Syllabus for EDPS 778: Advanced Practicum in Evidence-based interventions

Fall 2025

Ball State University

Course Information

EDPS 778: Doctoral Internship in School Psychology. This is a 600-hour externship, post-practicum, pre-doctoral internship
CRN 35959 Fall 2025
Mondays 12:00-12:50pm

Instructor Information

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Office location: TC 509 and in Zoom: https://bsu.zoom.us/my/jbsander

Course Requirements

COURSE DESCRIPTION:

This on-campus course is tied to an advanced practicum training experience in health service psychology.

This is an applied, supervised experience intended to follow and/or accompany the content and professional competencies addressed in EDPS 775, Evidence-Based Interventions, and EDPS 791 Internship in School Psychology. The activities in this course include directed and supervised experience in the provision of professional psychology services using empirically supported prevention and intervention methods. Students will provide a variety of professional psychological services based on the setting, specialization of the student and qualifications of available supervisors. All services must adhere to the elements of evidence-based practice in professional psychology, including use of data to make decisions, adherence to empirically validated interventions and assessment tools, and consideration of individual, cultural and linguistic diversity of clients served. Systemic and individual interventions may be offered. Interventions may include behavioral, mental health, academic, or systems approaches. Emphasis is on school-age populations, but additional populations may be served at some participating practicum sites.

COURSE OBJECTIVES:

The aim of this course is to provide the student with the following:

I. Practical experience with the provision of evidence-based prevention, intervention, and general psychological services
II. Awareness and knowledge of topical issues in the provision of psychological services
III. Deepening knowledge and application of current ethics and laws pertaining to applied psychology, including HIPAA and school laws pertaining to school psychology
IV. Further development of cultural competence in the provision of psychological services
V. Awareness and knowledge regarding current issues in psychological assessment
VI. Understanding of and practice in case conceptualization and case presentations
VII. Awareness and developing advanced skills of differential diagnosis according to the DSM-5
VIII. Increased understanding and ability in diagnostic interviewing
IX. Increased understanding and ability in providing psychological feedback
X. Increased understanding and application of evidence based academic and emotional/behavioral interventions
XI. Further development in providing administrative, systemic, and individual psychological consultation within the context of psychological services
XII. General enhancement of professional development based on the American Psychological Association Competencies and Benchmarks model.

The student is required to complete approximately **10 hours per week** of supervised psychological services. A practicum student evaluation form is attached to this syllabus and must be completed by the student's primary (individual) supervisor at the end of the semester. An evaluation form will be completed mid-year in order to provide additional formative feedback for the student. All students must receive **1 hour of individual supervision from their site supervisor** (a licensed psychologist HSPP in Indiana). Students will also participate in **1 hour of group supervision with other advanced practicum students**. Students must fulfill the obligations to provide psychological services as part of their supervised training experience in accordance with university policies, the site, and the school psychology program handbook in-order-to receive credit for this course. If students are providing more than 10 hours of supervised psychological services they must receive 1:1 supervision from a licensed HSPP psychologist at the ratio of 1 hour of supervision to 10 hours of psychological services.

**During weeks where group supervision does not meet (see schedule below) it is

your responsibility to coordinate adequate supervision with your primary individual supervisor for that week. This time should be scheduled in advance with your individual supervisor.**

Overall, this course supports professional development based on the American Psychological Association profession-wide competencies and the 2020 National Association of School Psychologists Standards.

Course Materials

There are no required textbooks for this class. All assigned readings are available through the library.

