 <sup>st</sup> (or at completion of internship)
Total Hours Completed	At completion of Milestone	At completion of Milestone	At completion of Milestone	
Internship Site Supervisor Evaluation				August 31 <sup>st</sup> (or at completion of internship)
Practicum Self-Assessment (Practicum/Internship)	Optional	Optional	Optional	Optional
Program Sanctioned Hours	As needed	As needed	As needed	

\*Students cannot apply to both the Accredited Internship and the Non-Accredited Internship, only one of these forms needs to be submitted.

## Course Timetables

Access to course timetables will be provided by the Graduate Office through a secure link in the summer term.

## Doctoral Thesis

### Thesis Proposal and Presentation

Once the candidate is ready to begin work on the thesis, the Supervisor, at the candidate's request and after consulting with the faculty members concerned, will formally appoint a Doctoral Advisory Committee. The committee will consist of the Supervisor and at least one additional faculty member.

Candidates must submit a written research proposal to their Doctoral Advisory Committee and make an oral presentation to the committee in which the research problem, theoretical framework and methodology are explained and satisfactorily defended. The presentation will be open to all members of the Faculty of Education. The committee must approve both the written proposal and the oral presentation before the candidate is allowed to proceed.

The student submits the written proposal for approval, along with signed PhD Thesis Proposal Approval Form from the Doctoral Advisory Committee to the Graduate Programs Office for approval by the Associate Dean, Graduate Programs.

More information about the thesis proposal can be found on our Forms and Guidelines page: [Forms and Guides - Faculty of Education - Western University \(uwo.ca\)](#) Please click on "Current Students" > "Graduate Programs Information" > "Forms, Guides, and Policies" > "Program Guidelines" > "PhD" > "PhD Thesis".

### Ethics

When the Doctoral Advisory Committee is satisfied with a candidate's written proposal and the oral presentation made to the committee, the student can then submit the ethics protocol. Students must receive ethics approval from Western University Research Ethics Board before the research begins. In certain situations, student proposals may have ethics approval through larger research projects overseen by their supervisor. The candidate can proceed with the research only after all approvals have been obtained with the guidance and review of the Supervisor and the Thesis Advisory Committee.

In order for doctoral research with human subjects to proceed, an ethics certificate must first be obtained. For information on research ethics procedures at Western University please see the following: <https://www.uwo.ca/research/ethics/>.

For information on obtaining ethics for non-human participants, please see the following: <https://www.uwo.ca/research/ethics/animal/index.html>.

## Data Collection

Students must complete their data collection prior to their internship and verification must be made by their research supervisor. Students who have not completed their data collection at the time of their APPIC/internship application **must** postpone the internship. It is recommended that students complete their thesis defense prior to beginning their internship although it is understood that this is not always a possibility.

## Western University's Thesis Guidelines

The Graduate and Postdoctoral Studies Office offers specific guidelines concerning the execution, writing, submission and defence of the thesis. These guidelines must be followed and can be found at the following:

[http://grad.uwo.ca/current\\_students/thesis/index.html](http://grad.uwo.ca/current_students/thesis/index.html)

## Thesis Examination

When the thesis has been completed and approved by the Supervisor and the Thesis Advisory Committee, the candidate may submit the thesis for examination. The candidate submits the Application for Thesis Examination ([Forms and Guidelines page](#)) and the Doctoral Thesis Supervisor Approval forms ([Forms and Guidelines page](#)) to the Graduate Programs Office. The forms have to be submitted a minimum of seven weeks prior to the defence date. The thesis is uploaded to [Scholarship@Western](#), Electronic Thesis and Thesis Repository, a **minimum of six weeks** prior to the defence date.

The examination includes a Public Lecture which provides both a valuable means of disseminating research findings within the academic community, and an opportunity for all graduate students within the Faculty of Education to participate in and contribute to the scholarly discourse of the university. In accordance with the appropriate regulations, the public lecture will be advertised in the University's Western News and on the University's website and be open to all members of the community.

Details of the examination process are located in Section 8 of [Graduate Regulations](#).

