Student Affiliates in School Psychology (SASP) Handbook

2015-2016

Duquesne University
School of Education
Pittsburgh, Pennsylvania
Welcome to Duquesne University and the graduate student organization, Student Affiliates of School Psychology (SASP). This handbook has been created to help make your transition into the School Psychology Graduate Program a little smoother. Included is information that we have acquired throughout our time in the School Psychology Program. Our hope is that this material will provide you with some helpful tips and insight into the workings of the program.

Again, we welcome you to the program and remind you to feel free to contact us should you have questions or concerns at any time throughout your tenure in the School Psychology Program.

Sincerely,

The SASP Board:

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kerry Schutte</td>
<td>Co-Chair</td>
<td><a href="mailto:schuttek@duq.edu">schuttek@duq.edu</a></td>
</tr>
<tr>
<td>Amy Tiberi</td>
<td>Co-Chair</td>
<td><a href="mailto:tiberia@duq.edu">tiberia@duq.edu</a></td>
</tr>
<tr>
<td>Megan Shinaberry</td>
<td>Speaker Series</td>
<td><a href="mailto:shinaberrym@duq.edu">shinaberrym@duq.edu</a></td>
</tr>
<tr>
<td>Stephanie Fields</td>
<td>Social Chair</td>
<td><a href="mailto:fieldss@duq.edu">fieldss@duq.edu</a></td>
</tr>
<tr>
<td>Adam Blefari</td>
<td>Treasurer</td>
<td><a href="mailto:blefaria@duq.edu">blefaria@duq.edu</a></td>
</tr>
<tr>
<td>Allison McCobin</td>
<td>Secretary</td>
<td><a href="mailto:mccobin322@duq.edu">mccobin322@duq.edu</a></td>
</tr>
<tr>
<td>Taylor Phillips</td>
<td>Service Chair</td>
<td><a href="mailto:philli28@duq.edu">philli28@duq.edu</a></td>
</tr>
<tr>
<td>Kristen Montogmery</td>
<td>Newsletter Chair</td>
<td><a href="mailto:montgom5@duq.edu">montgom5@duq.edu</a></td>
</tr>
<tr>
<td>Jacob Wadsworth</td>
<td>Cohort Representative</td>
<td><a href="mailto:wadsworthj@duq.edu">wadsworthj@duq.edu</a></td>
</tr>
<tr>
<td>Rachel Simonds</td>
<td>Cohort Representative</td>
<td><a href="mailto:simondsr@duq.edu">simondsr@duq.edu</a></td>
</tr>
<tr>
<td>Erika Martin</td>
<td>Cohort Representative</td>
<td><a href="mailto:martine8@duq.edu">martine8@duq.edu</a></td>
</tr>
<tr>
<td>Kate Piselli</td>
<td>Cohort Representative</td>
<td><a href="mailto:pisellik@duq.edu">pisellik@duq.edu</a></td>
</tr>
</tbody>
</table>

Collaborators:

<table>
<thead>
<tr>
<th>NAME</th>
<th>Position</th>
<th>EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allison McCobin</td>
<td>NASP Student Leader</td>
<td><a href="mailto:mccobin322@duq.edu">mccobin322@duq.edu</a></td>
</tr>
</tbody>
</table>
How to Start, Succeed, and Finish the School Psychology Program at Duquesne University

Registration:

Students are able to register for the summer and fall semesters in March/April, and for the spring semester in November. The schedule of classes offered during each semester is available online in advance of the registration date, or can be obtained from the Graduate Education Office. Students can find a listing of the courses for each semester on the school psychology program website; student advisors will also help with scheduling. Most students enter the program in the fall and take all courses together. Students can register by using the DORI system online. Specific questions regarding scheduling or the registration process should be directed to the Office of the University Registrar at 412-396-6091. Students are also advised to reference the Registrar’s website at http://www.duq.edu/academics/university-registrar/registration

Just a note...

Each student in the program has a file in the school psychology program office, Canevin G3. Within this file are your application materials (e.g., transcripts, letters of reference, clearances). You may gain access to your folder materials at any time if you need to make copies.

