



MISSISSIPPI STATE
UNIVERSITY™

DEPARTMENT OF COUNSELING,
EDUCATIONAL PSYCHOLOGY,
AND FOUNDATIONS

School Psychology Programs
Graduate Student Handbook

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Full Time Departmental and Related Faculty and Staff

Director of School Psychology Programs

McCleon, Tawny E., PhD (Mississippi State University). Associate Professor. Nationally Certified School Psychologist, AAAA Licensed School Psychologist (Mississippi). Interests include standardized assessment, academic assessment and intervention, crisis intervention and prevention, and issues of diversity.

School Psychology Core Faculty

Gadke, Daniel, PhD (Illinois State University). Associate Professor and Interim Department Head of Counseling, Educational Psychology, and Foundations. Nationally Certified School Psychologist, AAAA Licensed School Psychologist (Mississippi), Board Certified Behavior Analyst (BCBA), Licensed Psychologist (Mississippi). Interests include applied behavior analysis, behavioral interventions, autism spectrum disorders, and special populations.

Henington, Carlen, PhD (Texas A&M University). Professor. Nationally Certified School Psychologist, AAAA Licensed School Psychologist (Mississippi). Interests include academic interventions; infant, toddler, and early childhood assessment and intervention; and professional development and advocacy.

Stratton, Kasee, PhD (Central Michigan University). Assistant Professor. Nationally Certified School Psychologist, AAAA Licensed School Psychologist (Mississippi), Licensed Psychologist (Mississippi). Interests include Charge Syndrome, pediatric school psychology, special populations, applied behavioral analysis, and behavioral interventions.

Educational Psychology Faculty (Starkville Campus)

Abernathy, Larry T., PhD (Mississippi State University). Adjunct Faculty. Specialty areas include: dispositional and situational factors that influence the academic and social success of freshman students, and how these factors impact retention and graduation rates.

Elder, Anastasia, PhD (University of Michigan). Professor. Interests include cognitive development and students learning in science and mathematics, use of technology in instruction.

Gallo, Kasia, MS (Mississippi State University). Instructor and Advisor. Interests include fostering creativity and problem solving, design cognition, and writing as a cognitive process and active learning tool.

Gainer, Donna, PhD (University of Tennessee, Knoxville). Instructor. Interests include creativity, and learning styles.

Leach, Nicole, PhD (Ohio State University). Assistant Professor. Specializes in understanding how matters of community, culture, and identity relate to academic motivation, development, and outcomes; quantitative, qualitative, and mixed-methods research designs.

Morse, David T. PhD (Florida State University). Professor. Specialty areas include educational measurement, research, statistics, creativity, gifted and talented, and computer applications.

Wei, Tianlan, PhD (Texas Tech University). Assistant Professor. Specialty includes gender and cultural differences in achievement.

Counselor Education Faculty (Starkville Campus)

Dooley, Katherine, PhD. (University of Alabama). Professor. Specialty areas include rehabilitation counseling, chemical dependency, and counseling supervision.

Goldberg, Rebecca, PhD (University of Florida). Associate Professor. Specialty areas included gender relations and grief counseling.

Justice, Cheryl, PhD (University of Mississippi). Associate Professor and Program Coordinator of the School Counseling Program. Specializes in research that includes increasing personal, interpersonal, and political power so that individuals, families, and communities can take action to improve their situations.

Looby, E. Joan, PhD (University of Georgia). Professor and Program Coordinator of the Mental Health Counseling Program. Specialty areas include eating disorders and multicultural counseling. Cluster coordinator for community counseling.

Mazahreh, Laith PhD (University of Mississippi). Assistant Professor. Specializes in stress and coping resources; attachment; bullying; and career development.

Palmer, Charles, PhD (University of Arkansas). Associate Professor and Program Coordinator of the Rehabilitation Program. Specialty areas include rehabilitation and employment of persons with disabilities.

Education Foundations Faculty (Starkville Campus)

Bracoto, Kay, PhD, (Mississippi State University). Associate Professor. Specialty area includes studio based learning and design.

Cutts, Qiana, PhD, (Georgia State University). Assistant Professor. Specialty areas include educator wellness, pre-service educator cultural critical consciousness and perception of diversity.

Prince, Debra, PhD, (Mississippi State University). Associate Professor. Specialty areas include effects of poverty on growth and development, early childhood development.

Xu, Jianzhong, PhD, (Columbia University). Professor. Research interests include home-school relationships, partnerships with families from diverse cultural background, case study research, and structure equation modeling.

Counseling, Educational Psychology, and Foundations Staff

Onnie Blackshire, Undergraduate Records Manager

Karrie Files, Graduate Records Manager

Amy Foshee, Business Manager

Dinetta Karriem, PhD, Student Services Coordinator

THE SCHOOL PSYCHOLOGY PROGRAMS

The school psychology programs at Mississippi State University (MSU) are outstanding with excellent faculty members from diverse backgrounds with exceptional applied school psychology, teaching, and research skills. The faculty members in the programs genuinely care about students' growth and success as a professional with the ultimate goal of furthering the provision of competent services to children, families, and school personnel. The students are encouraged to get to know the school psychology core faculty and their research interests and areas of expertise. Students will be encouraged to work with each school psychology core faculty member to facilitate skill development in a number of key areas. The faculty members serve as important role models in the students' development as psychologists.

The faculty in the school psychology programs has a comprehensive plan to advance the profession, practice, and science of school psychology, with an **emphasis on the data-based decision making and the problem-solving model, and behavioral theory**. Each student plays an important part in helping to reach this goal. Through the **scientist-practitioner model**, the faculty work to develop knowledge and skills so that upon graduating, one more effective psychologist is serving children, families, and professionals who provide services in a variety of settings. Students work with faculty mentors who make important contributions in the science of school psychology by disseminating advances in intervention, policy, and theory to the professional literature and professional conferences. In addition to special problems, supervised pre-dissertation research and dissertations, the faculty will require and encourage students to work on empirical and other scholarly works throughout their graduate career.

The faculty members expect students to work diligently to acquire the skills and knowledge necessary to be a successful school psychologist. Thus, students are always viewed as 'works-in-progress' within a developmental approach to skill and knowledge acquisition. The awarded degrees within the programs are a Master of Science (MS) in Educational Psychology with a concentration in Psychometry (a non-terminal degree obtained by students as they work toward the entry-level professional credential recognized in most states), an Educational Specialist (EdS) in Education with a concentration in School Psychology, and the Doctor of Philosophy (PhD) in Educational Psychology with a concentration in School Psychology. Beginning in Fall 2015, the EdS and PhD curriculum has been approved by the Behavior Analyst Certification Board.

Accreditation and Approval

Accreditation is important because it means the awarded degree is recognized as meeting the standards of the school psychology profession. The doctoral, educational specialist, and master's degree programs in school psychology meet some national and/or state certification standards. **Currently, the Doctoral School Psychology Program is accredited by the American Psychological Association (APA) through 2021. The Doctoral and Educational Specialist Program is approved by the National Association of School Psychologists (NASP) through a partnership with the National Council on the Accreditation of Teacher Education (NCATE) through 2019.** The Master of Science program in psychometry is not accredited by APA or NASP; however, students are allowed to apply for licensure in the state of Mississippi as a Psychometrist after completing the program. The Master of Science program is considered to be a non-terminal program as the core school psychology faculty members expect students to complete either the educational specialist or doctoral degree. The sequences of courses used in the Master of Science degree in Applied Behavior Analysis and the certificate program are approved by the Behavior Analyst Certification Board.

MS in EPY – Psychometry
AA License (MS)

EdS in Ed – School Psychology
NASP Accredited
AAA License (MS)

PhD in EPY – School Psychology
APA Accredited
NASP Accredited
AAAA License (MS)

Contact information of accrediting and approval bodies:

American Psychological Association
Commission on Accreditation
c/o Office of Program Consultation and
Accreditation
Education Directorate
750 First Street NE
Washington, DC 20002-4242
(202) 336-5979
<http://www.apa.org/ed/accreditation/>

Mississippi Department of Education
Educator Licensure/Certification
P.O. Box 771
359 North West St.
Jackson, MS 39205
(601) 359-3483
<http://www.mde.k12.ms.us/educator-licensure/types-of-mississippi-licenses>

National Association of School Psychologists
NASP Program Approval Board
4340 East West Highway, Ste 402
Bethesda, MD 20814
(301) 657-0270
(803) 323-2341
<http://www.nasponline.org/certification/NASPAproved.aspx>

Behavior Analyst Certification Board
Behavior Analyst Certification Board
8051 Shaffer Parkway
Littleton, CO 80127
(720) 438-4321
<http://www.bacb.com>

MISSION AND PHILOSOPHY OF THE SCHOOL PSYCHOLOGY PROGRAMS

The science and practice of school psychology are carefully integrated into our graduate programs at the master's, educational specialist, and doctoral levels. While the programs are designed to train entry-level school psychology practitioners, the faculty stress the importance of contributing to the field by engaging in scientific behaviors. Thus, the programs adhere to the **Scientist-Practitioner model** where faculty and students are expected to be **(a) consumers of empirically-based practice, (b) evaluators of their own empirically-based practice, and (c) informed consumers and producers of research that contributes to the field of school psychology**. In addition to adhering to the *Scientist-Practitioner model* detailed at the Boulder Conference in 1949, the faculty also place an emphasis on training school psychologists who practice from a **behavioral paradigm** providing empirically-based school psychological services to a **diverse population** of individuals including children, families, school personnel, and other related professionals using a **data-based decision making and problem-solving process**.

GOALS AND OBJECTIVES OF TRAINING OF THE SCHOOL PSYCHOLOGY PROGRAMS

Every school psychology student is expected to meet the program common core and emphasis area knowledge and skill requirements using a **data-based and problem solving approach appropriate to behavioral school psychology** and to service provision. Opportunities for students to meet these requirements will occur in the classroom and during practica and internship.

The school psychology faculty work to ensure that students will have curricular experiences, which will enable them to develop and demonstrate knowledge and skills across three goal areas: **(a) Goal I: Professional School Psychology including Professional Orientation, Assessment, and Consultation/Interventions; (b) Goal II: Research and Statistics; and (c) Goal III: Professional and Psychological Foundations**. Each of these goals contains specific objectives of the faculty in the School Psychology Programs. Please note that these goals and objectives are closely aligned with the *Conceptual Framework Program Outcomes (CFPOs)* of the College of Education and with the *Standards for Training and Field Placement Programs in School Psychology*. Students will be evaluated on the knowledge, skills, and their application by university faculty, and practica and internship supervisors through course examinations, practica and internship evaluations, and annual evaluations completed by faculty with the input of other university faculty.

Through structured coursework and applied experiences, the university faculty and supervisors will evaluate students to determine, at a minimum, beginning practitioner level skills within the following goals, objectives, and competencies:

Goal I. PROFESSIONAL SCHOOL PSYCHOLOGY (CFPO # 1, 2, 3, 4, 5, 6, 7, 8, 10, 11, 12; NASP 2.1–2.10; APA required Profession Wide Competencies and Domain Specific Competencies (see APA SoA II-b 1(b ii-ix)).

Through structured coursework, supervised applied experiences, and evaluations completed by university faculty and supervisors, **students will demonstrate competence and, at a minimum, beginning practitioner level skills in provision of psychological services to children, their families, caretakers, and educators and other professionals who also seek to provide them services.**

Objective I-A - Assessment. *Students will gain an understanding of standardized, behavioral, and academic assessment techniques appropriate to the field of psychology and as appropriate for their degree level.*

Competencies:

1. Students will gain knowledge and skills in the use of standardized psychometric, behavioral, and academic assessment techniques including observations, report measures, and interviewing.

