

Important information regarding the new CRP Manual

If you are currently involved in the CRP process or if you will be in the future, it is imperative that you understand the information in this letter and in the new Manual. Please read this letter and the Manual, and talk to your chairperson as soon as possible regarding any questions you may have.

February 8, 2008

Dear students,

I am happy to share with you the new CRP Manual, which explains the CRP process, timelines, and our policies surrounding the CRP as of January 2008.

Please review this manual even if you are currently involved in the CRP process and have been following all of the directions given to you by your Chair. **Many of the policies and procedures have changed since the last publication of this manual, and these changes may or may not have been communicated to you by your Chair.**

No need to panic, though. All that is necessary is for you now to come into compliance with the procedures in the Manual. Here are some examples of changes that have occurred, and what you should do if you and/or your Chair were not aware of these changes:

1. All proposals must be submitted to the Institutional Review Board, even when no human subjects (or their data) are used in the study, and regardless of the type of CRP. That is, even theoretical proposals must be submitted to the IRB. This is Argosy University policy across campuses and is effective January 2008, so if you just recently completed your proposal please submit it. Any future proposals will need to be submitted.
2. **Beginning January 2008**, a grade of NC (No Credit) will be considered a failing grade for the purposes of academic progress, so do not receive an NC. Stay in touch with your Chair, talk about how you will be graded each semester, and keep moving forward on your CRP.
3. If you are not meeting the timeline as outlined in the Manual, write a letter that outlines a realistic timeframe and have it co-signed by your Chair, and then send it to the Director of Clinical Training, with a copy to the Program Chair. Discuss the timeframe with your chairperson to ensure that it is realistic.
4. **Beginning January 2008** there will be an oral defense of proposals (as well as an oral defense of the completed project). If your proposal has not yet been approved, you will need to follow this procedure and have an oral defense of your proposal in a formal CRP Committee meeting. Schedule the defense with your Chair.
5. **As of January 2008**, all CRPs will need to be professionally edited. Read about this and see the referral list in the Manual.

These are examples of some of the changes. Please read the Manual for a complete review of the

policies and procedures. If you notice any discrepancy between what is outlined and what you are doing, please call your Chair and ask for help in complying with the changes.

The faculty and I want your completion of the CRP to be a smooth process. We wish you well as you proceed toward completion and graduation.

Sincerely,

Jim Wasner, Ph.D.
Campus Dean of ASPP and Program Chair, Clinical Psychology
Argosy University
Schaumburg Campus

CLINICAL RESEARCH PROJECT MANUAL

**The Curriculum Committee
Clinical Psychology Program
American School of Professional Psychology
Argosy University, Schaumburg Campus**

**Schaumburg, Illinois
Adopted January 2008**

CLINICAL RESEARCH PROJECT MANUAL

INTRODUCTION

Each Clinical Psychology doctoral student at the American School of Professional Psychology/Argosy University, Schaumburg Campus is required to develop a Clinical Research Project (CRP) as a partial requirement for graduation. The CRP is intended to be a scholarly doctoral level work of high academic rigor that provides students an opportunity to deepen their knowledge and thought about a particular clinical area, to demonstrate the ability to analyze methodological issues, and to produce an original piece of scholarly work in the field of Clinical Psychology (Academic Catalog 2009-2010). In addition to following the American Psychological Association (APA) writing and manuscript preparation guidelines, students are provided this manual, which addresses the university specific requirements to complete this process. The student is responsible for adhering to these guidelines and professional standards.

As scholar practitioners, students are expected to relate this work to the clinical practice of psychology. A wide range of methodologies is acceptable in order to ensure that students are offered appropriate flexibility for their work; however, the work must meet doctoral level standards of conceptualization, awareness of current literature and scientific foundation, and professional writing.

Work on the Clinical Research Project may begin at any time after a student's first year. In order to complete the project in a timely manner, work should begin no later than the Spring semester of the year prior to applying for Internship. The student is responsible for the information contained within this manual and the Institutional Review Board manual. Once enrolled in the CRP process, continuous registration until completion is required. The CRP should be written using the APA Publication Manual from the proposal to the final document.

The student bears the responsibility of meeting all deadlines and of coordinating with their committee regarding deadlines and expectations for completion. Expectations must take into account factors such as time to have the document edited or corrected for format or substance, data related issues, scheduling demands, or personal life obligations. Students are encouraged to consider this process as one would an independent class, and commit to specified times, schedule and outline for optimizing their part of the responsibilities for this project. It is reasonable to build in extra time and costs for editing, consultation, revisions, data collection and unforeseen personal/family commitments. Further, it is necessary to clarify with your committee their turnaround times, schedules, availability, and expectations.