## Qualifying Paper

More information about the Qualifying Examination can be found on our Forms and Guidelines Page: <https://www.edu.uwo.ca/csw/grad/forms-and-guides.html>

## Timelines for Completion of Forms

More information about the timeline for completion of forms can be obtained from: <https://www.edu.uwo.ca/csw/grad/forms-and-guides.html>

## Practica Placements

Students in the School and Applied Child Psychology field of study are expected to complete three separate unpaid professional training practica. The practicum placements provide opportunities for professional introduction to the field, introduces the student to

general roles and responsibilities of school psychologists and serves as the initial training component under the supervision of a licensed psychologist. Over the course of the 3 practica training experiences, each student must achieve a minimum of 600 hours and no more than 1000 hours of practicum training. As part of this training experience, at least 300 hours of supervised practicum training must be devoted to direct, face-to-face contact with children, youth and families.

The practicum placement allows for continued development of interventions, professional skills, assessment and diagnostic skills with more complex cases. By the end of Practicum III, each student should have completed at least 5 comprehensive assessments including *a full cognitive, psychoeducational, socio-emotional and behavioural assessment* in addition to at least 100 hours of direct intervention hours. These practica should also provide the opportunity for students to become acquainted with resources within the community that can augment services provided in the school or child/youth mental health setting. This should include those services outside the school setting. It is expected that students will synthesize and apply the depth and breadth of the knowledge learned, adapting to different settings, with supervised but independent skills in preparation for the internship.

By the end of Practicum III, it is expected that students will have experience and competency in the following areas:

- 1) Assessing a variety of children in preschool/kindergarten, elementary as well as youth within high school settings including diversity in learning and development;
- 2) Conducting assessments with children and youth from diverse ethnic and cultural backgrounds;
- 3) Functioning as consultants with teachers, parents and other professionals in a variety of settings (e.g., community mental health facilities, elementary/secondary school settings);
- 4) Using a variety of system-level services including school and system structure including school-wide systems for learning, prevention and intervention;
- 5) Utilizing data-based decision making and accountability for improved outcomes for children;
- 6) Report writing, psychoeducational and cognitive assessments, behavioural assessments, and socio-emotional assessments as well as a variety of intervention approaches including individual, group and family treatment approaches.

Prior to the beginning of the practica, each student must complete the *Release of Personal Information Form* to allow for sharing of information across settings. It is important that both supervisors and placement students understand the responsibilities and the rights associated with their respective roles. Students must complete the *Practicum Expectation Form and the Practicum Supervision Contract Form* prior to the start of each practicum. Both the student and the practicum supervisor(s) must sign these agreements. This form constitutes the formal agreement between the student and the supervisor

regarding the practicum placement. All documents will be shared with both the Site Supervisor and the Practicum Coordinator. It is also recommended that students complete the *Practicum Self-Assessment Form* prior to the start of the practicum and at the end of the practicum.

### Requirements of Practicum

Requirements of the combined Practicum placements (Practicum I, II, III) include:

- At least **300 hours** of supervised practicum training that is devoted to direct, face-to-face client contact.
- At least 150 hours of supervision with a Registered Psychologist
- At least one placement should be in a school-based setting
- Supporting Activities including writing progress and intake notes, report writing, case treatment planning, case presentations, consultations, case-relevant literature reviews, rounds, Individual Educational Plans (IEPs), learning new assessments or intervention strategies and professional development.

Requirements of Practicum I include:

- Total of at least **100 hours** of practicum training
- At least 50 hours of direct, face-to-face client contact
- At least 25 hours of supervision (at least 75% must be individual supervision by a registered psychologist, up to 25% can be group supervision)

Requirements of Practicum II include:

- Total of at least **250 hours** of practicum training
- At least 125 hours of direct, face-to-face client contact
- At least 62.5 hours of supervision (at least 75% must be individual supervision by a registered psychologist, up to 25% can be group supervision)

Requirements of Practicum III include:

- Total of at least **250 hours** of practicum training
- At least 125 hours of direct, face-to-face client contact
- At least 62.5 hours of supervision (at least 75% must be individual supervision by a registered psychologist, up to 25% can be group supervision)

Although not defined as a CPA requirement, the School and Applied Psychology Field of Study requires students to work with a variety of client issues and diverse populations to foster the most comprehensive and best quality experience possible. It is

expected that students will work with diverse populations including those with various ethnic and socioeconomic backgrounds, intellectual abilities, as well as those with different sexual orientations and genders.

