

2025-2026

# STUDENT HANDBOOK

Ph.D. in Counseling Psychology



College of Education

---

UNIVERSITY OF **HOUSTON**

## Table of Contents

### I. Table of Contents

|                                                                                      |           |
|--------------------------------------------------------------------------------------|-----------|
| <b><i>Introduction</i></b> .....                                                     | <b>5</b>  |
| <b><i>I. Program Description</i></b> .....                                           | <b>7</b>  |
| A. Program Mission and Values .....                                                  | 7         |
| B. Training Model .....                                                              | 7         |
| C. Students .....                                                                    | 8         |
| D. Full-Time Faculty Affiliated with the Program .....                               | 8         |
| <b><i>II. Counseling Psychology Training Values</i></b> .....                        | <b>10</b> |
| <b><i>III. Curriculum Requirements</i></b> .....                                     | <b>13</b> |
| A. Foundational Courses .....                                                        | 13        |
| B. Research Design, Statistics, and Measurement Courses .....                        | 13        |
| C. Counseling Psychology Specialty Courses .....                                     | 14        |
| D. Counseling Psychology: Health Psychology Emphasis / Minor (15 Credit Hours) ..... | 16        |
| E. Course Sequence .....                                                             | 17        |
| F. Doctoral Residency .....                                                          | 17        |
| G. Degree Plan .....                                                                 | 18        |
| <b><i>IV. Counseling Psychology Practicum</i></b> .....                              | <b>22</b> |
| H. Practicum Requirements .....                                                      | 22        |
| B. Doctoral Practicum Application .....                                              | 23        |
| <b><i>V. Candidacy Research Paper and Advancement to Candidacy</i></b> .....         | <b>24</b> |
| A. Candidacy Research Paper .....                                                    | 24        |
| B. Advancement to Candidacy .....                                                    | 25        |
| <b><i>VI. Master's Degree in Counseling for Doctoral Students Only</i></b> .....     | <b>26</b> |
| A. Rationale .....                                                                   | 26        |
| B. Curriculum Requirements .....                                                     | 26        |
| C. Timing of Submitting Master's Degree Paperwork .....                              | 27        |
| <b><i>VII. Comprehensive Examination</i></b> .....                                   | <b>29</b> |
| A. General Information .....                                                         | 29        |
| B. Multiple-Choice EPPP Part 1 .....                                                 | 29        |
| C. Policies and Procedures .....                                                     | 29        |
| D. Procedures for Remediation of Students Who Fail the Exam .....                    | 30        |

|                                                                                                             |           |
|-------------------------------------------------------------------------------------------------------------|-----------|
| <b>VIII. Doctoral Dissertation .....</b>                                                                    | <b>31</b> |
| A. Forming a Dissertation Committee .....                                                                   | 31        |
| B. Registration for Dissertation Credits .....                                                              | 32        |
| C. Dissertation Proposal Defense .....                                                                      | 32        |
| D. Dissertation Options.....                                                                                | 33        |
| 1. Traditional.....                                                                                         | 33        |
| 2. Three-Manuscript Dissertation.....                                                                       | 33        |
| E. Dissertation Final Defense .....                                                                         | 35        |
| F. Submission of Dissertation .....                                                                         | 36        |
| <b>IX. Counseling Psychology Pre-Doctoral Internship .....</b>                                              | <b>37</b> |
| A. Eligibility .....                                                                                        | 37        |
| B. Internship Application Process.....                                                                      | 38        |
| C. Internship Site Visits and Interview Process .....                                                       | 39        |
| D. APPIC Matching System.....                                                                               | 39        |
| E. Course Enrollment during the Internship Year .....                                                       | 39        |
| F. Participation in Graduation Ceremonies.....                                                              | 40        |
| <b>X. Program Policies and Procedures .....</b>                                                             | <b>41</b> |
| A. Advising .....                                                                                           | 41        |
| B. Annual Review .....                                                                                      | 41        |
| C. Continuous Enrollment and Leaves of Absence .....                                                        | 41        |
| D. Program Completion Time Limits .....                                                                     | 42        |
| E. Remediation and Dismissal Policies and Procedures.....                                                   | 43        |
| F. Grievance Policies and Procedures.....                                                                   | 47        |
| <b>XI. APA Competencies.....</b>                                                                            | <b>48</b> |
| <b>XII. Student Support Services.....</b>                                                                   | <b>49</b> |
| A. Fellowships, Assistantships, and Financial Aid .....                                                     | 49        |
| B. Communication within the Program and Department .....                                                    | 49        |
| C. Membership in Professional Organizations.....                                                            | 50        |
| D. Travel Support .....                                                                                     | 50        |
| E. Computing.....                                                                                           | 50        |
| F. Problem-Solving Resources .....                                                                          | 50        |
| G. UH Counseling and Psychological Services (CAPS) .....                                                    | 51        |
| H. Statement on the Importance of Personal Therapy to the Development of Counselors/ Psychotherapists ..... | 51        |
| <b>XIII. Licensure.....</b>                                                                                 | <b>53</b> |

|                                                                     |           |
|---------------------------------------------------------------------|-----------|
| A. Licensure in Texas .....                                         | 53        |
| B. Licensure Outside of Texas .....                                 | 53        |
| C. Examination for Professional Practice in Psychology (EPPP) ..... | 53        |
| <b>XIV. APPENDICES.....</b>                                         | <b>54</b> |
| Appendix A Residency Extracurricular Activities .....               | 55        |
| Appendix C Annual Report.....                                       | 56        |
| Appendix E Evaluation of Practicum Supervisee Competencies .....    | 62        |
| Appendix F Practicum Supervisor Evaluation Form .....               | 67        |
| Appendix G Candidacy Paper and Dissertation Assessment Form .....   | 70        |
| Appendix H Sample Course Sequences.....                             | 75        |
| Appendix I Informed Consent for UH Graduate Psychology Student..... | 80        |
| Appendix J Faculty Biographies.....                                 | 81        |

## Introduction

Accredited by the American Psychological Association (APA)\*, the Counseling Psychology Program at the University of Houston is one of three PhD programs housed in the Department of Psychological, Health, and Learning Sciences in the College of Education. Consistent with the College and Department's commitment to the principle of *innovative research, academic excellence, and developing forward-thinking leaders to serve an increasingly diverse society*, the Counseling Psychology Program seeks to train students to be competent collaborators in their own and others' learning, to adopt a reflective, critical, and innovative attitude towards scientific inquiry and practice, to adhere to high standards of ethical and professional conduct, and to incorporate and consolidate these achievements within their evolving identities as counseling psychologists to effect real-world change.

The program's faculty and students demonstrate their commitment to the principle of advancing scientific knowledge and effecting real-world change in their participation in professional activities at the local, state, and national levels. The program sponsored the *2001 Houston National Counseling Psychology Conference* and on two occasions has hosted the mid-winter meeting of the *Council of Counseling Psychology Training Programs* (1996 and 2004). More recently, the Department of Psychological, Health, and Learning Sciences served as the institutional sponsor of the *2013 National Multicultural Summit and Conference*, held in Houston in January 2013, and as a platinum-level sponsor of the *2014 Counseling Psychology Conference in Atlanta*.

Members of the faculty are professionally active; they include four Fellows of the American Psychological Association; former Chair of the Society of Counseling Psychology Section on Racial and Ethnic Diversity (SERD); Chair of APA Fellows Committee; Past-Chair of APA Committee on Early Professionals; Executive Board Member of the Council of Counseling Psychology Training Programs (CCPTP); and a former Congressional Fellow. Faculty have served, and/or currently serve on a variety of journal editorial boards: the *Journal of Counseling Psychology*; *Cultural Diversity and Ethnic Minority Psychology*; *Journal of Black Psychology*; *Psychology of Sexual Orientation and Gender Diversity*; *Journal of Latino/a Psychology*; *Journal of Vocational Behavior*; and *Journal of Career Assessment*.

Students frequently present their research at national and regional professional conferences. In recent years, students have received national awards for their research work, including APA division-level Student Paper Competition Awards, the APPIC Student Research Award, and the APA Conference Travel Award. Students often publish their work in collaboration with faculty. Recent student work has been published in the *Journal of Clinical Psychology*, *Journal of Career Assessment*, *International Journal of Person-Centered Medicine*, *Neuropharmacology*, and the *Journal of Cross-Cultural Psychology*.

The handbook provides an overview of the program requirements and the rules and regulations governing the PhD program in Counseling Psychology with the purpose of facilitating students' progress toward their degree and career goals. The information provided here complements and does not supersede the policies and procedures described in the current UH *Graduate Catalog*. Students are responsible for abiding by the rules and regulations included in the Graduate Catalog. Further, all program, department, college, and university policies and procedures are subject to change.

Because this Handbook is updated only once per year, it is also always wise to check the UH graduate catalog to look for any changes in policies during the academic year. Students should refer to the University webpage for updates to these policies and procedures.

Students are required to maintain a University of Houston e-mail account; this account will serve as the University's official means of communication with students.

*MyAdvisor* is an electronic interface that students use to submit most of the forms required to document their progress toward the degree. Once students obtain their Cougar Card and enroll in courses, they can sign up to use *MyAdvisor* through the College of Education's website: <https://www.coe.uh.edu/MyAdvisor/login.cfm/>. Typically, forms submitted through *MyAdvisor* must be approved by the student's advisor, the Director of Training, the designee of the Chair of the PHLS Department and the College's Office of the Dean.

\* Questions related to the program's accreditation status should be directed to the Commission on Accreditation:  
Office of Program Consultation and Accreditation  
American Psychological Association  
750 First Street, NE  
Washington, DC 20002-4242  
Phone: (202) 336-5979  
Email: [apaaccred@apa.org](mailto:apaaccred@apa.org)  
Website: <http://www.apa.org/ed/accreditation/>

## **I. Program Description**

### **A. Program Mission and Values**

**The mission of the Counseling Psychology doctoral program** is to foster and maintain an environment in which new knowledge is generated and community-engaged change agents are trained. Collectively, we share a passion for eliminating mental and physical health inequities and ethically engaging in scientific and clinical work with a deep understanding and valuing of social justice and the plurality of worldviews.

#### **Program Values:**

**Climate of Safety:** Climate of safety and trust for all that honors all opinions and perspectives. Recognition of strengths and growth potential of all individuals and systems.

**Diversity and Social Justice:** Respect for diversity and values different from one's own, including but not limited to issues of age, gender, gender identity and expression, race, ethnicity, culture, national origin, language, religion, faith and no faith, spirituality, sexual orientation, ability status, and socioeconomic status. This respect includes the process of self-examination, a no tolerance policy for bigotry, prejudice, harassment, and discrimination. In addition, this includes a commitment to serving as social change agents through challenging structural inequities to reduce disparities and promote social justice.

**Ethics and Professionalism:** Ethical behavior and professionalism, including adherence to the APA Ethical Principles and Code of Conduct and all the APA guidelines that address diversity issues.

**Science and Practice:** Commitment to the scientist-practitioner model, including scientific rigor and highest practice standards in which science informs practice and practice informs science.

**Person in Context:** Emphasis on context and person-environment fit, i.e., the recognition that an individual's behavior cannot be understood without considering that person's environment/context and its impact. This perspective includes dealing with the complexity of both the person and their environment, as well as their interaction.

### **B. Training Model**

As a health service psychology program, we (a) emphasize the reciprocal relations between science and practice, (b) provide training experiences that are sequential, cumulative, and graded in complexity, (c) prepare students for clinical practice and further training, and (d) promote respect and understanding of individual and cultural diversity.

More specifically, the UH Counseling Psychology Program's philosophy and training model are guided by the core themes of Counseling Psychology (Gelso et al., 2014) and are based on the Model Training Program in Counseling Psychology (Murdock et al., 1998), which delineates a specific version of the Boulder scientist-practitioner model for training in psychology. Thus, our philosophy and training model are based on the unifying themes of

Counseling Psychology, which distinguish it from other substantive areas (Gelso et al., 2014). These themes are: 1) a focus on identifying and building from a strengths perspective in working with all individuals; 2) an assessment of person-environment fit and the interaction between the two; 3) an emphasis on prevention and brief interventions using a developmental perspective (career and human development); 4) the integration of theory, research, and practice; and 5) a focus and respect for individual and cultural diversity.

Furthermore, consistent with an ecological approach to training (Bronfenbrenner, 1979), our program is guided by the view that psychological health, growth, and development, as well as psychological impairment and adaptation failures, are phenomena that involve complex transactions between persons and the multiple social environments in which they are embedded. Therefore, consistent with the model by Murdock et al. (1998), our training program and philosophy emphasize multicultural competence and humility.

### **Education and Training Aims:**

Aligning with the Standards of Accreditation, the program has three central aims:

**Aim 1:** Produce graduates who have discipline-specific knowledge in the foundational areas of psychology, including history and systems of psychology, cognitive-affective aspects of behavior, biological basis of behavior, developmental psychology, social psychology, and advanced integrative knowledge.

**Aim 2:** Produce graduates with knowledge and skills in graduate-level research methods, statistical analysis, and psychometrics.

**Aim 3:** Produce graduates with the profession-wide competencies necessary to be capable and qualified counseling psychologists, including research, ethical and legal standards, individual and cultural diversity, professional values and attitudes, communication and interpersonal skills, psychological assessment, clinical intervention, supervision, and consultation and interprofessional/interdisciplinary skills.

To facilitate these aims, we strive to create a supportive learning environment led by highly qualified faculty who serve as role models and offer support and guidance. To maximize success, we believe that students should receive regular feedback and, when necessary, intervention to address remedial issues. To develop competencies, we focus on experiential learning and supervision.

### **C. Students**

Students represent a wide diversity of backgrounds, experiences, and interests. Profiles of current students may be found on the program website: <http://www.uh.edu/education/degree-programs/counseling-psyc-phd/student-profiles/>

### **D. Full-Time Faculty Affiliated with the Program**

Blake Allan, Ph.D., Professor and Co-Training Director  
(University of Florida, 2015)



Consuelo Arbona, Ph.D., Professor and Co-Training Director  
(University of Wisconsin-Madison, 1986)

Chakema Carmack, Ph.D., Associate Professor  
(Wichita State University, 2007)

Virmarie Correa-Fernandez, Ph.D., Associate Professor  
and Associate Chair  
(Carlos Albizu University, 2003)

Robert H. McPherson, Ph.D., Professor  
(University of Houston, 1987)

Nathan Grant Smith, Ph.D., Professor and Associate Dean for Research  
(Virginia Commonwealth University, 2002)

The Psychological, Health, and Learning Sciences Department's website offers information about the faculty affiliated with the Program and the Department (<http://www.uh.edu/education/degree-programs/counseling-psyc-phd/>).

See Appendix J for Faculty Biographies.

## **II. Counseling Psychology Training Values**

(Adapted from The Council of Counseling Psychology Training Programs [CCPTP]\*)

The Counseling Psychology Program at the University of Houston is a multicultural community of diverse racial, ethnic, and socioeconomic backgrounds; national origins; religious, spiritual and political beliefs; physical abilities; ages; genders; and sexual orientations. Our educational activities and everyday interactions are enriched by our acceptance of one another. As members of the counseling psychology community, we strive to learn from each other in an atmosphere of positive engagement and mutual respect. The program expects that students will be respectful and supportive of all individuals, including, but not limited to, clients, staff, peers, research participants, and faculty who are different from themselves in terms of age, gender, gender identity and expression, race, ethnicity, culture, national origin, religion, faith and no faith, spirituality, sexual orientation, disability, language, and socioeconomic status. It is expected that students and faculty will work to create a climate of safety and trust for all concerned.

To support and maintain this atmosphere, bigotry, prejudice, and discrimination will not go unchallenged within this community. Members of the program community educate each other on the existence and effects of racism, sexism, ageism, heterosexism, religious intolerance, ableism, classism, and other forms of prejudice. When such prejudice results in physical or psychological abuse, harassment, intimidation, discrimination, or violence against persons or property, we will not tolerate such behavior, nor will we accept ignorance, joking, or substance use or abuse as an excuse, reason, or rationale for it. All who work, study, and teach in the counseling psychology community should be committed to these values as an integral part of the program's focus, goals, and mission.

As a profession, counseling psychologists disavow oppressive attitudes, beliefs, and behaviors and actively work to advocate for social justice and against oppression. Indeed, because counseling psychologists often work with individuals who have been marginalized, we seek to train students who will advocate for and positively embrace all demographic diversity.

Respect for diversity and for values different from one's own is a central value of counseling psychology training programs. The valuing of diversity is also consistent with the profession of psychology and mandated by the American Psychological Association's Ethical Principles and Code of Conduct (2002) \* and is discussed in the Guidelines and Principles of Programs in Professional Psychology (APA, 2005). More recently, there has been a call for counseling psychologists to actively work and advocate for social justice and prevent further oppression in society. Counseling psychologists provide services, teach, and/or engage in research with or pertaining to members of social groups that have often been devalued, viewed as deficient, or otherwise marginalized in the larger society.

The program recognizes that no individuals (whether they be faculty, students, or staff) are completely free from all forms of prejudice. Furthermore, it is expected that there will be a range of attitudes and values concerning controversial issues. Nonetheless, enrollment in the program is seen as a commitment to a respect for diversity and to the process of self-examination, so that such prejudices may be evaluated in the light of available scientific data,

standards of the profession, and traditions of cooperation and mutual respect. Indeed, both the American Psychological Association Ethical Principles for Psychologists and Code of Conduct and the Accreditation Guidelines and Principles specifically state that psychologists have an ethical mandate to be culturally competent, which means that they develop the ability to work with diverse clients of all types. In addition, the APA Ethical Principles and Code of Conduct (APA, 2002)\* states that psychologists (including students in training) must both examine and try to eliminate the effects of biases from their work. We understand that students will not enter the program free from bias. Nevertheless, successful completion of the program requires genuine desire to examine one's attitudes and values and to learn to work effectively with "cultural, individual, and role differences including those based on age, gender, gender identity, race, ethnicity, culture, national origin, religion, sexual orientation, disability, language, and socioeconomic status" (APA, 2002, Principle E)\*. Simply put, being unwilling to examine the effects of one's attitudes and values on one's work is unacceptable.

Students are required to honor not only the Ethics Code of the American Psychological Association (APA, 2002)\*, but also to be familiar with and to abide by the various Guidelines published by the APA which address issues of diversity including but not limited to the: *Guidelines for Psychotherapy with Lesbian, Gay, and Bisexual Clients; the Guidelines on Multicultural Education, Training, Research, Practice, and Organizational Change for Psychologists; the Guidelines for Psychological Practice with Older Adults; and the Guidelines for Psychological Practice with Girls and Women*; and other guidelines being developed for working with men, boys, etc. These guidelines, which have already received APA approval can be found on the APA website (<http://www.apa.org>) and published in the *American Psychologist*. All written work must follow the guidance of the *APA Publication Manual* including the use of non-sexist language.

The practice of counseling requires significant self-disclosure and personal introspection for the person receiving counseling. Counseling psychology students must become very familiar and comfortable working with the process of individuals' self-disclosure and introspection. Therefore, it is an essential training component of the counseling psychology program to provide assignments and classroom experiences that call for our students (i.e., counseling psychologists in training) to self-disclose and personally introspect about personal life experiences to an extent not expected in other academic disciplines. As such, the counseling psychology faculty is committed to providing and expecting an atmosphere of respect and confidentiality among our students.

The program follows the APA statement regarding the ethics of requiring self-disclosure in an academic program: *Psychologists do not require students or supervisees to disclose personal information in course- or program-related activities, either orally or in writing, regarding sexual history, history of abuse and neglect, psychological treatment, and relationships with parents, peers, and spouses or significant others except if (1) the program or training facility has clearly identified this requirement in its admissions and program materials or (2) the information is necessary to evaluate or obtain assistance for students whose personal problems could be reasonably judged to be preventing them from performing their training- or professionally related activities in a competent manner or posing a threat to the students or others* (APA, 2007, 7.04)\*.

In summary, we require that our students be willing to engage in self-examination (i.e. to disclose personal information in an academic context), and to learn to interact in an ethical and facilitative manner with individuals who are both culturally similar as well as dissimilar from themselves, in terms of both demographic characteristics and values. We expect all members of counseling psychology training communities to be committed to a training process that facilitates the development of professionally relevant knowledge and skills focused on working effectively with all individuals inclusive of demographics, beliefs, attitudes, and values. All members agree to engage in a mutually supportive process that examines the effects of one's beliefs, attitudes, and values on one's work with all clients. Such training processes are consistent with Counseling Psychology's core values, respect for diversity, and for values similar and different from one's own.

