

**University of San Francisco  
School of Nursing and Health Professions**

**CLINICAL PSYCHOLOGY PSYD PROGRAM**

**CLINICAL DISSERTATION HANDBOOK**

**(revised July 2022)**

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This *Handbook* details the guidelines and requirements for completing the Clinical Dissertation requirement for the Clinical Psychology PsyD degree from the School of Nursing and Health Professions at the University of San Francisco. This *Handbook* takes effect on 08/18/2020 and will remain in effect until a revision is approved. Interim changes may be made as the need arises; these will be shared via the PsyD Students canvas page. These guidelines and requirements apply to all PsyD students who have not successfully defended their Clinical Dissertations on or before 08/18/2020, except as indicated on pages 7 to 9 and 18 to 22.

**CLINICAL PSYCHOLOGY PSYD PROGRAM 2022  
CLINICAL DISSERTATION HANDBOOK**

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## I. GOAL AND OBJECTIVE

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Successful completion of the Clinical Dissertation is the culmination of the program. When all other academic and clinical training requirements are met, if the student is in good academic standing, completion of the Clinical Dissertation signals completion of the PsyD degree in Clinical Psychology. The overall goal of the Clinical Dissertation is to ensure that the doctoral student possesses advanced scholarly abilities consistent with the aims and competencies of the Clinical Psychology PsyD program (see *PsyD Student Handbook* for a listing of these aims and competencies). Successful completion of select components of the Clinical Dissertation process are used, in part, to assess students' achievement of Discipline Specific Knowledge in Research (Category 4) and Profession- Wide Competency i.) Research. The specific objectives set forth by the PsyD Program Faculty to accomplish this goal are for the student to demonstrate this scholarly competency (a) in a written document and (b) at the final oral defense of that document, both of which are facilitated by the mentorship of program faculty members.

The Clinical Dissertation and its defense must comply with all relevant policies and procedures of the University of San Francisco, the School of Nursing and Health Professions, and the Clinical Psychology PsyD Program. Information about university requirements for graduate students and for the doctoral dissertation can be found in the USF Catalog: <https://www.usfca.edu/catalog/regulations/gradstudent>

## II. DESCRIPTION

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Successful completion of the Clinical Dissertation ensures that the student possesses the necessary scholarly abilities to understand, evaluate, organize, synthesize and present psychological research. On a broader level, it stimulates the student to apply scholarly information to clinical work and, conversely, to learn about such issues through clinical work. Accordingly, this component of the degree program addresses the following competencies:

- (1) Students will demonstrate substantial understanding of and competence in reviewing and critically evaluating empirical research and its applications to service provision;
- (2) Students will demonstrate substantial understanding of and competence in research methodology, data collection, and analysis, while incorporating cultural, contextual, and developmental aspects of research; and,
- (3) Students will demonstrate substantial understanding of and competence in the design and completion of Clinical Dissertations that have practical implications and/or advance in the field of clinical psychology for underserved populations.

The Clinical Dissertation must address a clinically relevant and clearly defined issue, question, or problem that warrants doctoral level study. A clinically relevant and clearly defined issue, question, or problem is one that relates to the theory and/or practice of clinical psychology. In order to establish its significance, the issue, question, or problem must be placed in the context of established theory and/or previous research. Clinical Dissertations may use quantitative, qualitative, or mixed methods. All Clinical Dissertations must discuss the clinical, conceptual/theoretical, and cultural/social implications of the findings.

The following are acceptable types of Clinical Dissertations:

- a) **Exploratory or Formative Research**: qualitative and/or quantitative approaches to exploring and understanding novel phenomena or behaviors, or examining constructs in new contexts or with new populations
- b) **Intervention Project**: development and piloting of new intervention (e.g., development of a manual or tool-kit for a particular setting) or adaptation of an existing intervention for a new setting/population (e.g., adapting an individual intervention for a group; cultural adaptation of an intervention); includes needs assessment, and evaluation components

- c) **Program Evaluation**: conduct community-based participatory research to evaluate an existing program using mixed methods (e.g., evaluate effectiveness of existing or new approaches to patient care).
- d) **Survey/Measurement Project**: develop or adapt measure (including testing validity and reliability) that would result in critical recommendations for translational research, inform evidence-based practice, and/or validate a measure for a new population.
- e) **Meta-Analysis**: quantitative review of research literature which combines statistical results across studies, ideally all studies available on a particular topic, often used to describe the effect of the strength of one variable on another or one treatment on relevant outcomes; includes collection of a population of studies that have investigated the relationship of the variables of interest, coding of the studies, and computing effect sizes. The distribution of effect sizes and the impact of moderating variables are typically also examined and discussed.
- f) **Secondary Data Analysis**: use of an existing data set (e.g., one that belongs to a faculty member or is publicly available) to test research questions that the data set has not yet been used to examine.

### III. CLINICAL DISSERTATION COMMITTEE

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#### **A. Committee Composition**

In consultation with the core faculty, the student must form their Clinical Dissertation Committee, consisting of one Chair (Co-Chairs are not permitted) and two committee members.

**For students who began the Program in Fall 2018 or later**, the Clinical Dissertation Chair must be a PsyD core faculty member (full-time USF faculty member with a primary assignment to the Clinical Psychology PsyD Program). **For students who matriculated to the Program in Fall 2017 or earlier**, the Clinical Dissertation Chair must be a PsyD core faculty member (full-time USF faculty member with a primary assignment to the Clinical Psychology PsyD Program) or a full-time USF faculty member in another program within the School of Nursing and Health Professions.

Committee Members must be either a USF full-time faculty member, an adjunct faculty member who is doctorally prepared, or a person external to USF who has an earned doctorate in clinical psychology or a closely related field. **For students who matriculated to the Program in Fall 2017 or earlier**, if the Clinical Dissertation Chair is not a PsyD core faculty member (full-time USF faculty member with a primary assignment to the Clinical Psychology PsyD Program), at least one of the Committee Members must be a PsyD core faculty member.

In extraordinary circumstances, a fourth member may be added to the Committee; the fourth member must be either a USF full-time faculty member, an adjunct faculty member who is doctorally prepared, or a person external to USF who has an earned doctorate in clinical psychology or in a closely related field. The addition of a fourth committee member requires the permission of the Program Director and the Dean of the School of Nursing and Health Professions; such permission is rarely granted. If the student changes the topic or methodology of their Clinical Dissertation after forming their Committee and thus needs expertise not present on their Committee, the student will be expected, under the guidance of their Chair, to excuse one or more Committee Members and replace them with a Member(s) who is a better fit for supporting their project.

The Chair is the primary mentor for the student's Clinical Dissertation and will be the student's instructor for *PSYD 707 Clinical Dissertation Proposal Seminar* and the *PSYD 788 Clinical Dissertation Seminar* beginning in Year 2 (for students who matriculated in Fall 2018 or later) or Year 3 (for students who matriculated in Fall 2017 or earlier) of the Program. Although the Chair serves as the primary mentor for the student's Clinical Dissertation, other committee members also mentor the student by upholding the standards of the program and attending the Clinical Dissertation Proposal Defense and the Clinical Dissertation Defense, as well as by reading and providing feedback on the proposal and dissertation.



Additional committee members should supplement the Chair's expertise, so that the Committee as a whole possesses sufficient scholarly resources in the topic area, methodology, and, if relevant to the project, clinical application.

Students are expected to discuss their preliminary Clinical Dissertation ideas with their faculty advisors in Year 1 and Year 2 and to review USF faculty members' online profiles in order to start the process of identifying a potential Chair and Committee Members.

#### **IV. Non-Eligibility**

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The following examples involve relationships that would make an individual ineligible for Committee membership because of a possible conflict of interest or the appearance of a conflict of interest: (a) student's personal therapist; (b) business or clinical training associate, supervisor, employee, or employer of the student or of other Committee Members; and, (c) a relative of the student.

#### **V. Committee Formation**

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Identification of the Clinical Dissertation Chair for each student will be discussed by the PsyD core faculty with input from the student and the faculty advisor, and with consideration of core faculty workload (i.e., distribution of student dissertations across the core faculty) and anticipated sabbatical or other leaves. The Program Director must provide final approval of each student's Clinical Dissertation Chair and Committee Members.

Students are strongly encouraged to identify potential Clinical Dissertation Chairs who have clinical or research expertise that is relevant to the student's intended clinical dissertation topic and/or methodology.

#### **Students who began the Program in Fall 2018 or later must:**

- Submit the Clinical Dissertation Chair Faculty Ranking online form by November 15<sup>th</sup> of Year 2; Clinical Dissertation Chairs will be assigned by the Program Director in consultation with the student and PsyD core faculty, as described above, by December 15<sup>th</sup> of Year 2; decisions will be communicated to students by the PsyD Curriculum Committee Chair or the PsyD Program Director.
- Enroll in the Spring of Year 2 for PSYD 707 Clinical Dissertation Proposal *Seminar* with the assigned Chair.
- Submit *Form 1: Chair and Topic Approval* by March 15<sup>th</sup> of Year 2; though initial assignment of student to Clinical Dissertation Chair is made in December of Year 2, the Clinical Dissertation Committee Chair is **not** formalized until *Form 1: Chair and*

*Topic Approval* has been signed by the Program Director and processed by the Program Staff.

- Submit *Form 2: Committee Member Approval* for each of two Committee Members by May 15<sup>th</sup> of Year 2.

### **Students who matriculated to the Program in Fall 2017 or earlier must:**

- Identify their preferred Chair by the end of spring semester of Year 2; Clinical Dissertation Chairs must be approved by the Program Director in consultation with the student and PsyD core faculty, as described above.
- Enroll in the fall of Year 3 for *PSYD 707 Clinical Dissertation Proposal Seminar* with the assigned Chair.
- Submit *Form 1: Chair and Topic Approval* by September 15<sup>th</sup> of Year 3; though initial assignment of student to Clinical Dissertation Chair is made before fall semester of Year 3, the Clinical Dissertation Committee Chair is **not** formalized until *Form 1: Chair and Topic Approval* has been signed by the Program Director and processed by the Program Staff.
- Submit *Form 2: Committee Member Approval* for each of two Committee Members by November 15<sup>th</sup> of Year 3.

