

# BOSTON COLLEGE

The Carolyn A. and Peter S. Lynch  
School of Education and  
Human Development



Counseling Psychology  
Doctoral Student Handbook  
2021-2022

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Please note that the policies stated in this handbook are subject to change in the context of the global COVID-19 pandemic. Students will be informed of any changes as soon as possible amidst the evolving pandemic and/or other unanticipated events.

An electronic copy of this handbook is located on the Canvas site for the Counseling Psychology Doctoral Program and on the Doctoral Program's website.

## **USING THIS HANDBOOK**

The Counseling Psychology Doctoral Student Handbook is an official publication of the Department of Counseling, Developmental, and Educational Psychology (Campion 309). It has been prepared to inform doctoral students about the requirements of their Program and to serve as a resource for students throughout their graduate studies. The handbook supplements information online. The online doctoral information contains general information concerning graduate studies, the Lynch School of Education and Human Development (LSEHD) policies, and student life.

Be sure to consult your faculty advisor before making academic decisions and changes. Your Program of Study is an official document and cannot be amended without the approval of your faculty advisor, the Director of Doctoral Training (DOT), and the Department Chair.

In addition, doctoral students are urged to consult both the Boston College University Catalog (Office of Student Services, Lyons Hall, and online <https://www.bc.edu/bc-web/academics/sites/university-catalog.html>) for University policies, and the academic calendar for important dates and deadlines. Students should become familiar with all the requirements in these manuals, as they clarify the policies of the Counseling Psychology program and the LSEHD. Our Ph.D. program has full accreditation from the American Psychological Association (Office of Program Consultation and Accreditation, 750 First Street, NE, Washington, DC 20002-4242; phone 202-336-5979; <https://www.apa.org/ed/accreditation/about/coa/> ).

Information on the LSEHD Counseling Psychology program is also available online at <https://www.bc.edu/bc-web/schools/lynch-school/academics/departments/cdep/phd-counseling-psychology.html>

## **KEEPING RECORDS: YOUR PROFESSIONAL ARCHIVES**

Maintaining your professional records needs to become a priority from the very beginning of your work in psychology. Because we live in a mobile society, it is sometimes difficult to predict where anyone will be in 10 years. Therefore, it is important to create your Professional Archives for future reference. It should contain the following:

Program Handbook for each year of graduate study

Course syllabi for each course taken

Official Program of Study with signatures

Records, logs, and other documentation pertaining to field work, practicums, and internship that you may need for future licensure or certification

## MODEL AND GOALS OF THE PROGRAM

The Doctoral Program in Counseling Psychology is accredited by the American Psychological Association (APA; Office of Program Consultation and Accreditation, 750 First Street, NE, Washington, DC 20002-4242; 202 336-5979; <https://www.apa.org/ed/accreditation/about/coa/>). The program is located in the Lynch School of Education (LSEHD) and is part of the Department of Counseling, Developmental, and Educational Psychology (CDEP). CDEP also includes a Ph.D. program in Applied Developmental and Educational Psychology; four MA programs in Mental Health Counseling, School Counseling, joint programs in Pastoral Ministry and Mental Health, and Applied Developmental and Educational Psychology; and one BA major, Applied Psychology and Human Development.

Our Doctoral Program endorses the scientist-practitioner training model. The Ph.D. program is structured in accordance with the APA Standards of Accreditation for Programs in Health Service Psychology (<https://www.apa.org/ed/accreditation/about/policies/standards-of-accreditation.pdf>), which reflect a consensus about doctoral training in counseling, clinical, and school psychology. Consistent with the APA Standards, our doctoral program provides training in accordance with the following broad objectives:

- a. Integration of empirical evidence and practice: Practice is evidence-based, and evidence is practice-informed.
- b. Training is sequential, cumulative, graded in complexity, and designed to prepare students for practice or further organized training.
- c. The program engages in actions that indicate respect for and understanding of cultural and individual differences and diversity.

The nine core standards that define our training model are provided in Appendix A of this Handbook.

In addition to these core standards, our program is structured around a set of thematic goals and objectives that reflects our identity and training philosophy. An underlying value that is infused throughout the program is an affirmation of the close, recursive relationship between science and practice. The program also espouses a commitment to social justice, a value that is shared by the larger institution of Boston College. The purpose of education and professional training is not simply the acquisition of knowledge, but the constructive and responsible use of that knowledge in service to others and in pursuit of social justice.

**Aim #1:** Students demonstrate foundational knowledge of, and identification with, the field of psychology, generally and counseling psychology, specifically. Consistent with the APA training model in professional psychology, students take courses in each of the core domains of psychology: biological, cognitive/affective, and social aspects of behavior, history and systems of psychology, psychological measurement, research methodology, and techniques of data analysis. For the most part, these core courses are completed in the first two years of the program, providing the basis for further specialized training. In addition, students learn about the counseling psychology specialty via courses such as Professional Issues in Counseling Psychology; Seminar in Career Development; and Counseling Psychology in Context, as well as through research, practicum, and informal socialization efforts. Taken together, these two bodies of foundational knowledge (i.e., psychology core and counseling psychology specialty) create a platform for the development of skills in practice and research. Student knowledge of the psychological foundations and counseling psychology core increases in complexity during the training program. For example,

material presented in the first year (e.g., Counseling Psychology in Context; Intermediate Statistics) provides foundational knowledge for and the capacity for critical thinking about more advanced courses in research methods, counseling practice, and the dissertation. Throughout the foundational training, students are provided with multiple opportunities to develop a counseling psychology identity and to expand upon this identity with lifelong learning in their careers (such as engagement in systematic research programs and involvement in professional associations).

**Aim #2:** Students demonstrate competency as theorists, researchers, and scholars, who are knowledgeable of the ways in which practice influences science. Student acquisition of the foundational core summarized in Aim #1 coupled with more advanced coursework and research experience provides the framework for the development of our students' scholarly identity and skill set. This content knowledge from the core coursework provides the substantive context for the identification of problems that frame students' research agendas. Training in research skills, which takes place in courses, research assistantships, the second-year research project, and dissertation research, provides students with an increasingly more sophisticated set of tools, encompassing multiple methodologies and perspectives. The primary foundation in research methods is provided during the first and second year with courses in quantitative methods, qualitative methods and statistics. Students then take a more advanced course in either qualitative or quantitative methods and a research elective. Another major venue for research training is student assistantships, which provide a carefully supervised apprenticeship, with skill development encompassing a broad spectrum of activities within the research enterprise (e.g., formulating questions, designing studies, completing IRB applications, analyzing results, disseminating findings). These streams of research training are linked in our program by a focus on the

interface of research and practice. For example, many of the scholarly questions examined in the program are informed by issues that arise in practice and by a consideration of broader social problems that contribute to psychological distress and well-being. A critical opportunity for the integration of research training midway in the program is the research qualifying paper (described later) which provides an opportunity for students to develop a research proposal. The doctoral dissertation represents the culmination of training in research, providing an opportunity for students to develop and design an independent study under the close mentorship of a dissertation chair and committee members.

**Aim #3:** Students demonstrate competency as practitioners and are knowledgeable of the ways in which science influences practice. The development of practice skills is integrated throughout the program. Students learn foundational theories and research in psychotherapy, career counseling, and assessment in their first two years of coursework. In the first year of the program, students participate in the First Year Experience (FYE), which provides training in a diverse array of non-therapy roles in practice contexts. Starting in their second year, students move into the first of two required years of practicum, which entails working 2-3 days per week in a field site, under the supervision of a licensed psychologist. Students continue with their practicum work in their third (and sometimes fourth) year, with increasing levels of complexity and responsibility. A key aspect of practicum training is the acquisition of supervised experience in assessment, which optimally will be an integral part of at least one of the practicum settings. Throughout their practicum work, students integrate science and research into their work via theory-driven and evidence-based case conceptualizations. In addition, student research projects and the dissertation generally have an explicit applied focus, reflecting

a sophisticated synthesis of the intersection of science and practice.

**Aim #4:** Students demonstrate social justice practices in their professional work.

Students begin their training in promoting social justice in their professional work in one of their required first year courses, entitled Counseling Psychology in Context. This course includes a coherent body of literature on counseling psychology and social justice, teaching students to integrate a social justice approach to intervention at the individual, community, and larger policy levels. Students also begin to apply a social justice perspective in the First Year Experience, where they engage in nontraditional roles in a community program or context over the course of one year. Building on these experiences, students expand and apply their growing social justice orientation in their subsequent courses and practicums. Most of the content courses in counseling psychology (e.g., History of Psychology; Seminar in Career Development; Seminar in Counseling Theories) provide explicit opportunities to consider social and political issues, thereby fostering an integration of social justice ideas in relation to specific foci within psychological practice and research. Students also are required to take a course entitled Critical Perspectives on the Psychology of Race, Class, and Gender, which provides an opportunity for integration and application of knowledge about social justice to a wide array of issues and challenges in counseling psychology. In addition, students have opportunities to further develop their social justice skills via their work with Master's students in the skills training lab. Furthermore, doctoral students typically attend the Diversity Challenge (the annual diversity conference held at Boston College) wherein they learn about how others in the field are infusing social justice ideas and practices in research and practice. Later in the program, students often become panelists and presenters at this conference. Finally, most of the independent research projects that students initiate (including the dissertation) reflect the

sequential training in social justice as exemplified by the focus on diverse and/or underserved populations, self-reflection and the critical perspective that is used to formulate the research questions.

## PROGRAM REQUIREMENTS

Graduation from our Doctoral Program requires the completion of sequential, cumulative, and increasingly complex training experiences designed to prepare students for entry-level post-doctoral positions. These training experiences are based on a synthesis of our program philosophy and the aforementioned APA standards.

The specific training requirements that our doctoral students complete entail formal course work, practicum training, and other training experiences designed to meet the goals and objectives of our program (i.e., research assistantships, teaching and supervision opportunities, testing placements, First Year Experience).

Our formal doctoral curriculum includes pre-requisite and required coursework spanning Areas A through F as represented in our Program of Study (Doctoral Programs of Study are online at <https://www.bc.edu/bc-web/schools/lsoe/sites/current-students/program-of-study.html>). (Please note that funds available to the school and program for tuition reimbursement are generally not sufficient to cover any student electives). Specifically, these areas include the Professional Core (Area A), Statistics and Research Design (Area B), Psychological Measurement (Area C), Psychological Foundations (Area D), Advanced Practicum (Area E), and Internship in Counseling Psychology (Area F). All students are required to meet the minimum level of achievement (MLA) in all coursework in these areas, as delineated in the learning and/or course goals by the course syllabi and instructor. In the case that a MLA in a course is not met, the student will discuss a plan to complete coursework with the faculty advisor and meet the required



MLA in order to fulfill requirements. Additionally, students must pass Doctoral Comprehensive Examinations, complete a 2000-hour APPIC predoctoral internship, and successfully defend a Doctoral dissertation that indicates an ability to conduct scholarly empirical research in psychology.

The Doctoral Program is designed for full-time study, and it is expected that students will complete the majority of the Program as full-time students. A three-year academic residency is required. Although 54 credit hours meet the minimal Ph.D. requirement in the LSEHD, the Counseling Psychology Program requires additional credit hours in order to meet accreditation and licensure standards. See the Program of Study for the specific courses required: <https://www.bc.edu/bc-web/schools/lynch-school/sites/current-students/program-of-study.html>

All students are expected to complete two doctoral level practicums. It is recommended that Direct Admit students who are not able to attain a doctoral level practicum in their 2nd year of program, should complete a Master's level practicum, and then two doctoral level practicums in following years. Further details on practicums are provided later in this Handbook.

Doctoral Programs of Study (POS) should be submitted by fall semester of the second year.

### **DIRECT ADMIT STUDENTS EARNING MASTER'S INTERIM DEGREE IN COUNSELING THEORY**

The Counseling Theory MA Interim Degree will be earned by students who enter the PhD Program without an MA degree in Counseling or a related field.

### **Process for Attaining MA Interim Degree**

Attaining the Counseling Theory MA Interim Degree involves a simple, straightforward process. In consultation with their faculty advisors, students are required to: 1) take and pass

the MA Counseling comprehensive exam and 2) document on a MA Interim Degree Program of Study form (POS) the first 30 credits completed in route to the Ph.D. degree (including APSY 9840 Professional Issues in Counseling Psychology and APSY 9841: Counseling Psychology in Context). See below for details on these two requirements.

### **Program of Study (POS) Forms**

Students should complete two separate POS forms, one for the MA Interim Degree/ Counseling Theory and one for the Counseling Psychology Ph.D. These separate forms are used by the Associate Dean's office to record the timing of students' completion of their MA Interim Degree requirements.

### **MA Interim Degree Program of Study**

Direct Admit students should submit the *MA Interim Degree/Counseling Theory Program of Study* (to be obtained from the CDEP office in Campion 309) when they have completed the courses that will be used to earn the MA Interim Degree. The courses adding up to the first 30 credits earned by the student in the Doctoral Program should be listed on the MA Interim Degree POS, as these credits serve to meet the requirements for an MA Interim Degree in Counseling Theory. The following two required courses must be included among these 30 credits: APSY 9840: Professional Issues in Counseling Psychology and APSY 9841: Counseling Psychology in Context. In addition, Direct Admit students need to take the Master's level comprehensive exam, which is offered at the end of January each year. Students should consult with their advisor about the timing of this exam as described in the next section.

Once the POS has been reviewed and approved by the Associate Dean in the Graduate Student Services Office, students earning the MA Interim Degree will be added to the Student Services Graduation list. Student Services will

then list the MA Interim Degree on the student's official transcript with the date that it was earned. For example, Student A completes the 30 credits for the MA Interim Degree at the end of Spring 2017. The POS should then be submitted to the LSEHD Office of Graduate Student Services. Then Student A's name will be added to the relevant graduation list that is sent to Boston College's Office of Student Services which will list the MA degree on Student A's Doctoral transcript. However, Student A's name will not be listed in the relevant Commencement program. The only place that the MA Interim Degree will be noted is on Student A's official Doctoral transcript.

### **Direct Admit Doctoral Program of Study**

The same courses included on the MA Interim Degree POS, should also be listed on the Doctoral POS along with the additional courses for the Ph.D. That is, students designate the MA Interim Degree courses twice – once on the MA Interim Degree POS and again on the Doctoral POS.

### **Transcript**

Boston College Student Services will record only one transcript for a student in the Direct Admit Counseling Psychology Doctoral Program and the Interim Master's Degree will appear on the transcript as being earned on the date that the student was actually "cleared" for that degree. Please Note: An MA Interim Degree that a student earns during the course of doctoral studies is NOT a separate degree program. All of the courses that are taken by the student are used towards the doctoral degree – the MA Interim Degree is completed along the way towards the Doctoral degree.

