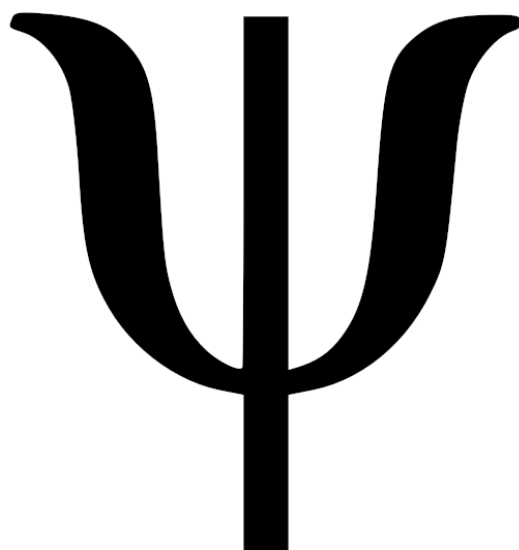


# **APPLIED CLINICAL PSYCHOLOGY PROGRAM GRADUATE STUDENT HANDBOOK**

2018-2019



**APPLIED CLINICAL PSYCHOLOGY M.A. PROGRAM**

**Penn State Harrisburg**  
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*This publication is for informational purposes only and is not binding on The Pennsylvania State University.*

## WELCOME AND OVERVIEW

Welcome to Penn State Harrisburg and to the Applied Clinical Psychology (ACPSY) Program! We designed the *Psychology Graduate Student Handbook* (hereafter *Handbook*) to introduce you to our Program and to guide you on your way to graduation and your future career. This Handbook emphasizes a central goal of the Applied Clinical Psychology program in promoting ethical practice as a scientist and practitioner, professionalism, and superior scholarship in the application of psychological science to improving the human condition. This

Handbook identifies information, policies, procedures, and descriptions of opportunities while in the ACPSY program.

The Psychology faculty, administration, and staff wish you every success and will do everything we can to make your educational experience at Penn State Harrisburg a meaningful one. If you wish to contact us, our offices are located in suite W311 of the Olmsted Building and our phone numbers and email addresses are listed in the back of this Handbook. Our Program Staff Assistant and can be reached at 717-948-6034.

The Applied Clinical Psychology Professor-in-Charge (PIC) is Dr. Gina Brelsford. Dr. Brelsford makes decisions and resolves problems at the Program level. Dr. Senel Poyrazli is the Interim Chair of the Social Sciences and Psychology Division, of which the ACPSY Program is a part. The Division is housed in the School of Behavioral Sciences and Education, of which Dr. Holly Angelique is the Interim School Director. Dr. Angelique is responsible for the overall operation and administration of the entire School of Behavioral Sciences and Education (BSED), which contains a number of other academic programs besides Psychology.

All School Directors and all units of the College are responsible to the central administration, which is headed by the Chancellor, Dr. John Mason. As the Assistant Dean for Graduate Studies, Dr. Peter Idowu has overall responsibility for all Penn State Harrisburg graduate programs.

We wish you all the best in your pursuit of knowledge and welcome you to the Penn State Community.

## SPECIAL ADMISSIONS ISSUES

### **Provisional Admission**

Students who demonstrate promise but who have minor deficiencies at the time of application might be offered *provisional admission* to the Applied Clinical Psychology M.A. Program. Students admitted with this status will be given explicit instructions on what they must accomplish to be admitted to full status. Students must remove deficiencies within 2 semesters or 15 credits, whichever comes first, before they will be considered degree students. If these deficiencies are not remedied, the student will be terminated from the program. Undergraduate courses taken to make up admission deficiencies do not count towards graduation.

### **Non-degree Student Status**

A non-matriculated student or a student who does not intend to pursue the M.A. degree in ACPSY who wants to take graduate-level courses for professional enrichment, professional development, or permanent certification can seek enrollment in a course as a non-degree student at Penn State Harrisburg. The approval process would consider such things as the number of seats available in courses and the requesting student's academic record. Interested students must request entry two weeks prior to the start of the semester. No students will be admitted after the first week of classes. A maximum of 10 credits earned as a non-degree student may be applied to the M.A. degree in Applied Clinical Psychology with the approval of the Program. These credits must have been earned within 5 years preceding entry into the degree program. Non-degree students who later desire formal admission to either Program must go through the regular admissions process.

For ethical reasons, clinical-based psychology courses are restricted to Applied

Clinical Psychology M.A. degree students in good standing unless special exceptions are granted following consultation with the Professor-in-Charge of the program.

### **Deferral of Admission**

We do not offer deferred admissions. If you are offered admission to the ACPSY Program for a given year and you cannot attend that year, you will have to resubmit your application, including updated transcripts and letters of recommendation, to be considered for admission to a subsequent cohort. Please contact the Program Professor-in- Charge (PIC) or Staff Assistant if you need more information.

### **Dishonesty in the Application Process**

Research and practice in psychology demands ethical behavior. Should Penn State determine that in your application for admission you did not provide all academic transcripts for admissions review, or that you otherwise provided false information or omitted pertinent information, you will be dismissed from the Program.

### **Transfer of Credit from an External Institution**

All transfer credit must approved by the Program. Subject to the limitations given below, a maximum of 10 credits of high-quality graduate work completed with a grade of B or better from an accredited institution may be applied toward the requirements for the M.A. in ACPSY. *However, credits earned to complete a previous Master's degree, whether at Penn State or elsewhere, may not be applied to a second Master's degree program here at Penn State.*

Approval to apply any transferred credits toward a degree program must be granted by the Program PIC and the Graduate School. Transfer credits must have been earned at an accredited institution, and must be of A or B grade value. Note that B- grades are not acceptable. Further, pass-fail grades are not transferable unless substantiated by the former

institution as having at least B quality. Any credits to be transferred must appear on an official graduate transcript, must have been earned within the 5 years prior to the date of registration to the M.A. Program, and must be deemed equivalent by Penn State Graduate Psychology Faculty to the corresponding courses at Penn State Harrisburg. Forms for transferring credit from an external institution can be obtained from Admissions.

### **Transfer of Graduate Courses from a Penn State Undergraduate Transcript**

With the permission of the Program PIC, the Assistant Dean for Research, and the Office of Graduate Enrollment Services, up to 9 credits of graduate-level coursework may be transferred from a Penn State undergraduate transcript to the M.A. in Applied Clinical Psychology. However, undergraduate or graduate courses taken to fulfill undergraduate degree requirements cannot be applied towards graduate degrees. Forms for transferring graduate courses from a Penn State undergraduate transcript to a Penn State graduate degree program can be obtained from Admissions or from our Staff Assistant.

### **Assistantships, Fellowships, and Scholarships**

You will be notified prior to the beginning of your first semester of study if you have been awarded an assistantship, fellowship, or scholarship through the Program, School, College, or University. For information on scholarships, please see <http://www.gradschool.psu.edu/graduate-funding/fellowships/>. If you are granted one of these awards through Penn State, please follow all instructions and parameters detailed in your award letter. Be aware that an assistantship, fellowship, or scholarship student not adhering to the highest academic, ethical, moral, and professional standards will lose his or her standing within the Program and therefore the award.



At times, hourly-wage graduate assistantship positions may become available. These wage-payroll positions do not come with a tuition waiver. You will receive a recruitment email from the Division of Social Sciences and Psychology if such a position becomes available. In this important role, you would assist a faculty member with his or her teaching or research responsibilities. The faculty member to whom you have been assigned would provide you with detailed expectations and tasks.

**ACADEMIC PROGRAM:  
APPLIED CLINICAL PSYCHOLOGY**

## **Program Description**

The Applied Clinical Psychology M.A. program subscribes to the scientist-practitioner model. The overall model emphasizes the scientific bases of behavior, including biological, social, and individual difference factors. In this model, clinical interventions are based on scientific evidence of success. The training model is health-oriented rather than pathology-oriented and emphasizes the development of helping skills, including both assessment and intervention.

The Master of Arts in Applied Clinical Psychology degree prepares students to work as mental health professionals in a variety of settings and is intended to provide a broad training program in empirically validated clinical psychology. When this 48-credit degree is accompanied by an additional 12 credits in advanced graduate studies in psychology and/or counseling (60 credits total), it can provide the academic training necessary for a graduate to apply for Master's-level licensing as a Professional Counselor (LPC) in the Commonwealth of Pennsylvania. Please note that additional supervised clinical training is necessary for licensure. Consult Commonwealth of Pennsylvania's resources for the number of hours of such training required: <http://www.dos.pa.gov/Professionallicensing/Pages/default.aspx>. Later in this Handbook we have provided additional details about licensure.

The M.A. program requires 48 credits of course work. However, if you do not successfully defend your master's paper on time, you will be required to take extra credits. For students seeking licensure, optional 12-credit certificate programs may be available in advanced applications in clinical psychology through the School of Behavioral Sciences and Education.

## **Degree Requirements**

The M.A. in Applied Clinical Psychology requires 48 credits of course work. Included in the core courses are 100 hours of clinical practicum, 600 hours of supervised internship experience, and a Master's Paper (i.e., research paper).

## **Courses**

### Psychology Core Courses: 23 credits

Psychology core courses provide a foundation in professional ethics, individual differences and cultural diversity, the scientific bases of behavior, and scientific research skills.

PSYC 500	Ethics and Professional Practice in Psychology and Counseling (3)
PSYC 501	Cultural Competency in Psychology (3)
PSYC 520	Research Methods (4)
PSYC 521	Statistics (4)
PSYC 524	Biological Basis of Behavior (3)
PSYC 530	Research Paper (3)

### Clinical Core Courses: 25 credits

Clinical core courses provide a general background in clinical diagnosis, assessment, and interventions with appropriate supervised experience to allow students to develop the clinical skills appropriate for master's level practitioners.

PSYC 510	Human Growth and Development (3)
PSYC 517	Psychopathology (3)
PSYC 518	Interviewing and Counseling (3)
PSYC 519	Theories and Models of Psychotherapy (3)
PSYC 540	Group Interventions (3)
PSYC 571	Tests and Measurement (3)
PSYC 573	Career Counseling: Research, Assessment and Intervention (3)
PSYC 595A	Clinical Practicum (1)
PSYC 595B	Clinical Internship (6)

**Electives:** There are no electives within the 48-credit M.A. Program. However, you might opt to take 12 additional credits towards becoming eligible for licensure in the Commonwealth of Pennsylvania. For other states' requirements, please reference appropriate websites. Please speak to your adviser or Program PIC about the availability and fit of these courses.

**Note:** If you do not successfully defend your master's paper on time, you will be required to take extra credits of PSYC 594. In addition, as of August of 2016, certificate programs in psychology are being reorganized thereby affecting if and when courses will be offered for a

certificate.

## **Recommended Course Sequence**

Recommended plans of study for full- and part-time students follow. Although we realize that you may not be able to follow these schedules exactly, this chart tells you how you can sequence your classes to progress efficiently through the required course work.

Deviations from this schedule will likely increase the time you need to complete the program.