If the Program Director does not approve a proposed Clinical Dissertation Chair or Clinical Dissertation Committee Member, the student may appeal this decision by submitting, in writing, a letter of appeal and supporting materials to the Program Director within five business days of the Program Director's notification that the request is not approved. The Program Director will review the appeal and appoint a three-member core faculty committee (which does not include the Program Director) to consider the appeal. This Program Appeal Committee will render its decision within two weeks of the date of submission of the appeal. If the student is not satisfied with the decision of the Program Appeal Committee, they may submit an appeal in writing with supporting materials to the Associate Dean for Health Professions within five business days of the Program Appeal Committee's notification of their decision. The decision of the Associate Dean for Health Professions regarding the Clinical Dissertation Chair and/or Committee Member(s) is final.

### **D. Changes in Clinical Dissertation Committee**

Whenever possible, in order to support timely completion of the Clinical Dissertation, changes to

Committee Membership should be avoided.

Change of Clinical Dissertation Chair requires Program Director approval. Except in extraordinary circumstances, the transition from one Chair to another must occur in between semesters/sessions (i.e., the transition cannot occur in the midst of a semester or session).

- Faculty members may **not** serve as Clinical Dissertation Chairs while on sabbatical or other leaves. If the student's Clinical Dissertation Chair is taking a sabbatical or other leave, in order that the student receives continuous support and monitoring by a faculty member, the student must submit another *Form 1: Chair and Topic Approval*, with a new proposed Chair, for review and approval by the Program Director. Students are encouraged to work closely in advance with their current Chair and/or Program Director to identify the next Chair in these situations. If a PsyD core faculty member is already serving as one of the student's committee members, the student is encouraged to propose that this faculty member move into the role of Chair, given their familiarity with the project. Depending on the duration of the original Clinical Dissertation Chair's leave and the status of the student's clinical dissertation project, the student may request that their original Chair return to the role of Chair upon their return from leave (by submitting another *Form 1: Chair and Topic Approval*).
- On rare occasions, a student may submit *Form 1: Chair and Topic Approval* to propose that a Chair be replaced for reasons other than sabbatical or other leave. A compelling rationale for the proposed change must be provided along with Form 1. Students are encouraged to consult with their faculty advisor and/or Program Director regarding a proposed change. This *Form 1* must be reviewed and approved by the Program Director, with the same appeal process as for the initial Form 1, as described earlier.
- In the event of changes in the association between the Chair and USF – (e.g. a core faculty member is no longer employed by USF in the core faculty role), the Chair *may* continue this function upon approval of the PsyD Program Director and the Dean of the School of Nursing and Health Professions. If such an arrangement is not permitted, the student must work with the Program Director and core faculty to identify a new Chair and submit a new *Form 1: Chair and Topic Approval*.

Change of Committee Member requires Program Director approval. Changes to Committee Members can occur during a semester or session.

- All USF faculty members **may** continue to serve as Clinical Dissertation Committee Members (but not as Chairs) while on sabbatical leave if the faculty member wishes to continue in this role, but not while on medical, maternity/paternity, or other leaves. If a Committee Member is unable or unwilling to continue serving in the role, the student must propose a replacement committee member, in order that the student receive continuous support of all aspects of their clinical dissertation project. To do this, the student must submit *Form 2: Committee Member Approval* for review and approval by the Program Director. Students are encouraged to work closely with their Chairs in these situations.
- Occasionally, there are situations in which students may wish to change the composition of their Committees in order to gain better content and/or methods expertise from their Committee. In such circumstances, under the guidance of their Chair, the student may request that a Committee Member step down from the Committee in order to create a space for a new Committee Member with the desired expertise. If a Committee Member is unwilling to step down from the Committee, the Chair will work with the Program Director and the Associate Dean of Health Professions to resolve this conflict. Once the exiting and entering Committee Members have agreed to this change, the student must submit *Form 2: Committee Member Approval* for review and approval by the Program Director.

## **VI. Student and Committee Responsibilities**

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The student bears full responsibility for all aspects of the PsyD Clinical Dissertation. The Clinical Dissertation Committee is responsible for ensuring that the student demonstrates advanced scholarly abilities consistent with the aims and competencies of the Clinical Psychology PsyD program and meets all the requirements that are outlined in this document. The Chair and student share the responsibility of ensuring that the student is sufficiently mentored throughout the PsyD Clinical Dissertation process.

The Chair, as the primary academic mentor in all phases of the PsyD Clinical Dissertation process, has greater responsibilities than the committee members. These include: (a) being the instructor for *PSYD 707 Clinical Dissertation Proposal Seminar* and *PSYD 788 Clinical Dissertation Seminar*; (b) assisting the student in selecting Committee Members; (c) guiding the Clinical Dissertation process from beginning through completion; (d) assisting the student in setting goals, developing a timeline, and finalizing a feasible proposal that can be implemented and completed by the time the student leaves for internship; and, I chairing the Clinical Dissertation Proposal Defense and Clinical Dissertation Defense (in person).

Committee Members may focus their involvement on the following activities: (a) consulting with the student during the proposal/project period as needed; (b) providing consultation about specific content

areas and/or proposed methodologies; (3) reading and providing detailed, constructive feedback on the proposal and the dissertation manuscripts.

The Clinical Dissertation Chair and the Committee Members must attend the Clinical Dissertation Proposal Defense and Clinical Dissertation Defense in person, typically the hilltop campus of the University of San Francisco. In some circumstances and with advance approval from the core faculty, Committee Members (but not the Chair) may attend the Clinical Dissertation Proposal Defense via video conferencing. However, attendance in person by Chair and Committee Members is expected for the Clinical Dissertation Defense. Only in extraordinary and unanticipated circumstances, and only with the approval of the Program Director and the Associate Dean for Health Professions, Committee Members (but not the Chair) may attend the Clinical Dissertation Defense via video conferencing.

## VII. TIMELINE AND COURSE ENROLLMENTS FOR STUDENTS WHO MATRICULATED TO THE PROGRAM IN FALL 2018 OR LATER

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The student and Clinical Dissertation Chair will use the Clinical Dissertation Timeline and courses related to the Clinical Dissertation Proposal and the Clinical Dissertation to plan and monitor expected progress.

The Clinical Dissertation is intended to be completed within a two-and-a-half-year period (beginning at the start of Spring Semester of Year 2 and finishing by the end of Spring Semester of Year 4).

Students must enroll in PSYD 719 Clinical Dissertation Preparation Seminar in Summer session of Year 1;<sup>1</sup> this course provides an overview of the dissertation process and guidelines and offers initial scaffolding and support for the development of the Clinical Dissertation Proposal. Students must then enroll in PSYD 707 Clinical Dissertation Proposal Seminar with their Clinical Dissertation Chairs, starting in the spring semester of Year 2, and must continue to enroll in PSYD 707 every semester and summer up to and including the semester or summer session in which they receive official approval of their Clinical Dissertation Proposals. Students are expected to enroll in PSYD 707 in Spring semester of Year 2, Summer session at the end of Year 2, and Fall semester of Year 3 (3 semesters/sessions); some students may enroll in PSYD 707 in Spring of Year 3 (4 semesters/sessions). Thus, it is expected that students will enroll in PSYD 707 Clinical Dissertation Proposal Seminar for three or four semesters/sessions, though students may enroll for less than 3 semesters/sessions (if they successfully defend their Clinical Dissertation Proposal by the end of Summer of Year 2) or for more than four semester/sessions (if they do not successfully defend their Clinical Dissertation Proposal by the end of Spring of Year 3).

Students must successfully defend their Clinical Dissertation Proposals no later than May 15<sup>th</sup> of Year 3 in order to be eligible to apply for internship during the Fall of Year 4 (or by May 15<sup>th</sup> of Year 4 in order to be eligible to apply for internship during the Fall of Year 5, or by May 15<sup>th</sup> of Year 5 in order to be eligible to apply for internship during the Fall of Year 6, etc.).<sup>2</sup> Students who pass their Clinical Dissertation Proposal by May 15<sup>th</sup> of Year 3 (or Year 4 for students who plan to apply to internship in Fall of Year 5, etc.) and whose committee requires revisions to the Proposal will have an additional 6 weeks to complete these revisions (by the end of Summer Session II). Students will submit a complete Clinical Dissertation Form 4 (Appendix A) to the PsyD Program Office for the Program Director's signature once their revisions have been appro<sup>v</sup>ed by their Chair (and Committee Members, if appropriate). The Proposal must be approved (and Form 4 signed by all necessary parties) by the last date of Summer Session II in order for students to maintain their eligibility to apply for clinical internship in the upcoming Fall semester.

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<sup>1</sup>Starting with Students who matriculated in Fall 2021 and later, PSYD 719 Clinical Dissertation Preparation Seminar will be taught in Fall Year 2.

<sup>2</sup> In years when May 15<sup>th</sup> falls on a Saturday or Sunday, the Dissertation Proposal Meeting deadline will be postponed to the first business day (i.e., Monday – Friday) after May 15<sup>th</sup>.

Students who do not successfully defend their Clinical Dissertation Proposals by May 15<sup>th</sup> of Year 3 or who do not complete their Proposal revisions by the last date of Summer Session II will continue to enroll in *PSYD 707* every semester and summer session up to and including the semester or summer session in which the Clinical Dissertation Proposal *is* successfully defended and necessary revisions are approved by the committee.

In the semester or summer session immediately following the semester or summer session in which the student successfully defends the Clinical Dissertation Proposal (including completion of any required revisions), the student will enroll in *PSYD 788 Clinical Dissertation Seminar* with their Clinical Dissertation Chair, and must continue to enroll in *PSYD 788* until they have successfully defended their Clinical Dissertation. Students will enroll in *PSYD 788* every semester and summer session up to, and including, the semester or summer session in which they successfully defend their Clinical Dissertation (including required revisions and confirmation of submission to the USF Institutional Repository).

After students successfully defend their Clinical Dissertation Proposals, the remainder of Year 3 and all of Year 4 shall be spent completing and successfully defending the Clinical Dissertation before leaving for the internship year in the summer of Year 4 or later.