In sum, students can state that they have an MA degree once they have completed the required 30 credits and their MA Interim Degree POS is officially approved. At that point, Student Services will indicate the completion of the MA Interim Degree on the student's transcript.

### **MA Interim Degree Comprehensive Exam**

The earliest that students can take the MA Counseling Comprehensive Exam is in January of the second year of the Direct Admit Counseling Doctoral Program in consultation with their academic advisor. Together they will determine whether the student is ready to take comps given that the MA Interim Degree comprehensive exam will cover four content areas: 1) Counseling theories, 2) Psychopathology, 3) Ethics, and 4) Multicultural issues. In cases where a student has not yet taken one of these courses prior to the exam date chosen, the student is still responsible for independent study of this area. Students should register for the MA Counseling Comprehensive Exam in the Fall semester of their second year.

### **STUDENT INVOLVEMENT**

A variety of means are available to foster student involvement with the doctoral program. Doctoral cohorts annually select a member or members to represent their class. Representatives choose how they want to give feedback – as individual cohort representatives or as a group, to the DOT individually or to the Counseling faculty as a group. They are welcome to provide feedback at any time but will be asked to do so at least two times a year. Student representatives are welcome to attend faculty meetings at mutually agreeable times. In addition, student representatives meet regularly with the DOT to discuss a wide array of issues pertaining to their experience in the program. Additionally, beginning Fall 2021, doctoral student cohorts and cohort representatives will have the opportunity to meet with Dr. Sidney Trantham, Associate Professor of the Practice, to discuss ideas for community building within the program. Dr. Trantham will meet with cohorts and cohort representatives once each semester.

Although the above described procedure is the expected format for student representatives communicating student concerns to faculty,

students may want their representatives to communicate directly to the Director of Training concerning a sensitive issue. In this case, student representatives should contact the director to schedule an appointment for such a meeting. Additionally, any student in the program can contact the DOT with concerns or questions throughout their time in the program.

To facilitate communication within the Program, we maintain an active student/faculty listserv. The DOT also meets periodically with each cohort to discuss program issues and related matters. In addition, students have access to faculty meetings and are able to participate to present concerns and ideas about the program.

To promote quality and effective student learning experiences, and consistent with APA Ethical Principles (2017; <https://www.apa.org/ethics/code>), the Program works to promote interactions that are collegial and conducted with the highest standards of the profession.

Students are encouraged to present scholarly work at professional conferences and colloquia. Students who are presenting papers or who have published their work are encouraged to forward that information (title, place of publication, presentation date, co-authors, etc.) to the DOT. In addition, students should give copies of these publications to the staff in the Departmental office (Campion 309) so that the cover page of the article can be posted in the third-floor display of recent research among LSEHD scholars and posted on the web via the LSEHD E-Colloquia and other updates.

Students are encouraged to become involved in the Graduate Education Association and the Graduate Student Association. These student organizations sponsor research conferences on campus and may offer financial support for student presentations at off-campus conferences. Counseling Psychology students are also strongly encouraged to become student

members of APA Division 17 (Counseling Psychology) and the Division 17 Student Affiliate Group as well as other APA Divisions of interest.

## **SOCIAL NETWORKING**

As the use of social networking sites or blogs to communicate with friends, family, professional networks and clients continues to increase, psychologists and psychologists in training are obligated to uphold the highest standards of professionalism, ethical behavior, attitudes and judgment in online behavior. Although social media is constantly shifting the rules of engagement, the Program provides the following guidelines and practical advice for how students in the Program may responsibly apply ethical principles in social media contexts.

As set out in the Ethical Principles and Code of Conduct, psychologists are likely to need to make decisions in difficult, changing and unclear situations. The Program expects that the principles of the code will be considered as students make ethical decisions regarding online behavior. However, no code can replace the need for students to exercise their professional and ethical judgment. Thinking about ethics should pervade all professional activity. As clearly stated in the Ethical Principles of Psychologists and Code of Conduct: “Psychologists establish relationships of trust with those with whom they work. They are aware of their professional and scientific responsibilities to society and to the specific communities in which they work. Psychologists uphold professional standards of conduct, clarify their professional roles and obligations, accept appropriate responsibility for their behavior and seek to manage conflicts of interest that could lead to exploitation or harm.”

In accordance with the spirit of this ethical principle, students must not act in a

way that damages, or is likely to damage, individuals, the reputation of the program, or any other specific communities in which they work. To this end, the Ethical Principles and Code of Conduct apply at all times including when students are online.

Students who use social networking sites (e.g., Facebook, Twitter, LinkedIn, etc.) and other forms of electronic communication should be mindful of how their communication may be perceived by clients, colleagues, faculty, students, and other mental health professionals. Thus, students should make every effort to minimize visual or printed material that may be deemed inappropriate for a professional counselor or psychologist. To this end, students should set all security settings to “private,” recognizing that even so, social networking sites are public and permanent. Once you have posted something online, it remains traceable even if you later delete it. Thus, students should be cautious whenever posting information/photos and avoid using any language that could jeopardize their professional image. Additionally, any information that might lead to the identification of a client or represent a violation of client confidentiality is a breach of the ethical standards that govern the practice of counselors, psychologists and mental health professionals in training.

More specifically, students should:

- Remember that social networking sites are public and permanent. Once you have posted something online, it remains traceable even if you later delete it.
- Keep professional and personal life as separate as possible. This may be best achieved by having separate accounts, for example Facebook could be used for personal use and LinkedIn or Twitter used for professional purposes.
- If ‘friends’ requests are received from

clients and service users, decline the request via more formal means of communication.

- Be mindful that whether or not you identify yourself as a psychologist in training or student of the Counseling Psychology Doctoral Program in your profile, you should act responsibly at all times and uphold the reputation of the program and the profession.
- Protect your privacy. Consider the kinds of information that you want to be available about yourself and to whom. Ensure that you regularly check your privacy settings. Be aware that social networking sites may update their services and privacy settings can be reset to a default that deletes your personalized settings.
- Remember that images posted online by family or friends, may be accessible as they may not set privacy settings as tightly as you do.
- Be mindful that social networking sites can make it easier to engage (intentionally or unintentionally) in professional misconduct.
- Report the misconduct of other members on such social networking sites to any relevant parties

Students should not:

- Establish inappropriate relationships with clients, service users online, and students they instruct, as this constitutes an ethical violation of boundaries.
- Discuss work-related issues online in any non-secure medium.
- Publish pictures of clients or service users online, where they are classified as clinical records.
- Use social networking sites for whistle-blowing or raising concerns.
- Post defamatory comments about individuals or institutions. Defamation law can apply to any comments posted on the web, irrespective of whether

they are made in a personal or professional capacity.

- Conduct online searches on clients without their permission.

Engaging in these types of actions could result in the student being dismissed from the program.

## DIVERSITY AND SOCIAL JUSTICE RESOURCES AND COMMITTEES

There are a number of opportunities for students to participate in social justice and diversity committees and communities or get support at BC. Below is a non-exhaustive list of such resources:

**Thea Bowman AHANA and Intercultural Center (BAIC)** - Located in Maloney Hall, Suite 455. This office supports the needs of all students, with a particular focus on AHANA, Multicultural and Multi-ethnic students. Whether it is meeting with a college counselor regarding your academic success or getting involved in leadership activities on campus, AHANA is available to support students. For more information see <https://www.bc.edu/content/bc-web/offices/student-affairs/sites/ahana.html>

**GLBTQ Resources for Students** - This page from the Dean of Students lists resources for Boston College students who may be questioning their sexual or gender identity, have questions arising from their sexual or gender identity, have general questions about the GLBTQ community, or just need someone to dialogue with about their personal lives and how to be their most authentic selves. For more information about these resources, see

<https://www.bc.edu/content/bc-web/offices/student-affairs/sites/student-outreach-and-support-services/lgbtq-support.html>

**GLBTQ Leadership Council (GLC)** - This group is committed to bettering the quality of life for all students at Boston College especially those who identify as gay, lesbian, bisexual, transgender, queer or questioning.

**Graduate Pride Alliance (GPA)** - The Graduate Pride Alliance (GPA) is an organization, sponsored by the Graduate Student Association (GSA), for lesbian, gay, bisexual, and transgender graduate students and allies. The main mission of GPA is to provide a sense of community and space for LGBT graduate students and allies to socialize, share experiences, and educate the wider community.

**Resources for LGBT Students & Alumni** - A collection of resources from BC's career center to inform and assist lesbian, gay, bisexual and transgender students as they enter the workforce.

### Resources for Women

The Boston College Women's Center serves as a focal point for resources for women on campus.. <https://www.bc.edu/offices/wc.html>.

In addition, Boston College has resources for discussion of discriminatory harassment.

<https://www.bc.edu/content/bc-web/offices/human-resources/sites/oid/Policies-and-Compliance/Discriminatory-Harassment.html>

**Resources for International Students** – Links for a full range of support services for international students are provided on the webpage of the Office of International Students and Scholars.

<https://www.bc.edu/offices/oiss.html>

## STUDENT SUPPORT SERVICES

Boston College has a rich array of student support services available to graduate students. These services are offered across the university, but doctoral students in the LSEHD should first contact the Office of the Dean of Graduate Studies in the LSEHD. This office provides student support concerning financial aid, disability services, and international student support services.

In addition, under the auspices of the Office of the Dean for Student Development, the Office of Graduate Student Life provides outreach to

Boston College graduate students through a variety of programs, services, and advocacy efforts. Working together with faculty, staff, and student organizations, the Office of Graduate Student Life provides both academic and non-academic support to the graduate student community, in the service of developing the whole person and furthering the University's mission.

Doctoral students also have access to other services offered at Boston College, including but not limited to counseling, international student support services, AHANA student support, campus ministry, and academic support services.

## PROGRAM ADVISEMENT

The DOT, in collaboration with the faculty, assigns each student a faculty advisor who will assist the student in the development of a doctoral plan of study, and the completion of the Program of Study Form. Doctoral students should plan to meet with their advisors at least three times during their first year to review program requirements and discuss how career objectives and particular interests of the student might be developed within the resources of the faculty and course offerings. Once a student has a dissertation advisor, the latter becomes the student's program advisor. If the dissertation advisor is outside the program, then the new dissertation advisor and former advisor will co-advise the student.

Both the Direct Admit and MA-admit tracks have a number of prerequisite courses that need to be taken either prior to a student's doctoral training or very early in their program. For the Direct Admit students, successful completion of the following courses or a similar level of proven competency is required:

- Introductory Psychology
- Developmental or Life-Span Psychology
- Statistics

- Personality Theory (can be accomplished by taking a course in counseling theories or by completing a required set of readings)

For students entering with a Master's degree, the following graduate prerequisite courses are required:

- Principles and Techniques of Counseling or equivalent
- Group Counseling or equivalent
- Introductory Statistics
- Psychopathology

During the student's first year, he, she, or they should develop a comprehensive plan of studies (see Program of Study Form) that will meet the special needs of the student and the Ph.D. Program requirements. Direct Admit students should fill out two POS forms—one for the PhD Degree and one for the MA Interim Degree. Changes in the Program of Study must be approved through submission of the Request for Course Substitution Form, which must be signed by the advisor and the DOT.

Toward the end of each academic year, students meet with their advisors to discuss their progress. Each student is evaluated by faculty members who have interacted with that student during the academic year. In addition, students and their advisors should discuss goals for the next year and how the students might reach these objectives.

Students need to meet with their advisors each semester to review their proposed course selection for the following semester. It is important for students to review the course sequence as they select their classes. Tuition reimbursement policies require that students not go beyond the credits that they have provided to the DOT on their assistantship applications in the spring semester. Students need to consult with their advisor and the DOT in order to change the amount of credits that they would like to take in a given semester. Finally, the University is

enforcing limits for credits that students take in their first year—Direct Admit students can take up to 27 credits and students who are admitted with a Master’s degree in Counseling or a related field can take up to 24 credits.

The assignment of a faculty advisor is usually permanent. However, a change in the program advisor may be initiated either by the student or advisor with the consent of the DOT. This may occur when the student no longer works with the original advisor, and has joined another program faculty member’s lab in the 2<sup>nd</sup> year or beyond. If the new 2<sup>nd</sup> year research supervisor is outside of the program, the student may request co-advisors (original advisor, and new research supervisor).

Beginning from the first year, students should meet with advisors to discuss dissertation interests and procedures. However, the program advisor will not necessarily be the director of the student’s doctoral dissertation. The chairperson of the student’s dissertation committee will be determined by the needed relevant faculty expertise in the student’s topic area and by faculty availability. The advisor will be able to direct the student to the appropriate faculty resources and the final doctoral dissertation committee will be established in consultation with the LSEHD Associate Dean. The following individuals may be of additional help to you in your Doctoral study:

DR. STANTON WORTHAM  
Dean, LSEHD

DR. ANA MARTINEZ-ALEMAN  
Associate Dean, Faculty and Academics  
LSEHD

DR. ANA MARTINEZ-ALEMAN  
Acting Associate Dean, Graduate Student  
Services LSEHD

DR. BELLE LIANG  
Department Chair

DR. USHA TUMMALA-NARRA  
Director of Doctoral Training (Fall 2021)  
Coordinator, Predoctoral Internship (Fall 2021)

DR. JAMES MAHALIK  
Director of Doctoral Training (Spring 2022)  
Coordinator, Predoctoral Internship (Spring 2022)

DR. JAMES ARONSON  
Director of Counseling Practicum

DRS. MARIA TERESA COUTINHO &  
SIDNEY TRANTHAM  
Coordinators, Advanced Practicum I & II,  
respectively

DR. BELLE LIANG  
Coordinator, Advanced Clinical Case  
Consultation (APSY872401)

### **TRANSFER OF CREDIT**

A maximum of 6 credits may be accepted in transfer toward any one degree program. All courses must be graduate level and carry a grade of “B” or better. Courses that have already been applied to a previously earned degree may not be transferred. Courses completed over 10 years ago are not acceptable for transfer. See Doctoral Student Information (online) for details at the following link:

[http://www.bc.edu/content/dam/files/offices/stserv/pdf/heoa\\_transfer\\_credit.pdf](http://www.bc.edu/content/dam/files/offices/stserv/pdf/heoa_transfer_credit.pdf)

### **WAIVING COURSES**

On occasion, students are able to request a waiver for a required course, if they have previously completed a course that is equivalent in content and rigor to the required course offered



through our program. Moreover, the Program may elect to permit students to waive a course if the student and their advisor can document an equivalent level of learning via previous experience (for example, in quantitative statistics courses). In these cases, the student should discuss this request with the faculty advisor and provide the syllabus and/or documented evidence of learning from the previously completed course or experience, which is then reviewed by the faculty advisor and DOT. The student is permitted to file for a waiver through the LSEHD Graduate Students Services Office if the faculty advisor and DOT determine that the previously completed course or experience meets the requirements for the program and therefore, approve the course waiver. Requests for waivers must clearly demonstrate that competence has been attained, which is carefully evaluated by the students' advisor and the DOT (and other faculty as needed). There is no limit to the number of courses students can waive as long as they take at least 54 credits at the LSEHD.

