III. THE CLINICAL DEVELOPMENTAL PSYCHOLOGY PH.D. PROGRAM

A. PROGRAM REQUIREMENTS

17 courses (85 credit hours)
- predissertation research
- TA in Abnormal Psychology
- Ph.D. Preliminary Examinations in three fields
- Major Area Paper
- assessment practicum & therapy practicum
- dissertation
- one year clinical internship

B. COURSE WAIVERS

Students entering the CDPP may submit a written request to the program faculty to waive one or more program courses if they have taken the equivalent graduate course elsewhere. Such requests should include the relevant course syllabus or other supporting material so that the BMC faculty can determine if the course is in fact substantially equivalent. If the faculty approves the request, the request and letter of conditional approval are forwarded to the Dean of the GSAS, who takes the waiver request before the Graduate Council. If the request is granted, the student may waive the CDPP course in question. The waived course will not appear on the student's BMC transcript record.

Students with previous graduate courses in Statistics may choose to take the qualifying exam to be exempted from Statistics. This exam must be taken and passed before the first week of classes in the first year in the program, or else the student will be expected to register for Statistics.

BMC currently requires that every doctoral student must take a minimum of twelve courses. For the CDPP, 17 courses are required. Under current GSAS rules, students can waive no more than five courses, or they must take an additional elective so that they complete at least 12 courses at Bryn Mawr. Because of the reciprocal enrollment arrangement with Penn, one or two of these courses may be taken at Penn, if for some reason they are not being offered at Bryn Mawr.

C. PROGRAM OF STUDY

The program of study for the CDPP consists of seventeen courses and a sequence of clinical practica. In addition, the TA in Abnormal Psychology, three doctoral exams, the Major Area Paper, a predissertation, a Ph.D. thesis, and a predoctoral clinical internship are required. Because some courses in the first two years of the program are offered every other year, there are two typical course sequences in the CDPP. These two sequences (A & B) are outlined below. In the 2005-2006 academic
year, the incoming first year students will be on Sequence B and hence they will be taking Tests and Measurements/Social Psychology and Developmental Psychopathology in their first year.

**SEQUENCE A**

**YEAR 1**

**FALL**
Developmental Psychology I
Research Methods
Statistics

**SPRING**
Developmental Psychology II
Cognitive/Neuropsychology
Biological/Affective Bases of Behavior

**SUMMER:**
work on predissertation
language exam

**YEAR 2**
Intro. Psych. Assessment
Tests & Measurements/
Social Psychology

Psychoed. & Pers. Assessment
Developmental Psychopathology

complete predissertation

**YEAR 3**
Doctoral prelim exams - Sept/October
Consultation/Practice Issues
Intro. Psychotherapy

Ethics, Legal, & Prof. Issues
Family, School, and Culture
Multivariate Statistics

Assessment Lab 2 hours/week Sem I, 1 hour/week Sem. II
(plus assessment practicum all year)
Major Area Paper proposal due March 15

**YEAR 4**
Major Area Paper due October 15
Family therapy

History
(plus therapy practicum all year)
CSI family therapy supervision group meets all year

**YEAR 5**
Dissertation
Apply for internships
(optional family therapy supervision group)

**YEAR 6**
Clinical internship
Complete dissertation
SEQUENCE B

YEAR 1

FALL
Developmental Psychology I
Research Methods
Statistics

SPRING
Developmental Psychology II
Developmental Psychopathology
Tests & Measurements/
Social Psychology

SUMMER:
work on predissertation
language exam

YEAR 2

Intro. Psych. Assessment
Psychoed. & Pers. Assessment
Cognitive/Neuropsychology
Biological/Affective Bases of
Behavior

complete predissertation

Continue as above in Sequence A for year 3 and beyond

D. DOCTORAL CANDIDACY

Students must be formally approved as doctoral candidates before taking preliminary examinations. Once approved as candidates for the Ph.D. degree at Bryn Mawr College, graduate students must maintain continuous registration until the completion of all requirements for the degree, unless granted leave of absence.