### Site Selection and Application

The process of site selection is important. Practicum placement sites must provide experiences in school, applied or clinical child psychology with supervision from a licensed psychologist. In the first year, students will complete their practicum at the Mary J. Wright Child and Youth Development Centre (MJW/CYDC) as part of an entry level placement. In the second year, students will complete a practicum within a school board. The final practicum will be at the MJW/CYDC at Western University providing services to more complex children, youth and families.

Should a student, once in their selected placement, feel as though the placement is unsuited to their learning needs and desires, the Director of Clinical Training should be contacted where a meeting will be held with the student and their practicum supervisor to clarify the reason for a request of withdrawal. If no solution is obtained that will please both the student and the practicum supervisor, a formal written withdrawal is completed and the necessary conditions will be established for the student to re-apply to a new practicum placement. Students are strongly encouraged to handle any conflicts with their clinical supervisor as a first step and attempt to make the necessary arrangements to be able to continue in their initial placement.

### Supervision

Students are required to complete at least 150 supervision hours (ratio depending on the number of direct client hours) in which 75% must be allotted to individual supervision and 25% is to be allotted to either group supervision or individual supervision. Supervision should occur on a weekly basis. Students will also have the opportunity to evaluate their external site supervisors following their practicum experience by filling out the *Site Supervisor Evaluation Form*.

Although not common, there may be personal or professional issues with the student's supervisor that may arise and could potentially impact the student's ability to meet their goals or affect their opportunity to gain valuable experience, students are first expected to discuss their concerns directly with their practicum supervisor. If concerns persist, students are asked to discuss this issue with the Practicum Coordinator. In the event that no resolution can be determined once speaking to the Practicum Coordinator, the Director of Clinical Training will be notified. If issues persist, students will be directed to take more formal actions and should consult Western University's Student's Rights and Responsibility document for further instructions. This document can be found here: ([http://uwo.ca/univsec/pdf/academic\\_policies/appeals/appealsgrad.pdf](http://uwo.ca/univsec/pdf/academic_policies/appeals/appealsgrad.pdf)).

### Practicum Evaluation

The School and Applied Child Psychology Field of Study within the Faculty of Education has a responsibility of ensuring public protection by producing competent,

professional individuals that provide high quality and safe psychological services. Therefore, each practicum will analyze the level of competency the student has at providing such services. The practicum is graded on the basis of a credit/no credit system. A credit is received if the student has met the required level of competency. Site supervisors will be responsible for completing the *Practicum Student Evaluation* mid-way through the practicum and at the end of the Practicum to examine the progress the student has made over the course of the placement. Supervisors are expected to discuss the evaluation form with the student. Both informal and group supervision is provided throughout the placement and student progress is monitored. Students will also be requested to complete the *Site Supervisor Evaluation Form* two weeks prior to the end of the practicum.

To receive a credit, the supervisor must evaluate the student as “Pass” or “Pass with identified concerns”. If the student receives a grade of “Pass with identified concerns” it is expected that the supervisor will discuss concerns with the student. If the student receives a grade of “Pass with identified concerns” in two consecutive practica or does not meet the competency requirements, no credit is given, indicating a placement failure. If concerns are identified, a *Competency Remediation Plan* is developed with the student, the Director of Clinical Training and the Director of CYDC/MJW to facilitate competency in any area of concern, with concrete objectives and expected outcomes to facilitate skill development in core areas of competencies.

Should a student fail any practicum, the student will be required to repeat their practicum as a remedial practicum.

### Remedial Practicum

In the event that a student fails a practicum, the student will be able to repeat the practicum as a remedial practicum. The purpose of remediation is to provide the student with the opportunity to achieve adequate competence in the identified areas of concern so that the student may continue safely and productively to the next stage of training. A *Competency Remediation Plan* will be developed with the student, the Director of Clinical Training and the Director of CYDC/MJW to facilitate competency in any area of concern, with concrete objectives and expected outcomes to facilitate skill development in core areas of competencies. If the student receives a failing grade in the remedial practicum, the student will be removed from the program.