2. Students will gain knowledge and skills in the ability to develop, select, administer, score, and interpret assessment instruments with children from diverse backgrounds who are both typically developing and exhibit various exceptionalities.
3. Students will gain knowledge and skills in using assessment to determine eligibility for services and how to link assessment procedures to interventions.
4. Students will gain knowledge and skills in presenting results from the assessment in written and verbal form to other professionals, parents, and students.

Objective I-B. Consultation, Supervision, and Interventions. *Students will gain an understanding of effective consultation models and empirically based intervention strategies and techniques appropriate to the field of psychology and as appropriate for their degree level.*

Competencies:

1. Students will gain knowledge and skills in empirically-based consultation (including individual- and system-based consultation), and supervision models for working with parents or caregivers and school or mental health personnel who care for and provide educational and mental health services to children from diverse backgrounds who are both typically developing and exhibit various exceptionalities.
2. Students will gain knowledge and skills in empirically based behavioral and cognitive individual- and systems-level behavioral interventions for those working with children from diverse backgrounds who are both typically developing and exhibit various exceptionalities.
3. Students will gain knowledge and skills in empirically based individual- and systems-level academic interventions working with children from diverse backgrounds who are both typically developing and exhibit various exceptionalities.
4. Students will gain knowledge and skills in empirically based crisis prevention and intervention methods and services at the individual- and systems-level for use at the systemic and individual levels.

Goal II. RESEARCH AND STATISTICS (CFPO # 1, 7, 8, 11; NASP 2.1, 2.9; APA required Profession Wide Competencies (see SoA II-b 1(b i)). Research and Statistics is a basic tenet of graduate school, thus **students will build knowledge, skills, and competencies leading the ability to critically consider current and historical research in psychology and related fields.**

Objective II A. *Students will gain an understanding of research methods, statistics, and ethical and legal issues in research as appropriate for their degree level.*

Competencies:

1. Students will gain knowledge and skills in group design, traditional research methods, and statistics.
2. Students will gain knowledge and skills in the ability to use single subject research methods to evaluate the effects of different interventions.
3. Students will demonstrate the ability to carry out all aspects of a research projects as demonstrated by completion of the College of Education and departmental research requirements. At the doctoral level, students will demonstrate mastery of statistics and research methods through the completion of additional coursework and successful completion of an approved dissertation.

Goal III. PROFESSIONAL AND PSYCHOLOGICAL FOUNDATIONS (CFPO # 1-10; NASP 2.1–2.10; APA required Profession Wide Competencies (see SoA II-b 1(b ii-ix)). Professional and Psychological Foundations embody the basis for all studies related to psychology and the profession of school psychology, thus **Students will build knowledge, skills, and competencies leading to professional practice of psychology and school psychology within a diverse society.**

Objective III A. Professional Orientation. *Students will gain an understanding of functioning as a professional school psychologist within a diverse society appropriate to the field of psychology at proficiency as appropriate for their degree level.*

Competencies:

1. Students will gain knowledge of all aspects of functioning as a professional school psychologist within a diverse society, and develop respect and working knowledge of different cultural practices.
2. Students will gain knowledge of the current and historical roles, organizational structures of schools and other systems, practice, and research.
3. Students will gain knowledge of the ethical codes published by the American Psychological Association (APA) and the National Association of School Psychologists (NASP) as well as the standards, credentialing, legal issues outlined by APA, NASP, and the Mississippi State Department of Education.
4. Students will obtain and complete approved applied experiences related to the practice of school psychology.

Objective III B – Psychological Foundations. *Students will gain an understanding of the literature related to the psychological foundations of psychology including the history and theory of psychology, physiological psychology, social psychology, cognition and learning theories, and multicultural issues related to the provision of psychological services across diverse populations of individuals as appropriate for their degree level.*

Competencies:

1. All students will gain knowledge of the history and progression of role and function changes in school psychology. Doctoral students will also gain knowledge of the theories and history and systems of psychology.
2. Doctoral students will gain in-depth knowledge of biological and social psychology and how these disciplines relate to the research base and delivery of professional school psychology services.
3. Students will gain an understanding of the impact of culture on behavior and development, and develop respect and working knowledge of different cultural practices.

OUTCOME COMPETENCIES TO DEMONSTRATE EVIDENCE OF MAKING APPROPRIATE PROGRESS ON GOALS AND OBJECTIVES OF TRAINING

The gains each student makes in the program common core areas are a function of the degree the student is pursuing. Students enrolled in the doctoral degree program are expected to be leaders in the field of school psychology and have a greater understanding of the issues and mastery of the skills in each of the program common core areas than at the master's or educational specialist level. The knowledge and skills that students have gained will be assessed by faculty in the classroom through (a) course assignments and examinations, (b) practica and internship supervision, (c) the written and/or oral comprehensive exams, (d) College of Education and departmental research requirements (i.e., research and statistics coursework and activities), and (e) the required research process (i.e., educational specialist project, dissertation). Students are expected to (a) achieve grades of 'B' or better in program core and related coursework, (b) obtain ratings of 'expected' or above on all areas addressed by student annual evaluations, (c) receive passing scores on all comprehensive and national exams, (d) receive acceptable ratings on practica and internship evaluations, and (e) complete required portfolio and/or research projects (e.g., practica portfolios, educational specialist portfolio, doctoral dissertation) to evaluate their skills and competencies in:

- Goal Area I.** Professional School Psychology including the sub-areas of assessment; and consultation, supervision, and intervention
- Goal Area II.** Research and Statistics
- Goal Area III.** Professional and Psychological Foundations

Additional information regarding expected performance in the curricula and related areas can be found throughout this handbook and in the *School Psychology Student Evaluation Handbook*.

Student Advisement

One of the most important individuals in graduate education is the advisor or major professor. The student's advisor is an advocate and confidant. The advisor recommends and approves the program of study (along with the student's graduate committee), monitors the student's progress, approves course selection, assists in the decisions of the core faculty for students' practica and internship placements, provides guidance in required applied and research projects, and is pivotal in the graduate's job search. With the student, the advisor will assist in completion of paperwork and direct requisite activities as the student pursues one or more of the following degrees:

Master of Science (MS) in Educational Psychology with a concentration in Psychometry.

Please note, this is a non-terminal degree and students must continue on to the educational specialist or doctoral degree. After acceptance into the program, the School Psychology core faculty will assign each student an advisor. The students will receive a letter informing them of their advisor. This advisor will work with the student to develop the graduate program of study for the master's degree at the appropriate time.

For the MS degree, students must complete required course work, the master's examination, and the Praxis Core exam. The MS degree allows students to obtain licensure from the Mississippi State Department of Education as a psychometrist with the AA level of the Educator License. The master's degree is typically completed within approximately 2½ years. Because students are admitted directly to the Educational Specialist program or Doctor of Philosophy program, during the semester in which the student will meet MS degree requirements he or she will be required to apply for dual degree enrollment, to file a program of study with the Graduate School signed by the advisor and department's graduate coordinator. After graduation with the MS in Educational Psychology with a concentration in Psychometry, students are expected to continue coursework toward completion of either the EdS or PhD.

For the MS degree in Educational Psychology with a concentration in Psychometry, students must complete required course work, the master's examination, and the Praxis Core exam. The MS degree allows students to obtain licensure from the Mississippi State Department of Education as a psychometrist with the AA level of the Educator License. The master's degree is typically completed within approximately 2½ years. Because students are admitted directly to the Educational Specialist program or Doctor of Philosophy program, during the semester in which the student will meet MS degree requirements he or she will be required to apply for dual degree enrollment, to file a program of study with the Graduate School signed by the advisor and department's graduate coordinator. After graduation with the MS in Educational Psychology with a concentration in Psychometry, students are expected to continue coursework toward completion of either the EdS or PhD.

Education Specialist in Education with a concentration in School Psychology. Following initial acceptance in this degree program, the student is assigned an advisor by the core program faculty. During the second semester of enrollment in the school psychology programs, the EdS student must schedule a meeting with the advisor to discuss the selection of two additional committee members from the school psychology core faculty. Once the Dean of the Graduate School has approved the three-faculty committee, the student should meet with the advisor to develop a program of study. In pursuit of the EdS degree, the student **MUST** first complete the MS in Educational Psychology with a concentration in Psychometry. The program of study must be signed by each member of the committee, the Graduate

Coordinator, and the student. The EdS degree can be expected to be completed in four (4) academic years (i.e., 3 years on campus, 1 year of internship).

EdS students must complete required didactic course work, applied coursework (e.g., practica, internship), a portfolio during the internship year, and pass the Praxis subject area exam in school psychology (see <http://www.ets.org/praxis> for information on this exam, and <http://www.ocfbi.msstate.edu/teaching/index.php> for information provided by the College of Education's Office of Clinical/Field-Based Instruction, Licensure, and Outreach). This degree will allow the student to obtain the Education License in School Psychology at the AAA level from the Mississippi State Department. Other states have a similar licensure structure, which acknowledges the specialist degree (or equivalent) as the entry level for practice in the schools as a school psychologist (or other designated professional title within the specific state). With the NASP required score on the Praxis subject area test (see <http://www.ets.org/praxis> for information on this exam), the graduate of the EdS program will also be eligible for the National Certification in School Psychology (NCSP) credential.

Doctor of Philosophy (PhD) in Educational Psychology with a concentration in School Psychology. Following initial acceptance in this degree program, the student is assigned a first year advisor by the core program faculty and program coordinator. The advisor will assist the student in selecting the first nine-twelve (9-12) hours of course work. The advisor will discuss advisement needs, research interests, and curriculum needs with the student. In pursuit of the doctoral degree, students will typically complete requirements for a psychometry master's degree if they have not already completed this or a similar degree. PhD students must complete required didactic course work, applied coursework (e.g., practica, internship), the master's comprehensive examination, written and oral doctoral comprehensive examinations, pass the Praxis series tests (see <http://www.ets.org/praxis> for information on this exam) examination in school psychology, and successfully defend their dissertation. The PhD will allow the student to pursue licensure as a psychologist after completing coursework and examinations, defense of the dissertation, completion of an approved and/or accredited full-year internship, and post-doctoral fellowship (individual states have varying requirements for licensure as a psychologist). This degree will also allow the student to obtain the NCSP credential and the Educator license as a school psychologist at the AAAA level from the Mississippi State Department of Education. As designed by the core school psychology faculty, and if the student follows the suggested sequence of courses, the school psychology doctoral program can be expected to be completed in five (5) academic years (i.e., 4 years on campus, 1 year of internship). Students who are admitted to the school psychology doctoral program with a master's or specialist degree should still expect to spend a minimum of three years in the doctoral program (i.e., 2 years on campus, 1-year internship). However, this truncated timeline is highly contingent upon approval of coursework completed in a previous degree following guidelines established by the university, department, and program.

As the student becomes more familiar with the program faculty and their research interests, it is appropriate to discuss selection of a major professor, permanent advisor, and dissertation director with the assigned advisor. Often the student will elect to continue with the same advisor. The permanent advisor will provide significant guidance to the student in selection of the dissertation director (often the permanent advisor) and a doctoral committee that is intended to facilitate the completion of the doctoral degree. The program of study will be developed that adheres to the program and national organizations' requirements and meets the student's training goals and objectives, and research interests within the requirements of the university, college, department, and program. The doctoral committee will consist of four to five members and **MUST** include a major professor who is a school psychology faculty member and a director of the dissertation who is either a school psychology or educational psychology faculty member and possesses Level I graduate faculty status. The committee **MUST** include three school psychology or educational psychology faculty members and at least one faculty member outside of the school psychology programs.

