

2019-2020 Academic Year



## **Hawai'i School of Professional Psychology at Chaminade University of Honolulu Doctor of Psychology in Clinical Psychology Degree Program Catalog**

**2019 – 2020**

*(revised 8/30/19)*

### **Program Overview**

The Doctor of Psychology (Psy.D.) in Clinical Psychology degree program at the Hawai'i School of Professional Psychology at Chaminade University of Honolulu is designed to prepare students for both contemporary and emerging roles in the practice of professional psychology. Training is provided so that students have the opportunity to be practitioner-scholars who are skilled in local and contextual investigation and problem solving. The school offers a five-year generalist program that supports the development of core competencies in psychological assessment, intervention, consultation/education, and management/supervision. The curriculum is completely on-ground (not online) and designed to provide for the meaningful integration of theory, research, and practice. The program emphasizes the acquisition of attitudes, knowledge bases, and skills essential for professional psychologists who are committed to the provision of ethical quality services. Both by virtue of the location of Hawai'i and by the specific design of the faculty, attention to issues of human diversity occurs throughout the curriculum and within numerous additional learning opportunities outside of the classroom. Work with diverse and marginalized populations is a major focus of the teaching, scholarship, and clinical practice of the faculty at the Hawai'i School of Professional Psychology at Chaminade University of Honolulu.

### **Program History**

The current Hawai'i School of Professional Psychology has had a long history in Hawai'i, dating back over 30 years. The program was created in 1988 to help fulfill a growing need for clinical psychologists in the state. After humble beginnings at small campuses (i.e., Kane'ohe, Kahala, Kaimuki, Downtown), and after undergoing several name and owner changes (e.g., Forest Institute, ASPP, Argosy), the Hawai'i School of Professional Psychology has finally found its permanent home at the sprawling 60-acre campus of Chaminade University.

In 1998, the program received its first APA accreditation, and at the time of the Argosy University closure in March 2019, had been accredited through 2023. Because of our previous 20 years of

accreditation along with the improved campus, APA granted accreditation of our program at Chaminade for all the students who were displaced by the Argosy closure. We are currently working to reestablish full accreditation for new students this year.

The ability for HSPP to survive a sudden campus closure by essentially moving the entire program intact to Chaminade is a testament to Chaminade's commitment to education to service the community and recognition of HSPP's critical position to do so. Over the years, HSPP has trained hundreds of licensed psychologists who have gone on to help thousands of people in the community. With a permanent home at Chaminade University, HSPP will continue to do so for many years to come.

### **Program Aim**

The Hawai'i School of Professional Psychology (HSPP) at Chaminade University of Honolulu's clinical psychology doctoral program's aim is to educate and train students employing a practitioner-scholar model so that they will be able to function effectively as clinical psychologists. To ensure that students are adequately prepared, the curriculum is designed to provide for the meaningful integration of psychological science, theory, and clinical practice. The clinical psychology program at the Hawai'i School of Professional Psychology is designed to emphasize the development of knowledge, skills, and attitudes essential in the training of health service psychologists who are committed to the ethical provision of quality, evidence based services to diverse populations and who are able to apply multiple theoretical perspectives to clinical issues.

### **Program Competencies (Program Learning Outcomes)**

The Hawai'i School of Professional Psychology at Chaminade University of Honolulu's clinical psychology doctoral program subscribes to the American Psychological Association (APA) Standards of Accreditation. As such, students are expected to establish an identity in and orientation to health service psychology by acquiring the necessary discipline-specific knowledge and profession-wide competencies as follows:

1. Students will demonstrate knowledge of ethical and legal standards relevant to the practice of clinical psychology, including professional ethics that guide professional behavior.
2. Students will develop both communication and interpersonal skills, to include utilization of clear, informative, well-integrated communication, critical thinking, and effective interpersonal skills in professional interactions.
3. Students will demonstrate knowledge of professional values and attitudes as well as self-reflective practice and openness to supervision and feedback.
4. Students will demonstrate competency in individual and cultural diversity, including knowledge of theoretical models and diversity research that serve to guide the application of diversity competence.
5. Students will have knowledge of the history and systems of psychology as well as the basic areas in scientific psychology, including affective, biological, cognitive, developmental, psychopharmacological, and sociocultural aspects of behavior.

6. Students will demonstrate competency in the science of psychology, including knowledge and application of psychometrics, statistical analyses, and quantitative and qualitative research methods.
7. Students will demonstrate competency in psychological assessment, including the ability to administer, interpret, and integrate psychological test results and apply knowledge of strengths and psychopathology to the assessment process.
8. Students will demonstrate competency in clinical intervention, including case formulation, theoretical conceptualization, developing and applying evidence based treatment plans, and evaluating treatment effectiveness in work with clients.
9. Students will evidence knowledge of consultation models and practices, and demonstrate interprofessional and interdisciplinary skills in consultative services.
10. Students will evidence knowledge of supervision models and practices.
11. Students will understand and apply the Marianist values in their professional practice.