If the student has received a “Pass with Identified Concerns” for any practicum, a *Competency Remediation Plan* will also be implemented. If a student receives two “Pass with Identified Concern” in a row, then a remedial practicum will also be required. Similar to a failed practicum, this plan will also be developed with the student, the Director of Clinical Training and the Director of CYDC/MJW to facilitate competency in any area of concern, with concrete objectives and expected outcomes to facilitate skill development in core areas of competencies. If the student continues to receive a grade of “Pass with identifiable concerns” and does not meet the competency requirements, no credit is given,

indicating a placement failure. If ratings do not improve in the remedial practicum, the student will be removed from the PhD program.

### Program Sanctioned Hours

Because of the importance of obtaining a variety of clinical experiences, many students elect to complete program sanctioned hours. Students **MUST** discuss this with the Academic Supervisor and the DCT prior to pursuing such an opportunity. Much of the same guidelines that apply for the Practica also apply here. It should be noted that the process for additional program sanctioned opportunity is much more independent.

Students who wish to pursue program sanctioned hours **MUST** complete an *Approval of "Program Sanctioned" Hours Form*, which outlines the details of the opportunity, including supervisor information, the level of supervision to be provided, the expectations of the site and supervisor for the student, the student's learning objectives and expectations for the supervisor. The form needs to be signed by the student and supervisor and reviewed by the DCT prior to starting the program sanctioned opportunity. Additionally, students must also have their supervisors complete a *Practicum Student Evaluation Form* at the end points of the program sanctioned experience. Both of these must be submitted to, and reviewed by, the DCT and the Graduate Office.

### Submission of Hours Log

Students are responsible for completing their Practicum Hours Log and submitting it to their practicum placement coordinator at the end of every other month (signed and confirmed by both the student and the practicum supervisor). Students should also keep an updated copy for their own records. Time2Track, a tracking system meeting all APPIC expectations should be utilized (See above chart for due dates).

### Vulnerable Persons Police Record Checks

All successful applicants within the School and Applied Child Psychology Field of Study are required to provide a current Criminal Record Check and a Vulnerable Section Search through their nearest police service where the student resides.

A new Criminal Police Check will be required for each Practica placement as well as for the Internship/Residency. Students who fail to provide a clear Police Information Check may be unable to complete their designated placements. Students are obligated to immediately inform the Faculty should there be a change in status with respect to their criminal history. Please allow for ample time for the police check to be processed prior to placement. The length of time required for such a check is variable and depends on your home jurisdiction as well as the number of places you have lived in the last few years.

### Up to Date Vaccinations

Please ensure that all vaccinations are up-to-date and adhere to the practica and internship requirements. This will protect yourself, your colleagues and co-workers as well as the clientele we serve. Ensure you contact the site you will be attending well in advance to ensure your vaccinations are up-to-date and in compliance with site-specific requirements.

## Professional Insurance

Professional liability insurance protects clinicians against any liability or allegations for injuries or damages to their clients that have results from a malpractice, negligent act or error. Students being supervised by Registered Psychologists are eligible for coverage by the professional liability insurance. Students will be covered by Western University for the practicum site placements during the second placement. If a student is obtaining experience outside of an official practicum placement, professional liability is required. For more information, please see the following website.

<http://www.uwo.ca/hr/safety/insurance/index.html>

## Legislation

Students will have the opportunity to learn legislation that is applicable to their practice as a School Psychologist in the first-year ethics class. Students are required to ensure they maintain a strong level of knowledge and understanding of relevant legislation throughout each of the practica and the internship. Familiarity with this legislation is also an important component of achieving registration as a psychologist.

## Full Year Internship

After the completion of the required course work, professional case seminars, qualifying paper, thesis proposal defense, data collection/data analysis and practica, students complete a year-long, full-time internship (9820) in an approved site. This internship is viewed as a capstone to training and provides an opportunity to demonstrate and expand the cumulative experience of the professional training students have received. The internship is entirely supervised by a staff member at the Internship site. In accordance with CPA guidelines, this paid internship requires a minimum of 1600 supervised hours to be completed over the course of one year. CPA and APA accredited internship sites are strongly recommended.