On rare occasions, adjunct faculty may be asked to serve on dissertations (e.g., internship supervisor at the location where the student is collecting the dissertation data). On such occasions, the adjunct faculty member **MUST** be approved, and administrative procedures must be followed. Students should discuss the benefits and limitations of adding adjunct faculty members to their committee with

their dissertation director. Additionally, a faculty member may leave the program in pursuit of other professional interests. On such occasions, the faculty member may request to obtain adjunct status and must follow university guidelines for approval to remain on the committee. However, this would be approved for a one-year period of time and, if the student's dissertation project is going to take longer than one year, then the faculty member would require replacement. In relation, faculty members who have left the program may elect not to continue their service on the committee, which would require replacement of their position on the committee. In addition, only on-campus faculty with Level I Graduate Status may serve as the dissertation chair. The student should consult each potential committee member to decide mutual agreement. Faculty who serve on graduate committees must have at least Level II Graduate Status to serve on doctoral dissertation committees and must have Level I Graduate Status to direct the doctoral dissertation. As such, instructors and lecturers may not serve on dissertation committees. After the student has secured agreement from each faculty member to serve on the committee, the student with assistance of the major professor will initiate an Approval of Committee form from the Graduate School website at <http://www.grad.msstate.edu/forms/>.

PROGRAM OF STUDY

This Student Handbook provides the School Psychology Programs curricula for the Masters, Specialist, and Doctoral degree recently approved by the MSU UCCC, Graduate Council, and Provost. However, students are held to the curriculum posted in the Graduate Student Bulletin for the year that a student is accepted in to his or her graduate degree. Therefore, if students wish to use the a later set of requirements listed in this Student Handbook, they should submit a formal request to the Graduate School to use the desired approved curriculum listed in that year's *Graduate Bulletin*. Students should consult with the School Psychology Program Coordinator to submit this request.

All graduate students must file a program of study with the Office of the Graduate School. The form containing the program of study will be initiated by the student. The student's advisor, committee members, and the departmental Graduate Coordinator must approve the program of study. The student must meet with his or her advisor to generate an official program of study (see *Program of Study* in the Forms section), this can also be viewed on the Graduate School website located at <http://www.grad.msstate.edu/forms/>.

Until a formal program of study has been approved, the student will have no guarantee the courses taken will be counted as a part of the degree program unless the courses follow exactly what is listed in *The Graduate Bulletin* in the year of admission. The Office of Graduate Study uses *The Graduate Bulletin* of the year of admission into the corresponding degree program to determine completion of required courses as indicated on the student's program of study. These requirements may be modified **ONLY** by obtaining approval from the student's advisor, the core school psychology faculty, the approved committee members, and departmental graduate coordinator. In specific situations, the approval of the College of Education Dean is also necessary. If a change to the student's program of study (that is, drop or add a course from the filed Program of Study) is requested, the student must file *Change of Program* form with all required signatures. It is the student's responsibility to enroll in the courses listed on the program of study. All approved transfer coursework from other universities and changes to the program of study require the completion of appropriate graduate forms located on the Graduate School website at <http://www.grad.msstate.edu/forms/>.

The graduate records secretary, the student's advisor, and the program coordinator are valuable resources in completing the paperwork to allow documentation of completion of all degree requirements. The records office personnel and/or student's advisor will review student's file with consultation with the program coordinator to determine all paperwork has been completed and will assist in the process of determining that all required documents with requisite signatures have been completed and are on file with the appropriate offices within the university.

Prerequisite Undergraduate Courses

Students should have the following undergraduate courses before entering the EdS or PhD programs:

1. Psychological basis of behavior (e.g., introductory psychology)
2. Developmental psychology (e.g., child development)
3. Education, learning, or cognition (e.g., theories of learning).

Students who have not met these prerequisite course requirements may enroll in the program and take these undergraduate courses as they progress through their degree program. As students progress through their PhD or EdS program, they are required to complete the requirements for the MS degree in Educational Psychology with a concentration Psychometry and obtain their AA educator's license in Psychometry from the Mississippi State Department of Education. This certification is important because it will allow students to obtain more training across all areas of School Psychology service delivery in the Counseling and School Psychology Laboratory and other settings. In order to earn their MS degree, students will be required to complete the courses outlined in the MS degree below and pass the Praxis Core and master's comprehensive exams.

The MS degree in Educational Psychology with a concentration in Psychometry is a 43-hour, non-terminal degree designed to be started in the fall semester and be completed in 2 to 2½ years. During each of these semesters, the student will need to take 9 to 13 semester hours to complete the program in sequence and allow completion within the timeframe. Whether or not the student wants to complete the MS degree in 2 or 2½ years, it is essential that he or she enroll in courses in the appropriate sequence to earn the MS degree in a timely fashion. The student must also be sure to have met prerequisite course requirements for each course in which he or she enrolls. Failure to follow course sequences or enroll in prerequisites will likely cause delays to graduation, often as much as a year. The Praxis I exam can be completed at any time and the master's comprehensive exam is offer one time per year during the semester in which the student's cohort is expected to complete the degree.

Obtaining a degree in Educational Psychology with a concentration in Psychometry will allow students to obtain their AA educator's license from the Mississippi State Department of Education. This degree and license will offer greater options for the student and the faculty in securing graduate assistantships including departmental teaching assistantships and school-based assistantships. Please remember that this is a non-terminal degree and students must continue on the educational specialist or doctoral level contingent upon passing program requirements at the master's level.

**Master of Science in Educational Psychology with a concentration in Psychometry Curriculum
(AA CERTIFICATION)
43 hours
(Beginning Fall 2012)**

Major Core in Educational Psychology (10 hours)

- EPY 6214 Educational and Psychological Statistics
- EPY 8253 Child and Adolescent Development and Psychopathology (or equivalent)
- EPY 8263 Psychological Testing in Education and Related Settings

Psychometry Concentration (33 hours)

- EPY 6113 Principles of Applied Behavior Analysis (formerly Behavioral and Cognitive Behavioral Intervention) *
- EPY 6123 Applications in School Psychology
- EPY 6133 Data-based Decision Making for Interventions in the School Setting
- EPY 8763 Advanced Applied Behavior Analysis (formerly Advanced Behavioral and Cognitive Behavioral Interventions) #
- EPY 8690 Supervised Experiences in School Psychology I (3 hours)
- EPY 8703 Introduction to School Psychology
- EPY 8723 Individual Assessment for Educational and Related Settings
- EPY 8773 Academic Assessment and Interventions
- EPY 8933 Integration of Intelligence/Psychometric Instruments
- EPY 9703 Contemporary Ethics, Legal, and Professional Issues in School Psychology
- EPY 9713 Advanced Consultation and Supervision in School Psychology

* This course is split-level. If students have had this course as an undergraduate at MSU, they do not have to re-take the course provided they made a "B" or better. If the student has taken similar courses at other universities, he or she must meet with the instructor to determine if the course can be waived. **For each course that was taken as an undergraduate and/or waived, students must enroll in another equivalent course approved by the major advisor and the core school psychology faculty in order to earn sufficient hours to graduate.**

Educational Specialist (EdS) in Education with a concentration in School Psychology

The EdS in Education with a concentration in School Psychology curriculum is a planned program of a minimum of thirty-nine (39) semester hours beyond the master's degree in Educational Psychology with a concentration in Psychometry under the direction of a major advisor and two committee members from the core school psychology faculty. This EdS degree is designed to provide advanced course work in school psychology and is typically completed in four (4) years with an option of compressed study in which the program can be taken in three (3) years). In addition to allowing the AAA educator licensure in School Psychology for the Mississippi Department of Education, this EdS program coupled with the MS in Educational Psychology with a concentration in Psychometry is approved by the National Association of School Psychologists (NASP) and qualifies students to sit for the Praxis subject area test (see <http://www.ets.org/praxis> for information on this exam) in School Psychology. Upon passing this exam with the NASP requisite scores, the EdS School Psychology graduate is eligible to become a Nationally Certified School Psychologists (NCSP) and makes the student eligible for certification in most states. However, because reciprocity is not absolute, perspective students planning on working within school systems in other states should check to determine if those particular states accept NCSP.

Non-course work EdS Requirements.

1. a master's degree in Educational Psychology with a concentration in Psychometry to complete the EdS in Education with a concentration in School Psychology degree.
2. eighteen (18) semester hours must be earned at MSU.
3. academic residency at MSU must be established. Residency may be established by (a) enrolling at MSU for one semester of full-time study (minimum of nine hours), (b) two semesters of half-time study (minimum of six semester hours each semester), (c) one summer of full-time study (minimum of nine semester hours), or (d) one summer of half-time study (six semester hours) and one semester of half-time study (six semester hours).
4. successful completion of a three to six hour specialist project (i.e., educational specialist project). This requirement is fulfilled through completion of the EdS portfolio.
5. completion of a minimum 1500 hour internship in a school-based setting that is approved by the core school psychology faculty and consistent with the *Standards for Training and Field Placement in School Psychology* outlined by NASP in 2000. Please note that students enrolled in the MSU School Psychology program complete 10-month internship engaged in direct and indirect activities for a minimum of 40 hours per week.

**Educational Specialist in Education with a concentration in School Psychology Curriculum
(AAA Certification)
39 hours
(Beginning Fall 2012)**

The following coursework is required for an EdS degree in Education with a concentration in School Psychology coupled **WITH** the Master of Science in Educational Psychology with a concentration in Psychometry curriculum described above:

EPY 7000	Special Topics (3 hours min)
EPY 8690	Supervised Experiences in School Psychology I (3 hours min)
EPY 8763	Advanced Applied Behavior Analysis (formerly Advanced Behavioral and Cognitive Behavioral Interventions)
EPY 8780	Specialist Internship (12 hours)
EPY 8790	Supervised Experiences in School Psychology II (6 hours min)
EPY/EDF 9443	Single Subject Design
EPY 8133	Crisis Prevention & Intervention in Schools and Related Settings
COE 8073	Multicultural Foundations in Counseling

Choose one of the following:

EPY 8123	Assessment of Infants, Toddlers, and Special Populations
EPY 8890	Supervised Experiences in School Psychology III (3 hours min)

*** Note: Students who wish to apply to the PhD program are encouraged to apply to the PhD program before enrollment in the EdS internship, as this would require an extra year of internship at the doctoral level.

Important Considerations:

Students typically will take their comprehensive master's exam in the fall of their third year contingent upon meeting the appropriate course requirements. Some students may elect to take additional practica courses through *EPY 8690, 8790, and/or 8890 Supervised Experiences in School Psychology, or EPY 9723 Seminar in School Psychology*. Any student who receives a grant-funded school-based assistantship must enroll in EPY 8690, EPY 8790, and/or EPY 8890 in order to receive the appropriate supervision to provide school psychological services. Students will take the Praxis II in School Psychology at the completion of their course requirement (generally at the end of their third year) or during their internship year. Students will be evaluated by the school psychology faculty to determine readiness for internship and must apply to be approved for internship prior to being approved to enroll in internship hours.