Advisors:

When students begin the program, they are assigned a faculty advisor. This advisor will provide assistance with scheduling as well as help with students’ initial steps through the program. Students may, however, decide to change their advisor as they become more familiar and comfortable with members of the school psychology faculty. The decision to change one’s permanent advisor is an important one, as advisors play a central role in facilitating a successful learning experience. In selecting an advisor, it is wise for students to consider a faculty member’s research interests and how well that his/her mentoring style fits with their needs. Students should talk to their current advisor, other faculty members, and students to learn about the faculty's interests, current research, publications, and mentoring style.

Financial Aid:

The Financial Aid Office is located on the ground floor of the Administration “Old Main” Building on campus. The office can also be contacted by calling 412-396-6607 or by visiting: http://www.duq.edu/admissions-and-aid/financial-aid. Upon enrollment at Duquesne, each student is assigned a Financial Aid Advisor. Students can stop by the Financial Aid Office or call to schedule an appointment if they have questions regarding financial aid.
**Graduate Assistantships:**

The School of Education offers a limited number of assistantships. Most assistantships require students to work approximately 20 hours per week; however, there are occasionally part-time assistantships available as well. For more information regarding available assistantships, stop by the Dean's Office in the School of Education. Also, keep in mind that other departments in the university offer Graduate Assistant positions, so you may want to contact various department offices across campus for more information. Here is a link that will direct you to student employment: [http://www.duq.edu/work-at-du/employment/student-employment](http://www.duq.edu/work-at-du/employment/student-employment)

**Parking:**

You have several parking options while on campus:

1. **Locust Garage** – here you have the option of purchasing a Semester (1 semester), Academic (2 semesters), or Annual (Fall, Spring, and Summer semesters) permit. In addition, you can either buy an evening pass, which enables you to park in the garage after 2:30pm on weekdays (all day on weekends), or an all-day pass. Typically students are only able to buy the evening parking pass unless they have a job on campus.

2. **Forbes Garage** – this garage is attached to Locust Garage and has the same semester permit options but does not offer an evening pass. You may also choose to pay a daily rate.

3. **Surface Parking** – this allows you to park in spots throughout campus designated specifically for surface parking permit holders. However, please note that spaces are limited.

4. There is also street parking available on the outskirts of campus, but this is on a first-come, first-serve basis. You also have to pay the meter if you park on the street anytime before 6:00 PM.

For further information and parking rates, you may visit the parking office located next to the Locust Garage. You can also visit their website at: [http://www.duq.edu/about/campus/parking](http://www.duq.edu/about/campus/parking) or call the office at 412-396-5267. If you wish to apply for a permit you may do so online by visiting their website.

**Health Insurance:**

All full time students must have adequate medical insurance coverage and provide the University with verifiable proof of coverage. Students must provide proof of insurance, or enroll in the insurance offered through Duquesne University. Last year’s cost for the standard plan prices for the 2015-2016 is $1822.60, which will be billed in two increments: the first one in July 2015 in the amount of $938.80 and the second one in December 2015 in the amount of $883.80.
For information regarding enrollment in this insurance as well as information about the process of waiving the university insurance visit:
http://www.duq.edu/about/departments-and-offices/risk-management/student-health-insurance

**IMPORTANT:** If a student does not provide proof of such insurance or enroll in one of the two plans offered by the University, they will be automatically enrolled in the Standard Plan, and their student account will be billed for the cost of the insurance. You must provide proof of coverage or enroll in one of the two plans by completing the appropriate online form by August 31, 2015.

- **Health Services** is located on the second floor of the Duquesne Union. For students who need medical services and do not have a current physician in Pittsburgh, health services will provide treatment or can make referrals. Services are generally provided only to those with appointments, except in emergency situations. For more information or to schedule an appointment, call 412-396-1650, or visit
http://www.duq.edu/health-service

**Obtaining a Duquesne ID Card:**

The DU Card Center is located in the Student Union – Room 210. Hours of operation are: Monday – Friday, 8:30 AM - 4:30 PM. However, there are usually extended hours at the beginning of the fall and spring semesters.