### **Admissions**

Those interested in applying for the Hawai'i School of Professional Psychology at Chaminade University of Honolulu should contact the Admission Department for specific instructions. Admissions requirements are:

- Possess a bachelor's degree from a regionally accredited institution or an appropriately certified foreign institution
- Possess an undergraduate degree grade point average of at least 3.0 (on a scale of 4.0) or a graduate grade point average of 3.25 (on a scale of 4.0)
- Complete the program application (via online form)
- Submit a personal/professional goal statement with a self-appraisal of qualifications for the profession
- Submit a current résumé (or career summary)
- Submit three applicant recommendation letters
- Submit official transcripts from all post-secondary schools attended
- Complete an in-person (or web-based) interview with members of the faculty

### **Unclassified Student Status**

Some applicants may be admitted as unclassified students, which allows them to take up to five 3-credit courses in the program. The selection of courses for unclassified students is limited, but if the student is later admitted as a classified student, those courses may be transferred into the doctoral program.

Unclassified students do not qualify for financial aid. Unclassified students who wish to become degree-seeking students, should apply as such later in the Spring semester, after completing enough class time to adequately demonstrate their abilities as a graduate student. Unclassified students have a period of one year to take the maximum five courses.

## **Foundation Courses**

The Hawai'i School of Professional Psychology at Chaminade University of Honolulu requires applicants to successfully complete, five undergraduate (with a C or better) or graduate (with a B or better) courses that serve as a basic foundation for coursework in clinical psychology. Foundation courses must be completed prior to starting the program. Several of these courses serve as direct prerequisites to the HSPP courses. The following undergraduate or graduate courses are required:

- Introduction to psychology or general psychology (this course may be waived if the applicant has completed a Bachelor's or Master's degree in Psychology)
- Abnormal psychology, psychopathology, or maladaptive behavior
- Statistics or research methods
- Two additional courses in the field of psychology

## **Course/Credit Transfer**

The Hawai'i School of Professional Psychology at Chaminade University of Honolulu does not automatically transfer credit from graduate coursework taken at other institutions. Students who have taken graduate courses elsewhere may petition to have these courses apply toward transfer credit for courses in the curriculum. Course transfers are not reviewed or granted until the student has been accepted into the program and has paid the initial deposit following admission to the program.

For a course to be considered eligible for transfer credit, the following conditions must be met:

- The course must have been taken no more than five years before entry to HSPP.
- The course grade must be a grade of "B" or higher.
- The course must have been a graduate-level course, taken for graduate-level credit from a regionally accredited college or university. In the case of institutions outside the U.S., the appropriate state or national accreditation is required.
- As this is an on-ground Clinical Psychology program, peer and instructor face-to-face interactions are critical to instruction and evaluation. Transfer requests for online courses will be heavily scrutinized. Transfer of online assessment and therapy courses is prohibited.
- Any course submitted towards a transfer of a 3 credit hour course must carry 3 or more graduate credit hours. In special circumstances, a maximum of two courses can be submitted to transfer as one 3 credit hour course. The total number of credit hours of the two courses must be equal to, or greater than 3 credit hours.
- A maximum of 10 courses (30 credit hours) may be transferred towards the program.
- Transfer courses must be equivalent in content, and it is the responsibility of the student to demonstrate course equivalency. As determined by the HSPP faculty, there must be an 80 percent overlap in course content and objectives between the course submitted for transfer credit and the course offered.

HSPP does not accept any credit hours earned as military credit, credit hours by examination, credit hours by correspondence, credit hours for life experience, or graduate credit hours from non-accredited schools. For certain assessment and therapy classes, a student may be required to complete the above-mentioned review process, and, if they are determined to be eligible, may be required to pass a practical competency exam in order to be granted a course transfer.

The following is a list of courses that may not be transferred into the Hawai'i School of Professional Psychology at Chaminade University of Honolulu:

- PP7100 – Professional Issues: Ethics, Conduct, and Law
- PP7110 – Professionalization Group I
- PP7111 – Professionalization Group II
- PP7342 – Evaluation and Treatment of Diverse and Marginalized Populations
- PP7365 – Clinical Interviewing
- PP7373 – Integrative Assessment
- PP8201 – Practicum I
- PP8202 – Practicum II
- PP8203 – Practicum III
- PP8204 – Practicum IV
- PP8501 – Clinical Research Project
- PP8900 – Internship
- All Electives

### **Course/Credit Transfer Procedures**

Transfer requests must be submitted by the end of the Spring term of the first year and at least 3 weeks prior to the start of the course (this may include 3 weeks prior to the start of a student's first term).