Doctoral Degree in Educational Psychology with a concentration in School Psychology Curriculum

Students accepted into the program that offers the PhD in Educational Psychology with a concentration in School Psychology should either hold a Master of Science degree in educational Psychology with a concentration in Psychometry or should obtain AA licensure as a psychometrist from the Mississippi State Department of Education within their first 3 years in the program. For students entering the program with only an undergraduate degree, the PhD program in school psychology is typically completed in 5 years (i.e., 4 years on campus and 1 full calendar year of internship). Students entering with a master's or specialist degree in the field of school psychology or a related field should plan to spend a minimum of 3 years (i.e., 2 years on campus and 1 full calendar year of internship) in the PhD program. At least 120 semester hours beyond the baccalaureate degree are necessary to earn a doctorate from the Department of Counseling, Educational Psychology, and Foundations housed within the College of Education. The work will be divided as follows:

**PhD in Educational Psychology with a concentration in School Psychology Curriculum
(AAAA Certification)
142 hours
(Beginning Fall 2012)**

Major Core in Educational Psychology (58 hours)

EPY 6214	Educational and Psychological Statistics
EPY 8113	History and Systems of Psychology
EPY 8214	Advanced Educational and Psychological Statistics
EPY 8253	Child and Adolescent Development and Psychopathology (or equivalent)
EPY 8263	Psychological Testing in Educational and Related Settings
EPY 8293	Cognitive Development (or equivalent)
EPY 8513	Psychometric Theory
EPY 9000	Dissertation (20 hours)
EPY 9213	Advanced Analysis in Educational Research
EPY 9723	Seminar in Contemporary School Psychology
EDF 9373	Educational Research Design
PSY 6403	Physiological Psychology (or equivalent)
PSY 8613	Advanced Social Psychology (or equivalent)

School Psychology Concentration (84 hours)

EPY 6113	Principles of Applied Behavior Analysis (formerly Behavioral and Cognitive Behavioral Intervention)
EPY 6123	Applications in School Psychology
EPY 6133	Data Based Decision Making for Interventions in the School Setting
EPY 8123	Assessment of Infants, Toddlers, and Special Populations
EPY 8133	Crisis Prevention & Intervention in Schools and Related Settings
EPY 8493	Social/Emotional and Behavioral Assessment
EPY 8690	Supervised Experiences in School Psychology I (9 hours minimum)
EPY 8703	Introduction to School Psychology
EPY 8723	Individual Assessment for Educational and Related Settings
EPY 8763	Advanced Applied Behavior Analysis (formerly Advanced Behavioral and Cognitive Behavioral Interventions)
EPY 8773	Academic Assessment and Interventions
EPY 8790	Supervised Experiences in School Psychology II (9 hours minimum)
EPY 8890	Supervised Experiences in School Psychology III (3 hours minimum)
EPY 8933	Integration of Intelligence/Psychometric Instruments
EPY/EDF 9443	Single Subject Design
EPY 9703	Contemporary Ethics, Legal, and Professional Issues in School Psychology
EPY 9713	Advanced Consultation and Supervision in School Psychology
EPY 9730	Doctoral Internship in School Psychology (18 credit hours)
COE 8073	Multicultural Foundations in Counseling (or equivalent)

In addition, students must pass the Praxis core and subject area exams (see <http://www.ets.org/praxis> for information on these exams) in School Psychology (NASP score required for the NCSP), master comprehensive exam, and doctoral comprehensive written and oral examinations. Students must also present one (1) refereed presentation at a national or regional conference and submit one (1) manuscript for publication (e.g., book chapter, test review, professional refereed journal).

Students would be able to obtain licensure from the Mississippi Department of Education at the AAAA level as school psychologists. They will also be able to obtain certification as a Nationally Certified School Psychologist (NCSP) from the National Association of School Psychologists (NASP) and licensure as a psychologist from the State Board of Psychology.

MSU SCHOOL PSYCHOLOGY: DATA-BASED AND PROBLEM SOLVING APPROACH

Goal Area	Area Objective	Targeted Skill Set	Courses
Goal I. PROFESSIONAL SCHOOL PSYCHOLOGY			
Assessment	Individual and Systems Assessment	Psychometric properties, rating scales, interviewing, observations, intellectual assessment (WISC), achievement, test selection, report writing	EPY 8123 – Infant & Toddler Assmt. EPY 8263 – Psych Testing EPY 8493 – Soc/Emo & Beh Assmt. EPY 8513* – Psychometric Theory EPY 8723 – Individual Assessment EPY 8933 – Integrated Assmt. EPY 9273 – Seminar: Atypical Pop
Consultation, Supervision, and Intervention	Consultation and Supervision	Theories and skills of consultation, systems, program evaluation	EPY 6133 – Data-Based Decision Making EPY 9713 – Consultation & Supervision
	Behavioral Intervention	Functions of behaviors, basic principles of behavior modification, report writing, knowledge of intervention strategies	EPY 6133 – Data-Based Decision Making EPY 6113 – Principles of ABA EPY 8763 – Adv ABA EPY 9272 – Seminar: Atypical Pop
	Crisis Intervention	Prevention strategies, short-term and long term intervention, and theories	EPY 8133 – Crisis Intervention
	Academic Intervention	CBM, interventions, and progress monitoring.	EPY 8773 – Academic Assmt & Interven. EPY 6123 – Application of SPSY EPY 6133 – Data-Based Decision Making
Goal II. RESEARCH AND STATISTICS.			
Research	Research and Statistics	Consumption, application and productivity	EPY 9443 – Single Subj. EDF 9373* – Ed. Research Design EPY 6214 – Stats I EPY 8214* – Stats II EPY 9213* – Stats III EPY 8513* – Psychometric Theory EPY 9000* – Dissertation (20 hrs) Supervised research requirements for College of Education and Department

Goal Area	Area Competency	Targeted Skill Set	Courses
Goal III. PROFESSIONAL AND PSYCHOLOGICAL FOUNDATIONS.			
Professional Orientation	Orientation to field and practice	Ethical and multi-cultural awareness and orientation to practice	EPY 6123 – App of School Psychology EPY 8113 – History & Systems EPY 8690 – Supervised Exp I EPY 8703 – Intro to School Psych EPY 8790 – Supervised Exp II EPY 8890 – Supervised Exp III EPY 9703 – Legal, Ethical, & Prof. Issues EPY 8730 – Specialist Internship EPY 9730 – Internship COE 8073 – Multicultural course
Doctoral Level Psychological Foundations	Knowledge, application, and integration of psychological principles at the advanced level to the practice of psychology		
	Individual Differences		EPY 6133 – Data-Based Decision Making EPY 8123 – Infant & Toddler Assmt. EPY 8253 – Developmental Course EPY 8293 – Cognitive Development EPY 8493 – Soc/Emo & Beh Assmt. EPY 9443 – Single Subject Design EPY 9272 – Seminar: Atypical Pop PSY 6403 – Biological Psych PSY 8613 – Adv. Social Psych COE 8073 – Multicultural course
	Cognitive-Affective Basis of Behavior		EPY 8123 – Infant & Toddler Assmt. EPY 8253 – Developmental Course EPY 8293 – Cog. Development EPY 8493 – Soc/Emo & Beh Assmt. PSY 8613 – Adv. Social Psych
	Biological Basis of Behavior		EPY 8123 – Infant & Toddler Assmt. PSY 6403 – Biological Psych
	Social Basis of Behavior		EPY 8123 – Infant & Toddler Assmt. EPY 8493 – Soc/Emo & Beh Assmt. COE 8073 – Multicultural course PSY 8613 – Adv. Social Psych
	General Psychology		EPY 8113 – History & Systems

DATA-BASED PROBLEM SOLVING WITHIN BEHAVIORAL SCHOOL PSYCHOLOGY

The graduate programs in school psychology have a distinct emphasis on data based, problem solving within behavioral school psychology. This emphasis will occur throughout much of the formal course work, applied experiences, and research. This emphasis is specifically reflected in the following courses:

EPY 6113: Principles of Applied Behavior Analysis #. In this course, basic theory and methods of behavior change are presented. This course sets the stage for subsequent learning which focuses on behavioral school psychology.

EPY 6133: Data-Based Decision Making. In this course, students learn the process for data-based decision making and case methodology to teach theory, techniques, and procedures for educational support teams to address behavioral and academic difficulty in school-aged children.

EPY 8493: Social/Emotional and Behavior Assessment. In addition to exposing students to indirect measures of personality, students acquire behavioral assessment skills that allow them to more directly measure behavior across settings.

EPY 8773: Assessment and Interventions for Academic Skills Deficits. In this course, students learn how to construct and use curriculum-based measures. Students also learn how to develop and evaluate academic interventions designed to improve a range of academic skills.

EPY 8763: Advanced Applied Behavior Analysis. In this course, students learn to apply behavioral techniques and principles to a variety of psycho-educational, psychological, and behavioral problems.

EPY 8253: Child & Adolescent Development & Psychopathology. In this course, students learn how environmental and genetic variables work alone and in tandem to impact a child's behavioral, social, emotional, motor, and language development.

EPY 9443/EDF 9443: Single-Subject Research Designs for Education. In this course, students learn how to design small n research. Students will also learn how to graph and interpret single subject design graphs in order to evaluate the effects of different interventions.

EPY 9713: Advanced Psychological Consultation: Theory and Practice. In this class, students are required to learn several different models of consultation, including a generic model. However, the emphasis is placed on direct behavioral consultation and students must attempt to apply the techniques of direct behavioral consultation in a school setting.

EPY 8690: Supervised Experiences in School Psychology I, EPY 8790: Supervised Experiences in School Psychology II, EPY 8890: Supervised Experiences in School Psychology III. In these sequenced classes, students will learn to apply behavior principles within classroom and clinic settings. Across both settings, students have the opportunity to hone their direct and indirect intervention and supervision skills while working with parents, teachers, and students.

School Psychology Programs
Recommended Schedule of Courses for Specialist Program
(43 Hours in MS + 39 Hours in EdS = 82 hours)

Year 1	Year 2	Year 3	Year 4
FALL SEMESTER			
EPY 8703: School Psych.	EPY 8690: Clinic Practicum (3 hrs)	EPY 8690: Clinic Practicum (3 hrs)	EPY 8730: Specialist Intern (6 hrs)
EPY 8253: Child /Adol Develop	EPY 8723: Individual Assmt	EPY 8933: Integrated Assmt	
EPY 6113: Principles of ABA	EPY 8763: Adv ABA	COE 8073: Multi-cultural	
EPY 9703 Leg, Ethic, Prof			
SPRING SEMESTER			
EPY 6214: Stats I	EPY 8790: Clinic Practicum (3 hrs)	EPY 8790: Clinic Practicum (3 hrs)	EPY 8730: Specialist Intern (6 hrs)
EPY 8773: Acad. Ass/Intev	EPY 8493 – Soc/Emo & Beh Assmt	EPY 8133: School Crisis Interven	EPY 7000: Specialist Project
EPY 9273: Seminar: Atypical Pop	EPY 9713: Consult & Supervision	EPY 8123: Infant/Toddler Assmt (OR EPY 8890)	
EPY 8263: Psych. Testing			
SUMMER SEMESTER			
EPY 6123: App of SPY	EPY 6133: Data-Based Decision		
EPY 9443: Single-Subject Design	EPY 8890: Clinic Practicum (3 hrs) (OR EPY 8123)		

**School Psychology Programs
Recommended Schedule of Courses for MS in ABA #
(31 hours)**

Year 1	Year 2
FALL SEMESTER	
EPY 8253: Child /Adol Develop	EPY 8763: Adv ABA
EPY 6113: Principles of ABA	EPY 6214: Stats I
EPY 9703: Leg, Ethic, Prof	
SPRING SEMESTER	
EPY 8263: Psych. Testing	EPY 8493: Soc/Emo & Beh Assess
SUMMER SEMESTER	
EPY 6123: App of SPY	EPY 8890: Clinic Practicum (3 hrs)
EPY 9443: Single-Subject Design	