Depending on the type of Clinical Dissertation, this may require obtaining approval from USF's Institutional Review Board for the Protection of Human Subjects (IRBPHS) and/or collecting and analyzing data, and will require writing the results and discussion chapters, and orally defending the Clinical Dissertation. Students who successfully defend their Clinical Dissertation Proposals *after* May 15<sup>th</sup> of year 3 will spend the following months completing and successfully defending the Clinical Dissertation before leaving for the internship year in the summer of Year 5 or later (see the detailed timeline below).

Students who have not successfully defended their Clinical Dissertations (including all required revisions and confirmation of submission to the USF Institutional Repository). Before the first day of a semester or summer session must complete *PSYD 788* in that semester or summer session (i.e., once a semester or summer session begins, if a student does not yet have confirmation of submission to the USF Institutional Repository, the student must enroll in *PSYD 788* for that semester).

Once students have enrolled for their first semester of *PSYD 707 Clinical Dissertation Proposal Seminar*, they must remain enrolled in either *PSYD 707 Clinical Dissertation Proposal Seminar* or the *PSYD 788 Clinical Dissertation Seminar* every semester until the Clinical Dissertation is successfully defended, approved by the Committee including any required revisions, and confirmation of submission to the USF Institutional Repository is obtained). While enrolled in *PSYD 707* or *PSYD 788*, students are expected to attend individual and/or small group dissertation meetings, as scheduled by their Clinical Dissertation Chairs. Students who fail to attend dissertation meetings and/or who fail to progress on their Clinical Dissertations as assessed by their Clinical Dissertation Chairs will receive an unsatisfactory ("U") grade in *PSYD*

707 or PSYD 788 and will consequently be placed on academic probation (see *PsyD Student Handbook*).

### **Timeline for Students Who Matriculated in Fall 2018 or Later:**

#### **❖ Fall and Spring Year 1**

- Student talks to their faculty advisor, with input from core and adjunct faculty, and community members, to begin generating ideas and exploring potential topics for the Clinical Dissertation.

#### **❖ Summer Year 1**

- Student successfully completes PSYD 719 Clinical Dissertation Preparation Seminar<sup>3</sup>
- Student talks to their faculty advisor, with input from core and adjunct faculty and community members, to continue generating ideas and exploring potential topics for the Clinical Dissertation.

#### **❖ Fall Year 2**

- Student talks to their faculty advisor, with input from core and adjunct faculty and community members, to begin finalizing potential topics for the Clinical Dissertation
- Student submits Clinical Dissertation Chair Faculty Preferences Rank List by November 15<sup>th</sup>
- Clinical Dissertation Chairs assigned by December 15<sup>th</sup>

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<sup>3</sup> Starting with Students who matriculated in Fall 2021 and later, PSYD 719 Clinical Dissertation Preparation Seminar will be taught in Fall Year 2.



### ❖ Spring Year 2

- Student successfully completes PSYD 707 Clinical Dissertation Proposal Seminar
- Student works with Chair to finalize and articulate Clinical Dissertation Topic
- Student submits Chair and Topic Approval Form by March 15<sup>th</sup>
- Student identifies Clinical Dissertation Committee Members with the assistance of their Clinical Dissertation Chair
- Student submits *Clinical Dissertation Committee Member Approval Form* for each Committee Member by May 15<sup>th</sup>
- Student develops outline for Clinical Dissertation Proposal
- Student begins reviewing relevant clinical and research literature

### ❖ Summer Year 2

- Student successfully completes PSYD 707 Clinical Dissertation Proposal Seminar
- Student finalizes review of relevant clinical and research literature
- Student completes initial draft of critical literature review
- Student begins to develop methods

### ❖ Fall Year 3

- Student successfully completes PSYD 707 Clinical Dissertation Proposal Seminar
- Student finalizes critical literature review and methods section
- Student may finalize Clinical Dissertation Proposal and orally defend their Proposal

### ❖ Spring Year 3

- Student successfully completes *PSYD 707 Clinical Dissertation Proposal Seminar* (or *PSYD 788 Clinical Dissertation Seminar*, if they successfully defended their Clinical Dissertation Proposal before the first day of classes of spring semester)

- Student finalizes Clinical Dissertation Proposal and orally defends their Proposal (if they did not complete this in the fall)\*
- Student may obtain IRBPHS approval, if required for their project
- Student may begin data collection or analysis, as required for their project

\*Clinical Dissertation Proposal must be successfully defended by May 15<sup>th</sup> and revisions must be approved by the last date of Summer Session II in order for student to apply for 5<sup>th</sup> year clinical internship in the fall of their 4<sup>th</sup> year

### ❖ Summer Year 3

- Student successfully completes PSYD 788 Clinical Dissertation Seminar
- Student obtains IRBPHS approval for their project, if required for their project (if this was not obtained in the spring)
- Student begins data collection or analysis as required for their project (if this did not begin in the spring)
- Student may complete data collection and/or analysis, as required for their project

### ❖ Fall Year 4

- Student successfully completes PSYD 788 Clinical Dissertation Seminar
- Student completes data collection and/or analysis, as required for their project (if this did not happen in the summer)
- Student may write the results and discussion sections
- Student may finalize their Clinical Dissertation and complete the oral defense

### ❖ Spring Year 4

- Student successfully completes *PSYD 788 Clinical Dissertation Seminar* (if they have not yet successfully defended their Clinical Dissertation)
- Student writes the results and discussion sections (if this did not happen in the fall)

- Student finalizes their Clinical Dissertation and completes the oral defense (if this did not happen in the fall)

❖ **Summer Year 4 and beyond**

- Student successfully completes *PSYD 788 Clinical Dissertation Seminar* (if they have not yet successfully defended their Clinical Dissertation) and completes all tasks described above, as required for their project, that have not yet been completed

## V. TIMELINE AND COURSE ENROLLMENTS FOR STUDENTS WHO BEGAN THE PROGRAM IN FALL 2017 OR EARLIER

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The student and Clinical Dissertation Chair will use the Clinical Dissertation Timeline and courses related to the Clinical Dissertation Proposal and the Clinical Dissertation to plan and monitor expected progress.

The Clinical Dissertation is intended to be completed within a two-year period (beginning at the start of Fall semester of Year 3 and finishing by the end of Spring semester of Year 4); students must successfully defend their Clinical Dissertation Proposals no later than October 1<sup>st</sup> of Year 4 in order to be eligible to apply for internship during the Fall of Year 4 (or by October 1<sup>st</sup> of Year 5 in order to be eligible to apply for internship during the Fall of Year 5, or by October 1<sup>st</sup> of Year 6 in order to be eligible to apply for internship during the Fall of Year 6, etc.).

After the student successfully defends their Clinical Dissertation Proposal, the remainder of Year 3 and all of Year 4 shall be spent obtaining approval from USF's Institutional Review Board for the Protection of Human Subjects (IRBPHS), if required for their project, collecting and analyzing data, as required for their project, writing the results and discussion chapters, and defending the Clinical Dissertation before leaving for the internship year in the summer of Year 4 or later. Students who successfully defend their Clinical Dissertation Proposal after October 1<sup>st</sup> of Year 4 will spend the following months obtaining approval from USF's Institutional Review Board for the Protection of Human Subjects (IRBPHS), if required, collecting and analyzing data, as required for their project, writing the results and discussion chapters, and defending the Clinical Dissertation before leaving for the internship year in the summer of Year 5 or later. See detailed timeline below.

Students must enroll in *PSYD 707 Clinical Dissertation Proposal Seminar* with their Clinical Dissertation Chair starting in the Fall semester of Year 3, and must continue to enroll in *PSYD 707* every semester and summer up to and including the semester or summer session in which they successfully defended their Clinical Dissertation Proposal. Students are expected to enroll in *PSYD 707* in Fall semester of Year 3 and the Spring semester of Year 3; some students may enroll in *PSYD 707* in summer of Year 3 and possibly Fall semester of Year 4. For those who do not successfully defend their Clinical Dissertation Proposal by October 1<sup>st</sup> of Year 4, they will enroll in *PSYD 707* every semester and summer session up to and including the semester or summer session in which the Clinical Dissertation Proposal is successfully defended.

In the semester or summer session immediately following the semester or summer session in which the student successfully defends the Clinical Dissertation Proposal (including any required revisions), the student will enroll in *PSYD 788 Clinical Dissertation Seminar* with their Clinical Dissertation Chair, and must continue to enroll in *PSYD 788* until they have successfully defended their Clinical Dissertation. Students may enroll in *PSYD 788* as early as the Summer session of Year 3 (if they have successfully defended their Clinical Dissertation Proposal, including required revisions, before the first day of classes

for summer session); these students are expected to enroll in *PSYD 788* during Summer at the end of Year 3, Fall semester of Year 4, and Spring semester of Year 4. Students will enroll in *PSYD 788* every semester and summer session up to and including the semester or summer session in which they successfully defend their Clinical Dissertation (including required revisions and confirmation of submission to the USF Institutional Repository).

Students who have not successfully defended their Clinical Dissertation (including required revisions and confirmation of submission to the USF Institutional Repository) before the first day of a semester or summer session must complete *PSYD 788* in that semester or summer session (i.e., once a semester or summer session begins, if a student has not yet obtained confirmation of submission to the USF Institutional Repository, the student must enroll in *PSYD 788* for that semester).

Once students have enrolled for their first semester of *PSYD 707 Clinical Dissertation Proposal Seminar*, they must remain enrolled in either *PSYD 707 Clinical Dissertation Proposal Seminar* or the *PSYD 788 Clinical Dissertation Seminar* every semester until the Clinical Dissertation is successfully defended, approved by the Committee including any required revisions, and confirmation of submission to the USF Institutional Repository has been obtained. While enrolled in *PSYD 707* or *PSYD 788*, students are expected to attend individual and/or small group dissertation meetings, as scheduled by their Clinical Dissertation Chairs. Students who fail to attend dissertation meetings and/or who fail to progress on their Clinical Dissertations as assessed by their Clinical Dissertation Chairs will receive an unsatisfactory (“U”) grade in *PSYD 707* or *PSYD 788* and will consequently be placed on academic probation (see *PsyD Student Handbook*)

### **Timeline for Students Who Matriculated in Fall 2017 or Earlier:**

#### ❖ Fall Spring and Summer of Year 1, Fall of Year 2

Student talks to their faculty advisor, with input from core and adjunct faculty and community members, to begin generating ideas and exploring potential topics for the Clinical Dissertation.