*Full-time Schedule for ACPSY Students, Starting in the Fall Semester:*

<b>Year</b>	<b>Fall</b>	<b>Spring</b>	<b>Summer</b>
1 (26 credits)	PSYC 500 PSYC 517 PSYC 520	PSYC 518 PSYC 521 PSYC 571	PSYC 519 PSYC 501
2 (20 credits)	PSYC 540 PSYC 510 PSYC 530 PSYC 595A (1 cr)	PSYC 573 PSYC 524 PSYC 595B (2 cr)	PSYC 595B (2 cr)
3 (2 credits)	PSYC 595B (2 cr)		

*Part-Time Schedule for ACPSY Students, Starting in the Fall Semester\*:*

<b>Year</b>	<b>Fall</b>	<b>Spring</b>	<b>Summer</b>
One (18 credits)	PSYC 500 PSYC 517	PSYC 518 PSYC 571	PSYC 519 PSYC 501
Two (17 credits)	PSYC 540 PSYC 520 PSYC 595A (1 cr)	PSYC 521 PSYC 524	PSYC 595B (2 cr)
Three (10 credits)	PSYC 510 PSYC 595B (2 cr)	PSYC 573 PSYC 595B (2 cr)	
Four (3 credits)	PSYC 530		

*\*You may work with your adviser to come up with a finalized part-time course schedule that may fulfill your needs better.*

## **Supervised Clinical Experience: Practicum and Internship**

All Applied Clinical Psychology students are required to successfully complete 1 credit (100 hours) of PSYC 595A (*Clinical Practicum*), and 6 credits (600 hours) of PSYC 595B (*Clinical Internship*). Both courses will involve working in a setting that provides clinical, behavioral, psychoeducational, or other professional psychological services in exchange for training and supervision from the internship agency. Placement settings vary widely, including private and state hospitals, clinical practices, community organizations, schools, prisons, and businesses. A complete description of internship requirements and procedures can be found in the *Applied Clinical Psychology Program Clinical Experience Manual*.

**Students must earn a B or better in both PSYC595A and PSYC595B or they will be terminated from the Applied Clinical Psychology program.** That is, a student who earns a B- (B minus) or below in either of these courses will be academically dismissed. You must meet or exceed expectations in Practicum and Internship in both field experience and

course work, as these courses allow for a critical demonstration of the skill set you have developed in your program and attest to your ability to be functioning clinician.

Only students who are part of our Applied Clinical Psychology program may take PSYC595A and PSYC595B. As prerequisites for registering for PSYC 595A, you must:

- Complete with a B- (B minus) or better PSYC500 (*Ethics and Professional Practice in Psychology and Counseling*) and PSYC 517 (*Psychopathology*).
- Complete with a B or better PSYC 518 (*Interviewing and Counseling*) and PSYC 519 (*Psychotherapy*).
- Have professional liability insurance.

You must spread the 6 credits of PSYC595B (*Clinical Internship*) over two or three semesters. You may not take them all in one semester. This will allow you to develop skills and confidence in your clinical abilities over time. You can take your 6 credits at one site or at more than one site. You should discuss your plans with your adviser as well as with the faculty person responsible for the Practicum or Internship class the semester you plan to take it. You must have your clinical work supervised by a licensed mental health professional. Commonwealth of Pennsylvania licensure regulations state that to qualify as a supervisor, an individual should meet one of the following criteria: “(1) Holds a license as a professional counselor and has 5 years’ experience within the last 10 years as a professional counselor,” or “(2) Holds a license and has at least a Master’s degree in a related field and has 5 years’ experience within the last 10 years in that field.”

**Reminder: Wearing appropriate clothing for field experience.** Whereas we support your freedom of expressing yourself, the way health professionals dress impacts client perceptions (Lill & Wilkinson, 2005; Short, 1993). Please use good judgment when selecting

your clothing for your field experience. Research by [Lill and Wilkinson \(2005\)](#) shows that clients/patients feel more comfortable when a professional is dressed in conservative, business casual attire. Their research showed that patients—particularly older ones—believed that facial piercings, brightly dyed hair, short tops, and t-shirts were less acceptable fashions than conservative dress. A neat appearance conveys competence and organization ([Finn, 2015](#)). If you have questions about what type of dress is appropriate for the psychology profession, please consult your instructor of PSYC595A or PSYC595B.

### **Satisfactory Performance in PSYC518, 519, 540, 595A, and PSYC595B**

You will be terminated from the Applied Clinical Psychology program if you do not complete each of the following courses with a B or better: PSYC518 (*Interviewing and Counseling*); PSYC519 (*Theories and Models of Psychotherapy*); 540 (*Group Interventions*); PSYC595A (*Clinical Practicum*); and PSYC595B (*Clinical Internship*).

### **Satisfactory Performance in PSYC500 and PSYC517**

You must complete both PSYC500 (*Ethics and Professional Practice in Psychology and Counseling*) and PSYC517 (*Psychopathology*) with a B- or better, or you will have to again take the course in which you earned a deficient grade. In other words, you will have to register again, pay for, and successfully complete the course with a B- or better. Completing the course again with an acceptable grade will not remove the lower grade from your transcript and will not earn you additional credits towards graduation. Remember that academic dismissal policies still apply—if you earn less than a B- (B minus) in two courses, even if this occurs in a repeated course, you will be dismissed from the Program.



## **Satisfactory Completion of Prerequisites**

Satisfactory completion of all prerequisites is imperative before moving forward in the course sequence and shall not be waived under any circumstances. Satisfactory completion of PSYC595A (with a grade of at least a B) is a prerequisite for PSYC595B. You may not register for PSYC595A and PSYC595B simultaneously. Even if you complete all your 595A supervised hours early (which is not recommended), you must still attend the course in its entirety, complete all assigned work, and earn a B or better for PSYC595A before you can register for PSYC595B.

## **Unsatisfactory Course Performance Not Resulting in Dismissal**

A course in which a D or an F has been obtained cannot be used to meet degree requirements and must be retaken with an earned grade of C or better (or a B or better in PSYC518, PSYC540, PSYC 595A, or PSYC 595B; or a B- or better in PSYC500 or PSYC517). A student may also choose to retake a course in which a C+ or C has been obtained. In neither case, however, does retaking the course remove the receipt of the unsatisfactory grade from the student's record.

## **Graduating “On Time”**

The curricular sequence of the ACPSY Program is geared at providing you with the training necessary to become a skilled and successful therapist capable of promoting client wellness. Due to the necessity of each clinical course in building your repertoire of skills and your confidence as a practitioner, and the prerequisite training involved in each, it is not possible to complete the Program in less than 2.5 years. Following the recommended plan of study for full-time students, including proscribed summer courses, will facilitate your timely

graduation, as will early and diligent work on your Master's Paper. In the past five years, the mean time to graduation for ACPSY students was 3.0 years.

## **LICENSURE (LPC) IN PENNSYLVANIA**

### **Licensed Professional Counselor (LPC)**

Our 48-credit M.A. degree in Applied Clinical Psychology, combined with 12 additional academic credits, gives you the academic foundation to be eligible for licensure in the Commonwealth of Pennsylvania (PA). (Please check with other states about their respective licensing requirements.)

When referencing PA's statutes, you will note that our degree falls under the category *Master's degree in a field closely related to the practice of professional counseling*: (ii) A degree in any applied behavioral science that includes a practicum or internship and meets any five of the educational requirements in § 49.2(1)—(8). The educational requirements are listed at <http://www.pacode.com/secure/data/049/chapter49/s49.2.html>.

In addition to this academic foundation, you will need further hours of supervised clinical experience. The number of hours you are required to complete can be found on the Commonwealth of PA's website at <http://www.pacode.com/secure/data/049/chapter49/s49.13.html>. Further, you will need to pass a criminal background check to be eligible for licensure, and you will need to earn a criterion score on one of the listed accepted licensure examination. These are listed at <http://www.pacode.com/secure/data/049/chapter49/s49.11.html>.

To reference the Commonwealth of Pennsylvania's rules and regulations pertaining to licensure, you can visit its website at

<http://www.pacode.com/secure/data/049/chapter49/s49.1.html> . Note that other states have similar resources.

## **POLICIES, PROCEDURES, AND EXPECTATIONS**

On the pages that follow you will find a discussion of policies, procedures, and expectations that are expected of all students in the Applied Clinical Psychology Program. You will also find information about resources in our department, school, college, and in our profession.

### **Satisfactory Completion of Prerequisites**

Satisfactory completion of all prerequisites is imperative before moving forward in a course sequence and shall not be waived under any circumstances.

### **Master's Paper**

All ACPSY students are required to write and successfully defend a Master's Paper as a capstone experience. This paper may be an empirical study, a conceptual paper, or another approved method. A complete list of the steps involved in planning, writing, and defending a Master's Paper can be found in the *Psychology Programs Master's Paper Manual*. You are given a copy of this when you enter the program. A discussion of pertinent deadlines follows in this Handbook.

You should not wait until the end of your coursework to begin planning your Master's Paper project. Rather, your project should develop from early in the Program. You will register for PSYC530 (*Research Paper*) in the Fall of your second year. You will register for it as a by-arrangement course with your Master's Paper Chair noted as the instructor of record. Prerequisites for registering for PSYC530 are satisfactory completion of PSYC520 (*Research*

*Methods*) and PSYC521 (*Statistics*), being a student in the Applied Clinical Psychology, and permission of the program. This registration allows you to begin serious work on your Master's project at least 1 year before your desired graduation date. However, you may not want to wait until your second year to begin your project. It is important to note, in order to receive a quality grade (A or B), you must complete your Master's paper by the semester following your initial enrollment in the course. Thus, if you enroll in PSYC 530 in the fall, you must complete your defense by the following spring semester in order to receive a quality grade. If you do not complete your defense, you will receive an R grade that does not adversely affect your graduation from the Program, but it does not figure into your GPA for the program. You may choose to re-enroll in PSYC 530 to secure a quality grade in subsequent semesters. Furthermore, in you complete all coursework with the exception of your Masters' paper and are not enrolled in a course, you will have to enroll in PSYC 594 for at least 1 credit for each subsequent semester in order to access Penn State resources and your master's paper chair.

## **Your Master's Paper Chair**

Selecting a faculty member as one's Master's Paper Chair is an important task. The student and Chair will spend a great deal of time working together, and the mentoring that the Master's Paper Chair provides is integral to the student's degree progress and success. You should select your Chair based on that faculty member's match to your area of interest as well as his or her availability. If you need advice on selecting your Chair, you can speak with your academic adviser or the Program PIC.

**Changing Master's Paper Chairs.** Due to the depth of mentoring involved in the process, and because the Master's Paper Chair likely has an intellectual stake in the project at

hand, it is highly atypical for a student to change Chairs once one the arrangement has been made. The selection has occurred when a student asks a faculty member to Chair the Master's Paper and the faculty member agrees.

Whereas you may change Chairs, you may not automatically complete your current Master's Paper project with a new Chair. If you have already made arrangements with a faculty member for him or her to serve as your Master's Paper Chair and you would like to change Chairs, if you desire to retain the current project, you must petition to the current Chair to make the change and copy (cc) the Program PIC on this correspondence. Be aware that switching away from your current Chair does not grant you *de facto* access to a new Chair; you must make that arrangement with a faculty member. The original Chair will make this decision based on his or her intellectual stake in the project. That is, the Chair may decide that you may not work on your current project with another faculty member. This might happen, for example, if you were working on a project using the original Chair's data or other component of his or her program of research. Whereas you may change to a new Chair, there will be no further appeal of the former Chair's decision about whether or not you may continue work on the current project.