Application for Ph.D. candidacy is made using the form supplied by the Office of the Graduate Dean. It must contain a listing of the courses taken, the field exams to be taken, and a tentative dissertation title. It should be signed by the student's research advisor and include the names of three other faculty members chosen by the student in consultation with his/her advisor who have indicated to the student their willingness to serve on the dissertation committee. Two of the three additional faculty members must be from the Department of Psychology at BMC. This constitutes the "Supervising Committee" for the Ph.D. The members of this committee serve as members of the doctoral dissertation committee and evaluate the student’s doctoral field exams. Faculty leaves and other circumstances may necessitate changes in the committee.
If the faculty approves the candidacy application, it is signed by the department chair and forwarded to the Dean of the GSAS so that it can be submitted for approval by the Council of the Graduate School of Arts and Sciences. The Dean reads over the applicant's record and makes a recommendation to the Council for approval or disapproval of the candidacy request. If the student is approved for candidacy, the Graduate Council confirms those members of his/her Supervising Committee who are recommended by the director of the student's work. In addition, a chairman of the Supervising Committee, who must be a member of the General Faculty outside the student's major department, is appointed by the GSAS.

The doctoral candidacy form should be submitted in the Spring term of the second year of the program. The deadline for submission of the candidacy form is May 15. It cannot be submitted unless the predissertation is substantially completed and the student is on schedule to receive the M.A. in May. Once a student is accepted for candidacy, the remaining program requirements are the seven courses to be taken in Year 3 and Year 4; the three prelim exams; the Major Area Paper; the dissertation; assessment and therapy practica; and the predoctoral internship.

E. TIME FRAME FOR THE PH.D.

Field exams should be taken in the Fall of the third year of the program. The Major Area Paper must be completed no later than October 15 of the fourth year in the program. Requests to deviate from this timetable must be discussed with your research advisor, who will consult with the CDPP Director. When requesting a deviation from this timetable, you must propose a timetable for completion of these program requirements.

Once a student begins to take field exams, the student has five years (60 months) from the first exam to complete the dissertation. If the student fails to complete the dissertation within five years of taking prelims, GSAS rules state that the student must retake one prelim exam, unless a special waiver of this rule is requested by the department because the student has been actively working in the field during this period.

After the student's candidacy request has been approved, the student must maintain continuous enrollment (i.e., either enroll in one or more courses or register for CE and pay the CE fee). Enrollment under the continuing enrollment plan does not carry academic credit, but permits the student to be certified as at least a half-time student.

Candidates who do not plan to make use of the College's facilities may be granted a formal leave of absence by the Dean of GSAS, with the approval of the department. Leaves may be for a full academic year, and may be renewed for an additional
period, provided that the total does not exceed two academic years. Leaves of absence exceeding a total of two academic years can be granted only with the approval of the department, the Dean of GSAS, and the Council of GSAS, and will be granted only in the case of exceptional circumstances and demonstrated financial hardship. Students on leave of absence are not required to pay the CE fee. Students should be aware that the GSAS does not consider it appropriate for faculty to advise students who have taken a leave of absence. Students should also recognize that leaves of absence may affect loan repayment obligations.

To apply for a leave of absence, doctoral candidates should write a letter to the department chair requesting departmental approval of a leave and describing plans for the timely completion of the degree. If the department approves the request, the chair will forward the student's request, with a covering letter of support, to the Dean for approval.

F. PH.D. FIELD EXAMS

All students in the CDPP must take three written field exams. Two of the exams (the General Psychology exam and the Clinical Developmental Psychology exam) will require synthesis of material from coursework taken in the first two years of the program but will not be tied to specific courses. Students are expected to show broad knowledge of developmental psychology, developmental psychopathology, and psychological assessment and to be able to draw on basic psychology content and methods, as covered in their other courses, to illuminate these three major areas. The primary readings students should focus on in preparation for the prelims are contained in their course syllabi, but students should also be familiar with important recent publications in these areas. The emphasis on these two exams will be on integration across areas, analytic thinking, and grasp of major issues. The third field exam (the “specialty exam”) will be on a topic selected in conjunction with the student’s research advisor. A set of topics in that field will be formulated by the student and advisor. The student will then propose several questions related to these topics to the advisor. The advisor will review the student’s questions, compose some additional questions, and then show the exam to at least one member of the student’s committee, who may also decide to make up a question or two. The emphasis on the specialty exam will be mastery of theory and research in the student’s substantive content area. Knowledge of major issues in this field and familiarity with important studies will be required. Both the two general exams and the specialty exam give students some choice of questions.
Examinations must be scheduled with the department secretary. Taking the exams is contingent on being accepted as a Ph.D. candidate, thus students must remember to check deadlines with regard to submission of degree candidacy forms.