## ACADEMIC STANDING

See Doctoral Student Information (online) for details:

<https://www.bc.edu/bc-web/schools/lsoe/sites/current-students/doctoral-policies-and-procedures.html>

Except for extraordinary cases, the grade of "I" for any course should be resolved with a final grade within four months. Students with outstanding *incomplete* grades beyond the four month period are not eligible for subsequent graduate assistantships.

## GRIEVANCE PROCEDURE

Any student who believes he or she has been treated unfairly in academic matters should consult with the chairperson of the undergraduate or graduate department or his or her associate dean to discuss the situation and to obtain information about relevant grievance procedures.

See Doctoral Student Information (online) for details:

<https://www.bc.edu/bc-web/schools/lsoe/sites/current-students/grievances.html>

## EXTENSION OF TIME/LEAVE OF ABSENCE

See Doctoral Student Information (online) for details:

<https://www.bc.edu/bc-web/schools/lsoe/sites/current-students/doctoral-policies-and-procedures.html>

## STATEMENT OF STUDENT RIGHTS AND RESPONSIBILITIES

*Source:*

*Office of the Dean for Student Development*

All Boston College students are expected to fully comply with all the policies and expectations listed in the Boston College Student Code of Conduct which can be found online at:

<https://www.bc.edu/bc-web/offices/student-affairs/sites/student-conduct/policies-expectations.html>

In addition, resident students are expected to fully comply with the provisions detailed in the Office of Residential Life's Conditions for Residency, available on the Residential Life website:

<https://www.bc.edu/content/bc-web/offices/student-affairs/sites/residential-life/community-expectations/policies>

As a Jesuit and Catholic institution, Boston College has a strong emphasis on self-awareness and a distinct consideration for the lives and feelings of others. The University Code of Student Conduct reflects the ethics, values, and standards of the University community and its concern for all involved parties. Self-discipline, knowledge of limits, proper exercise of freedom, responsibility for judgment, and accountability for actions are all critical components of personal formation.



When behavioral standards on or off campus are violated, an appropriate educational response will be forthcoming from the University through the Student Conduct System.

All student members of the Boston College community have certain rights. These include:

The right to learn, which includes the right of access to ideas, the right of access to facts and opinions, the right to express ideas, and the right to discuss those ideas with others.

The right of peaceful coexistence, which includes the right to be free from violence, force, threats, and abuse, and the right to move about freely.

The right to be free of any action that unduly interferes with a student's rights and/or learning environment.

The right to express opinion, which includes the right to state agreement or disagreement with the opinions of others and the right to an appropriate forum for the expression of opinion.

The right of privacy, which includes the right to be free of unauthorized search of personal spaces.

The right to have access to a process through which to resolve deprivations of rights.

In the case of disciplinary procedures:

- the right to be informed of any charges of misconduct
- the right to adequate time to prepare a response to the charges
- the right to hear evidence in support of the charges
- the right to present evidence against the charges
- the right to an advisor

- the right to a fair procedure which is appropriate to the circumstances
- the right to be informed of the outcome of any proceeding

For more information, please refer to the [Boston College Notice of Non-Discrimination policy](#) (online):

<https://www.bc.edu/offices/diversity/compliance/nondis-crim.html>

All student members of the Boston College community have certain responsibilities to the institution and to its members. These include:

Respect for the rights of others, which includes the obligation to refrain from conduct that violates or adversely affects the rights of other members of the Boston College community.

The obligation to refrain from conduct in the general community which adversely affects Boston College.

The responsibility for the avoidance of force, violence, threat, or harassment.

The responsibility for the avoidance of disruption. Certain kinds of conduct can convert the expression of opinion into disruption. The student demonstrations policy describes the procedures and limitations appropriate to the public expression of opinion.

The responsibility to comply with state, federal, and municipal laws and regulations. Student members of the Boston College community must be aware that they continue to be subject to the obligations of all citizens while they attend the University. The University is committed to the observance of the laws. There is no immunity on campus from the prohibitions of state and federal law.

The obligation to ensure that the conduct of others who come to the University through a student's invitation or permission complies

with the rules and regulations of the University.

The obligation to respect the environment of Boston College, which includes respect for the physical features of the campus and its facilities as well as the special needs of an institution of learning, such as quiet and privacy.

The obligation to provide proper identification when requested to do so by a representative of the University. All students are expected to carry their Boston College identification card at all times and to produce it when requested. ID cards may be electronically scanned by a University official to confirm a student's status.

The responsibility to cooperate with University officials in the performance of their duties.

The responsibility to respect the values and traditions of Boston College as a Jesuit, Catholic institution.

## **ACADEMIC HONESTY**

The pursuit of knowledge can proceed only when scholars take responsibility and receive credit for their work. Recognition of individual contributions to knowledge and of the intellectual property of others builds trust within the University and encourages the sharing of ideas that is essential to scholarship. Similarly, the educational process requires that individuals present their own ideas and insights for evaluation, critique, and eventual reformulation. Presentation of others' work as one's own is not only intellectual dishonesty, but also undermines the educational process.

The University seeks to foster a spirit of honesty and integrity. Any work submitted by a student must represent original work produced by that student. Any source used by a student must be documented through normal scholarly references and citations, and the extent to

which any sources have been used must be apparent to the reader. The University further considers resubmission of a work produced for one course in a subsequent course or the submission of work done partially or entirely by another to be academic dishonesty. It is the student's responsibility to seek clarification from the course instructor about how much help may be received in completing an assignment or exam or project and what sources may be used. Students found guilty of academic dishonesty or plagiarism shall be subject to disciplinary action up to and including dismissal from the University.

For more information see: [http://www.bc.edu/offices/stserv/academic/univcat/grad\\_catalog/grad\\_policies\\_procedures.html#rolesofcommunitymembers](http://www.bc.edu/offices/stserv/academic/univcat/grad_catalog/grad_policies_procedures.html#rolesofcommunitymembers)

## **POLICY ABOUT STUDENTS WITH DISABLING CONDITIONS**

It is a Boston College policy that no qualified student with a disability shall be denied the benefits of, excluded from participation in, or otherwise subjected to discrimination under any University program or activity. In response to a request made by a qualified student with an appropriately documented disability, the University will arrange for the provision of reasonable accommodations determined by the University to be necessary to afford the student the opportunity to participate in University programs. Procedure for documenting student disability and development of reasonable accommodation can be found at the BC website: <http://www.bc.edu/libraries/help/tutoring/specialservices/docinfo.html#spec>

Students will be notified by the Director of Student Services when each request for accommodation is approved or denied in writing via a designated form. It is the student's responsibility to present the form (at his or her discretion) to the instructor in order to receive the requested accommodation in class. In an effort to protect student privacy, Student Services will

not discuss the accommodation needs of any student with instructors.

If you have a disability and will be requesting accommodations for a course, please register with either Kathy Duggan (email [kathleen.duggan@bc.edu](mailto:kathleen.duggan@bc.edu)), Director, Academic Support Services, the Connors Family Learning Center (learning disabilities and ADHD) or contact the Assistant Dean for Students with Disabilities all other disabilities) at 617-552-3470 (TTY: 617-552-8914). Advance notice and appropriate documentation are required for accommodations.

## ASSISTANTSHIPS AND FELLOWSHIPS

Each year the LSEHD makes available a limited number of graduate assistantships and teaching fellowships. Awards are given for one year at a time and students seeking continued funding must reapply on an annual basis.

### Types of Assistantships

In some years, the Diversity Fellowship is awarded to a few especially promising doctoral students. In addition to providing five years of guaranteed funding, it is designed to allow students more flexibility in terms of pursuing their research interests. Concretely, this means that Diversity Fellows can choose their research advisor and are expected to contribute meaningfully to the advisor's research team. Research experiences can and should reflect the Diversity Fellow's own interests, as long as those align with faculty research. Regarding teaching, the Diversity Fellow is required to complete one year of Master's level lab supervision as part of the training. After that, the Fellow will be paid for any additional lab supervision. The Diversity Fellow can choose whether or not to teach undergraduate courses. The first course will be considered part of the Fellowship but subsequent undergraduate teaching will be

considered work for which the Fellow will be paid.

Graduate research assistants are typically involved in research activities such as library searches, literature reviews, data collection, data entry and analysis, and report writing. In addition, assistants may be asked to help faculty in grading exams, keeping records, photocopying, helping to prepare classes and lectures, and other tasks. Additional assistantships may be available throughout the campus and may involve administrative work, academic advising, career counseling, and other related duties.

Opportunities are available on occasion for advanced Doctoral students to teach courses in the undergraduate Applied Psychology and Human Development Program. One course each semester is the requirement for receiving half an assistantship and teaching two courses per semester is the requirement for receiving a full assistantship. In addition to planning class meetings, conducting classes, meeting with site supervisors and evaluating students, teaching fellows will keep regular posted office hours and have students evaluate the courses using the standardized university evaluation form. Moreover, each teaching fellow is assigned a faculty mentor who will provide guidance in all aspects of teaching courses. Students teaching undergraduate courses are asked to attend the Boston College Center for Teaching Excellence's Apprenticeship for College Teaching program. <http://www.bc.edu/offices/cte/programs-and-events/apprenticeship-in-college-teaching.html>

Graduate office assistants provide administrative assistance to faculty who coordinate Doctoral and Master's Programs and to the Master's Practicum Coordinator. Responsibilities may include a variety of tasks such as helping to maintain Program records, preparing newsletters, organizing admissions materials and meeting with students. Graduate office assistants also work in the Office of Graduate Admissions, responding to inquiries

of prospective applicants and assisting the office with a variety of admissions tasks and processes.

An award of a full-time graduate assistantship carries the expectation that the student will be available for 20 hours per week for 9 months. Half-time graduate assistants need to be available 10 hours per week. The students' work schedule is negotiated with the supervising faculty member so as to not conflict with any courses that the student may be taking. Persons who have graduate assistantships should be aware that *vacation days during the year follow the staff calendar not the student class calendar*. Graduate assistants need to negotiate their work schedule and vacation plans with their faculty supervisor.

Each faculty member will monitor and supervise their doctoral assistants in a way that best meets their needs and the demands of their assistantships. Some faculty will require that students keep a log of their hours in writing; students should review the accountability and documentation needs of their advisor at the outset of the academic year.

A limited number of graduate research assistantships may be available for the summer months. Students who are interested in summer funding are asked to indicate their interest and time availability when they submit their application for funding for the next academic year. Summer funding is typically connected to faculty grants.

Assistantships usually carry a stipend and tuition remission for most of a student's coursework. Amounts vary somewhat depending upon the type of award.

Students who are awarded a graduate assistantship or a teaching fellowship must be enrolled as full-time doctoral students and may not carry any incomplete coursework for more than four months. Students accepting assistantships or fellowships may not accept

any additional commitment of employment without prior consultation with and permission of their advisor, the DOT and the LSEHD Associate Dean for Graduate Student Services.

### **Selection and Assignment Process**

Graduate assistantships fulfill several interrelated purposes within the program. The first is to meet the training needs of our doctoral students. The second is to meet the administrative and teaching needs of the department. The third purpose is to meet faculty research goals.

Related to the first, assistantships are assigned to help doctoral students obtain sequential exposure to experiences involving research, teaching and administration. Assignments are made in an effort to best meet all three sets of needs, within the constraints of available resources and opportunities. Keeping in mind these multiple needs, graduate assistantships are typically assigned in the following way.

First year doctoral students are generally awarded research assistantships, but may be awarded administrative assistantships as part of their package. In addition, many second-year students will be awarded research assistantships, although some may need to assume administrative assistantship for half of their assistantships.

Third year doctoral students who are admitted with MA degrees in Counseling or related fields and third or fourth year Direct Admit students are typically assigned teaching responsibilities for the Master's level Foundations of Counseling I (APSY 7440) and Foundations of Counseling II (APSY 7748) courses. These teaching assignments are intended to provide doctoral students with experience in teaching and supervision under the guidance and supervision of faculty mentors.

Second and third year students are also eligible to apply for research assistantships and other graduate assistantships. Third and fourth year doctoral students may also be

considered on occasion for undergraduate teaching in the Applied Psychology and Human Development Program. Third and fourth year students also are encouraged to explore with their advisors and the DOT some of the graduate assistantship opportunities available across the campus, if options are not available in the LSEHD.

Fourth year students may have the opportunity to teach a course assuming they are interested, have no incompletes, and have demonstrated teaching competency. They may also be considered for other assistantship opportunities within the department when opportunities remain after the requests of first, second and third year students have been met. It is important to note that the program cannot guarantee that graduate assistantships will always be available for those beyond the third year. However, students entering in the Fall 2019 and thereafter are guaranteed four years of funding.

The DOT, the Master's Program Coordinators, the Director of Counseling Practicum, and Department Chair make selections and assignments for the Master's lab course sections. The Department Chair, in conjunction with recommendations from the DOT, makes recommendations for undergraduate teaching.

Faculty review graduate student assistantship applications to identify graduate research assistants who match the needs of their research and outreach scholarship projects. This process generally begins in early April after faculty members are notified of LSEHD research assistantship allocations. Prior student experience and competencies, as well as student interests, schedule availability, and opportunities for professional development of the student, are some of the factors often considered by faculty in selecting graduate assistants.

The DOT and Coordinator of the Master's Program also review applications at this time to identify possible candidates for

administrative assistantships based upon student interests, skills and schedule.

After reviewing graduate student applicants, faculty members submit their top three choices to the DOT. The DOT and the Department Chair review faculty requests to assess matches between faculty choices and student preferences. The DOT and Department Chair discuss these with faculty in the process of facilitating student assignments. The DOT and Department Chair seek to facilitate this process in a way that ensures that all students participate in a variety of research and teaching experiences over the course of their doctoral training. Final decisions about assistantships are made by the Associate Dean for Faculty and Academics with input from the DOT and Department Chair.

Although efforts are made to meet student preferences and offer a range of experiences, there are realistic constraints to the process. For example, student opportunities to work with specific faculty are based upon allocations to faculty made by the Dean's Office and upon external funding secured through faculty grants. Student opportunities to obtain desired experiences are limited by the nature of faculty projects at any point in time. To meet the funding requests/needs of students, students may be offered assistantships with faculty in the department, but not in Counseling Psychology, and, on occasion, with faculty outside of the department.

Efforts are made to announce awards by early May. Thus, students applying for the limited number of awards that offer summer funding are advised to consider additional options for summer support.