If you want to change Chairs and have not begun any work on your Master's Project, from your PSU email, you must send a notice of the reasons for the change to the current Chair, and you must copy the Program PIC on the correspondence.

Be aware that the Chair or a committee member may terminate a Master's Paper relationship with a student at any time during the Master's Paper process. The Chair or committee member will communicate to the student the reasons for recusing himself or herself and will copy the Program PIC on the correspondence.

## **Ethics in Research**

The Applied Clinical Psychology and Applied Psychological Research M.A. Programs demand that students exhibit and promote the highest academic, moral, ethical, and professional standards in their research. Penn State has a solid foundation of integrity and ethics. You will find available to you numerous University resources for education and assurance of the responsible conduct of research. You will discuss these in your PSYC500 (*Ethics*) course. You should become familiar with the University's Scholarship and Research Integrity program (SARI). As stated on its website: "SARI@PSU programs address topics such as publication practices and responsible authorship, conflicts of interest, research misconduct, peer review, mentoring, data management, collaborative research, human subjects protections and animal welfare."

Note that the American Psychological Association discusses *Five Principles for Research Ethics* (Smith, 2003). These are: 1. Discuss intellectual property frankly; 2. Be conscious of multiple roles; 3. Follow informed-consent rules; 4. Respect confidentiality and privacy; and 5. Tap into ethics resources. We strongly recommend you read and internalize these essential research practices. You should also read *The Belmont Report*, which provides the foundation for human participant protection.

## **Privacy Training**

Due to the sensitive nature of health-related information, all students who engage in field experience or conduct research at Penn State Hershey College of Medicine (COM), be it on a for-credit or volunteer basis, must successfully complete privacy training. Please see the website of the Office of Academic Placements for more information:

<http://www.pennstatehershey.org/web/academicplacements/home/resources/forms> . You

should consult with your research supervisor for permission to begin the process. Keep in mind that it is a time consuming yet necessary process, so please begin well before the semester in which your COM research is scheduled to begin.

For information about Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy, please visit the US Department of Health & Human Service website at <http://www.hhs.gov/ocr/privacy/>.

## **Professionalism**

The Applied Clinical Psychology M.A. Program demands that students exhibit and promote the highest academic, moral, ethical, and professional standards in their course work; interactions with professors, administrators, staff, and other students; research; and in their off-campus jobs and daily life.

Although we feel fortunate to be a part of your academic journey, and we are delighted you are part of our Program, faculty will not tolerate disrespectful behavior in the classroom, in meetings, in email, phone conversations and messages, etc. Such behavior may result in being asked to leave class, leave a meeting, leave our office or suite, or even academic warning, suspension, or termination. Please see Academic Dismissal Policies and Procedures in this Handbook. Moreover, a lack of professionalism in any external research experiences may result in severe consequences including but not limited to failure of the course hosting the experience or dismissal from the Program. Please see Academic Dismissal Policies and Procedures in this Handbook and the *Practicum and Internship Handbook* for more information.

**Caveat:** Failure to show up for your research assignments (including “no-showing” subjects) and showing up late demonstrate a lack of commitment and bad judgment. Such lack

of professionalism can lead to a failing grade for the course for which the experience is being offered.

**Tips:** It is a good idea to refer to professors as “Dr.” or “Professor” until they tell you their preferred means of being addressed. It is not a good idea to begin an email with “Hey, You!” or “Yo!” and the like. It is not a good idea to send your professor a badly misspelled email, one that is egregiously replete with text-speak, or one that features profanity (abbreviated or spelled out). It is a good idea to come to class, office hours, and meetings on time. It is a good idea to respond to Program communications in a timely manner. It is a very good idea to treat our staff courteously. If your professor gives you his or her cell phone number, it is not a good idea to call or text your professor extremely late at night.

**Reminder: Wearing appropriate clothing for field experience.** Whereas we support your freedom of expressing yourself, the way professionals dress impacts clients’ and others’ perceptions ([Lill & Wilkinson, 2005](#); [Short, 1993](#)). Please use good judgment when selecting your clothing for your field experience. Research by [Lill and Wilkinson \(2005\)](#) shows that clients/patients feel more comfortable when a professional is dressed in conservative, business casual attire. Their research showed that patients—particularly older ones—believed that facial piercings, brightly dyed hair, short tops, and t-shirts were less acceptable fashions than conservative dress. A neat appearance conveys competence and organization ([Finn, 2015](#)).

If you have questions about what type of dress is appropriate for the psychology profession or for your research or clinical field experience, please consult with your faculty or field supervisor. Note that some departments and programs may have a required dress code. As an example the Penn State Hershey College of Medicine has a [Code of Conduct and Dress](#)



that insists on a “neat, well-attired, and clean appearance” because it “creates an atmosphere of confidence, respect, and professionalism which is expected by...patients, families, and colleagues.” Be aware that some agencies might require you to wear a lab coat in your research.

## **AVENUES OF COMMUNICATION**

It is very important that there be two-way communication between you and the Psychology Graduate Program, and there are several means by which we will keep you informed. The Program contacts you about individual and Program matters by sending emails to your official Penn State email address. Thus, if you have not yet set up a Penn State email account, it is crucial that you do so immediately. Due to [FERPA](#) restrictions, we will not send Program or personal (grade- or course-related) information to non-Penn State email addresses, although it is easy to configure your Penn State email so that it automatically forwards messages to any other email address of your choice.

Time is of the essence in faculty and Program communications. It is your responsibility to check your Penn State email on a timely basis and to take appropriate steps in response to the issues that the Psychology program, your instructor, or your research supervisor might raise therein. Do make sure your CANVAS account is working. CANVAS is Penn State’s web-based course management system that is also used for communication. Please check your CANVAS classes and groups regularly. Further, remember always to keep the Program informed of your current mailing address. We mail important notifications to the address you have on file with us.

## **PROBLEM RESOLUTION**

If you have a question or a problem related to Program, College, or University

policies and procedures, speak with your adviser or the Program PIC. If you have other concerns, talk with either the course instructor (if it is a course-related matter) or with your adviser (if it is a more general issue). If you feel your problem is unresolved, the next step is to meet with the Program PIC. If the issue is still unresolved after following these steps, you can speak with the Chair of Social Sciences and Psychology.

### **Grade Issues**

Proper and professional communication is essential. If you have an issue with an assignment or course grade, talk it over with the professor. If your problem is still not resolved, you can make an appointment with and speak to the Division Chair of Social Sciences and Psychology. If you have further issues, the Division Chair may instruct you to meet with the Director of the School of Behavioral Sciences and Education. You must follow these appropriate procedures for grade problem-solving.

## **ACADEMIC PLANNING**

In order to make the most of your time at Penn State Harrisburg, planning is essential. It is a good idea to track your progress through the program by periodically obtaining an updated copy of your transcript from [Lionpath.psu.edu](http://Lionpath.psu.edu). Per University Senate policy, it is your responsibility to make sure your transcript is correct. By planning ahead and carefully monitoring what requirements you have and have not completed, you can avoid unnecessary problems.

### **Scheduling of Classes**

It is highly recommended that you meet with your adviser each semester before you register for classes. Although it is ultimately your responsibility to make sure that you fulfill all of your academic requirements, your adviser can help you develop a workable

and balanced schedule. A valuable tool for helping you to efficiently progress through the required course work is the recommended plans of study in the earlier pages of this Handbook.

Current course information and registration dates can be found on the Penn State Harrisburg web page, [www.hbg.psu.edu/](http://www.hbg.psu.edu/). Early registration decreases the likelihood that a class will be dropped because of low enrollment. Make sure that you register for classes as soon as you possibly can, and by 3 weeks before the end of the previous semester at the latest.

## **Your Adviser**

One way to ensure proper planning is to meet regularly with the Psychology adviser to whom you were assigned when you entered the Program. Get to know this person! He or she will be able to either answer your questions or help you find someone who can. Make sure that you allow sufficient time to discuss whatever concerns you might have. When things are not rushed, it is easier to sort out goals and design an appropriate program.

Graduate school can be quite stressful. The work load and the expectations for quality are much greater than for undergraduate study. By helping to plan your schedule, providing advice about advanced graduate education or career opportunities, and otherwise guiding you through your studies, your adviser can help to ease this stress. Faculty members are not under contract between May 15 and August 15 and, thus, are not typically available for advising during the summer. They do, however, have set office hours for the Fall and Spring semesters. Because faculty members have other responsibilities, do not expect your adviser to be available to meet with you if you just “stop by” outside of his or her posted office hours. If these times are not good for you, make an appointment for a mutually convenient time when you can get together. It is also a good idea to make an appointment if you want a guaranteed

block of time in which to talk.

If you wish to change your adviser, simply ask the person who you would like to have as your new adviser if he or she is agreeable to working with you and, if so, complete a Change of Adviser form. Our Staff Assistant can help you obtain the form. All Psychology advisers must be full-time members of the Graduate Psychology faculty.

When you go to see your adviser, be prepared. Think about what you want to get out of the meeting. Jot down your questions. Take any material (e.g., draft of your schedule, registration form) that you might need with you, and look them over before the meeting. Scheduling meetings are also a good time to “touch base” with your adviser about other concerns that you might have.

**Other faculty.** Faculty members other than your adviser are also available to help you. As you take classes with and otherwise get to know these individuals, you will find that some of them have interests that overlap with yours. Feel free to approach any of the Psychology faculty during their office hours, as they might be able to help you with advanced graduate education or career opportunities, or to refer you to someone in their network who can. You should also make sure that you familiarize yourself with the faculty’s research interests so that you will be able to form a Master’s Paper Committee that meets your needs, when you are ready to do so. This is discussed further in the *Psychology Program Master’s Paper Manual*.

## **Graduate Student Policies: Conduct and Integrity**

Academic policies and procedures can be found on The Graduate School’s website. You can access these at <http://bulletins.psu.edu/graduate/academicprocedures/>. Program-specific policies can be found in this Handbook. You should familiarize yourself with these resources. Requirements specific to Master’s Degree students can be found at

<http://bulletins.psu.edu/graduate/degree/requirements/masters> . It is up to you, the student, to be familiar with and follow University and Program policies and procedures.

Importantly, the University has established policies on conduct and integrity. As a graduate student of this University, you should be familiar with and adhere to these policies:

Conduct (Appendix I of the Graduate Degree Programs Bulletin)

<http://bulletins.psu.edu/graduate/appendices/appendix1>

General Standards of Professional Ethics (AD47)

<http://guru.psu.edu/policies/AD47.html>

Academic Integrity Policy (49-20)

<http://senate.psu.edu/policies-and-rules-for-undergraduate-students/47-00-48-00-and-49-00-grades/#49-20>

Academic Integrity (G-9)

<http://undergrad.psu.edu/aappm/G-9-academic-integrity.html>

Discrimination, Harassment, Sexual Harassment, and Related Inappropriate Conduct (AD85)

<http://guru.psu.edu/policies/AD85.html>

Statement on Intolerance (AD29)

<http://guru.psu.edu/policies/AD29.html>

Handling Inquiries/Investigations into Questions of Ethics in Research and in Other Scholarly Activities (RA10)

<http://guru.psu.edu/policies/rp02.html>

In addition to the above, the Applied Clinical Psychology Program at Penn State Harrisburg has specific policies regarding academic integrity, satisfactory scholarship, and ethical conduct. These are noted below.