**School Psychology Programs
Proposed Schedule of Courses for Doctoral Program
(142 Hours)**

Year 1	Year 2	Year 3	Year 4
FALL SEMESTER			
EPY 8703: School Psych.	EPY 8690: Clinic Practicum (3 hrs)	EPY 8690: Clinic Practicum (3 hrs)	EPY 8690: Clinic Practicum (3 hrs)
EPY 8253: Child /Adol Develop	EPY 8723: Individual Assmt.	EPY 8933: Integrated Assmt	EPY 8293: Cognitive Develop
EPY 6113: Principles of ABA	EPY 8763: Adv ABA	PSY 8613: Adv Social Psych OR COE 8073: Multi-cultural	PSY 8613: Adv Social Psych OR COE 8073: Multi-cultural
EPY 9703 Leg, Ethic, Prof	EPY 8214 Stats II	Research Project(s)	EPY 9000: Dissertation
SPRING SEMESTER			
EPY 6214: Stats I	EPY 8790: Clinic Practicum	EPY 8790: Clinic Practicum (3 hrs)	EPY 8790: Clinic Practicum (3 hrs)
EPY 8773: Acad. Assmt/Intev	EPY 8493 – Soc/Emo & Beh Assmt	EPY 8513: Psycho Theory OR EPY 8113: History & Systems	EPY 8513: Psycho Theory OR EPY 8113: History & Systems
EPY 9273: Seminar in School Psy	EPY 9713: Consult & Supervision	EPY 8133: School Crisis Interven	EPY 9000: Dissertation
EPY 8263: Psych. Testing	EPY 9213: Stats III	EPY 8123: Infant/Toddler Assmt (not offered w/EPY 8113)	EPY 8123: Infant/Toddler Assmt (not offered w/EPY 8113)
SUMMER SEMESTER			
EPY 6123: App of SPY	EPY 6133: Data-Based Decision	PSY 6403: Biological Psych	Research Project(s)
EPY 6214: Single-Subject Design	EPY 8890: Clinic Prac (3 hrs)	EDF 9373: Research Design	EPY 9000: Dissertation

YEAR 5 (OFF CAMPUS)

Fall	Spring	Summer
EPY 9730: Internship (6 hrs)	EPY 9730: Internship (6 hrs)	EPY 9730: Internship (6 hrs)
EPY 9000: Dissertation	EPY 9000: Dissertation	

OTHER REQUIREMENTS

There are other important requirements for the master's, educational specialist, and doctoral degree at MSU. It is the student's responsibility to know them and to make sure the program activities. These requirements fall into 5 broad categories: Professional Membership, Student Progress and Personal Characteristics Evaluation, Knowledge Assessment, Research Requirements, and Internship Requirements. In addition, to help the student through the maze of requirements for the university, he or she should develop a thorough working knowledge of the *MSU Graduate Student Bulletin* (available at <http://catalog.msstate.edu/graduate/>).

Professional Membership

School Psychology professionals must belong to professional associations after they earn their degrees if they are to stay current in the field. Active participation in professional associations is vital to professional success. Each graduate student is required to join at least **two professional associations**. Membership dues are usually less for students and members receive professional newsletters, journals, and announcements of professional activities. School Psychology students should join and become active in:

- APA (Division 16)
- National Association of School Psychologists (NASP)
- Association for Applied Behavior Analysis (ABA)
- Mississippi Association for Psychology in the Schools (MAPS)
- Student Affiliates of School Psychology (SASP)
- Association for Behavior Analysis International (ABAI)
- Behavior Analysis Association of Mississippi (BAAMS)

In addition, students may benefit from joining several other organizations including, but not limited to:

- Council for Exceptional Children (CEC)
- Association for the Advancement of Behavior Therapy (AABT)
- South Eastern Psychological Association (SEPA)
- Mid-South Education Research Association (MSERA).

Assessment of Student Progress Meeting Program Training Goals and Objectives

The knowledge and skills that students have gained will be assessed by faculty in the classroom through (a) course assignments and examinations, (b) the written and/or oral comprehensive exams, (c) practica and internship evaluations, (d) annual student evaluations, and (e) the required research process. (i.e., research and statistics coursework and related research activities) Students are expected to a) achieve grades of 'B' or better in program core and related coursework, b) receive passing scores on all comprehensive exams (e.g., master's comprehensive exam, doctoral comprehensive written and oral exams) and national examinations (e.g., Praxis II in School Psychology), c) receive acceptable ratings on practica and internship evaluations, d) obtain ratings of 'expected' or above on all areas addressed by student annual evaluations, and e) satisfactorily complete required research expectations and research projects (e.g., doctoral students must present at least one refereed presentation at a national or regional professional conference, submit at least one manuscript for publication, complete all required components of the doctoral dissertation). Unsatisfactory performance in graduate level coursework is defined as a grade of 'U', 'D', or 'F' in any course and/or more than two grades below a 'B' after admission to the program. Unsatisfactory performance also includes failing the master's comprehensive examination twice, failing the written preliminary/comprehensive examination twice, failing the doctoral oral preliminary/ comprehensive examination twice, or failing the doctoral dissertation defense twice. Any of

these or a combination of these failures will result in termination of the student's graduate study in the program.

Students are also evaluated at key transition points within their field-based experiences. In addition to typical evaluations during and at the completion of each semester's enrollment in practica, the student will be formally evaluated by the faculty at the completion of their initial pre-practica experience (typically EPY 6123 – Applications of School Psychology) for readiness for practicum, again at the completion of their final practica in the program (e.g., EPY 8790 or EPY 8890) for readiness for internship, and for EdS students and PhD students who do not complete an APA approved internship a final competency-based evaluation by their supervisor(s) at the completion of internship for readiness to enter the field (see *Student Evaluation Handbook*).

Student Progress Evaluations

During the spring semester, the core school psychology faculty meet to discuss and evaluate the progress of each student with special emphasis on each student's performance subsequent to the previous evaluation. Through this mechanism, satisfactory progress is noted, performance exceeding satisfactory progress is commended, and concerns regarding less than satisfactory performance are identified in order to promote remedial efforts. In addition, the evaluation process is intended to ensure that all core program faculty are informed as to the progress of all students in the program. Finally, the student is required to conduct a self-evaluation of their own progress, to complete the evaluation form, and to receive faculty feedback on their self-evaluation. If a significant deficiency is noted, the student and their advisor will develop a specific written plan to help the student continue to progress through the program.

Below is an outline of the evaluation categories. **For more information, see the current Student Evaluation Handbook.**

Students will receive ratings across four major areas along with ratings in sub-areas under each category.

I. Academic Performance

- A. Classroom performance
- B. Required Research progress (e.g., educational specialist project, dissertation)

II. Clinical and Interpersonal Skills

- A. Practitioner performance
- B. Professional behavior

III. Professional Development

- A. Professional progress
- B. Independent research

IV. Summary Progress

Personal Characteristics Review Form

In addition to reviewing the student's professional performance, personal characteristics related to his/her professionalism will be evaluated using the *Personal Characteristics Review Form* (PCRF). All students will receive feedback after any formal evaluation by the faculty. If a student is not making satisfactory progress as evidenced by their grades and/or less than average evaluations by the department faculty, at minimum, the faculty advisor will meet with the student to discuss the evaluation. For more information, see the *Student Evaluation Handbook*.

Knowledge Assessment

Through the comprehensive examination process, students will be given an opportunity to demonstrate (a) mastery of best practices in school psychology as supported by research and theoretical literature; (b) the

ability to apply, analyze, synthesize, and evaluate knowledge gained in relation to problems encountered in school psychology; and (c) the ability to present answers in an organized, research based, and grammatically acceptable fashion.

Please note that students MUST be enrolled in at least one (1) semester hour during any semester in which they take comprehensive examination (i.e., MS Comprehensive Examination, Praxis Core or Praxis: School Psychology Specialty Area Examination, Written Preliminary Comprehensive Examination, Oral Preliminary Comprehensive Examination) or engage in any formal work within the dissertation process (i.e., proposal, defense, submission).

MS Comprehensive Examination

Students entering the program with a bachelor's degree usually take this exam during the Fall semester of their third year. All PhD students will be required to pass this exam by the end of their third year so that they may qualify for AA certification. The Master's Comprehensive Examination consists of 100 written multiple-choice questions covering the Professional School Psychology training domain including the sub-domains of:

1. Professional Issues
2. Assessment
3. Consultation/Intervention.

Students must apply to take the exam by the end of the second week of the term in which they plan to take the comprehensive exam. The application may be obtained from the departmental records secretary or the program coordinator. To pass the exam, **students must correctly answer 65% of the items on each area and for the entire exam.** Examinations are scheduled two times a year (fall and spring semesters). If the student fails to pass the Master's Comprehensive Exam, either one or more of any of the subdomains, he or she must schedule a meeting with the coordinator of school psychology programs and the major professor to discuss remedial action. The student will then be allowed to take the exam one additional time. A student who does not pass a single subdomain will retake that domain. A student who does not pass two or more of the subdomains must retake the entire examination. If a second failure occurs in any of the retaken subdomains, the student will be dismissed from the program.

Praxis Core Exam

School psychologists must be certified by the State of Mississippi to serve in a school. In order to be certified in psychometry, students should complete our MS program and must pass the Praxis Core Exam. PhD and EdS students must apply for licensure as they meet the requirements. AA licensure will allow students to work in the School Psychology and Counseling clinic as they pursue their advanced degree. Students who do not meet minimum Praxis requirements for AA licensure by their third year in the program will be advised to withdraw from the program. Master's students must take the Praxis Core and obtain the following minimum scores. These scores and actual exam subsection are subject to change by the State Department of Education.

<u>Section</u>	<u>Praxis Core Score</u>
Reading	172
Writing	173
Math	172

These exams are given on campus. The student may register to take the exam at any time. The student must have the scores sent to Mississippi State University, College of Education, the Mississippi Department of Education, and to himself or herself. It is not necessary to wait until a graduate degree has

been earned or until course work requirements for licensure have been completed. However, because students who fail to meet minimum requirements cannot obtain certification in Mississippi, we recommend that MS students take the exam prior to entering the program. All PhD and EdS students should pass the AA licensure Praxis Core requirements and obtain their license as they progress through the program. Students who do not pass the Core Praxis requirements as a component of their MS degree should meet with their advisor before continuing with AAA Certification or a PhD.

Praxis: School Psychology Specialty Area Examination

Students pursuing the educational specialist and doctoral degrees must take and obtain the same Core area scores on the Praxis core and the same score on the Master's Comprehensive Examination as listed above. The Praxis Specialty Area examination in School Psychology (see <http://www.ets.org/praxis> for information on this exam) allows students in the educational specialist and doctoral programs to obtain certification as a Nationally Certified School Psychologist (NCSP). Students in the EdS program must take this examination during their fourth year or internship year (or before) in order to graduate with the educational specialist degree with an emphasis in school psychology. **Educational specialist students must obtain a 147 on the School Psychology Battery of the Praxis to obtain licensure as a school psychologist from the Mississippi Department of Education.** In addition, **EdS and PhD students must obtain a score of 147 (165 if taken prior to 2014) to obtain certification as a NCSP from NASP.** Doctoral students are required to take the Praxis Specialty Area examination prior to the fall semester in which they schedule to take their doctoral written and oral comprehensive exams.