The goals of this project are to provide an opportunity for the student to produce scholarly work, to deepen knowledge and thought about a particular clinical area, and to master methodological issues to engage in critical thinking, and to produce an original and publishable piece of research or scholarly clinical work at the doctoral level. The CRP process is far more than the written document itself. The ability to write in a professional manner and to interact collaboratively at a professional level are foundational skills, and the student must be acutely aware of their need to

have mastered these abilities, or to seek supervision in these skill areas during this project. Additionally, developing the ability to seek and make use of consultative supervision is part of professional development that occurs in the process of interacting with the committee during this project.

The student should plan to work in person and/or electronically on a regular basis with their Chair in order to develop an organized and scholarly project that is a professional and independent work. The student is expected to remain in regular contact during the course of the project. Regular contact is defined as minimally twice per semester, and should consist of more than just forwarding copies of work completed. The Chair of the committee functions as a guide and facilitator to the CRP process and should be expected to refine and suggest enhancement in terms of thought and concept, rather than to edit, correct grammar or organization, or develop or initiate hypotheses. A selected reader works with the Chair in assisting the student-scholar to add dimension and clarity to the process.

TYPES OF CLINICAL RESEARCH PROJECTS

Comprehensive Case Study

The goal of this project is to develop a clinical question linked to a clinical case which the student encountered during practica experience. The Chair must approve and have input into the choice of case. The comprehensive case study is a theoretical discussion of an innovative approach in treatment and/or conceptualization of the case. It should integrate materials, which both assist in understanding the case dynamics and support treatment approaches and case conceptualization. Treatment approaches should be demonstrated as part of a thorough treatment plan and approach, including demonstrations of how one would approach or manage interventions for this case. A thorough literature review involving significant research and theoretical articles should reflect integration of the current work in the field, both supporting and presenting the limitations and strengths of the project's hypothesis and conceptualization.

Theoretical CRP

The theoretical CRP is a work in which the author draws on existing research literature to advance theory in an area of clinical psychology. This project should include a new integration of theory based on a review of significant literature in the area addressed by the CRP. By organizing, integrating, and evaluating previously published material, the author of a theoretical CRP considers the progress of current research toward clarifying a problem. A thorough and expansive literature review that defines and clarifies the problem, summarizes previous research, identifies relations, contradictions, gaps and inconsistencies in the literature, and suggests the next steps in solving the problem is a core element in the theoretical CRP.

The author may present a new theory, or may analyze existing theory, demonstrating strengths and limitations of one theory over another in theoretical conceptualization or application. In this type of theoretical analysis, the author customarily examines a theory's internal and external consistency, that is, whether a theory is self-contradictory and whether the theory and empirical observations contradict each other (Publication Manual of the

American Psychological Association (5th ed.). Presentation of application of this theoretical concept in case conceptualization and intervention is an important aspect of demonstrating the theoretical approach.

Empirical Studies

An empirical CRP consists of original research or a re-analysis of existing research data.. A thorough and expansive literature review that defines and clarifies the problem, summarizes previous investigation and research identifies relations, contradictions, gaps and inconsistencies in the literature, and suggests the next steps in solving the problem is a critical element in the empirical CRP. The author presents the problem and hypothesis to be studied, the research in the field, the approach to collecting and analyzing the data, and finally, the discussion summarizing the data and findings.

REGISTRATION FOR CRP

Continuous enrollment. It is recommended that students form their committee no later than **Spring semester of the year before applying for Internship.** Once beginning the process, students must register continuously for one (1) credit of CRP per term every Fall, Spring, and Summer I thereafter until the CRP is completed. Three (3) CRP credits may count toward the degree, although continuous registration for the duration of the project is required, with the exception of Summer II.

Working on your CRP during Summer II is optional and requires a commitment on the part of both the student and the Chair. The student will register for Summer II only if the Chair is available during that time. The student bears the responsibility of clarifying that commitment with the Chair. It should be noted that while Fall, Spring, and Summer I registrations are always worth 1 credit, Summer II registrations are worth ½ credit. It is not possible to take ½ credit at any other time during the year to complete an even 3 credits.

GRADING THE CRP PROCESS

It is recommended that the student be in contact with the Chair within the first two weeks of each semester and again by the 11th week of each semester at the minimum. During the course of time that the student is working on the project, the following grades are issued by the Chair:

- The grade of PR (Progressing) is given by the Chairperson in a semester indicating minimal progress has been made towards completion of the project.
- The grade of CR (Credit) is given by the Chairperson each semester indicating sufficient progress has been made towards completion of the project.
- Beginning January 2008, the grade NC (No Credit) is given by the Chairperson in any semester in which no progress is made. A grade of NC is considered a failing grade for the purposes of academic progress. (See Academic Catalog.)

The Oral Defense grading is done on a Likert Scale reflecting the assessment of the presentation; additionally, a final grade of accepted/not accepted is issued for the CRP in its entirety. (See Oral Defense Evaluation Form.)

