

Clinical Research Methods
Student Handbook
2016-2017

MISSION AND RESPONSIBILITIES

The MS program in **Clinical Research Methods** provides students with strong coursework that addresses both “core” elements of graduate study in psychology (e.g., research design, statistics, ethics), the opportunity for specialized coursework, and an intensive research experience. Each of these elements is tailored to students’ interests and career goals.

Fordham University endeavors to provide high quality training in both theory and research methods of psychology. This handbook is intended to provide students with an overview of: a) program and institution policies and procedures, b) degree requirements, c) policies and procedures regarding student evaluation and continuance in the program (including procedures for termination of impaired or unqualified students). This publication provides relevant information on these topics or directs the student to where such information can be found. In addition to being familiar with this document, all students are expected to read and become familiar with the following publications:

1. The bulletin for the Graduate School of Arts and Sciences of Fordham University
2. The Academic Policies and Procedures Guidebook (APPG) from the Graduate School of Arts and Sciences
3. The Department of Psychology Graduate Student Handbook which covers such important topics as the definition of "Full-time Status", "Part-Time Status", "Satisfactory Academic Performance and Progress", "Core Requirements", "Transfer Credit" Financial Assistance", structure of the MA, and use of "Departmental Facilities"
4. American Psychological Association. (1992). Ethical principles of psychologists and code of conduct. *American Psychologist*, 47, 1597-1611.

DIRECTOR

Throughout this documents are references to the “Director of the MS Program.” This refers to the faculty member in charge of all aspects of the program. Currently, this person is:

Name: Barry Rosenfeld, PhD

Mailing address: Dealy Hall 226
441 E. Fordham Rd.
Bronx, NY 10458

Email: rosenfeld@fordham.edu

Telephone: (718) 817-3794

REQUIRED COURSE OF STUDY

The Clinical Research Methods program requires **36** semester hours for the MS degree. Students are required to take four “core” courses that address essential elements of the program (12 credits), two scientific “breadth” courses that provide foundational background for research scholarship (6 credits), and four elective courses that provide an opportunity for more specialized focus in the student’s area of interest (12 credits). The final 6 credits are comprised of the Master’s thesis research: Research Practicum (3 credits) and completion of the MS thesis (3 credits). Students are expected to complete the program in two years, taking four classes each semester in the first year (24 credits in total), and two courses (6 credits) in their second year (one per semester), while fulfilling the research practicum and completing the MS thesis. There is, however, considerable opportunity for students to vary this planned schedule, either completing the program more quickly (e.g., taking summer courses and completing the thesis research more quickly than anticipated) or slowly (e.g., extending the program over three years rather than two).

All coursework must be completed through the MS program; no transfer credits or waivers of course requirements will be accepted. Any substitutions must be reviewed and approved by the Director of the MS Program.

TYPICAL COURSE SCHEDULE

VERSION 1

Fall – Year One

- Introduction to Statistics
- Psychopathology
- Elective
- Elective

Spring – Year One

- Research Methodology
- Research Ethics
- Elective
- Elective

Fall – Year Two

- Research Practicum
- Elective

Spring – Year Two

- Master’s Thesis
- Elective

VERSION 2

Fall – Year One

- Research Methodology
- Psychopathology
- Elective

Spring – Year One

- Introduction to Statistics
- Research Ethics
- Elective

Fall – Year Two

- Research Practicum
- Elective
- Elective

Spring – Year Two

- Master’s Thesis
- Elective
- Elective

Note: Semester designations in these tables are provided to help plan courses of study, but may change.

REQUIRED AND ELECTIVE COURSES**Core Courses** (12 credit hours required)

PSYC 7111	Psychopathology	3 Credits	Fall – Year One
PSYC 6830	Research Methodology	3 Credits	Fall – Year One
PSYC 6802	Intro to Psychological Statistics	3 Credits	Spring – Year One
PSYC 6010	Research Ethics	3 Credits	Spring – Year One

Master's Thesis Research (6 credit hours required)

PSYC 6060	Research Practicum	3 Credits	Fall – Year Two
PSYC 6070	Master's Thesis	3 Credits	Spring – Year Two

Scientific Breadth Courses (6 total credit hours required)