Students petitioning for transfers may be required to provide course descriptions, syllabi, exams, diagnostic test protocols and write-ups. Students who wish to submit a course for transfer credit must submit the following to the Program Coordinator:

- A Course Waiver/Substitution Form
- A copy of the transcript that denotes the course taken
- A copy of the course syllabus
- Upon request, the student may be required to submit supporting documentation (e.g., course exams, diagnostic test protocols and write-ups).

In some situations, a student may need to move out-of-state prior to completing all of their classes. In most situations, that student would transfer to another Psy.D. program to complete their degree. However, in rare situations in which the student has completed all courses through their third year, the student may request an advanced-student course transfer. In consultation with the HSPP Program Director, this could allow the student to take a few remaining classes at an approved program as a Student-at-Large (SaL) and transfer the credits (once completed) back to HSPP. Subsequently, the student would complete their program with HSPP by obtaining and attending an internship through HSPP. Students who wish to request an advanced-student course transfer should do the following:

- Students should obtain preliminary approval from the HSPP Program Director regarding the out-of-state program.
- Students should contact the out-of-state program to inquire about an SaL status, available classes, and obtaining course syllabi.
- Because the student will not be registering for HSPP courses, a Leave of Absence Request Form needs to be submitted.
- Prior to taking any classes as an SaL, students should submit a Course Waiver/Transfer Form and respective syllabi to the HSPP Program Director for preliminary approval.

- Beyond the courses, the student may be required to obtain additional training and/or perform a competency exam on the course subjects to best match the HSPP courses.
- Once the classes are completed, students should resubmit a copy of the Course Waiver/Transfer Form, syllabi from the completed courses, and transcripts to the HSPP Program Coordinator for processing final approval.

### **Enrollment Requirements**

The typical academic calendar consists of a 16-week Fall semester, a 16-week Spring semester, and an 8-week condensed Summer 1 semester. Once matriculated into the program, students must enroll for at least 9 credit hours per semester (and 3 credit hours during the summer term), except during and after internship. Students wishing to be enrolled less than 9 credit hours must petition the Program Director for part-time status, unless they have fewer than 6 credit hours of required coursework to take prior to internship.

Students are considered full-time if they remain registered for at least one of the following:

- A minimum of 9 credit hours (6 for Summer term)
- A minimum of 6 credit hours (3 for Summer term) PLUS Practicum (including Advanced)
- Clinical Research Project
- Internship

Students are considered half-time if they remain registered for at least one of the following:

- A minimum of 6 credit hours (3 for Summer term)
- Practicum (including Advanced)

### **Additional Requirement for Academic Progress**

Students must maintain academic progress toward a degree by maintaining a grade point average (GPA) of 3.0 on a scale of 4.0, and completing the program within seven years after matriculation. All required coursework and practica must be completed by the end of the sixth year after matriculation. The Comprehensive Examination must be completed successfully no later than the end of the fifth year after matriculation. Students who have taken a leave of absence (not to exceed 3 semesters) from Chaminade University will still only have seven years from their start date to complete the program (i.e., a leave of absence does not add time to the seven years).

### **Suggested Incremental Time Frame Completion Rates**

Following matriculation, students must complete a minimum amount of academic work in the program by the end of each year to demonstrate satisfactory progress. Students must complete all requirements of the program within 7 years or be dismissed from the program, including successful completion of a pre-doctoral internship. If, for example, a student does not secure an internship by the end of their 6<sup>th</sup> year, they will be dismissed from the program at that point. The suggested incremental time frame completion rates are listed below. Students should familiarize themselves with this time frame to ensure that they are meeting the incremental and cumulative maximum time frames for the program. Students are required to complete 98 credit hours listed below:

- End of Year One            32 credit hours
- End of Year Two            54 credit hours
- End of Year Three           76 credit hours

- End of Year Four            98 credit hours
- End of Year Five            98 credit hours (including internship)

The program is designed to be an intensive five-year training program. Due to transfer, course, practica, comprehensive examination, and internship application requirements, the program cannot be completed in less than three full-time academic years (plus internship), in less than two years within the program, and in less than one year of full-time residence.

**Leave of Absence**

When circumstances require that a student interrupt their studies for one or more terms, the student must formally request a leave of absence from the program. Students may request a maximum of three semesters of leave of absence time. The student must meet with their faculty advisor to discuss their intent, then complete and submit the Leave of Absence Request Form to the HSPP Program Director no later than 14 calendar days prior to the effective date of the leave of absence.

When the student is ready to resume their studies, the student must notify the HSPP Program Director’s office and schedule a meeting with their advisor. The time away from the program does not extend the maximum time frame of seven years to complete the degree.

An absence longer than 12 months will require the student to reapply. If readmitted, the student must fulfill any additional requirements of the new program. Re-admission includes the completion of the online application and submission of an application fee, transcripts, and three letters of recommendation. If a formal leave of absence form is not submitted, and the student wishes to resume the program after not taking classes for one or more consecutive terms, the student must reapply to the program following all application procedures.