Students are also required to have data collection and analyses completed for their thesis prior to applying for internship. Furthermore, they are strongly encouraged to have completed a considerable portion of their thesis research completed prior to commencing their internship in order to provide their full attention to the professional training. Written documentation from the student's supervisor indicating that data collection has been completed (eligibility form signature) should be provided to the Director of Clinical Training prior to applying for internship.

## Application Process

Students are strongly encouraged to pursue CPA or APA accredited internship sites where possible. Students will be required to choose an internship where they will work directly with children or adolescents. Students will be encouraged to consider sites based on their interests, the quality of the experience they will receive, activities they will engage in and organization of the site before applying to an internship. Application to accredited sites is typically a rigorous and time-consuming process that includes researching multiple sites, writing several essays and cover letters, documenting clinical hours and securing

references. Sites have different application deadlines with some as early as November 1<sup>st</sup> of the year prior to the internship. Once it is determined that our students can apply for these internships, students should allow ample time to complete this process. Once an internship site has been chosen, students will need to contact the site and complete the appropriate application documents.

Now that the program is accredited, the Association of Psychology Postdoctoral and Internship Centres (APPIC) will aid students in their applications for internship sites. APPIC provides information and matches students with available internship positions. The matching occurs in two phases:

Phase 1: The student is matched with an internship site;

Phase 2: Any students who have not received an Internship placement will be matched with remaining positions available. More information can be found at [www.appic.org](http://www.appic.org).

Students in our program are also eligible for APPIC post-match which begin in March (rather than November). Students in our program can also complete a non-accredited, non-APPIC internship. Students must provide the Director of Clinical Training with a letter of agreement from the internship supervisor. In the letter of agreement, the educational program for the student is outlined with specific reference to the APPIC membership criteria for internships as outlined on the APPIC website (<http://www.appic.org>).

### Schedule and Time Requirements

Students are expected to treat their internship as a full-time job by offering full-time commitment to their placement for one year (minimum 1600 hours). Beginning and end dates are negotiable with the internship site. Interns are expected to spend approximately 50% of their hours in direct face-to-face services.

### Supervision

Students completing an internship will be **entirely** supervised externally by a staff member at their internship site. Unlike the practicum, a program faculty member will no longer be monitoring the student's progress at their internship. Supervisors must be licensed psychologists and have at least two years of licensed practice following receipt of their doctorate before supervising a student. Interns are expected to receive a minimum of 4 hours of supervision per week (minimum 3 hours of individual supervision and 1 hour of group or individual supervision).

In the event that the student is experiencing difficulties at the internship site, the student is expected to discuss these difficulties directly with their supervisor to attempt to come to a resolution first. Should the issues still be unresolved, the student should report the issues to the Director of Clinical Training who shall intervene appropriately and address the issues of concern.

## Internship Evaluation

Like the practicum, the internship is graded as a pass/fail. Site supervisors are responsible for completing the *Internship Student Evaluation Form* and will discuss the evaluation with their intern before providing a copy to the Director of Clinical Training. In the event that the intern has more than one site supervisor, an individual form may be completed by each of the supervisors. Site Supervisors must also complete a *Competency Based Form* to determine if the intern has passed the internship.

Students cannot graduate without a passing grade for the internship. In the event that the intern does not receive a passing grade, the student will be withdrawn from the program. Students will also be asked to complete the *Site Supervisor Evaluation Form*.

## Financial Assistance

### Funding

PhD students receive a funding package that includes the cost of annual tuition plus additional funds. A portion of the funding package involves either a Graduate Student Assistantship (GSA), Graduate Fellowship (GF), a Graduate Teaching Assistantship (GTA) or a Graduate Student Teaching Assignment (GSTA) requiring 10 hours of work per week for 28 weeks (September to April) in the Faculty of Education. Details of the assignments are determined in consultation with students after they have formally accepted the offer of admission from the School of Graduate and Postdoctoral Studies. Taking on the role of GSA or GTA provides students with crucial experiences for a potential academic career after completion of the Ph.D.