You will need a DU card for several things on campus, such as:
- Campus ID
- Access databases off-campus
- Library
- Discount on photocopies at copier
- Access to computer labs
- Building access

For further information on the DU Card you can call 412-396-6191 or go to the DU card website at: http://www.duq.edu/about/campus/du-card

**E-mail:**

You will need to set up a Duquesne University MultiPass account to access some of the services on campus and setup your email. You do not need to use this as your primary email account. In fact, you will be able to forward the e-mail from this account to an account that you regularly use if you so desire.

For information on how to register for a Duquesne email account, visit:
http://www.duq.edu/about/campus/computers-and-technology/mobile/new-account
School Psychology Program Website

On the school psychology websites, [www.duq.edu/phd-school-psychology](http://www.duq.edu/phd-school-psychology) and [www.duq.edu/psych-school-psychology](http://www.duq.edu/psych-school-psychology), there are a variety of resources that can assist students as they progress through the program. These resources include:

- Student Handbook
- Curriculum Information
- Course Syllabi
- Comprehensive Listing of Student Requirements
- Practicum & Internship Forms
- Dissertation Outline
- Links to Completed Student Dissertations
- Conference Information
- Comprehensive Examination Grading Rubrics

Duquesne University School Psychology List Serve:

This list serve is for current and previous students, as well as school psychologists in the Pittsburgh area. This list is used to transmit professional messages about classes, program changes, job and internship opportunities, upcoming conferences, and current events in the field of school psychology. All Program students are required to join the Duquesne School Psychology Mailing List/Listserv.

To subscribe to the list, address and e-mail a message to: lyris@lyris.duq.edu. You must send this e-mail in PLAIN TEXT format. Make sure you are not sending this mail in HTML or Rich Text format. Usually this setting is on a menu called format. Write the following 2 lines at the start of your mail message:

```plaintext
subscribe schoolpsych-list
end
```

Send the message

To send mail to everyone on the mailing list, address your e-mail to: schoolpsych-list@lyris.duq.edu. To remove yourself from the list: Send this command in the body of an email to lyris@lyris.duq.edu:

```plaintext
unsubscribe schoolpsych-list
```

SASP:

The Duquesne University School Psychology program graduate student organization, Student Affiliates in School Psychology (SASP), is a local chapter of the national SASP organization that is affiliated with Division 16 of the American Psychological Association (APA). To become a member of SASP you must become a member of APA Division 16 by going to [http://www.apadivisions.org/division-16/students/memberships/index.aspx](http://www.apadivisions.org/division-16/students/memberships/index.aspx) and filling out the membership form. Membership is free the first year and then after is $20. The local chapter
The membership cost is $15 per year. These funds go to all local events such as socials, volunteer projects, speaker series, and other professional development opportunities. The local SASP chapter’s website is http://www.duq.edu/sasp. The website is updated monthly with information specifically relating to the students. It is also encouraged for students to join the Duquesne University School Psychology Facebook page at https://www.facebook.com/groups/78012575767/?fref=ts

The three primary purposes of SASP are to:

- Disseminate information and facilitate communication between school psychology students and program faculty
- Provide a forum for student input into the school psychology program
- Help develop cohesion, and aid students in forming an identity as school psychology professionals

SASP meetings are held throughout the semester, with meeting days and times to be determined by the SASP Board. Announcements regarding meetings will be made via email from the SASP email account (duqsasp@gmail.com) to all current students, so please be sure to check for messages from this account.

There are multiple elected positions within SASP: two co-chairs, social chair, secretary, treasurer, speaker series chair, volunteer chair, newsletter chair, and cohort representatives (one member from each cohort). All elections, except for cohort representatives, will be held in March. Cohort representatives will be chosen some time within the first few weeks of the fall semester. Regular attendance at SASP meetings is expected of those who hope to hold elected positions.

- The SASP chairs are in close contact with the faculty liaison, Dr. Tammy Hughes, and serve as a link for enhancing faculty-student communications by bringing student issues to the floor and reporting faculty and program issues to students. The co-chairs plan and facilitate all SASP meetings, and establish and maintain contact with organizations to promote school psychology. Co-chairs are responsible for keeping a binder or folder on the flash drive of all meeting notes and are in charge of maintaining the SASP flash drive and Dropbox account.