**Tuition and Fees**

Detailed information regarding student account billing, financial responsibility, reinstatement, payment options, payment plans, the delinquent accounts policy, and the withdrawal credit policy is available in the *Chaminade University of Honolulu Graduate Catalog*.

<b>Tuition</b>	\$1,197 per credit hour
<b>Fees:</b>	
Assessment Fee-per course (PP7370, PP7371, PP7372, PP8646)	\$50
Graduation Fee	\$215
Application Fee	\$80
Application Fee-Online	\$40
Transcripts- (regular/instant processing, electronic regular/instant processing, credentials)	\$7 - \$20
<b>Parking Permit (OPTIONAL - per term, Fall and Spring only)</b>	
Automobile	\$200
Motorcycle	\$80
Moped	\$40



## Program Requirements

Students enrolled in the Hawai'i School of Professional Psychology at Chaminade University of Honolulu are required to satisfactorily complete 98 credit hours (domain requirements below). Students can expect 15 hours of instructional engagement for every 1 semester credit hour of a course. Students can expect to complete 30 hours of outside work for every 1 semester credit hour of a course. At least an equivalent amount of work shall be applied for other academic activities including laboratory work, internship, practica, studio work, and other academic work leading to the award of credit hours.

Students are responsible to retain copies of all course, practica, and programmatic submissions. This is good practice not only for efficient program processes but also for future professional practice.

### Clinical Knowledge Requirements (9 Credit Hours)

- PP7045 - Psychopathology (3)
- PP7342 - Evaluation and Treatment of Diverse and Marginalized Populations (3)
- PP7360 - Clinical Psychopharmacology (3)

### Professional Issues and Roles Requirements (11 Credit Hours)

- PP7044 - Consultation and Community Mental Health (3)
- PP7100 - Professional Issues: Ethics, Conduct, and Law (3)
- PP7110 - Professionalization Group I (1)
- PP7111 - Professionalization Group II (1)
- PP7352 - Clinical Supervision (3)

### Psychology Foundation Requirements (15 Credit Hours)

- PP7000 - History and Systems (3)
- PP7010 - Lifespan Development (3)
- PP7040 - Cognition and Affective Processes (3)
- PP7051 - Biological Bases of Behavior (3)
- PP7060 - Social Psychology (3)

### Psychological Assessment Requirements (18 Credit Hours)

- PP7365 - Clinical Interviewing (3)
- PP7370 - Cognitive Assessment (3)
- PP7371 - Objective Personality Assessment (3)
- PP7372 - Projective Personality Assessment (3)
- PP7373 - Integrative Assessment (3)
- PP8646 - Introduction to Neuropsychological Assessment (3)

### Psychological Intervention Requirements (12 Credit Hours)

- PP8010 - Cognitive Behavioral Theory and Therapy (3)
- PP8020 - Person-Centered and Experiential Theory and Therapy (3)
- PP8030 - Psychodynamic Theory and Therapy (3)
- PP8060 - Group Psychotherapy (3)

### Science and Scholarship Requirements (9 Credit Hours)

- PP7041 - Quantitative Inquiry (3)
- PP7042 - Statistics Laboratory (1)
- PP7043 - Qualitative Inquiry (3)
- PP8501 - Clinical Research Project Seminar (2); 1 credit taken twice

### Clinical Practicum Requirements (12 Credit Hours)

- PP8201 - Practicum I (3)

- PP8202 - Practicum II (3)
- PP8203 - Practicum III (3)
- PP8204 - Practicum IV (3)

Elective Requirements (12 Credit Hours)

- Varied: Students may choose from a variety of elective courses

Internship

- PP8900 – Internship (0); taken in 3 consecutive terms of Fall, Spring, and Summer

### Grading and Attendance

Grades are calculated from students' daily work, class participation, quizzes, tests, presentations, reports, and final exams.

A	Indicates outstanding work done in a consistent and intellectual manner; Competent in subject
B	Indicates minimally competent grasp of subject
C	Indicates some grasp, but failed to meet minimum threshold of competency; No credit given
F	Failed to grasp the minimum subject matter; No credit given
W	Withdrawal before published deadline
I	Incomplete; The issuance of an "I" is at the discretion of the instructor. The grade may be assigned to a student who has successfully completed a majority of the work of the course and who has an unavoidable and compelling reason why the remainder of the work cannot be completed on schedule. A contract with the instructor must be drawn up, with the instructor indicating the due date of the remaining assignments (up to 90 days).
CR	Credit; Course is passed.
PR	Progressing; Progress is being made toward the completion of the course (i.e., Practicum, CRP, Internship) requirements. Credit (CR) is given only when all requirements of the course have been met.
NC	No Credit; Course is failed.

Students who fail a course (i.e., receive a grade of C, F, or NC) must repeat the course within twelve months and receive a CR or a grade of B or higher. If the failed course is an elective, the student must repeat that specific elective course. If that elective course is not offered, the student must pass an alternative elective course determined by the faculty.

