

### **III. THE CLINICAL DEVELOPMENTAL PSYCHOLOGY PH.D. PROGRAM**

#### **A. PROGRAM REQUIREMENTS**

16 courses (80 credit hours)  
Predissertation research  
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, the class grade and 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 is 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. Requests for course waivers should be initiated as early as possible to allow for any changes in financial aid to be processed.

Students with previous graduate courses in Statistics may choose to take a 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, 16 courses are required. Under current GSAS rules, students can waive no more than four 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 sixteen courses and a sequence of clinical practica. In addition, three

doctoral exams, the Major Area Paper, a predissertation, a Ph.D. thesis, and a predoctoral clinical internship are required. Because some courses in program are not offered every year, there are several common sequences of courses in the CDPP. The two most common sequences (A & B), outlined below, are subject to change due to faculty leaves and other staffing priorities. Staffing needs may also require the CDPP to switch the semester that a particular course is offered in a given year. Students should always consult with their advisors when registering for classes, but they should talk especially closely with their advisors when deviating from one of these common sequences.

**SEQUENCE A**

**Year 1**

Fall	Spring
Statistics (GSSW 540)	Social Psychology (Psych 508)
Research Methods (Psych 501)	Human Cognition (Psych 512)
Developmental Psychology (Psych510)	Psychopharmacology (Psych 595)

**SUMMER:**

work on predissertation

**Year 2**

Intro Psych Assessment (Psych540)	Psychoed. & Pers. Assessment (Psych 541)
	Developmental Psychopathology (Psych 551)

complete predissertation

**Year 3**

**Doctoral prelim exams - Sept/October**

Consultation/Practice Issues (Psych 642)	Ethics, Legal, & Prof Issues (Psych 690)
Intro Psychotherapy (Psych 561)	Family School & Culture (Psych 623)
	Multivariate Statistics (Psych 502)

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; begin work on dissertation

Family Therapy (Psych 660)	History of Clinical Psych (Psych 612)
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(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	Spring
Research Methods (Psych 501)	Social Psychology (Psych 508)
Statistics (Psych 505)	Developmental Psychopathology (Psych 551)
Developmental Psychology (Psych 510)	Human Cognition (Psych 512)

**SUMMER:**

work on predissertation

**Year 2**

Intro Psycho Assessment (Psych 540)	Psychoed. & Pers. Assessment (Psych 541)
	Psychopharmacology (Psych 595)

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 a

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 advisor approves the candidacy application, it is signed by the department chair or CDPD Director 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 Fall term of the second year of the program. The deadline for submission of the candidacy form is December 18. 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 include required coursework; 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 ("Preliminary") 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 CDPD 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). 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 hardship. Students on a 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 CDPP program director requesting approval of a leave and describing plans for the timely completion of the degree. If the department approves the request, the program director will forward the student's request, with a covering letter of support, to the Dean for approval.

#### **F. PH.D. FIELD ("Preliminary") 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) require synthesis of material from coursework typically taken in the first two years of the program but are not 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 questions related to these topics to the advisor. The advisor will review and revise the student's questions, potentially compose some additional questions, and then discuss the exam with at least one other member of the student's committee. 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 area 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, a 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 soon after 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 completed Major Area Paper 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 (3<sup>rd</sup> year placements) are typically 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. Students are encouraged to express their interests and preferences for specific training experiences, and the program tries to take student preferences into account in facilitating 3<sup>rd</sup> year practicum placements. For the fourth year practica, students typically take the initiative of finding their own practicum placement. All placements must be cleared with the program director, as practicum experiences involve contractual relationships between the Psychology Department and practicum site staff. ***International students must consult with the Director of International Programs at Bryn Mawr to insure that all clinical placements are consistent with immigration laws.***

***Recording Clinical Hours:*** As students accumulate clinical hours, it is important to keep track of the exact nature of your clinical activities (e.g., tests used in assessments, demographic backgrounds of clients, duration and type of therapies). Students should also record the number of hours they are engaged in specific clinical activities and the number of hours of supervision they receive. This information will be needed when applying for internship (it may also be required for licensing). Students should use the tables from the AAPI internship application form (***Internship and Assessment Experience, Supervision Received, Summary of Practicum Hours, and Information about Practicum Experiences***) or similarly formatted tables to document their clinical activities. These tables are available online at the [APPIC internship application website](#) (look for AAPI, part I). ***At the end of each practicum, you should present a completed version of these tables to your practicum supervisor for his or her review and signature.*** You

should keep a copy for your records and **hand in the signed, originals to the department secretary by June 1 for your files.** To facilitate completion of these signed tables, you may wish to review with your supervisor preliminary versions of the table summarizing your completed work every 3 months.

A full-time one year internship (or a two year half-time internship) is required of all CDPD students. **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 employment 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 write the CDPD Director **by the end of the second week of the school 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 CDPD Director will meet with students who wish to apply for internships for the following year.

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.

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 conduct independent research in his or her field of interest. 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 revisions; 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 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 reviewed 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 must be distributed to the members of the committee **at least** 10 days before the proposal meeting. 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 research 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. **The Bryn Mawr IRB must review and approve all research before it commences.**

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 is likely to 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 results of the study and a summary of their implications.* This material must be distributed to the committee **at least 10 days** before the meeting. **In order to meet subsequent deadlines for completion of your dissertation in time for a May degree, the data review must be completed before February 1 (or by September 10<sup>th</sup> for a December degree).** *You are strongly advised to have your data review earlier in the year to provide sufficient time for additional analyses and writing up of your dissertation.* 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. In order to allow enough time for committee members to read the draft and for you to respond to their feedback, **dissertation drafts should be circulated to the whole committee by March 1 (at the latest) for May graduation and by October 1 (at the latest) for a December degree.** Throughout the dissertation process, it is critical that you **consult closely with your research advisor on a specific timetable for completing each stage of the dissertation.** Committee members **require a minimum of ten days** to read the dissertation and make appropriate comments. Revisions based on these comments must be made before the final copy of the dissertation is submitted. Should committee members detect

significant 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 **two copies** of the final dissertation to the GSAS (per GSAS rules) and **three additional copies** to the department secretary (departmental practice to facilitate reading by your committee). **The final copy of the dissertation must be received at GSAS by April 5 for May graduation and by November 5 for the December degree. This is an absolute deadline and there are no exceptions. Dissertations can be deposited on April 5 up until midnight and on November 5 until 8:00 pm in Carpenter Library.**

The final oral for the dissertation (the "defense") can be scheduled two weeks after the final copy of the dissertation is delivered to GSAS. **It must be scheduled before April 30 for a May degree (or before November 25 for a December degree).**

***Dissertations must be prepared according to GSAS guidelines.*** These guidelines can be found at:

[http://www.brynmawr.edu/gsas/Resources/complete\\_degree/DegreeRequirements.html](http://www.brynmawr.edu/gsas/Resources/complete_degree/DegreeRequirements.html)

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 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 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 confirms that the written 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 often 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 (the rationale for the study, 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 the signature of the director indicating that all necessary changes have been made (*see GSAS guidelines for alternative submission of the dissertation as a digital file*). **The perfect copy must be received at GSAS no later than May 12 for the May degree (or by December 10 for the December degree).** You should also be sure to give both an electronic and a hard copy of your final dissertation to your advisor. You are also requested to send the department secretary the abstract and title of your dissertation, which will be placed online in the CDDP webpages.

## **J. DISSERTATION COLLABORATION AND PUBLICATION**

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 a manuscript for publication in conjunction with the advisor even after the academic deadlines for the research project have been met. Students 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. 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.

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.