FORMATION OF THE CRP COMMITTEE

The student should first identify several areas of interest and match their interests with a potential faculty member. They should then meet with the faculty member and obtain their agreement to chair the CRP in the identified project focus. The Chair must be a member of the doctoral core faculty. When the faculty member agrees to chair the student's CRP, the Chair becomes the student's advisor. A second member, the Reader, is chosen by the student in consultation with the Chair and must be either a doctoral faculty member or a doctoral adjunct faculty member. The student then contacts the Reader to see if he or she is willing to serve on the Committee.

A second reader from outside the Argosy faculty may be added in exceptional circumstances with the Chair's permission. Committee formation should be completed by the spring semester prior to internship application.

A Chair or Reader may opt to remove themselves from the committee due to lack of contact from the student, inadequate activity towards completion, observation of lack of integration of their feedback into the document or inability to maintain a collaborative working relationship. Likewise, a student may choose to end a relationship with a committee member. However, the student then bears the responsibility of replacing the member and addressing the time lost during the transition. While only two members are required on the CRP committee, a second reader from outside the doctoral faculty/adjunct faculty may be added in exceptional circumstances with the permission of the Chair.

SUMMARY OF CRP PROCESS AND TIMELINE

This section presents a listing of the steps involved in the CRP process and a timeframe. Each step is elaborated in sections below. It should be noted that the school encourages all students to finish their CRPs prior to beginning their internships. The dates listed below reflect due dates that will allow you to finish your CRP prior to leaving on internship. If at any point you deviate from these dates, you will need to send a letter, signed by both yourself and your Chair to the Director of Clinical Training and the Associate Program Chair. In this letter you are to carefully outline your intended timeframe for the remainder of your CRP process. Please note that some dates in your year of graduation are NOT NEGOTIABLE (see below).

<u>Steps</u>	<u>Timeframe</u>
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- | | |
|---|--|
| 1. Form CRP Committee | |
| 2. Obtain Chair's signature on the tracking sheet | |
| | Complete 1 & 2 by June 15 of the academic year prior to internship application. |
| 3. Write proposal | |
| 4. Submit the proposal to the committee | |

5. Hold oral defense of the proposal at a formal committee meeting
6. Make appropriate changes from oral defense
7. Obtain signatures on tracking sheet
8. Submit the proposal to the IRB
Complete 3-8 by October 15 of the academic year of internship application.
9. Obtain IRB signature on tracking sheet
This may take up to 6 weeks if a full review by IRB is needed.
10. Work steadily on project
11. Submit first draft of total project to CRP committee
Complete 10 & 11 by February 1 of the academic year of internship application.
12. Revise, add, and amend CRP
13. Submit pre-orals draft of total project to CRP Committee
14. Hold oral defense of the CRP
Complete 12-13 by May 30 of the academic year of internship application.
15. Revise, add, and amend the CRP
16. Submit all changes from oral defense to Chair or Committee
17. Obtain signatures on tracking sheet
Complete 15-17 by June 15 of the academic year of the internship application if any member of the Committee is not going to be on campus in the Summer; by August 1 if all members are on campus.
18. Send manuscript to professional editor
19. Submit the edited CRP to the Chair for final approval on the tracking sheet
Complete 18-19 by August 30 prior to starting the internship.
20. Submit tracking sheet to the Registrar
21. Have copies of CRP bound
22. Deliver bound copies of the CRP to the Reader, Chair, and the Registrar
Complete 20-22 as soon as possible after August 30.

Congratulations on finishing your CRP!
 Start internship!

IF YOU DEVIATE FROM THE ABOVE TIMELINE at any point, then you will jeopardize your ability to finish the CRP before you start internship. **You will need to write a letter to the Director of Clinical Training, signed by yourself and your Chair, outlining your new timeframe.** Please note the information in the next few paragraphs as you contemplate your timeframe.

It is difficult to do the CRP and an internship at the same time. Both are very demanding projects. Keep in touch with your Chair. You will be continuously enrolled for CRP credit. (This is Argosy University policy.) Staying in touch with your Chair and making progress on

your CRP will ensure that you receive a grade of “Credit.” (See Grading section.) Keep in mind that your Chair and Reader may or may not be on campus during the summer, and your timeframe will need to take all of this into account.

If you want to walk in the October graduation ceremony after internship, your new timeframe must incorporate the following deadlines (NOT NEGOTIABLE):

<u>Steps</u>	<u>Timeframe</u>
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14. Hold oral defense

Complete steps 1-14 by August 1 of your year of graduation. Note that the orals may need to occur as early May 30 in the year of graduation if the chair or reader is not going to be on campus in the summer.