Students will be dismissed after at least one of the following:

- Receiving two failing grades in the same course
- Receiving two failing grades in the same semester
- Receiving three failing grades throughout their course of study

As the doctoral coursework of the program is intensive, students are expected to attend every class. Students may be automatically withdrawn from the class or receive a failing grade if there are three or more absences in a 16-week term or two absences in a row in a 16-week term. With the condensed nature of the 8-week terms, missing class one day (e.g., 6-hours of class) would be equivalent to two absences in a row in a 16-week term.

## **Practicum Requirements**

Full-time students are typically placed in Practicum I and II (PP8201 & PP8202) during their second year of study and in Practicum III and IV (PP8203 & PP8204) during their third year of study. The practicum carries a total of 3 credit hours per semester and therefore 6 credit hours per academic year. Practicum commitments typically begin at the start of the fall term and conclude at the end of the Summer 1 term or 8 weeks later (depending on whether the student is at a 10-month or a 12-month practicum site). Credit for the year is not awarded until all practicum requirements are met. That is, the Fall practicum (i.e., Practicum I and III) will not receive credit until the Spring/Summer practicum (i.e., Practicum II and IV) is completed. Throughout the year, the student will be required to spend 18 – 24 hours per week or a minimum of 720 hours in the practicum training experience.

Further information regarding the practicum is found in the *Hawai'i School of Professional Psychology at Chaminade University of Honolulu Clinical Training Manual*.

### **Diagnostic and Intervention Practicum**

The Diagnostic Practicum (Practicum I and II) is designed to emphasize the observation and diagnostic interviewing of clients and provides exposure to psychological evaluation and other assessment procedures. The Intervention Practicum (Practicum III and IV) emphasizes the aspects of therapeutic intervention. Time is typically divided into direct client contact, supervision, and indirect work such as paperwork and meetings. Practicum sites are made available through the HSPP Practicum Director. Practicum positions are volunteer (unpaid) training positions.

The practicum seminar meets weekly throughout the academic year and allows the student to reflect on various practicum experiences and to acquire additional skills and attitudes useful in field training. The specific content and emphasis of the seminar is geared to the nature of the practicum setting, the needs of the students, and the professional expertise of the faculty member. The seminar also assists students to prepare for the Diagnostic (second year) and Intervention (third year) Clinical Competency Evaluations.

All students who enter the practicum application process must be in good standing, have a minimum grade point average of 3.0 on a 4.0 scale, and have completed the prerequisite courses to be completed prior to the beginning of practicum.

All students should be familiar with the *Hawai'i School of Professional Psychology at Chaminade University of Honolulu Clinical Training Manual*. The manual provides a comprehensive overview of the practicum courses and their requirements.

### **Clinical Competency Evaluation (CCE)**

The Hawai'i School of Professional Psychology Clinical Competency Evaluation (CCE) is a competency-based examination that is designed to evaluate students' mastery of major clinical assessment and therapeutic skills.

Students are expected to demonstrate clinical competence both conceptually and in application. It is also expected that students, having learned theoretical and applied bases in classroom courses, will have made use of out-of-class clinical contacts (e.g., practicum, seminar groups, supplementary supervision, visiting lecturers) to refine and extend the skills to be evaluated by the CCE. Successful

completion of the CCE is a requirement for passing the Clinical Interviewing (PP7365) course and the Practicum I & II (PP8201 & PP8202) and Practicum III & IV (PP8203 & PP8204) sequences.

There are three sections to the CCE:

- The Clinical Interviewing CCE: This CCE takes place at the end of the Clinical Interviewing course during the Fall semester of the first year.
- The Diagnostic CCE: This CCE typically takes place in conjunction with the Practicum I and II series during the Summer I session of the year in which the student is enrolled in Practicum I and II.
- The Intervention CCE: This CCE typically takes place in conjunction with the Practicum III and IV series during the Summer I session of the year in which the student is enrolled in Practicum III and IV.

The CCE is graded “Pass”, “Conditional Pass”, or “Fail.” Students have three opportunities to receive a passing grade on each CCE. After the first failure, students will receive an informal remediation plan developed by the faculty involved in the CCE. After two failures, students will be referred to the Student Professional Development Committee (SPDC) for a formal remediation plan. After the third failure students will be dismissed from the program.

Further information about the CCE is found in the *Hawai‘i School of Professional Psychology at Chaminade University of Honolulu Clinical Training Manual*.

### **Comprehensive Examination Requirements**

All Hawai‘i School of Professional Psychology students are required to successfully complete a comprehensive examination. The successful passage of this examination marks the official acceptance of the matriculated student as a doctoral degree candidate. The material covered in the Comprehensive Examination includes required courses outlined in the Study Plan, excluding electives and Professionalization Group I and II (PP7110 and PP7111). The examination requires students to integrate the material demonstrating both mastery of the material and the ability to organize and apply what they have learned in a coherent and logical manner.