#### ❖ **Spring and Summer of Year 2**

- Student talks to their faculty advisor, with input from core and adjunct faculty and community to begin finalizing potential topics for the Clinical Dissertation
- Student identifies preferences for Clinical Dissertation Chair and Chair is assigned

### ❖ Fall of Year 3

- Student successfully completes PSYD 707 Clinical Dissertation Proposal Seminar
- Student works with Chair to finalize and articulate Clinical Dissertation Topic
- Student submits *Chair and Topic Approval Form* by September 15<sup>th</sup>
- Student identifies Clinical Dissertation Committee Members with the assistance of their Clinical Dissertation Chair
- Student submits *Clinical Dissertation Committee Member Approval Form* for each Committee Member by November 15<sup>th</sup>
- Student develops outline for Clinical Dissertation Proposal
- Student conducts review of relevant clinical and research literature
- Student develops initial draft of critical literature review

### ❖ Spring of Year 3

- Student successfully completes PSYD 707 Clinical Dissertation Proposal Seminar
- Student finalizes critical literature review and methods section
- Student may finalize Clinical Dissertation proposal and orally defend their Proposal

### ❖ Summer of Year 3

- Student successfully completes *PSYD 707 Clinical Dissertation Proposal Seminar* or, if they have successfully defended their Clinical Dissertation Proposal, *PSYD 788 Clinical Dissertation Seminar*
- Student finalizes Clinical Dissertation Proposal and orally defends their Proposal (if they did not complete this in the spring)\*
- Student may obtain IRBPHS approval, if required for their project
- Student may begin data collection and/or analysis, as required for their project

\*Clinical Dissertation Proposal must be successfully defended by October 1<sup>st</sup> in order for student to apply for 5<sup>th</sup> year clinical internship in the fall of their 4<sup>th</sup> year

#### ❖ Fall of Year 4

- Student successfully completes *PSYD 788 Clinical Dissertation Seminar* or, if they have not yet successfully defended their Clinical Dissertation Proposal, *PSYD 707 Clinical Dissertation Proposal Seminar*
- Student obtains IRBPHS approval, if required for their project (if this was not obtained in the summer)
- Student conducts and may complete data collection and/or analysis, as required for their project (if this did not begin in the summer)

#### ❖ Spring of Year 4

- Student successfully completes *PSYD 788 Clinical Dissertation Seminar*
- Student completes data collection and/or analysis, as required for their project (if this did not happen in the fall)
- Student writes the results and discussion sections
- Student may finalize their Clinical Dissertation and complete the oral defense

#### ❖ Summer of Year 4

- Student successfully completes *PSYD 788 Clinical Dissertation Seminar* (if they have not yet successfully defended their Clinical Dissertation)
- Student finalizes their Clinical Dissertation and completes the oral defense

#### ❖ Fall of Year 5 and beyond

- Student successfully completes *PSYD 788 Clinical Dissertation Seminar* (if they have not yet successfully defended their Clinical Dissertation)
- Student completes all tasks described above, as required for their project, that have not yet been completed

## VI. CLINICAL DISSERTATION PROPOSAL DOCUMENT

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### A. Goal

The goal of the Clinical Dissertation Proposal is to present a clear description of the clinical dissertation study background, rationale, aims, and proposed methods, including demonstration of how all the requirements of a Clinical Dissertation will be satisfied. The Proposal is submitted as a written document which is then orally defended at the Clinical Dissertation Proposal Defense.

### B. Required Components

The Chair assists the student in formulating the topic, conducting the critical literature review, selecting and articulating the proposed methods, and drafting the written Clinical Dissertation Proposal document. The Chair reviews preliminary drafts of the Clinical Dissertation Proposal and provides timely feedback to the student. The Chair and/or student will consult with Committee Members as necessary during the proposal development.

Once the final pre-defense draft of the Proposal is deemed by the Chair as ready for oral defense, if required by the Chair, the student provides this final pre-defense draft Proposal to Committee Members, who provide the student with feedback and suggested revisions within 3 weeks. The student finalizes the pre-defense Proposal document, circulating additional drafts and soliciting feedback from the Chair and Committee Members as needed; if this phase is required by the Chair, at least 2 weeks should be allotted for this final pre-Proposal Defense revision process.

For all students, the final pre-defense Clinical Dissertation Proposal document must be distributed to the Chair and Committee Members *at least 3 weeks in advance* of the date of the Clinical Dissertation Proposal Defense Meeting.

#### 1. Introduction and Specific Aims

- a. Identification of problem/issue
- b. Brief rationale
- c. Overview of proposed approach
- d. Expected outcomes
- e. Definition of project-specific terms



## **2. Critical Literature Review**

- a. Comprehensive summary of the scholarship (e.g., peer reviewed journals, case studies, empirical research findings, books) on the topic area and identification of gaps in scientific field (e.g., research or clinical work);
- b. Clear and explicit rationale that establishes the importance of the issue/questions identified and justifies the current project

## **3. Significance/Proposed Impact**

- a. Anticipated/proposed impact on the participants/constituency/community of interest
- b. Relationship of project's goals and expected outcomes to the Jesuit mission and values (e.g., social justice, service, commitment to diversity and underserved communities)

## **4. Method**

*Depending on the nature of the dissertation project, some of the components listed below may not be appropriate or relevant and are therefore not required; the student should consult with their Chair to identify which sections should be included in the Proposal document.*

- a. Setting or Location for Data Collection (e.g., community clinic, hospital, schools, neighborhood); attach letters of support or memorandum(s) of understanding documenting permission from agencies or institutions for recruitment and/or data collection, if relevant.
- b. Sample, including inclusion/exclusion criteria (e.g., age, gender, ethnicity, diagnosis), minimum size
- c. Recruitment Procedures including method (e.g., convenience, purposive) and, if relevant, incentives
- d. Measures (e.g., tools used to assess and evaluate the specific aims of project) including, where required, permissions to utilize tools
- e. Procedures (e.g., data collection plan)
- f. Evaluation/Analytic Plan and Procedures

## **5. References**

## **6. Appendices**

- a. Proposed Timeline for completion of the Clinical Dissertation
- b. Proposed Budget, if applicable, including potential and actual funding sources
- c. Measures, if applicable

## VII. CLINICAL DISSERTATION PROPOSAL DEFENSE

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### A. Scheduling

As the student nears completion of the pre-defense Proposal document (i.e., 8 to 10 weeks in advance of the anticipated time for the Clinical Dissertation Proposal Defense), the student works with the Chair and Committee Members to identify at least one day/time at which all are available to attend the Defense. The student requests that the Chair and Committee Members “hold” this time(s) in their calendars.

Once the final pre-defense Proposal document, described above, has been distributed to the Committee (at least three weeks before the date that is being held for the defense), the student immediately submits the online *Room Request Form* (i.e., at least three weeks in advance of the proposed date for the Clinical Dissertation Proposal Defense Meeting).

Note that, as described above, the final pre-defense Clinical Dissertation Proposal document must be distributed to the Chair and Committee Members *at least three weeks in advance* of the date of the Clinical Dissertation Proposal Defense.

Furthermore, if required by the Clinical Dissertation Chair, a final pre-defense Proposal must be shared with the entire Committee with sufficient time (i.e., 3 weeks) for Committee Members to provide feedback and with sufficient time (e.g., at least 2 weeks) for that feedback to be incorporated by the student into the final document. Thus, if required by the Clinical Dissertation Chair, the final pre-defense draft of the Clinical Dissertation Proposal, already reviewed and approved by the Chair, should be shared with the entire Committee *at least eight weeks in advance* of the anticipated date of the Clinical Dissertation Proposal Defense.

Faculty are often not available to work during the summer months (mid-May through mid- August) because they are not on contract to work (i.e., not compensated to work) during this 3-month period. Thus, Clinical Dissertation Proposal Defenses typically occur during the academic year (i.e., between mid-August and mid-May); the Proposal Defense may occur between mid-May and mid-August only if the Chair and all Committee Members are available for document review and to be in person for the Defense. Requests to change Chair or Committee Members due to scheduling constraints will not be approved. Students should therefore consult with their Chair well in advance of scheduling their Clinical Dissertation Proposal Defense, particularly if the student wishes to defend during

the summer months, in order to create timelines that align with the availability of the Chair and Committee Members.

## **B. Attendance**

The 2-hour Defense of the Clinical Dissertation Proposal is facilitated by the Clinical Dissertation Chair and is attended in person by the Chair, Committee Members, and the student. By invitation of the student and with approval by the Chair, other students, faculty, community members, and or family and friends may attend.

As stated earlier, the Clinical Dissertation Chair and the Committee Members must attend the Clinical Dissertation Proposal Defense in person<sup>4</sup>, typically at the hilltop campus of the University of San Francisco. In some circumstances and with advance approval from the core faculty, Committee Members (but not the Chair) may attend the Clinical Dissertation Proposal Defense via video teleconferencing.

## **C. Components**

### 1. Introductions and Initial Review by Committee (15 minutes)

- Student welcomes Committee and, along with any invited guests, leaves the room.
- Committee discusses the Clinical Dissertation Proposal and identifies any pressing issues/concerns.
- Student returns to the room and the Committee discusses any issues needing resolution prior to the presentation of the *Proposal*.
- Guests are invited to return to the room.

### 2. Presentation of the Proposal and Discussion with Committee (75 minutes)

- Student presents the Clinical Dissertation Proposal, typically using presentation slides and taking 35 to 40 minutes, following the general format of the written document submitted previously to the Committee.
- Guests are invited to ask questions or offer comments on the Proposal

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<sup>4 4</sup> Between March 2020 and Spring 2022, students were required to hold all Dissertation Proposal and Dissertation Defense meetings remotely due to the COVID-19 pandemic. Students are permitted to hold Proposal and Dissertation Defense meetings remotely in Summer 2022; the PsyD Program faculty will reassess this policy in Fall 2022 and continue to abide by Department of Public Health and University guidance and requirements to ensure safety for all parties.

presentation, and then are excused from the room.