15. Revise, add, amend the CRP

16. Submit all changes from oral defense to Chair or Committee

17. Obtain signatures on tracking sheet

18. Send manuscript to professional editor

19. Submit the edited CRP to the Chair for final approval on the tracking sheet

20. Submit tracking sheet to the Registrar

Complete 15-20 by September 15 of your year of graduation.

21. Have copies of CRP bound

22. Deliver bound copies of the CRP to the Reader, Chair, and the Registrar

Complete 21 & 22 as soon as possible after September 15.

Congratulations on finishing your CRP!

In order to walk in the October graduation ceremony after internship, you need to have all steps up to and including “Submitting the tracking sheet to the Registrar” completed by September 15 of the year of graduation. This means that the oral defense, all changes resulting from the defense, professional editing, and final approval of the edited copy of the CRP by the Chair must be accomplished by that time. This deadline is not negotiable.

GUIDELINES FOR THE CRP PROPOSAL

The CRP Proposal is a very important document in that it outlines both the theoretical direction and procedures to be utilized in the final CRP document. It should be written adhering to the APA format spelled out in the Publication Manual. It must have sufficient detail and clarity to allow the reader to understand the hypothesis, to make a reasonable critique of the proposed work and to provide a guide towards completion. It must clearly state the rationale for the project, the hypothesis and the supporting literature.

The proposal can be considered as a contract, binding both the student and the school. Thus, the student is expected to follow the direction and guidelines set forth in the proposal, and any significant changes, either in methodology or theoretical direction, must be approved by all committee members. In turn, if the project is carried out as outlined in the proposal, the student

has a degree of protection from demands for major additions or changes that are unrelated to the initial focus.

Below is a recommended outline for your proposal. Your chair may suggest revisions to this outline.

The proposal will include the Introduction, Literature Review and preliminary Methods chapters at minimum. For specifics of inclusion in these chapters, refer to the APA manual. An additional chapter, Ethical Issues, must be included to address these issues and concerns. This chapter will overlap with the IRB submission materials, but this chapter is written in narrative format addressing the ethical concerns of the project. The proposal can be modified or expanded upon depending on the type of clinical research project chosen. Criteria for approval should include following APA format, demonstrating appropriate elements of grammar and style, clarity, focus, and organization of the proposal. The proposal forms the structure for a doctoral level project with a specified hypothesis and approach for investigation.

I. Introduction

The introduction should indicate why the problem under study is important to clinical psychology, and how it will contribute to the current body of knowledge in a useful and unique way. It should include a presentation of the central problem and major questions and/or hypotheses to be addressed in the CRP. The hypothesis should be clearly identified and specified. Clearly state what the project intends to investigate, the rationale for the investigation, an introduction of how the project will be conducted, and the anticipated outcome. This section may vary somewhat depending on the research question and the methodology employed. Criteria for approval should generally include soundness and appropriateness of procedures employed for investigating the procedures to be studied.

II. Literature Review

The literature review will include an extensive discussion of the major critical areas of literature in terms of their relevance to the central questions and hypotheses. The literature review should generally establish the availability of literature relevant to the problem to be studied. The literature review should be an integrated discussion, which clearly demonstrates why and how the studies cited are related to the hypothesis and goal of the project, and makes a case for the contemplated research. Depth and breadth of coverage for this section should be agreed upon by the student and the chair/committee to ensure the student has an adequate understanding of the task and presents the relevant literature in the field.

III. Methods

This chapter specifies the procedures and rationale of the project. It follows the introduction of the problem and the explanation of the current thinking regarding the field of study. This chapter defines the anticipated methodology, subjects, procedures, apparatus and the design of the study. Depending on the sophistication of the design, the complexity of the analyses, and the student's level of knowledge, a statistics consultation may be necessary prior to committee approval (see Referrals).

IV. Ethical Issues

Discuss any ethical issue that may be relevant to the present study. This section will also form the basis for referral to the Institutional Review Board. All CRPs must conform to the Ethical Principles of Psychologists and Code of Conduct established by the American Psychological Association. It is assumed that the student has read and understands these ethical standards.

IV. References

A bibliography of literature used in the initial development of the proposal must be included. It is expected that there will be additional literature to be reviewed during the course of the project. Literature must be current and from professional sources.

THE PROPOSAL AND INSTITUTIONAL REVIEW PROCESS

All proposals must be approved by the CRP Committee and be submitted to the Institutional Review Board. This is true for ALL proposals, whether or not human subjects are involved and regardless of type of CRP being undertaken. (This is Argosy University policy.)

Writing the proposal and submitting it to the CRP Committee. *Students need to begin the process of working on their proposal, literature review and project development at the latest during the Spring semester prior to applying for internship.* During this time, students work independently and collaborate with their Chair in order to develop a proposal and then to complete an acceptable draft that is reviewed by the committee.