## **Academic Integrity**

*VIOLETIONS OF ACADEMIC INTEGRITY WILL NOT BE TOLERATED.*

As a Penn State University student, it is your responsibility to know what constitutes violating academic integrity. Refer to University guidelines for more information:

<http://undergrad.psu.edu/aappm/G-9-academic-integrity.html>.

We expect students of Penn State Harrisburg Psychology's graduate programs to conduct themselves professionally, responsibly, and ethically in their classwork, research, and field experiences. Academic integrity in research is a crucial component of scholarship, and violations of academic integrity will not be tolerated. To uphold this standard, for breeches of academic integrity in any manner (e.g., cheating, assisting another's cheating, plagiarizing), of any magnitude on papers, assignments and examinations, **we will file academic dishonesty charges** with the College Academic Integrity Committee. The psychology program will recommend the maximum penalty possible for academic integrity violations, **including Program dismissal**. Even if you are not dismissed from the program, be aware that a violation can result in a permanent indication of academic dishonesty (an XF grade, or "Failure, Academic Dishonesty") on your academic transcript. The psychology program may dismiss a graduate student from the program in the event of an academic integrity violation upheld by the College Academic Integrity Committee. In such circumstances, a simple majority vote of the graduate faculty in the program will confirm the program dismissal.

Familiarize yourself with University policies on academic integrity. At the beginning of each course, the instructor will provide a statement clarifying the application of academic integrity policies to that course. Make sure to ask him or her to clarify any aspects of these policies that you do not understand. Ignorance is not a valid defense against charges of academic dishonesty. A student charged with violation of academic integrity will be dealt with consistent with University policy. In the event you are dismissed from the program for reasons of academic

integrity, you will never be readmitted to your former program. There is also an extremely low likelihood that you would be admitted to another Psychology program at Penn State Harrisburg. Students with founded academic integrity violations will not be allowed to transfer to other psychology programs

## **Standards of Ethical Conduct**

### *PROFESSIONAL MISCONDUCT WILL NOT BE TOLERATED.*

By virtue of their acceptance into the Graduate School, graduate students are expected to exhibit the maturity and integrity necessary to uphold the most stringent standards of the field of psychology. As such, students must adhere to the current ethical standards set forth by both the American Psychological Association's (APA) Ethical Principles of Psychologists and Code of Conduct and the American Counseling Association's (ACA) Code of Ethics. Students must make themselves familiar with these codes and adhere to them at all times.

Students will be provided with a copy of both codes of conduct the first semester of the first year, and will indicate their understanding of, and agreement to adherence, by signing a written contract as part of PSYC500 (Ethics and Professional Practice in Psychology and Counseling). The APA's Ethical Principles of Psychologists and Code of Conduct can be located at <http://www.apa.org/ethics/code/>; the ACA's Code of Ethics can be found at <http://www.counseling.org/docs/ethics/2014-aca-code-of-ethics.pdf?sfvrsn=4>.

Bear in mind that you must maintain the standards of these Codes at all times while you are a student of Penn State University, be it in your coursework, your job, or your volunteer work outside of school. As The Pennsylvania State University demands of its students the highest academic, moral, ethical, and professional behavior, research misconduct is grounds for dismissal from the Applied Clinical Psychology M.A. Program.

## **Research Misconduct**

Research misconduct includes but is not limited to: falsification of data, failure to obtain proper Institutional Review Board approval for research, improper treatment of human subjects (including privacy violations) and animal subjects, and using others' data without permission.

If a faculty member is made aware of an alleged research violation by a student, he/she will immediately in writing inform the Program PIC and the Division Chair of the alleged violation. The Program PIC will arrange a meeting with the graduate student in question, as well as the current instructor of record (e.g., Master's Paper adviser, PSYC594 instructor) to discuss the alleged violation as soon as feasibly possible. The Division Chair and School Director may attend this meeting. No attorneys are permitted at this meeting. Subsequent to this meeting, the graduate faculty will convene in the absence of the graduate student, where they will be presented with a description of, and any evidence relevant to, the alleged violation. The graduate student will have the opportunity to submit a written response to the alleged violation to be presented at the meeting. The graduate faculty will discuss potential remediation based upon the severity of the alleged offense, as well as the student's written response, if applicable. Remediation may include, but is not limited to: a letter of apology to the appropriate persons and/or facility or academic probation for one or more semesters. In cases of egregious research misconduct, remediation is not appropriate, and the consequences of such may be failure of PSYC594 or the Master's Paper course and/or termination from the program.

The graduate faculty will vote on appropriate remediation or other penalty, with a majority vote of those present at the meeting serving to enact the remediation or penalty. If the student is dismissed, the procedures for dismissal will be followed as stated in this Handbook. The student may then follow dismissal appeal procedures as delineated by The Graduate School.



This procedure can be found at: <http://bulletins.psu.edu/graduate/appendices/appendix3> . If other remediation is decided upon, the student will be informed of the remediation by the Program PIC via PSU email within 14 days of the faculty decision and will be given a date by which all remediation must be completed. The student will have 14 days from the date of this email to appeal this remediation by sending an email from his/her PSU account to the Program PIC with written documentation of the request for an appeal. If the student does not appeal the decision, the remediation will go into effect as soon as feasibly possible. The student must adhere to the terms of remediation by the given deadline or he or she will be terminated from the Program.

### **Ethical Violations in Clinical or Counseling Work**

In accordance with APA standards, ethical violations may be of two varieties: those not involving harm or potential harm to a patient (here on referred to as *Level I Violations*) and those involving actual or potential harm to a patient (here on referred to as *Level II Violations*). The Program procedures for handling Level I and Level II violations are outlined below. The procedures described below refer frequently to course work in PSYC595A and PSYC595B. However, the demand for the highest ethical standards in clinical and counseling work extend to all psychologists in their course work and outside jobs. Therefore, the policies and procedures described below apply to all students of the ACPSY Program.

**Level I violations.** Level I Violations are those that do not involve real or potential harm to a patient, but do represent a significant departure from the ethical code of conduct. Examples may include, but are not limited to: making false or deceptive statements concerning one's training or experience, falsely claiming a degree or certification, or failure to discuss limits of confidentiality as applicable. If a faculty member is made aware of an alleged Level I violation by a student, he/she will immediately in writing inform the Program PIC and the Division Chair

of the alleged violation. The Program PIC will arrange a meeting with the graduate student in question, as well as the current Practicum (PSYC595A) or Internship (PSYC595B) instructor to discuss the alleged violation as soon as feasibly possible. No attorneys are permitted at this meeting. Subsequent to this meeting, the graduate faculty will convene in the absence of the graduate student, where they will be presented with a description of, and any evidence relevant to, the alleged violation. The graduate student will have the opportunity to submit a written response to the alleged violation to be presented at the meeting. The graduate faculty will discuss potential remediation based upon the severity of the alleged offense, as well as the student's written response, if applicable. Remediation may include, but is not limited to: a letter of apology to the appropriate persons and/or facility or academic probation for one or more semesters. Moreover, consequences of a Level I violation may be failure of practicum or internship course for the current semester and termination from the program. (Failure of PSYC595A or 595B automatically results in termination from the Program).

The graduate faculty will vote on appropriate remediation, with a majority vote of those present at the meeting serving to enact the remediation. If the student is dismissed, the procedures for dismissal will be followed as stated in this Handbook. If other remediation is decided upon, the student will be informed of the remediation by the Program PIC via PSU email within 14 days of the faculty decision and will be given a date by which all remediation must be completed. The student will have 14 days from the date of this letter to appeal this remediation by sending an email from his/her PSU account to the Program PIC with written documentation of the request for an appeal. If the student does not appeal the decision, the remediation will go into effect as soon as feasibly possible. The student must adhere to the terms of remediation by the given deadline or he or she will be terminated from the Program.

**Level II violations.** Real or potential harm to patients represents the most egregious ethical violations in the psychological profession. Situations that result in potential or actual harm to patients include, but are not limited to: dual or multiple relationships; socializing with patients outside of the therapeutic setting; and/or romantic or sexual relationships with patients. If a faculty member is made aware of an alleged Level II violation by a student, he/she will immediately in writing inform the Program PIC and the Division Chair the alleged violation. The Program PIC will arrange a meeting with the graduate student in question, as well as the current Practicum (PSYC595A) or Internship (PSYC595B) instructor to discuss the alleged violation as soon as feasibly possible. No attorneys are permitted at this meeting. Subsequent to this meeting, the graduate faculty will convene in the absence of the graduate student, where they will be presented with a description of, and any evidence relevant to, the alleged violation. The graduate student will have the opportunity to submit a written response to the alleged violation to be presented at the meeting. Given the severe nature of Level II violations, remediation is not appropriate. The graduate faculty will vote on the termination of the student from the Program, with a majority vote of those present at the meeting serving to enact the termination process. If the student is dismissed, the procedures for dismissal will be followed as stated in this Handbook. The student may then follow dismissal appeal procedures as delineated by The Graduate School. This procedure can be found at:

<http://bulletins.psu.edu/graduate/appendices/appendix3> .

Bear in mind that you must maintain the standards of these Codes at all times while you are a student of Penn State University, be it in your coursework, your job, or your volunteer work outside of school. As The Pennsylvania State University demands of its students the highest academic, moral, ethical, and professional behavior, you can be dismissed from the Program and

The University due to a Level I or Level II violation that occurs in your schoolwork or elsewhere.

## **Academic Dismissal**

The Graduate School defines unsatisfactory scholarship as violating academic, moral, professional, and ethical standards. See

<http://bulletins.psu.edu/graduate/appendices/appendix3>. All students are expected to maintain satisfactory scholarship and an acceptable rate of progress toward completion of all degree requirements. As defined by the Psychology program, unsatisfactory scholarship includes, but is not limited to, the following. You will be terminated from the graduate program for any of these reasons:

1. Receipt of a grade below B- in two courses (including repeated coursework).
2. A GPA of less than 3.00 for two consecutive semesters.
3. An overall GPA of less than 3.00.
4. Receipt of a grade below B in PSYC 518, 519, 540, 595A or PSYC 595B.
5. Failure to successfully defend a Master's proposal by the end of the spring semester of the sixth year (i.e., by the end-of-semester due date), counting from the semester and year of admission.
6. Repeated unprofessional behavior (e.g., repeated missed classes, late assignments, argumentativeness, disrespect, gross insubordination, etc.) in classes, research, internships, field experiences, and interactions with faculty, other supervisors, and students.
7. Evidence of any cognitive, emotional, psychological, or social issues that impair

judgment (e.g., substance abuse) and interfere with the ability to perform class work, field experience, and research, and the ability to interact professionally, morally, and ethically with clients, supervisors, faculty, and other students.

8. Engaging in any of the prohibited behaviors described in the Penn State University Code of Conduct (see <http://studentaffairs.psu.edu/conduct/codeofconduct/>) adjudicated and upheld by the Office of Student Conduct.
9. A Level II Ethical Violation (see description above).
10. Research misconduct, including but not limited to data falsification, improper treatment of human or animal subjects, and failure to obtain required IRB approval for research.