\*This statement has been adapted from the following other Universities and/or Counseling Psychology Program Statements: University of Missouri-Columbia, Auburn University, Miami University, the University of North Dakota, and Texas Woman's University. The original Counseling Psychology Training values document was endorsed by the Association of Counseling Center Training Agencies (ACCTA), the Council of Counseling Psychology Training Programs (CCPTP), and the Society for Counseling Psychology (SCP) in August of 2006. The joint writing team for this document consisted of members from ACCTA, CCPTP, and SCP, including Kathleen J. Bieschke, Ph.D., Chair, (SCP), Arnie Abels, Ph.D., (ACCTA), Eve Adams, Ph.D., (CCPTP), Marie Miville, Ph.D., (CCPTP), and Barry Schreier, Ph.D., (ACCTA). This document was intended to serve as a model statement for counseling psychology training communities and sites were encouraged to adapt the CPMTVSD to reflect their environment. The writing team for this document acknowledged Laurie Mintz, Ph.D., and her colleagues at the University of Missouri-Columbia, as the value statement for their program served as the starting point for the current document. Correspondence regarding this document should be directed to Kathleen J. Bieschke, Ph.D., 206 CEDAR Building, University Park, PA, 16802 or to kbieschke@psu.edu.

Note: The APA Ethical Principles for Psychologists and Code of Conduct were updated in 2010.

### **III. Curriculum Requirements**

The PhD in Counseling Psychology requires no less than four years of full-time study and the completion of all required coursework, candidacy research project, comprehensive examination, practicum, dissertation, and pre-doctoral internship. Beyond the required curriculum, students may pursue additional coursework within the Department of Psychological, Health, and Learning Sciences and the Department of Psychology with the consent of their advisors/faculty related to their individual research interests and career goals.

According to University policy, (a) students must complete a minimum of 102 credit hours; (b) once students exceed 130 credit hours of doctoral work, additional hours needed to complete the degree must be paid at the out-of-state tuition rate; (c) all degree requirements within 10 years of beginning the program (see current UH *Graduate Catalog*). In addition, students must submit course syllabi with requests for transfer credit. Please contact the Office of Graduate Studies ([coegrad@central.uh.edu](mailto:coegrad@central.uh.edu)) for current transfer policies. Students entering the program with a completed master's degree may also petition with their advisor to have some prior coursework waived. However, the number of hours accounted for by waived classes must be substituted with additional coursework taken here at the University.

Students are expected to be registered for 9-12 credit hours for each long semester (Fall and Spring) until all required courses are completed. See the current UH *Graduate Catalog* for additional information. The rest of this chapter provides detailed information about required coursework and recommended sequencing of courses for students who enter the program with and without a master's degree in counseling or related field.

#### **A. Foundational Courses**

All doctoral students in APA-accredited psychology doctoral programs are required to take foundational courses covering the foundations of psychology, cognitive affective basis of behavior and human development, and ethics and professional issues.

#### **B. Research Design, Statistics, and Measurement Courses**

All doctoral students in the Department of Psychological, Health, and Learning Sciences complete a sequence of five courses (15 credit hours) in the areas of research design, statistics, and measurement. These 15 credit hours include three research courses taken during the first year. In addition, students complete a minimum of nine credit hours associated with two major research projects: the candidacy research paper (see Chapter VI), and the doctoral dissertation (see Chapter X). These courses and experiences are designed to help students become grounded in independent scholarly research, which is a goal consistent with the Program's adherence to the scientist-practitioner model of training. The research design, statistics, and measurement courses (15 credits) as well as the courses associated with candidacy research (3 credits minimum) and dissertation (6 credits minimum), are listed below.

Students must enroll in at least three hours of dissertation credits the semester they defend their dissertation proposal. Once students enroll in dissertation credits, they must continuously enroll in dissertation credits every subsequent Fall and Spring semesters until the dissertation is completed (final defense) or until they initiate their internship year. By special arrangement with the Graduate School, during the internship year students who have not completed their dissertation final defense enroll in one credit of dissertation instead of three credits. Summer enrollment in dissertation credits is required only if during the summer months the student conducts the dissertation's proposal or final defense or actively engages in dissertation work involving the use of universities facilities (<http://publications.uh.edu/content.php?catoid=22&navoid=6000>).

### **C. Counseling Psychology Specialty Courses**

The program's curriculum includes a series of courses developmentally sequenced to help students gain knowledge in the core foundations of psychology and in the specialty discipline of counseling psychology. Several courses are associated with the required clinical training including practicum experiences and pre-doctoral internship. Through coursework and practical experiences, students develop an understanding of patterns of human functioning, learn strategies for promoting change and growth, and develop competencies in scholarship and research.

Some students need to complete master's-level prerequisite courses (i.e., "leveling" courses). Prior to their first semester in the program, advisors notify students with a master's degree of any prerequisite "leveling" courses they need to complete, based on a review of their degree transcript. All students accepted directly from a bachelor's degree need to complete the leveling master's-level courses described below. Even though students do not need to complete all leveling courses prior to taking doctoral-level courses, students are expected to complete master's-level coursework prior to enrolling in doctoral-level coursework in the same area.

The University of Houston requires graduate students enrolled in Counseling and School Psychology to pay additional "premium" tuition for courses exceeding 130 hours of graduate credit. For students entering the doctoral program with or without a master's degree, required "leveling" coursework as determined by the student's advisor and the Director of Training will be subject to the conditions of the 130-hour cap as previously described. Next, the required Counseling Psychology courses are described organized in three groups: master's- level prerequisite courses, doctoral-level courses, and courses associated with clinical training.

### **Clinical Training**

Counseling Psychology doctoral students receive clinical training primarily through practicum experiences and a pre-doctoral internship. Students are required to enroll in PHLS 8393 every semester (Fall, Spring, and Summer) they participate in practicum. During the internship year, enrollment in PHLS 8193 is mandatory. Chapters V and IX provide detailed information about Practicum and Internship.

|                                                                                                                                                                            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>A. Foundational Courses</b>                                                                                                                                             |
| <b>1. Foundations of Psychology</b>                                                                                                                                        |
| PSYC 7342 Biological Bases of Behavior <b>or</b><br>PSYC 6308 Foundations of Neuropsychology                                                                               |
| PHLS 8351 History and Philosophy of Psychological Systems                                                                                                                  |
| PSYC 6338 Foundations of Social Psychology                                                                                                                                 |
| <b>2. Cognitive and Affective Basis of Behavior/Human Development</b>                                                                                                      |
| PHLS 6330 Human Growth and Development                                                                                                                                     |
| PHLS 7317 Cognitive and Affective Bases of Behavior                                                                                                                        |
| <b>3. Ethics and Professional Issues</b>                                                                                                                                   |
| PHLS 8364 Professional Practice in Psychology: Ethics, Law, and Professional Issues                                                                                        |
| <b>B. Research Design, Statistics, and Measurement Courses</b>                                                                                                             |
| <b>1. Research Design</b>                                                                                                                                                  |
| PHLS 8302 Research Methods in Psych and Educ Research                                                                                                                      |
| PHLS 8319 Inferential Statistics in Psychological and Educational Research                                                                                                 |
| <b>2. Statistics and Measurement</b>                                                                                                                                       |
| PHLS 8322 Intermediate Statistical Analysis in Psychological and Educational Research                                                                                      |
| PHLS 8324 Multivariate Analysis                                                                                                                                            |
| PHLS 8300 Advanced Educational and Psych. Measurement                                                                                                                      |
| <b>3. Candidacy Research</b>                                                                                                                                               |
| PHLS 7398: Candidacy Research                                                                                                                                              |
| <b>4. Doctoral Dissertation</b>                                                                                                                                            |
| PHLS 8399/8699/8999 Dissertation 3/6/9 hours                                                                                                                               |
| <b>Research Electives</b><br><i>Students are encouraged to complete additional research and statistics courses based on their interests and research plans, including:</i> |
| PHLS 8321 SEM in Psych/Educ Research                                                                                                                                       |
| PHLS 8323 Advanced IRT Theory Models in Psy/Educ Research                                                                                                                  |
| <b>C. Counseling Psychology Specialty Courses</b>                                                                                                                          |
| <b>Master's Level Courses (leveling courses)</b>                                                                                                                           |
| PHLS 6325 Theories of Counseling                                                                                                                                           |
| PHLS 6335 Introduction to Group Counseling                                                                                                                                 |
| PHLS 6397 Psychopathology <b>or</b><br>*PHLS 6345 Atypical Growth and Behavior                                                                                             |
| <b>Doctoral Level Courses</b>                                                                                                                                              |
| PHLS 7330 Advanced Theories of Counseling                                                                                                                                  |
| PHLS 8357 Clinical Interventions in Counseling Psychology                                                                                                                  |
| PHLS 8305 Supervision and Consultation in Counseling Psychology                                                                                                            |
| PHLS 8334 Research in Counseling Psychology                                                                                                                                |
| PHLS 8337 Multicultural Issues in Counseling                                                                                                                               |
| PHLS 8339 Career Counseling                                                                                                                                                |

|                                                                                                                                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PHLS 8341 Professional Seminar                                                                                                                                                  |
| PHLS 8347 Assessment of Cognitive Abilities                                                                                                                                     |
| PHLS 8349 Assessment: Personality                                                                                                                                               |
| <b><i>Clinical Training</i></b>                                                                                                                                                 |
| PHLS 8393 Doctoral Practicum in Psychology – 12 hours required (minimum of two years)                                                                                           |
| PHLS 8193 Internship in Psychology 2 hours required (1 credit each semester – Fall and Spring, Summer optional unless required to graduate. See Section IX E for more details.) |

\*Only if taken before 2018

#### **D. Counseling Psychology: Health Psychology Emphasis/ Minor (15 Credit Hours)**

Students may choose to add an optional Health Psychology Emphasis/Minor to their coursework. Requirements to add this emphasis/minor include the completion of nine (9) credit hours of didactic coursework as well as two (2) semesters of practicum (i.e., 6 credit hours) in health psychology. The requirements for this track are described below. Please note some courses below are now taught in the department of PHLS, some in the psychology department, or other relevant departments.

**Note:** Students may choose to take one or more of these courses for exposure to health psychology even if not pursuing the Health Psychology Emphasis. Furthermore, students may opt to take the required elective health psychology courses at Baylor College of Medicine or UT School of Public Health after receiving program approval.

|                                                                                                                  |
|------------------------------------------------------------------------------------------------------------------|
| <b>D. Counseling Psychology: Health Psychology Emphasis/Minor (15 credit hours)</b>                              |
| <b><i>New Health Psychology Courses in Counseling Psychology (2 Required Core Courses: 6 Credit Hours)</i></b>   |
| PHLS 8306: Health Psychology: Research, Prevention, and Intervention                                             |
| PHLS 8307: Health Disparities                                                                                    |
| <b><i>Interdisciplinary Perspectives on Health and Chronic Disease (1 Required Elective: 3 Credit Hours)</i></b> |
| PHLS 8309 Gene by Environment (GxE) Determinants of Health                                                       |
| PHLS 8308 Stress and Drug Abuse: Research and Health Outcomes                                                    |
| PHLS 6322 Dimensions in Woman's Health                                                                           |
| PHLS 7300 Program Evaluation in Health                                                                           |
| PHLS 7304 Public Health and Childhood Obesity                                                                    |
| PHLS 7319 Trends and Issues in Health Education                                                                  |
| PHLS 7324 Cancer Education                                                                                       |
| PHLS 7325 Cross-Cultural Aspects of Health                                                                       |
| PEP 6306: Gender and Cultural Issues in Physical Activity and Fitness                                            |
| COMM 6336: Communication in Healthcare Contexts                                                                  |
| SOC 6380: Seminar in Medical Sociology                                                                           |
| SOCW 7378 Behavioral Health for Social Work Practice in Integrated Healthcare                                    |

<sup>1</sup> Emphasis is defined by the Council of Clinical Health Psychology Training Programs (CCHPTP) as including two health psychology courses and two semesters of clinical health psychology practicum.



## **Practicum Experiences in Health Psychology (6 Credit Hours)**

As indicated above, eligibility to add the Health Psychology Emphasis includes the completion of two (2) semesters of practicum in health psychology, in addition to the coursework described above. Please note, no additional practica above and beyond the existing requirements set forth in Chapters IV and V of this handbook are required for the Health Psychology Emphasis (i.e., it is only necessary that the student pursuing this option demonstrate completion of two semesters of practicum in a health-related setting among the 12 credit hours of practicum required for the degree). Therefore, these two semesters are not included in the 12-credit hour requirement for completion of the track because students must complete practicum experiences as part of their doctoral training.

### **Process to Add Health Minor to CPSY PhD degree plan:**

For the minor to appear on your transcript, you must submit a graduate petition requesting to add the health minor to your degree plan so that it is added to your Peoplesoft account. Otherwise, the minor will not appear in the transcript (minors do not appear on the diploma). In addition, *when taking as an elective a course not listed in the Catalog list*, submit a separate graduate petition requesting to substitute the elective course completed for any of the courses included in the Catalog list of potential electives. In MyAdvisor, list the courses completed (or that will be completed) as part of the minor **and** indicate the following in the comments box: “Pursuing Health minor: courses PHLS 8306, PHLS 8307, PHLS 8393 (Practicum), PHLS 8393 (Practicum) and [*specific elective course taken*].” This is important to alert OGS that you applied to add the minor to your degree plan.

## **E. Course Sequence**

To build interdisciplinary relationships among doctoral students in various program areas, counseling psychology students advance through the program as part of a cohort. Next, you will find two tables describing the recommended course sequences for students admitted both with a master’s degree in counseling and without a master’s degree in counseling. Students are encouraged to follow this course sequence as closely as possible, especially during their first three years. Please note that unpredictable scheduling issues may require that certain courses be completed during a different semester than is indicated in either of the sample degree plans. Sample course sequences can be found in Appendix F.

## **F. Doctoral Residency**

The College of Education requires doctoral students to complete a full-time residency at the University of Houston. Residency requirements include full-time enrollment (minimum of nine credit hours) in two consecutive semesters and the completion of documented professional extracurricular activities during the same two semesters.

Students in the Program fulfill the residency requirement during the first year of doctoral study. Completion of the first-year doctoral coursework satisfies the course requirements for the residency year (see the recommended course sequence chart provided earlier).

The second component of the first-year residency requirement involves documented participation in extracurricular professional activities such as attendance at professional research meetings or

training workshops and participation in program related activities. **Please see Appendix A for a detailed description of required and optional first-year residency extracurricular activities.**

To document their academic and extracurricular residency activities, at the end of the first-year students **must** submit (via *MyAdvisor*) the *Residency Report* forms. Students submit two *Residency Report* forms listing separately the residency activities conducted during the first-year Fall and Spring semesters. These submissions must be approved by the student's academic advisor, the Training Director, and the Chair of the Department.

## **G. Degree Plan**

Students must submit a Doctoral Degree Plan via *MyAdvisor* listing their required coursework for the Counseling Psychology (CPSY) Ph.D. degree, including: (a) master's leveling courses, and (b) for those who choose to pursue the health psychology minor option, three additional 3-credit courses in health psychology. For approval, the degree plan must include a minimum of 102 credit hours. A maximum of 9 of the required 102 credit hours may be formally transferred from another institution (via petition).

According to UH policy, students can transfer a maximum of nine (9) graduate credits. Formally transferred credits refer to graduate courses taken at another university **that were not part of a conferred degree**. Transferred courses will appear in the UH transcript and therefore count against the total required 102 credits.

Students may waive PhD required courses (via petition) in situations where they have completed very similar courses at another institution as part of a previously conferred degree (e.g., master leveling courses; research methods courses). However, in the case of waived courses, the credits associated with courses completed at other institutions will NOT count toward the required 102 credit hours. Therefore, students must substitute the credits of waived courses with additional courses taken at UH (e.g., additional hours of practicum/internship and/or dissertation above the hours).

However, **graduate courses taken at UH** can be counted towards the 102 credits for the PhD degree even if the courses were part of a degree conferred by UH. Therefore, for students who completed the terminal master's in counseling at UH, the master's leveling courses will count toward the 102 credit hours required for the PhD and should remain in the degree plan.

In *MyAdvisor*, you will find the prepopulated degree plan, included below, which lists all potentially required courses for the PhD in Counseling Psychology at UH, including master's leveling courses, PhD required courses, and courses for the **optional** health minor, for a total of 105 credits. The prepopulated plan includes 32 3-credit courses (96 credits); one 6-credit course (PHLS 8699) (6 credits); and three 1-credit courses (PHLS 8193) (3 credits).

To complete your own degree plan:

1. In consultation with your advisor, submit petition(s) for courses you think you can waive and/or transfer. Submit the degree plan after approval of the petitions at all levels.
2. Remove from the degree plan the prepopulated courses you transferred and/or waived via petition (e.g., master's leveling courses, required Ph.D. courses). (Exception: if you completed the master's degree at UH, keep the masters leveling courses in the degree plan).

3. If you choose **not to pursue the optional health psychology minor**, delete the two health minor courses listed at the end of the degree plan (PHLS 8306 and PHLS 8307) and for the elective select *No health psych. minor elective selected*.
4. If you choose to pursue the health psychology minor and you complete **a health minor elective course not included in the drop-down menu**, you will need to: (a) submit a petition to have the substitution approved and (b) add the substituted approved elective course to the degree plan (in such case, from the drop-down menu, select the option *No health psychology minor elective selected* and then add the substituted course in a new row).
5. If you have waived courses, add to the degree plan the prefix and number (e.g., PHLS XXXX) of the UH course you completed or will complete to substitute for the waived courses, so you have at least 102 credits in the degree plan.
6. If you have formally transferred courses from another institution, add to the degree plan *the prefix number and title of the transferred courses from the other institution* and the word “transferred” at the end of the course’s title (e.g., COUN 7377 Counseling Theories transferred).
7. Make sure that the classes listed in the degree plan add up to at least 102 credits (note that a few courses carry more or less than 3 credits, which is indicated by the second number in the course code: e.g., PHLS 8699; PHLS 8199).
8. If the total count adds to less than 102 credits, add to the degree plan practicum course(s) above the minimum required 15 credit hours (e.g., additional completed or to be completed sections of PHLS 8393).
9. If the total count still adds to less than 102 credits, add additional dissertation hours you completed or will complete above the minimum required 6 credits. Only add extra dissertation hours to reach the required minimum of 102 credits.
10. If you **waived courses**, in the **comments box** (found below the course list) write the prefix and number (PHLS XXXX) of the course(s) that you deleted from the prepopulated list and indicate the prefix and number of the added UH course(s) that replaced the waived courses to reach the required minimum of 102 credits.
11. If you **transferred courses**, in the **comments box** (found below the course list) write the prefix and number (PHLS XXXX) of the course(s) that you deleted from the prepopulated list and indicate the prefix and number of the transferred course(s) that replaced them.

Once you have completed your degree plan, make sure to hit the **SUBMIT** button.

Notes:

- Students must have an approved degree plan to be eligible to take the doctoral comprehensive exam. Changes to an approved degree plan are also submitted via *MyAdvisor*.
- Chapters VI and VIII of this Handbook provide information about advancement to candidacy and comprehensive exams.
- Regardless of the total number of hours of dissertation included in the degree plan, research advisors must grade 6 credit hours of dissertation with letter grades A-F; additional dissertation

- hours beyond 6 must be graded using the S/U grading scale.
- The Handbook's Chapter III. Section D provides additional information about the health psychology minor. If you choose to pursue the health psychology minor, you **must** submit a separate petition to request the addition of the minor to your degree plan and transcript.

**Prepopulated Degree Plan Counseling Psychology Ph.D. (As it will appear in MyAdvisor)**

Fill out and submit this form within one hour. If you attempt to submit it after an hour passes, the submission will fail.