PSYC 6370	Cognition and Affect	3 Credits	Year One or Two
PSYC 6330	Cognitive Development	3 Credits	Year One or Two
PSYC 6300	Foundations of Developmental Psych	3 Credits	Year One or Two
PSYC 6066	History and Systems of Psychology	3 Credits	Year One or Two
PSYC 6654	Introduction to Neuroscience	3 Credits	Year One or Two
PSYC 6170	Multicultural Psychology	3 Credits	Year One or Two
PSYC 7816	Intro to Multivariate Analysis	3 Credits	Year One or Two
PSYC 6225	Personality Theories and Research	3 Credits	Year One or Two
PSYC 7804	Regression Analysis*	3 Credits	Year One or Two
PSYC 5710	Social Psychology	3 Credits	Year One or Two
PSYC 6390	Qualitative Methods*	3 Credits	Year One or Two

- Can be taken as a breadth course OR an elective course

Elective Courses (12 credit hours required)

PSYC 6380	Anxiety Disorders	3 Credits	Year One or Two
PSYC 6050	Behavioral Medicine	3 Credits	Year One or Two
PSYC 6205	Clinical Geropsychology	3 Credits	Year One or Two
PSYC 6530	Developmental Psychopathology	3 Credits	Year One or Two
PSYC 7122	Developmental Prevention Science	3 Credits	Year One or Two
PSYC 7812	Factor Analysis	3 Credits	Year One or Two
PSYC 6270	Family Systems: Theory and Practice	3 Credits	Year One or Two
PSYC 6390	Global Mental Health	3 Credits	Year One or Two
PSYC 6290	Health Disparities	3 Credits	Year One or Two

PSYC 6020	Health Psychology	3 Credits	Year One or Two
PSYC 7850	Hierarchical Linear Modeling	3 Credits	Year One or Two
PSYC 7290	Item Response Theory	3 Credits	Year One or Two
PSYC 6850	Program Evaluation	3 Credits	Year One or Two
PSYC 6298	Psychoanalytic Theory	3 Credits	Year One or Two
PSYC 7020	Psychology and Civil Law	3 Credits	Year One or Two
PSYC 7010	Psychology and Criminal Law	3 Credits	Year One or Two
PSYC 7030	Psychology and Juvenile Justice	3 Credits	Year One or Two
PSYC 6670	Psychopharmacology	3 Credits	Year One or Two
PSYC 6030	Trauma and Family Violence	3 Credits	Year One or Two
PSYC 7250	Treatment of Substance Abuse	3 Credits	Year One or Two

TRANSFER CREDITS

All coursework must be completed through the MS program; no transfer credits or waivers of course requirements will be accepted.

INCOMPLETES

Occasionally extenuating circumstances make completion of a specific class (or classes) impossible and students request an “incomplete” (INC). Any such requests **MUST** be first made to the professor, and if approved, the Director of the MS Program must be notified. Incompletes **MUST** be resolved before the end of the following semester (not including summer semesters; i.e., an INC from the spring semester must be resolved by December). Failure to resolve and INC in a timely manner will result in that grade being converted to an F and may adversely affect eligibility for future financial aid or assistantships. Excessive INC grades may result in termination from the doctoral program.

REGISTRATION

The Associate Dean of the Graduate School automatically places an Academic Hold on all students at the beginning of each semester. The Director of the MS Program removes this hold only after students present a written registration proposal for the next semester (email is preferred) and have complied with all information requests. It may take one or more days for the Dean’s office to process this request. The student then registers online.

FULL TIME STATUS

Because of the expectation that students will spend a substantial proportion of their time engaged in scholarly research, full time status will be maintained with a minimum of 6 credits per semester. Any exception to this minimum must be presented as a written petition and approved by the Director of the MS Program and Department Chair. Student loans typically become due once full-time status is no longer maintained.

PART TIME STATUS

Part time status typically means a minimum of 3 credits per semester. Students that are not enrolled for at least 3 credits (i.e., one course) must apply for a leave of absence. Part time students are not eligible for financial aid or fellowships.

RESEARCH PRACTICUM

Each MS student is required to complete a semester-long practicum in their second year in the program in order to collect data for their MS thesis. Practicum sites will be selected based on the student's interests and goals. Practicums must be planned ahead of time and approved by the Director of the MS Program. The MS Program has several practicum placements, but students may decide to locate their own internship site (pending approval by the Director).

SATISFACTORY ACADEMIC PROGRESS

"Satisfactory academic performance" is defined on page 1 of the Academic Policies and Procedures Guidebook from the Graduate School of Arts and Sciences. This University policy requires that graduate students maintain a 3.0 GPA. Students should consult this section of the APPG if students have any doubts or concerns about students' level of academic performance.