The ACPSY program follows the policy of the Graduate School in our insistence on the highest academic, professional, moral, and ethical behaviors of our students. If the Program determines that a student has exhibited unsatisfactory scholarship or behaviors as defined above, the Program PIC will meet with the student to discuss problematic behaviors or scholarship and will outline corrective actions the student needs to take within a designated time frame (such as one semester) in order to stay in the program and to maximize his or her academic and professional learning experience at Penn State Harrisburg. Further, the Program PIC, in consultation with the Division Chair and the Director of the School of Behavioral Sciences and Education, will send the student an email with a letter of warning attached to the student's PSU email address and a certified follow-up letter of warning outlining what has been discussed and what needs to be done in order to continue in the program, including a timeline for amelioration. If the student does not conform to expectations within the allotted time frame, he or she will receive a letter of termination from the program.

A student may appeal this decision by following the procedure outlined in the University Bulletin. See <http://bulletins.psu.edu/graduate/appendices/appendix3> . Please be aware that the appeal process requires timely action. If the student desires such a review, the student must, within ten days of receipt of the certified letter, submit a written appeal to the Program PIC. The student should follow this and other deadlines and instructions for appeal as specified in the University Bulletin.

Note that termination from one of our SSP Graduate Programs for professional, moral, or ethical violations permanently prohibits a student from enrolling in other SSP Programs or reenrolling in the original program of study.

### **Annual Reviews of Student Progress**

The academic progress of degree students will be reviewed annually by the Program. After each Spring semester, the student will receive a letter via email from the Program PIC evaluating the student's progress and informing the student of any corrections to scholarship or behavior that the student must take to remain in the program. Be sure that the Program has your current email and mailing address on file. If you have not been enrolled in a course at Penn State for more than one semester, your PSU email will be deactivated. Thus, it is imperative that you provide the PIC and Staff Assistant with your current email address if this occurs.

### **Credit Overload**

The typical credit load for a full-time graduate student is 9 credits per semester. Anything less than this is considered part-time. Students who are seeking to register for more than 9 or 10 credits must consult with their adviser. The student experiencing academic difficulty should aim for quality rather than quantity.

## **Dropping a Course**

You may drop courses by the University's deadlines, which are Regular Drop and Late Drop periods. Please refer to the University Registrar's [information about dropping courses](http://www.registrar.psu.edu/registration/dropping_courses.cfm), which can be found here: [http://www.registrar.psu.edu/registration/dropping\\_courses.cfm](http://www.registrar.psu.edu/registration/dropping_courses.cfm). Check the Penn State Harrisburg [Academic Calendar](#) each semester for deadline dates. Please remember that these are hard deadlines and are out of the Programs' control.

## **“R” Grades**

A grade of “R” is sometimes issued in place of a letter grade for PSYC530 (*Research Paper*), or PSYC 594 (*Research Topics*). An R gives no indication of quality; thus, it does not influence your GPA. If the Master's Paper is completed within one year of registering for PSYC530, a quality grade (A-F) may be assigned. For example, you register for PSYC 530 Fall of 2017, you must complete and defend your Master's Paper by end of Spring 2018. If the Master's paper is not completed within one year of registration for the PSYC530 credits, the grade cannot be changed from R. Although you can graduate with an R on your transcript, in the event that a student requires more than one year to complete the PSYC530 research, you may want to re-register for PSYC530 credits to be able to receive a grade.

## **Interrupted Academic Progress**

The University reminds you that you should consider consequences for leaving Penn State before completing your studies. Please see the Registrar's note about leaving the University. It can be found at [http://www.registrar.psu.edu/leaving\\_university/leaving\\_university\\_index.cfm](http://www.registrar.psu.edu/leaving_university/leaving_university_index.cfm) . Please contact the Program if you will not be enrolling for a given semester or more. Remember that taking a leave from the University does not extend the 8-year time limit to degree completion

or the Program requirement for proposing your Master's Paper by the deadline in your 6<sup>th</sup> year of study. In other words, you will still be held to these requirements.

### **Resuming Study**

If you wish to resume your studies after being unregistered for a semester, you must complete a [Resume Study](http://www.gradschool.psu.edu/forms-and-documents/ges-owned-forms-and-documents/reschg2pdf/) form, which can be found at <http://www.gradschool.psu.edu/forms-and-documents/ges-owned-forms-and-documents/reschg2pdf/>, and return it to the Program. (If the link does not work for you, our Staff Assistant can help you locate the form.) However, if you remain unregistered for two or more consecutive semesters, you must receive approval from the Psychology program before you will be allowed to begin taking classes.

### **Time Limitation for Degree Completion**

Following Graduate School policy, all requirements for the M.A. in Applied Clinical Psychology (including completion and acceptance of the Master's Paper) must be met within 8 years of admission to degree status. The Applied Clinical Psychology program requires that all your course work and your final Master's Paper be completed and turned in by the end of the Spring semester of your 8th year of study. For example, if you begin your program in Fall 2015, you will have until the end-of-semester deadlines in Spring 2023 to complete all requirements. (Please remember that you must have your Master's Paper proposal defended by Spring of your 6th year of study, counting from your semester of admission. If you do not do so, you will be terminated from the program.)

The Graduate School may grant extensions under very limited circumstances. If all classes are not completed successfully (as defined by the parameters of this Handbook) within 8 years, the Program will *not* support or forward the student's request to The Graduate School for an extension. If all classes are completed successfully, but the student needs to complete



the Master's Paper and is requesting an extension to the 8-year limit, the student must contact the Chair of his or her Master's committee or the Program PIC to determine a feasible timeline for completion of the Master's Paper. The graduate student may then request an extension by following this petition procedure:

1. Write a short justification about the reason for not completing coursework in the time allotted and the need for additional time (1-2 pages). Provide appropriate documentation.
2. Describe the proposed Master's Paper project, identifying the research topic and committee members.
3. Describe the plan time frame for completion of the research.
4. Complete the Master's Paper committee form, with signatures from the Master's Paper Chair and committee members.
5. Submit these materials to the Program PIC, who will review the request.

To seek an extension to the 8-year limit, you must petition the Program. If supporting the petition for students who have not taken coursework within two years, the Program reserves the right to have students retake graduate-level coursework, including but not limited to PSYC520, PSYC521, or PSYC594 (all required credits). Moreover, the Program reserves the right to delineate conditions of continuance, such as hard deadlines for Master's Paper component submissions.

If the Program PIC approves, s/he will notify the student via email and forward the request to the School Director. If the School Director approves, the request will be forward to the Assistant Dean of Graduate Studies. The request will finally be reviewed by the Graduate School for approval or denial. Their decision is final. The request will be approved for no

more than one year, and all Program deadlines are applicable.

Note that the program will not approve or forward requests for second extensions.

## **Graduation Deadlines**

There are two important deadlines you must meet to ensure graduation in a given semester. First, you must declare your intent to graduate on Lionpath by the University's due date. Second, you must defend your Master's Paper by the given semester deadline.

Remember that you must use Lionpath to file your intent to graduate before that semester's filing deadline. Doing so will ensure that your name appears on that semester's graduation list. The intent to graduate deadline, which can be found on the academic calendar, typically occurs approximately 2 weeks into each semester.

To ensure graduation in a given semester, the oral defense of your final Master's Paper (i.e., completed project and paper) must occur on or before the deadline for the semester in which you wish to graduate. These are the deadlines for Penn State Harrisburg Applied Clinical Psychology and Applied Psychological Research student work:

<i>Semester of graduation:</i>	<i>Defend Your final Master's Paper by:</i>
Spring	The first Friday in April
Fall	The first Friday in November
Summer	Friday of the end of the second-to-last (penultimate) week of Spring classes

*For all semesters, your revised, finalized paper, approved by your Chair, must be printed in*

*final form, and turned in to the Program two weeks after your final Master's Paper defense.*

You should aim to have your work completed before this time and not wait until the last minute. You can still defend your final Master's Paper after these dates in the Spring or Fall, and if successful, your graduation date would reflect the following semester. That is, if you successfully defended your final Paper after the deadline in Spring, your degree would reflect Summer; if you successfully defended your final Paper after the deadline in Fall, your degree would reflect Spring of the following calendar year. Thus, it is very important that you plan ahead to ensure your desired graduation date.

Note that by defending your master's paper by Friday of the penultimate week of classes in the Spring and Fall semesters, you will have two weeks to wrap up any remaining work and needed interactions with your Chair and committee. Please note that defenses should not be scheduled during the last week of classes, during Final Exam week, or thereafter during the summer, so please plan your semester workload accordingly.

**No defenses scheduled over university breaks.** Also note that defenses should not be scheduled in summer, over winter break, spring break, weekends, or holidays. In addition, your Chair and your committee are not expected to work with you on your Master's Paper project (any stage) during holidays and may not be available to work with you over summer.

### **Limitation on the Number of Proposal and Final Defense Attempts**

You have two chances each to successfully defend your Master's Paper proposal and your final project. That is, if you fail your first defense, you may make one more attempt. If you fail the second attempt, you will have to start a whole new Master's Paper project. Keep in mind that the eight-year limit to graduate studies will still apply. Further, keep in mind that your Master's Paper is graded, and academic dismissal policies apply.

## GETTING INVOLVED

### **Extracurricular Research Opportunities**

Students desiring research experience in addition to that provided in the curriculum may seek opportunities to assist faculty or outside researchers with their projects. Be sure to gauge the demands of your course requirements and fieldwork before you make this commitment. Be aware that even if you are volunteering to be a research assistant in an outside setting, you are bound to the policies and procedures of ethical conduct expected by Penn State. Pay particular attention to the IRB processes involved in any research of which you are a part.

Occasionally, individual faculty members have research grants that allow them to hire research assistants on an hourly basis. You can consult with various faculty to determine if they have any projects on which you can work. Before you make this arrangement, however, be sure to gauge the demands of your course work and practicum or internship.

### **Research and Applied Centers**

There are a number of organizations at the College that conduct research or provide applied services for area businesses, communities, and governments. These can be valuable sources of information and can provide access to certain subject populations. Among the Centers is Penn State University's [Center for Survey Research](#), which is located on our campus. Keep in mind that there may be a fee, not covered by your tuition or by the Program, for their services.

### **Academic Presentations and Conferences**

We encourage you to attend and present your work (posters, papers, etc.) at local, state, and national conferences in Psychology. Our students have attended and presented at the annual conferences of prestigious organizations such as the American Psychological

Association, Association for Psychological Science, Eastern Psychological Association, Pennsylvania Psychological Association, and Penn State Harrisburg's Student Research Day.

There are a number of venues from which our students have traditionally received funding to attend conferences. You must apply for funding through the Student Activities Fund (SAF) early in order to have a good chance of receiving conference funding. Although we cannot guarantee you will get such funding, in the latter pages of this handbook we have included advice from a graduated M.A. student on how to obtain funding to attend academic conferences.

## **Career Opportunities**

Give careful thought to your career goals. The Office of Career Services has a wealth of resources that provide information about almost any career that you might be interested in, and this office can also help you to prepare for your job search. Contact [Career Services](#) at 717-948-6260 to schedule an individual appointment for career guidance. Your faculty adviser is another valuable source of information about career options. In addition, the [Penn State Harrisburg Alumni Mentor Program](#) attempts to match students with alumni who are working in their field of interest. Contact the [Alumni Relations Office](#) at 717-948-6715 if you are interested. After you graduate and are working in your chosen field, volunteer to be an alumni mentor yourself.