An interruption in attendance for more than one year invalidates the current submission. Approval of this degree plan cannot occur unless the student has applicable transfer credit and/or waived courses evaluated by their advisor and submitted to the College of Education Graduate Studies Office using the Graduate and Professional Student Petition. Include Transfer Credit or Waived courses on this degree plan, after the submission of the approved petition.

|     |           |                                                                           |
|-----|-----------|---------------------------------------------------------------------------|
| 1.  | PHLS 6325 | Counseling Theories                                                       |
| 2.  | PHLS 6335 | Introduction to Group Counseling                                          |
| 3.  | PHLS 6397 | Psychopathology                                                           |
| 4.  | PHLS 6391 | Counseling Methods and Techniques                                         |
| 5.  | PHLS 6330 | Human Growth and Development                                              |
| 6.  | PHLS 7330 | Advanced Theories of Counseling                                           |
| 7.  | PHLS 8319 | Inferential Statistics in P/E Research                                    |
| 8.  | PHLS 8322 | Intermediate Statistical Analysis                                         |
| 9.  | PHLS 8324 | Multivariate Statistics                                                   |
| 10. | PHLS 8351 | History and Philosophy of Science & Psychology                            |
| 11. | PHLS 8302 | Research Methods in Education I                                           |
| 12. | PHLS 8357 | Clinical Interventions                                                    |
| 13. | PHLS 8305 | Supervision & Consultation in Counseling Psychology                       |
| 14. | PHLS 8334 | Research in Counseling Psychology                                         |
| 15. | PHLS 8337 | Multicultural Issues in Counseling                                        |
| 16. | PHLS 8339 | Seminar in Career Counseling                                              |
| 17. | PHLS 8341 | Professional Seminar                                                      |
| 18. | PSYC 7342 | Biological Basis of Behavior                                              |
| 19. | PHLS 8347 | Assessment of Cognitive Abilities                                         |
| 20. | PHLS 8349 | Assessment: Personality                                                   |
| 21. | PHLS 8364 | Professional Practice in Psychology: Ethics, Law, and Professional Issues |
| 22. | PHLS 7317 | Cognitive-Affective Bases of Behavior                                     |
| 23. | PSYC 6338 | Foundations of Social Psychology                                          |
| 24. | PHLS 7398 | Candidacy Research                                                        |
| 25. | PHLS 8699 | Dissertation                                                              |
| 26. | PHLS 8300 | Advanced Educational & Psychological Measurement                          |
| 27. | PHLS 8393 | Practicum in Psychology                                                   |
| 28. | PHLS 8393 | Practicum in Psychology                                                   |

|     |             |                                                        |
|-----|-------------|--------------------------------------------------------|
| 29. | PHLS 8393   | Practicum in Psychology                                |
| 30. | PHLS 8393   | Practicum in Psychology                                |
| 31. | PHLS 8193   | Internship in Psychology                               |
| 32. | PHLS 8193   | Internship in Psychology                               |
| 33. | PHLS 8193   | Internship in Psychology                               |
| 34. | PHLS 8306   | Health Psychology Research, Prevention, & Intervention |
| 35. | PHLS 8307   | Health Disparities                                     |
| 36. | Select one* |                                                        |
|     |             |                                                        |
|     |             |                                                        |
|     |             |                                                        |
|     |             |                                                        |
|     |             |                                                        |
|     |             |                                                        |
|     |             |                                                        |
|     |             |                                                        |

\*In the actual degree plan, by clicking select one, you will see the following options:

- No health psych. minor elective selected
- PHLS 8309 - Gene by Environment (GxE) Determinants of Health: 3 credits
- PHLS 8308 - Stress and Drug Abuse: Research & Health Outcomes: 3 credits
- PHLS 6322 - Dimensions in Women's Health: 3 credits
- PHLS 7300 - Program Evaluation in Health: 3 credits
- PHLS 7324 - Cancer Education: 3 credits
- PHLS 7325 - Cross-Cultural Aspects of Health: 3 credits

#### **IV. Counseling Psychology Practicum**

Enrollment in several semesters of practicum and the year of pre-doctoral internship constitute the formally organized clinical training experiences in the counseling psychology program. Students are typically required to complete a minimum of two years of practicum (12 credit hours of PHLS 8393).

The program has affiliations with diverse agencies in the Houston area that offer doctoral-level practicum opportunities including college counseling centers, community agencies, and hospitals. Students may request from the Practicum Coordinator a list of frequently used practicum sites. The annual Practicum Fair, organized by the Clinical, Counseling, and School Psychology Ph.D. programs every January, provides students the opportunity to obtain information about training opportunities on many of these sites. A thorough handbook of sites is published annually prior to the Practicum Fair. First-time practicum students are encouraged to consider placements at university counseling center sites.

Students typically start practicum during the Fall semester of their second year in the program. Enrolling in field practicum requires planning. Students should have completed basic coursework in the areas relevant to their field placement, and students should make sure that they have sufficient background to work effectively at their preferred site. Completion of advanced coursework (e.g., assessment courses, etc.) may be necessary for practicum placements at some sites.

Note. International students must complete additional steps and forms prior to beginning practicum. See this website for details: <https://www.uh.edu/oisss/students/f-1/employment/>

#### **H. Practicum Requirements**

1. A two-year practicum at the doctoral level (PHLS 8393) consists of approximately 12-16 hours per week across four semesters at the practicum sites. Each semester counts for three (3) credits hours of coursework, which includes an on-campus practicum class with counseling psychology faculty. Many students choose to spread their practicum experiences beyond the two-year requirement to accrue additional practicum hours for internship applications or to pursue additional research experiences. Students should make informed choices regarding time spent in practicum based upon their career plans, the expectations of practicum sites, their internship goals, and national trends. This issue of required hours must always be discussed with practicum sites during the initial interview prior to placements because many of our practicum sites do have a minimum number of hours requirement, which students must meet to be placed in that site. Students typically begin their first practicum in the Fall semester of the second year.
2. Practicum is a training experience. No more than approximately 75% of the student's time may be spent in direct service. The total on-site hours should include various activities like case conferences, staff meetings, in-service training, and workshops.

3. Each student must document a minimum of one hour of individual supervision per week by a licensed psychologist. Activities such as staff meetings, observations, and case conferences are considered training and are not part of the supervision hour requirement. In certain circumstances, students may be able to obtain primary supervision from an appropriately credentialed person who is not a licensed psychologist (e.g., an LPA, an intern). In this case, students should contact the Training Director for instructions on how to make this request. When seeing clients, students should have a supervisor onsite to handle emergencies.
4. At least once a semester, each student's supervisor must observe them in clinical practice (live or on video) to inform their evaluations and provide feedback to students.
5. Students are expected to attend the practicum classes held on campus by licensed faculty and to keep accurate documentation of their practicum hours and activities.
6. Students are required to obtain liability insurance during all practicum placements. The program recommends the APA American Professional Agency, Inc. Student liability insurance: <https://www.americanprofessional.com/covered-professions/students>. Copies of liability policies must be submitted to the students' practicum instructor.
7. To enhance clinical skills and strengthen internship applications, students are strongly encouraged to acquire practicum hours beyond the required two years of graduate level practicum. These additional practicum experiences (a) may be paid (b) must involve at least eight hours a week on-site, of which at least four hours involve interacting with clients individually or in groups providing psychological service (e.g., assessment, therapy, psychoeducational interventions), and one hour of supervision by a licensed psychologist; and (c) require enrollment in PHLS 8393 and completion of all practicum record-keeping paperwork.
8. Documents for practicum (e.g., practicum hour log, evaluation of practicum student competencies) are available on the Counseling Psychology SharePoint site. Most students use Time2Track to log their practicum hours.

## **B. Doctoral Practicum Application**

1. Students should attend the virtual practicum fair and read about prospective sites in the manual before completing the practicum application process. When communicating with practicum site representatives, students should inquire about mandatory staff meetings and other required training activities.
2. The counseling psychology program shares practicum application deadlines with clinical and school psychology. The Practicum Coordinator will send the schedule and Practicum Manual each year. Students must follow this schedule when applying to sites, and students may only apply to four practicum sites each year. Refer to the Practicum Manual for information on how to apply to specific sites.

## V. Candidacy Research Paper and Advancement to Candidacy

### A. Candidacy Research Paper

The goal of the candidacy research paper is to help doctoral students acquire skills to conduct independent research. While research skills are taught in the context of research methods and statistics courses, the candidacy research allows students to practice their research skills under the mentorship of one or more members of the faculty.

Students are advised to start planning their candidacy research paper early in their program of study. Students' progress towards the degree is often delayed significantly if the candidacy paper has not been completed by the beginning of the third year. The candidacy paper must be successfully defended before a student is eligible to take the Comprehensive Exam. If you are coming in with a Master's-level thesis completed, please provide your thesis and any other related documents to your faculty advisor. Your faculty advisor will determine whether the project meets requirements to waive the candidacy paper requirement.

The following are some guidelines for doctoral counseling psychology students regarding the completion of a candidacy research paper:

1. Students are expected to conduct a research project within the general domain of counseling psychology. The scope of this research project should be equivalent to what would be expected from a master's-level thesis.
2. A counseling psychology faculty member, typically the student's advisor, directs the candidacy paper research project. In consultation with the advisor, the student identifies two additional faculty members from the PHLS department to constitute the research committee. The candidacy research committee must include at least three members, two of which must be full-time faculty at UH. If the research area of a student does not match the expertise of members of the counseling psychology faculty or department, the student may in consultation with the committee chair, identify an outside person to co-direct the candidacy paper with a member of the counseling psychology faculty.
3. Students work closely with their research advisor to identify a set of research questions and write a proposal describing the projected research. The proposal should review relevant literature, describe the research questions, and plan methodology to implement the study. In terms of format and length, the candidacy paper should follow APA guidelines for journal publications.
4. The candidacy research paper involves data collection or the use of archival data. In either case, students must obtain approval from the University of Houston Committee for the Protection of Human Subjects before conducting data collection and/or analysis (see: <http://www.uh.edu/research/compliance/irb-cphs/>).
5. Once completed, students present their proposal to the members of their candidacy research committee. At least 10 working days (two weeks) prior to the defense meeting, students must circulate among members of the committee copies of the final paper.



6. Students must complete at least 3 credits of PHLS 7398 graded with a letter (A-F) grade. If students do not successfully defend the candidacy paper by the end of the semester in which they enroll in PHLS 7398, they will receive a grade of S/U. Upon completion of the candidacy project, faculty must change the S/U grade to a letter (A-Z) grade for **only 3 credits** of PHLS 7398 enrollment. That is:
  - Students can enroll in PHLS 7393 during the semester they plan to defend the final candidacy project.
  - At the end of the semester in which they first enroll in PHLS 7398, if they don't complete the defense, they are graded S/U. Once the student completes the candidacy paper's final defense, the S/U grade must be changed to a letter grade (A-F). If the project is delayed and the student enrolls in PHLS 7398 more than one time, faculty gives a letter grade only for the last enrollment of PHLS 7398 and leaves the S/U grade(s) for the earlier enrollment(s) unchanged.
7. After data are collected and analyzed, the student writes the final paper and presents it to the candidacy research committee in a final oral defense meeting. The length and format of the final paper may follow guidelines for a peer-reviewed journal article. Immediately before the final defense, the student sends via email a copy of the *Candidacy Dissertation Competency Form* (CDCF) to each committee member. Each member of the committee is asked to send the completed form to the student's advisor. The advisor reviews the committee member's ratings to submit a grade for PHLS 7398: Candidacy Research.
8. To document the successful completion of the final oral defense of the candidacy research paper, the student is required to submit via *MyAdvisor* a *Candidacy Report* form. This form in *MyAdvisor* also needs to be completed by students who fulfill the candidacy paper requirement with their master thesis.

## **B. Advancement to Candidacy**

Advancement to candidacy is an important milestone in pursuit of a doctoral degree. At this point students are ready to initiate work on their dissertations. Students are automatically advanced to candidacy once they have:

1. Completed all the foundational/core courses and at least 15 semester hours in counseling psychology courses.
2. Successfully defended the candidacy research paper and submitted via *MyAdvisor* the *Candidacy Report* form indicating the members of the candidacy research committee and documenting the successful defense of the completed candidacy paper.
3. An approved *Degree Plan* on file and have no Incompletes on their transcript.
4. Approved *Residency Reports* on file
5. Successfully completed the Doctoral Comprehensive Exam

## VI. Master's Degree in Counseling for Doctoral Students Only

### A. Rationale

Counseling psychology doctoral students may earn the M.Ed. in Counseling on their way toward earning the doctoral degree. This degree is considered a third track within our existing M.Ed. program in Counseling and is available only to our doctoral students. This 60-semester hour degree does not prepare students for licensure as a Psychological Associate or the Licensed Professional Counselor (LPC) credential in the state of Texas. This master's degree requirements are met with doctoral coursework plus candidacy research that doctoral students are already completing within their doctoral program; therefore, it does not add any additional academic requirements to students' doctoral degree plans. After students have completed the designated courses, which include the APA required core courses and several specialty courses (see below), including one year of practicum plus candidacy research, they may apply for the degree (see section VII.C below). All courses must be passed with a grade of B- or higher, and the candidacy project must be successfully proposed and defended before the master's degree is awarded.

There is a university administrative fee of \$25.00 associated with obtaining a master's degree (graduation application fee); in addition, students are responsible for the higher tuition cost associated with enrollment as a master student the semester in which they add the master's degree plan to their account and obtain the master's degree (see below for more information about this added cost).

There are several advantages to offering the option of this master's degree for our doctoral students. First, students appreciate the feeling of achieving a concrete goal partway through their doctoral degree. Additionally, a master's degree may open additional internship opportunities for students because there are internships that require applicants to have a master's degree. Acquiring a master's degree will allow students additional job opportunities as they move through the doctoral program and may allow students to take the Examination for Professional Practice in Psychology (EPPP) by pursuing licensure as a Psychological Associate (LPA) in some states (not including Texas).

Students who do not qualify for the EPPP take the in-house comprehensive exam and do not need to apply for the M.Ed. degree, unless they choose to do so for other reasons.

### B. Curriculum Requirements

The following courses are required for the master's degree for counseling psychology doctoral students:

|    | <b><i>Core Courses</i></b>                                                                | <b>Credits</b> |
|----|-------------------------------------------------------------------------------------------|----------------|
| 1. | PHLS 6330 Human Growth & Development                                                      | 3              |
| 2. | PHLS 8322 Intermediate Statistical Analysis                                               | 3              |
| 3. | PSYC 6308 Foundations of Neuropsychology <b>or</b> PSYC 7342 Biological Bases of Behavior | 3              |
| 4. | PHLS 7317 Cognitive-Affective Bases of Behavior                                           | 3              |
| 5. | PHLS 8302 Research Methods                                                                | 3              |

|     |                                                                                               |           |
|-----|-----------------------------------------------------------------------------------------------|-----------|
| 6.  | PHLS 8352 Social Psychological Processes <b>or</b> PSYC 6338 Foundations of Social Psychology | 3         |
|     |                                                                                               | <b>18</b> |
|     | <b><i>Specialty Courses</i></b>                                                               |           |
| 7.  | PHLS 7330 Advanced Theories of Counseling                                                     | 3         |
| 8.  | PHLS 8357 Clinical Interventions                                                              | 3         |
| 9.  | PHLS 8347 Assessment of Cognitive Abilities                                                   | 3         |
| 10. | PHLS 8364 Professional Practice in Psychology:                                                | 3         |
| 11. | PHLS 8337 Multicultural Issues in Counseling Psychology                                       | 3         |
| 12. | PHLS 7398 Candidacy Research (successful final defense)*                                      | 3         |
| 13. | PHLS 8393 Practicum (2 semesters)                                                             | 6         |
|     |                                                                                               | <b>24</b> |
|     | <b><i>Electives</i></b>                                                                       |           |
| 14. | Six 3-credit elective courses                                                                 | <b>18</b> |
|     | Total Credits                                                                                 | <b>60</b> |

\*Note: If a student has had any of the above courses waived, each waived course is substituted for an additional elective course. Similarly, students who have completed a master thesis and have had the Candidacy Research requirement waived, will substitute the candidacy research credits for an additional three-credit elective course to complete the 60 required credits.

### C. Timing of Submitting Master's Degree Paperwork

Master's tuition rates are higher than doctoral tuition rates. The semester the student is enrolled in both the doctoral and the master's degree plan, the student is charged for tuition at the master's degree higher cost rate. However, **GTF only covers credit costs at the lower doctoral level rate.** Therefore, the semester students are enrolled in both the doctoral and the master's degree plan, students receiving GTF will be responsible for the difference between the master's and the doctoral level tuition cost.

To only incur in the higher tuition cost associated with the higher master's degree rate, make sure to follow the following schedule, so that you are enrolled as a master student only the semester in which you will obtain the master's degree:

#### Step 1: File a Graduate and Professional Student Petition

Step 1a: Submit a Graduate and Professional Student Petition at the beginning of the semester (fall, spring or summer) in which the master's degree will be awarded (make sure that by the end of that semester you will have defended the final candidacy paper).

Step 1b: Check box #3 (Add a new concurrent degree).

Step 1c: In the "Explanation of Request" box, ask to add *the M.Ed.in counseling to your Ph.D. in counseling psychology degree plan.*

Step 1d: Sign and submit to your advisor for additional processing.

Step 2: Once the Graduate and Professional Student Petition to add the degree has been approved, submit the master's degree plan in *MyAdvisor*, according to section VII.B above. The Master's Degree Plan should include *all* the courses listed in the Table above plus the specific elective courses that appear in your transcript, even though these courses will be repeated on your Doctoral Degree Plan. In the Comments section of the degree plan indicate if any of courses listed above was waived.

Step 3: To avoid additional tuition costs, you must graduate from the master's program at the end of the term that you first formally enroll in it. To do so, following the approval of the petition to add the master's degree and the approval of the master's degree plan, you must apply to graduate from the Master's degree program by the graduation application deadline for the same term in which the master's degree plan is added to your record. This way, you will be **enrolled as both a master and doctoral student for only one semester.**

## **VII. Comprehensive Examination**

### **A. General Information**

Students may take the Examination for Professional Practice in Psychology Part 1 (EPPP-P1) to satisfy the requirements of the comprehensive exam. The EPPP is a knowledge-based examination delivered in a computerized format. To be eligible to sit for the EPPP, students must meet the state's licensing board's requirements for Licensed Psychological Associate (LPA). To apply for LPA status, you must have a 60-credit master's degree that is psychological in nature (e.g., has "psychology" in the title). Students must apply for licensure to the licensing authority before being permitted to sit for the EPPP. Candidates who meet the licensing board requirements are pre-approved to take the EPPP. Once candidates are notified that their information has been uploaded and account verified, authorization to take the EPPP is obtained. Students should provide enough time for registration process and examination scheduling to avoid missing other program deadlines (e.g., dissertation proposal defense). For more information about the EPPP and registration, please visit: <http://www.asppb.net/>. To learn more about the Texas State Board of Examiners of Psychologists, please visit: <https://bhec.texas.gov/texas-state-board-of-examiners-of-psychologists/>

To satisfy the comps requirement, students must pass the EPPP at the LPA pass score established by the licensing authority of the state in which they apply for the LPA license.

If students do not qualify to take the EPPP because of regulation changes by the Texas State Board of Examiners of Psychologists (TSBEP), they may take the in-house alternative, which resembles the EPPP content areas and format. The cost for this exam is \$95.00. Payment is made by credit card. See <https://www.coe.uh.edu/payeezy/phls/index.php>. Passing score on this exam is 60%.

### **B. Multiple-Choice EPPP Part 1**

The examination is in a computerized, multiple-choice format consisting of 225 items, with 175 of those items scored. The questions represent the knowledge base required for various responsibilities of psychologists. The content areas encompass eight different domains including: (Domain 1) Biological Basis of Behavior, (Domain 2) Cognitive-Affective Bases of Behavior, (Domain 3) Social and Cultural Bases of Behavior, (Domain 4) Growth and Lifespan Development, (Domain 5) Assessment and Diagnosis, (Domain 6) Treatment, Intervention, Prevention and Supervision, (Domain 7) Research Methods and Statistics, and (Domain 8) Ethical, Legal and Professional Issues. For more information, consult the EPPP-P1 website here: <https://www.asppb.net/page/EPPPPart1>

### **C. Policies and Procedures**

To be approved to take the Doctoral Comprehensive Exams, students must comply with the following:

- **Approved at all levels** in *MyAdvisor* of the following:
  - Degree Plan
  - Residency Reports (2)
  - Have **approved at all levels** either the Candidacy Report (indicating successful completion of the candidacy paper/defense) or a petition requesting to have the candidacy project requirement waived
- By the application deadline, students' transcript must show:
  - Number of credits completed: 36
  - No grades of Incomplete

#### **D. Procedures for Remediation of Students Who Fail the Exam**

Students can take the comprehensive exam up to four times. A student who fails the exam four times is barred from obtaining the degree. If a student fails the comprehensive exam for a second time, departmental policy requires they will work with their advisor to create an Advisory and Developmental Plan, which will include specific strategies for improving their score. If a student fails the implementation of exam for a third time, they will undergo a formal remediation procedure (which is optional for students who fail the exam for the first time). The formal remediation procedure includes:

For EPPP:

1. Students must complete an EPPP preparation course provided by one of three approved companies: Academic Review, AATBS (Association for Advanced Training in the Behavioral Sciences), or Taylor Study Method.
2. Students will not be allowed to retake the comprehensive exam until they have completed the EPPP preparation course.

For In-House Exam:

1. Students must develop a plan of additional study with their advisor.
2. The exam will generally be held once each semester.

## VIII. Doctoral Dissertation

The dissertation, an important milestone in the doctoral program, involves conducting a major research study within the general domain of Counseling Psychology under the direction of a research advisor who is a member of the Counseling Psychology faculty (typically the student's academic advisor). Students may start formal dissertation work after they have advanced to doctoral candidacy.

The program requires that students successfully defend their dissertation proposal by November 1<sup>st</sup> of the fall term when they apply for internship. Because the doctoral dissertation requires frequent communication with the faculty advisor, students are strongly encouraged to complete a significant amount of dissertation work before they start their pre-doctoral internship because the demands of internship training typically leave students with limited time to engage in significant dissertation work. Finally, having completed the dissertation by the end of the first semester of internship significantly strengthens students' applications to postdoctoral positions.

University policies regarding the completion of a doctoral dissertation may be found at (<http://www.uh.edu/graduate-school/academics/thesis/index.php>) and in the current UH *Graduate Catalog*. Students are responsible for following all the College's and University's rules and regulations regarding doctoral dissertation.