Letters of award are sent out from the Office of the Associate Dean for Graduate Student Services and students may accept or decline the award. Students have three weeks to inform the office if they are going to decline the award. Some faculty choose to contact identified graduate research assistants

personally before the letters are sent out to clarify responsibilities and determine the student's willingness to accept the terms of the award. Similarly, the Department Chair or DOT typically discusses teaching assignments with graduate students before these assignments are finalized.

### **Financial Support**

Doctoral assistantships provide a stipend and tuition-remission credits that are applied to the students' tuition costs each semester. The stipend and tuition-remission amounts vary depending on the type of assistantship (e.g., Teaching Fellow vs. Research Assistant). If students are NOT on an assistantship during a semester that they are registered for courses, they are responsible for paying the tuition costs using either federal student loans or personal finances. Please note that during the APPIC predoctoral internship year, students are not awarded LSEHD assistantships, and therefore, are not guaranteed tuition-remission awards. Students are required to register each semester for the Internship course (APSY9849) and are responsible for paying the tuition costs (Fall/Spring: 1 credit each) for this course registration.

Assistantship funding is guaranteed for the first three years of doctoral study (first four years of doctoral study for students entering the program in the Fall of 2019 and thereafter), and tuition-remission awards are part of all doctoral assistantships. It is important to note that students are financially responsible for any tuition costs incurred that are beyond their tuition-remission award for a given academic year. For example, if students have a tuition-remission award for 18 credits for the academic year, and they register for 21 credits, they are responsible for the additional three credits of tuition costs. Students should contact the Associate Dean of Graduate Student Services as soon as they become aware that they will need to register for more credits than they have a tuition-remission award to cover.

### **STUDENT MEDICAL INSURANCE**

See Appendix B for the LSEHD's policy for doctoral students' eligibility to receive coverage for Boston College Student Medical Insurance premiums in the 2020-2021 academic year.

Contact the Office of the Dean of Graduate Studies in the LSEHD with questions about medical insurance or other financial matters.

### **OFFICE SPACES**

All first and second year doctoral students are assigned shared office space on the third floor of Campion Hall (316A through 316E). Third and fourth year students who are teaching fellows are assigned office space outside of Campion Hall, usually in the nearby Service Building.

### **EVALUATION OF STUDENTS**

#### **Overview and Rationale**

The Counseling Psychology program at Boston College prepares counselors at the Master's level, and counseling psychologists at the Ph.D. level, for professional practice in schools, universities, health care delivery organizations, and a variety of other settings. In evaluating student competency for such practice, we have adopted the goals described by the *Final Report of the APA Task Force on the Assessment of Competence in Professional Psychology* (2006):

*Educational programs are expected to produce competence, professional credentialing bodies are expected to certify individuals as competent, policy makers laud competence, and consumers increasingly demand it. In addition, as professions are regulated to ensure public protection, we have a responsibility to ensure via education, training and ongoing lifelong assessment that practicing psychologists and future generations of psychologists provide quality and safe psychological services.*

*Competency assessment strategies facilitate the determination of what one knows, if one knows how, if one shows how and how one does. Therefore, the assessment of competence throughout the training and career of a professional psychologist is valuable in many respects.*

*To this end, it is timely for professional psychology to embrace not only a culture of competence, but also a culture of the assessment of competence.*

*The Final Report of the APA Task Force on the Assessment of Competence in Professional Psychology offers an examination of types and principles of assessment models, illustrative examples of assessment models from other health professions and an overview of where psychology as a profession is today in the area of assessment models.*

### **Process of Evaluation**

Master's and Ph.D. students in the Counseling Psychology Programs at Boston College are reviewed at the end of each academic year. Faculty, training staff, supervisors, and administrators provide input into this review process regarding academic performance, as well as professional fitness. These evaluations are conducted to ensure that students are making satisfactory progress toward their degree, as well as to identify potential problems a student may have toward meeting Program requirements. In addition to this annual process of evaluation, the faculty may review the status of any student at any time during the year should there be reason to believe that the student is experiencing difficulty in the Program.

Faculty may evaluate students based on grade point averages, course loads, number of incomplete courses, performance in the required counseling core curriculum, acquisition of counseling skills, and the advisor's evaluation of the student. In addition to evaluating students' adequate progress through the requirements of the program, professional fitness will also be evaluated. The evaluation of the latter is based on students' ethical conduct, interpersonal skills, professional

development, self-awareness and self-reflection, and resolution of problems or conflicts with faculty, course instructors, supervisors, peers, and clients.

### **Failure to Meet Program Requirements**

Serious concerns about student performance within the Counseling Psychology Program are rare. When serious concerns do arise and/or students fail to comply with program requirements, policies, and procedures, this is handled on a case-by-case basis, generally following the feedback template described below. Student feedback reflects an individualized process that considers each person's strengths and weaknesses and offers prescriptions to remedy serious concerns, and in some cases, students may receive written notice of an identified concern that must be addressed and the manner in which it is to be addressed, without being formally placed on probation.

### **Probation in Counseling Psychology Program and Remediation Steps**

Being placed on probation indicates a very serious faculty concern about a student's performance. Students are placed on probation in the program (as opposed to being terminated from the program), when, in the opinion of the faculty, it is likely that the student will be able to address the difficulty that led to the probation if appropriate remediation is provided. Once the faculty has determined that a serious concern about a student's performance exists, the following steps are generally taken:

1. The program director (i.e., DOT and MA Coordinator of Mental Health or Coordinator of School Counseling) and the student's advisor will notify the student, in writing, that the student is on probation within the program. Additionally, the student will be requested to make an appointment with the advisor to discuss the issues



involved. *(In the rare case, a student may be recommended for suspension from the program with an opportunity to reapply, or for a leave of absence from the program to take corrective action. Note that any of these actions beyond probation within the program would require a review outside of the department by the Associate Dean's office and Academic Standards Committee.)*

2. The advisor will meet with the student and inform the student of the identified problem areas noted by the faculty.
3. The student and advisor will develop a written plan for remediation of the student's behavior. This plan will:
  - a) behaviorally define the student's problem areas
  - b) identify the expected behavior patterns or goals
  - c) specify methods that will be used to reach these goals, which may include personal counseling, behavioral change, adapted program plan with additional or repeated courses or practica, additional supervision, suspension from the program with an opportunity to re-apply, leave of absence while taking corrective action, or other remedies as appropriate
  - d) specify how goal attainment and competence in the problem area will be demonstrated
  - e) set a date for reevaluation of the student's progress and competence.
4. This plan will be submitted to the program faculty for review, possible modification, and approval.
5. If the plan has been modified by the program faculty, the advisor and the student will meet to review the modified plan.
6. A copy of the approved plan will be provided to the student and a copy will be retained in the student's file. Both

copies of the plan will be signed and dated by the student and the advisor.

7. A date for reevaluation will be set. Near the date for reevaluation, the student will present to the advisor any available documentation of progress in the identified problem areas and completion of the remediation plan.
8. At or near the date for reevaluation, the student's progress will be reviewed by the program faculty at a regularly scheduled faculty meeting, and the faculty will make one of the following recommendations:
  - a) *Continuation in the program:* The identified concerns no longer present a significant problem and the student is no longer on probation within the program.
  - b) *Continued probation and remediation:* The student has made significant progress in addressing the identified concerns, but has not yet attained the expected degree of competence in the problem areas. An updated behavioral plan is prepared, and a date is set for another reevaluation at the program faculty's discretion.
  - c) (For MA students) *Transfer from the licensable Counseling Degree to a non-license degree program:* The student is deemed a better fit with the non-license track of the Counseling Program or has failed to attain the behavioral goals relevant to practicing competently as a licensed counselor and there is no expectation that he or she can reasonably attain them in the near future. (Faculty can recommend to a student that he or she transfer, but ultimate decision to transfer is up to the student.)



- d) *Dismissal from the program:*  
The student has failed to attain the behavioral goals and there is no expectation that he or she can reasonably attain them in the near future. *Involuntary dismissal from the program would require involvement from the LSEHD Associate Dean of Graduate Student Services and the Academic Standards Committee (ASC). Faculty would submit to the Associate Dean's office, and then the ASC, the necessary paperwork (e.g., evidence of academic failure in lab or other course is necessary). See procedure below.*
9. The advisor will notify the student in writing of the reevaluation decision and will request that the student make an appointment with the advisor for feedback concerning the decision.
  10. The student will be requested to sign and date two copies of the reevaluation decision. One copy will be retained by the student and one copy will be placed in the student's file.
  11. If dismissal from the program is recommended by the faculty, a written notification will be sent to the student. One copy will be provided to the student, one copy will be placed in the student's file, and one copy will be sent to the Graduate School. This recommendation with supporting documents (e.g., academic record) would then be reviewed by the LSEHD graduate office and then be reviewed by the LSEHD Associate Dean of Graduate Studies. If approved by the Associate Dean, faculty would submit the recommendation to the Academic Standards Committee (ASC). If the ASC approves, the University will then dismiss the student.
  12. Depending upon the reevaluation decision, the student and the advisor

will meet to review the options available to the student and assist the student in educational, career, and remediation planning.

## RESEARCH QUALIFYING PAPER

During their second year in the program, MA-Admit and Direct Admit students must complete a qualifying paper for a proposed quantitative research study of their choosing. It should be written in a manner similar to that of a journal article. Students may choose the topic area and their research questions.

### Submission by Due Date

Preparing ahead and turning these papers in on time is important! Students must submit their paper by the first Friday after winter break of their second year in the program. Extensions will not be granted except under the most extreme and unforeseen circumstances.

To encourage students to plan ahead and submit their papers by the due date, the paper will NOT require any data collection or analyses if it is submitted on time. However, if the paper is NOT submitted by the due date, then students must complete the paper as an actual study with collected and analyzed data.

### Sections of the Research Qualifying Paper

- Introduction (5-6 pages): Review and critique of extant literature to provide a conceptual framework and to build the case and rationale for the proposed study and its hypotheses.
- Method (4-5 pages): Proposed participants, procedures, and description of measures.
- Analytic Strategy (2-3 pages): Proposed analyses, including how they will be conducted, how to interpret the output, and how they address the hypotheses proposed for the study.

- Strengths/Limitations (3-4 pages): Describe the strengths and limitations of the proposed study.
- References: Include all references cited within the paper using appropriate APA style.
  - Demonstrates knowledge of how to interpret results of proposed analyses

### **Skill Areas Assessed**

- Area 1: Scientific Writing
  - Clear and concise writing
  - Logical and linear progression of the paper
  - Sufficient structure (e.g., use of headings)
  - Follows APA style
- Area 2: Conceptualization Skills
  - Integrates relevant theory and conceptual models to frame and support the proposed study
  - Synthesizes and critiques extant research strategically to build an adequate case for the proposed study
  - Fully formed, justified research hypotheses
- Area 3: Research Design
  - Sufficiently and accurately describes the type of design selected to test the proposed research questions
- Area 4: Measurement
  - Appropriately operationalizes variables
  - Demonstrates knowledge of measurement issues (e.g. validity and reliability and other psychometric properties of scores) as they relate to the proposed study
- Area 5: Analytic Skills
  - Selects and accurately describes how to conduct statistical analyses that are appropriate for testing the proposed research hypotheses (sophistication of analyses should be commensurate with the training students have received up to this point)

- Area 6: Validity
  - Identifies strengths and limitations of the research design based on forms of internal and external validity as they apply specifically to the proposed study

### **Major Guidelines for Paper Completion**

The paper must fully represent the work of the student and not the advisor; this also applies to any revisions that are subsequently required.

Students may, however, consult with their advisor on the scope of their study (i.e., to help define and narrow the focus of the paper). Scope refers to the complexity and breadth of the research questions and topic. This consultation does not extend to the analytic strategy, which must be determined independently by the student.

Students may not consult with one another on any part of the development or writing of the paper. Students may not share past papers written by others. Engaging in these behaviors will be treated as violations of academic integrity and will be handled as such.

Analyses may include ANOVAs, MANOVAs, t-tests, correlations, multiple regression, and/or tests for mediation or moderation. Students must be able to interpret the meaning of the potential results of their analyses correctly, and they should convey knowledge of the strengths and limitations of analyses.

Students may draw from this paper as a basis for their dissertation proposal. However, it is unlikely to constitute the whole dissertation proposal given that the latter is expected to show much greater sophistication and development in line with the advancement of their training. Moreover, the dissertation proposal will reflect feedback and guidance from dissertation advisors, whereas the initial

submission of the Research Qualifying Paper is written completely independently. Of course, the paper does not have to be related to student dissertation topics.

### **Evaluation and Revision Process**

The Research Qualifying Paper will be graded by two faculty members who are not the student's current advisor. Each grader will score each skill area (Area 1 – 6; see above) on a scale of 1 – 4 points. The scores of the two graders will be averaged for each area. If the scores of the two graders are discrepant by 2 or more points, graders will discuss their scores and reach consensus on the final score. Average scores of 4.00 points constitute a High Pass for that skill area. Average scores of between 3.00 to <4.00 points constitute an Adequate Pass for that skill area. Failure of a skill area occurs when the student receives an average score of 2.00 points or less in that area.

All students will receive notice of whether they passed or failed each skill area. (Specific scores will not be provided). They will also receive written feedback on their paper. For students who failed one or more sections of the paper, faculty will provide specific feedback on what needs to be corrected on the failed section(s) Each area that a student fails must be revised and ultimately passed. Students who do not pass a specific skill area will receive feedback on that area and must revise it based on that feedback.

Regarding the type of support students can receive in revising their paper, we will assign each person who failed a section a “point person.” We strongly recommend that students consult with their point person to get clarification on what they need to do to pass. In addition, in order to learn the material needed to revise the paper, they should feel free to consult with whomever they wish, but especially their advisor.

The due date for the revision will be mutually determined by the student and her point person

(in consultation with the faculty if necessary). The student will submit the revision to the point person, who will pass it on to the original raters for review. If, the original raters determine that additional revisions are still needed, students will continue to work with their advisor until the advisor is able to pass the student. Students are expected to complete and pass all revisions by the end of the Spring semester the proposal is originally submitted.

All skill areas must be passed prior to receiving final approval of the Research Qualifying Paper. Students may not advance to their dissertation proposal prior to final approval of the qualifying paper. If students do not fully pass their Research Qualifying Paper prior to enrolling in the dissertation seminar, they may not use the dissertation seminar to receive feedback for revising their paper.

## **COMPREHENSIVE EXAMINATION**

### **Comprehensive Exam Description**

Comprehensive exam questions are designed to assess a student's competence as a scientist-practitioner. Students must sign up for the comprehensive exam no later than six weeks prior to the exam. All required courses (except History and Systems and Social Bases of Behavior) must be completed, with no incompletes remaining. Content areas are summarized below, and this list may be used to develop a framework or outline for organizing a study program.