Students must be able to refer to the following materials as needed:

Laws and board rules for reference

Federal and state law related to the following laws and their applications to health service psychology and school psychology[1]:
a. The Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy and Security Rules (http://www.hhs.gov/ocr/privacy/)
b. Family Educational Rights and Privacy Act (FERPA) (http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html)
c. Every Student Succeeds Act (ESSA; https://www.ed.gov/essa), based on No Child Left Behind (NCLB) (http://www2.ed.gov/nclb/landing.jhtml)
d. Individuals with Disabilities Education Act, IDEA 2004, part B (http://idea.ed.gov/)
e. Indiana Department of Education, Administrative Code 511, Article 7 (see http://www.doe.in.gov/sites/default/files/specialed/navigatingthecourse.pdf)
f. Indiana Professional Licensing Agency, Psychology statutes and rules (see https://www.in.gov/pla/3870.htm)

Recommended textbooks and readings for reference

All available for check out from instructor's personal library (also check Bracken):

American Psychological Association (2017). *Ethical Principles and Code of Conduct* (2010 and 2016 ammendments included). Retrieved from: https://www.apa.org/ethics/code/ethics-code-2017.pdf

Course Assignments and Assessments

- **APPIC Hour Logs – weekly- required for credit (20%)**
- **Supervisor Evaluation of student clinician - required for credit (ratings of 3 or higher) (20%)**
- **Practicum Experiences Verification Form initial and final (20%)**
- **Initial goal setting worksheet with supervisor (credit/no credit – required) (10%)**
- **Final supervisor evaluation (feedback about the supervisor) (credit/no credit – required) (10%)**

- Annual CastleBranch background check (PhD Canvas community location) prior to first day in practicum https://www.bsu.edu/academics/collegesanddepartments/teachers-college/centers-schools-and-offices/otes/criminal-history
- APPIC essays for feedback from instructor
- APPIC sample/template cover letter for feedback from instructor

Additional assignment details, including instructions, relevant readings, due dates, and grading criteria/rubrics will be posted and updated on Canvas. Please check Canvas regularly to stay informed and on track.

APPIC hours logs – required and updated weekly

- Services included on logs include the following each week: Individual supervision (1-2 hours weekly), group supervision (1 hour weekly), and accurate record of report preparation, assessment, consultation, and interventions. Individual supervision is REQUIRED each week. If there are difficulties with scheduling supervision for any reason, the student must contact Dr. Sander as soon as possible due to the possibility that other arrangements must be made. All students must generate a report using Time2Track and upload the .pdf of the cumulative report each week as an update.

- Students must maintain logs regularly. If students are consistently late in uploading logs weekly (not submitted by 9am Mondays) then the student will have points deducted from the participation grade.

Internship Plan

All externs must complete the internship plan. The internship plan is important for verification of licensure forms often required long after the intern/extern has completed the program. You must turn in a hard copy of this plan to Dr. Sander by the **end of the second week of the semester.**

Supervisor Evaluation of Student Clinician

Supervisor evaluations are to be turned in once per semester. A mid-year evaluation should be turned in online by **12/8/25.** You should make arrangements **well in advance** with your primary supervisor to complete the evaluation. The final evaluation should be completed at the end of the externship placement (in early summer). It is the student's responsibility to facilitate this evaluation with the individual supervisor. As part of supervision and supervisor evaluations, it is required to have **live observation. All students must be observed providing psychological services to clients (in person, in joint virtual meeting, through one-way mirror, on video (with written consent) or audio (with written consent) by their individual supervisor at least once during each semester. It is the student's responsibility to coordinate and plan this with their individual supervisor.**

Supervisee Goal Setting and Professional Growth Needs Assessment with Individual Supervisor

Supervisees will self-reflect about areas for professional growth, set goals, and discuss these individual goals with their individual supervisor within the first 2 weeks of the semester. Each student will also complete a student supervisor evaluation of their individual supervisor, and the degree to which the supervisor was effective in helping the students meet their goals and areas of professional development. Students will reflect and discuss individual goal setting plans with their supervisor at the end of each semester

as a professional development and input experience.

Student Evaluation of Supervisor

All students will upload an evaluation of their individual supervisor at the end of the semester.