### A. Forming a Dissertation Committee

1. A student identifies a member of the counseling psychology faculty to serve as a dissertation chair or co-chair.
2. The student works with their dissertation advisor to identify a general research area, the literature base of this area, and the research questions to be addressed.
3. The student, in consultation with the dissertation chair, identifies individuals to serve on the dissertation committee. A student's dissertation committee must consist of at least four members as follows: (a) at least three members must be full-time faculty at UH and (b) at least one must be from outside the student's program. Persons from outside the University with expertise in the dissertation's research topic may serve as the fourth or fifth committee member.
4. To form their dissertation research committee, students must have successfully defended their completed candidacy paper and passed their comprehensive exams.
5. Students request approval of their dissertation committee by submitting via *MyAdvisor* the *Dissertation/Thesis Committee* form. This submission should include an attachment with the vitae of committee members who are not UH faculty members. The Dissertation Committee must be approved and formally appointed by the College's Office of Student Belonging and Success before the student schedules the dissertation proposal defense.
6. Changes in an established dissertation committee need to be submitted in writing and formally approved by the Office of the Dean.

## **B. Registration for Dissertation Credits**

Once students sign up for dissertation credits, they must continuously enroll for a minimum of three credits of dissertation (PHLS 8393) every subsequent Fall and Spring semester until the student enrolls in the pre-doctoral internship, following the defense of the Dissertation proposal. At least six dissertation credits are required to graduate.

Students need to be enrolled in dissertation credits the semester they defend the dissertation proposal final manuscript. Summer enrollment is only required if the student is actively engaged in the dissertation work using university resources or if the proposal or final defense takes place during the summer sessions. See University policy on continuous enrollment for dissertation credits at in the current UH current Graduate

Catalog. <http://publications.uh.edu/content.php?catoid=30&navoid=11023> However, under a special arrangement with the UH Graduate School, CPSY students on internship who have not successfully defended the final dissertation, must register for only one credit of dissertation each term (PHLS 8199), including in their final summer semester, if the final dissertation defense has not occurred already.

## **C. Dissertation Proposal Defense**

1. Students develop a proposal under the supervision of their dissertation chair. The proposal should consist of a review of relevant literature, a description of the research questions, and the planned methodology to implement the study.
2. Once the dissertation committee chair approves the proposal's draft, the student schedules a meeting for the defense of the proposal. A draft of the dissertation proposal must be submitted to all committee members at least 10 working days (two weeks) prior to the scheduled proposal date.
3. Students are required to submit to *MyAdvisor* an abstract of the dissertation proposal at least 10 working days (two weeks) prior to the proposal's defense meeting. The abstract must be approved by the student's research committee chair. Once uploaded into *MyAdvisor*, the abstract is sent via email to all College faculty. This procedure applies to both the Dissertation Proposal and Final Defenses. Once the abstract is posted, faculty members from the college may request a full copy of the proposal from the dissertation chair.
4. During the defense, students present their research proposal to the members of the dissertation committee who may approve the proposal as presented, suggest changes, or disapprove of the proposal.



## **D. Dissertation Options**

### **1. Traditional**

- a. Students may either collect data or use archival data for their dissertation research. Data collection and/or analysis should occur after the proposal has been formally approved by the dissertation committee in the oral defense.
- b. Before starting data collection and/or analyses, students must obtain approval from the University of Houston Committee for the Protection of Human Subjects. Approval by this committee is also needed for studies that use archival data. Students may apply for Human Subjects approval prior to the oral defense of the proposal. Information regarding human subject's approval is available in the University's Research web pages at: <http://www.uh.edu/research/compliance/irb-cphs/>.
- c. Students are expected to carry out the research study described in the proposal under the dissertation chair's supervision. Data collection and analyses are time consuming; therefore, careful planning is important.
- d. After data collection and analyses are completed, students write up a draft of the dissertation.

### **2. Three-Manuscript Dissertation**

#### *General Principles:*

- a. The three-manuscript dissertation format is *optional*. This will be an optional method for the dissertation as of May 1, 2019.
- b. A T/TT faculty member in PHLS must agree to chair the three-manuscript dissertation prior to the student initiating the process.
- c. The three manuscripts could represent independent research projects but must be coherently linked by a unifying theme or program of research. The coherency must be approved by the Dissertation Chairperson and committee members.
- d. The doctoral student will serve as the first author on all three manuscripts and a committee member (typically the Chairperson) will serve as the senior author on the manuscripts (the concept of senior author originates from the assumption that most research is conducted under the umbrella of a research institution, and the last and senior author is the PI of the lab in which the research was enabled. Therefore, for UH purposes, the senior author is the Dissertation Chairperson). All other co-authorships will be based on substantive scientific contribution to the research (e.g., conceptualization, design, conduct, analysis, interpretation, etc.) and approval of the manuscript prior to submitting for publication.
- e. Any other logistics not detailed herein will need to be negotiated between the student and Dissertation Chairperson.

*Other Considerations:*

- a. The Candidacy Research Paper, or any other manuscript reflecting research conducted at UH, can be used as one of the three manuscripts if it meets the general principles detailed above and has been accepted for publication prior to completion of the dissertation.
- b. The three manuscripts can be full-length or brief report length papers. However, only up to two brief reports can be used to meet the three-manuscript requirement. The use of a second brief report would need to be approved by the dissertation committee with a simple majority vote. All manuscripts must meet the general principles detailed above.
- c. The format of each unpublished manuscript will be driven by the peer-review journal being targeted for publication.

*Three-Manuscript Dissertation Procedures:*

Dissertation Proposal Phase:

- a. The doctoral student is expected to provide a cogent presentation that, at a minimum, addresses:
  - (1) The program of research that is being pursued by the three manuscripts.
  - (2) The background, significance, and theoretical foundation of the research projects being proposed.
  - (3) The potential contributions to science and society the manuscripts are designed to make:
  - (4) The research questions, hypotheses, methods, and data analytic plan being proposed for the manuscripts; and
  - (5) The target peer- review journal(s) for each manuscript. A rationale for each journal selected must be provided.
- b. The selection of the targeted peer-review journals for publication must be approved by the dissertation committee. A three-fourths positive vote must be reached during the dissertation proposal meeting.
- c. Passing the dissertation proposal requires a three-fourths positive vote of the dissertation committee.

Final Defense Phase:

- a. The doctoral student is expected to provide a cogent presentation that, at a minimum, addresses:
  - a. Brief overview of the significance of the program of research
  - b. Results and discussion of the data across all three studies

- c. Limitations of the research findings across all three studies
  - d. Overarching contributions to science and society; and
  - e. Potential next steps for this program of research.
- b. Passing the dissertation defense requires the completion of the *Candidacy Dissertation Competency Form* by committee members and a three-fourths positive vote of the dissertation committee.

Publication Phase:

- 1. All unpublished manuscripts need to be responsive to the committee's feedback during the defense and before being submitted for publication.
- 2. The chair of the dissertation research committee will work with the student in the publication submission process for each manuscript.
- 3. Should a manuscript, excluding the required Candidacy publication (if used as one of the three manuscripts), not be accepted for publication, the student will work with the senior author to identify an appropriate peer-reviewed journal to which to submit the revised manuscript. However, rejection of any manuscripts does not negate the successful passing of the dissertation if criteria 1 and 2 above have been fulfilled.

**E. Dissertation Final Defense**

- a. A dissertation must be formally presented to the student's dissertation committee.
- b. Once the committee's chair approves the dissertation's draft, the student schedules the final defense meeting.
- c. A draft of the dissertation must be submitted to all committee members at least 10 working days (two weeks) prior to the scheduled defense date.
- d. Students are required to submit to MyAdvisor an abstract of the dissertation at least 10 working days (two weeks) prior to the dissertation defense meeting. The abstract must be approved by the student's research committee chair. Once uploaded into MyAdvisor, the abstract is sent via email to all College faculty. Once the abstract is posted, faculty members from the college may request a full copy of the proposal from the dissertation chair.
- e. During the defense meeting, students present their dissertation research to the members of the committee, who may approve the dissertation as presented, require changes, or disapprove it.
- f. Immediately before the defense, the student submits the *Candidacy Dissertation Competency Form* to the dissertation research committee members. Each member of the committee is asked to send the completed form to the research committee's chair.

- g. University policies regarding the completion of a doctoral dissertation found at <http://www.uh.edu/graduate-school/academics/thesis/index.php> and in the current *University Catalog*. Students are responsible for following all College's and University's rules and regulations regarding doctoral dissertations.
- h. Following the successful defense, students send committee members the dissertation's electronic signature page to collect their signatures indicating approval of the defense and manuscript.
- i. Students who complete the dissertation prior to starting the pre-doctoral internship may submit their manuscript electronically before they leave for their internship. However, the date on the signature page should correspond with the date of expected graduation (and not the date of the actual dissertation defense). The graduation date must correspond with the semester in which the student completes the pre-doctoral internship. Students must wait to apply for graduation until the semester in which they will complete their pre-doctoral internship (typically the summer term).
- j. When submitting their dissertation, students should consider embargoing it for a period of up to two years so that it is not considered a published work. This will allow you to submit your dissertation for publication in a journal or other publication of your choice. If your dissertation is not embargoed, many publication sources will consider it already published. In collaboration with your dissertation chair, the University provides formal procedures to embargo your dissertation.

## **F. Submission of Dissertation**

All student, department, and college approval processes for submission of dissertation including college approval of defended dissertation, assignment of final grade(s) for dissertation courses by the faculty advisor, and all components of electronic submission to the University for archiving—must be completed no later than the final grading deadline for faculty for session 1 (regular academic session) of the respective academic term, as published in the graduate Academic Calendar.

Students who do not complete and submit the dissertation by the end of the summer term in which they complete the internship, must continue to enroll in dissertation credits until the dissertation is completed and submitted.

## **IX. Counseling Psychology Pre-Doctoral Internship**

The counseling psychology pre-doctoral internship represents students' capstone clinical experience. During this year, students work full time (2,000 hours) as paid psychology interns in an approved professional setting where they receive regular supervision. Students are expected to apply to APA-accredited internship sites that provide pre-doctoral training of counseling psychologists and meet all expected standards of training quality. The program follows the current APA policy.

In August 2013, the APA Council of Representatives approved the following resolution: "APA affirms that health service psychologists must be trained in APA/CPA accredited doctoral and APA/CPA accredited internship programs or programs accredited by an accrediting body that is recognized by the U.S. Secretary of Education for the accreditation of professional psychology education and training in preparation for entry to practice.

APA also affirms that graduation from an APA/CPA accredited doctoral and APA/CPA internship training program, or programs accredited by an accrediting body that is recognized by the U.S. Secretary of Education for the accreditation of professional psychology education and training in preparation for entry to practice, be a prerequisite for licensure for independent practice as health service psychologists.

Unaccredited programs that train health service psychologists are expected to obtain APA/CPA accreditation in a timely fashion following APA Council of Representatives approval of the policy, no later than five years for doctoral programs and no later than seven years for internship programs."

APA-accredited internship sites are located all throughout the U.S. in a wide variety of settings including university counseling centers, VA hospitals, psychiatric hospitals, other hospitals, school districts, and community agencies. Students are encouraged to think about their internship site preferences early on in their training because obtaining a desired pre-doctoral internship typically requires careful degree planning and accumulation of appropriate practica experiences leading to the skills requirement for different types of internship settings. For example, internship sites located in university counseling center settings will likely prefer applicants who have received prior practicum training at university counseling centers.

The remainder of this section describes eligibility, course enrollment, and other Program requirements concerning internship, the internship application process, and available program supports and resources for helping students prepare for internship application.

### **A. Eligibility**

1. Successful final defense of the candidacy project.
2. Passed the comprehensive exam.
3. Successful defense of the dissertation proposal by November 1<sup>st</sup>.

4. Completion of minimum required four semesters of practicum.
5. Completion of academic coursework (all required courses must be completed by the end of the spring semester immediately preceding the beginning of the internship year).

Students who do not successfully defend their dissertation proposal by the November deadline must withdraw all submitted internship applications for that year.

## **B. Internship Application Process**

Students typically apply for internship positions during their third or fourth year in the program. However, preparation for the internship application process typically begins well ahead of this time. Since the internship represents a final opportunity to augment clinical skills that may be highly relevant to an individual's long-term professional goals, students are encouraged to discuss internship planning with their advisors during each formal annual review meeting. The doctoral program Training Director will conduct a monthly (or more frequently) Internship Application Preparation class from July to November for those students applying for internship for the next academic year. Beyond these ongoing conversations, the following are the more proximal steps in internship planning:

1. Consult the APPIC website (<http://www.appic.org>) early in the year you will be applying for internship. This site contains links to the internship universal application and information on all internship training programs in the APPIC directory.
2. After reviewing internship program information, identify possible sites of interest and obtain descriptive/application materials from each site (this is often done during the late spring/early summer of the application year). While the APA does not specify the specialty of pre-doctoral internship programs (e.g., counseling, clinical, school), many internship sites express preferences for applicants with training in certain pre-doctoral specializations. Applicants with other specialization training typically are not as competitive for selection at these sites.
3. Update curriculum vita and begin drafting your current professional goals statement as requested on the universal internship application. It may be advantageous to tailor somewhat different versions of this statement to be appropriate to different types of training sites (e.g., university counseling center, VA Medical Center, etc.).
4. To increase the chances of a successful internship application, students should apply to at least 10-15 sites in diverse geographical locations. Applying only in restricted locations, particularly in Houston or Texas, is disadvantageous to selection.
5. Application materials and related personal statements are typically completed in late summer or early fall of the internship application year.

6. Attend the program-sponsored internship preparation meetings, typically scheduled in late summer, and fall with the Training Director. The purpose of these meetings is to help students seeking internships review the current APPIC application process, update students on any current policy or procedural changes that may affect their applications, and review program requirements regarding the submission of application paperwork to the Training Director. These sessions will also give students opportunities to prepare their essays, AAPI, cover letters, and receive feedback on their applications and application strategies and plan for interviews.
7. Seek letters of reference from faculty and clinical supervisors and provide them with a copy of your vita, brief descriptions of targeted internships, and inform them about application deadline dates associated with each site and required online procedures.
8. Submit all application materials by the designated deadline dates.

### **C. Internship Site Visits and Interview Process**

Following their receipt of internship application materials, some (but not all) sites may conduct either on-site or virtual interviews with candidates. A training site's policies regarding phone and/or virtual visits and interviews are usually detailed in its descriptive materials. The workbook *Internship in Psychology: The APAGS Workbook for Writing Successful Applications and Finding the Right Fit* by Carol Williams-Nickelson, Mitchell J. Prinstein, and W. Gregory Keilin, published by the American Psychological Association, provides useful tips for preparing for and participating in phone- or on-site interviews.

### **D. APPIC Matching System**

APPIC oversees the computer matching system used to make internship placement decisions each year. Detailed information about the matching system and its required procedures can be found at <http://www.appic.org>. Students are responsible for both fully acquainting themselves with these procedures and for following them as specified. Failure to follow APPIC guidelines and procedures in pursuing an internship could constitute a violation of professional ethics.

On a Friday in February, students are informed via email whether they have been successfully "matched" with one of their internship sites and where they will be placed. This is known as Phase One of the match. Students who were not successfully matched are eligible to participate in Phase Two of the match, which involves a similar matching system.

### **E. Course Enrollment during the Internship Year**

During the internship year, which typically lasts two regular semesters and a summer semester, students must enroll with the Director of Training in PHLS 8193.

To comply with UH continuing registration policy, each term of their internship (fall, spring, and summer), students enroll in a) one credit hour of internship and b) one credit hour of dissertation. If students successfully defend the final dissertation before the beginning of any of the three internship terms, they are exempt from enrolling in dissertation hours during the remaining internship terms and, therefore, must enroll in only one credit of internship (PHLS 8193) per term.

In sum, students will be eligible (if funds are available) to receive GTF for a maximum of 2 credits per semester (PHLS 8193 Internship and, if needed, PHLS 8199 Dissertation) and related fees during the three consecutive terms in which they complete their internship training. Students in internship who enroll in more than 2 credits per semester may be charged for the additional credits.

*Note:* If you are concerned about the minimum number of credits required for federal financial aid during the internship year, consult with the Training Director to discuss the issue.

## **F. Participation in Graduation Ceremonies**

The College of Education holds graduation ceremonies twice a year: December and May. Students who will be completing their pre-doctoral internship at the end of the summer session may submit a *Graduate and Professional Student Petition* to the COE Office of Graduate Studies requesting to be allowed to “walk” in the previous May’s ceremony if they have successfully defended their dissertation at least one week prior to the May graduation ceremony. The petition should indicate the date the dissertation was successfully defended or will be defended. A dissertation will be considered “successfully defended” if, and only if, the dissertation committee has agreed that there is no need for the committee to reconvene after the scheduled “final defense.” This means that a student who has successfully defended their dissertation and is only required to make “cosmetic” changes to the dissertation manuscript prior to submission would be allowed to “walk.” However, the actual degree conferment will occur at the end of the summer term, after the completion of the internship. Therefore, students must wait until the last semester of internship (typically the summer term) to apply for graduation. Do not forget to apply for graduation when the time comes; however, it is critical that students apply to graduate in the summer term – *not* the May graduation in which they are “walking.” Application information may be found in the current UH *Graduate Catalog*.

**Note. To graduate, your transcript MUST include a minimum of 102 credit hours completed at UH. A maximum of 9 credit hours of transferred credits can be counted against the 102 credits. However, waived credits do not count towards the minimum 102 credits.**



## **X. Program Policies and Procedures**

This chapter describes the primary means by which the program monitors and evaluates students' progress. Also described are current policies regarding requests for leaves of absence, time extensions, program dismissal, and formal grievance procedures.

### **A. Advising**

Students' relationship with their academic advisor is the primary way the program monitors and facilitates student progress. Students are expected to maintain regular contact with their advisor throughout their tenure in the program, keep their advisor apprised of any problems or concerns that may affect their academic and/or clinical work, and seek their advisor's consultation and assistance as appropriate. Typically, a student's academic advisor also serves as the chair or co-chair of the candidacy paper and dissertation research committees.

Upon admission to the program, students are assigned a faculty academic advisor. Initial assignment of an academic advisor considers current faculty advising loads and the consistency of research interests between the student and the faculty member. Students who desire to change their advisors are encouraged to alert their current advisor and the Training Director about their intention prior to soliciting other faculty as advisors/research directors. Next, the student should inform the Training Director when an alternate faculty member has agreed to accept this responsibility. To formalize the change of advisor, students must submit via *MyAdvisor* a *Request Change of Advisor* form. If the student's efforts in soliciting another faculty member to serve as advisor are unsuccessful, the student's current advisor brings the matter to a subsequent program faculty meeting for discussion and resolution. The student's current advisor continues to serve in this capacity until another faculty member in the program agrees to accept the student as an advisee.

### **B. Annual Review**

The program's faculty conducts an annual review of the student's progress and provides the student with written feedback regarding this evaluation. All currently enrolled students (including those who are on internships) are required to participate in the annual review. In the spring semester, students complete their annual report form, which documents their progress towards the degree and other educational and professional achievements. Following the submission of the Annual Report, students and advisors may schedule a face-to-face meeting to review the student's progress towards the degree. At a subsequent program faculty meeting dedicated to student reviews, the advisor summarizes the student's review outcomes and seeks additional faculty input prior to composing the student's written annual review feedback. Before the end of the spring semester, students receive feedback from their advisors within the annual report document, including an evaluation of students' professionalism and interpersonal competency by their advisor. Students whose progress through the program is in jeopardy receive additional correspondence from the Training Director indicating actions that must be taken to restore their good standing.

### **C. Continuous Enrollment and Leaves of Absence**

Once admitted to the program, doctoral students are expected to be continuously enrolled,

including at least three credit hours every consecutive long semester (i.e., Fall and Spring semesters), until the degree program requirements are completed, and the degree is awarded. On rare occasions, significant life events and emergencies (e.g., serious health issues, major family disruptions) may interfere with a student's progress through the program. Students who cannot enroll in a fall or spring semester must apply for a leave of absence to remain in good standing. To request a leave of absence, students need to first consult with their advisor and then submit a *Graduate and Professional Student Petition* that describes the reason for the request and a timeline, following the leave, for completing remaining program requirements. The leave of absence must be approved by the student's advisor, the Department Chair, and the College of Education Dean.

Leaves of absence are not granted for students to avoid tuition, academic requirements, or difficulties, or for those who have exceeded the doctoral credit hour cap. A student who does not return to enrolled status at the end of an approved leave is no longer considered to be pursuing an advanced degree. A student who fails to enroll in a long semester (Fall or Spring) without obtaining an approved leave from graduate study is not automatically readmitted.

Please also note that a student who is granted a leave of absence but has registered for the term (of leave) must withdraw from all courses for that term. Failure to do so may result in the student's financial responsibility for those courses.

For more information, see the University Continuous Enrollment and Leave of Absence policies in the current University Graduate Catalog.

#### **D. Program Completion Time Limits**

According to the University's Time Limit policy (described in the Graduate Catalog), students must complete their programs within 10 years of their semester of first enrollment. Students who are beyond their 7th year in the program are making unsatisfactory progress; therefore, as part of the annual review process, students in the seventh year or beyond must provide their advisors and the Director of Training a detailed timeline for completing their remaining work. An approved leave of absence only exempts students from the continuous enrollment requirement but does not stop the clock for program completion time limits. In other words, even students with an approved leave of absence must complete their degree programs within 10 years of their semester of first enrollment.