The comprehensive exam will be given on the Friday of the second week of the Fall semester, unless this constitutes a holiday, in which case the exam will be given the following Friday.

MA Admit students will take the exam at the start of their third year in the program. Direct Admit students will be treated on a case-by-case basis to determine the year in which they take the exam.

Retakes of the exam will be given on the Monday directly following the Spring Break of that same academic year.

Students will receive 3.5 hours to complete each section of the exam (unless they have been granted an accommodation). Students may not bring in any materials with them during their completion of the exam, including but not limited to study materials, notes, phones, or music. Students may not have any access to the internet during the exam. Below is the time allotted for the exam:

- Section I: 9:00am – 12:30pm
- Lunch: 12:30pm – 1:30pm
- Section II: 1:30pm – 5:00pm

**Note:** The procedures outlined here may be modified in the event of extraordinary circumstances beyond the control of the faculty, such as a global pandemic, extreme weather emergencies, natural disasters, etc.

### ***Section I — Theory and Research Related to the Psychological and Professional Core***

Students are expected to have a thorough understanding and knowledge of theory and research related to the Psychological and Professional Core of the counseling profession, to be prepared to address areas of controversy, and to examine the pros and cons of an argument, citing relevant research and theory.

The following areas may be included within this section of the exam:

- Evidence-based practice in assessment and treatment
- Psychological measurement/assessment (e.g., Intelligence Tests, Personality Tests)
- Qualitative methods
- Multicultural theories
- Psychopathology theory, research, and application
- Social justice

Students will be asked to respond to three questions about these areas. Students will be expected to integrate pertinent social justice-oriented perspectives. Moreover, students must have a strong understanding of evidence-based practice and should support all answers with relevant research, theory, and clinical evidence.

### ***Section II — Applications: Integrating Theory, Research, and Practice***

Students are asked to develop theoretical and research-based case conceptualizations that will serve as a means of integrating knowledge in our field in an applied context. Students may be asked to discuss a selected counseling modality in a particular case provided by the faculty, citing the relevant research that influences the choice of treatment or intervention, or to comment on a specific case involving a question of ethical conduct, citing relevant principles of ethical practice. In addition, students need to construct their treatment strategies based on existing evidence-based practices and a coherent theoretical argument.

Students will receive a case description on the Wednesday before the exam (unless accommodations have been arranged). Students may not bring this copy of the case description nor any notes with them to the exam. They will receive a fresh copy of the case description at the start of the exam.

This section will include three questions that may address any of the following:

- Conceptualization from psychodynamic theories
- Conceptualization from non-psychodynamic theories
- Career Development Theory, Intervention and Research; Psychology of Working
- Professional Standards, Ethics, and Legal Issues in Counseling Psychology

### **Accommodations for Disabilities or Students Whose First Language is Not English**

Students for whom English is not a first language and/or students with disabilities may request accommodations consistent with their individualized learning plans or as specified by LSEHD policy. Students with disabilities must go through the Office of Disability Services in making any request and those students must present documentation and their request for accommodations to the DOT at least four weeks before the exam for faculty to review the request and determine approval and appropriate accommodations.

### **Evaluation of the Comprehensive Exam**

Each question will be read by at least two faculty members who will independently grade the question without identifying information about the test-taker. They will assign points to each question based on the accuracy and factual basis of the response, the thoroughness of the response, the insightfulness of the response, and provision of sufficient documentation and support for points made in the response. Scores may range from 1 to 10.

Average scores of 9.00 – 10.00 points constitute a High Pass for that question. Average scores of greater than 5.00 points but less than 9.00 points constitute an Adequate Pass for that question.

Failure of a question occurs when the student receives an average score of 5.00 points or less on the question.

### **Revision and Retake Schedule**

Students must ultimately pass the comprehensive exam within two academic years of initially taking the exam. Any sequence of revision or retaking portions of or the entire exam must be fully passed within this period. If the student does not pass the exam within the two academic-year period, the

student will be recommended for dismissal from the program due to inadequate progress toward the completion of the degree.

Students may petition to delay their retake, but they must still complete the process within the two-year period, except for extenuating circumstances that are approved by the faculty and the Associate Dean for Graduate Student Services..

Any revisions will be graded by the original faculty reviewers. If the student must rewrite sections or the entire exam, the student and the student's advisor in collaboration with the faculty will devise a remediation process to be completed prior to the retake.

### **Results of Failure in Fall/First Chance (Sept. Year 3)**

#### ***If Student Fails One Question within One Section:***

- Must revise and pass that question to avoid retaking the full section
  - Must submit revision by the first week of classes in January.
  - If student fails the revision, this constitutes failure of the section; student must then retake the section in the Spring.

#### ***If Student Fails One Question in Section I and One Question in Section II:***

- Must revise and pass both questions to avoid retaking a section or the full exam
  - Must submit revision by the first week of classes in January.
  - If student fails one revised question, this constitutes failure of the section; student must then retake the section in the Spring
  - If student fails both revised questions, this constitutes failure of the exam; student must then retake the full exam in the Spring

#### ***If Student Fails Two Questions within One Section:***

- Student has failed that section of the exam

- Student must retake that section in the Spring and cannot complete revisions to be exempt from this retake

***If Student Fails Two Questions within Both Sections:***

- Student has failed the exam
- Student must retake the exam in the Spring and cannot complete revisions to be exempt from this retake

**Results of Failure in Spring/Second Chance (March, Year 3)**

***If Student Fails One Question within One Section:***

- Student must retake that section in the Fall (Year 4) and cannot complete revisions to be exempt from this retake

***If Student Fails One Question in Section I and One Question in Section II:***

- Student must retake the full exam in the Fall (Year 4) and cannot complete revisions to be exempt from this retake

***If Student Fails Two Questions within One Section:***

- Student has failed that section of the exam
- Student must retake that section in the Fall (Year 4) and cannot complete revisions to be exempt from this retake

***If Student Fails Two Questions within Both Sections:***

- Student has failed the exam twice and will be dismissed from program

**Results of Failure in Fall/Third Chance (Sept. Year 4)**

Please refer to the process stipulated for “Results of Failure in Fall/First Chance”

**Results for Failure in Spring/Fourth Chance (March Year 4)**

If the student does not pass every question given to them, this will constitute failure of the exam and the student will be dismissed from program due to inadequate progress toward the completion of the degree.

**Guide for Final Decisions**

Shortly after the examination, the entire faculty will meet and discuss students’ written performance, then recommend one of the evaluation options described above. Students will be contacted by their advisor regarding this decision.

**Communicating Comprehensive Exam Results**

The faculty will not provide specific scores, only information about whether a student passed or failed, which is provided in writing by the program and in a meeting with the student’s advisor. Any feedback provided will be determined through a faculty process, and will be anonymous, given that it is based on a collective process.

**FIRST YEAR FIELD EXPERIENCE**

Please note that the process described below may change somewhat during the 2021-2022 year as a result of COVID-19. This will be discussed in the “Counseling Psychology in Context” class early in the semester.

A key element of the applied component of the Doctoral Program is the First Year Field Experience, which is required for both Direct Admit and MA admit students. This non-traditional and non-clinical field placement provides opportunities for first year students to develop skills in the design, implementation, and evaluation of preventive interventions, inter-professional collaboration, and advocacy. The First-Year Field Experience is linked to the first-year course entitled “Counseling Psychology in Context: Social Action, Consultation

and Collaboration” (APSY 9844). Specifically, in the first year of the Doctoral Program, students spend approximately *four hours each week* working in community-based sites such as schools, courts, community agencies, and public health departments. Note that up to two hours can be taken from every 10 hours of graduate assistantship for this work. Rather than working in traditional psychologist or mental health counselor roles at these sites, students should seek an opportunity to develop the skills described above. Although students work in a wide variety of settings, all FYFEs should evolve into a set of definable activities that allow students to take some sort of creative initiative. All placements must be distinguishable from the typical practicum placement or research experience. The First Year Field Experience provides a thorough grounding in many of the social justice and advocacy roles that counseling psychologists can assume, thereby offering students with systematic training opportunities to build skills in this critical component of our program mission.

A faculty member, or other designated supervisor who has appropriate training and experience relevant to the setting, must also supervise all First Year Field Experiences. Whenever possible, therefore, assignments that include work with one’s faculty advisor or other Program faculty are preferable. The final decision about a student’s placement is made by the faculty.

To support doctoral students during their First Year Field Experience, it is the policy of the Doctoral Program that students may deduct a portion of their FYFE hours from their research assistantship requirements. Specifically, 2 hours may be deducted from each 10 hour assistantship and 4 hours from a 20 hour assistantship. Students meet every other week as part of the APSY 9844 course to discuss the First Year Field Experience and to integrate this experience with relevant literature on social justice and community action work.

Students are evaluated in their First Year Field Experience by their supervisor at the field site, by their faculty advisor, and by the instructor for the APSY 9844 course. Students complete several reflection papers on their First Year Field Experience that are evaluated by the APSY 9844 instructor. These observations are integrated during the annual student evaluation process that takes place at the end of the spring semester.

## CLINICAL TRAINING COORDINATION

The following section specifies by year: a) the responsibilities of doctoral students pertaining to doctoral clinical training and documentation, and b) the designated point persons students should work with to complete clinical tasks. Please note that the list of available sites is maintained by the DOT and Dr. Trantham and is found in the program’s Canvas site. In addition to this list, we urge students to use the resources of the Massachusetts Psychological Association (MPA) Training Collaborative. Our program is affiliated with the MPA Training Collaborative, which has clearly articulated policies about the match process, which we urge students to learn and adhere to. In addition, the MPA Practicum Training Collaborative (PTC) maintains their own list of sites ([http://www.massptc.org/welcome/default/view\\_procedures](http://www.massptc.org/welcome/default/view_procedures)), which can be used for students to explore in their consideration of practicum sites.

### For 1<sup>st</sup> year students:

- 1) In order to plan/strategize 1<sup>st</sup> year doctoral clinical placements, students will attend an informational meeting with the Director of Counseling Practicum (Dr. James Aronson), Dr. Sidney Trantham, Associate Professor of the Practice, and the Advanced Practicum I Instructor in the first semester of first year to discuss an overview clinical training of Doctoral Program. Additionally, students should consult with their

advisors about their professional goals and development as they plan their clinical training for the second year.

- 2) Students are responsible for researching, applying to, and securing sites, and should refer to updated information on practicum sites that is maintained by the DOT and Dr. Trantham and is available via the program's Canvas page. For any problems that arise with their application process, students can seek guidance from the Advanced Practicum I Instructor and Dr. Trantham.
- 3) Director of Counseling Practicum will make sure that the BC Training Affiliation Agreement (or suitable alternative agreement) has been executed by appropriately authorized administrators *at all training sites where practicum students are placed*.
- 4) When students are accepted at the 1<sup>st</sup> year placement, students should complete Advanced Practicum I Learning Contract with the site supervisor in consultation as needed with Director of Counseling Practicum. The Director of Counseling Practicum must approve the site, the supervision, and the learning contract.
- 5) For the First Year Field Experience Placements, students should work with the Counseling in Context Instructor who will negotiate and supervise this experience.
- 6) Students First Year Field Experience placements will be evaluated by the Counseling in Context Instructor.

### For 2<sup>nd</sup> year students:

- 1) In order to plan/strategize 2<sup>nd</sup> year clinical placements, students will attend an informational meeting arranged by the Advanced Practicum II Instructor, and also attended by Dr. Trantham who will provide information on sites and related documents. Additionally, students should consult with their advisors as they plan their next clinical training placement.
- 2) Students are responsible for researching, applying to, and securing sites, and should refer to updated information on practicum sites by the DOT and Dr. Trantham that is available via the program's Canvas page. For any problems that arise with their application process, students can seek guidance from the Advanced Practicum II Instructor for a practicum and Dr. Trantham, Associate Professor of the Practice.
- 3) Director of Counseling Practicum will make sure that the BC Training Affiliation Agreement (or suitable alternative agreement) has been executed by appropriately authorized administrators *at all training sites where practicum students are placed*.
- 4) When students are accepted at the 2<sup>nd</sup> placement, students should complete Advanced Practicum II Learning Contract with the site supervisor in consultation as needed with Director of Counseling Practicum. The Director of Counseling Practicum must approve the site, the supervision, and the learning contract.
- 5) Advanced Practicum I students will arrange to have Advanced Practicum I Instructor visit their sites in person at least once during the year to evaluate



student progress and contract adherence.

- 6) While on-site, practicum evaluation should be ongoing and formative during the course of a semester. At the end of Fall and Spring semesters, the site supervisor and student should meet for a formal summative evaluation that includes a review of specific evidence of the student's progress and areas for further development.
- 7) Supervisors of Advanced Practicum I students will submit online mid-year and end of year supervisor evaluations to Advanced Practicum I Instructor (the data will be accessible to the faculty and LSEHD Director of Accreditation to provide data for the APA Accreditation report).
- 8) Advanced Practicum I students' evaluations will also provide feedback into the Annual Faculty Evaluation of Doctoral Students process.
- 9) Advanced Practicum I students can seek guidance and help trouble-shooting from Advanced Practicum I Instructor for any issues or problems that arise with their practicum sites.
- 2) Supervisors of Advanced Practicum II students will submit online mid-year and end of year supervisor evaluations to Advanced Practicum II Instructor (the data will be accessible to the faculty and LSEHD Director of Accreditation to provide data for the APA Accreditation report).
- 3) The Advanced Practicum II Instructor will bring supervisor evaluations feedback into Faculty discussion of Annual Student Evaluation process.
- 4) The Advanced Practicum II Instructor will monitor practicum sites to evaluate student progress and contract adherence through communication with site supervisor as needed (either by phone or in person).
- 5) Advanced Practicum II students can seek guidance and help trouble-shooting from Advanced Practicum II Instructor for any issues or problems that arise with their practicum sites.

### **For 3<sup>rd</sup> year students:**

- 1) 3<sup>rd</sup> Year students interested in applying for an optional 3<sup>rd</sup> clinical placement (which is generally recommended for Direct Admit students), should seek the guidance of the Advanced Practicum II Instructor, Dr. Trantham, and their faculty advisors. Interested students can obtain information on practicum sites and related documents from the Director of Counseling Practicum. (Please see next section entitled "For Students Who Are in Clinical Sites Beyond Practicum II".)

### **For Students Who Are in Clinical Sites Beyond Practicum II:**

For those who have completed the required two years practicum experience and choose to continue their training for an additional year, the program requires a one-credit course (APSY87420 Advanced Clinical Consultation) that will involve a monthly case seminar. This course is part of the program's efforts to provide developmentally sequential and relevant clinical training for students in practicum settings. The course will include case consultations from expert clinicians in the community and is facilitated by a faculty member with considerable clinical knowledge. This course is required of all students doing practicum beyond their required practicums and is also essential for Boston College to continue to provide liability insurance.

