



Directed Study Policy

Office of the Registrar

Description and General Policy

- a) Field experience credits are separate from Academic credits in our Clinical Psychology Doctoral degree program. Directed Study requests are considered only for academic credits. These directed study credits cannot be used to duplicate field experience or clinical experiences (in therapy or in assessment) in any fashion. This means that directed study experience can be allowed only for didactic experiences. Face-to-face clinical or assessment hours, however minimal, are NOT allowed for Directed Study. The student cannot engage in clinical work with the DS instructor during the duration of the Directed study.
- b) Directed Studies are considered to be a part of the academic program which expands curricular flexibility and creativity at WJC. The purpose of a Directed Study is to individualize the curriculum to meet a student's specific needs or goals, either for basic or advanced knowledge in a particular area of psychology or professional practice (especially in the 3rd or 4th year of the clinical doctoral program). All directed studies are student generated and evolve out of a student's focal professional interests. A Directed Study may be taken for one (1) or two (2) credits for one (1) semester of study only. A student is allowed only **one (1) directed study per semester** (Any waivers must be approved by the department chair.) A student who wishes to continue a Directed Study for a second semester must submit a new request and obtain advisor approval. Directed Studies are to be used as electives to complement the WJC curriculum and are to be an integral, meaningful component in the student's overall program of study. It is the Advisor's responsibility to determine whether a particular Directed Study, as designed, represents such a component in the student's program of study. **Students may not design or enroll in a directed study that duplicates ongoing curricular offerings.**

Types of Directed Studies

Independent Study: 1 student. This type of Directed Study is student-generated, on a topic specifically geared to a student's individual needs and interests, and is in sequence with his/her studies.

Tutorial: 2-5 students. This type of Directed Study, also student-generated, is normally prompted by an interest in a particular subject not taught in a specific course at WJC.

Standards for Directed Studies

1. A student may enroll in a Directed Study in the fall of the students second year.
2. In order to enroll in a Directed Study, a student may not have a grade of 'I' (Incomplete) on his/her academic record.
3. Directed Studies may be used to fulfill elective course credits ONLY and may not be used to fulfill distributive or required course credits.
4. A maximum number of eight Directed Study credits may be applied toward a student's graduation requirements.
 - a) Any waivers must be approved by the department chair.
 - b) No more than 4 credits is allowed with the same instructor
5. A demonstrable, observable product, such as a written paper, a film, a documented presentation, a written examination or an annotated bibliography is a requirement for Directed Study credit.



6. **Independent Studies:** The maximum number of students in an Independent Study is one. All Independent Studies shall follow the contact schedule of:
 - 1 credit/8 face to face contact hours
 - 2 credits/16 face to face contact hours
7. **Tutorials:** The maximum number of students in a Tutorial is five, the minimum number of students in a Tutorial is two. All Tutorials shall follow the contact schedule of:
 - 2 students: 1 credit/10 contact hours...2 credits/20 contact hours.
 - 3 students: 1 credit/10 contact hours...2 credits/20 contact hours.
 - 4 students: 1 credit/12 contact hours...2 credits/24 contact hours.
 - 5 students: 1 credit/12 contact hours...2 credits/24 contact hours.
8. The Directed Study Instructor shall be one of the following: a licensed psychologist, or doctoral level psychologist with expertise in the special topic. As per APA Policy we can only allow Psychologists as Instructors. The instructor must also be a psychologist with a minimum of 5 years post-doctoral experience.
9. All student/instructor relationships should be governed by existing APA ethical standards. In the interest of maintaining clear boundaries and reducing the potential for conflict of interest, directed studies should **NOT** be taken with anyone directly working with the student at the student's current work and/or field placement site. Individuals not usually considered appropriate as Directed Study instructors are current supervisors, therapists (past or present), co-therapists, consultants, employees, and employers."
10. Directed Study Instructors will be paid \$400 per credit per student for each Directed Study. Please note all outside instructors will receive payment upon completion of the directed study and submitting of student evaluation.
11. A student who wishes to continue a Directed Study for a second semester must submit a new Directed Study request form.
12. Policy does not allow more than one directed study with the same instructor in the same semester
13. Outside instructors are acceptable and will need to be approved by the Department Chair.