

The Graduate School of Applied and Professional Psychology  
Rutgers, The State University of New Jersey

DEPARTMENT OF APPLIED PSYCHOLOGY

ORGANIZATIONAL PSYCHOLOGY PROGRAM

PROPOSED COMMITTEE & TOPIC APPROVAL FORM

ORAL SPECIALTY COMPREHENSIVE EXAMINATION

The student must complete section I below and return this form to the Department Administrative Assistant for the Department Chair's approval (Section II). This form must be completed by the student at least one month prior to the actual date of the examination.

Student's Name: \_\_\_\_\_

I. Proposed Committee Members: \_\_\_\_\_  
\_\_\_\_\_

Proposed Oral Specialty Topic: \_\_\_\_\_  
\_\_\_\_\_

OP Program Director \_\_\_\_\_ Date \_\_\_\_\_

Procedures

The oral specialty examination, one part of the comprehensive examination, takes place between the student and two faculty who serve as specialty committee members. The student must complete the Oral Specialty "Proposed Committee & Topic Approval Form" indicating the title of the work sample and submits it to the Department Chair for approval. The topic should be broader than the dissertation topic but not so broad as to encompass most of the discipline. After receiving the student's title and suggestions as to possible committee members, the Department Chair appoints two faculty members to the Oral Specialty Committee. No more than one faculty member may serve on both the oral Specialty and the Dissertation Committee (11/95).

One faculty must be other than those on the student's Dissertation Committee. The two committee members meet with the student to discuss the topic and possible changes in it. The Organizational Psychology Program Director must approve the choice of committee members. They submit their decision to the Department Chair, whose final approval is required.

For this examination the student submits a written work sample to each committee member which involves activity typical of professional practice as an organizational psychologist. The work sample is separate in content from the doctoral dissertation. Typed, double-spaced copies limited to 20 pages, excluding references, must be submitted to all committee members two weeks before the scheduled date of the examination. Any assessment documents or protocols used as the basis for the professional intervention should be included as appendices. These pages are not included as part of the length requirement.

II. Oral Specialty Committee and Specialty Comprehensive Topic

Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
Department Chair

III. If topic is changed by the Committee and the student, Department Chair's approval must be noted here:

\_\_\_\_\_ Date \_\_\_\_\_  
Department Chair

**CRITERIA FOR CONDUCTING AND EVALUATING THE  
ORGANIZATIONAL PSYCHOLOGY ORAL SPECIALTY COMPREHENSIVE EXAMINATION**

**Topic**

The work sample may be written in any form the student wishes, but it should include the following areas:

- a. The theory upon which you base your work, your reasons for holding the theory, your understanding of how the theory differs from or resembles other major relevant theories.
- b. The methods by which you assessed the client's needs, your evaluation of the effectiveness or lack of effectiveness of your methods, directions of possible growth in assessment ability.
- c. The significant interventions you made with the particular client, significant decisions you made during the course of contact with the client which particularly altered or advanced the course of your work, the theoretical and/or practical reasons which led you to make these interventions and decisions, including an explicit discussion of the processes involved.
- d. Relevant research or theoretical literature that supports your particular handling of this client and evidence of the effectiveness of the methods employed.
- e. Description of the context of the intervention and an analysis of the constraints and opportunities provided by the setting.
- f. Ethical issues raised by this particular case.
- g. Evidence of effectiveness and/or appropriateness of the services, procedures, or approaches involved in the work.
- h. With the advantages of hindsight, how you might have improved upon the manner in which you carried out the project.

This case procedure is similar to the case presentation part of the State of New Jersey licensing examination.

**Examination Guidelines**

The examination shall occur within the following guidelines. The student is expected to present orally for approximately 45 minutes. The student is strongly encouraged to integrate visual media and, whenever appropriate, audio media in the presentation. Media preparation is the student's responsibility. You are expected to have a mastery of the topic and may use notes, but may not read verbatim a prepared lecture.

Following the presentation and questions the faculty will evaluate the student's presentation and record their comments on the Oral Specialty Rating Sheet and return it to the Department Secretary.

1. The degree to which the student had a scholarly mastery of the content.
2. The student's preparation for the examination.
3. The organization of the presentation.
4. The delivery of the presentation.
5. The student's answers to the posed questions.
6. An overall summary of the students presentation.

The student shall be informed about her/his performance at the end of the examination. The signed Evaluation Rating Sheets are to be completed by each committee member, and then returned to the Department Secretary.

A formal letter will be sent to the student indicating successful completion or necessary remediation shortly after the examination.

**RATING SHEET FOR ORAL SPECIALTY EXAMINATION IN ORGANIZATIONAL PSYCHOLOGY**

Name of Student \_\_\_\_\_ Date of Examination \_\_\_\_\_

Topic of Examination \_\_\_\_\_

**Committee Member Comments:**

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The examination:

\_\_\_\_\_ was completed satisfactorily?

\_\_\_\_\_ will be satisfactory upon completion of the following additional work:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ needs an additional meeting.

Committee Member \_\_\_\_\_ Date \_\_\_\_\_

**Return this form to the Department Secretary.**

**RATING SHEET FOR ORAL SPECIALTY EXAMINATION IN ORGANIZATIONAL PSYCHOLOGY**

Name of Student \_\_\_\_\_ Date of Examination \_\_\_\_\_

Topic of Examination \_\_\_\_\_

**Committee Member Comments:**

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The examination:

\_\_\_\_\_ was completed satisfactorily?

\_\_\_\_\_ will be satisfactory upon completion of the following additional work:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ needs an additional meeting.

Committee Member \_\_\_\_\_ Date \_\_\_\_\_

**Return this form to the Department Secretary.**