Course Grading Scale

Letter Grade	Range
A	100% - 94%
A-	<94% - 90%
B+	<90% - 87%
B	<87% - 84%
B-	<84% - 80%
C+	<80% - 77%
C	<77% - 74%
C-	<74% - 70%
D+	<70% - 67%
D	<67% - 64%
D-	<64% - 61%
F	<61% - 0%

University Policies and Statements

University Statement

We are committed to ensuring that all members of the community are welcome, through valuing the various experiences and worldviews represented at Ball State and among those we serve. We promote a culture of respect and civil discourse. If you need course adaptations or accommodations because of a disability, please contact the instructor of record as soon as possible. Ball State's Disability Services Office coordinates services for students with disabilities; documentation of a disability needs to be on file in that office before any accommodations can be provided. Disability Services can be contacted at 765-285-5293 or dsd@bsu.edu.

Freedom of Expression

In this course, we are committed to fostering a learning environment that values intellectual diversity, encourages free expression, and promotes open inquiry. As members of the Ball State Community, we treat each person in the Ball State community with civility, courtesy, compassion, and dignity and respect and learn from differences in people, ideas, and opinions. Please review Ball State University's Statement on Freedom of Expression, the resources on Ball State's Freedom of Expression webpage, and Ball State's Beneficence Pledge.

Attendance

- All students are expected to arrive on time and attend every class session. Attendance is taken each class and will be considered in the participation grade. Tardiness is disruptive and unprofessional and will be handled as a professionalism matter if it occurs more than once.

- All students may have one absence without penalty. Notice to the instructor as soon as possible is required.
- Course attendance policies are consistent with University policies regarding student absences. Absences will be excused for the following: funeral and bereavement leave, jury duty, military absences, observance of religious holidays, or approved professional scholarly conference presentations. Any absences for religious holidays must be submitted to the instructor during the first week of class.
- Students may encounter other circumstances (e.g. medical emergencies) that result in course absences. Any absences not listed are allowed only at the discretion of the instructor and may impact the participation grade.
- Virtual attendance may be approved on a case-by-case basis in unusual circumstances with advanced notice (i.e., physical injury limiting mobility, medically prescribed pregnancy bedrest, or other unusual family medical situation)
- In general, students are expected to notify all their instructors once they anticipate being absent for any reason (e.g., funeral) or as soon as possible after the absence begins (e.g., unexpected injury or illness). The student may need to provide documentation (with confidential information redacted when appropriate) to the instructor if requested.

Title IX

Ball State University is committed to providing a safe and inclusive learning environment for all students. If you or someone you know has experienced sexual harassment—including sexual assault, dating violence, domestic violence, or stalking, please know that you are not alone. The University offers support services and resources. For more information or to report an incident, please visit bsu.edu/titleix or contact the Title IX Coordinator at 765-285-1545 or at titleix@bsu.edu

As your instructor, I am a mandatory reporter under the Title IX policy and required to report any information I receive about possible sexual harassment. This includes information shared in class discussions, assignments, or private conversations.

What happens after I report? The Title IX Coordinator will email the person who experienced sexual harassment (complainant) and invite them to schedule a meeting. If the complainant **chooses** to meet with the Title IX Coordinator,

- Title IX Coordinator will offer supportive measures (e.g., counseling, extensions on deadlines, course-related adjustments, changes to work or class schedules, and/or referrals to campus offices), review the policy, and discuss options to move forward.
- If a complaint is filed by the complainant or the University, an investigation will begin following University policy.

University Grade Appeal Policy

If you believe you received a final course grade that does not reflect your performance due to fairness or a procedural issue, you have the right to file an appeal within 5 school days after final grades are posted by the Office of the Registrar. Review the University Grade Appeal Policy and Process.]

Student Academic Ethics Policy

Honesty, trust, and personal responsibility are fundamental attributes of the university community. Academic dishonesty and other forms of academic misconduct threaten the foundation of an institution dedicated to the pursuit of knowledge and will not be tolerated. To maintain its credibility and reputation, and to equitably assign evaluations of scholastic and creative performance, Ball State

University is committed to maintaining a climate that upholds and values the highest standards of academic integrity. Visit the VPAA's academic integrity website (Students tab) for resources on understanding academic integrity, citing sources properly, and avoiding inadvertent academic dishonesty. To learn about BSU's academic integrity expectations and students' rights, please read the University Student Academic Ethics Policy.