Students should demonstrate the ability to think critically, integrate ideas thoughtfully, and be self-reflective. They should further demonstrate an understanding and competency with issues of diversity.

Students who are unable to pass the Comprehensive Examination will receive information concerning their performance on the examination and assistance in constructing additional experiences and instruction aimed at enabling them to pass this program requirement. Students may take this exam up to three times. Three failures of this exam will result in dismissal from the program.

To be able to sit for the Comprehensive Examination, students must have successfully completed all required courses outlined in the Study Plan through the third year, including the successful defense of the Clinical Research Proposal. Courses that are transferred are considered successfully completed, but knowing the content of the respective HSPP course is the responsibility of the student. Students taking the Comprehensive Examination must be in good standing and have a minimum GPA of 3.0 on a 4.0 scale.

Students are required to take the Comprehensive Examination no later than the beginning of the fifth year after matriculation in order to meet the seven-year maximum time frame for completion of degree requirements. This examination is offered once each year in late August or early September. Students interested in taking the Comprehensive Examination should consult the Comprehensive Examination Manual for the application, due dates, and other procedures. Further information about the Comprehensive Examination is found in the *Hawai'i School of Professional Psychology at Chaminade University of Honolulu Comprehensive Examination Manual*.

### **Clinical Research Project (CRP) Requirements**

The Hawai'i School of Professional Psychology at Chaminade University of Honolulu requires each student to develop a Clinical Research Project (CRP; PP8501) as a requirement for graduation. The CRP is a scholarly work that provides students with an opportunity to deepen their knowledge and thought about a particular clinical area, to demonstrate the ability to critically analyze methodological issues, and to produce an original and potentially publishable piece of research and/or scholarly work in the field of clinical psychology. An electronic copy of the completed CRP will be archived at CUH, to be made accessible in whole or part to students and faculty of CUH. Dissemination or reproduction of the CRP is prohibited without author consent.

Students must register for the Clinical Research Project during each semester in which they either consult with or use their CRP advisor or committee. Registering for CRP credit is like registering for a course. Students will be graded PR or NC by the chairperson based on the work the student has completed that semester. CR is given only when the CRP is complete. Students must register for a minimum of two semesters of CRP in order to graduate. Students are required to successfully defend their CRP proposal by the end of the Summer I session of their third year to be eligible for the Comprehensive Examination. Students who are unable to do so will be required to register for CRP credit until the proposal defense is completed. Students are required to complete their CRP final defense prior to commencing internship. Students who fail to do so will be referred to the Student Professional Development Committee to develop an intensive completion plan. At a minimum, students must register for CRP during the semester that they conduct their CRP proposal and final defense. Please refer to the *Hawai'i School of Professional Psychology at Chaminade University of Honolulu Clinical Research Project Manual* for detailed information.

### **Advanced Practicum Requirements**

A number of students opt to complete a practicum (beyond the required two years of practicum) for further training and to accrue additional training hours. Advanced Practicum consists of a 1.5-credit Fall semester course (PP8205) and 1.5-credit Spring semester course (PP8206), which may be combined to satisfy a 3-credit elective requirement. In addition to on-site training approved by the HSPP Practicum Director, the courses include a weekly on-campus seminar to provide further support to students. Students are expected to provide services consistent with those provided by professional psychologists in clinical settings, including assessment, interventions, consultations, research, program development and evaluation, and outreach/educational services. To be eligible for Advanced Practicum, students must be in good academic standing, have completed two years of required practicum, and have successfully completed all CCEs.

## **Clinical Practice Policy**

The participation of students in outside work activities should be secondary to training and should also uphold and be consistent with the ethical and legal standards of the profession. The Hawai'i School of Professional Psychology program students are not prohibited from being involved in licensed private practice; however, students need to prioritize their academic responsibilities over their outside work.

## **Internship Requirements**

Students matriculated with the Hawai'i School of Professional Psychology Psy.D. Program are required to complete a one-year, 2,000 hour, full-time 12 month APA or APPIC pre-doctoral internship. This intensive and supervised contact with clients is essential for providing breadth and depth to the student's overall training experience. Typically, full-time students will begin the internship during the fifth year of enrollment.

In order to be eligible to begin the internship application process, students must complete the following requirements:

- Make an initial application for approval by the Director of Clinical Training who will evaluate students for internship eligibility and readiness. If all requirements are met, the student will receive written approval from the Director of Clinical Training for application to internship sites, which will be a completed approval form attached to the APPIC application.
- Successfully complete the Comprehensive Examination prior to the fall internship application process.
- Submit a list of internship site preferences to the Director of Training. Students submit application forms directly to the internship site via the APPIC student portal and request that the school provide sealed copies of transcripts. Requests for transcripts and reference letters must be made in advance and in writing by the student.
- It is the student's responsibility to request letters of recommendation. The Director of Training will assist the student by providing letters of eligibility for internship when appropriate.