## **Student Organizations**

Membership in clubs and organizations can be a valuable educational and social experience. The [Applied Psychology Association of Penn State Harrisburg \(APAPSH\)](#) is a student organization open to all students enrolled in either the Applied Clinical Psychology or Applied Psychological Research programs. The purpose of the club is to support students as they progress through the program and to work with the faculty to strengthen the

communication between students and faculty. Please support the club's activities. Contact any of the club officers to have your name added to the membership, or the club's adviser.

Graduate students may also be interested in becoming involved in Psi Chi <http://www.psichi.org/> the International Honor Society in Psychology. Please contact the club adviser or officers for information about requirements for memberships and opportunities for networking and travel that the Honor Society may offer.

The national Psi Chi office sponsors a number of activities and competitive fellowships, as well as an undergraduate research paper competition at the American Psychological Association's annual meeting. Membership in Psi Chi is a lifetime honor, and is transferable to a chapter at any other university if you continue your education after you graduate.

## **Professional Organizations**

The [American Psychological Association \(APA\)](#) and the [Association for Psychological Science \(APS\)](#) are the world's largest organizations of psychologists. Psychology graduate students are eligible to become student affiliates of both groups, and you are encouraged to join one or both during your first semester. Both organizations have traditionally offered discounted memberships for students. This is a good step towards becoming a "professional." The advantages of affiliating with these organizations are detailed in their membership material, which is available through the web addresses provided at the end of this Handbook. A number of Psychology faculty members belong to these organizations and can endorse your applications if you decide to join.

There are also numerous specialized professional organizations (e.g., divisions of APA) that offer student membership. One or more of these might be in your field of interest and, by

providing you with publications and networking opportunities in your chosen area, membership in these groups can be very rewarding. Speak to a faculty member who works in a relevant field for information about which of these organizations you might want to affiliate with.

## **Program Functions**

The Psychology program, often in conjunction with APAPSH, typically sponsors out-of-class programs that we hope you will attend. Penn State Harrisburg faculty members as well as invited researchers from other institutions present their research at a colloquium series. These presentations provide a good opportunity to see how research problems are conceptualized and studied. There are workshops offered as well as social events to facilitate professional growth and development.

## **Interested in Further Graduate Study?**

Some students who attend our program are interested in pursuing further education, including doctoral degrees (e.g., Ph.D., Psy.D., Ed.D.). Our ACPSY program is geared at preparing you to be a Master's-level practitioner anchored in strong research. As such, we have no formal mechanisms in place for advising you on how to train for and apply successfully for doctoral programs. You must check with your target school to determine the skills and qualifications required for admission. You should also check what courses, if any, would transfer to the institution to count towards your degree from that college or university.

Nonetheless, a solid performance in our program evidences graduate success, and the skills and experience you gain from this program may make your application for further studies stronger. We have had students from both our Psychology Programs go on to successful doctoral study. If this is your chosen pursuit, we sincerely wish you the best!

## **COLLEGE RESOURCES AND SERVICES**

Penn State Harrisburg offers a number of academic and nonacademic resources and services. A detailed description of these can be found on the Penn State Harrisburg web page.

Although it is not possible to discuss them here at length, we want to make you aware of several resources that might enhance your academic experience in the Psychology program.

### **The Learning Center**

[The Russell E. Horn Learning Center](#) offers tutoring, clinics, and other services tailored to students' needs. As stated on their website: "The Learning Center can provide tutoring to support your writing in either a face-to-face or virtual meeting. The writing tutors can help you develop your thesis and ideas, offer objective feedback during the drafting process or on completed drafts, and explain APA documentation format."

### **The Penn State University Library System**

We also want to introduce you to the [Penn State Harrisburg Library](#), part of the [University Library system](#). It is a vast resource of psychology books and journals. You can request holdings the Library does not own through interlibrary loan ([ILLiad](#)). Our reference librarian, Ms. Bernadette Lear ([bal19@psu.edu](mailto:bal19@psu.edu)), can help you with database tutorials, literature search tips, locating rare source, etc. Please contact her for assistance.

In addition to books and journals, our Library has several quiet study rooms as well as multimedia capable rooms for your use.

Many scientific articles can be accessed through our Library. The most commonly used database for psychology literature searches is PsycINFO. A member of the Library staff can assist you until you feel comfortable using it. Please be sure you know the difference



between a scientific source and a popular media source, and the difference between an empirical (evidence-based) article and a review article.

Our students can also use the [Penn State Hershey George T. Harrell Health Sciences Library \(Penn State Hershey College of Medicine\)](#). Both Penn State Harrisburg and Penn State Hershey College of Medicine are part of The Pennsylvania State University system. The College of Medicine is less than nine miles from our Harrisburg campus and is about a 15 minute ride. Students taking *Biological Basis of Behavior*, *Clinical Health Psychology*, and related courses may find the Medical Center collection to be especially useful. Although the Hershey Medical Center is part of Penn State, Penn State Harrisburg students cannot check out books directly. Rather, this must be done through Interlibrary Loan.

## **Disability Services**

The Pennsylvania State University encourages qualified people with disabilities to participate in its programs and activities and is committed to the policy that all people shall have equal access to programs, facilities, and admissions without regard to personal characteristics not related to ability, performance, or qualifications as determined by University policy or by state or federal authorities.

Penn State Harrisburg's [Office of Disability Services](#) is in Room 205 Student Enrichment Center (SEC). If you anticipate needing any type of accommodation in this course or have questions about physical access, you may contact Mr. Alan Babcock, the College Disabilities Coordinator, who can certify your need for accommodation and advise me about potential accommodation methods. His office is in 0205 SEC and he can be reached either by phone at (717) 948-6025 or by e-mail at [aub15@psu.edu](mailto:aub15@psu.edu). Note that in order to receive consideration for course accommodations you must contact ODS and provide

documentation (see the documentation guidelines at <https://harrisburg.psu.edu/disability-services/eligibility>). If the documentation supports the need for academic adjustments, ODS will provide a letter identifying appropriate academic adjustments. Please share this letter and discuss the adjustments with your instructor as early in the course as possible. You must contact ODS and request academic adjustment letters at the beginning of each semester.

## **Information Technology Services**

You can visit the Student Help Desk in the basement of Olmsted if you have issues with your computer. Visit their web page for hours of operation and more information: <https://harrisburg.psu.edu/its> . Their phone number is 717-948-6188. You can also visit the University web site for IT issues, such as email problems, at <http://itservicedesk.psu.edu/> .

## **About Penn State Harrisburg**

[Penn State Harrisburg](#) brings nationally accredited academic programs, award-winning faculty, and the resources of a world-class research university to Pennsylvania's Capital Region. Penn State Harrisburg is an undergraduate college and graduate school of [The Pennsylvania State University](#), one of the largest and most widely recognized institutions in the nation. Located eight miles east of [Harrisburg in Middletown, PA](#), the campus offers more than 65 associate, bachelor's, master's, and doctoral degree programs. The college also offers the first two years of study leading to more than 160 baccalaureate majors offered throughout the University.

At the transfer level, Penn State Harrisburg serves students from all campuses of The Pennsylvania State University and students from community colleges and other accredited colleges and universities. Students of The Pennsylvania State University are encouraged to choose the Penn State Harrisburg Common Year Major as their curriculum prior to transferring to Penn State Harrisburg.

Penn State Harrisburg has an extensive selection of graduate programs. Applications are welcomed from students who have completed a baccalaureate degree from a regionally accredited college or university or from international students. The graduate programs are designed for the part-time student who can participate in an evening program.

The campus is easily accessible via major interstate routes and the Pennsylvania Turnpike's Exit 247. [Harrisburg International Airport](#) is within one mile of the campus, public transportation serves the college, and rail service affords convenient access from locations throughout the nation.

In the past several years, major construction projects on campus have been undertaken to accommodate new and existing programs. Beginning with the expansion of the Science and Technology Building to complement study in Environmental Engineering and Environmental Pollution Control, the college has added a state-of-the-art, 115,000-square-foot library, new apartment-style housing for 427 students, an expanded food court and Town Square for student activities, and an indoor aquatics center, and has recently constructed a new Student Enrichment Center.

See campus map here:

<https://harrisburg.psu.edu/campus-map>

## **About Penn State University**

From Penn State's Strategic Plan: "Penn State is a large, complex organization that is truly unique in higher education. As 'one university, geographically dispersed,' it operates as a coherent whole with twenty-four individual campuses and a multitude of programs."

From [www.psu.edu](http://www.psu.edu): "Twenty-four campuses; 17,000 faculty and staff; 100,000 students; a teaching hospital that provides care to more than a million patients a year; over one-half million active alumni; an online World Campus that empowers anyone to pursue an education—anytime, anywhere; and the largest student-run philanthropic organization on the planet."

*That's what makes Penn State ... Penn State."*

## **Advice for Getting Conference Travel Funding**

*By Lavina Ho, M.A., a graduate of the Applied Clinical Psychology Program (current Ph.D.*

*Candidate at the University of Mississippi)*

*(Note that this work constitutes advice from a former student. The Program, Division, School, College, and University, or the other agencies mentioned herein, cannot guarantee your funding through any of the mechanisms mentioned herein. The opinions expressed herein are that of a graduated student.)*

### ***Penn State Harrisburg Graduate Conference Funding***

*1. The Student Activities Fund (SAF) is open usually at the beginning of the semester and at the end of the semester, but recently has been open on a monthly basis. SAF is usually open for events that are inclusive to ALL students, so this not a guaranteed funding source since conference funding would only be for you. Therefore, you have to provide very solid points as to why your conference trip should be funded. You must look into this funding source before requesting funds from the school.*

- You must provide quotes, which means that you have to go onto the website and take a screenshot of how much everything costs*

- I.e., screenshots of the flight, rental cars, student price for the conference fee (usually \$100+), and other expenses such as costs of getting your poster printed
- Fill out the SAF form and attach all your documents → make sure to provide proper justification for why you need to attend this conference
- A good justification might include (for example): In my application, I discussed the importance of networking with other psychologists, the importance of disseminating the research poster I was presenting (which was a sexual assault study, I related it to our own university), and how attending the conference would benefit my professional future

2. The Behavioral Sciences and Education Department (BSED), which our program is in, may have conference funding for graduate students. An application must be submitted to the head of the department, Dr. Angelique, who has to approve the funding, and will provide you with a certain amount if your application is passed.