The University will approve an extension to the 10-year time limit for degree completion only under exceptional circumstances. To request a time extension to complete program requirements, after discussing the matter with their advisors, students submit to the advisor a *Graduate and Professional Student Petition* and a *letter* that (a) describes the circumstances and provides a compelling rationale for the request, and (b) provides a timeline for completing remaining program requirements during the proposed time extension. A petition for a time extension must be approved by the student's advisor, the Department Chair, and the College of Education Dean and the University Dean of Graduate Studies.

The program faculty reserves the right to support or deny a petition, or to amend the petitioner's request prior to submitting the petition to the College of Education Dean and the University Dean of Graduate Studies for final review and action.

## E. Remediation and Dismissal Policies and Procedures

The dismissal of a student from the program is a significant event for both the student and the program faculty and represents the conclusion of the faculty that the student has not demonstrated an adequate level of competency in either academic, research, clinical skills, or critical areas of professional conduct.

A graduate program is responsible for training future psychologists who are competent and do not provide a threat to the public welfare. Therefore, faculty are attentive to all aspects of student competence and performance in all relevant areas including academics, research, clinical training, ethics, and interpersonal behavior. Students are expected to make satisfactory academic progress, master counseling skills in a satisfactory and timely manner, meet all timelines and policies and procedures for the university and all training agencies to which is assigned, meet high standards of ethical behavior in all endeavors, and demonstrate interpersonal attitudes and behaviors with peers, faculty, staff, and supervisors that promote growth and learning. University policy regarding termination of enrollment in a graduate program for unsatisfactory rate of progress toward the degree can be found in the current University Graduate Catalog under **Termination of Enrollment in a Graduate Program**.

In the area of interpersonal competence, we adopt the policy developed by the Student Competencies Task Force of the Council of Chairs of Training Councils (CCTC) and further adapted by the Counseling Psychology Program at the University of Missouri:

*Students in psychology training programs (at the master's, doctoral, internship and postdoctoral level) should know – at the outset of their training – that their faculty, training staff, and supervisors have professional, ethical, and potentially legal obligation to: (a) evaluate the interpersonal competence and emotional well-being of student trainees who are under their supervision and who provide services to clients and consumers, and (b) ensure – insofar as possible – that the trainees who complete their programs are competent to manage future relationships (e.g., client, collegial, professional, public, scholarly, supervisory, teaching) in an effective and appropriate manner. Because of this commitment, professional psychology training programs strive not to “pass along” students with issues or problems (e.g., cognitive, emotional, psychological, interpersonal, technical, and ethical) that may interfere with professional competence to other programs, the profession, employers or the public at large.*

*Therefore, within a developmental framework and with due regard for the inherent power differences between student and faculty, students and trainees should know that their faculty, training staff, and supervisors will evaluate their competence in areas other than coursework, seminars, scholarship, comprehensive examinations, or related program requirements. These evaluative areas include, but are not limited to, demonstration of sufficient:*

- 1. Interpersonal and professional competence (e.g., the ways students relate to diverse individuals, groups, and organizations including clients, peers, faculty, staff, allied professionals, and the public).*
- 2. Self-awareness, self-reflection, and self-evaluation (e.g., knowledge of the content and the potential impact of one's own beliefs and values on*

*diverse individuals, groups, and organizations including clients, peers, faculty, staff, allied professionals, and the public).*

*3. Openness to processes of supervision (e.g., the ability and willingness to explore issues that interfere with the appropriate provision of care or impede the professional development or functioning); and*

*4. Resolution of problems or issues that interfere with professional development or functioning in a satisfactory manner (e.g., by responding constructively to feedback from supervisors or program faculty; by participating in personal therapy in order to resolve problems or issues).*

Please note that the four evaluative areas listed above overlap with the Counseling Psychology Training Values, which address students' willingness to engage in self-examination and to learn to interact in an ethical and facilitative manner with individuals who are both culturally similar as well as different from themselves, in terms of both demographics and values. Student evaluations will consider both the Counseling Psychology Training Values and the four values listed above.

This policy is implemented in the Counseling Psychology Doctoral Training Program through several mechanisms, occurring at various points in a student's training, which include the Annual Evaluation, on-going evaluation, evaluation for readiness to begin practicum, evaluation of readiness for internship, and during course evaluations.

Dismissal action, when taken, is typically the outcome of careful deliberation and communication with the student regarding their unsatisfactory performance in basic or, where appropriate, remedial work. Negotiation of remediation for unsatisfactory performance often precedes dismissal depending upon type and severity of problem.

At any point during the student's matriculation through the program, the faculty retains the right to review any student circumstance or personal performance that may negatively affect the student's competencies for independent professional practice or that may threaten client welfare. Examples of circumstances or performances that may be the basis for dismissal action include:

- Failure to meet minimal academic requirements for doctoral students at the University of Houston, as described in the online *Graduate and Professional Studies Catalog*.
- Violation of the ethical principles of psychologists as defined by the American Psychological Association.
- Unsatisfactory performance in counseling practice courses (e.g., practicum, internship).
- Failure to comply with established University, College, Department, or Program timetables and requirements.

- Academic dishonesty including plagiarism, cheating, fabricating research results, etc. The University definition of plagiarism may be found in the graduate catalog.
- Failure to maintain continuous enrollment or participate in the annual review process.
- Criminal misconduct.
- Failure to satisfy one or more academic requirements (e.g., coursework, candidacy paper, comprehensive exam, dissertation). In these cases, remedial actions will be identified to help the student address the academic deficiencies. However, if remedial actions fail to correct the problem(s), the student may be terminated from the program.
- Failure to maintain satisfactory progress through the program.
- Cognitive, affective, and/or behavioral deficiencies exhibited by the student that are deemed to obstruct the training process and/or potentially threaten client welfare.
- Unprofessional conduct at university or other professional settings.
- Inability to manage personal stress in a manner that affects professional functioning.

University policies regarding academic honesty can be found in the Graduate Catalog. This policy includes jurisdiction, individual responsibilities, prevention, categories, sanctions, hearing procedures, appeals, and records.

The University of Kansas has developed a helpful list of general areas of review to aid students in assuring whether they are making progress in meeting program goals and objectives, which include:

#### **Academic Performance**

- Writing style
- Topical organization
- Research work
- Capacity to deal with contradictory data
- Verbal presentations
- Grade Point Average

#### **Classroom Behavior**

- Class attendance/participation
- Examination behavior
- Ability to meet deadlines

#### **Professional-Ethical Behavior**

- Keeping appointments
- Following practicum procedures
- Appropriate dress and behavior
- Openness to feedback

- General counseling skills
- Knowledge of ethical guidelines
- Use of psychological instruments

### **Research Skills**

- Design/Methodology
- Ability to critique literature
- Research project involvement
- Publications/Presentations
- Progress to dissertation

### **Interpersonal/Attitudinal Considerations**

- Constructive criticism of program/faculty
- Offering alternatives to problems
- Emotional maturity and stability
- Relationships with peers
- Relationships with faculty
- Relationships with staff/agency personnel
- Respect for individual differences

### **Other Professional Activities**

- Awards or honors
- Departmental participation
- Assistantship duties
- Attendance at departmental activities

Observations or charges relevant to student performance in the areas described above can emanate from a variety of sources, including faculty, clinical supervisors, clients, university staff, or professionals and agents outside of the university community. To protect student due process rights, as well as to uphold the academic and professional standards of the program, the student will be informed in writing by their advisor and the Director of Training of any charge, event, performance, or circumstance that may threaten the student's status in the program. There are two mechanisms by which these concerns can be addressed:

1. To address less serious or nascent performance gaps, an **advisory and developmental plan** may be implemented. Such a plan is used for issues that do not require remediation but must be addressed within a specific time frame and with specific outcomes. If issues are not successfully addressed, the student may be placed on remediation. In the advisory and developmental plan, the student's advisor and the Training Director will document the specific outcomes or behaviors that need improvement, the steps required to address the performance gaps, the timeline for achieving these steps, and the consequences for not achieving these steps (e.g., remediation).
2. In more serious circumstances, or if a student fails to address issues in an advisory and developmental plan, a student will be placed on **remediation**. A student placed on remediation will receive a letter from the student's advisor and the Training Director detailing the specific performance or behaviors that are at issue, the actions required to

address the problem, a timeline for achieving these steps, and the consequences for not achieving these steps. If a student fails to address issues during remediation, a formal meeting of the faculty will be convened to determine the consequences of not resolving the remediation plan, which may include sanctions, suspension, or expulsion. Prior to that meeting, the student and other interested parties possessing relevant information will have the opportunity to present evidence to the faculty. Following faculty review of and deliberation on the evidence, the student's advisor and the Training Director will inform the student in writing of the faculty's decision and, if appropriate, specify any conditions that must be satisfied for the student to maintain or restore their standing within the program. Of note, remediation represents a serious concern and, even if resolved satisfactorily, students might be required to report it on their APPIC internship application.

The university's policies and procedures regarding dismissal and academic honesty can be found in the Graduate Catalog.

## **F. Grievance Policies and Procedures**

Students may grieve any faculty decision or action that affects their progress through the program. If the student chooses to grieve, they must follow the formal grievance procedures as specified in the following websites:

### **University of Houston**

<http://catalog.uh.edu/content.php?catoid=9&navoid=1637> Grievance Policy - University of Houston - Modern Campus Catalog™ (uh.edu)

### **Psychological, Health, and Learning Sciences Department**

The department policy is posted in the student section of the departmental website:

<http://www.uh.edu/education/departments/phls/docs/PHLS%20Student%20Grievance%20Form%20and%20Procedures.pdf>

## **XI. APA Competencies**

Attainment of APA consistent training competencies identified by the program, must be updated in the Counseling Psychology Student Progress Report Form each year. Competencies may be demonstrated in various ways including, but not limited to, total course grade, grades on exams, papers, and presentations, practicum evaluation ratings, etc. Students are required to keep record of their competency grades and report these competencies in the Counseling Psychology Student Progress Report Form. The yearly deadline for competency submission is by the time of the Annual Review, typically May 15<sup>th</sup>.



## XII. Student Support Services

The University of Houston offers students an array of support services sponsored by a variety of campus offices and facilities. Examples of these include the Counseling and Psychological Services Center (CAPS), the Health Center and Financial Aid Offices, the Center for Students with DisABILITIES (CSD), and the Campus Recreation and Wellness Center. The Counseling Psychology Program, the Department of Psychological, Health, and Learning Sciences, and the College of Education (<https://uh.edu/education/student-services/>) also offer students a variety of support services. This chapter describes some of these services and resources.

### A. Fellowships, Assistantships, and Financial Aid

Many opportunities for financial support exist for students enrolled in the program. Students are encouraged to apply for available fellowships, assistantships, and financial aid by the appropriate deadlines. Assistantships are guaranteed for 1<sup>st</sup> and 2<sup>nd</sup> year students. Assistantships for students in their 3<sup>rd</sup> year and beyond are based on the availability of external funding, such as grants and new faculty start-up packages, which varies year-to-year. Should additional funding become available, 3<sup>rd</sup>-year students will be a priority, then 4<sup>th</sup>-year, and so on. Incoming students are sent initial information regarding assistantships the summer prior to enrolling and should contact the PHLS office manager for more information. For students who maintain good academic standing within the department, the Graduate Tuition Fellowship (GTF) is available through the Office of the Dean of Graduate and Professional Studies and provides additional support in the form of tuition credits for up to nine hours for each long semester and six credits over the summer (students' fees are not paid by the GTF). **Students MUST apply to be considered for a GTF and/or assistantship every year by responding to surveys sent by the College's Office of Student Success and/or the PHLS Assistant and Associate Chair, typically in the spring term.**

Counseling Psychology doctoral students are also eligible to compete for scholarship programs available through the Office of the Dean of the College of Education. Information about these programs can be found online at: [https://uh.edu/education/student-services/fin\\_aid\\_scholarships/](https://uh.edu/education/student-services/fin_aid_scholarships/). In addition, information regarding student financial aid, including scholarship or graduate fellowship programs, is available online through the University of Houston Office of Scholarships and Financial Aid at <http://www.uh.edu/about/offices/enrollment-services/financial-aid/index/>.

### B. Communication within the Program and Department

The program uses several means to communicate with students including:

- **The Program Listserv**

The program listserv provides students, faculty, and staff the opportunity to send and receive broadcast e-mails to everyone in the Counseling Psychology Program. Upon admission to the program, students are included in the listserv using their UH e-mail address. If you are not receiving e-mails from the listserv, contact the graduate advisors in the PHLS office (room 491). Students are responsible for keeping their links to the listserv current so that they receive all program messages.

- **E-mail**

Students are required to maintain their official UH e-mail address, for purposes of official notifications from the program, department, college, and university.

- **Student Directory**

Each year, a student directory is compiled reflecting the address, phone number, e-mail, cohort year, and advisor of students enrolled in the program. Students are expected to update the Department and the Program, as well as the University, if their contact information changes.

### **C. Membership in Professional Organizations**

Students are strongly encouraged to join professional organizations, including **APA, Division 17 SAS, TPA, HPA**. Counseling Psychology students are encouraged to join professional organizations at the student affiliate level such as the American Psychological Association of Graduate Students (APAGS), the counseling psychology division of the APA <http://www.div17.org>, the Society of Counseling Psychology (Division 17) Student Affiliate Group (SAS), and other APA divisions as relevant to their interests. The Texas Psychological Association (TPA) and the Houston Psychological Association (HPA) are regional and local organizations, respectively, that offer professional development and networking opportunities for student members.

### **D. Travel Support**

Occasionally, students receive limited travel support from the PHLs department to attend conferences to present papers. Interested students can apply to the PHLs department Associate Chair for travel support.

### **E. Computing**

The Center for Information Technology in Education (CITE; [Technology Services - College of Education - University of Houston - University of Houston \(uh.edu\)](#)) offers multi-faceted technology services to the entire College of Education community. Located on the 3<sup>rd</sup> and 4<sup>th</sup> floor of Farish Hall, the CITE Computer Lab provides students with over 80 computers and houses a statistics lab and a multimedia lab. The CITE Lab staff provide routine consultation to students on a variety of technological matters. A student lounge in the PHLs suite also includes multiple workstations and a printer, as well as a conference table.

### **F. Problem-Solving Resources**

The UH Graduate School has an office of Graduate and Professional Student Ombudsperson. You can email to request an appointment: [gradombuds@uh.edu](mailto:gradombuds@uh.edu) or see the webpage for more information: <https://www.uh.edu/graduate-school/ombuds-services/>. The ombudsperson's role is to provide "a safe setting for graduate and professional students to confidentially raise and discuss their concerns about workplace and academic issues, interpersonal difficulties and to receive assistance in identifying options for resolving the conflicts and concerns."

UH also has an ombudservice that directly assists students to resolve problems or refers them to the office or person who can help. The student legal advisor provides counsel to students for problems of a legal nature. More information regarding these services may be located at the ombudservice website: <http://www.uh.edu/ombuds>.

## **G. UH Counseling and Psychological Services (CAPS)**

Students seeking counseling services who are either currently placed or anticipate placement at UH CAPS for practicum are encouraged to contact UH CAPS (713-743-5454) for a referral. UH CAPS has a reciprocal agreement with other local university counseling centers to see students in this situation and can also provide referrals to other agencies that charge fees on a sliding scale. See Appendix for more information regarding seeking counseling services and conducting practicum training at UH CAPS.

## **H. Statement on the Importance of Personal Therapy to the Development of Counselors/ Psychotherapists**

In addition to the didactic and skills training components of developing a professional therapist, personal therapy can be an effective means of assisting young professionals in the process of becoming therapeutic. Perhaps more than for any other professionals, it is vital that fully functioning psychotherapists and supervisors know themselves well and be able to use themselves. This view reflects the general thrust of this model which, instead of being aimed at training a therapist with a myriad of skills and techniques to do therapy, is aimed at helping the supervisee to become therapeutic with others.

“Sometimes an introspective nature, coupled with significant relationships with others, will eventually result in the maturity and personal depth necessary to be therapeutic with others. Often this natural process is too slow or inadequate for some supervisees. In these cases, the process of personal therapy can eliminate some remedial blockages in this process for certain developing therapists and can significantly deepen and accelerate this process for others.

“It is our belief that people who are really effective generally go through a process of letting go of the belief that everything is all right with them. As Robinson (1978) stated, what happens is that individuals must become conscious of conflict within themselves as the very basis for helping others.

“The process of experiencing personal therapy gives the potential or practicing therapist a better grasp of what the change process is all about. Furthermore, an experience of being on the other side of the desk most likely will increase the empathy that the therapist has with the client. The therapist knows the process is often excruciatingly painful and also knows the joy that can accompany growth. Tact, timing, separation, transference, and dependence—all take on new and deeper meanings after being experienced in one’s own therapy. Therapists also have a better sense of what they themselves mean to their own clients after having experienced a similar alliance. Finally, and perhaps most importantly, therapists who are cognizant of the intricacies of their own personal issues are in a better position to distinguish between what is happening with the client and what is happening within themselves. If therapy is largely a process of learning to differentiate, then this can only make the therapist far more effective in interpreting the client’s behavior toward the therapist. This awareness of one’s own personal issues hopefully will avoid distortion and acting out of one’s sexual/narcissistic/aggressive needs with the client. For these reasons, we conclude that personal therapy should be encouraged and regarded as enriching and desirable within counseling psychology programs.”

From Loganbill, C., Hardy, E. & Delworth, U. (1982). Supervision: A conceptual model. *The Counseling Psychologist* 10, 3-42 (pp. 6-7). Robinson, V. (1978). *The development of a professional self*. New York: AMS Press.

The faculty of the Counseling Psychology program at the University of Houston, therefore, encourages all students in this program to make personal therapy an integral part of their graduate training experience. Moreover, if this therapy is undertaken, it should be with someone not associated with the student's academic program. Regardless, this is not a requirement of the program.

### **XIII. Licensure**

#### **A. Licensure in Texas**

By graduating from the APA-accredited Counseling Psychology Doctoral Program at the University of Houston and completing an APA-accredited (see Section: 463.11 of the Rule and Regulations of the Texas State Board of Examiners of Psychologists), program graduate students qualify for licensure as psychologists in the state of Texas. They must also complete a year of supervised postdoctoral experience and pass the EPPP (Examination for Professional Practice in Psychology), and a jurisprudence exam.

#### **LICENSED PSYCHOLOGICAL ASSOCIATE & LICENSED PSYCHOLOGIST INFORMATION:**

##### **For Licensing Information:**

Texas State Board of Examiners of Psychologists  
333 Guadalupe Suite 2-450  
Austin, TX 78701  
<http://www.tsbep.state.tx.us/>

#### **B. Licensure Outside of Texas**

For licensure information for other jurisdictions (states, provinces, and territories), consult the website of the Association of State and Provincial Psychology Boards (ASPPB) at <http://www.asppb.net>. Remember, licensure requirements do vary by jurisdiction, and it is your responsibility (the applicant) to know the differences. Generally, your Ph.D. from an APA-accredited program will allow you to qualify for licensure as a psychologist, but some jurisdictions do require some extra training in select topics that can be completed after receipt of the doctorate.

#### **C. Examination for Professional Practice in Psychology (EPPP)**

Information regarding the EPPP (Examination for Professional Practice in Psychology) required for licensure in almost all states, provinces, and territories also may be found on the ASPPB website: <http://www.asppb.net>. The “Information for EPPP Candidates” download is particularly informative. In addition to information in the Student and EPPP sections, there is a helpful “Path to Licensure” PowerPoint presentation in the faculty section.

## **XIV. APPENDICES**

## Appendix A Residency Extracurricular Activities

The fulfillment of first-year residency requirements includes documented participation in appropriate extracurricular professional activities.

Students will be expected to participate in a **minimum of five (5) activities each semester**, and to document these activities in the *Residency Form* submitted via *MyAdvisor*. As noted below, some of these activities are required; others can be selected from a menu of options. Each activity, regardless of the time involved, counts as ONE activity. Activities, not hours, are counted. In other words, attending several presentations at ONE conference counts as ONE activity and is equivalent to attending ONE on-campus colloquium.