In order to be eligible to begin an internship, students must successfully pass all sections of the CCEs, complete all practica, pass the Comprehensive Examination, pass all coursework, pass the CRP Final Defense, and be in good standing.

## **Graduation Requirements and Records**

Students who are admitted into the Hawai'i School of Professional Psychology will be responsible for completing the program requirements that are in effect at the time of their admission. The school retains the right to modify these requirements in accordance with the demands of the profession of psychology. The courses will be completed in the order recommended by the HSPP Study Plan. Students are responsible to retain copies of all course (e.g., assignments, reports), practica (e.g., training reports, battery logs), and programmatic (e.g., applications, petitions, waivers) submissions. This is good practice not only for efficient program processes but also for future professional practice. In coordination with the Records Office, HSPP will retain student training, evaluation, and complaint records to satisfy its obligations to students and legal authorities for six years. Transcripts are maintained permanently with the Records Office. For detailed information on FERPA and other record management policies and procedures, please refer to the current *Chaminade University Student Handbook*.

To be eligible for graduation, students must meet the following requirements:

- Completion of 98 credit hours of which 60 must be completed by the end of the fourth year of matriculation. The total credit hours must include:
  - 72 credit hours of required courses completed with an earned grade of “B” or better
  - 12 credit hours of practicum and practicum seminar groups
  - 12 credit hours of electives
  - 2 credit hours of Clinical Research Project
- Successful completion of the Comprehensive Examination no later than the beginning of the fifth year
- Successful completion of the 3 Clinical Competency Evaluations (CCE): Clinical Interviewing CCE, Diagnostic CCE, and Intervention CCE
- Successful completion of the Clinical Research Project (CRP)
- Successful completion of a 2,000-hour pre-doctoral one-year, full-time internship
- Attainment of a Grade Point Average (GPA) of at least B (3.0 on a 4.0 scale)
- Completion of these requirements within seven years of matriculation into the program

### **Petition to Graduate**

Students are responsible for initiation and completion of this process. A petition for graduation must be filed at the Records Office no later than the deadline specified in the current academic calendar to avoid additional fees. Two terms prior to intended graduation date, a clearance for graduation form must be completed before the petition and graduation fees are accepted. Attendance at commencement is optional. A petition must be filed and the graduation fee must be paid before the degree will be conferred or a diploma issued. In addition, Psy.D. students must complete all graduation requirements (with the exception of the internship) eight weeks prior to commencement, including submission of the final Clinical Research Project (PP8501) to the Program Coordinator. Depending on the licensing state, graduates may begin accumulating postdoctoral hours for licensing after the degree has been conferred by the Registrar.

### **Professional Standards and Principles**

The Hawai'i School of Professional Psychology at Chaminade University of Honolulu has a strong commitment to developing clinical practitioners who demonstrate high levels of professionalism and clinical skill. The HSPP clinical psychology degree program is designed to be rigorous and demanding; it requires that students continually apply themselves to all aspects of their preparation over an extended period of time.

It is a fundamental requirement of HSPP that all students meet the standards of the psychology profession. As an expression of these standards, HSPP requires adherence to the principles of the current American Psychological Association Code of Ethics. Not only will students be required to complete academic and clinical requirements, but they will be expected to conduct themselves in a manner consistent with the profession of psychology at all times. Through various measures (e.g., course measures, course gradesheets, Annual Student Evaluation forms, practicum and internship performance reports), students will be evaluated on non-academic competence in areas *other* than coursework, seminars, scholarship, comprehensive examinations, or related program requirements. These evaluative areas include demonstration of: sufficient interpersonal and professional competence; sufficient self-awareness, self-reflection, and self-evaluation; sufficient openness to processes of

supervision; and sufficient ability to resolve problems or issues that interfere with professional development or functioning in a satisfactory manner. HSPP subscribes to the policies of the Student Competence Task Force of the Council of Chairs of Training Councils (see The Comprehensive Evaluation of Student-Trainee Competence in Professional Psychology Programs <http://www.cctcpsychology.org/resources>). This model describes the faculty, training staff, and site supervisors' commitment to:

- 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
- 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. Therefore, we strive not to pass along students with issues or problems (e.g., cognitive, emotional, psychological, interpersonal, technical, ethical) that may interfere with professional competence to other programs, the profession, employers, or the public at large.

Any activity that appears to violate the school's principles of professional standards in the course of the student's education or training will be reviewed carefully by the appropriate faculty committee. Please refer to the current *Chaminade University Student Handbook* for detailed information.