The maximum term for funding is 4 (four) years or 12 (twelve) terms. Please note that those who win major financial awards (OGS, Tri-Council or other awards valued at \$15,000 or more) will be responsible for their own tuition and ancillary fees.

### Research and Teaching Assistantships

Students are encouraged to pursue a well-rounded doctoral education by undertaking each possible kind of placement as per outlined in the chart below. Students are required to work 10 hours per week for 28 weeks (September-April) which accounts for a portion of the funding package. Students will be contacted prior to the beginning of the program and provided with their assignment.

The process for assigning doctoral assistantships will be the following: A form is distributed from the Office of Graduate Studies to professors and doctoral students to solicit their preferences and requests. Once these preferences and requests are provided, the form is returned to the Office of Graduate Studies. The Chair drafts a plan in consultation with the Managers of Teacher Education and Graduate Studies. Final determination is then communicated to the Faculty and doctoral students.

GSA (PhD 1)	Graduate Student Assistant (Previously called an RA)	Academic duties including proctoring exams, marking examination papers and/or research duties assigned to a graduate student engaged in research performed for a member of faculty not directly related to the student's own research. The research oriented projects contribute to the student's academic and professional development.
GF (PhD 4)	Graduate Fellowship	Research will relate to student's own thesis or own academic pursuits (still does contribute to the professor's overall research); tasks will include those necessary to learn to become an independent researcher.
GTA (PhD 2 or 3)	Graduate Teaching Assistant (Also called a TA)	The employment contract between a registered full-time graduate student and the Employer for assisting in supervised teaching-related duties listed as per the collective agreement.
GSTA (PhD 2 or 3)	Graduate Student Teaching Assignment (Previously called a GSAA)	The graduate student will be responsible for teaching his/her own section of a course.

### External Grants and Fellowships

External fellowships are available from various sources, including government funding (e.g., SSHRC, CIHR, NSERC and OGS), private companies and agencies. The values of these awards are typically between \$15,000 - \$35,000 and can be renewable each year. The application deadline for these awards is often in the fall semester in order to receive the award for the following September.

### Ontario Graduate Scholarship (OGS)

OGS awards are merit-based scholarships available to students in all disciplines of graduate study. The OGS program is jointly funded by the Province of Ontario and Ontario universities. The value of the OGS award is \$15,000 for 12 months or \$5,000 per term for 3 consecutive terms.

### Tri-Agency Awards (CIHR, SSHRC & NSERC)

Tri-Agency Funding offers doctoral awards for many different areas of research. Students can apply for only one of the three awards based on where their doctoral research is best suited. The value of these awards ranges from \$20,000 per year to \$35,000 per year. For more information, please review the External Funding page at the School of Graduate and Postdoctoral Studies: [https://grad.uwo.ca/finances/external\\_funding/index.html](https://grad.uwo.ca/finances/external_funding/index.html) for descriptions on each award and application instructions.

### Additional Scholarships

More scholarship opportunities can be found on our Scholarships webpage located here: <https://www.edu.uwo.ca/CSW/my-program/graduate-degrees/funding.html>. The Graduate Programs Office or the Research Office will communicate further opportunities to you via e-mail to your UWO account.

## **Academic Progress and Student Evaluations**

Success for students in the School and Applied Child Psychology program is based not only on academic performance but also on their competencies to work with vulnerable populations such as children, adolescents and families. Faculty members have an ethical obligation to evaluate their students' skills, professional performance and ethical behaviours. Three major areas of evaluation include classroom performances (i.e., grades and attendance), annual reports and student portfolios.

### **Classroom Performance**

Students are expected to attend all classes and simultaneously maintain excellent grades throughout the program. The expectation is that students maintain an A-grade level throughout the majority of their classes.