Academic integrity violations include giving or receiving an unfair academic advantage (cheating), presenting someone else's ideas or work as your own (plagiarism), and falsifying academic records. Unless otherwise indicated, you must work independently by yourself. Check with me if you are unsure whether something constitutes academic dishonesty. Examples of academic integrity violations include but are not limited to:

- Using resources not authorized by the faculty member (including devices, AI tools, hidden notes, and open books)
- Using commercial study websites to find answers to graded assignments (Chegg, Course Hero, StudyPool, OneClass, etc.).
- Without the instructor's written permission, giving away, buying, or selling graded assignments class notes, exams, study guides, or other course materials to other students or to third-party vendors (Course Hero, Chegg, 24HourAnswers, etc.).
- Working with another person on any assignment other than authorized group projects.
- Sharing or allowing others to access your files, whether done with permission or not.
- Reusing your own work from another semester, course, or section.
- Sharing answers with others during exams (passing notes, texting, whispering, gesturing)
- Discussing exam questions and answers with students who have not taken the exam.
- Soliciting others to complete work for you.

Limited Use of Generative AI Permitted

All work conducted and/or submitted in this course must be your own, completed in accordance with the Ball State University's Student Academic Ethics Policy. You may not collaborate with or make use of ChatGPT or any other generative AI applications at any time to develop materials associated with your clients, any psychological reports, or any other client-related activities, unless it is explicitly approved by your supervisor and HIPAA compliant in your practicum setting. Some applications, such as Microsoft Word's built-in AI features, or Grammarly, are acceptable if they are not the generative AI versions and you use it only for spelling and grammar checking. You may use generative AI for some non-client content within the class if applicable and with prior approval from the instructor. Any use outside of this permission or use without proper attribution and disclosure constitutes a violation of Ball State University's Student Academic Ethics Policy. For AI information, tools, resources, and courses, see AI Initiatives at BSU.

Student Support Services

The Writing Center

All writers improve with practice and feedback, so as a student in this course, you are encouraged to use the Writing Center (in Robert Bell 295 during weekdays, Bracken Library First Floor West in the evenings, or online during any of our regularly scheduled hours) to get additional feedback on your writing.
The Writing Center offers free planning, feedback, and accountability sessions (in person and online) to all students composing essays, reports, reflections, research projects, web content, lesson plans, slideshows, poster presentations, resumes, and other digital or print texts. To schedule a free

appointment to discuss your writing, go to bsu.edu/writingcenter. Online and in-person appointments are available; however, plan ahead because appointments book quickly!

The Basic Needs Hub

If you are having difficulty affording enough food, do not have a safe and reliable place to sleep, and/or experiencing an emergency or crisis, help is available through the Basic Needs Hub. The Basic Needs Hub has information, resources, and provides individualized support to students. To talk with a supportive staff member about your experience, receive one on one assistance, or learn more about resources, you can submit a Basic Needs Assistance Form.

The Counseling Center

The Ball State University Counseling Center offers free and confidential services to all students. The Counseling Center is located in Lucina Hall, Room 320. To schedule an appointment, you can contact us at 765-285-1736. Ball State also offers a 24/7 Crisis Line, which can be reached at 765-285-HOPE (4673). The Crisis Line is a mental health resource for those who are struggling with any mental health concerns, including thoughts of self-harm and/or suicide

At the Ball State Counseling Center, we see students for a variety of reasons, some of which include homesickness, relationship concerns, anxiety, and depression. At your first appointment, you will work with a therapist to create a plan that will connect you with resources that best fit your needs. We assist students with getting connected to therapy at our Center as well as connecting students to self-help resources, other on-campus resources, and community-based resources. All Ball State students also have access to several on-demand, self-help resources through a variety of different platforms. All of these resources, including a direct link to our website, can be found **here**.