"Satisfactory academic progress" is another matter altogether. Students have a maximum of three years to complete the 30 credits of coursework and up to four years to complete the MS thesis.

EMAIL

Almost all communication from the University, the Department and the Director to students will be by email. The University provides every student with an email account. Publicly available terminals in the Walsh library and elsewhere on campus are available to access students' email account. Students can access students' email account from any computer that has access to the internet using the following http address: **mail.fordham.edu**. **STUDENTS ARE RESPONSIBLE FOR CHECKING THIS EMAIL REGULARLY.** If students routinely use another email address, students should arrange for email to be forwarded accordingly.

REASONS FOR TERMINATION FROM THE PROGRAM

Termination will be determined by the faculty of the Psychology Department and/or by the Dean of the Graduate School. The conditions are those under which students may be terminated:

- 1) Having a cumulative GPA of less than 3.0.
- 2) Failing to make satisfactory academic progress as specified above.
- 3) Unethical or criminal behavior (plagiarism, cheating, violation of APA ethical guidelines, or University or governmental law, including harassment).
- 4) Serious psychological problems that affect students' functioning in the program. Any student who, in the judgment of the faculty, is having psychological problems that interfere with their participation in research or progress through the program will be advised verbally and in writing as to necessary remediation. Remediation may include, but not be limited to: repeating coursework, repeating research practicum, tutoring, or a leave of absence. Failure to benefit from remediation may be followed by counseling toward voluntary withdrawal from the program or termination.

DISABLED STUDENT SERVICES

Fordham University complies with all Federal and State regulations regarding disabled students in accordance with policies detailed in Disabled Student Services: A Guide to University Services and Agency Resources published by Gregory J. Pappas, Dean of Student Services. Legislation regulating disabled students seeking to become clinical psychologists requires them to:

- 1) Notify the program of their disability upon admission and to provide proof of their disability
- 2) Demonstrate that any dismissal was not done on the basis of the demonstrated disability

Note: Under the Americans with Disabilities Act and Section 504 of the Vocational Rehabilitation Act of 1973, all students, with or without disabilities, are entitled to equal access to the programs and activities of Fordham University. If students believe that students have a disabling condition that may interfere with students' ability to participate in the activities, coursework, or assessment of the object of this course, students may be entitled to accommodations. Please schedule an appointment to speak with someone at the Office of Disability Services (Rose Hill-O'Hare Hall, Lower Level, x0655 or at Lincoln Center-Room 207, x6282.

DUE PROCESS

The Fordham University Discrimination Grievance Procedure is detailed in the Academic Policies and Procedures Guidebook of the Graduate School of Arts and Sciences.

Feedback about strengths and weaknesses of the CRM MS program are welcome. Please feel free to email students' comments to the Director of the MS Program.

REFERENCES

- American Psychological Association. (1996). *Guidelines and principles for accreditation of programs in professional psychology*. Washington, DC: Author.
- American Psychological Association. (1992). Ethical principles of psychologists and code of conduct. *American Psychologist*, 47, 1597-1611.

Clinical Research Methods Student Handbook and MS Program Acceptance Form

I acknowledge receipt of the Clinical Research Methods Student Handbook at Fordham University. In doing so, I indicate that I am aware that:

- It is my responsibility to be familiar with Program, Department, and University regulations concerning academic integrity, student and faculty responsibilities, and degree and program requirements;
- The American Psychological Association's ethical standards and guidelines for professional activities as well as the law and regulations governing the activities of psychologists in the State of New York are applicable to me; and
- Violations of University, APA, or New York codes, regulations, or law may lead to sanctions including separation from the Program and University.

PRINT NAME

SIGNATURE

DATE

Information Disclosure Consent

I realize that the Family and Educational Rights and Privacy Act prohibits release of personally identifiable information from my student education records without my prior written consent. I intend this document to be my consent for the release of the information specified below for the purposes specified below.

I authorize the release of information in writing or by telephone about my

- Academic record and performance, including research participation and research performance;
- Performance in internship placements, both within the University and outside.

I authorize the release of this information to:

- Training centers and placements, including internship sites to which I have made application
- Potential employers to whom I have made application or inquiry for employment

I understand:

- That upon written notice this consent can be revoked in full or in part.
- That if so requested, I may receive copies of any written records disclosed except for records such as confidential letters of recommendation to which I have waived my access.
- The Program Director or designee shall be informed by faculty of any requests and will be the administrator responsible for coordinating the release of all written records.

PRINT NAME

SIGNATURE

DATE