A current summary of the remaining board member responsibilities is below:

**Newsletter Chair**
- Compiles important information about upcoming events or dates into the student newsletter
- Distributes the newsletter to students and faculty monthly via email
- Responsible for updating social media sites
- Responsible for updating the SASP bulletin board
- Responsible for updating the SASP website
Social Chair
- Keeps students informed about upcoming social events
- Responsible for the annual events
- Determines time and place for first year students’ and SASP officers’ get together
- Collaborates with treasurer on funding for events/activities
- Coordinates monthly social events

Treasurer
- Duquesne Program Council (DPC): be responsible for requesting funds each semester
- Collects SASP dues
- Consults with the board about the budget
- Keeps detailed records of what is spent
- Collaborates with Duquesne food services for speaker series – work through Audrey and department office

Secretary
- Takes notes at every meeting (does not have to be minutes, just notes of what was discussed)
- Types up and e-mails notes from each meeting to officers and Dr. Hughes
- Helps co-chairs update student handbook
- Helps to update website

Speaker Series Chair
- Coordinates speaker series events once per semester
- Seeks out speakers to present and handles all communications with presenters
- Sets a date and time for events and coordinate with co-chairs to schedule a room
- Coordinates all accommodations for presenter (parking, meeting them, etc.)
- Coordinates with treasurer about funding for light snacks for speaker series events

Volunteer Chair
- Coordinates a variety of volunteer services ranging from providing direct services to children and adolescents to servicing the communities through neighborhood cleanup

NASP Student Leader
- Keeps everyone updated on NASP issues
- Coordinates volunteer/fundraising opportunities from other student organizations
- Shares information from other NASP student leaders across the country (what are other programs doing, what does that role looks like, how are they incorporated into SASP)
Cohort Representatives

- Maintain communication and interaction between SASP Board and cohort members
- Brings issues, concerns, and ideas or opinions of their current cohort to SASP meetings

SASP’s effectiveness is very much determined by the members’ commitment. We hope you take your membership in SASP seriously by actively participating. In addition, we encourage you to run for an elected position once you become established in the program.

**Practica:**

Throughout the program, students are required to complete various practicum experiences as part of their coursework. During these practica, students are placed in school settings where they are given the opportunity to enhance their assessment, counseling, and consultation skills while under the guidance of an experienced supervisor.

During practica, it is important for students to document the time spent in various activities by maintaining a My Psych Track account (available on mypsychtrack.com). All current students can create and maintain a My Psych Track account for free. Dr. Schmitt will email all students with an access code every July that will allow students free membership. An accurate account of hours spent in different experiences is necessary when applying for internships and jobs. At the conclusion of each practicum experience, students should submit a printed report of all hours to the program office for inclusion in student folders and retain an additional copy for their personal records.

**Students must update their MyPsychTrack account by the last day of each semester and submit a printed report of all acquired practicum hours to Audrey Czwalga in the School Psychology Program Office in G3 Canevin Hall.**

As students complete practicum experiences, students should develop a vita describing one’s education, academic experiences, work experience, certifications, organization memberships, research publications, awards, and focus of interests. Vitas enhance both internship and work applications. Students should update their vits continually as they progress through the program.

**Comprehensive Examinations:**

Before beginning their second semester of their third year of study, doctoral students are required to complete an oral exam. This oral comprehensive examination covers a literature base that is selected by the student. Most often, students select the literature relevant to their dissertation. However, the exam covers the 30-page literature review (a draft of which is produced as a requirement for a course taken by doctoral students during the spring semester of their third year) that students provide to the faculty, along with relevant coursework, doctoral practicum experiences, and research. Students should begin thinking about and
preparing for the doctoral oral comprehensive exam starting at the beginning of the third year of coursework.

**Praxis Examinations:**

All students are required to take Praxis National School Psychology Examination administered by the Educational Testing Service as a requirement of the school psychology program.

Students may find information regarding registration for these exams and practice examination questions available through the Educational Testing Service’s website ([http://www.ets.org/](http://www.ets.org/)) to be helpful. Additional study materials are available in the program office and in the curriculum center of the Duquesne library.