Students will also continue to receive informal guidance and support as needed from Advisors, Director of Counseling Practicum, Dr. Trantham, Advanced Clinical Case Consultation Instructor (APSY874201).

### **APPIC Coordination:**

- 1) The internship application process is the culmination of students' predoctoral clinical training. Students applying for predoctoral internships should actively consult with their advisor and practicum instructors focusing on their professional goals for post-graduation.
- 2) Students applying for predoctoral internships will attend four meetings with the DOT and Dr. Trantham, Associate Professor of the Practice, to prepare them for selection of sites, writing the APPIC application, and interviewing.
- 3) The DOT serves as liaison with APPIC for BC Counseling Psychology Ph.D. Program.

### **Internship Year:**

- 1) Predoctoral Interns are required to register for the one credit internship course each semester. There are no meetings or assignments for this course during the year students are on internship. The course registration is necessary to keep Predoctoral Interns in active-student status within the university – primarily for loan purposes so that students can continue to defer payment on their federal student loans.
- 2) Predoctoral interns will receive at least one end of the year evaluation from the Internship Supervisor and this will be sent to the DOT. Copies of that evaluation and the Internship site's official

letter confirming the completion of Internship will be filed in the student's program folder.

### **ADVANCED PRACTICUM EXPERIENCES IN COUNSELING**

As mentioned above, all students are expected to complete two doctoral level practicums. Direct Admit students (i.e. those without a terminal Master's degree in Counseling or a related field), who are not able to attain a doctoral level practicum in their 2nd year of the Program, should complete a Master's level practicum, and then two doctoral level practicums in following years (i.e., 2nd placement in their third year for Advanced Practicum II, and 3rd placement in 4th year). Many direct admit students have been able to obtain a doctoral level practicum as their first clinical training experience. These students may be able to forego the third practicum based on an evaluation of their clinical training progress to date. These advanced practicum requirements are part of the preparation for the full year pre-doctoral internship and for the awarding of the degree.

Students are advised to ensure that practicum site requirements (e.g., required training or staff meetings) do not conflict with course meeting times for the year. Students should be in communication with sites early in the search process to determine times that sites require students to be on site. Then students should determine the meeting times of their courses for both fall and spring semesters. Time conflicts between clinical sites and required coursework will preclude the student from that clinical site. Students should begin reviewing potential practicum sites in the Fall semester (October and November). Please note that students need to review their sites and their application materials with their advisor for feedback and input. A sample cover letter and the CV should be submitted to faculty advisors at least 10 days prior to the first deadline. Students should expect that the application process will

begin in December and continue through February. This timeline includes the application, interview, and placement.

The required Advanced Practicum placements need to be approved by the Advanced Practicum Instructors and Dr. Trantham. In addition, students may consider engaging in some time-limited clinical experience beyond the required practicums. This may be especially relevant during the COVID-19 pandemic as some sites may offer fewer clinical hours during the 2021-2022 training year. Students' decisions about pursuing a third clinical placement should be made in consultation with the Advanced Practicum II Instructor and their faculty advisors. All other employment must be approved by the DOT.

The Counseling Psychology Program intends that the advanced practicum training should facilitate the development of the following important capacities:

understanding of and commitment to professional and social responsibility as defined by statutes of the ethical code of the profession; the capability to conceptualize human problems; awareness of the full range of human variability, including the physically challenged; understanding of one's own personality and biases and of one's impact upon others in professional interactions; skill in relevant interpersonal interactions such as systematic observation of behavior, interviewing, psychological testing, psychotherapy, counseling, and consultation; ability to contribute to current knowledge and practice; and understanding of and skill in working with clients from diverse, ethnic, cultural, and social backgrounds.

Achievement of these objectives in the practicum setting will require a high degree of access to professional psychologists who will serve as appropriate role models. Such contact is intended to facilitate the student's development of a professional identification and skills as a practicing psychologist.

The Advanced Practicum course requirements include a minimum of 400 hours in placement of which 150 hours are direct service experience and at least 75 hours are formally scheduled supervision. Typically, these practicum experiences involve placement in a clinic or counseling center setting 20-24 hours per week over the course of nine months (and at times more than nine months, depending on the requirements of the site). Recommended practicum activities include attending case conferences and writing reports and clinical notes. The training in each practicum course is coordinated by a faculty member who maintains a close liaison with the working professionals in the practicum setting and holds regular seminar discussions. Students must have at least one licensed psychologist as their supervisor on all of their practicum sites. On occasion, a student may be supervised by a licensed social worker or mental health counselor in addition to the licensed psychologist.

The APA standards require that each practicum student has at least one session per evaluation period (per semester) that involves direct supervision. According to the APA, direct supervision "includes in-person observation (e.g., in-room or one-way mirror observation of direct service contact), live simultaneous audio-video streaming, or audio or video recording."

Students who have practicum commitments during the summer months (June, July, and/or August) are required to continue in practicum seminar by either extending their Spring practicum (only for practicums extending into the end of May or June) or participating in a practicum seminar that meets monthly (May-August) throughout the summer.

Students who will remain at their site through May, but beyond the end of the Spring practicum course (i.e., the last date of finals, which is usually a few days before graduation), can extend their Spring practicum course by receiving an incomplete for the course and remaining in contact (e.g., once/twice phone check-in)

with their practicum instructor. Once they terminate with their site in later May, they must update their practicum hours log.

Students whose practicum commitments extend past June will be required to participate in the aforementioned summer practicum seminar in its entirety (i.e., through August).

Students who are beginning a practicum in the summer months (May, June, July and/or August) must enroll in the aforementioned summer practicum seminar and begin attending the seminar within the same month that their practicum begins (e.g., if the practicum begins in July, the student must attend July and Au seminar meetings).

### Guidelines on Practicum Decisions

The above requirements need to be supplemented by thoughtful decision-making about how students envision their training and their future as counseling psychologists. We advise students to make strategic decisions about their practicum placements considering their career goals, training needs, and an honest assessment of how well they are developing the requisite competencies. Information about practicum sites can be obtained from two sources:

- Our program's [Practicum Site Spreadsheet](#).
- The Massachusetts Practicum Training Collaborative website (<http://www.mass-ptc.org/welcome/default/index>).

APPIC provides annual aggregate data on pre-doctoral internship applicants' practicum hours each year, which we believe should be used to inform your decisions (please review the entire survey via this link: <https://www.appic.org/Internships/Match/Match-Statistics/Applicant-Survey-2021-Part-1>). This survey includes important information about applying to APPIC internships amidst the pandemic, including students' experiences with virtual interviews.)

APPIC does add a caution that these hours should not exclusively guide training decisions. The quality of the training and the individual trajectory of skill development for each student are essential factors in determining practicum decisions.

In general, students can obtain the intervention hours they need in two advanced practicum settings that would take place in years 2 and 3 of their doctoral training. However, students who do not attain at least 400-500 quality hours of direct service clinical work in their first two years of advanced practicum should consider a third year. Students' decisions about pursuing a third year of clinical training should be made in consultation with the Advanced Practicum II Instructor, their faculty advisors, and the DOT. For direct admits and hybrid admits (students with MA degrees that did not include formal clinical training), the decisions are more complex. While it may seem compelling to do as much clinical work as you can, the reality of your training is more complex. The absolute number of hours of direct service work is not necessarily a major factor in internship placement decisions. It is important to ensure that you also provide time for the non-clinical aspects of your training, such as research, program development, teaching, and community-based work, which are essential to our program's mission. For example, if you would like to consider an academic career, time will be needed to developing research skills and demonstrating your interests and passion for this work via attaining publications and conference presentations.

We also advise you to obtain assessment experience in your practicum, which will hopefully help you to develop the skills and competencies needed for internship. We encourage you to seek practicums that provide some assessment training as that may help you to avoid having to seek out a third year of practicum to flesh out your assessment training. If you are not able to obtain sufficient assessment experience in the first two years of doctoral practicum, you can consider an assessment site that

pro-vides training in a more abbreviated practicum during your 4th year.

Please note that you should not accept a practicum that requires more than three days per week of practicum work; if you are faced with this option, please consult with your advisor before making a decision about that site.

In addition, students may consider engaging in some time-limited clinical experience beyond the required practicums. All other employment must be approved by the DOT.

Please note that in some states, selected advanced practicum training experiences may be used to meet supervised clinical commitments for licensure. Students should check the regulations in the states that they are considering as locations for their post-doctoral work. The regulations in Massachusetts are found on the website below:

<https://www.mass.gov/files/documents/2017/10/26/251cmr3.pdf>

### **INSURANCE COVERAGE FOR STUDENTS ENGAGING IN PRACTICUM OR OTHER CLINICAL WORK**

Boston College insurance covers graduate students engaged in field experiences that are sponsored and/or supervised by BC faculty (that is, students who are enrolled in a practicum course).

Advanced doctoral students who are engaged in additional practice opportunities, but are not in a practicum course, must be covered by the clinical training site and/or must arrange for their own malpractice insurance. These students are eligible for *Professional Practice Liability Coverage* through the American Psychological Association Insurance Trust (APAIT). (Note that students who are not currently taking a practicum course are NOT eligible for *Student* liability insurance through APAIT.) You can find information about this

coverage at:

<https://www.trustinsurance.com/Products-Services/Professional-Liability>

Of course, students are free to explore other options besides APAIT for obtaining Professional Liability Insurance.

### **INTERNSHIP IN COUNSELING PSYCHOLOGY**

The Internship field experience provides supervised experiences in interventions, assessment, supervision and research. Students are endorsed for Doctoral internship after completing Advanced Practicum I and II (Direct Admit students must also complete a 3<sup>rd</sup> placement), and with a recommendation of the DOT/Internship Coordinator and the student's advisor. The DOT as Internship Coordinator, will make final decisions regarding a student's eligibility for Doctoral internship in consultation with the faculty. Following the guidelines of the American Psychological Association (APA), the internship consists of one calendar year of full-time or two calendar years of half-time professional experience, totaling 2,000 hours. Students must register each semester they are engaged in internship, for a total of two credits.

### **PREREQUISITES FOR APPLYING FOR PREDOCTORAL INTERNSHIP**

The following Program requirements must be satisfied before students begin an internship:

Students must have completed all course requirements including the successful passing of the Doctoral Comprehensive Examination.

Students who matriculated into the program prior to Fall 2014 are strongly encouraged to have completed the

doctoral dissertation proposal prior to beginning the internship. At a minimum, students should have an approved dissertation topic and approval of a dissertation committee before they begin an internship. In effect, we expect that students will have filed their proposal intents and successfully completed their proposal hearing by the time they leave for their predoctoral internship.

Students who matriculated into the program Fall 2014 forward must have successfully presented their Dissertation Proposal prior to applying for Internships except in cases where the DOT and/or the student's advisor have made a special exception for a later completion date. This means that students' dissertation proposals need to be approved by their advisor by November 1st in order for their APPIC application to be endorsed by the DOT. Approval is defined as the advisor's judgment that the proposal is ready for a full proposal hearing, which can take place after Nov. 1<sup>st</sup>

The application process for predoctoral internship follows the guidelines of the Association of Psychology Postdoctoral and Internship Centers (APPIC). The DOT and Dr. Trantham present a set of workshops for applicants primarily during the Fall semester of the students' application year. Students are encouraged to work on their applications and essays during the summer prior to the year that the applications are submitted.

Students should submit their requests for completion of the APPIC form to the DOT a minimum of five business days before they are needed. Prior to approving the student's APPIC form, students must have their application materials reviewed in depth by their advisor. If the student's advisor is not available, the DOT will review the application. The advisor then needs to inform the DOT, in writing (via e-mail or letter), that the student's application has been reviewed and that it is ready to be submitted. The purpose of this

review is to help students prepare compelling and informative application materials that accurately convey the students' training experience, goals, and theoretical perspectives.

All APA-approved internship sites follow a specific application time period and receive applications in November, set application deadlines of mid-December to early January, and make offers in February. Each applicant is required to discuss with their advisor their goals for internship and the selection of potential internship sites. The student's plan for internship should be coordinated with the DOT/Internship Coordinator.

All Boston College Counseling Psychology doctoral students are required to receive training in an APA-approved internship. If the DOT/Internship Coordinator has questions concerning the site (e.g., the number of licensed psychologists, specialization areas of supervisors, number of interns, and exposure to other professionals), they will consult with the faculty. The faculty will evaluate the internship site and approve or disapprove using general APA internship guidelines.

For students who complete all requirements for a Ph.D. including the defense of the doctoral dissertation, the degree is not awarded until the completion of the internship. Completion of the internship (as evidenced by the submission of the year end Internship evaluation and letter of completion signed by the Internship Director or supervisor) is required before the degree is awarded in accordance with the APA Committee on Accreditation guidelines.

### **PRE-DISSERTATION RESEARCH REQUIREMENTS**

In order to help students develop state-of-the-art research skills and competence, the Program requires a research project in the first year of doctoral study in addition to the research assistantship that is typically completed in the first year. Please note that the

timing for this project is the same for MA-admit students and Direct Admit students. The project is designed to furnish students with an opportunity to develop research questions and to construct means of responding to these questions. Students may (and indeed are encouraged to) use data that have been collected as part of their research assistantship. Ideally, this requirement will also culminate in a publishable manuscript that can be submitted to national journals and professional conferences. See details below.

### Literature Review Requirement

In order to facilitate the dissertation process and to provide an opportunity to students to deepen their knowledge about a given area of scholarship, a literature review requirement has been incorporated into the Doctoral Dissertation Seminar (APSY 9941), which is typically taken in the third year (for MA admits), or in some cases, the fourth year for direct admits. At the start of the dissertation seminar, students will be given two options for completing this assignment, as described below. These two options optimally should be linked explicitly to the dissertation. Ideally students who have some clarity about their dissertations should consider Option B, which can form the basis for Chapter 2 of the dissertation. Option A is best suited for students who are still in an exploratory phase of their dissertation research.

The deadline for handing in the assignment (one copy to the instructor teaching the Dissertation Seminar and another copy to the research advisor) is February 1. The deadline for the research advisor to review the assignment, provide feedback to the student, and notify the Dissertation Seminar instructor about the grade (pass or fail) is March 1.

#### Option A: “Lay of the Land”

The students will select a broad topic within which they would like to potentially situate their dissertation (e.g., theory of mind, achievement motivation, positive youth development, self-regulation, parental investment; violence

against women; immigrant; low-wage work; masculinity norms; purpose and meaning). They will identify important articles (at least 30) on that topic and will create a structured/annotated bibliography. Specifically, they will (a) write a 1-2 paragraph description of each article (emphasizing what they perceive to be the most important findings or conclusions); (b) combine articles thematically into sections; and (c) write a 2-4 page review for each section. The review should connect ideas and/or findings across the various articles listed in that section.