Details on evaluation of field exams are provided in Section IV of this Handbook (EVALUATION AND FEEDBACK; ADVISEMENT; RETENTION AND TERMINATION; AND DUE PROCESS/GRIEVANCE GUIDELINES AND PROCEDURES). In brief, formal vote on the three written prelim exams will be taken at the meeting of the Supervising Committee, which is headed by the outside chair. At that time, votes on the work will be recorded on the Ph.D. candidacy form and all members of the committee will sign the form.

G. MAJOR AREA PAPER

Students must outline the focus of their Major Area Paper to their research advisor. Approval for the focus of the Major Area Paper should be obtained prior to March 15 of the third year, with the completed paper due no later than October 15 of the student’s fourth year in the program. A student’s research advisor may share the student’s outline for the paper and consult with other members of the student’s preliminary examination committee prior to giving approval. This requirement provides a structure whereby students will be thinking about their dissertation research as soon as they have finished their M.A. degree in May of the second year. Although the Major Area Paper is not a dissertation proposal, it serves the function of reviewing the literature regarding a major issue in the area in which the student intends to work for the dissertation, and thus is an important springboard for the dissertation proposal itself.

The Major Area Paper, which is due by October 15 of the fourth year, must be approved by the advisor and by the members of the preliminary examination Supervising Committee (whose names appear on the Ph.D. candidacy form). Members of the Supervising Committee, which is headed by the outside chair, will vote on the Major Area paper and that vote will be recorded on the Ph.D. candidacy form.

H. CLINICAL PRACTICA/INTERNSHIPS

Clinical practica are structured, part-time, supervised clinical experiences in psychological assessment and/or psychotherapy in which students are involved as part of their coursework in assessment and psychotherapy. The clinical internship is a required one year supervised, predoctoral clinical experience in which students engage after meeting all practicum and other requirements described below.

Initial practicum placements are generally arranged by the program in consultation with the student. The CDPP encourages
students to limit the time committed to these practica to about 20 hours per week. However, this is sometimes difficult to achieve, because of expectations in the clinical or school setting and the nature of clinical demands. Students are encouraged to express their interests and preferences for specific training experiences, and the program tries to take student preferences into account in arranging practicum settings. In some cases, students take the initiative of finding their own practicum placement. Such placements must be cleared with the program director, as practicum experiences involve contractual relationships between the Psychology Department and practicum site staff.

A full-time one year internship (or a two year half-time internship) is required of all CDPP students. Many CDPP students choose internships working primarily with children, adolescents, and/or families. However, some students may wish to apply for internships in settings serving primarily college-age or adult clients. The internship, which must be substantially completed prior to receipt of the degree, cannot begin until students have been admitted to doctoral candidacy, passed all field exams, completed the Major Area Paper, and completed all clinical practica. In addition, it is strongly recommended that students complete collection and analysis of dissertation data before beginning an internship. Not only does completing the dissertation prior to beginning the internship facilitate timely completion of the program, it makes the student a more attractive internship candidate and greatly increases post-internship career options.

The faculty does not arrange internships for students. Internships are awarded by internship sites on a competitive basis through the APPIC match process. Students who wish to apply for internship should should write the CDPP Director before October 1 of the year preceding that in which they plan to begin an internship. The student should document that all pre-internship requirements have been met (or indicate anticipated dates when they will be met). The CDPP Director will meet with students who wish to apply for internships for the following year.