- Committee engages in discussion with the student about the Proposal, asking questions and focusing on issues or concerns that may require revision (during this time, the Chair takes notes to record important issues and concerns that may require revisions).
- The student leaves the room.

### 3. Deliberation and Decision (30 minutes)

- The Committee deliberates and determines which of the possible outcomes (listed below in Section D) shall apply.
- Chair welcomes the student back into the room, delivers the Committee's decision, and discusses next steps in the Clinical Dissertation process

## D. Possible Outcomes

After the presentation of the Proposal by the student and discussion with the Committee, the Chair and Committee Members vote on the outcome of the Proposal Defense. The Committee decision must be unanimous; therefore, the student will receive the highest outcome at which the Committee reached unanimous agreement.

### 1. Pass

The student has successfully defended the Clinical Dissertation Proposal; once the Committee has signed *Form 3: Clinical Dissertation Proposal Defense Evaluation*, it is submitted to the Program Director for review and approval. Once *Form 3* has been signed by the Program Director and filed with the Program Office, the student will proceed with their approved project, including submission of the IRBPHS Application, if required and in consultation with the Chair, and data collection and/or analysis, as required for their project.

Students with projects that include data collection may not begin collecting data until they have successfully defended the Clinical Dissertation Proposal Defense (i.e., *Form 3* has been signed by the Program Director and filed with the Program Office) and obtained approval from USF's Institutional Review Board for the Protection of Human Subjects (IRBPHS).

The student will complete *PSYD 788 Clinical Dissertation Seminar* in the semester or summer session immediately following the date of the that *Form 3* has been signed by the Program Director and filed with the Program Office and continuously thereafter until the Clinical Dissertation has been successfully defended and the student has obtained confirmation of submission to the USF Institutional Repository.

## 2. Pass with Recommendations for Minor Revisions

The student must implement minor revisions to the Clinical Dissertation Proposal and submit them to the Chair for review. Following the Proposal Defense Meeting, the Committee signs and submits *Form 3: Clinical Dissertation Proposal Defense Evaluation* to the Program Director for review and approval. Once the Chair approves the revised Clinical Dissertation Proposal document, the Chair signs and submits *Form 4 Revised Clinical Dissertation Proposal Evaluation* to the Program Director for review and approval. Once *Form 4* has been signed by the Program Director and filed with the Program Office, the student has successfully defended the Clinical Dissertation Proposal. The student will proceed with their approved project, including submission of the IRBHPS Application, if required and in consultation with the Chair, and data collection and/or analysis, as required for their project.

Students with projects that include data collection may not begin collecting data until *Form 4* has been signed by the Program Director and filed with the Program Office and, if required, approval obtained from USF's IRBHPS.

The student will complete *PSYD 788 Clinical Dissertation Seminar* in the semester or summer session immediately following the date of the that *Form 4* has been signed by the Program Director and filed with the Program Office and continuously thereafter until the Clinical Dissertation has been successfully defended and the student has obtained confirmation of submission to the USF Institutional Repository.

## 3. Revise and Resubmit Proposal

The student must implement substantial revisions to the Clinical Dissertation Proposal and submit them to the Chair and Committee Members for review. Following the Proposal Defense Meeting, the Committee signs and submits *Form 3: Clinical Dissertation Proposal Defense Evaluation* to the Program Director for review and approval. Once the Chair and Committee Members have each approved the revised Clinical Dissertation Proposal document, they sign and submit *Form 4 Revised Clinical Dissertation Proposal Evaluation* to the Program Director for review and approval. Once *Form 4* has been signed by the Program Director and filed with the Program Office, the student has successfully defended the Clinical Dissertation Proposal. The student will proceed with their approved project, including submission of the IRBHPS Application, if required and in consultation with the Chair, and data collection and/or analysis, as required for their project.

Students with projects that include data collection may not begin collecting data until *Form 4* has been signed by the Program Director and filed with the Program Office and, if required, approval obtained from USF's IRBHPS.

The student will complete *PSYD 788 Clinical Dissertation Seminar* in the semester or summer session immediately following the date of the that *Form 4* has been signed by the Program Director and filed with the Program Office and continuously thereafter until the Clinical Dissertation has been successfully defended and the student has obtained confirmation of submission to the USF Institutional Repository.

#### 4. Fail

The student must fundamentally rethink and revise the proposed project, in consultation with the Chair and Committee Members. Following the Proposal Defense Meeting, the Committee completes and signed *Form 3: Clinical Dissertation Proposal Defense Evaluation* and submits it to the Program Director, who reviews and signs it, then files it with the Program Office. A second Clinical Dissertation Proposal Defense Meeting will occur once the Chair determines that the student is prepared to defend the fundamentally revised Proposal. The student will continue to compete *PSYD 707 Clinical Dissertation Proposal Seminar* in each subsequent semester or summer session until they have successfully defended their Clinical Dissertation Proposal.

#### 5. Integrity or Academic Dishonesty

If the Chair and/or Committee Member(s) raise questions of academic integrity and/or dishonesty in the student's Clinical Dissertation Proposal document and/or presentation, the Committee completes and signs *Form 3: Clinical Dissertation Proposal Defense Evaluation* and submits it to the Program Director, who reviews and signs it, files it with the Program Office, and refers the matter to the Associate Dean for Health Professions of the School of Nursing and Health Professions, who will conduct a review and determine disciplinary consequences and sanctions.

#### E. Changes to the Clinical Dissertation Project Following the Successful Clinical Dissertation Proposal Defense

After the Clinical Dissertation Proposal has been approved by the Program Director, any subsequent changes in the dissertation project must first be approved by the Chair and all Committee Members. Minor changes (e.g., expanding the age range of the participants, using an updated version of an assessment instrument) must be summarized in an *Addendum to the Clinical Dissertation Proposal*, which is signed by the student and by the Chair and all Committee members; this signed document must be provided to the PsyD Program Director prior to implementation of the minor changes. Substantial changes (e.g., a change in topic) require submission of a new *Form 1: Chair and Topic Approval* and a repeat of the Clinical Dissertation Proposal Defense. Substantial changes will delay the student's progression towards degree completion and are therefore strongly discouraged.

## VIII. AFTER THE PROPOSAL DEFENSE: STEPS TOWARDS THE DISSERTATION DEFENSE

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Students are expected to work in close consultation and collaboration with their Chair following the successful Clinical Dissertation Proposal Defense through all the remaining phases of their clinical dissertation projects.

### A. Approval by USF's Institutional Review Board for the Protection of Human Subjects (IRBPHS)

After approval of the Clinical Dissertation Proposal (i.e., filing of the completed *Form 3* or, if required, *Form 4* including the Program Director's signature with Program Office), students with projects that will involve collecting data from human research participants are required to obtain IRBPHS approval before initiating participant recruitment or data collection. IRBPHS compliance is obtained only when the appropriate form(s) and required materials (e.g., *IRBHPS Initial Application*) have been completed, signed, submitted, and approved.

For students with projects that will involve collecting data from human research participants, once written IRBPHS approval has been obtained, data collection must be completed within the time frame specified in the approval notice or a renewal application must be submitted to the IRBPHS to continue with the study beyond the approved time period. The initial approval letter from the IRBPHS will indicate the time period for which recruitment and data collection is permitted for the project; students are responsible for monitoring this deadline and, if necessary, submitting the *IRBHPS Renewal Application* in advance of the indicated deadline.

For information about obtaining IRBPHS approval for dissertations, students should visit the website of USF's IRBPHS at <https://www.axiommentor.com/pages/home.cfm> or contact the IRBPHS office at IRBPHS@usfca.edu or at extension x6091. The office is located in the Education Building, Room 007, in the Department of Counseling Psychology.

### B. Recruitment, Data Collection, and/or Data Analysis

For clinical dissertation projects which involve interactions with and/or data collection from human participants, students may commence with recruitment of potential participants once initial approval from the IRBHPS has been obtained. Starting recruitment or data collection before IRBHPS approval is unethical and is a serious breach of program policy and procedures.

For Clinical Dissertation projects that do not involve interactions with and/or data collection from human participants (e.g., meta-analyses, secondary data analyses), students should proceed with their projects, as approved by their Committee and under the guidance of their Chair, once *Form 3* or, if required, *Form 4*, including the Program Director's signature, is filed with Program Office.



## **IX. CLINICAL DISSERTATION MANUSCRIPT**

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The Clinical Dissertation manuscript is the outcome of a substantial effort. Its content and style will reflect on the student, the faculty and committee members who have guided the work, and on the Clinical Psychology PsyD Program, the School of Nursing and Health Professions, and the University of San Francisco. By adhering to the standards set forth in the following pages, the student will be presenting their work in a professional manner, to the credit of all who have contributed to it.

### **A. Overview of Format**

The student must write a PsyD Clinical Dissertation that meets the approval of the Committee and is consistent in format with University guidelines. The organization of the document should be based on a format that maximizes its coherence, logic, meaningfulness, and readability. Following is a template of how to organize the *required* sections of the Clinical Dissertation manuscript:

1. Title Page (see Appendix B)
2. Signature Page (see Appendix C)
3. Table of Contents with page numbers
4. List of Tables and Figures with titles and page numbers
5. Dedication and Acknowledgments (optional; see below)
6. Abstract
7. Introduction and Critical Literature Review
8. Methods
9. Results
10. Discussion and Conclusion
11. References
12. Tables and Figures
13. Appendices

A running head is required on all pages except for Title and Signature Pages. The entire document must adhere to current APA style guidelines.

## **B. Dedication and Acknowledgments (Optional)**

Many students choose to include a dedication and acknowledgements page. A *dedication*

is a message from the author prefixed to a work in tribute to a person, group, or cause.

*Acknowledgements* are the author's statement of gratitude to and recognition of the people and institutions that helped the author's research and writing. These can include acknowledging people who assisted in the student's career development, research and preparation, and/or funding.

This section does not include a page number nor is it listed in the Table of Contents.