The Speaking Center

The Speaking Center is a free resource available to all members of the BSU community wanting to improve their public speaking abilities. We offer personalized coaching designed to help you become a more confident and effective speaker. Our trained coaches provide constructive feedback and support throughout the entire speech preparation process, whether you are in the early stages of brainstorming ideas and organizing your thoughts, or you need to practice your delivery and refine your message.

The Center is in the David Letterman Communication and Media Building, room 302. To schedule an appointment, please access us through your Navigate app or use this direct link to sign up for a time. Appointments are available both in person and on Zoom. Appointments are available in person, on Zoom, and in virtual reality (VR) for those interested in practicing in an immersive speaking environment.

Canvas and Student Privacy

Canvas Accessibility

Canvas provides a user experience that is easy, simple, and intuitive. Special attention has been paid to making Canvas screen-readable. The Rich Content Editor encourages users to create accessible content pages (i.e. text formatting is accomplished using styles). Canvas is designed to allow limited customization of colors and schemes to be accessible for all users. The National Federation of the Blind granted Canvas the Gold Level Web Certification in 2010.
Find more information by visiting the Canvas Voluntary Product Accessibility Template (VPAT).

FERPA and Privacy

As a student, your educational records are considered confidential. Under FERPA (Family Educational Rights and Privacy Act), your records are confidential and protected. Under most circumstances, your records will not be released without your written and signed consent. However, some directory information may be released to third parties without your prior consent unless a written request to restrict this is on file. You can learn more about student rights to privacy by reading **Ball State's FERPA and Privacy and Protection**.

Plagiarism Detection

The campus subscribes to Turnitin, a plagiarism prevention service, through Canvas. You may need to submit written assignments to Turnitin. Student work will be used for plagiarism detection and for no other purpose. The student may indicate in writing to the instructor that he/she refuses to participate in the plagiarism detection process, in which case the instructor can use other electronic means to verify the originality of their work.

Course Expectations and Policies

Course Participation Expectations

- This course is designed with weekly activities, discussion, and other forms of regular collaboration and communication.
- It is recommended that you log into your Canvas course 3 to 4 times a week and check your official Ball State email account daily to view announcements and prepare for class.
- Complete all assignments by the stated due dates.
- Active participation in class discussions is expected of all students; sharing the discussion time and listening time for all students is expected (i.e., do not contribute three times if peers have not yet participated in the discussion).
- Due to the format of the class, it is expected that ALL students will ACTIVELY participate during class (i.e., class lectures, presentations, and supervision). Each student should come to class ready to participate, prepared with case material, be prepared to discuss the topics presented during class, be prepared to engage meaningfully (with comments, questions, etc…) in case presentations, special topic presentations, and group supervision.
- Students are **to close computers** during group supervision unless the following exceptions apply: (1) The student is currently presenting, (2) the group is engaged in a learning activity that requires the use of computers, or you are (3) briefly making notes for something directly relevant to your cases as a result of the supervision discussion.
- Use of computers or phones checking email, or reading other notes that are not for current class activities will **result in a grade decrease for participation.**
- Students are expected to attend class, which includes the 3-hour time block for didactic and group supervision, regularly and promptly. Tardiness or absences due to illness or documented medical reasons will be excused. Chronic absences or lateness will result in deductions from participation grade. Excessive lateness or absences may result in **a failing grade for the class.**
- Students must submit and maintain weekly hours logs.
- Students are expected to maintain a high level of integrity and professionalism when interacting with classmates, supervisors, instructors, and training site professionals, parents, and students. This expectation applies in class and outside the classroom.

Group supervision expectations:

- Your full, undivided attention is expected during group supervision. No students may engage in non-supervision activities; engaging in email, notes unless relevant directly to your own cases,

web-based activities of any kind unless with explicit permission of the supervisor is prohibited because it is unprofessional and disrespectful.