In early October, the faculty evaluates the progress and plans of students who have expressed an interest in applying for internships. The purpose of this evaluation is to verify that the student has met all pre-internship requirements and is professionally and academically ready for the internship experience. The department's approval of the student's request to apply for an internship will be communicated to the student no later than November 1.

Students whose internship application plans have been approved by the faculty will then be free to apply to
internships of interest. Internships should be APA-accredited, or should, in the judgment of the faculty, be designed in such a way that they substantially meet APA internship guidelines.

I. DISSERTATION

The dissertation gives the candidate an opportunity to present the results of independent investigation in his or her field of research. It must contain original material, results, or interpretations, and must be adjudged potentially suitable for publication. It is expected that most students will begin working on the dissertation after taking prelim exams and completing the Major Area Paper.

The dissertation process consists of proposal development and approval; data collection and analysis; data review; dissertation critique and revision; and final oral examination. The dissertation process has been designed to provide the student with the opportunity to consult formally with the members of the committee at several critical points in the research. The goal of committee consultation is to facilitate the student's work and to eliminate the possibility that a student could arrive at the final stages of the dissertation process without the committee members being well informed concerning the nature and progress of the student's research.

In working with the director to develop a proposal, the student explores the general problem area as well as the specific topic that the dissertation research will address. This topic has typically been the focus of the Major Area Paper. Once the specific question has been articulated, the student proceeds to develop an appropriate methodology and prepare a written dissertation proposal, building on the literature review in the Major Area Paper. Specific suggestions and guidelines for developing a dissertation proposal can be found in a later section of this handbook.

When the proposal is ready to be distributed to the committee, the student should verify who the members of the dissertation committee are; ordinarily, the field exam committee and the dissertation committee consist of the same individuals. If changes in the committee are necessitated by faculty leaves or if, in the opinion of the director, the topic of the dissertation warrants a change in committee membership, such changes should be discussed with the relevant faculty members and made accordingly.

When committee membership has been set, the student should distribute copies of the written proposal to the members of the committee and ask the program secretary to schedule a proposal meeting. The written proposal should be distributed to the members of the committee at least 10 days before the proposal
Proposal meetings must be scheduled while classes are in session.

At the proposal meeting, the student is often asked to summarize the rationale and plan for the proposed research. The committee comments on the thesis plans and makes suggestions for possible revisions of the plan. If the proposal is approved substantially as is, the student can proceed to the dissertation. If many changes are suggested but the general outline of the proposal is deemed satisfactory, the student and advisor arrange to meet and discuss how to incorporate these proposed changes into the study. The student may be asked to write a letter to the members of the committee stating what methodological revisions to the proposal have been agreed upon with the advisor. If the committee approves these changes, data collection can then proceed.

If major changes are considered necessary, a second proposal meeting will be held following revision of the proposal in line with committee recommendations. Acceptance of the proposal is an implicit contract between the student and the committee that the dissertation can proceed as proposed and that, if the plan is carried out as proposed, an acceptable dissertation will emerge.

Once the data collection is complete, the student proceeds to analyze the data and prepare a summary of the data analyses for a data review meeting. In preparation for the data review meeting, the student should prepare tables and figures summarizing the major findings of the research. These should be accompanied by a written description of the major results of the study and a summary of their implications. This material should be distributed to the committee at least 10 days before the meeting. The purpose of the data review meeting is to take advantage of the committee’s expertise and experience in interpreting results and to assess whether the analyses adequately address the key questions raised in the dissertation. At this meeting, faculty may suggest additional or alternative analyses that need to be completed.

Once the data review has been held, the student proceeds to carry out any final analyses and to complete writing up the dissertation. At this stage, he or she works closely with the advisor on drafts of the dissertation until the director agrees that an acceptable draft has been produced. This draft should be circulated to members of the committee for their written comments or suggestions. **Dissertation drafts should be circulated to the whole committee by early February for May graduation and by September 21 for a December degree. It is critical, however, that you consult closely with your research advisor on a specific timetable for completing the dissertation.**
Committee members require a minimum of ten days to read the dissertation and make appropriate comments. Revisions based on these comments should be made before the final copy of the dissertation is submitted. Should committee members detect major problems with the dissertation at this stage, the director may require the student to postpone completion of the degree until deficiencies have been remedied.