## **C. Key Chapters of the Clinical Dissertation Manuscript**

### 1. *Abstract* (350 Word Maximum)

Concise, comprehensive summary of the contents of the manuscript

### 2. Introduction and Critical Literature Review (Maximum 70 pages)

Organize in a way that most logically presents the material; however, many students sequence topics in the following general order:

- a. Statement of the Problem
- b. Critical Literature Review
- c. Purpose and Rationale of the Study/Project
- d. Research Questions and/or Conceptual Hypotheses
- e. Clinical and Theoretical Relevance
- f. Definition of Terms

### 3. *Methods* (Maximum 20 pages)

Describes how the project was conducted; the order of this section should be as follows:

- a. Research Design/Type of Study
- b. Participants (e.g., eligibility criteria, targeted sample size, source)
- c. Procedures (e.g., recruitment, screening, informed consent, data collection, debriefing, incentives/compensation)

- d. Description of measures and/or instrumentation and/or apparatus (include tools in appendices)
- e. Data Analysis Plan
- f. IRBPHS Approval Letter(s) (if relevant)

4. *Results* (Maximum 25 pages)

Presentation and analysis of the data, including all data sufficient to answer the hypotheses (include data that is for and against the hypotheses) and to justify conclusions. Report all tests with appropriate statistical presentation per the APA style guide, using tables to present data as necessary.

5. Discussion and Conclusion (Maximum 25 pages)

Evaluation, interpretation and implications of results integrated with previous research and theory, limitations, suggestions for future research.

**D. Preparation of the Final Manuscript**

- Follow APA style guidelines.
- Include IRBPHS approval as an Appendix, if relevant.
- Copyrighted instruments must not be included in the final document without written copyright permission.
- The type font must be simple, reproduce clearly and be easy to read (e.g., Times New Roman, Ariel, Courier).
- The font size must be 12 point.
- All margins must be set at 1.00 inch.
- The entire manuscript must be double-spaced.
- Figures and tables must be integrated into the text on the page immediately following their first mention.

## **X. CLINICAL DISSERTATION DEFENSE**

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### **A. Purpose and Rationale**

The Clinical Dissertation Defense ensures that students meet the objectives, goals, and requirements set forth in this *PsyD Clinical Dissertation Handbook*. The Committee evaluates the student's scholarship as evidenced by the written and oral presentation of the Clinical Dissertation as well as by the student's ability to address the questions posed by the Committee.

### **B. Preparation of the Pre-Defense Clinical Manuscript**

- Under supervision of the Chair, the student prepares the final draft of the pre-Defense Clinical Dissertation manuscript.
- After the Chair approves the final draft of the pre-Defense Clinical Dissertation Manuscript, the student typically shares some or all of the final draft with Committee Members and requests feedback within 3 weeks; students should consult with their Clinical Dissertation Chairs for specific instructions regarding sharing drafts of the pre-Defense Clinical Dissertation Manuscript with Committee Members.
- Once the Chair deems the final pre-Defense Clinical Dissertation manuscript ready, the student distributes this final pre-Defense Clinical Dissertation manuscript to all Committee Members at least 3 weeks in advance of the day/time that is being held for the Clinical Dissertation Defense (see below). Students who do not submit their final Clinical Dissertation manuscript to their Committee 3 or more weeks in advance will not be permitted to proceed with the scheduled Clinical Dissertation Defense.

### **C. Scheduling of the Clinical Dissertation Defense**

- As the student nears completion of the final draft of the pre-Defense Clinical Dissertation Manuscript (i.e., 6 to 8 weeks in advance of the anticipated date of the Clinical Dissertation Defense), the student works with the Chair and Committee Members to identify at least one date and time at which all are available for a 3-hour period to attend the Defense. The student requests that the Chair and Committee Members "hold" this time(s) in their calendars.
- Once a date and time for the Clinical Dissertation Defense has been finalized

and the final pre-defense Clinical Dissertation Manuscript has been shared with the Committee (at least 3 weeks in advance of the proposed defense date), the student submits the online *Event Space and Room Request Form* and *Form 5: Notice of PsyD Clinical Dissertation Defense*, both of which are available on the PsyD Students canvas page, to the PsyD Program Office.

- Program staff will reserve a room for a 3-hour block for the Clinical Dissertation Defense (allow one week for this request to be processed); the Clinical Dissertation Chair will post a notice on PsyD Students canvas portal, Program Staff will post the Dissertation Defense on the PsyD Students canvas page Calendar, and USF Web Services staff will post the information about the Dissertation Defense on the PsyD Clinical Training and Research page of the USF website. All members of the academic community are invited to attend all PsyD student dissertation defenses.
- Changes to Clinical Dissertation Defense dates after this point in the process (i.e., after Form 5 has been filed with the Program Office) are *not permitted* except in extraordinary circumstances, only with the approval of the Program Director, and usually not for a minimum of two months. Once the defense date is publicized on USF's website and announced through the PsyD Program portals, it is inappropriate and unprofessional to move the Clinical Dissertation Defense Date. Students should therefore not file *Form 5* until they are certain of the date of their Defense.
- Please also note that, as stated earlier, faculty are often not available to work during the summer months (mid-May through mid-August) because they are not on contract to work (i.e., not compensated to work) during this 3-month period. Thus, Clinical Dissertation Defenses typically occur during the academic year (i.e., between mid-August and mid-May); the Defense may occur between mid-May and mid-August only if the Chair and all Committee Members are available for document review and to be in person for the Defense. Requests to change Chair or Committee Members due to scheduling constraints will not be approved. Students should therefore consult with their Chair well in advance of scheduling their Clinical Dissertation Defense, particularly if the student wishes to defend during the summer months, in order to create timelines that align with the availability of the Chair and Committee Members.

#### **D. Timeline for Clinical Dissertation Completion and Degree Conferral**

Students nearing the completion of their dissertation manuscript must note the required timelines for defending the Clinical Dissertation and submitting the final manuscript to USF’s Institutional Repository in order to meet deadlines for completion of degree audits and degree conferrals.

	<b>May</b>	<b>August</b>	<b>December</b>
Deadline for Distribution of Final Draft of Pre-Defense Clinical Dissertation Manuscript to Committee (if required by the Chair)*	02/01	05/01	09/01
Deadline for Distribution of Final Pre-Defense Clinical Dissertation Manuscript to Committee**	02/23	05/25	09/24
Clinical Dissertation Defense Deadline***	03/15	06/15	10/15
Deadline for submission of approved Clinical Dissertation manuscript to the USF Institutional Repository	04/15	07/15	11/15
Degree Audit Completion Deadline	05/01	08/01	12/01
Approximate Degree Conferral Date	05/15	08/15	12/15

\*date allows 3+ weeks for committee members to review final draft and provide feedback, and for student to address the feedback and make requested changes before distributing the final pre-defense document

\*\*final pre-defense dissertation document must be distributed to Committee at least 3 weeks in advance of the scheduled Dissertation Defense; no updates are permitted after this date

\*\*\*dissertation must be defended by March 15<sup>th</sup>, June 15<sup>th</sup>, and October 15<sup>th</sup> so that, in the following month, revisions can be completed by the student and approved by Chair or by entire Committee, then final dissertation document filed with library; note that some students may need more than one month between the defense date and library filing deadline to implement changes/edits discussed at defense and for Chair or Committee to review and approve.

Thus, for example, a student who wishes to have their degree conferred in August must meet all degree requirements by August 1<sup>st</sup>, which means that the Clinical Dissertation Defense must be scheduled no later than June 15<sup>th</sup> and the final pre- defense clinical dissertation document must be distributed to the Committee no later than May 25<sup>th</sup>.

## **E. Preparation for Clinical Dissertation Defense**

Once the final pre-Defense Clinical Dissertation Manuscript has been distributed to the Committee, the student, with the support of the Clinical Dissertation Chair, prepares for the oral presentation of the Clinical Dissertation at the Defense Meeting.

## **F. Components of the Clinical Dissertation Defense**

Defense of the Clinical Dissertation is facilitated by the Clinical Dissertation Chair and is attended in person by the Chair, Committee Members, and the student. The Clinical Dissertation Defense is advertised to the academic community and is open to the public.

1. Introductions and Initial Review by Committee (15 to 20 minutes)
  - a. Chair greets the student and welcomes the Committee Members and anyone else in attendance.
  - b. Chair reviews the procedures for the day and excuses the Student and all guests from the room.
  - c. Committee discusses the Clinical Dissertation and identifies any pressing issues/concerns.
  - d. Student returns to the room and the Committee discusses any issues needing resolution prior to the presentation of the Clinical Dissertation.
  - e. Chair invites the guests to return to the room.
2. Presentation of the Dissertation and Discussion with Committee (75 to 90 minutes)
  - a. Student presents the Clinical Dissertation, typically using presentation slides and taking 45 to 60 minutes, following along the general format of the written document submitted previously to the Committee.
  - b. Guests are invited to ask questions or offer comments on the presentation, and then are excused from the room.
  - c. Committee engages in discussion with the student about the Clinical Dissertation, asking questions and focusing on issues or concerns that may require revision (the Chair takes notes to support the student during this time).
  - d. The student leaves the room.
3. Deliberation and Decision (30 minutes)
  - a. The Committee deliberates and determines which of the possible outcomes

(listed below) shall apply.

- b. Chair welcomes the student back into the room, delivers the Committee's decision, and discusses next steps in the Clinical Dissertation process
- c. With student's permission, guests are invited back into the room and the Chair and student announce the Committee's decision.

## **G. Possible Outcomes**

After the presentation of the Clinical Dissertation by the student and discussion with the Committee, the Chair and Committee Members vote on the outcome of the Defense. The Committee decision must be unanimous; therefore, the student will receive the highest outcome at which the Committee reached unanimous agreement.

### **1. Pass with Distinction**

The student has successfully defended the Clinical Dissertation with a strongly positive evaluation by all Committee Members; the Chair and Committee Members complete and sign *Form 6: Clinical Dissertation Defense Evaluation* and submit it to the Program Director. Once the Program Director has reviewed and signed *Form 6* and filed it with the Program Office, the student has successfully defended the Clinical Dissertation. The student must then submit the Clinical Dissertation Manuscript to the USF Institutional Repository, as described in Section XI below.