- Group supervision is not "class," and vulnerability, deep listening, mutual concern, care, and respect for all members of the supervision group is expected.
- Confidentiality is required of supervision; no material discussed in supervision may be shared outside supervision unless it is with your individual supervisor for your own cases. Exceptions would require explicit consent of the group and supervisor to share any content, even if disguised, outside of group supervision. Violations of group supervision confidentiality represent an ethical breach and may result in being recommended for a remediation plan.
- Students must close laptops unless you are referencing something immediately and specifically for the purpose of group supervision for your case or to provide information to another student in that moment in group supervision.
- Students are expected to come with questions and to seek input from group supervision.
- Students are expected to self-monitor for their participation to allow relatively equal discussion time across the class members.

Feedback and Communication Policy

- I will respond to email from your official Ball State email address within 24 hours during weekdays (Monday-Friday) and within 48 hours on the weekend. If you email me on a Friday, you can expect a response no later than Tuesday morning. Please note: I am scheduled in supervision or classes on Mondays for almost the entire business day. I do not answer email during class. If I receive your email on Monday, you may not get a reply until Wednesday morning if I have high email volume.
  - I will make every effort to check your logs and assignments within 5 business days of submission.
  - Contact me directly if you have questions or concerns about your performance in class.
  - This is a professional license-eligible training program, and direct communication is expected if there is any concern, particularly as it relates to your performance, engagement, the learning experience, or professional expectations. Direct communication with the instructor is both welcome and expected if you have concerns, as is respectful communication with peers if applicable.
  - I will provide all students with my personal cell phone number. Please use it for true urgent situations only and email me for any issue that is not immediately time-sensitive.

Late Assignment Policy

- All assignments are due by 12:00pm EST/EDT time on the due dates indicated.
- Assignments graded using a rubric if applicable (worth 100%) that are posted after the indicated due dates will be subject to a 10% point deduction for each day late. Credit/no credit assignments may be assigned no credit if late.
- Internet connectivity and technical issues may occur and impede you from turning in work on time. Turn in work early and often, and set up a back-up plan, such as visiting a local library or borrowing a peer's computer.
- Canvas will not accept assignments for grading after 11:59 pm EST/EDT on the final day of class.

Assignment Submission Policy

- All assignments should be submitted as Word documents with extensions of .doc or .docx or Powerpoint files as .pptx unless otherwise indicated in the assignment description. Some documents may be submitted as .pdf as well.
- Assignments must be submitted using the assignment link in the module.

Grading Policy

- It is my policy that appropriate evaluation of your academic performance is an integral part of your learning experience.

- In the absence of mistakes, fraud, bad faith or incompetence, I will be the key decision-maker on the assignment of grades.

Engagement Expectations

To support a respectful and engaging academic community that encourages the free exchange of ideas and civil discourse, we will follow these ground rules:

- **Respect different perspectives.** Share your ideas and let others share theirs.
- **Challenge ideas, not people.** Disagree respectfully. No personal attacks or put-downs. Focus on exploring ideas critically and constructively.
- **Listen to understand.** Stay curious, ask questions to understand, and give others space to speak.
- **Assume good intentions.** Approach discussions with curiosity and compassion.
- **Keep it private.** What is shared in class stays in class. Do not share others' words or work without permission.
- **Be respectful.** Avoid hurtful language, stereotypes, or content that may demean others. Keep feedback constructive.

Course Schedule

To support a learning experience that is responsive to the needs, interests, and pace of our class community, the course schedule may shift over the semester. The most current version of the schedule will always be available on Canvas. I encourage you to check Canvas regularly for updates and contact me if you have any questions. I will post announcements in Canvas for any changes to the schedule to ensure all students are aware of any changes. No assignments will be adjusted with less than 7 days notice unless it is to grant an extension of a due date.

Subject to Change Statement

This syllabus is subject to change in the event of extenuating circumstances.