### **Sharing of Affective Experiences and Reactions to Didactic and Clinical Material**

It is anticipated that in the course of their graduate education in clinical psychology, students will have a variety of emotional experiences and reactions to didactic lectures, to discussions of clinical case materials, and to their practicum and internship experiences with patients. Being in contact with one's own internal states and understanding one's emotional reactions around contacts with clinical material is understood to be an integral part of one's professional responsibility. The Hawai'i School of Professional Psychology at Chaminade University of Honolulu encourages students to share or discuss these experiences as appropriate and relevant to course material in the classroom. The self-disclosure of emotional experiences should be at the discretion of each individual student and at a level that each is comfortable with. It is expected that such self-disclosure should take place in a supportive and non-intrusive context. Likewise, students are expected to keep confidential any material shared in class and in course assignments.

### **Student Responsibilities and Advising**

Students of the Hawai'i School of Professional Psychology at Chaminade University of Honolulu have responsibilities for their education. This includes being responsible for:

- Progressing through the program as set forth in the *HSPP Study Plan*, and informing their advisor, faculty, and staff of any changes to their Study Plan
- Contacting their advisor at least once a term, with at least one annual face-to-face meeting
- Responding to faculty and staff in a timely manner
- Seeking support from their advisor and other faculty as needed
- Informing their advisor or other faculty of personal, training, or professional issues that may impede their performance, training, and progress

Students are assigned an advisor in their first year and after that year are allowed to petition for a new advisor if they wish. Typically, the advisor is the chair of their CRP. Advisors are available during office



hours, phone, and email, but all faculty are committed to helping all students, even if they aren't assigned as their advisor.

Students are responsible for the information within CUH and HSPP catalogs and manuals, including changes and updated editions. All current catalogs and manuals are available online for immediate access. Waivers and exceptions will not be granted because a student pleads ignorance of, or contends that they were not informed of, requirements, policies, changes in requirements, or changes in policies. In addition, students are responsible for information disseminated to them from the University or program (via hard or electronic copy). It is the student's responsibility to check their CUH email account regularly, as some communications may be time sensitive and require an immediate response.

### **Maintaining Student Records and Complaints**

Students' academic records are kept on a secure database with the registrar's office. The training files of students on practicum are kept with the Director of Practicum in locked filing cabinets in her office. Once practicum is completed, those training files are held by the Director of Clinical Training (in locked filing cabinets in his office) until the student completes internship. Once a student has completed all requirements for their degree (including internship), training files are submitted to and stored in locked filing cabinets in the Program Coordinator's office for six years; in coordination with the Records Office and in compliance with FERPA. Hard copies of other student documents (e.g., dissertations, petitions, complaints/grievances) are kept in locked filing cabinets in the Program Coordinator's office and combined with a student's stored training file upon degree conferral. For complaint records that have been elevated beyond the Program Director, those records are stored with the respective administrator.

### **Grievance Procedures**

The Hawai'i School of Professional Psychology at Chaminade University of Honolulu has a strong commitment to providing quality training to our students. Naturally, disagreements may arise, and we encourage students to handle those informally. However, if the issue cannot be resolved informally, program complaint procedures are listed below. Please refer to the *Chaminade University Student Handbook* for detailed complaint procedures.

1. Questions regarding the conduct of a course, including grading, should be submitted in writing to the instructor of the course. If the student is not satisfied with the instructor's handling of the student's concerns, then complaints should be submitted in writing to their program advisor. If the student is not satisfied with the advisor's handling of the student's concerns, then complaints should be submitted in writing to the Director of HSPP. If the student is not satisfied with the Director's response, the complaints should be directed in writing to the Dean of the School of Education and Behavioral Sciences. If the student is not satisfied with the Dean's response, the complaints should be directed in writing to the Provost.
2. Questions regarding HSPP program policy and/or requirements or changes in policy and/or requirements must be submitted in writing to the Director of HSPP. If the student is not satisfied with the Director's response, the complaints should be directed in writing to the Dean of the School of Education and Behavioral Sciences.
3. A grievance if any kind relating to HSPP's program must be submitted in writing to the Director of HSPP. If the student is not satisfied with the Director's response, the complaints should be directed in writing to the Dean of the School of Education and Behavioral Sciences.

## **Student Professional Development**

The Student Professional Development Committee (SPDC) is a standing academic committee responsible for monitoring the academic progress, professional competence, and behavior of students. Students who are not meeting the academic standards of their program or whose behaviors raise concerns about professional competence shall be subject to referral to the SPDC. The SPDC can hold hearings and interviews with all relevant parties and recommend remediation actions to students where warranted. If a student does not attend a duly noticed meeting with the student, the SPDC may continue its action and render a decision. The student is not permitted to bring legal counsel to committee meetings, and verbatim transcription or electronic recording of the meeting is not permitted. If remediation actions are not satisfied by the student, the SPDC may recommend dismissal from the program or impose probationary conditions with explicit requirements. As the primary function of the SPDC is to guide students in improving their academic performance and developing the professional competencies, we hope that all SPDC-referred students successfully satisfy their remediation requirements. Once requirements are met, the SPDC will meet to review the student's progress, send a letter of SPDC case closure and reminder of continued support availability to the student, and close the student's SPDC case.