The following are **required** Residency activities:

1. Attending at least one candidacy proposal or defense meeting (held throughout the year)
2. Attending at least one dissertation proposal meeting (held throughout the year)
3. Attending at least one dissertation defense meeting (held throughout the year)
4. Attending at least one PHLIS Research Symposium

Other activities considered appropriate for satisfying remaining Residency requirements include attendance and/or participation at the following:

1. Participating in new doctoral student interviews (Spring, dates to be announced)
2. GSO meetings
3. Local, regional, or national professional meetings and conferences (e.g., HPA, TPA, APA)
4. Professional workshops
5. University, College, or Department-sponsored colloquia
6. Off-campus professional lectures

## Appendix C Annual Report

# Counseling Psychology Student Progress Report Form

|                      |                  |          |
|----------------------|------------------|----------|
| <b>Student Name:</b> | Year in program: | Advisor: |
|----------------------|------------------|----------|

| Courses & Grades                                        |                            |                        |
|---------------------------------------------------------|----------------------------|------------------------|
| Number of Incompletes (I):                              | Number of Withdrawals (W): | Number of Cs or below: |
| Student is on track for year level in terms of courses? | Yes                        | No                     |
| If no, please comment:                                  |                            |                        |

| Defenses and Comprehensive Exam        |            |                       |
|----------------------------------------|------------|-----------------------|
| Candidacy or equivalency completed?    | Yes, date: | No, anticipated date: |
| Comprehensive exam passed?             | Yes, date: | EPPP or in-house:     |
| Comprehensive exam score (percentage): |            |                       |
| Dissertation proposal defended?        | Yes, date: | No, anticipated date: |
| Dissertation defended/passed?          | Yes, date: | No, anticipated date: |

| APA Annual Report Information (Summer 2023-Spring 2024)                                                                                                                                                                                                      |           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 1. Are you a member of a professional or research society?                                                                                                                                                                                                   | Yes or No |
| 2. How many books, book chapters, or articles in peer-reviewed professional/scientific journals did you publish as author or co-author during the past academic year? (Publications "in press," "under review," or "submitted" should not be counted here.): |           |
| 3. How many workshops, oral presentations, and/or poster presentations at professional meetings did you give as an author or co-author during the last academic year?                                                                                        |           |
| 4. Were you involved in leadership roles or activities in professional organizations?                                                                                                                                                                        | Yes or No |
| 5. Did you present on a psychological topic to lay or community audience?                                                                                                                                                                                    | Yes or No |

| Practicum (leave areas blank if not applicable)  |              |                |
|--------------------------------------------------|--------------|----------------|
| Were you in practicum this year?                 | Yes          | No             |
| Site #1                                          |              |                |
| Name of your primary site:                       |              |                |
| Summer 2023 evaluation and grade                 |              |                |
| Evaluation by supervisors indicate that work is: | Satisfactory | Unsatisfactory |
| Practicum course grade:                          |              |                |
| Fall 2023 evaluation and grade                   |              |                |
| Evaluation by supervisors indicate that work is: | Satisfactory | Unsatisfactory |
| Practicum course grade:                          |              |                |
| Spring 2024 evaluation and grade                 |              |                |
| Evaluation by supervisors indicate that work is: | Satisfactory | Unsatisfactory |
| Practicum course grade:                          |              |                |



|                                                                              |              |                            |     |
|------------------------------------------------------------------------------|--------------|----------------------------|-----|
| <b>Site #2</b>                                                               |              |                            |     |
| <b>Name of second site, if relevant:</b>                                     |              |                            |     |
| <b>Summer 2023 evaluation and grade</b>                                      |              |                            |     |
| Evaluation by supervisors indicate that work is:                             | Satisfactory | Unsatisfactory             |     |
| Practicum course grade:                                                      |              |                            |     |
| <b>Fall 2023 evaluation and grade</b>                                        |              |                            |     |
| Evaluation by supervisors indicate that work is:                             | Satisfactory | Unsatisfactory             |     |
| Practicum course grade:                                                      |              |                            |     |
| <b>Spring 2024 evaluation and grade</b>                                      |              |                            |     |
| Evaluation by supervisors indicate that work is:                             | Satisfactory | Unsatisfactory             |     |
| Practicum course grade:                                                      |              |                            |     |
| <b>Site #3</b>                                                               |              |                            |     |
| <b>Name of third site, if relevant:</b>                                      |              |                            |     |
| <b>Summer 2023 evaluation and grade</b>                                      |              |                            |     |
| Evaluation by supervisors indicate that work is:                             | Satisfactory | Unsatisfactory             |     |
| Practicum course grade:                                                      |              |                            |     |
| <b>Fall 2023 evaluation and grade</b>                                        |              |                            |     |
| Evaluation by supervisors indicate that work is:                             | Satisfactory | Unsatisfactory             |     |
| Practicum course grade:                                                      |              |                            |     |
| <b>Spring 2024 evaluation and grade</b>                                      |              |                            |     |
| Evaluation by supervisors indicate that work is:                             | Satisfactory | Unsatisfactory             |     |
| Practicum course grade:                                                      |              |                            |     |
| <b>Practicum: Other</b>                                                      |              |                            |     |
| Were you placed on a remediation or improvement plan at your practicum site? | Yes          | No                         |     |
| Is yes, please explain:                                                      |              |                            |     |
| <b>Internship</b>                                                            |              |                            |     |
| Did you apply for internship this year?                                      | Yes          | No                         |     |
| If so, did you match to a site?                                              | Yes          | No                         | N/A |
| If you're on internship or matched to a site, what is the name of your site? |              |                            |     |
| What are the start and end dates of your site?                               |              |                            |     |
| Accreditation of site:                                                       | APA/CPA      | APPIC member (non-APA/CPA) |     |
| <b>Current Interns</b>                                                       |              |                            |     |
| Evaluation by internship site indicates that work is:                        | Satisfactory | Unsatisfactory             |     |
| Please comment (required if unsatisfactory):                                 |              |                            |     |

| <b>Nine Competency Areas – Completed thus far in the program unless otherwise noted</b><br><b>Note: Course passed = grade of B- or better</b><br><b>Practicum rating passed = an average greater than 3 on that section</b> |            |           |            |                            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|------------|----------------------------|
|                                                                                                                                                                                                                             | <u>Yes</u> | <u>No</u> | <u>N/A</u> | <u>Grade or Prac Score</u> |
| <b>1. Research</b>                                                                                                                                                                                                          |            |           |            |                            |
| a. PHLS 8341 Professional Seminar Article Critique                                                                                                                                                                          |            |           |            |                            |
| b. PHLS 8302 Research Proposal                                                                                                                                                                                              |            |           |            |                            |
| c. PHLS 8334 Final Exam                                                                                                                                                                                                     |            |           |            |                            |
| d. Candidacy/equivalency defended and passed                                                                                                                                                                                |            |           |            |                            |
| e. Dissertation defended and passed                                                                                                                                                                                         |            |           |            |                            |
| f. <b>Summer</b> Practicum meets competency – Section IX-A (this last year only)                                                                                                                                            |            |           |            |                            |
| g. <b>Fall</b> Practicum meets competency – Section IX-A (this last year only)                                                                                                                                              |            |           |            |                            |
| h. <b>Spring</b> Practicum meets competency – Section IX-A (this last year only)                                                                                                                                            |            |           |            |                            |
| i. Satisfactory evaluation by program faculty                                                                                                                                                                               |            |           |            |                            |
| <b>2. Ethics and legal standards</b>                                                                                                                                                                                        |            |           |            |                            |
| a. PHLS 8364 Ethics course                                                                                                                                                                                                  |            |           |            |                            |
| b. CITI Training passed (80% or above)                                                                                                                                                                                      |            |           |            |                            |
| c. <b>Summer</b> Practicum evaluation meets competency – Section V Ethical and Legal Standards (this last year only)                                                                                                        |            |           |            |                            |
| d. <b>Fall</b> Practicum evaluation meets competency – Section V Ethical and Legal Standards (this last year only)                                                                                                          |            |           |            |                            |
| e. <b>Spring</b> Practicum evaluation meets competency – Section V Ethical and Legal Standards (this last year only)                                                                                                        |            |           |            |                            |
| f. Satisfactory evaluation by program faculty                                                                                                                                                                               |            |           |            |                            |
| <b>3. Individual and cultural diversity</b>                                                                                                                                                                                 |            |           |            |                            |
| a. PHLS 8337 Multicultural Counseling course passed                                                                                                                                                                         |            |           |            |                            |
| b. PHLS 8341 Identity Paper passed                                                                                                                                                                                          |            |           |            |                            |
| c. <b>Summer</b> Practicum evaluation meets competency – Section IV Individual and Cultural Diversity (this last year only)                                                                                                 |            |           |            |                            |
| d. <b>Fall</b> Practicum evaluation meets competency – Section IV Individual and Cultural Diversity (this last year only)                                                                                                   |            |           |            |                            |
| e. <b>Spring</b> Practicum evaluation meets competency – Section IV Individual and Cultural Diversity (this last year only)                                                                                                 |            |           |            |                            |
| a. Satisfactory evaluation by program faculty                                                                                                                                                                               |            |           |            |                            |
| <b>4. Professional values, attitudes, and behavior</b>                                                                                                                                                                      |            |           |            |                            |
| a. PIC Form – Professionalism passed (Average of at least 3)                                                                                                                                                                |            |           |            |                            |
| b. PHLS 8341 ProSem Course passed                                                                                                                                                                                           |            |           |            |                            |
| c. <b>Summer</b> Practicum evaluation meets competency – Section I Professionalism (this last year only)                                                                                                                    |            |           |            |                            |
| d. <b>Fall</b> Practicum evaluation meets competency – Section I Professionalism (this last year only)                                                                                                                      |            |           |            |                            |
| e. <b>Spring</b> Practicum evaluation meets competency Section I Professionalism (this last year only)                                                                                                                      |            |           |            |                            |
| f. Satisfactory evaluation by program faculty                                                                                                                                                                               |            |           |            |                            |
| <b>5. Communication and interpersonal skills</b>                                                                                                                                                                            |            |           |            |                            |
| a. PIC Form - Interpersonal Competence passed (Average of at least 3)                                                                                                                                                       |            |           |            |                            |
| b. <b>Summer</b> Practicum evaluation meets competency – Section III Relationships (this last year only)                                                                                                                    |            |           |            |                            |
| c. <b>Fall</b> Practicum evaluation meets competency – Section III Relationships (this last year only)                                                                                                                      |            |           |            |                            |

|                                                                                                           |  |  |  |  |
|-----------------------------------------------------------------------------------------------------------|--|--|--|--|
| d. <b>Spring</b> Practicum evaluation meets competency – Section III Relationships (this last year only)  |  |  |  |  |
| e. Satisfactory evaluation by program faculty                                                             |  |  |  |  |
| <b>6. Assessment</b>                                                                                      |  |  |  |  |
| a. PHLS 8347 Cognitive Assessment course passed                                                           |  |  |  |  |
| b. PHLS 8349 Personality Assessment passed                                                                |  |  |  |  |
| c. PHLS 8339 Assessment Paper passed                                                                      |  |  |  |  |
| d. <b>Summer</b> Practicum evaluation meets competency – Section VI Assessment (this last year only)      |  |  |  |  |
| e. <b>Fall</b> Practicum evaluation meets competency – Section VI Assessment (this last year only)        |  |  |  |  |
| f. <b>Spring</b> Practicum evaluation meets competency – Section VI Assessment (this last year only)      |  |  |  |  |
| g. Satisfactory evaluation by program faculty (if applicable)                                             |  |  |  |  |
| <b>7. Intervention</b>                                                                                    |  |  |  |  |
| a. PHLS 6325 Counseling Theories passed                                                                   |  |  |  |  |
| b. PHLS 6391 Counseling Methods passed                                                                    |  |  |  |  |
| c. PHLS 6335 Group Counseling passed                                                                      |  |  |  |  |
| d. PHLS 6397/6345 Psychopathology passed                                                                  |  |  |  |  |
| e. PHLS 8357 Clinical Interventions passed                                                                |  |  |  |  |
| f. PHLS 7330 Advanced Theories passed                                                                     |  |  |  |  |
| g. Practicum courses passed for this academic year                                                        |  |  |  |  |
| h. APA Accredited Internship completed                                                                    |  |  |  |  |
| i. <b>Summer</b> Practicum evaluation meets competency – Section VII Intervention (this last year only)   |  |  |  |  |
| j. <b>Fall</b> Practicum evaluation meets competency – Section VII Intervention (this last year only)     |  |  |  |  |
| k. <b>Spring</b> Practicum evaluation meets competency – Section VII Intervention (this last year only)   |  |  |  |  |
| l. Satisfactory evaluation by program faculty (if applicable)                                             |  |  |  |  |
| <b>8. Supervision</b>                                                                                     |  |  |  |  |
| a. PHLS 8305 Supervision Consultation course passed                                                       |  |  |  |  |
| b. PHLS 8305 Supervision paper passed                                                                     |  |  |  |  |
| c. <b>Summer</b> Practicum evaluation meets competency – Section VIII Supervision (this last year only)   |  |  |  |  |
| d. <b>Fall</b> Practicum evaluation meets competency – Section VIII Supervision (this last year only)     |  |  |  |  |
| e. <b>Spring</b> Practicum evaluation meets competency – Section VIII Supervision (this last year only)   |  |  |  |  |
| f. Satisfactory evaluation by program faculty (if applicable)                                             |  |  |  |  |
| <b>9. Consultation and interprofessional/interdisciplinary skills</b>                                     |  |  |  |  |
| a. PHLS 8305 Supervision Consultation course passed                                                       |  |  |  |  |
| b. PHLS 8305 Consultation paper passed                                                                    |  |  |  |  |
| c. <b>Summer</b> Practicum evaluation meets competency – Sections IX-B1/B2 and IX-C (this last year only) |  |  |  |  |
| d. <b>Fall</b> Practicum evaluation meets competency – Sections IX-B1/B2 and IX-C (this last year only)   |  |  |  |  |
| e. <b>Spring</b> Practicum evaluation meets competency – Sections IX-B1/B2 and IX-C (this last year only) |  |  |  |  |
| f. Satisfactory evaluation by program faculty                                                             |  |  |  |  |

| <b>Discipline Specific Knowledge – Completed thus far in the program</b>            |            |           |              |
|-------------------------------------------------------------------------------------|------------|-----------|--------------|
| <b>Note: Course passed = grade of B- or better</b>                                  |            |           |              |
|                                                                                     | <u>Yes</u> | <u>No</u> | <u>Grade</u> |
| <b>1. History and systems of psychology</b>                                         |            |           |              |
| j. PHLS 8351 History and Systems passed                                             |            |           |              |
| <b>2. Basic content areas</b>                                                       |            |           |              |
| k. PSYC 6338 Social Psychology passed                                               |            |           |              |
| l. PHLS 6330 Human Development passed                                               |            |           |              |
| m. PSYC 7342/PSYC 6308 Bio Bases passed                                             |            |           |              |
| n. PHLS 7317 Cognitive exam/essay passed                                            |            |           |              |
| o. PHLS 7317 Affective exam/essay passed                                            |            |           |              |
| p. Comprehensive exam passed (EPPP or in-house)                                     |            |           |              |
| <b>3. Advanced integrative knowledge of basic discipline specific content areas</b> |            |           |              |
| g. PHLS 7317 Cognitive/Affective Bases of Behavior passed                           |            |           |              |
| <b>4. Research methods and statistics</b>                                           |            |           |              |
| h. PHLS 8302 Research Methods passed                                                |            |           |              |
| i. PHLS 8334 Research in Counseling Psychology passed                               |            |           |              |
| b. PHLS 8319 Inferential Statistics passed                                          |            |           |              |
| c. PHLS 8322 Intermediate Stats passed                                              |            |           |              |
| d. PHLS 8324 Multivariate passed                                                    |            |           |              |
| <b>5. Psychometrics</b>                                                             |            |           |              |
| j. PHLS 8300 Measurement passed                                                     |            |           |              |

## Personal Narrative

*In the space below, briefly comment on your progress through the program over the past year. You can identify learning experiences and areas for future professional growth. If appropriate, indicate how your experiences over the past year have influenced your long-term professional goals:*

**Professionalism and Interpersonal Competence Rating Form**  
**To be completed by student's advisor**

**1 = Does not meet expectations**

**2 = Needs attention**

**3 = Meets expectations**

**n/o = Not observed**

**Interpersonal Competence**

1. Emotional maturity and stability 1 2 3 n/o
2. Relationship with peers 1 2 3 n/o
3. Relationship with faculty 1 2 3 n/o
4. Relationship with staff 1 2 3 n/o
5. Respect for individual differences 1 2 3 n/o
6. Responsive to interpersonal feedback 1 2 3 n/o
7. Displays self-awareness and impact of self on other 1 2 3 n/o s

**Professionalism**

8. Keeps appointments 1 2 3 n/o
9. Meets deadlines 1 2 3 n/o
10. Committed to social justice 1 2 3 n/o
11. Able to communicate ideas, feelings, and information effectively 1 2 3 n/o
12. Demonstrates honesty and integrity 1 2 3 n/o
13. Demonstrates ethical behaviors 1 2 3 n/o

## Appendix E Evaluation of Practicum Supervisee Competencies

### EVALUATION OF PRACTICUM STUDENT COMPETENCIES Counseling Psychology Program - University of Houston

Name of Supervisee/ Student: \_\_\_\_\_

Names of Supervisor/ Instructor: \_\_\_\_\_

Semester of Supervision/ Practicum: \_\_\_\_\_

Name of Agency/ Class: \_\_\_\_\_

**Rating Scale: Leave Blank – Not Applicable; 1 – Not Satisfactory; 2 – Below Average; 3 – Average/Commensurate with Experience; 4 – Above Average**

| <b>I. PROFESSIONALISM</b>                                                | <b>Rating</b> |
|--------------------------------------------------------------------------|---------------|
| Displays awareness of normal growth and development and client strengths |               |
| Displays professional demeanor and language                              |               |
| Displays compassion and respect in interpersonal interactions            |               |
| Demonstrates integrity by adhering to professional standards             |               |
| Shows appropriate respect for authority                                  |               |
| Demonstrates effort to effectively resolve conflict                      |               |
| Completes case documentation accurately                                  |               |

#### Mean Score for Professionalism Section

| <b>II. REFLECTIVE PRACTICE/ SELF ASSESSMENT &amp; CARE</b>                      | <b>Rating</b> |
|---------------------------------------------------------------------------------|---------------|
| Reflects on practice and mindfully recognizes impact of self on others          |               |
| Understands impact of therapy relationship on self                              |               |
| Understands own impact on client in therapy relationship                        |               |
| Maintains appropriate therapist-client boundaries                               |               |
| Is willing to admit mistakes with minimal defensiveness                         |               |
| Uses persons other than supervisor for skill development                        |               |
| Provides helpful feedback and critique to others                                |               |
| Is sensitive to the needs and strengths of peers                                |               |
| Is willing to be assertive with supervisor and peers                            |               |
| Demonstrates awareness of clinical competencies and identifies areas for growth |               |
| Critiques and analyzes own interview/ sessions accurately and appropriately     |               |
| Recognizes own limitations in treating a particular client                      |               |
| Takes appropriate care of self and is aware of own needs                        |               |

#### Mean Score for Reflective Practice Section

| <b>III. RELATIONSHIPS</b>                                                                   | <b>Rating</b> |
|---------------------------------------------------------------------------------------------|---------------|
| Forms and maintains productive and respectful relationships with peers or colleagues        |               |
| Forms and maintains productive and respectful relationships with supervisors or instructors |               |

|                                                                                                               |  |
|---------------------------------------------------------------------------------------------------------------|--|
| Demonstrates cooperative discourse (e.g. refrains from interrupting, does not dominate, contributes actively) |  |
| Conveys counseling atmosphere of trust and safety                                                             |  |
| Demonstrates acceptance of the client                                                                         |  |
| Expresses warmth and caring with the client                                                                   |  |
| Shows a non-judgmental orientation toward client                                                              |  |
| Exhibits appropriate verbal regulation of emotion (i.e. expression and containment)                           |  |
| Exhibits appropriate nonverbal regulation of emotion (i.e. expression and containment)                        |  |
| Communicates clearly using verbal skills                                                                      |  |
| Nonverbal communication matches verbal content                                                                |  |
| Communicates clearly using written skills                                                                     |  |
| Awareness of and sensitivity to clients' nonverbal behavior                                                   |  |
| Understands clients' feelings and communicates this understanding to the client                               |  |

#### Mean Score for Relationships Section

| <b>IV. INDIVIDUAL &amp; CULTURAL DIVERSITY</b>                                                                          | <b>Rating</b> |
|-------------------------------------------------------------------------------------------------------------------------|---------------|
| Understands one's own cultural identity and personal attitudes toward diverse others                                    |               |
| Recognizes the way culture shapes others' identity and behavior                                                         |               |
| Utilizes language that demonstrates sensitivity to culture, gender, and sexual orientation                              |               |
| Directly addresses issues of difference between therapist and clients along salient dimensions                          |               |
| Therapeutically processes issues of cultural difference and diversity                                                   |               |
| Asks questions or offers suggestions that help clients think about how contextual issues may impact presenting concerns |               |

#### Mean Score for Diversity Section

| <b>V. ETHICAL &amp; LEGAL STANDARDS</b>                                          | <b>Rating</b> |
|----------------------------------------------------------------------------------|---------------|
| Demonstrates knowledge and awareness of appropriate ethical codes and state laws |               |
| Identifies potential ethical concerns and legal issues                           |               |
| Adapts behavior in accordance with ethical codes and state laws                  |               |