When the director decides that the student has adequately responded to the committee's suggestions, the student should submit one copy of the final dissertation to the GSAS and four additional copies to committee members. All five copies must be accompanied by the director's letter of transmittal. The final copy of the dissertation must be received at GSAS by April 3 for May graduation and by November 14 for the December degree. This is an absolute deadline and there are no exceptions. Dissertations can be deposited up until midnight of the date due.

In order to allow time for faculty to read the dissertation, it must be submitted at least two weeks before the final oral is scheduled.

According to GSAS rules, the dissertation shall be written in English, typewritten or word-processed in letter-quality or correspondence-form, secured in suitable binders, and accompanied by a CV and an abstract of not more than 350 words. More detailed specifications are available from GSAS.

No member of the faculty is obligated to read or advise in connection with a dissertation at any time except during the academic year. Similarly, no member of the faculty who is on leave from the College is obligated to read or advise in connection with a dissertation.

Before the final oral may be held, the Supervising Committee must judge the dissertation to be provisionally satisfactory in substance and general form. If a member of the Committee considers the dissertation unacceptable, he/she must inform the chairperson no later than seven days before the oral is scheduled to be held and a special meeting of the Committee shall then be called. The Committee may recommend revisions that may lead to the postponement of the final examination or may reject the dissertation completely in its present form. If, after full discussion, a majority of the Supervising Committee considers the dissertation provisionally acceptable, the Final Examination (oral) may be held. The oral must be held no later than 14 days before Commencement (or by November 23 for a December degree).
The final oral is devoted to the dissertation and the general field to which it pertains. It must be scheduled for not less than one hour (or more than three hours), according to GSAS rules. At the beginning of the oral, the student is asked to leave the room so that the committee can confer. The committee then generally agrees that the dissertation is acceptable and the oral can proceed. The student is then called back into the room and usually informed that the dissertation has been accepted (although minor revisions are almost always necessary before turning in the "perfect copy"). It is unlikely that the dissertation would fail to be accepted, because if it were significantly deficient the oral would not be held. The oral then begins. The student is generally asked to summarize the dissertation (how he/she became interested in the topic, the basic questions addressed, the methods used, the general results, and the major interpretations of the findings). This summary should take no more than 15 minutes. Students may use notes for this presentation, but should not read from a prepared statement. Then, the faculty members proceed to ask questions. At the conclusion of the questioning, the student is asked to leave the room so that the faculty can vote on the oral. The Supervising Committee then votes that the oral is "satisfactory" or "unsatisfactory."

After the oral, the student must complete any revisions to the dissertation that are suggested by the committee. The director reviews the revised dissertation and determines that all requisite changes have been made. The "perfect copy" must be delivered to GSAS with a letter from the director indicating that all necessary changes have been made. The perfect copy must be received at GSAS no later than May 10 for the May degree (or by December 12 for the December degree).

J. DISSERTATION COLLABORATION AND PUBLICATION

Graduate students should be aware that research collaboration with an advisor is not completed until the study has been written up and submitted for publication. Thus, a student's participation in a research program does not cease upon completion of the predissertation or dissertation. Students should consider it a strong professional obligation to continue working on writing up the manuscript for publication in conjunction with the advisor even after the academic deadlines for the research project have been met. Faculty-student research is a
collaborative enterprise. The student receives tangible benefits from this collaboration by completing program requirements, but the advisor does not receive tangible benefits unless every effort is made to publish the work.

Students also benefit from having their work published. A record of publication is essential for academic jobs or post-doc positions. Furthermore, internship programs are increasingly seeking candidates who have strong research skills as demonstrated by publications. Students without publications are at a disadvantage when competing in the internship, postdoc, or job markets.

Delays in writing up the work for publication can often render otherwise excellent work unpublishable. This is because the research becomes out of date. A short break (and celebration!) following completion of a dissertation is certainly appropriate, but students should resume work on their research within a short period of time so that a publishable manuscript can be prepared.