Beginning January, 2008, the CRP proposal is formally accepted only after it is orally defended by the student in a CRP committee meeting, and any changes required by the committee are made. This process is meant to ensure the viability of the project that all parties are satisfied with the proposal.

The project proposal should be submitted, orally defended, and accepted by **October 15** in the academic year prior to internship, giving the student an entire academic year (three semesters) to complete the project prior to going on internship. This timeline will need to be earlier if human subjects are going to be used and/or if an empirical study is proposed. Coordination of use of human subjects through other agencies (i.e., school) or sites should be coordinated with the IRB committee's approved time frames to assure that subject availability is not compromised. Also, empirical studies almost always take longer than planned to complete.

Submitting the proposal to the Institutional Review Board (IRB). Once the proposal has been defended and revisions from the defense have been made, the student then submits the proposal and appropriate forms to the IRB. *The IRB manual is available on-line and must be followed by all students.* The proposal must be submitted to the IRB committee (via the administrative assistant to the Clinical Psychology Program) for review by **October 15**, even if

there are no human subjects used in the project.

Completion of the forms alone is not sufficient to meet the standards of the IRB process, so complying with the manual is important to assist in meeting the requirements of the IRB process. No data may be collected or analyzed prior to securing approval. It is recommended that students whose projects will be using human subjects and human subject data begin the IRB submission process as soon as possible, especially if the subjects are from another agency, school or setting. Meeting the federally mandated guidelines is an ethical obligation, and revisions of the protocol may be required before permission is granted by the IRB. IRB approvals are granted in 12-month periods of time. If the CRP project takes longer than that, the student is required to submit a request for an extension. Please note that the IRB review process may take up to six weeks for a full review.

AFTER THE PROPOSAL IS APPROVED

Continue writing the CRP, integrating feedback from the committee. Collect and analyze data if the CRP is an empirical study. When asking the Chair or Reader to review your work, anticipate that reading and reviewing may take several weeks, and working this out with the committee is an important part of the collaboration. The CRP process may involve skills that are not your strengths, and the student may wish to consult with a professional editor early in the writing process or with a statistical consultant to plan and accomplish the statistics involved in an empirical study. Also, seeking formal editorial or statistical assistance may be necessary and can be required at any point by the Chair. In either case, potential referrals are listed on the attached referral sheet.

It is recommended that the first draft of the final project be reviewed by the committee by **February 1** of the internship application year.

After recommendations from the committee and appropriate revisions, complete the pre-orals final draft. It is recommended that this pre-orals draft be ready by **May 30** of the academic year of internship application.

WRITING THE CRP MANUSCRIPT

Work on the draft of the manuscript is best achieved through regular meetings between the student and chairperson to review and revise sections of the paper. The student should expect to meet with the chairperson at minimum 4-6 week intervals until a satisfactory draft is complete. The chair and reader may have specific requirements for meeting and turning in drafts.

Manuscript drafts should be written using APA guidelines and specifications. Please refer to the APA guidelines for organizing the specific outline and sections for the project. The *Empirical design* will follow the APA guidelines for presenting empirical studies:

1. Abstract
2. Introduction
3. Literature Review
4. Methods
5. Results
6. Discussion
7. References
8. Appendices

Other types of CRP's, obviously will not have a methodology and results sections. These CRP's might include additional sections such as appendices, program manuals, interviews, or relevant instruments or techniques developed through the project. For instance, a typical format for the *Comprehensive Case Study* would include:

1. Abstract
2. Introduction
3. Literature Review
4. Review of the Treatment
5. Summary and Conclusions
6. Clinical Implications
7. References
8. Supporting Documents/Appendices

Students should work closely with their chairperson in determining the appropriate format for their CRP when writing the manuscript.

Style: It is essential that the CRP document follow the highest standards for doctoral level written communication, including correct elements of grammar, spelling, and style. Typographical errors are unacceptable. The overall organization should be clear and easy to follow with proper transitions provided. Paragraphs should have topic sentences and conclusions. Colloquial and other non-standard usage should be avoided. Non-sexist forms of expression must be consistently used. The APA publication manual provides guidelines for stylistic expectations when writing in the field of psychology and is the foundation of organizing and writing the document. It is recommended that editorial assistance be considered if the student is in need of attaining these skills and developing the ability to write at the doctoral level. This is not the same as hiring an editor to do this work for the student. The student is responsible for writing at the doctoral level and possessing these skills.

Academic Honesty: The University seeks to foster a spirit of honesty and integrity. Any work submitted by a student must represent original work produced by that student. Any source used by a student must be documented through normal scholarly references and citations, and the extent to which any sources have been used must be apparent to the reader. Any text that is taken directly from another source must contain quotations and an appropriate APA citation. Failure to do so is considered plagiarism even if the student cites this work correctly. Students found guilty

of academic dishonesty or plagiarism shall be subject to disciplinary action up to and including dismissal from the University.