#### Mean Score for Ethics & Legal Section

| <b>VI. ASSESSMENT</b>                                                                                           | <b>Rating</b> |
|-----------------------------------------------------------------------------------------------------------------|---------------|
| Selects appropriate assessment measures for cases at practice site.                                             |               |
| Identifies areas of client functioning where further assessment is needed                                       |               |
| Provides appropriate feedback to clients based on assessment measures                                           |               |
| Applies concepts of normal/ abnormal behavior to case formulation and diagnosis within a developmental context  |               |
| Applies concepts of normal/ abnormal behavior to case formulation and diagnosis within the context of diversity |               |
| Writes assessment reports and progress notes effectively                                                        |               |

|                                                                                     |  |
|-------------------------------------------------------------------------------------|--|
| Ties together seemingly discrete and isolated components of client's behavior       |  |
| Generates hypotheses concerning client behavior and dynamics                        |  |
| Provides rationale for conceptualization based on psychological theory and research |  |
| Provides rationale for conceptualization based on client data                       |  |
| Attends to systemic issues in case conceptualization                                |  |

### Mean Score for Assessment Section

| <b>VII. INTERVENTION</b>                                                                                              | <b>Rating</b> |
|-----------------------------------------------------------------------------------------------------------------------|---------------|
| Demonstrates knowledge of interventions and explanations for their use in practice based on evidence                  |               |
| Formulates and conceptualizes cases and plans interventions utilizing at least one consistent theoretical orientation |               |
| Evaluates treatment progress and modifies treatment planning as indicated                                             |               |
| Is able to track client work                                                                                          |               |
| Acts purposefully and with intentionality                                                                             |               |
| Uses appropriate and therapeutic open-ended questions                                                                 |               |
| Can paraphrase and summarize content                                                                                  |               |
| Accurately reflects feeling                                                                                           |               |
| Encourages client to be specific and concrete                                                                         |               |
| Does not talk over or interrupt clients inappropriately                                                               |               |
| Clarifies client content when appropriate                                                                             |               |
| Handles silence and uses it effectively in treatment                                                                  |               |
| Establishes appropriate goals                                                                                         |               |
| Explores resolution of similar problems                                                                               |               |
| Able to separate process from content                                                                                 |               |
| Encourages client to accept responsibility in relationship                                                            |               |
| Demonstrates the ability to effectively implement therapeutic treatment interventions                                 |               |
| Implements interventions one at a time and stays with interventions once initiated                                    |               |
| Exercises therapeutic control in session                                                                              |               |
| Works with depth of affect                                                                                            |               |
| Confronts appropriately and in the moment                                                                             |               |
| Demonstrates appropriate use of self in session                                                                       |               |
| Uses therapeutic process effectively                                                                                  |               |
| Recognizes client resistance                                                                                          |               |
| Handles client resistance appropriately and effectively                                                               |               |
| Is able to comfortably discuss sensitive issues with clients (e.g. sexuality, transference/ countertransference)      |               |
| Provides crisis management interventions, as appropriate                                                              |               |
| Develops and tests hypotheses using systemic principles                                                               |               |
| Makes contact and attends to all family members                                                                       |               |
| Helps family/ couple establish appropriate boundaries                                                                 |               |
| Attends to covert family/ couple conflicts, alliances, and coalitions                                                 |               |
| Attends to systemic interactions in intervention                                                                      |               |

### Mean Score for Intervention Section



| <b>VIII. SUPERVISION</b>                                                                                    | <b>Rating</b> |
|-------------------------------------------------------------------------------------------------------------|---------------|
| Demonstrates knowledge of the supervision process including one's own roles and responsibilities as trainee |               |
| Uses supervision process to reflect on areas of strength and those needing improvement                      |               |
| Demonstrate willingness to admit errors and accept feedback                                                 |               |
| Willing to be observed and evaluated by supervisor                                                          |               |
| Integrates feedback from supervisor into performance                                                        |               |

#### **Mean Score for Supervision Section**

| <b>IX. OTHER AREAS OF COMPETENCY</b>                                                                                                                            | <b>Rating</b> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| <b>A. Scientific Knowledge and Methods:</b><br>Values and applies scientific methods to professional practice                                                   |               |
| <b>B1. Interdisciplinary Systems:</b><br>Appreciates expertise and professional roles of others                                                                 |               |
| <b>B2. Interdisciplinary Systems:</b><br>Makes appropriate referrals and works effectively with professionals from other specialties                            |               |
| <b>C. Consultation:</b><br>Able to provide consultation in the form of professional guidance                                                                    |               |
| <b>D. Teaching:</b><br>Able to provide psychoeducation and outreach to support developmental or preventative efforts.                                           |               |
| <b>E. Management-Administration:</b><br>Functions effectively within professional settings by complying with policies and participating in management structure |               |
| <b>F. Advocacy:</b><br>Assists clients in development of self-advocacy plans                                                                                    |               |

#### **Mean Score for Other Areas Section**

#### **TOTAL MEAN SCORE FOR ALL SECTIONS**

Summary of Supervisee/ Student's Strengths:

Summary of Supervisee/ Student's Growth Areas:

In your opinion, has this student successfully completed this semester of this practicum experience? YES/ NO

Signature of Supervisor/ Instructor: \_\_\_\_\_Date:

Signature of Supervisee/ Student: \_\_\_\_\_Date:

**To meet new APA accreditation standards (SOA)\*, please list at least one date that you directly observed (in person or via video) a session lead by this student this semester: Date: \_\_**

\*APA Accreditation Standard II.B.3.d, IR C-14 D.

## Appendix F Practicum Supervisor Evaluation Form

### University of Houston Supervisor Evaluation Form Counseling Psychology

Practicum Site: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Supervisee: \_\_\_\_\_

Semester: \_\_\_\_\_

Please complete the following evaluation form by circling the appropriate rating for each of the content area statements:

#### Scale for Rating Competencies:

- 0 Not Applicable
- 1 Training needs not met
- 2 Training needs somewhat met
- 3 Training needs adequately met
- 4 Training needs exceeded

In the “Comments” section, please include any general information regarding any expectations of the supervisee.

| Content Areas to Consider                    | Exceeded | Adequately Met | Somewhat Met | Not Met | Not Applicable |
|----------------------------------------------|----------|----------------|--------------|---------|----------------|
| <i>Expectations</i>                          |          |                |              |         |                |
| Had appropriate expectations of me:          | 4        | 3              | 2            | 1       | 0              |
| The workload was manageable but challenging: | 4        | 3              | 2            | 1       | 0              |
| Established clear goals and expectations:    | 4        | 3              | 2            | 1       | 0              |
| Comments:                                    |          |                |              |         |                |

| Content Areas to Consider                                                            | Exceeded | Adequately Met | Somewhat Met | Not Met | Not Applicable |
|--------------------------------------------------------------------------------------|----------|----------------|--------------|---------|----------------|
| <b><i>Supervisory Relationship</i></b>                                               |          |                |              |         |                |
| Treated me with respect:                                                             | 4        | 3              | 2            | 1       | 0              |
| Demonstrates involvement and commitment to supervision:                              | 4        | 3              | 2            | 1       | 0              |
| Created a comfortable, "safe" atmosphere:                                            | 4        | 3              | 2            | 1       | 0              |
| Was open to feedback from you about your needs:                                      | 4        | 3              | 2            | 1       | 0              |
| Served as a role model:                                                              | 4        | 3              | 2            | 1       | 0              |
| Gave constructive feedback in a positive and supportive manner:                      | 4        | 3              | 2            | 1       | 0              |
| Comments:                                                                            |          |                |              |         |                |
| <b><i>Supervision Skills</i></b>                                                     |          |                |              |         |                |
| Provided helpful suggestions/guidance on clinical cases:                             | 4        | 3              | 2            | 1       | 0              |
| Used appropriate didactic material and can suggest additional readings and training: | 4        | 3              | 2            | 1       | 0              |
| Helps define and clarify goals for counseling and/or assessment:                     | 4        | 3              | 2            | 1       | 0              |
| Encouraged independent thought:                                                      | 4        | 3              | 2            | 1       | 0              |
| Provided an overall evaluation of supervisor's strengths and limitations:            | 4        | 3              | 2            | 1       | 0              |
| Comments:                                                                            |          |                |              |         |                |
| <b><i>Availability</i></b>                                                           |          |                |              |         |                |
| Offered regular, scheduled supervision meetings:                                     | 4        | 3              | 2            | 1       | 0              |
| Was available outside of scheduled appointments:                                     | 4        | 3              | 2            | 1       | 0              |
| Comments:                                                                            |          |                |              |         |                |

| <b>Content Areas to Consider</b>                                                        | <b>Exceeded</b> | <b>Adequately Met</b> | <b>Somewhat Met</b> | <b>Not Met</b> | <b>Not Applicable</b> |
|-----------------------------------------------------------------------------------------|-----------------|-----------------------|---------------------|----------------|-----------------------|
| <b><i>Multicultural Issues</i></b>                                                      |                 |                       |                     |                |                       |
| Shown awareness of diversity issues:                                                    | 4               | 3                     | 2                   | 1              | 0                     |
| Discussed cultural issues relevant to therapeutic relationship:                         | 4               | 3                     | 2                   | 1              | 0                     |
| Comments:                                                                               |                 |                       |                     |                |                       |
| <b><i>Professional Ethics</i></b>                                                       |                 |                       |                     |                |                       |
| Introduced and discussed professional and ethical issues as needed:                     | 4               | 3                     | 2                   | 1              | 0                     |
| Modeled professional and ethical practices:                                             | 4               | 3                     | 2                   | 1              | 0                     |
| When necessary, supervisor served as a liaison in making referrals for the supervisee:  | 4               | 3                     | 2                   | 1              | 0                     |
| Differentiates between therapy and supervision and aids supervisee in doing so as well: | 4               | 3                     | 2                   | 1              | 0                     |
| Comments:                                                                               |                 |                       |                     |                |                       |
| <b><i>Overall Rating of Supervisor</i></b>                                              | 4               | 3                     | 2                   | 1              | 0                     |
| Comments:                                                                               |                 |                       |                     |                |                       |

What do you consider to be the **Strengths** of this supervisor?

What do you consider to be the **Weaknesses** of this supervisor?

What are your suggestions for improving this supervision experience?

## Appendix G Candidacy Paper and Dissertation Assessment Form

**Committee Member: Before the defense meeting, please complete this evaluation form (up to Competency C.5), based on the candidacy or dissertation manuscript and bring completed form to defense meeting. (Rating of Competency C.6 will be completed at the end of the defense).**

|                                            |
|--------------------------------------------|
| <b>Student Name:</b>                       |
| <b>Final Candidacy Paper defense date:</b> |
| <b>Candidacy Paper Reviewer:</b>           |
|                                            |
| <b>Final Dissertation defense date:</b>    |
| <b>Dissertation Reviewer:</b>              |

| Rubric:           | Student demonstrated:                               |
|-------------------|-----------------------------------------------------|
| 1. Unsatisfactory | lack of basic understanding/execution of competency |
| 2. Marginal       | below average understanding/execution of competency |
| 3. Satisfactory   | average understanding/execution of competency       |
| 4. Good           | above average understanding/execution of competency |
| 5. Very Good      | excellent understanding/execution of competency     |

**Goal 2 : Objective C:** Produce scientific findings and disseminate scholarly products in oral and written form that meet APA publication standards.

| Competency C.1 Introduction and literature review provides logical framework in support of research questions/hypothesis based on theoretical/ empirical literature | Candidacy | Dissertation |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|--------------|
| 1. Introduction/ literature review adequately integrates/synthesizes pertinent literature                                                                           |           |              |
| 2. Introduction/literature review articulates clearly research questions/ hypotheses                                                                                |           |              |
| 3. Introduction/literature review presents convincing arguments based on theory and/or empirical findings to justify research questions and hypotheses              |           |              |
| <b>Average for Competency C.1</b>                                                                                                                                   |           |              |

| <b>Competency C. 2 Selects appropriate sample and research methodology for questions/hypothesis examined</b>                            | <b>Candidacy</b> | <b>Dissertation</b> |
|-----------------------------------------------------------------------------------------------------------------------------------------|------------------|---------------------|
| 4. Research methodology is adequate for study's research questions                                                                      |                  |                     |
| 5. Descriptions of instruments used is complete and includes information regarding reliability and validity with population of interest |                  |                     |
| 6. Provides convincing rationale for study's sample taking into account generalizability of findings to diverse populations             |                  |                     |
| <b>Average for Competency C.2</b>                                                                                                       |                  |                     |

| <b>Competency C. 3 Implements correctly adequate statistical analyses for the questions/hypothesis examined</b> | <b>Candidacy</b> | <b>Dissertation</b> |
|-----------------------------------------------------------------------------------------------------------------|------------------|---------------------|
| 7. Statistical analyses are adequate for the research questions examined                                        |                  |                     |
| 8. Report of statistical analyses' results is complete and accurate                                             |                  |                     |
| <b>Average for Competency C.3</b>                                                                               |                  |                     |

| <b>Competency C. 4 Articulates the implications/limitations of research findings and generalizability to diverse populations</b> | <b>Candidacy</b> | <b>Dissertation</b> |
|----------------------------------------------------------------------------------------------------------------------------------|------------------|---------------------|
| 9. Articulates implications of findings for future research in light of the study's aims                                         |                  |                     |
| 10. Articulates practice implications of findings in light of the study's aims                                                   |                  |                     |
| 11. Identifies strengths and limitations of the study inclusive of the applicability of findings to diverse populations          |                  |                     |
| <b>Average for Competency C.4</b>                                                                                                |                  |                     |

| <b>Competency C. 5 Produces written scholarly product that meet APA publication standards</b>                              | <b>Candidacy</b> | <b>Dissertation</b> |
|----------------------------------------------------------------------------------------------------------------------------|------------------|---------------------|
| 12. Organization of document meets APA publication formatting standards (e.g., headings, subheadings, tables, references ) |                  |                     |
| 13. Writing meets APA publication style standards (e.g., clarity, flow, use of grammatical conventions)                    |                  |                     |
| <b>Average for Competency C.5</b>                                                                                          |                  |                     |

| <b>Competency C. 6 Presents clearly research aims, procedures, findings, and implications/limitations of research findings to evaluation committee</b>  | <b>Candidacy</b> | <b>Dissertation</b> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|---------------------|
| 14. Presenter clearly articulated research aims, methodology, results and study's implications/limitations                                              |                  |                     |
| 15. The speaker was engaging and used audiovisual resources effectively (e.g., spoke to audience vs. read power point slides; content/format of slides) |                  |                     |
| <b>Average for Competency C.6</b>                                                                                                                       |                  |                     |
| <b>Average Score Competencies C.1 to C.6</b>                                                                                                            |                  |                     |
| <b>Grade Rubric: A = 4.5-5.0; A- = 3.6-4.4; B = 3.0-3.5; C = 2.0-2.9; D = 1.0- 1.9</b>                                                                  |                  |                     |

**Signature Research Committee Chair - Candidacy Paper Defense**

**Date    Signature**

**Research Committee Chair - Dissertation Defense**

**Date    Signature**



## **Candidacy Paper/ Dissertation Competency Evaluation Process**

1. At least 10 working days before the final defense, (candidacy paper or dissertation) the Chair of the students' Research Committee sends each committee member a blank copy of the *Candidacy Paper and Dissertation Evaluation Form* (CPDEF).
2. After reading the manuscript, each committee member completes independently the *Candidacy Paper and Dissertation Evaluation Form* and brings the completed form to the defense.
3. At the end of the defense meeting (i.e., after the student has been asked to leave the meeting so that the committee can confer and reach a decision regarding the outcome of the defense), the Research Committee Chair discusses the ratings with Committee members and collects the forms completed by Committee members. *(If members have not completed the form beforehand, they are given some time right after the defense to complete the form independently before the ratings are discussed by the committee.)*
4. Committee members reach a decision regarding the outcome of the Defense (i.e., pass vs. fail). The consensus final disposition/decision is shared with the student.
5. At the completion of the defense, the Research Committee Chair: (a) calculates the mean of the ratings for each of the competencies C1. to C6. given by Committee members, (b) calculates the average score for the 6 competencies and corresponding letter grade (c) completes a *Candidacy Paper and Dissertation Evaluation Form* with these mean scores and signs and dates the form, and (d) has the final form filed in the student's record kept in the front office.

### **Benchmark**

To demonstrate competence, students need to obtain an average of at least 3 – Satisfactory – in the mean ratings for each of the six competencies associated with Goal 2 Objective C. For any competency rated below 3, the Committee identifies the deficiencies in the manuscript and/or presentation and determines:

(a) steps student needs to follow to reach competence and, (b) procedure(s) to have the manuscript and/or presentation re-evaluated.

After the defense, the advisor assigns a letter grade to either 3 credits of Candidacy Paper or a total of 6 credits of Dissertation based on the average score on the six competencies, following this **grade rubric**: **A** = 4.5-5.0; **A-** = 3.6-4.4; **B** = 3.0-3.5; **C** = 2.0-2.9; **D** = 1.0-1.9

### **Possible Outcomes of Defense**

- A. Pass (no revisions necessary)
- B. Pass pending revisions
  1. Revised paper to chairperson only
  2. Revised paper to full review by the Committee
- C. No-Pass

Research Committee identifies the deficiencies in the manuscript and/or presentation and determines the steps for a re-write and/or second defense and these steps are communicated to student in writing by Research Committee Chair.

## Appendix H Sample Course Sequences

### Semester by Semester Checklist for Students Without a Related Master's Degree

\*\* Actual timeline varies depending on student goals and course availability. Be sure to consult with your advisor regularly.

| Year 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Fall                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Spring                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Summer                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <p><input type="checkbox"/> <b>Take courses</b><br/>PHLS 8302 Research Methods<br/>PHLS 8319 Inferential Statistics<br/>PHLS 8341 Professional Seminar<br/>PHLS 6325 Counseling Theories</p> <p><input type="checkbox"/> <b>Complete residency requirements</b><br/>You need to complete at least 5 activities (attend candidacy or dissertation proposal or defense, research symposium, etc.) per semester and document it on <i>MyAdvisor</i>. See Appendix A of the handbook for more info.</p> <p><input type="checkbox"/> <b>Start thinking of candidacy project ideas</b><br/>Make sure to discuss it with your advisor.</p> <p><input type="checkbox"/> <b>Submit your degree plan in <i>MyAdvisor</i></b><br/>Make sure to discuss it with your advisor.</p> | <p><input type="checkbox"/> <b>Take courses</b><br/>PHLS 8334 Research in CP<br/>PHLS 8322 Intermediate Statistics<br/>PHLS 6397 Psychopathology<br/>PHLS 8357 Clinical Interventions</p> <p><input type="checkbox"/> <b>Complete residency requirements</b><br/>You need to complete another 5 activities and document it. At the end of spring semester, submit 2 residency report forms (1 for fall, 1 for spring) in <i>MyAdvisor</i>.</p> <p><input type="checkbox"/> <b>Continue planning candidacy project</b><br/>Make sure to discuss it with your advisor.</p> <p><input type="checkbox"/> <b>Apply for Year 2 practicum placement</b></p> <p><input type="checkbox"/> <b>Submit annual report by 4/1</b><br/>See Appendix C of the handbook for more info.</p> | <p><input type="checkbox"/> <b>Take courses</b><br/>PHLS 8364 Ethics, Law, Prof Issues<br/>PHLS 6335 Group Counseling</p>                                                                                                                                                                                                                                                                                                                                                       |
| Year 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Fall                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Spring                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Summer                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <p><input type="checkbox"/> <b>Take courses</b><br/>PHLS 8337 Multicultural Issues<br/>PHLS 7317 Cognitive-Affective Basis of Behavior<br/>PHLS 8349 Assessment: Personality<br/>PHLS 8393 Doctoral Practicum</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <p><input type="checkbox"/> <b>Take courses</b><br/>PHLS 7330 Advanced Theories<br/>PHLS 8347 Assessment of Cog. Abilities<br/>PHLS 8393 Doctoral Practicum<br/>(PHLS 7398 Candidacy Research- do in spring OR summer of Year 2)</p> <p><input type="checkbox"/> <b>Submit annual report by 4/1</b><br/>See Appendix C of the handbook for more info.</p> <p><input type="checkbox"/> <b>Propose candidacy (Year 2 spring OR summer)</b><br/>Make sure to schedule with your advisor. (NOTE: Candidacy must be defended within 1 year of enrolling in PHLS 7398. Before proposing and enrolling in PHLS 7398, be sure the project can be completed within 1 year.)</p>                                                                                                    | <p><input type="checkbox"/> <b>Take courses</b><br/>PHLS 8351 History and Philosophy Psyc<br/>(PHLS 7398 Candidacy Research- do in spring OR summer of Year 2)</p> <p><input type="checkbox"/> <b>Propose candidacy (Year 2 spring OR summer)</b><br/>Make sure to schedule with your advisor. (NOTE: Candidacy must be defended within 1 year of enrolling in PHLS 7398. Before proposing and enrolling in PHLS 7398, be sure the project can be completed within 1 year.)</p> |