#### Option B: “Integrative Review”

The students will select a more specific topic within which they would like to potentially situate their dissertation. They will write a cohesive literature review on the selected topic. Specifically, they will examine current trends, identify gaps in the literature, and propose future directions for this area of research. This review should be based on at least 20 articles.

### DISSERTATION REGULATIONS AND GUIDELINES

Please note: All Doctoral dissertation seminars and dissertation direction courses in the LSEHD are offered on a Pass/Fail basis only.

In addition to the LSEHD requirements and policies about dissertations (<https://www.bc.edu/bc-web/schools/lynch-school/sites/current-students/doctoral-policies-and-procedures.html>), the Counseling Psychology program also adheres to the following guidelines:

- Students dissertations should represent an independent research project that is related to their interests and that contributes to the literature in a given area of scholarship within psychology.
- Students should anticipate that their faculty advisors will do their best to read their work in a timely fashion. For the most part, students should anticipate that faculty will respond to their work within two weeks;



however, there may be periods when a two-week response time is not viable. Students should consult with their advisor and the DOT if they would like further clarification of this guideline.

### Timing of Dissertation Milestones:

Optimally, students should begin thinking about their dissertations in their first year. We do not expect that students will know the precise direction for their project, but they should begin exploring issues and bodies of work that they find interesting and compelling.

- Students topics generally reflect some integration of their own interests and the agenda of a faculty member in the program.
- By the second year, students should optimally begin discussing possible dissertation topics with their advisor, and other faculty, as needed.
- One idea to enhance students' exploration of their dissertation ideas is to select topics for term papers that represent potential areas of inquiry.
- The dissertation seminar (taken in the third year for MA admits and the third or fourth year for direct admits) provides a valuable opportunity to explore one's ideas and to develop viable methodology to implement the dissertation. During this seminar year, students should be meeting regularly with their advisor.
- The dissertation seminar includes two requirements—the literature review (described previously) and the pre-proposal (described in this weblink: <https://www.bc.edu/bc-web/schools/lynch-school/sites/current-students/doctoral-policies-and-procedures.html>).
- Students will begin to discuss their committee members with their advisor or dissertation mentor. Decisions about who to include in a dissertation are made in collaboration with one's advisor.
- As indicated earlier, the dissertation mentor may not be the student's advisor. Students are free to select a mentor from the faculty in the Counseling Psychology program.

Typically, this decision is made in consultation with the student's advisor and DOT.

- Once the pre-proposal is completed, students should begin to prepare their proposals, which consist of the first three chapters of the dissertation (Introduction; Literature Review; Methods). As indicated earlier in the Handbook, **dissertation proposals must be completed and an agreement from the dissertation chair that the student is ready for the Proposal Hearing meeting must occur PRIOR to applying for APPIC Internship.**
- LSEHD has specific policies about when proposal defenses and dissertation orals can be scheduled. Please see the details in the LSEHD policies (<https://www.bc.edu/bc-web/schools/lynch-school/sites/current-students/doctoral-policies-and-procedures.html>).
- Please note that exceptions to these deadlines are rare. Proposal defenses and dissertation oral exams must take place during the academic year, prior to Commencement. Exceptions are only granted if all of the committee members agree to the date. To receive a waiver on the deadline, students need to consult with the Associate Dean of Graduate Student Services.

### SUGGESTED COURSE SEQUENCE

Please note that we are providing course sequences based on whether a student enters in an even or odd number year. Also, we are presenting the course sequences for Direct Admit and MA admits separately. The program typically takes Direct Admit students 6 years to complete. This is because they often require an additional clinical training for experience, and a few extra courses compared to MA admit students.



**Suggested Course Sequence for Master's Admit Students Entering in 2021  
(and subsequent odd years)**

<b>Fall semester 1 (2021)</b>	<b>Spring semester 1 (2022)</b>
APSY 9841 Quantitative Research Design	APSY 9841 (Continued)
APSY 9844 Counseling Psychology in Context	APSY 9844 (Continued)
APSY 9840 Professional Issues in Counseling Psychology	APSY 8741 Advanced Seminar in Psychopathology
APSY 9842 Seminar in Counseling Theory	APSY 7469 Intermediate Statistics
APSY 8917 Cognitive-Affective Bases of Behavior	APSY 7640 Seminar in Group Counseling or APSY 7743 Counseling Families (if not completed prior to the program)
<b>Summer session 1: (2022)</b>	
APSY 8745 Biological Bases of Behavior	
<b>Fall semester 2 (2022)</b>	<b>Spring semester 2 (2023)</b>
APSY 8851 Qualitative Research Design	APSY 8667 General Linear Models
APSY 8645 Advanced Psychological Assessment	APSY 9843 Seminar in Career Development
APSY 9846.01 Advanced Counseling Practicum	APSY 9846.01 (Continued)
<b>Fall semester 3: (2021)</b>	<b>Spring semester 3: (2022)</b>
APSY 9901 Comprehensive Exams	
APSY 9846.02 Advanced Counseling Practicum	APSY 9846.02 (Continued)
APSY 9941 Dissertation Seminar	APSY 9941 (Continued)
Advanced course in statistics and research design	APSY 8915 Critical Perspectives in Race, Class & Gender
<b>Fall semester 4: (2022)</b>	<b>Spring semester 4: (2023)</b>
APSY 9988 Dissertation Direction	Social bases of behavior
APSY 8822 History of Psychology	
APSY 8742 Advanced Clinical Case Consultation (if doing extra Practicum)	APSY 8742 Advanced Clinical Case Consultation (if doing extra Practicum)
<b>Fall semester 5: (2023)</b>	<b>Spring semester 5: (2024)</b>
APSY 9849 Doctoral Internship in Counseling Psychology	APSY 9849 (Continued)

**Suggested Course Sequence for Direct Admit Students Entering in 2021  
(and subsequent odd years)**

Please note that we have presented a 6-year sequence for this degree program. Students may modify this plan in consultation with their advisor.

<b>Fall semester 1 (2021)</b>	<b>Spring semester 1 (2022)</b>
APSY 9840 Professional Issues in Counseling Psychology	APSY 7469 Intermediate Statistics
APSY 7543 Psychopathology	
APSY 9841 Quantitative Research Design in CDEP	APSY 9841 (Continued)
APSY 9844 Counseling Psychology in Context	APSY 9844 (Continued)
APSY 9842 Seminar in Counseling Theory	APSY 8741 Advanced Seminar in Psychopathology
APSY 8917 Cognitive-Affective Bases of Behavior	APSY 8851 Qualitative Research Design
<b>Summer session 2 (2022)</b>	
APSY 8745 Biological Bases of Behavior	

<b>Fall semester 2 (2022)</b>	<b>Spring semester 2 (2023)</b>
APSY 9846.01 Adv Practicum in Counseling Psych.	APSY 9846.01 (Continued)
APSY 8645 Advanced Psychological Assessment	APSY 8667 General Linear Models
	APSY 9843 Seminar in Career Development

<b>Fall semester 3 (2023)</b>	<b>Spring semester 3 (2024)</b>
APSY 7640 Seminar in Group Counseling* or APSY 7743 Counseling Families	APSY 8915 Critical Perspectives in Race, Gender and Class
APSY 9846.02 Adv Practicum in Counseling Psych.	APSY 9846.02 (Continued)
APSY 9901 Comprehensive Exams	

<b>Fall semester 4 (2024)</b>	<b>Spring semester 4 (2025)</b>
APSY 8742 (Adv. Clinical Case consultation)	APSY 8742 (Adv. Clinical Case consultation)
APSY 9941 Dissertation Seminar	APSY 9941 (Continued)
	Social Bases of Behavior
APSY 8822 History of Psychology	

<b>Fall semester 5 (2025)</b>	<b>Spring semester 5 (2026)</b>
APSY 9988 Dissertation Direction	Remaining course work
Advanced course in Statistics and Research Design	
<b>Fall semester 6 (2024)</b>	<b>Spring semester 6 (2025)</b>
APSY 9849 Doctoral Internship in Counseling Psychology	APSY 9849 (Continued)

\*Because Direct Admit students may be in this class with students they are supervising as lab leaders, Direct Admit students should also consider taking either SCWK 8864 Group Therapy (fall/spring) or NURS 7545 Couple, Family, and Group Psychotherapy in Advanced Psychiatric Mental Health Nursing (spring)

## Suggested Course Sequence for Master's Admit Students Entering in an Even-Numbered Year

Fall semester 1 (2022)	Spring semester 1 (2023)
APSY 9841 Quantitative Research Design	APSY 9841(Continued)
APSY 9844 Counseling Psychology in Context	APSY 9844 (Continued)
APSY 8645 Advanced Psychological Assessment	APSY 8741 Advanced Seminar in Psychopathology
APSY 8917 Cognitive-Affective Bases of Behavior	APSY 7469 Intermediate Statistics
APSY 9842 Seminar in Counseling Theory	APSY 9843 Seminar in Career Development

Fall semester 2 (2023)	Spring semester 2 (2024)
APSY 8851 Qualitative Research Methods	APSY 7640 Seminar in Group Counseling or APSY 7743 Counseling Families (if not completed prior to the program)
APSY 9840 Professional Issues in Counseling Psychology	APSY 8667 General Linear Models
APSY 9846.01 Advanced Counseling Practicum	APSY 9846.01 (Continued)
	APSY 8915 Critical Perspectives in Race, Class & Gender

Summer session 2 (2024)
APSY 8745 Biological Bases of Behavior

Fall semester 3 (2024)	Spring semester 3 (2025)
	Advanced course in statistics and research design
APSY 9846.02 Advanced Counseling Practicum	APSY 9846.02 (Continued)
APSY 9941 Dissertation Seminar	APSY 9941 (Continued)
APSY 8822 History of Psychology	
APSY 9901 Comprehensive Exams	

Fall semester 4 (2025)	Spring semester 4 (2026)
APSY 9988 Dissertation Direction	Any Remaining Coursework
Any Remaining Coursework	

Fall semester 5 (2026)	Spring semester 5 (2027)
APSY 9849 Doctoral Internship in Counseling Psychology	APSY 9849 (Continued)

### Suggested Course Sequence for Direct Admit Students Entering in an Even-Numbered Year

Please note that we have presented a 6-year sequence for this degree program. Students may modify this plan in consultation with their advisor.

<b>Fall semester 1 (2022)</b>	<b>Spring semester 1 (2023)</b>
APSY 8645 Advanced Psychological Assessment	APSY 7469 Intermediate Statistics
APSY 7543 Psychopathology	
APSY 9841 Quantitative Research Design in CDEP	APSY 9841 (Continued)
APSY 9844 Counseling Psychology in Context	APSY 9844 (Continued)
APSY 9842 Seminar in Counseling Theory	APSY 8741 Advanced Seminar in Psychopathology
APSY 8917 Cognitive-Affective Bases of Behavior	APSY 9843 Seminar in Career Development

<b>Fall semester 2 (2023)</b>	<b>Spring semester 2 (2024)</b>
APSY 9846.01 Adv Practicum in Counseling Psych.	APSY 9846.01 (Continued)
APSY 8851 Qualitative Research Design	APSY 7640 Seminar in Group Counseling* or APSY 7743 Counseling Families
APSY 9840 Professional Issues in Counseling Psychology	APSY 8667 General Linear Models

<b>Summer session 2 (2024)</b>
APSY 8745 Biological Bases of Behavior

<b>Fall semester 3 (2024)</b>	<b>Spring semester 3 (2025)</b>
	Social Bases of Behavior
APSY 7640 Seminar in Group Counseling* or APSY 7743 Counseling Families	APSY 9843 Seminar in Career Development
APSY 9846.02 Adv Practicum in Counseling Psych.	APSY 9846.02 (Continued)
APSY 9901 Comprehensive Exams	

<b>Fall semester 4 (2025)</b>	<b>Spring semester 4 (2026)</b>
APSY 8742 (Adv. Clinical Case consultation)	APSY 8742 (Adv. Clinical Case consultation)
APSY 9941 Dissertation Seminar	APSY 9941 (Continued)
APSY 9901 Comprehensive Exams	
Advanced course in Statistics and Research Design	APSY 9901 Comprehensive Exams
	APSY 8915 Critical Perspectives in Race, Gender and Class

<b>Fall semester 5 (2026)</b>	<b>Spring semester 5 (2027)</b>
APSY 9988 Dissertation Direction	Remaining course work
APSY 8822 History of Psychology	
<b>Fall semester 6 (2027)</b>	<b>Spring semester 6 (2028)</b>
APSY 9849 Doctoral Internship in Counseling Psychology	APSY 9849 (Continued)

**PhD IN COUNSELING PSYCHOLOGY AT BOSTON COLLEGE  
PROGRAM TIMELINE**

*\*\*\*For more details on courses, paperwork, annual evaluations, etc., see Program of Study & Program Milestones Schedule in Doctoral Student Handbook.*

**Fall Semester: First Year**

<u>Weekly Responsibilities</u>	<u>Timeline</u>
Coursework (4/5 classes)	Ongoing
Research Assistantship (16 hrs/week)	Ongoing
First-Year Experience (4 hrs/week)	Ongoing
<u>Complete this Semester</u>	
N/A	
<u>In Progress</u>	
Research & Scholarship Integrity Seminars	Periodic
<u>Looking Ahead</u>	
Registration for Spring Coursework	Mid-semester
Practicum Site Search & Application Process	November-December

**Spring Semester: First Year**

<u>Weekly Responsibilities</u>	<u>Timeline</u>
Coursework (4/5 classes)	Ongoing
Research Assistantship (16 hrs/week)	Ongoing
First-Year Experience (4 hrs/week)	Ongoing
<u>Complete this Semester</u>	
Practicum Applications	Due early January
Research & Scholarship Integrity Seminars	Periodic
<u>In Progress</u>	
Practicum Interviews & Match Process	January-February
<u>Looking Ahead</u>	
Registration for Summer/Fall Coursework	Mid-semester
Second-Year Assistantship Preferences	Mid-semester

**Summer Semester: First Year**

<u>Weekly Responsibilities</u>	<u>Timeline</u>
Coursework (1 class) Research Work (if available)	Summer Session I Ongoing

**Fall Semester: Second Year**

<u>Weekly Responsibilities</u>	<u>Timeline</u>
Coursework (2 classes & Practicum Seminar) Research/Teaching Assistantship (20 hrs/week) Clinical Practicum (24 hrs/week)	Ongoing Ongoing Ongoing