Additional Exams for Doctoral Students

If pursuing the PhD degree, the student must complete two other comprehensive examinations in addition to those listed above. These are the written preliminary examination (WPE) and the oral preliminary examination (OPE). Each of these assessments is described briefly below. Specific information about the examination can be found in the *Guidelines for the Written Preliminary Comprehensive Examination and Oral Preliminary Examination*.

Written Preliminary Comprehensive Examination (WPE)

To accommodate the APPIC internship application timelines, the WPE will be scheduled one time a year. **AT LEAST 60 DAYS BEFORE THE WPE IS SCHEDULED, the student must be approved to take the WPE by the School Psychology Program Coordinator and must apply through the Departmental Graduate Coordinator to take the WPE.** To be eligible to take the Written Preliminary Examination for the Doctor of Philosophy in Education degree, students must:

1. have demonstrated satisfactory performance on the pre-dissertation research requirement (i.e., Qualifying Examination on Statistics/Research);
2. be within six-hours of completing all course work* (exclusive of Internship and Dissertation Research hours);
3. have completed all research skill requirements;
4. have the Dissertation topic approved (the formal Dissertation Proposal does not have to have been approved); and
5. be enrolled for a minimum of one semester hour of credit during the semester in which the Preliminary Examination is administered.
6. have completed the Praxis Specialty Area examination.

*A student enrolled in more than six-hours of course work during the Spring term but who will have completed all course work (excluding Dissertation and Internship hours) by the end of the Fall term will be eligible to take the Written Preliminary Examination during the current year's administration of the examination (assuming that all other prerequisites for eligibility have been satisfied).

WPE Content. The WPE is constructed as a publication quality manuscript developed independently by the student. Once approval to take the WPE has been obtained, the student should develop a topic to be approved by their major advisor that will result in an outline of supporting literature to support further exploration of that topic of interest. Generally, it is recommended that this topic be related to the student's dissertation. Through discussions between the advisor and the core faculty around the outline, a topic for the WPE will be determine and the student will have six weeks to develop the written manuscript. Thus, it is expected that the student will provide a comprehensive examination of a topic related to the submitted outline leading to a 25 to 30 page manuscript (excluding the title page, reference section, and support figures/tables) that demonstrates the student's ability to identify the most important aspects (e.g., themes, theories, and trends), and integrate interpretations of related research within a cohesive written product. Students will NOT have the ability to anticipate the selected topic for their WPE; therefore, the writing that will be done for the WPE will be original and unique in that it will be the perceptions of the faculty about the individual student's needs for conceptual development in a related area that will serve as the topic of the WPE.

Oral Preliminary Examination

The Oral Preliminary Examination (OPE) is to be scheduled immediately after the School Psychology program faculty have graded and indicated the student passed the WPE. The OPE will be conducted by the school psychology core faculty with each member asking questions. The student will be expected to demonstrate (a) thorough familiarity with school psychology literature; (b) understanding of the relationships among the various areas of fields related to school psychology; (c) general knowledge and training including the use of oral English; and (d) the ability to apply, synthesize, and evaluate knowledge gained in relation to problems encountered in school psychology. To perform well on the OPE, the student will need to be able to think quickly, express ideas and thoughts fluently and competently, and express opinions in a well articulated, logical, and comprehensive manner. There are a number of policies and rules regarding the OPE. They appear most succinctly in the Doctoral Students' Guide and in the Guidelines for the Written Preliminary Comprehensive Examination and Oral Preliminary Examination. Students are urged to know these rules and policies.

Program Research Requirements

All educational specialist students are expected to be consistently engaged in program and personal research throughout their program. This will be accomplished as part of formal coursework, through collaborative projects with faculty and other students, and through the requirement of completion of the educational specialist research project.

All doctoral students are expected to be consistently engaged in research throughout their program. This will be accomplished as part of formal course requirements, through collaborative projects with faculty and other students, and through the requirement to present a minimum of one (1) refereed paper at a regional or national conference and the submission of one (1) research manuscript to a refereed journal. Students may also submit a manuscript for publication as a book chapter or completed an approved test review to satisfy the research submission requirement.

College of Education and Departmental Research Requirements

The Department of Counseling, Educational Psychology, and Foundations has high expectations for engagement in research and the development of students' research skills. Skill development can occur in several ways; therefore, the school psychology core program faculty strongly encourage students to be continuously involved in research. Furthermore, students should also participate in moving the practice and science of school psychology forward by disseminating their research findings.

Educational Specialist Students

The school psychology program strongly encourages students in the educational specialist program to contribute to application and research within the field of school psychology by engaging in faculty and student research projects and by presenting professional presentations and posters at professional association meetings. EdS students are required to complete an educational specialist project in order to graduate from the program. Students must identify a director along with two other School Psychology core program faculty to serve as committee members. Students are encouraged to choose faculty who will assist in the development of skills within school psychology. Students must enroll in three (3) hours of independent study (EPY 7000) under their director's name. Within the project, students are expected to systematically collect data-based products related to their work in the schools during their internship year. This collection of work will be assembled into a portfolio as evidence of critical thinking, data-based problem solving, and application of research-to-practice products. The portfolio will be evaluated by the school psychology core faculty according to the guidelines provided in the *Portfolio Requirements for Educational Specialist Students during the Internship Year*.

Doctoral Students

The school psychology programs require doctoral students to present as a first author a minimum of one (1) refereed paper at a regional or national conference and the submission of one (1) research manuscript to a refereed journal by the end of their fourth year in the program. Processes and procedures related to this project are described below. As the school psychology program has a focus on students' contribution to the field through research, the school psychology core program faculty encourage students to meet their research skills requirements in the following ways.

Part I

Adequate completion of the departmental and program statistics and research sequence.

Part II

Authoring (student must be primary or first author), submitting, and presenting a scholarly paper at a regional or national professional meeting or serving as primary author of a scholarly paper published in a refereed professional journal.

Dissertation

There are several steps involved in completing a dissertation. The MSU standards for completing the dissertation are located at <http://library.msstate.edu/thesis/index.asp>.

A dissertation pre-proposal is not required. However, many students choose to go through this step in order to receive feedback regarding their proposed research before progressing deeper into the dissertation process.

Dissertation Pre-proposal

Doctoral students in the School Psychology Programs may convene their committee to present a Preliminary Dissertation Proposal. This meeting should be scheduled only after the major professor and

director of the dissertation have approved the direction of the dissertation research. The student may schedule this meeting at any point after the doctoral program of study has been filed and the doctoral committee has been approved by the proposal is a concept paper and the approval of it, and the direction of the dissertation, is not binding upon the student or the doctoral committee. The proposal should adhere to the following format.

1. A one-paragraph introduction should present the topic.
2. A 300-word abstract of relevant research and theoretical literature with no citations should follow.
3. An outline of the literature review should follow.
4. A listing of the research questions appears next.
5. A detailed methodology needs to be described.
6. An explanation of the proposed data analysis needs to be presented next.
7. A list of references in APA style should be attached (No fewer than 10 references).

Dissertation Proposal

The dissertation proposal meeting can be scheduled any time **AFTER** the successful completion of the Doctoral Comprehensive Examination requirements (i.e., the WPE and OPE). At the dissertation proposal meeting, the first chapters (e.g., introduction, review of literature, and methodology) should be presented. To reach this stage of completion, the student must work closely with the major professor and dissertation director. The student **MUST** anticipate a number of rewrites prior to and, potentially following the proposal meeting.

Because this is the proposal stage and MSU Office for the Protection of Human Subjects (IRB) approval must be obtained for all human subjects research at MSU, the student **MAY NOT** collect data for the dissertation without oversight of the dissertation director and approval from MSU IRB. The student should **NEVER** collect data unless he or she has gained approval from the IRB. Additionally, all graduate students in the College of Education must complete IRB training with a certificate of completion during their first semester of enrollment. This certification must be renewed every three years. Collecting data prior to formal approval of the research plan puts the study at great risk. The committee may reject the proposal or recommend a modification, which would force the student to begin anew.

The specific guidelines for the proposal meeting are contained in the School Psychology Dissertation Guide. The information in the Guide should be reviewed as the student prepares for the dissertation proposal meeting. With adherence to the outlined procedures, the stress experienced at this stage in the dissertation process may be reduced. The student should contact his or her major professor, director of the dissertation, and committee members to schedule a date, time, and place for the dissertation proposal meeting only after given directions by the dissertation director to do so. It is the student's responsibility to coordinate the scheduling of the meeting. After an agreement from the committee on the date, time, and place of the meeting has been reached, the student must inform the departmental records secretary. The records secretary will then issue a written invitation to all members of the dissertation committee and the faculty of the department. An announcement inviting the public to attend the proposal meeting will be placed on the departmental announcements bulletin board.

Once the date has been determined, a copy of the dissertation proposal must be submitted to the committee members to the committee members **at least one (1) week** prior to the scheduled meeting date. Also, a hard copy of the proposal must be submitted to the Departmental Graduate Coordinator and the records secretary. Faculty not on the dissertation committee, students, and the public may read the copy of the proposal held by the records secretary. They may attend the proposal meeting and faculty may ask questions upon invitation of the major professor. Once the dissertation proposal is successfully completed the student may now officially be referred to as a Doctoral Candidate.

Dissertation Defense

The faculty expects the candidate to consult with the dissertation director frequently and comprehensively as the research is conducted and as the initial drafts of the dissertation are written. If close contact with the dissertation directors is not maintained during this critical period, the candidate can expect to experience stress, delays, rewrites, and other difficulties.

Among the important ethics of scientific research, there is one that must be strictly adhered to and must not be violated during the dissertation research process. This cardinal ethic is "Absolute adherence to the research protocol as reported in the research procedures section and approved by the dissertation committee during the proposal meeting." If the candidate does not follow the research protocol as designed and had approved by the dissertation committee and the MSU Office for the Protection of Human Subjects (IRB), the student could be subject to severe penalties up to and including rejection of the study and removal from the program.

After the data has been collected and analyzed, and the written product has been reviewed and approved by the dissertation director, the candidate is ready to discuss the dissertation defense. This is an indication that the dissertation director is satisfied that the document is a defensible dissertation. Only upon reaching this milestone should the student believe that it is time to discuss scheduling the dissertation defense with the dissertation committee members. At this point, the student should schedule the dissertation defense meeting at a date, time, and place agreeable to the committee members. The records secretary will need to be informed of the agreed upon meeting time to issue a written invitation to the dissertation committee and the faculty of the department. An announcement inviting the public to attend the defense will be posted.

A copy of the final dissertation draft must be submitted to the committee members at least 10 working days (i.e., two calendar weeks) prior to the scheduled meeting date. A copy must also be submitted to the records secretary so that faculty, students, and the public may read the copy of the dissertation prior to the defense. They may attend the dissertation defense meeting and faculty may ask questions upon the invitation of the dissertation director.

Students are strongly encouraged to review the *Dissertation Handbook* developed by the School Psychology core program faculty and guidelines provided by the Library Thesis and Dissertation office, including training on the use of the template provided by the library. Additionally, students should attend trainings provided by the MSU Library faculty and staff about the dissertation process. These experiences should facilitate the understanding of the process and the writing of the document.

Internship Requirements

Educational Specialist Students

All EdS students must complete a **minimum 1500 hour internship** during their program over a 10-month period of time according to the *Standards for Training and Field Placement Programs in School Psychology*. However, most students in this program obtain closer to **1500 hours** during their internship year. The internship year is typically completed during the fourth year of training. The educational specialist intern must be supervised for a minimum of 2 hours per week by a professional holding an advanced degree in school psychology and who is certified and/or licensed by their state as a school psychologist (or the equivalent). A minimum of **600 hours** must be completed within a school setting. Please see current edition of the internship manual for further information regarding internship.