### **2. Pass**

The student has successfully defended the Clinical Dissertation; the Chair and Committee Members complete and sign *Form 6: Clinical Dissertation Defense Evaluation* and submit it to the Program Director. Once the Program Director has reviewed and signed *Form 6* and filed it with the Program Office, the student has successfully defended the Clinical Dissertation. The student must then submit the Clinical Dissertation Manuscript to the USF Institutional Repository, as described in Section XI below.

### **3. Pass with Recommendations for Minor Revisions**

The student must implement minor revisions to the Clinical Dissertation and submit them to the Chair for review. Following the Clinical Dissertation Defense Meeting, the Committee completes and signs *Form 6: Clinical Dissertation Defense Evaluation* and submits it to the Program Director, who reviews, signs, and files it with the Program Office. Once the Chair approves the revised Clinical Dissertation document, they complete and sign *Form 7: Revised Clinical Dissertation Defense Evaluation* and submit it



to the Program Director. Once the Program Director has reviewed and signed *Form 7* and filed it with the Program Office, the student has successfully defended the Clinical Dissertation. The student must then submit the Clinical Dissertation Manuscript to the USF Institutional Repository, as described in Section XI below.

#### **4. Revise and Resubmit**

The student must implement substantive revisions to the Clinical Dissertation and submit them to the Chair and Committee Members for review. Following the Clinical Dissertation Defense Meeting, the Committee completes and signs *Form 6: Clinical Dissertation Defense Evaluation* and submits it to the Program Director, who reviews, signs, and files it with the Program Office. Once the Chair and Committee Members have each approved the revised Clinical Dissertation document, they complete and sign *Form 7: Revised Clinical Dissertation Defense Evaluation* and submit it to the Program Director. Once the Program Director has reviewed and signed *Form 7* and filed it with the Program Office, the student has successfully defended the Clinical Dissertation. The student must then submit the Clinical Dissertation Manuscript to the USF Institutional Repository, as described in Section XI below.

#### **5. Fail**

The student did not conduct the Clinical Dissertation study in the way that it was described in the Clinical Dissertation Proposal and/or the quality of the work was very poor. The Committee completes and signs *Form 6: Clinical Dissertation Defense Evaluation* and submits it to the Program Director, who reviews, signs, and files it with the Program Office. A second Clinical Dissertation Defense Meeting will occur once the Chair determines that the student is prepared to re-defend the Clinical Dissertation.

#### **6. Integrity or Academic Dishonesty**

The Chair and/or Committee Member(s) have raised questions of academic integrity and/or dishonesty in the student's Clinical Dissertation document and/or presentation. The Committee completes and signed *Form 6: Clinical Dissertation Defense Evaluation* and submits it to the Program Director, who reviews and signs it, then files it with the Program Office. The matter will be referred by the Program Director to the Associate Dean for Health Professions of the School of Nursing and Health Professions, who will conduct a review and determine disciplinary consequences and sanctions.

## **XI. SUBMITTING THE CLINICAL DISSERTATION TO THE USF INSTITUTIONAL REPOSITORY**

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### **A. Clinical Dissertation Signature Page**

Once the student has successfully defended the Clinical Dissertation, the *Clinical Psychology PsyD Program Signature Page* (Appendix C) must be signed by the student, the Chair, and the Committee Members.

For students who obtain a “Pass with Distinction” or a “Pass” at the Clinical Dissertation Defense, the *Signature Page* should be signed at the conclusion of the Clinical Dissertation Defense. For students who must complete revisions, the *Signature Page* will be signed after the Chair (and Committee Members, if required) have signed *Form 7*.

Once the student has obtained the signatures of their Clinical Dissertation Chair and all Clinical Dissertation Committee Members, the student must then submit the document to the Program Office; Program staff will obtain signatures from the PsyD Program Director and the Dean of the School of Nursing and Health Professions and return the completed and signed form to the student, who must include the document along with their Clinical Dissertation manuscript when they submit the Clinical Dissertation to the USF Institutional Repository.

### **B. Uploading the Clinical Dissertation to the USF Institutional Repository**

Following successful defense of the Clinical Dissertation, students, in consultation with Program staff and their Clinical Dissertation Chair, are responsible for submitting their Clinical Dissertation to the USF Institutional Repository. The PsyD degree will not be awarded until the Clinical Dissertation has been properly submitted. Additionally, students must continue to enroll in *PSYD 788 Clinical Dissertation Seminar* until the student receives confirmation that the Clinical Dissertation document has been properly submitted to the USF Institutional Repository (this is the final step of the Clinical Dissertation process).

The Clinical Psychology PsyD Program Signature Page must be submitted with the Clinical Dissertation document. In order to complete the submission process, students must be prepared to provide:

- Title of the Clinical Dissertation
- Abstract of the Clinical Dissertation (up to 250 words)
- List of up to 10 key words
- Clinical Dissertation document

- Clinical Psychology PsyD Program Signature Page
- Signed Electronic Theses and Dissertations (ETD) Submission Agreement

To submit the Clinical Psychology PsyD Program Signature Page to the USF Institutional Repository, students must complete the following steps:

1. Go to <https://guides.usfca.edu/digital-publishing> and closely read the USF Scholarship Repository ETD Submission Guide, found at [https://repository.usfca.edu/etd/etd\\_submission\\_guide.pdf](https://repository.usfca.edu/etd/etd_submission_guide.pdf).
2. Complete the ETD submission agreement on the final page of the Submission Guide. Scan or take a photograph of the signed agreement.
3. Go to [repository.usfca.edu](https://repository.usfca.edu) and select “Submit Research” under Author Corner.
4. Scroll down to “Theses, Dissertations, and Capstone Projects,” and select “Doctoral Dissertations.”
5. Agree to the electronic submission agreement terms.
6. Complete the required fields entering title, author, date of graduation, document type, degree name, program, keywords, abstract, and embargo period. Please note:
  - The date of graduation field is student’s expected degree conferral date
  - Leave the department field blank
  - First Advisor should be the student’s Clinical Dissertation Chair. Second, third, and (if applicable) fourth advisor should be Clinical Dissertation Committee Members.
  - An embargo makes the full text of the dissertation unavailable for a period of time (due to imminent publication); this option is only rarely used and it is advised that students select “no embargo required.”
7. Upload the full text of the Clinical Dissertation manuscript.
8. Select the “additional files” box, and click “submit.”
9. On the following page, upload:
  - A scan/photo of the signed ETD submission guide.
  - The Clinical Psychology PsyD Program Signature Page
  - Any other supplemental files

No changes can be made to the Clinical Dissertation manuscript after it has been submitted to the USF

Institutional Repository; therefore, it is essential that the submitted version of the Clinical Dissertation is entirely accurate. The Institutional Repository administrators do not edit or review content or formatting of submitted documents.

Repository processing typically occurs within five (5) business days; the student will receive email confirmation of the successful completion of this process. The student must forward this confirmation to the Program Staff so that the degree audit can be completed. Failure to provide Program staff with the confirmation of submission to the USF Institutional Repository may delay degree conferral.

The location for all Clinical Psychology PsyD Clinical Dissertations within the USF library is: <https://repository.usfca.edu/psyD>.

### **C. Clinical Dissertation Dissemination Requirement**

As noted in the *PsyD Student Handbook*, all students in the Clinical Psychology PsyD Program are required to present or publish at least one scholarly work after they have begun the program and before degree completion. If students have presented or published during their tenure as doctoral students in a peer-reviewed journal or at a peer-reviewed conference, they have met the dissemination requirement. If not, students are required to present their scholarly work, which may be their dissertation project, at an on campus research event sponsored by SONHP or by the university.

Additionally, all students are expected to submit their Clinical Dissertation manuscripts for publication to ProQuest Dissertations and Theses

Global (there is no cost for this submission): <https://www.proquest.com/products-services/pqdtglobal.html>

## **APPENDIX A: Forms**

# Form 1

## CLINICAL DISSERTATION CHAIR AND TOPIC APPROVAL

Students will submit this form once they have been assigned a Chair and that Chair has approved the topic. This form is also used if the student wishes to change the Chair and/or Topic. After the Chair has signed this form, students must submit the form to the Program Office. This agreement is formally established once the PsyD Program Director reviews and signs this form.

**Student Name:** \_\_\_\_\_

**Student CWID:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Check all that apply:*

Initial Submission of Form

Proposed Change in Chair

Currently Assigned Chair:

Proposed Change in Topic

Currently Approved Topic:

**Title of Clinical Dissertation:** \_\_\_\_\_

Rationale for having this person serve as Dissertation Chair (i.e., describe person's expertise that is relevant to the dissertation topic and/or methodology): \_\_\_\_\_

---

\_\_\_\_ I agree to serve as Chair for the Clinical Dissertation of the above-named student and approve of the Clinical Dissertation topic stated above

\_\_\_\_\_  
**Name of Chair**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_ As Program Director, I approve the above-named Chair and stated Clinical Dissertation Topic

\_\_\_\_\_  
**Name of Program Director**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Form 2**

**CLINICAL DISSERTATION COMMITTEE  
MEMBER APPROVAL**

Students will complete this form after a Committee Member has been approved by the Chair. This form is also used if the student wishes to change a Committee Member.

The Clinical Dissertation Committee is comprised of three members, one of whom must be PsyD core faculty. External scholars with an earned doctorate in psychology or closely related specialty may serve as Committee Members, with approval of the Program Director. *If the proposed Committee member is not a PsyD core faculty member, the CV of the proposed individual must be submitted along with this form.*

After the proposed Committee Member and the Chair have signed this form, students must submit the form to the Program Office. This agreement is formally established once the PsyD Program Director reviews and signs this form. When a change in Committee Members is approved, in consultation with the Chair and/or the Program Director, the student must notify the Committee Member who is being replaced.