### **Annual Report of Student Progress**

Students are required to submit an annual report of their accomplishments during each year of the program. It will provide a list of all annual activities that are required for student success in the program. This provides the program an opportunity to acknowledge good progress and performance and to point out places where better progress and performance needs to be made. The Annual Report of Student Progress examines students' excellence in scholarly activities, external funding and scholarships applied for and awarded, seminars attended/presented, conference presentations, publications of scholarly work and clinical experiences. Students are asked to fill out the Annual Report of Student Progress form as well as submit an updated CV by May 1 of each year through Pathfinder. Information related to Pathfinder can be found at <https://grad.uwo.ca/academics/pathfinder.html>

### **Student Portfolio**

The portfolio is another document that demonstrates students' cumulative accomplishments throughout each year and provides evidence that the student has met all program requirements. The portfolio is comprised of samples of work that prove the student is up-to-date on program requirements. Samples of work can include de-identified case notes and psycho-educational reports (e.g., no teacher names, no parent names, no child names, no sibling names, addresses are deleted as well as school names, family physicians, or other names associated with the case that could result in the ability to identify a client). As part of the student portfolio, essays and papers completed during course work, copies of posters and presentations presented at various conferences, published scholarly articles, awards and acknowledgements should be included as part of your annual review. As of 2020, students are required to submit these documents along with their annual Pathfinder report each year to Graduate Studies for review. Progress notes or de-identified reports should be submitted only after review and permission from their site supervisor. These should also be password protected. The password will be sent out from the Graduate Office.

## Criteria for Maintaining Satisfactory Progress

All students in the School and Applied Child Psychology program are expected to maintain satisfactory progress toward their degree. To maintain satisfactory progress, students must uphold the following criteria:

- Students must successfully complete all required courses for the School and Applied Child Psychology program. Students are expected to attend every class and maintain an A- average or equivalent.
- Students must complete a minimum of a day and a half of practicum a week during the time of practicum placements in each year.
- Students must complete a minimum of 600 hours of practicum with 300 hours including direct face-to-face client contact and 150 hours of supervision with a Registered Psychologist by the end of year 3 or before commencing the internship.
- Students must submit their Annual Reports of Students and Student Portfolio by May 1<sup>st</sup> annually.

## Student Advisory Committee

The Student Advisory Committee will have the opportunity to provide input, feedback and recommendations related to the program structure and assist with organizing the Professional Case Seminars, workshop opportunities, scholarly activities, guest lectures and related activities that would be helpful for further student professional development. A senior student from this committee will also be a member of the Training Committee to provide input, recommendations, and feedback about the Field of School and Applied Child Psychology.

## Test Library

A Test Library is provided for students in the Field of School and Applied Child Psychology for the purposes of supporting clinical training and to facilitate the use of standardized assessments. In order to ensure equitable access to psychological testing materials in accordance with the Canadian Code of Ethics for Psychologists, a policy on the standards and procedures for test handling was developed. Users of the psychological tests are expected to uphold ethical guidelines and follow the procedures.

Procedures for the test library are as follows:

### 1) User Qualifications

Many test publishers categorize the types of tests sold in accordance with requirements for user's qualification. Eligibility to purchase restricted materials is determined on the basis of training, education and experience.

Categories are as followed:

Level A: These tests require some knowledge of test construction and use and may be adequately scored and interpreted using the corresponding manual.

Level B: These tests are of non-clinical nature and do not require extensive training for adequate administration. However, some professional training in test theory and knowledge of related theoretical backgrounds is heavily recommended.

Level C: Test administration, scoring and interpretation are restricted to users who have completed a recognized graduate training program in psychology with appropriate experience in assessment administration and interpretation. These tests may also be used under direct supervision of registered psychologists.

## 2) Test Library Sign-out

Students are required to sign-out the tests before borrowing them. It is strongly recommended that students request the test and date of the booking well in advanced to ensure no booking conflicts. Requests for test use can be made in person, by telephone, or by email to the administrative assistant at the clinic (519-661-2111 ext. 8620). Tests should be borrowed no more than a day before the time of appointment booking to ensure that students have the resources they need. To ensure availability, tests may only be signed out on a temporary basis only. Students may only request a test for a maximum of one week unless permission is granted for extended use.

Tests are intended for use by UWO's Faculty of Education students, faculty, and adjunct faculty. These tests are NOT to be lent out to external agencies, individuals in private practice or community groups.

## 3) Test Responsibility

All test materials remain the responsibility of the individual who borrows the test. Tests must be managed with care to ensure test integrity and confidentiality. Any loss of or damage to test material should be reported to the clinic's administrative assistant. Borrowers will be responsible for replacement costs.