If there is uncertainty about what constitutes plagiarism, visit the following web site: http://www.turnitin.com/research_site/e_home.html. Argosy University routinely submits student papers to Turnitin.com for Originality Reports. Papers submitted to Turnitin are checked against published works, content on the Internet, and every other paper submitted to Turnitin.

FORMATTING AND TYPING THE MANUSCRIPT

In general, follow the directions of the APA Publication Manual (5th ed.), with the exception of the following procedures related to formatting, grammar and style.

- 1. Abstract:** Follow the APA Manual guidelines on abstracts.
- 2. Title Page:** The student's name should appear as intended to be used professionally, as it will appear on the diploma, and should include first, middle name or initial and last names. The date on the bottom of the page is the month of the submission of the bound copy. The title should be 14 words or less.
- 3. Table of Contents:** This is completed as stated in the APA manual.
- 4. Dedication and Acknowledgments:** Dedication and/or acknowledgments are optional, but are usually included. If included, they follow the Table of Contents, and if both are used, they are on separate pages with the Dedication section coming first. These pages are numbered with lower case Roman numerals.
- 5. Format: All formatting should follow the APA manual.** See the current APA Publication Manual as a reference for all formatting guidelines.
 - a. Margins:** 1 1/2 inch left margin (to allow for binding). All other margins, right, top, and bottom, are 1 inch.
- 6. Figures, Tables, and Graphs:** In all cases, consult the APA manual for proper format. The results section should demonstrate narrative, then figures and/or tables to illustrate the data appropriate to the point. These results should be in the body of the paper unless they are longer than one page, which should then be included as an appendix.
- 7. Signature Page:** Included in the bound copy and in the student's master file is a signature page. The student is responsible for maintaining the form in their own files, tracking the dates and securing the signatures. This page contains the Program Name, Institution Name, Location, Project Name, Purpose of Submission, Student Name and Committee Member Signatures. An example of this page is in the Appendices. This Page should follow the Title Page in the final and bound copy.

THE ORAL DEFENSE OF THE CRP

The committee determines readiness for oral defense of the project and will inform the student of this status. The defense is considered a formal presentation of the project to the academic community. It is an opportunity for inviting individuals to attend the presentation. It should be scheduled for approximately one hour to one and a half hours duration. The faculty will notify the receptionist to post the information regarding the defense to the university community. The presentation should include introduction of the project, rationale for investigation or study of this topic, review of the literature, and findings or conclusion. Handouts and power point presentation are often used as part of a formal presentation and demonstration.

It is recommended that the orals occur by May 30 in the academic year of internship application. The orals must occur by August 1 in the year of graduation to have time to complete the CRP by September 15 and walk in the graduation ceremony in October. Note that the orals may need to occur as early May 30 in the year of graduation if the chair or reader is not going to be on campus in the summer.

FORMAL EDITING OF THE CRP

Professional editing of the CRP is mandatory. After the formal oral defense, the CRP document should be revised to incorporate any recommendations from oral defense. The Chair then reviews the changes and, if the changes are approved, the student then sends the document to a professional editor (See Referrals). Students are required to have their document professionally edited, as this is the one scholarly work that represents their graduation with a doctorate degree. The only exception is someone for whom the Chair is willing to sign off as editor, indicating that the student's professional writing skills are exceptional. A signed letter from the Chair to the Dean is necessary for this exception. Students should be aware that the editing process may take several weeks and it is their responsibility to ensure that the Chair, the editor, and the student have enough time to complete all necessary reviews and revisions.

The editing process insures that the manuscript adheres to APA style and the strictures of formal written English. The student will be responsible for completing the editing changes and for the fees incurred through the editing process. Once the CRP has been formally edited, the student submits it again to the Chair for final approval and signature on the tracking sheet.

BINDING THE MANUSCRIPT

Please see the attached list of binderies under "Referrals." Fees and timeframes for binding vary.

Specifics of Binding:

The student should bind at least four (4) copies of the CRP—one of the School, one for the Chair, one for the Reader, and one for him/herself.

1. Original Document: Do not bind the original version of the CRP. Keep this unbound copy for future use. Photocopy or supply another original on 20-weight paper (standard weight). Provide as many copies of the document as requested for binding.

2. Volume Number: The volume number will be assigned by the Registrar when the tracking form is delivered there after final approval..

3. Specifications for Binding: The front cover should have the complete title, and underneath, the student's name as it appears on the title page. The cover is to be black with gold lettering. The spine should have the following information in the following order: ASPP/Argosy University/Schaumburg, an abbreviated title not to exceed 50 characters, last name of student, year, and volume number.

4. Copyrighting: Some students secure copyright privileges for their CRP. To do so, the student may contact the Federal Information Center at (800) 366-2998 for a circular, which explains application procedures. There is a \$10 fee for this application. This is not required and the university does not reserve rights to the student's work.