Doctoral Students

All doctoral students must complete a **12-month 2,000-hour internship** during their program. The program requires a 2,000-hour pre-doctoral internship to assist the student with the licensure process. The internship year is typically completed during the fifth year of training. As a doctoral intern, the student must be supervised by a professional holding a doctoral degree in psychology for a minimum of 2 hours per week on an individual basis and an additional 2 hours that may be completed in a group supervision venue. To assist in obtaining licensure as a psychologist, all students are encouraged to seek

an APA Approved internship site. According to the *Standards for Training and Field Placement Programs in School Psychology* accepted by the Delegate Assembly of NASP on July 15, 2000, **at least 600 hours must be completed in a school-based setting** or the student must demonstrate at least equivalent experience. Currently, equivalent experience may include completion of an internship at the educational specialist level in school psychology or other approved applied experiences in school psychology. Specifically, NASP requires that (a) the prior internships must have been preceded by appropriate graduate coursework and practica and must include a range of activities consistent with both program goals and NASP “Domains of School Psychology Training and Practice”, (b) the experience must have been consistent with NASP internship standards, particularly the conditions related to supervision, credentials of supervisors, and completion of 600 hours in a school-based setting, (c) there is evidence that the intern successfully completed the internship and has continued to use the knowledge and skills obtained from the experience on a continual basis, and (d) the internship and supervision experiences can be appropriately documented for program approval and accreditation as well as candidate application for state and national certification and licensure. Please see the current edition of the internship manual for further information regarding internship.

Licensure and Certification

All graduate students in the school psychology programs should plan to become certified by the appropriate agency as a school psychologist after they have completed the necessary course work and have enough experience. EdS and PhD students should apply for National Certification through NASP so that they may become Nationally Certified School Psychologists (NCSP). National Certification often allows much smoother transition to certification in other states and also ensures a quality of training and professionalism in individuals who hold this certification. PhD students should also apply for Licensure as a psychologist in Mississippi or another state in which they are practicing. Licensure demonstrates that school psychologists are legitimate mental health professionals.

Job Placement

Graduates of our educational specialist and doctoral programs have secure varied and interesting jobs. Among our recent graduates, several are assistant professors at universities, others are psychologists or administrators at private or public mental health centers, and of course, several are employed with school systems. The School Psychology Coordinator posts job announcements in the department regularly. Students should also inform their professors as they are looking for a position. Many job leads are passed informally to professors. If faculty members know students are searching, they will assist students in any way possible. The Mississippi State University Career Center assists students in looking for professional positions as they near graduation. Advice on resume preparation, job listings, interview coaching, maintenance of reference letters, and employer directories are some of the services available.

The success in obtaining the desired job is somewhat dependent upon the student’s performance in the program. By putting forth effort and seeking as many applied and research-based training experiences as possible, the student will likely be more marketable to internship sites (an APA approved internship is required for licensure in many states) and employers. Furthermore, by committing to excellence early in the academic career and school psychology training the student will find that the scientist-practitioner skills gained within the school psychology programs are likely to make lead the student to become an extremely effective practitioner. We believe that the clients we serve, directly or indirectly, deserve the best from our graduates.

Matriculation through the School Psychology Programs

Program Admission

Students who have completed a bachelor's degree or a graduate degree in psychology, education, counseling, social work, or other related fields are good candidates for our program. Admission to the school psychology programs is based on the objective evaluation of student performance in five important areas which include (a) Cumulative Grade Point Average (GPA) in undergraduate and graduate work, (b) performance on the Graduate Record Exam (GRE), (c) Letter of Intent for graduate work in school psychology, (d) Letters of Recommendation from three sources who can evaluate the student's academic abilities and personal characteristics, and (e) performance during a professional interview with the faculty on campus or via phone/Skype interview. **All required materials must be received by January 15 each year.** The program will not accept GRE scores older than five years. Official transcripts must be sent to evaluate coursework and cumulative GPAs for undergraduate and graduate work. Students are encouraged to visit our website at http://schoolpsych.msstate.edu/schoolpsych/Student_Admissions_Outcome_%26_Other_Data.html to review the mean GRE and GPAs for students applying to the program in recent years.

The Office of the Graduate School provides forms for the Letter of Intent and Letters of Recommendation; however, students are encouraged to attach additional documentation if the space provided on these documents does not allow for an adequate representation of abilities. Following initial screening, selected applicants are invited for an interview day with school psychology programs. During this interview process, the applicants will be provided:

- an orientation to important aspects of the School Psychology Programs
- tours of campus and the facilities available to the programs
- an opportunity to meet with current graduate students in the programs
- interview with the core program faculty
- an opportunity to interact with other applicants

Interviewees are also encouraged to ask important questions regarding the study of school psychology at MSU of the faculty and representative graduate students during the interview process as well.

The interview day is usually in the beginning to middle of February and after a review of the materials received by January 15. During the formal applicant interview, the faculty utilize a standardized set of questions to obtain additional information from the applicant about academic ability, motivation, and goodness of fit for the program. Decisions about admission are made by the core program faculty after the completion of interviews and students are typically notified of their admission status by mid to late February.

Several admission decisions exist which include: (a) Full admission, (b) Provisional admission, (c) Contingent admission, (d) placement on a wait list (possibly with acceptance into the EdS program for doctoral applicants), or (e) rejection. Students who are admitted to the program are required to provide a letter of acceptance or denial to the program coordinator by April 15.

Contingent and Provisional Admissions

Some students may be admitted to the programs contingently or provisionally. Students may be admitted contingently because they have not taken the Graduate Record Exam (GRE) or the registrar requires the applicant's final transcript. Students with contingent admission must fulfill the required tasks prior to enrollment in the programs. Students may be admitted provisionally because some section of their application does not meet university and/or program entrance requirements (e.g., low GRE scores, low GPA). Students admitted provisionally must obtain a 3.25 or higher on their first 9-12 hours in the program. Students who do not meet this requirement will be dropped from the program. Students who do

meet this requirement will be reconsidered for full admission but must submit letters of recommendation from two of the MSU professors who served as instructors in their courses. It is important to note that students admitted provisionally may not be provided with an assistantship until they have been provided full admission.

Establishment of Residency

Full time study on the MSU campus is required of all graduate students to establish residency and to ensure a high degree of involvement in the program. Full time study is defined as 9 or more hours during the fall semester and either spring semesters or 12 hours during a ten-week summer term. The residency requirement may be satisfied in the following ways:

1. Full time study for any two consecutive terms (fall semester, spring semester, 10 week summer term).
2. Full time study for ten-week summer terms two years in a row.

Registration

Because prompt registration allows the department and program faculty to plan coursework for the next semester, **students are urged to pre-register as early as possible each term following the first semester on campus.** *If the student fails to register during the pre-registration time period, it is likely that the required courses will be canceled due to enrollment requirements for courses to be held.*

Students will need to obtain their Registration Access Code (RAC number) from their advisor each semester to access the online registration site. That RAC number is available no later than the first day of pre-registration for the next term.

Examinations and Enrollment

All graduate students must be enrolled in at least one-hour the term in which they do the following:

1. take the Final Comprehensive Examination,
2. take the Doctoral Preliminary Examinations [both written and oral] , and
3. propose or defend the Doctoral Dissertation.

Please see the following table for The MSU Graduate School expected timeline for relevant activities toward degree completion.

Office of Graduate School

Ready Reference Sheet - Due Dates for Graduate Student Forms

Doctoral Forms	Due in the Department	Due in the Office of Graduate School
Committee Request Form	By end of second semester of enrollment	Second semester of enrollment
Program of Study	By end of second semester of enrollment	Two weeks prior to the end of the semester
Transfer Approval Sheet (as occurs)	Upon committee approval	Two weeks prior to the Comprehensive/preliminary examination
Change in Graduate Program	Upon committee approval	As appropriate
Report of Exam Results	Date of examination	As students are notified
Report of Written Exam	Date of examination	As students are notified
Report of Oral Exam	Date of examination	As students are notified
Committee Request Change Form	Upon departmental approval	Upon departmental approval
Admission to Candidacy	Please refer to the Admission to Candidacy section in the current Graduate Bulletin	Results of preliminary examination and approved dissertation topic
Announcement of defense of doctoral dissertation	Announced in College only	n/a
Master's/Educational Specialist Forms	Due in the Department	Due in the Office of Graduate School
Committee Request Form	By end of first semester of enrollment	Second semester of enrollment
Program of Study	By end of second semester of enrollment	Semester in which the student applies for graduation
Transfer Approval Sheet (as occurs)	Upon committee approval	As soon as official transcript is available
Change in Graduate Program	Effective date of change	Semester when the student applies for graduation
Report of Examination Results	Date of examination	By the date published in the Academic Calendar section of the current Graduate Bulletin
Committee Request Change Form	Upon departmental approval	Upon departmental approval
Announcement of Thesis Defense	Announced in College only	n/a

Time Limit to Complete Degree

Once a student is admitted to the graduate programs in school psychology, the faculty expect consistent effort and progress toward earning the degree in a regular, consistent manner. **The faculty expect enrollment at MSU each semester until studies are completed.** The coursework within the program is designed to progress each semester with courses and experiences building upon the previous semesters. Taking courses out of sequence may result in extra effort and inconsistent learning patterns relative to faculty expectations. Faculty are not permitted by university policy to advise, review dissertation drafts, or instruct students who are not enrolled in the university. The student should be knowledgeable of the university's continuous enrollment policy, especially as the student engages in work on the dissertation and leaves for internship. Failure to conform could cost the student unnecessary time and money to graduate. For those beginning the programs in Fall 2011, students must complete their degrees within eight (8) years of being accepted into the MS and EdS Programs. Doctoral students must complete their program within five (5) years after passing their doctoral comprehensive written and oral examinations. An extension of time form, available on the Graduate School website, may be used to request a one-time, one-year extension. The request must be signed by the major professor and the dean of the college and submitted to the Office of the Graduate School. Additional information can be found in the *Bulletin of the Graduate School* at <http://catalog.msstate.edu/graduate/>.

Transfer Credit for Required Courses

Students are highly encouraged to review the university policies regarding transfer credit in the *Bulletin of the Graduate School* located at <http://catalog.msstate.edu/graduate/>. Students will be required to complete the required forms to obtain approval from their advisor, committee, and university, which are located at <http://www.grad.msstate.edu/forms/>.

Internships must be taken with concurrent enrollment at Mississippi State University if credit is desired for the MS, AAA Certification, or PhD degrees. For doctoral students whose master's degree program included an internship at another university, that internship may be used to satisfy departmental standards at the MS level, but under no circumstances will the department permit a doctoral level internship to be transferred from another university.

Program Status Appeal and Grievance Procedures

Students may appeal their program status after failing to meet departmental or program requirements. Students who wish to file appeals must meet with the department head. The department head can accept an appeal or refer students to the Departmental Appeals Committee. The department head will outline the process for bringing appeals before the Departmental Appeal Committee. Students are also able to appeal specific grades and attempt to have any other problems or grievances addressed. The process is outlined in *The Graduate School Bulletin* (located at <http://catalog.msstate.edu/graduate/>).

The first step is typically to inform the advisor or another professor of intent to pursue an appeal, grievance, or when any issue arises in which the student may need assistance. The student's advisor will assist with the process.