Student members of NASP will find the newly released Recommendations, References, and Study Tips for the Praxis National School Psychology Exam to be a valuable study aid. This document was developed by student members and reviewed by trainers and practicing school psychologists. It can be accessed at: [http://www.nasponline.org/students/praxissuggestions.pdf](http://www.nasponline.org/students/praxissuggestions.pdf) (you need to be a member of NASP to access this)

*NOTE:* A score of 147 or above on the Praxis Exam in School Psychology is required to qualify for national certification (NCSP).

**Internship:**

All students must complete supervised internships during their final year in the school psychology program. Students should begin thinking about and planning for internship early. Consider the following for each potential site: training opportunities, supervision, stipend, and the overall “match” between your needs and the site’s ability to meet them. Discussing the benefits of each site with previous students and your advisor is also recommended.

Internship application should include: a cover letter, letters of recommendation, a curriculum vita, clearances, and a sample evaluation report to various internship sites. By applying to internship sites as if one were applying for a job, students will look professional and represent Duquesne University well, while also leaving a good impression in the school districts.

As an APA approved site, students are encouraged to take part in the prestigious internship match process, Association of Psychology Postdoctoral and Internship Centers (APPIC). You can review the APPIC process by going to [http://www.appic.org/](http://www.appic.org/). This link is also applicable for the time of enrolling into the match!! Further information regarding the process of internship application, including the doctoral APPIC internship process will be provided by SASP as needed.

After leaving an interview for an internship position, students are encouraged to write a thank you letter to the supervisor for taking time to conduct the interview. If students choose not to
take a particular internship, they are advised to contact (by letter or telephone) the supervisor or interviewer.

The internship quarterly log must be electronically submitted to czwalgaa@duq.edu at the end of the internship year along with hard copies for each quarter that need to be submitted to the School Psychology Program Office.

**Professional Organizations:**

Joining professional organizations in the field is essential for continuing professional development. These organizations offer publications and newsletters, host conferences, and generally provide reduced membership rates for graduate students. Students are encouraged to consider membership in the following organizations:

- **National Association of School Psychologists (NASP)** ([www.nasponline.org](http://www.nasponline.org))
  The National Association of School Psychologists is the main organization that provides information relevant to students and school psychologists. Joining this organization is recommended in order for students to have access to important resources and to complete several assignments for classes.

- **American Psychological Association (APA)** ([www.apa.org](http://www.apa.org))
  The American Psychological Association is a scientific and professional organization that represents the entire field of psychology in the United States. Student membership in APA also entitles students to membership in APAGS, the national organization representing graduate students in psychology. In addition, students have the option of seeking membership in Division 16 (School Psychology) of APA.

- **Student Affiliates in School Psychology (SASP)** ([www.apadivisions.org/division-16/students/memberships/index.aspx](http://www.apadivisions.org/division-16/students/memberships/index.aspx))
  Student Affiliates in School Psychology is the national graduate student organization for school psychology students. All student members of Division 16 automatically become members of SASP. At the national level, SASP helps to keep students aware of current issues and a challenge pertaining to graduate school, offers opportunities for students to present and receive awards for their research, and strives to continually advance the professional development of its members. It is strongly recommended that students join this organization in order to be better informed of happenings in the field of school psychology that are of particular relevance to graduate students. Students may also be kept up to date on such issues by signing up to receive messages transmitted via the SASP list serve.

- **Association of School Psychologists of Pennsylvania (ASPP)** ([www.aspponline.org](http://www.aspponline.org))
  The Association of School Psychologists of Pennsylvania is a professional association committed to school psychologists living and working in Pennsylvania.
Association for Psychological Science (APS) (www.psychologicalscience.org)
The Association for Psychological Science, formerly the American Psychological Society, is an organization that strives to advance scientific psychology and its representation at a national and international level. The society's mission is to promote, protect, and advance the interests of scientifically oriented psychology in research, application, teaching, and the improvement of human welfare.

American Educational Research Association (AERA) (www.aera.net)
The American Educational Research Association is an international professional organization with the primary goal of improving the educational process by encouraging scholarly inquiry related to education and by promoting the dissemination and practical application of research results.

We hope that this helps to orient you to graduate school. We know that you will have many more questions; do not hesitate to ask any of us.

GOOD LUCK!