

CRITERIA FOR CONDUCTING AND EVALUATING THE SCHOOL PSYCHOLOGY ORAL SPECIALTY COMPREHENSIVE EXAMINATION

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 "Proposed Committee & Topic Approval Form" indicating a specialized topic. 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 topic and suggestions as to possible committee members, the Department Chair appoints two faculty members to the 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, but can include field supervisors approved by the Department Chair. For this examination the student submits a written proposal to each committee member which outlines the content and scope of the topic and which includes a reference list. The proposal is then reviewed by the committee members and returned to the student as approved or with recommendations for changes. When the committee members approve the topic, the Department Chair's final approval is required.

Topic

It is the student's responsibility to present a topic for the examination that meets the following minimal criteria:

1. The topic must be different in scholarship (content and scope) from the topic of the dissertation.
2. The topic must be relevant to the specialty of school psychology.
3. The topic must have an extant literature that includes theory, concepts and principles, and empirical study.
4. The topic is acceptable to both faculty examiners.

Examination Guidelines

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

Case material may be used as part of the presentation, but only as an example. The oral presentation is not primarily a case presentation.

Grading

Following the presentation and questions the faculty will evaluate the student's presentation using the following criteria based upon a 1-4 scale with one the highest and three borderline and four failure.

- a. The degree to which the student had a scholarly mastery of the content.
- b. The student's preparation for the examination.
- c. The organization of the presentation.
- d. The delivery of the presentation.
- e. The student's answers to the posed questions.
- f. An overall summary of the students' presentation.

The student may receive the following evaluative feedback:

1. Outstanding - reflects ratings of 1 in all 5 areas.
2. Excellent - reflects ratings of 1 or 2 in every area.
3. Good - reflects ratings of 2 or 3 in every area.
4. Borderline - reflects grades of 1, 2 or 3 areas a, b, and c, but grades of 4 in either or both d and e.
5. Failure - a grade of 4 or 5 in criteria a-c.

The student shall be informed about her/his performance at the end of the examination. The signed rating sheets are to be completed by each committee member, and then returned it to the Department Administrator. 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 SCHOOL PSYCHOLOGY

Name of Student _____ Date of Examination _____

Topic of Examination _____

a. Scholarly mastery of the topic.
1 Outstanding 2 Excellent 3 Good 4 Borderline 5 Failure

Comments: _____

b. Accuracy and quality of students' answers to posed questions.
1 Outstanding 2 Excellent 3 Good 4 Borderline 5 Failure

Comments: _____

c. Preparation for examination as evidenced by outline, references and comprehensiveness.
1 Outstanding 2 Excellent 3 Good 4 Borderline 5 Failure

Comments: _____

d. Organization of the presentation.
1 Outstanding 2 Excellent 3 Good 4 Borderline 5 Failure

Comments: _____

e. Use of media, presentation manner, eye contact, etc.
1 Outstanding 2 Excellent 3 Good 4 Borderline 5 Failure

Comments: _____

f. Summary rating.
1 Outstanding 2 Excellent 3 Good 4 Borderline 5 Failure

Comments: _____

If the student receives a rating of 3 or 4 on criteria a, b, or c the overall rating should not be higher than 3. Exceptions to this should be noted in comment section a, b, c or d.

The examination on this topic was held on _____
(date)

_____ 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 Administrator

cc: Department File

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Name of Student _____ Date of Examination _____

Topic of Examination _____

a. Scholarly mastery of the topic.
1 Outstanding 2 Excellent 3 Good 4 Borderline 5 Failure

Comments: _____

b. Accuracy and quality of students' answers to posed questions.
1 Outstanding 2 Excellent 3 Good 4 Borderline 5 Failure

Comments: _____

c. Preparation for examination as evidenced by outline, references and comprehensiveness.
1 Outstanding 2 Excellent 3 Good 4 Borderline 5 Failure

Comments: _____

d. Organization of the presentation.
1 Outstanding 2 Excellent 3 Good 4 Borderline 5 Failure

Comments: _____

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1 Outstanding 2 Excellent 3 Good 4 Borderline 5 Failure

Comments: _____

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1 Outstanding 2 Excellent 3 Good 4 Borderline 5 Failure

Comments: _____

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