- Generally speaking, I believe that you are more likely to get funding if you are first author of your poster.
- You must provide an itemized list on your application and get your documentation in order, so make sure to keep your receipts and be thorough in your documents that you turn into the department (i.e., mileage).
- Turn this application WELL ahead of time to help your department head, especially if they need to look for money to fund your travels

#### *External Sources*

One of the best ways to get funding is through the conference itself- there are multiple opportunities available and the best way to know about these is to be a part of various groups related to the larger organization. For the APA conference, I was already a part of APAGS (graduate student division) AND I had joined various divisions, as they send out a lot of information for student funding opportunities. Here is a breakdown of what I did:

##### *1. APA Student Travel Award:*

- I had to attach a cover letter discussing my research interests, my previous research experience, my future goals, etc.
- I also attached a two page, double-spaced summary of my poster (with a few references) as well as my confirmation email that detailed my acceptance for presenting at the APA
- After I attended the conference, they requested three things: 1.) copy of your presentation; 2.) department chair letter verifying convention attendance; and 3.) receipts (if you wish this to be considered reimbursement) to me as soon as possible, by mail, fax, or by scanning and emailing them to this address
- I made sure to get a letter from Dr. Bowers (now Dr. Brelsford) to send to the APA representative
- This award amount was \$300

2. For the APA conference, I submitted an application to be an APA Student Volunteer, which paid for the conference fee.

- In return, I was a Continuing Education (CE) Workshop Monitor for a workshop of my choice, which usually lasts all day

- *You usually pick multiple certain time frame that does not clash with your presentation time/date and I tried to pick the workshops that interested me*

*Here is what they directly sent me:*

***As a volunteer, you will receive:***

1. *FREE convention registration—Student volunteers will **NOT** receive confirmation of Advance Convention Registration by mail. Prior to convention, we will provide information as to where/when you can pick up your convention registration materials.*
2. *Complimentary attendance into one CE workshop (based on on-site availability). You may **NOT** enroll in advance; complimentary enrollments will only be taken on-site. A CE staff member will enroll you into the workshop you would like to attend.*

*Here is a website from the APA <http://www.apa.org/news/events/index.aspx>*

*For the Association for Psychological Science (APS) conference, I submitted a student Travel Assistance application that is reviewed- you are notified later of whether it was accepted*

- *Recipients are provided with complimentary convention registration, as well as a cash award (the number available and the amount of which varies each year)*
- *You do need to be a member of APS to apply, which does cost a bit, BUT if you have a paper accepted in the APS journal, they offer you free membership for that year → this helped so that I did not have to pay that extra cost for membership*
- *The website is: <http://www.psychologicalscience.org/index.php/members/apssc/travel>*
- *BE SURE TO FOLLOW DEADLINES, there are many students looking for funding*
- *After I volunteered at the registration desk for a 5-hour shift, they gave me a check for about \$200-\$300 (I can't exactly remember the amount)*
- *This is also a great way to meet new other graduate students from all over! For the APS, they have a graduate division and have one night during the conference where they all go out for drinks*

*PSI CHI: Unfortunately I did not do this in graduate school, but I did do it for undergraduate.*

- *Psi Chi is a GREAT place to get funding for conferences, especially for local regional conferences like the EPA and the WPA*
- *They usually ask that you discuss how your attendance will impact the local Psi Chi chapter: how you can share the benefit with others and make a positive impact on your local chapter through your experience*
- *(From the website) Applications will be evaluated on the following: **Essay** – weighted three times more than other elements, **Statement of Financial Need, Reasonable Use of Funds, Clear explanation of funding secured from other sources** (if applicable), **Required Materials (Letter of Recommendation)**, Overall Quality of Application*
- *Be aware of their deadlines! And to ask for letter of recommendations well in advance.*
- *If you are involved as an officer of Psi Chi, this will be directly helpful to your chapter!*

- *I apologize that I cannot give you further information as it was a long time ago and I no longer have access to my undergraduate email account, but I know that the award in 2011/2012 was quite large: \$500*
- *Therefore, if you have not joined Psi Chi yet, I would heavily recommend that you do so*
- *Here is a list of Psi Chi's Graduate Awards and Grants:*  
*[http://www.psichi.org/?page=2\\_graduate\\_main#.VZSKMvlViko](http://www.psichi.org/?page=2_graduate_main#.VZSKMvlViko)*

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*Last but certainly not least, JOIN APA DIVISIONS! Divisions also have funding sources for students, and are more likely to email you with these opportunities. They are also a great way to network with professionals that are in similar fields, and often have a specific room at conferences where you can mingle with other professionals in that division. If you are interested in getting into a Ph.D. program, this is incredibly helpful.*

- *Please note that many divisions have student poster competitions, where to get to present your poster to around three judges from your division*
- *If you place, this is a great accomplishment to put on your CV and can garner some attention from members within the Division itself*

*Good luck!*

## **ADMINISTRATIVE AND PSYCHOLOGY STAFF**

### **School Director**

**Dr. HOLLY L. ANGELIQUE**, Interim Director, School of Behavioral Sciences and Education, and Professor of Human Development and Family Studies (W319, 717/948-6205)

### **Division Chair**

**Dr. SENEL POYRAZLI**, Interim Chair, Social Sciences and Psychology Division, and Professor of Community Psychology and Social Change (W311, 717/948-3157).

### **Staff Assistant**

**Program Assistant, Social Sciences and Psychology Division** (W311, 717/948-6034)

### **Program Professor in Charge (PIC)**

**Dr. GINA M. BRELSFORD**, PIC, M.A. Program in Applied Clinical Psychology; and Associate Professor of Psychology (W311, 717/948-6759)

### **Full-Time Psychology Faculty**

Offices are located in Olmsted W311. These individuals advise and mentor students in the Applied Clinical Psychology and Applied Psychological Research programs and also teach courses in these areas. In additions, they are qualified to serve as members or Chairs of Master's Paper committees.

**GINA M. BRELSFORD, Associate Professor of Psychology** (717-948-6759), earned her Ph.D. in clinical psychology from Bowling Green State University. Dr. Brelsford is tenured Associate Professor and is also an active licensed clinical psychologist. Her research interests focus on the psychology of religion and spirituality in the family, parent-child relationships, and cognitive-behavioral therapy with children, adolescents and families. Her work has appeared in well-known scientific journals and she is a frequent presenter at national conventions. She is also an associate editor for the *Psychology of Religion and Spirituality*.

**KATHRYN GLODOWSKI** – Dr. Glodowski earned her Ph.D. in Behavior Analysis in 2016 at Western New England University. She joins Penn State Harrisburg as an Assistant Professor of Psychology. Her dissertation research concerned the effects of guided notes on undergraduate performance on quizzes. Her primary research interest concerns behavioral analytic approaches to infant caregiving. Prior to coming to PSH, she was a post-doctoral research associate at the University of Nebraska Medical Center's Early Intervention Department, Center for Autism Spectrum Disorders. She brings to her position teaching experience in applied behavioral analysis and general psychology.

**MARISSA A. HARRISON, Associate Professor of Psychology** (717-948-6068), earned her Ph.D. from the University at Albany, State University of New York, in Biopsychology. She is an evolutionary psychologist interested in the adaptive significance of interpersonal attraction and love. She also has employed evolutionary models in forensic research, and she has gained national attention for her published papers on serial killers and mass murderers. Dr. Harrison teaches courses in research methods, human sexuality, and behavioral neuroscience, and she is involved in diversity efforts through the Chancellor's Diversity and Educational Equity Committee and the University's Commission for Lesbian,



Gay, Bisexual, and Transgender Equity. She is an associate editor of *The Social Science Journal*.

**CANDALYN RADE, Assistant Professor of Psychology (717-948-6041)**

Dr. Rade earned her Ph.D. in Psychology from the North Carolina State University, Raleigh. She joins Penn State Harrisburg as an Assistant Professor of Psychology. Her research focuses on re-entry and recidivism experiences of ex-offenders and employers' attitudes toward ex-offenders. Over the long-term, she is interested in improving the well-being of marginalized individuals who are ex-offenders. She has extensive teaching experience that will make for a smooth transition into Penn State Harrisburg's graduate and undergraduate psychology programs.

**SENEL POYRAZLI, Professor of Counseling Psychology (717-948-6040)**, earned her Ph.D. in Counseling Psychology from the University of Houston and is licensed as a psychologist in the Commonwealth of Pennsylvania. Her clinical background includes working with adolescents, college students, and war veterans and dealing with issues related to relationships, adjustment, depression, and trauma. Her research involves college student adjustment process and cross-cultural counseling. Dr. Poyrazli held numerous leadership positions within the APA. She is the past-president of APA Division 52, International Psychology, and served as the editor of their official publication *International Psychology Bulletin* for a five-year term. She is currently serving as the associate editor of Division 1's *General Psychology* and co-editor of the *Eurasian Journal of Educational Research*. Dr. Poyrazli is a Fellow of APA and EPA. Dr. Poyrazli received Penn State Harrisburg's Excellence in Teaching Award and the Diversity and Educational Equity Committee's Faculty Diversity Award.

**MARIA A. TURKSON, Assistant Professor of Psychology (717-948-6065)**, earned her Ph.D. in Counseling Psychology from the University of Maryland-College Park and is a licensed psychologist. Her research has focused on therapist self-care, the therapy relationship between client and therapist (in particular the working alliance), and career development using personality variables as predictors. Most recently, she authored a book chapter for therapists on “restructuring cognitions” in the recently published book, *Leaving it at the Office: A Guide to Psychotherapist Self-Care*. Dr. Turkson received an award and grant from the National Career Development Association for her research on career indecision. She is also interested in women’s issues as a teaching and research area.

**STEPHANIE WINKELJOHN BLACK, Assistant Professor of Psychology (717-948-6037)**, earned her Ph.D. in Counseling Psychology from the University of Louisville and completed her pre-doctoral internship at Virginia Commonwealth University. Her clinical work focuses primarily on college students. She has also worked in a psychotherapy outcomes study exploring the use of client-informed feedback at the University of Louisville, resulting in peer-reviewed publications and consultations to a counseling agency on using client-informed outcome measures. Her two lines of research involve (1) college student substance use and mental health and (2) religious identity, prayer, and implications for psychotherapy. Her work appears peer-reviewed journals. She is also actively involved in APA’s Division 17 as a member of the Society of Counseling Psychology Connect Team.

### **Affiliate Faculty, Penn State Harrisburg**

Although the primary work responsibility for these individuals is not in the Applied Clinical Psychology or Applied Psychological Research programs, they may sometimes teach courses in these areas. In addition, they are qualified to serve as members or chairs of

Master's Paper committee.

**STEVEN BACKELS, Affiliate Assistant Professor of Psychology** (109 Swatara, 717-948-6025), is a licensed psychologist who serves a [Director of Counseling & Student Support](#) at Penn State Harrisburg. He has been active in professional organizations including service as President of the Lancaster-Lebanon Psychological Association, and membership on the Virginia Board of Professional counselors Licensure Committee and the Penn State University Counseling and Psychological Services Grant Committee. He is interested in outcome research and has presented at annual conventions of both the American and the Pennsylvania Psychological Associations.

**JONATHAN IVY, Assistant Professor of Psychology** (717-948-6063), earned his Ph.D. in Applied Behavior Analysis and Special Education from Ohio State University. Both his M.A. in Applied Behavior Analysis and his B.S. in Psychology are from Penn State. Dr. Ivy teaches in the Applied Behavioral Analysis Program. His research focuses on the use of reinforcers and the token economy in the treatment of a variety of behavioral issues.

**KIMBERLY A. SCHRECK, Professor of Psychology** (717-948-6048), earned her Ph.D. from Ohio State University. She is a licensed psychologist and a board certified behavior analyst. Her research and clinical expertise include autism, intellectual and developmental disabilities, early intervention, feeding problems, children's behavior problems, and childhood sleep disorders. She has published many articles, reviews, and portions of books and given over 100 presentations on these subjects. While serving on several editorial review boards and as a guest reviewer for a variety of psychology journals, Dr. Schreck also served as a past associated editor of *Behavioral Interventions*.