Student Problems and Grievances

The faculty and staff will strive to make graduate school experience rewarding, educational, and fair. They are committed to treating students with respect and dignity. However, in the course of graduate school training, a student may run into some problems. The faculty wants to encourage all students to approach any of them if there are problems. It is almost always best to obtain assistance at the onset of a difficulty rather than wait. The faculty are likely to have more resources and alternatives early in the

process than once an issue has become overwhelming. The faculty will do all they can to help solve or resolve these problems. However, if at any time a student may feel there has been fair treatment with respect by any faculty, staff, or student, the student should discuss these matters with the advisor or any faculty member who will help determine the most appropriate course of action. Serious grievances or problems typically follow a responsible chain through the:

school psychology program coordinator,
the department head,
the assistant dean of the College of Education,
the dean of the College of Education,
the provost, and
the president.

However, students may approach any faculty member or administrator who will assist them in taking the appropriate professional and ethical action. Most issues are resolved informally at the department level. A formal grievance procedure policy is provided in *The Graduate School Bulletin* and the University policies and procedures for due process, grade appeal, violations of the student code of honor, and academic dishonesty can be accessed via the website for the Honor Code Office (the guidelines are located at the Honor Code Office (<http://www.honorcode.msstate.edu>)). Guidelines related to Title IX protections (exclusion or discrimination on the basis of sex) be found at <http://www.hrm.msstate.edu/aaceo/titleix/>.

Student Remediation and Probation

The Department of Counseling and Educational Psychology Consent Form for evaluation of students' dispositions that is provided during the departmental orientation during the first week of classes states

“The Department of Counseling and Educational Psychology faculty members believe, they have a responsibility to dismiss students who are unable to render competent service due to academic or personal limitations. They also recognize their obligation to assist students in obtaining remedial assistance as needed, to consult with colleagues and document their decision to refer students for assistance or to request that students be dismissed from the program, and to assure that students have adequate recourse to address decisions made. If in the professional judgment of a faculty member, a student's behavior is deemed substandard, unethical, illegal, and/or professionally unbecoming at any time during the course of training (including course work, practica, and internships), a faculty review committee will be called to review the performance and behavior of the student and to make recommendations for remediation to the Department Head.”

Unfortunately, there are times when a student may not perform all of the requirements necessary to fulfill the expectations of a didactic or applied course or they may exhibit behaviors that are inappropriate for professional graduate study. With regard to academic deficiencies, the student is typically given a grade of “Incomplete” in the course and a remediation plan is developed to address the academic deficiencies. With regard to the display of problematic behavior, such concerns are typically documented on a personal characteristics form completed by the student's advisor. As such, remediation plans detailing the specific expectations and timelines to complete these expectations are typically developed by the instructor of an academic course and/or the student's advisor and the School Psychology core faculty. This formal plan is outlined in writing, reviewed by the relevant faculty, signed by all relevant parties, and placed in the students file. This plan is then explained to the student in conjunction with identification of remedial supports in order to ensure optimal success for the student. University policy requires that all 'I' grades be adjusted within one semester of the assignment of such a grade or the

'I' automatically turns to a 'F'. If the student successfully completes the plan, then an appropriate grade for the course will be assigned. In addition, a letter stating that the terms of the remediation plan have been fulfilled will be placed in the student's for students placed on remediation for behavioral or academic concerns.

If a student fails to complete the remediation plan in an appropriate manner, he or she will be placed on probation, except in unusual circumstances. The school psychology faculty will then hold a meeting to discuss the terms of the probation for the individual student's case. Adaptations to the initial remediation plan may be made or a new plan may be developed. This formal probation plan is outlined in writing, reviewed by the core program faculty, signed by all relevant parties, and placed in the students file. As with the remediation plan, problem-solving efforts are made with the student to identify the supports needed for successful completion of the probation plan. Students will remain on probation for at least one academic semester.

For academic deficiencies, appropriate grade changes will be made if that is within the plan at the completion of the probationary period. In addition, a letter stating that the terms of the probation plan have been fulfilled will be placed in the student's for students placed on probation for behavioral or academic concerns. If a student fails to fulfill the requirements of the probation plan, he or she may be dismissed from the program.

Other potential reasons for dismissals are located below in the Student Retention and Dismissals section of this handbook. Student efforts at successful completion of remediation or probation plans will also be reviewed during annual reviews by school psychology core program faculty. If, at any time, the student feels that he or she has been treated inappropriately or unfairly, they are encouraged to follow the student grievance procedure outlined and within *The Graduate School Bulletin*.

Student Retention and Dismissals

The MSU faculty, administration, and staff are extremely interested and committed to student success and completion of the program and want to assist with this process when they can. However, they must also maintain the integrity of the training programs. Therefore, a student's acceptance into the program does not guarantee her or his fitness to remain in the program. A detailed description of student retention and dismissal criteria and procedures are provided in this handbook. These processes and criteria are also outlined during orientation. The basic criteria will be outlined below.

Academic Program Standards

Students will be dismissed from the program if:

1. they make more than two grades of C or below *or*
2. they make a F or U *or*
3. they fail the Master's Comprehensive Examination twice *or*
4. they fail the Written Comprehensive Examination twice *or*
5. they fail the Oral Comprehensive Examination twice *or*
6. they fail the dissertation defense twice *or*
7. fail to pass certification exam requirements (see below) *or*
8. obtain unacceptable ratings on Competency Benchmarks as outline in the Student Evaluation Handbook.

Any or a combination of these will result in the termination of the student's program in the Department of Counseling, Educational Psychology, and Foundations.

To practice in the field of school psychology, school psychologists must be certified by the State of Mississippi (or the appropriate state agency in which the individual lives). In order to be certified in psychometry, students should complete our MS program and must pass the Praxis core tests. Students who do not pass will not be allowed to go on or continue in practicum. At this point, students will work with their advisor to develop a plan to assist them in passing the exam (including seeking assistance from

The MSU Learning Center) or advise the student to consider dropping from the program or enrolling in another program.

Non-Academic Program Standards

Students may also be dismissed if they fail to develop the skills needed to effectively work with people with diverse needs or fail to follow relevant ethical (APA and NASP) and legal codes. Students are expected to:

- a. be committed to professional development and ethics of the field of school psychology, applied behavior analysis, and health service psychology,
- b. be concerned about the welfare of those with whom they work,
- c. demonstrate professional skills that suggest they have the emotional and mental fitness to interact appropriately with others,
- d. receive constructive feedback and alter their performance based on that feedback, and
- e. apply theories, skills, and techniques that have been empirically supported or valid.

Again, the processes and procedures by which students will be dismissed from the program are outlined above in this handbook. Please read these carefully.

Financial Aid Information

Many financial aid opportunities are available for graduate students in the Counselor Education program at Mississippi State University. Students should apply for all assistance programs that interest them. More than one award often is possible. Although most awards are made in the Spring for the next Fall, vacancies occur throughout the year.

1. Applications for low-interest loans and work-study jobs may be obtained from:
Student Financial Aid and Scholarships
106 Magruder Hall
P.O. Box 9501
Mississippi State, MS 39762
(662) 325-2450 and (662) 325-7441
2. Assistantships for students enrolled in 9 or more credits typically require 20-hours of work per week and pay a stipend each month. In-state and out-of-state tuition is waived for students on assistantships. Interested students should obtain applications from the following offices:
Department of Counseling, Educational Psychology, and Foundations
P.O. Box 9727
Mississippi State, MS 39762
(662) 325-3426

Other divisions and potential departments include:

Division of Student Affairs Assist
115 Lee Hall
P.O. Box 9504
Mississippi State, MS 39762

Office of Graduate Studies
116 Allen Hall
P.O. Box 9703
Mississippi State, MS 39762
(662) 325-3611

Career Center
316 Colvard Student Union
P.O. Box 9533
Mississippi State, MS 39762.
(662) 325-3344

Rehabilitation Research Training Center on Blindness and Low Vision
150 IED
P.O. Box 6189
Mississippi State, MS 39762
(662) 325-2001

Social Science Research Center
1 Research Park, Suite 103
P.O. Box 5287
Mississippi State, MS 39762
(662) 325-7127

3. The Department of Housing and Residence Life offers assistantships for Live-In Residence Hall Directors. In addition to a stipend, Directors receive a free furnished apartment, all utilities, and local telephone service as part of their compensation package. Both single and married students, including those with children, are eligible to apply. Applications are available from:
Department of Housing and Residence Life
Herbert Hall
P.O. Box 9502
Mississippi State, MS 39762
(662) 325-3557
4. Many positions are available throughout the university that may allow students to work and attend school. Job announcements are available from:
Human Resources Management
105 McArther Hall
P.O. Box 9603
Mississippi State, MS 39762

Department Graduate Assistantships

The Department of Counseling, Educational Psychology, and Foundations have three types of assistantships that graduate students may apply for: (a) graduate assistantship (GA) – an assistantship that involves providing assistance to a member of the department (e.g., faculty, staff, clinic, departmental offices); (b) teaching assistantship (TA) – an assistantship that involves either teaching an undergraduate class in cases where the student has the appropriate credentials or assisting a faculty member who is teaching a class (e.g., entering grades, materials preparation); and (c) research assistantship (RA) – an assistantship in which the student assists with research activities (e.g., data collection, entry, analyses). The department head awards, through consultation with the departmental faculty, these assistantships based on departmental need and available funding. -In order to receive a Graduate/Teaching/Research assistantship, students must complete the departmental application. An application can be obtained from the Graduate School website (http://www.grad.msstate.edu/forms/pdf/assistantship_app.PDF). This form is to be submitted to the departmental secretary who will keep them on file. Students must complete

a university-wide Graduate Assistantship Workshop typically held at the beginning of the fall semester each semester. Students must have a master's degree to obtain a Teaching Assistantship.

Outside Contracts and Employment

As students matriculate through the program they will develop skills and obtain credentials that may typically allow them to seek employment outside the program. However, it is important to remember that all students in the school psychology programs are school psychologists-in-training and, as such, typical applied work in the field for which the students does not have the requisite credential requires supervision for the provision of school psychological services to children, families, and school personnel. As such, students **MUST** first submit in writing to the school psychology faculty a formal request to engage in outside employment. The purpose of this policy is to assist the student in making the decisions about the priorities for the circumstances that bring them to search for off campus employment. This is **absolutely critical** in situations where provision of services related to school psychology will be required. The core school psychology faculty will then meet to review the request, evaluate the impact on the student's training, and provide an official decision regarding the request. Failure to complete these steps may result in adverse progress in the program.

Student Awards

The SPP program grants two awards: The Thomas McKnight Research Award and the Jan Ruthvin Service Award. These awards are given to outstanding school psychology students based on their research, academic performance, service to the department and the community, professional maturity, and/or contributions to the profession while a student. School psychology faculty will solicit curriculum vitae from students and use a democratic process in granting awards for those students who meet the award qualifications.

The University also gives other awards such as a College of Education Graduate Student Research award and there is the Phi Delta Kappa Outstanding Graduate Student award. School Psychology PhD students have an impressive history in the competition for these awards. Finally, various other organizations within the university as well as at state, regional, and national levels grant awards to students to recognize their outstanding performance. The school psychology faculty will work with students to make each an extremely strong school psychologist. Often students find that in the process, they have become very competitive for these awards.

There are a number of awards provided without the regional and national organizations to which students can apply:

APA Division 16	Dissertation Award
NASP	Student Minority Scholarship
	BSPIG Dissertation Award
MSERA	Research Award