STANDARDS OF COMPLETION FOR THE CRP

The CRP requirement is met when: 1) the defense of the CRP has been successfully completed, 2) all changes required by the committee at the defense have been made, 3) the final copy of the CRP has been edited, checked and approved by the Chair, and 4) the CRP tracking sheet has been delivered to the Registrar. *Students will not be considered finished, their transcript will not be marked with a completion date, and they will not be eligible for post-doctoral hours without all four of these steps being completed. In addition, a copy of the bound CRP must be delivered to the Registrar in order to receive the diploma and official transcripts.* Delivery of the bound copy to the Registrar of Argosy University constitutes the official completion of the CRP process.

The date of graduation will either be the date that the Clinical Training Department confirms completion of the internship requirements or the date that the final edited copy of the CRP is approved by the Chair as specified on the CRP tracking sheet, whichever is later.

REFERRALS

The following referrals have been approved by the Curriculum Committee as of April, 2009:

Editors:

1. Kathleen Spaltro Kathleen.spaltro@gmail.com
2. Amy Gralewski amy.gralewski@gmail.com
3. Jim Brusky jbrusky@lagunabeachschools.org (949) 939-7135

Binderies:

1. Emil Rozek www.erozekdissertationbinding.com (310) 503-7364
2. Frank Lemke of A & H Bindery www.ahbindery.com (708) 344-3300
3. C & H Bookbinding www.chbook.com (800) 871-8980
4. PHD Bookbinding mail@phdbookbinding.com (512) 279-0909
5. Koehler Bindery koehlerbindery@msn.com (773) 539-797

In addition, the following statistics consultant has been used by many of our students:

Statistics:

Anita Ross, Ph.D. anitaaross@gmail.com

Other resources:

1. A+ English, LLC - Editing-Writing Network, Linda Lawton <http://www.editing-writing.com> Editors and statisticians (quantitative and qualitative)
2. Minimaxconsulting <http://www.minimaxconsulting.com> Editors and statisticians (quantitative and qualitative)
3. HTM Editorial Services Holly Monteith, <http://holly-editorial.com> Editing
4. Compass Rose Horizons <http://www.compassrose.com/services> Editing and Transcription

*****This page is updated periodically.

(Sample Title Page)

The Relationship Between Psychological Something
and Psychological Something Else

(6 spaces)

Student M. Name

(6 spaces)

Your M. Advisor, Appropriate Degree.
Chair

First M. Member, Appropriate Degree.
Member

Second M. Member, Appropriate Degree. *(if second reader added)*
Member

(6 spaces)

A Clinical Research Project submitted to the faculty of the American School of Professional Psychology /Argosy University, Schaumburg Campus in partial fulfillment of the requirements for the degree of the Doctor of Psychology in Clinical Psychology

(6 spaces)

Schaumburg, Illinois
Month, Year

(Sample Signature Page)

**The Doctoral Program in Clinical Psychology
The American School of Professional Psychology/Argosy University, Schaumburg Campus
Schaumburg, Illinois**

(3 spaces)

CERTIFICATE OF APPROVAL

Clinical Research Project

This is to certify that the Clinical Research Project of

Student M. Name

(3 spaces)

**With a major emphasis in Clinical Psychology
has been approved by the CRP Committee
on DATE as satisfactory for the CRP requirement
for the Doctorate of Psychology degree**

(3 spaces)

Examining Committee:

Chair: Printed Name

Reader: Printed Name

Reader: Printed Name

(this signature line can be omitted if only one reader is used)

**THE AMERICAN SCHOOL OF PROFESSIONAL PSYCHOLOGY/
ARGOSY UNIVERSITY, SCHAUMBURG CAMPUS
Clinical Research Project Approval/Tracking Form**

Students name: _____

Students Identification Number: _____

Title of CRP _____

CRP Committee _____ Chairperson _____

1. Committee Approval

_____ Chairperson _____ Date _____

STOP - (A copy of this tracking form with step #1 completed is due to Clinical Training in June of the internship application year.)

2. Proposal Approval

_____ Reader _____ Date _____

_____ Reader _____ Date _____

_____ Chairperson, Institutional Review Board _____ Date _____

_____ Chairperson _____ Date _____

STOP - (A copy of this tracking form with step #2 completed is due to Clinical Training in October of the internship application year.)

3. Oral Defense Passed/Revised Draft Approved

_____ Reader _____ Date _____

_____ Reader _____ Date _____

_____ Chairperson _____ Date _____

4. Editor's Approval of all Editorial Changes

_____ Editor (or proxy) _____ Date _____

5. Final Approval of edited CRP

_____ Chairperson _____ Date _____

6. Bound Copy Accepted by School

_____ Registrar _____ Date _____

The student is to retain the original tracking form until Step #6 when the student turns the tracking form over to the registrar.