**Penn State Behrend Graduate Psychology Faculty**

One of the strengths of Penn State University is its vast network of scholar collaborators. We are fortunate to have professors from [Penn State Erie, the Behrend Campus](#), as part of the Graduate Psychology Faculty of our Applied Clinical Psychology Program. It is possible for these professors to be part the Master's Committees of ACPSY and APSYR students. You can find a list of their faculty at: <https://behrend.psu.edu/directory/school-humanities-and-social-sciences>

## IMPORTANT EMAIL ADDRESSES AND PHONE NUMBERS

### **School of Behavioral Sciences and Education**

#### **Administrators**

Holly Angelique	(hxa11@psu.edu)	717-948-6047
Senel Poyrazli	poyrazli@psu.edu	717-948-6040

#### **Psychology Faculty and Staff**

Gina Brelsford	(gmy103@psu.edu)	717-948-6759
Kathryn Glodowski	(krg40@psu.edu)	717-948-6066

Marissa Harrison	(mah52@psu.edu)	717-948-6068
Rebecca LaFountain	(rml19@psu.edu)	717-948-6037
Candelyn Rade	cbr18@psu.edu	717-948-6041
Maria Turkson	(mat17@psu.edu)	717-948-6065
Stephanie Winkeljohn Black	(smw78@psu.edu)	717-948-6037
Staff Assistant	(mus19@psu.edu)	717-948-6034

#### **Affiliate Faculty, PSUH**

Steve Backels	(jsb5@psu.edu)	717-948-6025
Kimberly Schreck	(kas24@psu.edu)	717-948-6048
Jonathan Ivy	(jwi106@psu.edu)	717-948-6063

#### **Assistant Dean for Graduate Studies**

Peter Idowu, Assistant Dean	(pbi1@psu.edu)	717-948-6347
Krista Strickler, Staff Assistant	Kss17@psu.edu	717-948-6315

#### **Other College Offices**

Admissions	717-948-6250
Bursar	717-948-6009
Campus Life and Intercultural Affairs	717-948-6273
Career Services	717-948-6260
Counseling Services	717-948-6025
Disability Services	717-948-6025
Financial Aid	717-948-6015
Health Services	717-948-6412
Housing (Residence Life)	717-948-6269
Information Technology Services (ITS)	717-948-6273
International Student Support	717-948-6273

Learning Center	717-948-6020
Library	717-948-6232
Police	717-948-6232
Registrar	717-948-6020
Research and Outreach	717-948-6303
Student Conduct	717-948-6260

## IMPORTANT WEB SITES

### University

Lion Path: <http://launch.lionpath.psu.edu/>

Academic Integrity: <https://handbook.psu.edu/content/academic-integrity>

Graduate Programs: <http://bulletins.psu.edu/graduate/programs/A/GRAD%20ACPSY>

Library: <https://www.libraries.psu.edu/psul/home.html>

Penn State Affirmative Action Office: <http://www.psu.edu/dept/aaoffice/>

Penn State Termination Procedures: <http://bulletins.psu.edu/graduate/appendices/appendix3>

SARI@PSU: <http://www.research.psu.edu/training/sari>

The Susan Hirt Hagen Center for Community Outreach, Research and Evaluation (CORE):

<http://behrend.psu.edu/school-of-humanities-social-sciences/research-outreach/core>

### College

Academic Calendar: <http://harrisburg.psu.edu/academic-calendar>

Schedule of Courses: <http://schedule.psu.edu/>

PSUH Bookstore: <https://harrisburg.psu.edu/place/bookstore>

PSUH Bursar: <https://harrisburg.psu.edu/bursar>

PSUH Disability Services: <https://harrisburg.psu.edu/disability-services>

PSUH/Graduate Studies: <https://harrisburg.psu.edu/graduate-studies>

Penn State IRB/Human Subjects Research: <http://www.research.psu.edu/orp/humans>

IRB-CATS (Centralized Application Tracking System): <https://www.research.psu.edu/irb/cats>

PSUH Registrar: <https://harrisburg.psu.edu/registrar>

Learning Center (Russell E. Horn Sr. Learning Center <https://harrisburg.psu.edu/learning-center>

Student Activities (SAF: Student Activity Fund grants <https://harrisburg.psu.edu/student-affairs/student-activity-fund>

Transportation: <http://harrisburg.psu.edu/student-affairs/transportation>

### Professional

American Psychological Association: <http://www.apa.org/index.aspx>

APA Ethical Principles of Psychologists and Code of Conduct: <http://www.apa.org/ethics/code/>

Association for Psychological Science: <https://www.psychologicalscience.org/>

Commonwealth of Pennsylvania/Professional Licensing:

<http://www.dos.pa.gov/ProfessionalLicensing/Pages/default.aspx>

Eastern Psychological Association: <http://www.easternpsychological.org/i4a/pages/index.cfm?pageid=1>

Pennsylvania Psychological Association: <http://www.papsy.org/>

Psi Chi, International Honor Society in Psychology: <http://www.psichi.org/>

## PSYCHOLOGY COURSE DESCRIPTIONS

Some of the following are official University course descriptions and some are expanded descriptions intended to provide a more detailed understanding of the course content. The official course descriptions for all Psychology courses can be found in the *Graduate Degree Programs Bulletin* and the *Guide to Graduate Studies*.

PSYC 500 Ethics and Professional Practice in Psychology and Counseling (3 credits). This course will familiarize students with the standards of ethical conduct related to research and practice in psychology. Prerequisite: Admission to the Applied Clinical Psychology or Applied Psychological Research programs.

PSYC 501 Cultural Competency in Psychology (3 credits). This course will familiarize students with the need for sensitivity to individual and group differences associated with culture and ethnicity. Prerequisite: Admission to the Applied Clinical Psychology or Applied Psychological Research programs.

PSYC 502 Applied Social Psychology (3 credits). An examination of social psychological applications to areas such as health, law, interpersonal relations, environment, politics, and other social issues. Prerequisite: Admission to the Applied Clinical Psychology or Applied Psychological Research programs.

PSYC 510 Human Development and Growth (3 credits). This course will focus on aspects of human development across the entire life span, including infancy, childhood, adolescence, adulthood, and aging. Prerequisites: Admission to the Applied Clinical Psychology program or permission of program.

PSYC 514 Preventive Psychology (3 credits). This course focuses on the theoretical, conceptual, programmatic, and empirical issues currently in preventive psychology. Prerequisite: Admission to the Applied Clinical Psychology program.

PSYC 515 Clinical Health Psychology (3 credits). This course examines wellness maintenance, early detection, and the impact of health care on individuals and the community. Prerequisite: Admission the Applied Clinical Psychology program.

PSYC 516 Child Health Psychology (3 credits). This course will familiarize students with health issues in the context of child development and family systems. Prerequisite: Admission to the Applied Clinical Psychology program.

PSYC 517 Psychopathology (3 credits). A broad spectrum view of psychopathology including biological, social, cognitive, psychological, and neuropsychological approaches is emphasized, with an applied focus. Prerequisite: Admission to the Applied Clinical Psychology program.

PSYC 518 Interviewing and Counseling (3 credits). This course covers basic clinical interviewing and counseling techniques from both the didactic and experiential perspectives. Prerequisites: Admission to the Applied Clinical Psychology program.

PSYC 519 Theories and Models of Psychotherapy (3 credits). An advanced level of psychotherapies and applications in diverse settings. Prerequisite: Admission to the Applied Clinical Psychology program; PSYC518.

PSYC 520 Research Methods (4 credits). The course will review experimental, quasi-experimental designs, program evaluation, between subject designs, and with subject or intra-subject designs. Prerequisite: Admission to the Applied Clinical Psychology or Applied Psychological Research programs.

PSYC 521 Statistics (4 credits). The nature, computation, computer analysis, interpretation, and APA-style write-up will be discussed for a number of statistical tests. Prerequisites: Admission to the Applied Clinical Psychology or Applied Psychological Research programs; PSYC 520; and satisfactory performance on a statistics proficiency exam.

PSYC 524 Biological Basis of Behavior (3 credits). This course focuses on biological determinants of behavior, including evolution, hormones, sensory systems, internal states, reproduction, emotions, learning, and memory. Prerequisite: Admission to Applied Clinical Psychology or Applied Psychological Research programs.

PSYC 525 Forensic Psychology (3 credits). This course will explore social, cognitive, civil and criminal issues related to forensic psychology. Prerequisite: Admission to the Applied Clinical Psychology program.

PSYC 526 Behavioral Systems in Criminal Justice (3 credits). The impact of crime on the offender, the victim and society will be studied from the psychological perspective. Prerequisite: Admission to the Applied Clinical Psychology program.

PSYC 530 Research Paper (3 credits). Supervised research in psychology for degree candidates. Prerequisites: Admission to the Applied Clinical Psychology or Applied Psychological Research programs; PSYC 520; PSYC 521; and permission of program.

PSYC 535 Behavioral Management (3 credits). Analysis of determinants of behavior and behavioral ecology. Emphasis on data collection and data evaluation techniques.

PSYC 540 Group Interventions (3 credits). This course covers applications of psychotherapeutic techniques to a group setting. Prerequisites: Admission to the Applied Clinical Psychology program; PSYC 518; PSYC519.

PSYC 571 Tests and Measurements (3 credits). Administration, analysis, and interpretation of psychological evaluation methods will be reviewed. Prerequisites: permission of the program. Prerequisites: Admission to Applied Clinical Psychology or Applied Psychological Research programs.

PSYC 572 Neuropsychological Assessment (3 credits). This course will review the biological bases of behavior, emphasizing brain-behavioral relationships and assessment of these relationships. Prerequisites: Admission to the Applied Clinical Psychology or



Applied Psychological Research programs; PSYC524; PSYC571.

PSYC 573 Career Counseling: Research, Intervention and Assessment (3 credits). Students study theory and assessment techniques that provide an understanding of career development and related life factors Prerequisites: Admission to the Applied Clinical Psychology program.

PSYC 592 Current Topics in Applied Psychology (3 credits). Prerequisites: PSYC 519 and admission to program.

PSYC 594 Research Topics (1-18 credits). Supervised student activities on research projects identified on an individual or small group basis. Prerequisites: Admission to the Applied Clinical Psychology or Applied Psychological Research programs; permission of program.

PSYC 595A Clinical Practicum (1 credit). Provides practicum experience component for interviewing and counseling course. Prerequisites: Admission to Applied Clinical Psychology program; satisfactory completion of PSYC500, PSYC517, PSYC518, and PSYC519; and professional liability insurance.

PSYC 595B Clinical Internship (1-4 credits). Supervised clinical experience in a community setting. Prerequisites: Admission to the Applied Clinical Psychology program; professional liability insurance; and satisfactory completion of PSYC 595A.

PSYC 596 Individual Studies (3 credits). Prerequisites: Admission to the Applied Clinical Psychology or Applied Psychological Research programs; permission of instructor.

PSYC 597 Special Topics (1-9 credits). Prerequisites: Admission to the Applied Clinical Psychology or Applied Psychological Research programs; permission of instructor.

### **Full-time Schedules: Quick Reference (subject to change)**

<b>ACPSY Year</b>	<i>Semester</i>		
	<b>Fall</b>	<b>Spring</b>	<b>Summer</b>
<b>1</b> (26 credits)	PSYC 500 PSYC 517 PSYC 520	PSYC 518 PSYC 521 PSYC 571	PSYC 519 PSYC 501
<b>2</b> (20 credits)	PSYC 540 PSYC 510 PSYC 530 PSYC 595A	PSYC 573 PSYC 524 PSYC 595B (2 cr)	PSYC 595B (2 cr)
<b>3</b> (2 credits)	PSYC 595B (2 cr)		