| Year 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Fall</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <i>Spring</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <i>Summer</i>                                                                                                                                                                                             |
| <input type="checkbox"/> <b>Take courses</b><br>PHLS 6330 Human Growth & Dev<br>PSYC 7342 Biological Bases of Behavior<br>PHLS 8393 Doctoral Practicum                                                                                                                                                                                                                                                                                                                                                                                                           | <input type="checkbox"/> <b>Take courses</b><br>PHLS 8339 Career Counseling<br>PHLS 8300 Measurement<br>PHLS 8393 Doctoral Practicum<br><br><input type="checkbox"/> <b>Submit annual report by 4/1</b><br>See Appendix C of the handbook for more info.<br><br><input type="checkbox"/> <b>Defend candidacy (Year 3 spring OR summer)</b><br><i>Make sure to schedule with your advisor. (NOTE: Candidacy must be defended within 1 year of enrolling in PHLS 7398.)</i> | <input type="checkbox"/> <b>Defend candidacy (Year 3 spring OR summer)</b><br><i>Make sure to schedule with your advisor. (NOTE: Candidacy must be defended within 1 year of enrolling in PHLS 7398.)</i> |
| Year 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                           |
| <i>Fall</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <i>Spring</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <i>Summer</i>                                                                                                                                                                                             |
| <input type="checkbox"/> <b>Take courses</b><br>PSYC 6338 Social Psych<br>PHLS 8324 Multivariate<br>PHLS 8399/8699 Dissertation<br><br><input type="checkbox"/> <b>Do dissertation proposal</b><br>Make sure to schedule this with your advisor.<br><br><input type="checkbox"/> <b>Apply for the master's degree</b><br>Make sure to coordinate this with your advisor.<br><br><input type="checkbox"/> <b>Take comprehensive exam (suggested)</b><br>You can take the EPPP or an in-house comprehensive exam.<br>Make sure to schedule this with your advisor. | <input type="checkbox"/> <b>Take courses</b><br>PHLS 8305 Supervision & Consultation<br>PHLS 8399/8699 Dissertation<br><br><input type="checkbox"/> <b>Work on dissertation</b><br><br><input type="checkbox"/> <b>Submit annual report by 4/1</b><br>See Appendix C of the handbook for more info.                                                                                                                                                                       |                                                                                                                                                                                                           |
| Year 5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                           |
| <i>Fall</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <i>Spring</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <i>Summer</i>                                                                                                                                                                                             |

|                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> <b>Work on dissertation</b><br>PHLS 8399/8699 Dissertation<br><br><input type="checkbox"/> <b>Submit internship applications for Year 6</b> | <input type="checkbox"/> <b>Work on dissertation</b><br>PHLS 8399/8699 Dissertation<br><br><input type="checkbox"/> <b>Defend your dissertation</b><br>Make sure to schedule this with your advisor.<br><br><input type="checkbox"/> <b>Submit annual report by 4/1</b><br>See Appendix C of the handbook for more info. |                                                                                                                                                                                             |
| <b>Year 6</b>                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                             |
| <b><i>Fall</i></b>                                                                                                                                                   | <b><i>Spring</i></b>                                                                                                                                                                                                                                                                                                     | <b><i>Summer</i></b>                                                                                                                                                                        |
| <input type="checkbox"/> <b>Complete pre-doctoral internship</b><br>PHLS 8193 Internship                                                                             | <input type="checkbox"/> <b>Complete pre-doctoral internship</b><br>PHLS 8193 Internship                                                                                                                                                                                                                                 | <input type="checkbox"/> <b>Finish pre-doctoral internship</b><br>PHLS 8193 Internship<br><br><input type="checkbox"/> <b>Apply for graduation &amp; graduate</b><br>Congrats! You made it! |

## Semester by Semester Checklist for Students with a Related Master's Degree

\*\* Actual timeline varies depending on student goals and course availability. Be sure to consult with your advisor regularly.

| Year 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Fall</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <i>Spring</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <i>Summer</i>                                                                                                                                                                                                                                                                                                                                                                                                      |
| <p><input type="checkbox"/> <b>Take courses</b><br/>PHLS 8302 Research Methods<br/>PHLS 8319 Inferential Statistics<br/>PHLS 8341 Professional Seminar</p> <p><input type="checkbox"/> <b>Complete residency requirements</b><br/>You need to complete at least 5 activities (attend candidacy or dissertation proposal or defense, research symposium, etc.) per semester and document it. See Appendix A of the handbook for more info.</p> <p><input type="checkbox"/> <b>Start thinking of candidacy project ideas</b><br/>Make sure to discuss it with your advisor.</p> <p><input type="checkbox"/> <b>Submit your degree plan in MyAdvisor</b><br/>Make sure to discuss it with your advisor.</p> | <p><input type="checkbox"/> <b>Take courses</b><br/>PHLS 8334 Research in CP<br/>PHLS 8322 Intermediate Statistics<br/>PHLS 8347 Assessment of Cog. Abilities<br/>PHLS 8357 Clinical Interventions</p> <p><input type="checkbox"/> <b>Complete residency requirements</b><br/>You need to complete another 5 activities and document it. At the end of spring semester, submit 2 residency report forms (1 for fall, 1 for spring) in MyAdvisor.</p> <p><input type="checkbox"/> <b>Continue planning candidacy project</b><br/>Make sure to discuss it with your advisor.</p> <p><input type="checkbox"/> <b>Apply for Year 2 practicum placement</b></p> <p><input type="checkbox"/> <b>Submit annual report by 4/1</b><br/>See Appendix C of the handbook for more info.</p> | <p><input type="checkbox"/> <b>Take courses</b><br/>PHLS 8364 Ethics, Law, Prof Issues<br/>PHLS 7398 Candidacy Research</p> <p><input type="checkbox"/> <b>Propose candidacy</b><br/>Make sure to schedule with your advisor.<br/>(NOTE: Candidacy must be defended within 1 year of enrolling in PHLS 7398. Before proposing and enrolling in PHLS 7398, be sure the project can be completed within 1 year.)</p> |
| Year 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <i>Fall</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <i>Spring</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <i>Summer</i>                                                                                                                                                                                                                                                                                                                                                                                                      |
| <p><input type="checkbox"/> <b>Take courses</b><br/>PSYC 6338 Social Psych<br/>PHLS 8337 Multicultural Issues<br/>PHLS 8349 Assessment: Personality<br/>PHLS 8393 Doctoral Practicum</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <p><input type="checkbox"/> <b>Take courses</b><br/>PHLS 7317 Cognitive-Affective Basis of Behavior<br/>PHLS 8300 Measurement<br/>PHLS 7330 Advanced Theories<br/>PHLS 8393 Doctoral Practicum</p> <p><input type="checkbox"/> <b>Submit annual report by 4/1</b><br/>See Appendix C of the handbook for more info.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p><input type="checkbox"/> <b>Take courses</b><br/>PHLS 8351 History and Philosophy Psyc</p> <p><input type="checkbox"/> <b>Defend candidacy (Year 3 spring OR summer)</b><br/>Make sure to schedule with your advisor.<br/>(NOTE: Candidacy must be defended within 1 year of enrolling in PHLS 7398.)</p>                                                                                                       |

| Year 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                             |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Fall</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <i>Spring</i>                                                                                                                                                                                                                                                                                                                                                      | <i>Summer</i>                                                                                                                                                                               |
| <input type="checkbox"/> <b>Take courses</b><br>PHLS 6330 Human Growth & Dev<br>PSYC 7342 Biological Bases of Behavior<br>PHLS 8393 Doctoral Practicum<br>PHLS 8399/8699 Dissertation<br><br><input type="checkbox"/> <b>Apply for the master's degree</b><br>Make sure to coordinate this with your advisor.<br><br><input type="checkbox"/> <b>Take comprehensive exam (suggested)</b><br>You can take the EPPP or an in-house comprehensive exam.<br>Make sure to schedule this with your advisor.<br><br><input type="checkbox"/> <b>Do dissertation proposal</b><br>Make sure to schedule this with your advisor. | <input type="checkbox"/> <b>Take courses</b><br>PHLS 8339 Career Counseling<br>PHLS 8305 Supervision & Consultation<br>PHLS 8393 Doctoral Practicum<br>PHLS 8399/8699 Dissertation<br><br><input type="checkbox"/> <b>Submit annual report by 4/1</b><br>See Appendix C of the handbook for more info.<br><br><input type="checkbox"/> <b>Work on dissertation</b> |                                                                                                                                                                                             |
| Year 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                             |
| <i>Fall</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <i>Spring</i>                                                                                                                                                                                                                                                                                                                                                      | <i>Summer</i>                                                                                                                                                                               |
| <input type="checkbox"/> <b>Take courses</b><br>Elective<br>PHLS 8324 Multivariate<br>PHLS 8399/8699 Dissertation<br><br><input type="checkbox"/> <b>Work on dissertation</b><br><br><input type="checkbox"/> <b>Submit internship applications for Year 5</b>                                                                                                                                                                                                                                                                                                                                                         | <input type="checkbox"/> <b>Take courses</b><br>Elective<br>PHLS 8399/8699 Dissertation<br><br><input type="checkbox"/> <b>Defend your dissertation</b><br>Make sure to schedule this with your advisor.<br><br><input type="checkbox"/> <b>Submit annual report by 4/1</b><br>See Appendix C of the handbook for more info.                                       |                                                                                                                                                                                             |
| Year 5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                             |
| <input type="checkbox"/> <b>Complete pre-doctoral internship</b><br>PHLS 8193 Internship                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <input type="checkbox"/> <b>Complete pre-doctoral internship</b><br>PHLS 8193 Internship                                                                                                                                                                                                                                                                           | <input type="checkbox"/> <b>Finish pre-doctoral internship</b><br>PHLS 8193 Internship<br><br><input type="checkbox"/> <b>Apply for graduation &amp; graduate</b><br>Congrats! You made it! |

## **Appendix I Informed Consent for UH Graduate Psychology Student**

As a graduate student in Counseling Psychology or Clinical Psychology at the University of Houston, you are eligible for services at Counseling and Psychological Services (CAPS). However, the possibility of dual relationships can arise if you enter counseling services at CAPS and then later also seek a practicum or internship training placement at CAPS. This document is intended to stimulate your consideration of this ethical issue, and to offer information about available options. If you would like a preliminary consultation to think through your counseling and training options, you are invited to contact Dr. Cecilia Sun, Training Director, at (713) 743-5409 to schedule a meeting.

**If you think you might at some time apply for a training placement at CAPS, we recommend that you consider alternative counseling services.**

- a) A sliding-scale community agency referral list is available at CAPS and is provided each year to your department's Training Director.
- b) The University of Houston - Clear Lake (UHCL) Counseling Services is able to see some UH graduate psychology students at no charge per special arrangement with UH CAPS. Please call (281) 283-2580 and ask to speak to the Associate Director of Counseling Services, referencing the arrangement with UH main campus. UHCL is located at 2700 Bay Area Blvd., Houston, TX, 77058- 1098. Please be aware that there may be UH graduate psychology students in training placements at UHCL. \*Please keep in mind that the dual relationship information in the first paragraph may also apply to UHCL.

**If you do not anticipate seeking a training placement at CAPS and wish to receive services at CAPS, please be informed that:**

- a) UH graduate psychology students may currently be trainees at CAPS but they do not have access to your counseling records,
- b) you will not be assigned to a counselor who is also a UH graduate student,
- c) you will not be assigned to the Director or the Training Director, and
- d) your treatment records will be handled according to CAPS procedures for sensitive files (e.g., locked in a separate cabinet).

**If you enter counseling services at CAPS and then later apply for a practicum or internship training placement at CAPS, you will be expected to make your former client status known to the Training Director at time of application.** The Training Director will evaluate the potential training placement for the possibility of dual roles, including the extent of your former therapist's current involvement in the CAPS training program. Training positions will only be offered if supervision assignments can be arranged that minimize dual relationships. Please remember that university counseling center practicum placements are also available at the Rice University Counseling Center and UHCL Counseling Services.



## Appendix J Faculty Biographies

**Dr. Blake Allan** received his Bachelor of Arts in Honors Specialization Psychology from the University of Western Ontario in 2007 and his Doctor of Philosophy in Counseling Psychology from the University of Florida in 2015. He completed his predoctoral internship at the University of Miami Counseling Center. Prior to joining the counseling psychology faculty at University of Houston in 2020, Dr. Allan served as a faculty member at Purdue University (2015-2020) where he also served as Training Director (2019-2020). Dr. Allan has served at the program, department, college, and national levels in leadership roles. This has included service on the Graduate Council and an appointment American Psychological Association Presidential Working Group on Deep Poverty (2018-2019). Dr. Allan has received several recognitions for his work, including early career awards from The Society of Vocational Psychology, The Section on Positive Psychology, and the Society of Counseling Psychology, and he received a Visionary Grant from the American Psychological Association. He is also a Fellow of Division 17 of the American Psychological Association.

Dr. Allan's main research focus is on the quality of work, encompassing constructs such as underemployment, precarious work, decent work, and working poverty. This includes advancing the literature on (a) the conceptualization and measurement of underemployment; (b) how structural forces related to power, privilege, and oppression inequitably distribute poor quality work; and (c) how underemployment and precarious work relate to mental health and well-being. Dr. Allan has also applied psychology of working theory to understand the antecedents and outcomes of decent work – the minimum standard for acceptable employment. Another area of Dr. Allan's research is understanding meaningful work, particularly how helping others contributes to meaningful work and how structural factors affect people's access to it. For example, Dr. Allan examines how structural factors like social class, occupational choice privilege, and marginalization determine who has access to meaningful work. Dr. Allan has also advanced the literature on the conceptualization and measurement of fulfilling work – a construct that goes beyond meaningful work to include positive affect, engagement, and job satisfaction.

**Dr. Consuelo Arbona** has been on the faculty of the Counseling Psychology program since 1986. She received a bachelor's degree from the College of New Rochelle in New York, a master's degree in counseling and guidance from the University of Puerto Rico and a doctorate in counseling psychology from the University of Madison-Wisconsin. She is a Fellow of the American Psychological Association (Division 17 and 45). She has served on the Executive Board of the Council of Counseling Psychology Training Programs (CCPTP), as Program Co-Chair for several Counseling Psychology national conferences, and as a member of the 2008-09 Practice Analysis Task Force for the Examination for the Professional Practice in Psychology (EPPP). She has been on the Editorial Board of several journals including *The Counseling Psychologist*, *Career Development Quarterly*, and *Journal of Latino/a Psychology*. Dr. Arbona's research interests include predictors of the psychological wellbeing with college students and career and vocational issues with a special emphasis on Hispanic populations. She has participated in national evaluations of educational and career development programs commissioned by the U. S. Department of Education Office of Planning and Evaluation.

**Dr. Chakema Carmack** is a community psychologist, tenured associate professor, and health disparities researcher in the Psychological, Health, & Learning Sciences Department. Dr. Carmack received her Ph.D. in community psychology from Wichita State University and completed post-doctoral studies in advanced statistical methodologies in prevention at The Pennsylvania State University. Her research focuses on STI/HIV risk-related behavior prevention among African American adults and cervical cancer prevention among African American and Latina females. Dr. Carmack is a research affiliate within the UH Research Centers in Minority Institutions - Health Research Institute (RCMI-HRI) and has been funded by the National Institute on Minority Health and Health Disparities (NIMHD). Dr. Carmack works passionately within the Greater Third Ward Houston area with several minority-serving community organizations and non-profits on issues around health, wellness, and community empowerment.

**Dr. Virmarie Correa-Fernández** earned a Bachelor of Arts in Psychology from the University of Puerto Rico (1997) and a Master of Science degree (2001) and Doctor of Philosophy degree (2003) in Clinical Psychology from Carlos Albizu University in Puerto Rico. She focused on clinical work with vulnerable populations during the first six years of her career, including addressing issues related to domestic violence, sexual abuse, and addictions. Her clinical work encompassed various settings such as psychiatric hospitals, residential treatments, and private practice. During this time, she also acquired expertise in Motivational Interviewing for behavior change, became a Certified Tobacco Treatment Specialist, and served as interventionist and co- investigator on tobacco-related research projects, including clinical trials. Her career path formally transitioned into a research track via an NIH R25 postdoctoral fellowship in the Department of Health Disparities Research at the University of Texas M.D. Anderson Cancer Center (2009). Prior to joining the University of Houston in 2015, she served as a faculty member at the University of Texas M.D. Anderson Cancer Center for two years. Dr. Correa- Fernández's research program aims to generate knowledge and practices that contribute to reducing tobacco-related and behavioral health disparities, particularly among Latinx/Hispanic populations. Her publication portfolio focuses on smoking cessation and other health risk behaviors among underrepresented groups. Currently, her work is funded by an American Cancer Society's Mentored Research Scholar Grant to examine psychosocial factors linking depression and anxiety disorders with different cessation milestones; and to adapt and test an Acceptance and Commitment Therapy (ACT)-based smoking cessation intervention to be applicable and culturally appropriate for Latinx smokers with depression and/or anxiety. She is also co-investigator in the Cancer Prevention Research Institute of Texas' Taking Texas Tobacco Free' project. Dr. Correa-Fernández has served as grant reviewer for the University of California *Tobacco-Related Disease Research Program*. She is member of professional organizations related to psychology, tobacco research, and Latinx health. She has served as an ad hoc reviewer for several journals and is a member of the editorial board of the *Journal for Latinx Psychology*. At the University of Houston, she directs the *Latino and Behavioral Health Research Team*.

**Dr. Robert H. McPherson** received his B.S. in Education with an emphasis in guidance studies from Texas Tech University. His first professional position was as director of a peer-counseling program at a Title 1 school in Odessa, Texas. At that time, he also completed his master's degree in counseling at the University of Texas – Permian Basin. In 1987, he was the first graduate of the UH Ph.D. program in Counseling Psychology. As a student, he was instrumental in the design of the program's curriculum, change of degree title, and successful

APA accreditation efforts. He also held an appointment as Assistant to the UH Vice Chancellor for Student Affairs. Following completion of his internship at the Student Counseling Center at Texas A&M, he assumed responsibilities as Director of the UH Learning Support Services and as a staff psychologist with the UH Counseling & Testing Services (now CAPS).

Just prior to graduation, Dr. McPherson received a faculty appointment with the Department of Psychological, Health, and Learning Sciences. Until recently he served as Dean for the College of Education, following prior service as Chair of the Department, and Director of Training for the counseling psychology program. Dr. McPherson is also co-founder of a software development company that provides web-based behavioral management and progress monitoring systems for schools and mental health treatment facilities. His teaching and research interests include mental health public policy and legal, ethical, and regulatory issues related to professional psychology practice.

Dr. McPherson is a Fellow of both the American Psychological Association (APA) and the American Education Research Association. He is a former member of the APA Council of Representatives, past president of the Texas and Houston Psychological Associations, and former chair of the national Council of Counseling Psychology Training Programs. He has been inducted into the National Academies of Practice and is recipient of the American Psychological Association's (APA) Karl Heiser Award in recognition for his state and national advocacy contributions on behalf of psychologists and their patients.

**Dr. Nathan Grant Smith** received his Bachelor of Arts at Southern Methodist University and his Master of Science and Doctor of Philosophy, both in Counseling Psychology, at Virginia Commonwealth University. He completed a predoctoral internship at the University of Maryland Counseling Center and a postdoctoral fellowship in HIV prevention research at the Center for Interdisciplinary Research on AIDS (CIRA) at the Yale University School of Medicine. After completing his research training, Dr. Smith completed a Congressional fellowship through the American Association for the Advancement of Science and the American Psychological Association. During his fellowship, he served as a legislative fellow in the United States Senate Committee on Health, Education, Labor, and Pensions under Senator Edward M. Kennedy. Dr. Smith's policy portfolio included HIV/AIDS, mental health, and substance abuse. Dr. Smith is a licensed psychologist in Texas.

Prior to joining the counseling psychology faculty at University of Houston in 2013, Dr. Smith served as a faculty member at Texas Woman's University (2004-2008) and at McGill University (2008-2013). Dr. Smith is a Fellow of the American Psychological Association (APA) and of APA's Divisions 17 and 44. In addition, he has held numerous leadership positions within the Association, including chairing the APA Fellows Committee, the APA Committee on Sexual Orientation and Gender Diversity, and the APA Division 17 Section for Lesbian, Gay, Bisexual, and Transgender Issues (SLGBTI). He was recognized for his advocacy on behalf of lesbian, gay, bisexual, and trans issues by the APA Division 17 SLGBTI, who awarded him the 2008 Award for Significant Contribution to Social Justice and Advocacy.

Dr. Smith's main area of research focuses on stress and coping, with emphases on lesbian, gay, bisexual, and trans persons and persons living with or affected by HIV. Specific areas of interest include discrimination and resilience, lesbian/gay/bisexual identity, and primary and secondary prevention of HIV. Currently, his research focuses on the intersection of minority stress and

health behaviors among lesbian, gay, bisexual, and trans persons. He is currently conducting studies to examine and intervene on HIV risk behaviors among gay and bisexual men, using a syndemic lens to understand the continued high incidence of HIV among this population, as well as studies on drug use among lesbian, gay, bisexual, and trans individuals. Dr. Smith's secondary lines of research focus on bereavement, gender issues, and professional and training issues in counseling psychology. His research has been funded by the National Institutes of Health and the Canadian Institutes of Health Research.