<u>Complete this Semester</u>
N/A

<u>In Progress</u>
N/A

<u>Looking Ahead</u>	
Practicum Search Process for Third Year	November-December
Registration for Spring Coursework	Mid-semester
Qualifying Research Paper Planning & Writing	Late-semester

**Spring Semester: Second Year**

<u>Weekly Responsibilities</u>	<u>Timeline</u>
Coursework (2 classes & Practicum Seminar) Research/Teaching Assistantship (20 hrs/week) Clinical Practicum (24 hrs/week)	Ongoing Ongoing Ongoing

<u>Complete this Semester</u>	
Practicum Applications	Due early January
Qualifying Research Paper	Due early January
M.A. Comprehensive Exam (for Direct Admits)	Early February

<u>In Progress</u>	
Practicum Interviews & Match Process	January-February

<u>Looking Ahead</u>	
Registration for Summer/Fall Coursework	Mid-semester
Third-Year Assistantship Preferences	Mid-semester

**Summer Semester: Second Year**

<u>Weekly Responsibilities</u>	<u>Timeline</u>
Coursework (1 class, if not offered prior year) Research Work (if available)	Summer Session I Ongoing

**Fall Semester: Third Year**

<u>Weekly Responsibilities</u>	<u>Timeline</u>
Courses (1-2 classes, Dissertation & Prac Seminars) Research/Teaching Assistantship (20 hrs/week) Clinical Practicum (24 hrs/week)	Ongoing Ongoing Ongoing
<u>Complete this Semester</u>	
Doctoral Comprehensive Exams	September
<u>In Progress</u>	
N/A	
<u>Looking Ahead</u>	
Practicum Search Process for 4 <sup>th</sup> Year (if applying) Registration for Spring Coursework	November-December Mid-semester

**Spring Semester: Third Year**

<u>Weekly Responsibilities</u>	<u>Timeline</u>
Courses (1-2 classes, Dissertation & Prac Seminars) Research/Teaching Assistantship (20 hrs/week) Clinical Practicum (24 hrs/week)	Ongoing Ongoing Ongoing
<u>Complete this Semester</u>	
Practicum Applications Dissertation Pre-proposal	Due early January May
<u>In Progress</u>	
Practicum Interviews & Match Process (if applying)	January-February
<u>Looking Ahead</u>	
Registration for Summer/Fall Coursework Fourth-Year Assistantship Preferences	Mid-semester Mid-semester

**Summer Semester: Third Year**

<u>Weekly Responsibilities</u>	<u>Timeline</u>
Research Work/Dissertation (if available)	Ongoing

**Fall Semester: Fourth Year**

<u>Weekly Responsibilities</u>	<u>Timeline</u>
Courses (if any remaining) & Dissertation Direction	Ongoing
Teaching/Admin Assistantship (20 hrs/week)	Ongoing
Clinical Practicum (if hours still needed)	Ongoing
<u>Complete this Semester</u>	...
<u>In Progress</u>	
Dissertation Work	Ongoing
APA Internship Applications (if applying 5 <sup>th</sup> Year)	Ongoing
<u>Looking Ahead</u>	
Registration for Spring Coursework (if needed)	Mid-semester

**Spring Semester: Fourth Year**

<u>Weekly Responsibilities</u>	<u>Timeline</u>
Courses (if any remaining) & Dissertation Direction	Ongoing
Teaching/Admin Assistantship (20 hrs/week)	Ongoing
Clinical Practicum (if hours still needed)	Ongoing
<u>Complete this Year</u>	
Dissertation Proposal	Before APPIC
<u>In Progress</u>	
Dissertation	Ongoing
APPIC Interviews & Match Process (if applying)	?
<u>Looking Ahead</u>	
Fifth-Year Assistantship Preferences (if applicable)	Mid-semester



**Summer Semester: Fourth Year**

<u>Weekly Responsibilities</u>	<u>Timeline</u>
N/A	

**Fall & Spring Semesters: Fifth Year & Sixth Year (if applicable)**

<u>Weekly Responsibilities</u>	<u>Timeline</u>
Dissertation	Ongoing
APPIC Clinical Internship (5 <sup>th</sup> or 6 <sup>th</sup> year)	Ongoing
Teaching Assistantship (if applicable in 5 <sup>th</sup> Year)	Ongoing
<u>Complete this Year</u>	
Dissertation Defense	By arrangement
<u>In Progress</u>	
APPIC Interviews & Match Process (if applying)	?
<u>Looking Ahead</u>	
Graduation... ☺	

## MILESTONES SCHEDULE FOR DOCTORAL STUDENTS BY YEAR

The following represents a general to do list for doctoral students by year. Note that there will be some discrepancies based on individual progress through the program.

<b>First Year</b>	<b>Due Date:</b>	<b>Submit to:</b>
1. Handbook Attestation Form	September	Administrative Assistant (Diane Martinez)
2. Annual Faculty Evaluation	April	Advisor
3. Non-BC MA students: Proof of MA Practicum completion	September	Administrative Assistant (Diane Martinez)
4. Advanced Practicum Site Learning Contract for 1st placement	Spring Semester	Director of Counseling Practicum

<b>Second Year</b>	<b>Due Date:</b>	<b>Submit to:</b>
1. Program of Study (POS) Form	Spring semester	Advisor; DOT; Chair
2. Practicum Supervisor Evaluation	Dec., April	Advanced Practicum I Instructor
3. Annual Faculty Evaluation	April	Advisor
4. Direct Admits: In addition to Ph.D POS, submit MA Interim Degree POS	When 30 credits complete (see handbook for details)	Advisor
5. Advanced Practicum Site Learning Contract for 2 <sup>nd</sup> placement	Spring Semester	Director of Counseling Practicum
6. Research Qualifying Paper	First Friday after winter break in January.	Comps Committee
7. Comprehensive Exams Request & Registration for Ph.D. Status	July, 6 wks pre-Comps (Comps usually occurs 1 <sup>st</sup> semester 3 <sup>rd</sup> yr depending on readiness)	Department Chair

<b>Third Year</b>	<b>Due Date:</b>	<b>Submit to:</b>
1. Practicum Supervisor Evaluation	Dec., April	Advanced Practicum II Instructor
2. Annual Faculty Evaluation	April	Advisor
3. Dissertation Pre-Proposal Form	May	Department Chair
4. Comprehensive Exams	Sept	Comps Committee

<b>Fourth Year</b>	<b>Due Date:</b>	<b>Submit to:</b>
1. Annual Faculty Evaluation	April	Advisor
2. Dissertation Proposal Completed & Agreement to Schedule a Dissertation Proposal Hearing (for students matriculating into program 2014 and on)	Prior to Internship Application	Administrative Assistant (Diane Martinez)

<b>Fifth Year and beyond until Internship</b>	<b>Due Date:</b>	<b>Submit to:</b>
1. Annual Faculty Evaluation	April	Advisor

<b>Internship Year</b>	<b>Due Date:</b>	<b>Submit to:</b>
1. Internship Contract/Letter of Acceptance	May before Internship	Director of Training
2. Internship Director/Supervisor End of Year Eval	June/July	Director of Training
3. Internship Director Completion Letter	June/July	Director of Training

## APPENDIX A

### APA Standards of Accreditation for Health Service Psychology

#### 1. Research:

- Demonstrate the substantially independent ability to formulate research or other scholarly activities (e.g., critical literature reviews, dissertation, efficacy studies, clinical case studies, theoretical papers, program evaluation projects, program development projects) that are of sufficient quality and rigor to have the potential to contribute to the scientific, psychological, or professional knowledge base.
- Conduct research or other scholarly activities.
- Critically evaluate and disseminate research or other scholarly activity via professional publication and presentation at the local (including the host institution), regional, or national level.

#### 2. Ethical and legal standards:

Be knowledgeable of and act in accordance with each of the following:

- the current version of the APA Ethical Principles of Psychologists and Code of Conduct;
- Relevant laws, regulations, rules, and policies governing health service psychology at the organizational, local, state, regional, and federal levels; and
- Relevant professional standards and guidelines.
- Recognize ethical dilemmas as they arise, and apply ethical decision-making processes in order to resolve the dilemmas.
- Conduct self in an ethical manner in all professional activities.

#### 3. Individual and cultural diversity

- Understand how one's own personal/cultural history, attitudes, and biases may affect how one understands and interacts with people different from oneself.
- Have knowledge of the current theoretical and empirical knowledge base as it relates to addressing diversity in all professional activities including research, training, supervision/consultation, and service.
- Integrate awareness and knowledge of individual and cultural differences in the conduct of professional roles (e.g., research, services, and other professional activities). This includes the ability to apply a framework for working effectively with areas of individual and cultural diversity not previously encountered over the course of one's careers. Also included is the ability to work effectively with individuals whose group membership, demographic characteristics, or worldviews create conflict with one's own.
- Demonstrate the requisite knowledge base, ability to articulate an approach to working effectively with diverse individuals and groups, and apply this approach effectively in one's professional work.

#### 4. Professional values, attitudes, and behaviors

- Behave in ways that reflect the values and attitudes of psychology, including integrity, deportment, professional identity, accountability, lifelong learning, and concern for the welfare of others
- Engage in self-reflection regarding one's personal and professional functioning; engage in activities to maintain and improve performance, well-being, and professional effectiveness.

- Actively seek and demonstrate openness and responsiveness to feedback and supervision.
- Respond professionally in increasingly complex situations with a greater degree of independence as they progress across levels of training.

### **5. Communications and interpersonal skills**

- Develop and maintain effective relationships with a wide range of individuals, including colleagues, communities, organizations, supervisors, supervisees, and those receiving professional services.
- Produce and comprehend oral, nonverbal, and written communications that are informative and well-integrated; demonstrate a thorough grasp of professional language and concepts.
- Demonstrate effective interpersonal skills and the ability to manage difficult communication well.

### **6. Assessment**

- Demonstrate current knowledge of diagnostic classification systems, functional and dysfunctional behaviors, including consideration of client strengths and psychopathology.
- Demonstrate understanding of human behavior within its context (e.g., family, social, societal and cultural).
- Demonstrate the ability to apply the knowledge of functional and dysfunctional behaviors including context to the assessment and/or diagnostic process.
- Select and apply assessment methods that draw from the best available empirical literature and that reflect the science of measurement and psychometrics; collect relevant data using multiple sources and methods appropriate to the identified goals and questions of the assessment as well as relevant diversity characteristics of the service recipient.
- Interpret assessment results, following current research and professional standards and guidelines, to inform case conceptualization, classification, and recommendations, while guarding against decision-making biases, distinguishing the aspects of assessment that are subjective from those that are objective.
- Communicate orally and in written documents the findings and implications of the assessment in an accurate and effective manner sensitive to a range of audiences.

### **7. Intervention**

- Establish and maintain effective relationships with the recipients of psychological services.
- Develop evidence-based intervention plans specific to the service delivery goals.
- Implement interventions informed by the current scientific literature, assessment findings, diversity characteristics, and contextual variables.
- Demonstrate the ability to apply the relevant research literature to clinical decision making.
- Modify and adapt evidence-based approaches effectively when a clear evidence-base is lacking.
- Evaluate intervention effectiveness, and adapt intervention goals and methods consistent with ongoing evaluation.

### **8. Supervision**

- Demonstrate knowledge of supervision models and practices.

### **9. Consultation and interprofessional/interdisciplinary skills**

- Demonstrate knowledge and respect for the roles and perspectives of other professions.
- Demonstrates knowledge of consultation models and practices.

**APPENDIX B**  
**Boston College Student Medical Insurance Policy**



BOSTON COLLEGE

Lynch School of Education and Human Development

OFFICE OF GRADUATE ADMISSION,  
 FINANCIAL AID, AND STUDENT SERVICES

Dr. Ana M. Martinez Aleman, Professor  
 Associate Dean for Faculty and Academic Affairs  
 Lynch School of Education and Human Development

August 1, 2021

Dear Lynch School Doctoral Students,

I am writing to inform you of the Lynch School's policy for doctoral students' eligibility to receive coverage for Boston College Student Medical Insurance premiums for the 2021-2022 academic year.

- Doctoral students entering the Lynch School in Fall 2019 and later will be offered full coverage of the Boston College Student Medical Insurance premiums as part of their guaranteed funding package for the first four years of doctoral study.
- Doctoral students who entered the Lynch School in Fall 2018 and prior, are offered full coverage of the Boston College Student Medical Insurance premiums as part of their guaranteed funding package for the first three years of doctoral study.
- Doctoral students in their Fourth (4th) and Fifth (5th) years of doctoral study in AY 21-22 will be eligible for coverage of the Boston College Student Medical Insurance premiums during the semester that they are awarded either a 10 hour per week or 20 hour per week assistantship funded by the Lynch School or by a grant awarded to a Lynch School faculty member; and/or a Teaching Fellowship. During the semester that students are on a 20 hour per week assistantship or are teaching two 3 credit courses, they will receive 100% coverage of the medical insurance premium. If they are on a 10 hour per week assistantship or teaching one three credit course, the coverage will be 50% of the cost of the premium. Students will receive coverage only during the semester(s) that they receive funding.
- Doctoral students in Year 6 and beyond of doctoral study will be eligible for coverage of the Boston College Student Medical Insurance premiums during the semester that they are awarded a 20 hour or 10 hour per week assistantship funded by a faculty member's external grant. The coverage will be pro-rated such that 20 hour assistantships will receive full coverage and 10 hour assistantships will receive 50% coverage.
- Doctoral students (regardless of year in the program) who are recipients of the following sources of funding will be eligible for coverage of their Boston College Student Medical Insurance premiums during each year(s) that they receive funding:
  - o Diversity Fellowship (5 years of funding)
  - o Dissertation Fellowship (1 year of funding)
  - o Any externally-funded fellowships that require a University commitment to provide medical insurance premium coverage

This policy will be re-evaluated on an annual basis and adjusted as needed based on the Provost Office's policy regarding coverage of doctoral students' BC Medical Insurance premiums, and/or the cost of the premiums.

In addition to the above eligibility requirements, all funded doctoral students must be in good academic standing to maintain their assistantship funding, and if funding is terminated for any reason, this will result in the loss of coverage for medical insurance premiums.

Student may access additional information on the Boston College Student Medical Insurance Plan at this website: <https://www.bc.edu/bc-web/offices/student-services/billing-student-accounts/medicalinsurance.html>.

Please contact me if you have any questions and/or concerns about this policy.

Sincerely,

Dr. Ana M. Martinez Alemán.  
Associate Dean of Graduate Student Services

**STUDENT ATTESTATION**

With my signature, I am attesting to the fact that I have read the entire doctoral handbook for the Counseling Psychology Program in the LSEHD of Boston College. I also attest to the fact that I understand the policies, procedures, support structures, and students' rights and privileges that are detailed in this document.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please return this form to the Director of Doctoral Training.