**THE AMERICAN SCHOOL OF PROFESSIONAL PSYCHOLOGY/
ARGOSY UNIVERSITY, SCHAUMBURG CAMPUS
CRP Written and Oral Defense Evaluation Form**

Students name: _____

Title of CRP: _____

Please rate the students demonstration of knowledge and achievement in the area of the CRP (both written and oral) in the specific ability to:

- **Analyze and synthesize scientific/scholarly approaches to clinical issues.**

1	2	3	4
Insufficient	Sufficient	Good	Exceptional

- **Incorporate theoretical and conceptual issues relevant to the CRP.**

1	2	3	4
Insufficient	Sufficient	Good	Exceptional

- **Determine conclusions that are theoretically, empirically, and practically sound.**

1	2	3	4
Insufficient	Sufficient	Good	Exceptional

- **Cogently discuss theoretical and scientific/scholarly issues relevant to the CRP.**

1	2	3	4
Insufficient	Sufficient	Good	Exceptional

- **Demonstrate commitment to the value of research within clinical psychology.**

1	2	3	4
Insufficient	Sufficient	Good	Exceptional

Committee consensus on overall written CRP work:

1	2	3	4
Insufficient	Sufficient	Good	Exceptional

Please comment on rating: (Strength , weaknesses)

Committee consensus on overall oral CRP Defense:

1	2	3	4
Insufficient	Sufficient	Good	Exceptional

Please comment on rating (Strengths or weaknesses):

Recommendations and Timeline for revisions (Please be specific):

Reader Date

Reader (optional) Date

Chairperson Date

*ORIGINAL TO STUDENT
COPY TO CLINICAL TRAINING
COPY TO CHAIR*

**The American School of Professional Psychology/
Argosy University, Schaumburg Campus
CRP Chair/Student Approval Form**

Student Responsibilities

I agree to the following statements regarding the CRP process:

1. I will complete all portions of the CRP and IRB processes at the appropriate deadlines. I understand that failure to do so without written approval from my chair may result in my inability to meet the deadlines and graduation dates.
2. I understand that lack of communication with my Chair and absence of document submission during the semester may result in a grade of No Credit (NC) for that semester. I understand that communication requirements involve more than email submission of the document.
3. I will comply with the Academic Honesty Policy in this CRP Manual. Failure to do so will result in referral to the Student Professional Development Committee, and possibly the Student Conduct Committee and even dismissal from the University. I understand that it is my responsibility to ensure the integrity of my written work.
4. I agree to be continuously registered for 1 credit of CRP each term until such time that I have completed all portions of the CRP process. The exception is during Summer II, unless there is an agreement with my Chair to work during that time. The other exception for this is written approval from the Chair.
5. I agree that I have read and understand the formatting, IRB and time frame guidelines for the CRP as specified in this document. I understand that failure to comply with these guidelines may result in returning of the document for editing, revisions and/or refusal of the document by the Committee and the Registrar.

Student Signature: _____ Date: _____

Faculty Responsibilities

I agree to the following statements regarding the CRP process:

1. I will provide clear written/oral guidelines for completion of the CRP in accordance with the CRP Manual. I will document, in writing, any agreed upon deviations from this guideline.
2. I will provide timely feedback to the student regarding their progress. I will discuss with the student of any foreseeable problems to their timely and timeline based completion of the CRP process (such as outside IRB approvals, limited subject pools, overly ambitious topics).
3. I will ensure that the student's finished project meets the high academic standards of ASPP-Schaumburg and is consistent with our Program Objectives and Mission Statement.

Faculty (Chair) Signature: _____

COPY TO CLINICAL TRAINING due October 15 of Internship Application year.

**The American School of Professional Psychology/
Argosy University, Schaumburg Campus
Official Clinical Research Project Grade Sheet**

SCHOOL	DIVISION	CAMPUS	TERM	COURSE	CHAIR
AS	PP	Schaumburg		PP8501 Clinical Research Project	
STUDENT'S NAME			STUDENT'S ID#	STUDENT'S ADVISOR	

Date student started CRP _____

Anticipated completion date _____

Please check one:

I have had _____ contacts with this student this semester.

I have not had contact with this student this semester.

Student is making: no progress minimal progress adequate progress excellent progress

Please complete the following:

Proposal will be completed by _____.

Proposal has been completed.

Draft will be completed by _____.

Draft has been completed.

CRP is in editing.

Final draft will be completed by _____.

COMMENTS: *Please identify any problems related to this student's progress:*

Refer to Evaluation Committee.

Refer to Writing Course: Suggested Required

Chairperson's Signature: _____ **Date:** _____

ORIGINAL TO REGISTRAR