**Student Name:** \_\_\_\_\_

**Student CWID:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Check all that apply:*

\_\_\_\_ Initial Submission of Form

\_\_\_\_ Proposed Change in Committee Member

Name of Committee Member Who Will Be Replaced: \_\_\_\_\_

Title of Clinical Dissertation: \_\_\_\_\_

Name of Clinical Dissertation Chair: \_\_\_\_\_

Name of Proposed Committee Member: \_\_\_\_\_

Rationale for having this person serve as Committee Member (i.e., describe person’s expertise that is relevant to the dissertation topic and/or methodology): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_ I agree to serve as Committee Member for the Clinical Dissertation of the above-named student

\_\_\_\_\_  
**Name of Committee Member**                      **Signature**                      **Date**

\_\_\_\_ As Chair, I approve of the proposed above-named Committee Member

\_\_\_\_\_  
**Name of Chair**                      **Signature**                      **Date**

\_\_\_\_ As Program Director, I approve of the proposed above-named Committee Member

\_\_\_\_\_  
**Name of Program Director**                      **Signature**                      **Date**

# Form 3

## CLINICAL DISSERTATION PROPOSAL MEETING EVALUATION

**Student Name:**

**Student CWID:**

**Clinical Dissertation Title:**

**Date of Proposal:**

**Meeting Outcome:**

- \_\_\_\_\_ Pass
- \_\_\_\_\_ Pass with Minor Revisions\*
- \_\_\_\_\_ Revise and Resubmit Proposal\*\*
- \_\_\_\_\_ Fail
  
- \_\_\_\_\_ Integrity or Academic Dishonesty Concern\*\*\*

\* Attached is a list of required revisions; student shall submit the revised Proposal document to the Chair and, once the Chair approves the revised Proposal, the Chair and student shall submit *Form 4 Revised Clinical Dissertation Proposal Evaluation* to the Program Director.

\*\* Attached is a list of required revisions; student shall submit the revised Proposal document to the Chair and Committee Members and, once the Chair and Committee Members approve the revised Proposal, the Chair and student shall submit *Form 4 Revised Clinical Dissertation Proposal Evaluation* to the Program Director.

\*\*\* Attached is a summary of the Committee's concerns around academic integrity and dishonesty by the student in relation to the Clinical Dissertation Proposal

_____	_____	_____
<b>Chair Name</b>	<b>Chair Signature</b>	<b>Date</b>
_____	_____	_____
<b>Committee Member Name</b>	<b>Signature</b>	<b>Date</b>
_____	_____	_____
<b>Committee Member Name</b>	<b>Signature</b>	<b>Date</b>
_____	_____	_____
<b>Committee Member Name (if applicable)</b>	<b>Signature</b>	<b>Date</b>



\_\_\_\_\_ The Clinical Dissertation Proposal has been approved by the Chair and all Committee Members and the student has successfully completed the Proposal Defense.

\_\_\_\_\_ Revisions to the Clinical Dissertation Proposal are required; the student will submit the revised Proposal to the Chair and, if required, Committee Members, and, when approved, will submit *Form 4 Revised Clinical Dissertation Proposal Evaluation*

\_\_\_\_\_ A second Clinical Dissertation Proposal Defense Meeting must occur once the Chair determines that the student is prepared to defend the fundamentally revised Proposal.

\_\_\_\_\_ Questions of academic integrity and/or dishonesty have been raised by the Committee; I have referred this matter to the Associate Dean for Health Professions for review and consideration of disciplinary action, and submitted a report to the University Academic Integrity Committee.

\_\_\_\_\_  
**Name of Program Director**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

# Form 4

## REVISED CLINICAL DISSERTATION PROPOSAL EVALUATION

**Student Name:**

**Student CWID:**

**Clinical Dissertation Title:**

**Original Date of Proposal Meeting:**

**Proposal Meeting Outcome:**

\_\_\_\_\_ Pass with Minor Revisions  
\_\_\_\_\_ Revise and Resubmit Proposal\*\*

**Status of Revised Proposal:**

\_\_\_ A revised Clinical Dissertation Proposal with required revisions indicated at the time of the Defense Meeting has been submitted and is approved by the Chair and, if required, all Committee Members.

_____	_____	_____
<b>Chair Name</b>	<b>Chair Signature</b>	<b>Date</b>

If required:

_____	_____	_____
<b>Committee Member Name</b>	<b>Signature</b>	<b>Date</b>

_____	_____	_____
<b>Committee Member Name</b>	<b>Signature</b>	<b>Date</b>

_____	_____	_____
<b>Committee Member Name (if applicable)</b>	<b>Signature</b>	<b>Date</b>

\_\_\_\_\_ The Clinical Dissertation Proposal, including all required revisions, has been approved by the Chair and all Committee Members and the student has successfully passed the Clinical Dissertation Proposal Meeting. The student is approved to commence their Clinical Dissertation.

_____	_____	_____
<b>Name of Program Director</b>	<b>Signature</b>	<b>Date</b>

## **Form 5**

### **Notice Of PsyD Clinical Dissertation Defense**

Once the Clinical Dissertation Chair deems the final pre-Defense Clinical Dissertation manuscript is ready and it has been distributed to the Committee Members for review, the student submits an *Event Space and Room Request Form* to the Program Office to arrange a room for the Clinical Dissertation Defense and submits this form to the Program Office:

<https://docs.google.com/forms/d/e/1FAIpQLSdUsXAYZRqU3XliwflfBEkXLRyVaReOnv6YNKnakZdsOhBcRw/viewform>

The student must also complete *Form 5: Notice of PsyD Clinical Dissertation Defense* form at:

<https://docs.google.com/forms/d/e/1FAIpQLSfBOI24IVtkYm3xehauAiG63saceq7iuvMIgZdRE6vqzf63IQ/viewform>

Once a room has been reserved, the Clinical Dissertation Chair will post a notice on the PsyD Canvas Portal and the Program Staff will add the Clinical Dissertation Defense to the PsyD Students Canvas Calendar. The information provided on this form will also be shared with USF Web Services; those staff will post the announcement about the dissertation defense on the PsyD Clinical Training and Research page on the USF website.

All members of the academic community are invited to attend all PsyD student Clinical Dissertation Defenses.

**Form 6**

**CLINICAL DISSERTATION DEFENSE EVALUATION**

**Student Name:**

**Student CWID:**

**Clinical Dissertation Title:**

**Date of Defense:**

**Defense Outcome:**

- \_\_\_\_\_ Pass with Distinction
- \_\_\_\_\_ Pass
- \_\_\_\_\_ Pass with Minor Revisions\*
- \_\_\_\_\_ Revise and Resubmit Defense document\*\*
- \_\_\_\_\_ Fail
  
- \_\_\_\_\_ Integrity or Academic Dishonesty Concerns

\* Attached is a list of required revisions; student shall submit the revised Clinical Dissertation document to the Chair and, once the Chair approves the revised document, the Chair and student shall submit *Form 7 Revised Clinical Dissertation Evaluation* to the Program Director.

\*\* Attached is a list of required revisions; student shall submit the revised Clinical Dissertation document to the Chair and Committee Members and, once the Chair and Committee Members approve the revised document, the Chair and student shall submit *Form 7 Revised Clinical Dissertation Evaluation* to the Program Director.

_____	_____	_____
<b>Chair Name</b>	<b>Chair Signature</b>	<b>Date</b>
_____	_____	_____
<b>Committee Member Name</b>	<b>Signature</b>	<b>Date</b>
_____	_____	_____
<b>Committee Member Name</b>	<b>Signature</b>	<b>Date</b>
_____	_____	_____
<b>Committee Member Name (if applicable)</b>	<b>Signature</b>	<b>Date</b>

\_\_\_\_\_ The Clinical Dissertation has been approved by the Chair and all Committee Members and the student has successfully completed the Clinical Dissertation Defense.

\_\_\_\_\_ Revisions to the Clinical Dissertation document are required; the student will submit the revised document to the Chair and, if required, Committee Members, and, when approved, will submit *Form 7 Revised Clinical Dissertation Defense Evaluation*

\_\_\_\_\_  
**Name of Program Director**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

# Form 7

## REVISED CLINICAL DISSERTATION DEFENSE EVALUATION

**Student Name:**

**Student CWID:**

**Clinical Dissertation Title:**

**Date of Defense Meeting:**

**Original Defense Outcome:**

\_\_\_\_\_ Pass with Minor Revisions (submit revision to Chair only)

\_\_\_\_\_ Revise and Resubmit document (submit revision to Chair and all Committee Members)

**Status of Revised Defense document:**

\_\_\_ A revised Clinical Dissertation with required revisions indicated at the time of the Defense Meeting has been submitted and is approved by the Chair and, if required, all Committee Members.

\_\_\_\_\_  
**Chair Name**

\_\_\_\_\_  
**Chair Signature**

\_\_\_\_\_  
**Date**

If required:

\_\_\_\_\_  
**Committee Member Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Committee Member Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Committee Member Name (if applicable)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_ The Clinical Dissertation document, including all required revisions, has been approved by the Chair and all Committee Members and the student has successfully completed the Dissertation Defense.

\_\_\_\_\_  
**Name of Program Director**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**APPENDIX B: Clinical Dissertation Title Page**

The Title of the Clinical Dissertation Should be Capitalized and  
Centered on the Cover Page

A Clinical Dissertation Presented to

The University of San Francisco  
School of Nursing and Health Professions  
Department of Health Professions  
Clinical Psychology PsyD Program

In Partial Fulfillment of the Requirements for the Degree  
Doctor of Psychology

By

Your Name Here

Month and Year of Dissertation Defense



**APPENDIX C: PsyD Clinical Dissertation Signature Page**

## PsyD Clinical Dissertation Signature Page

This Clinical Dissertation, written under the direction of the student's Clinical Dissertation Chair and Committee and approved by Members of the Committee, has been presented to and accepted by the faculty of the Clinical Psychology PsyD Program in partial fulfillment of the requirements for the degree of Doctor of Psychology. The content and research methodologies presented in this work represent the work of the student alone.

### Student Signature

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

### Clinical Dissertation Committee Member Signatures

\_\_\_\_\_  
Committee Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Committee Member (if applicable)

\_\_\_\_\_  
Date

### Administrator Signatures

\_\_\_\_\_  
Program Director, Clinical Psychology PsyD Program

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean, School of Nursing and Health Professions

\_\_\_\_\_  
Date