

Addendum to the 2018 – 2019 Program Handbook

Page 12: Internship

Title IX Training: All students must complete Title IX training prior to beginning the internship. Typically this training occurs in ALS 803. Certificates of completion should be provided to the program coordinator before the internship commences. The website for Title IX training is: <https://www.iup.edu/social-equity/policies/mandatory-title-ix-and-protection-of-minors-training/>.

Clearances: Interns are required to have current clearances during their internship. Students who are employed in the setting in which they are completing their internship may submit to the program coordinator verification from their employer that they have met the clearance requirements. Students who are not employed at their internship site will need to show their clearances to the program coordinator prior to beginning their internship experience.

Internships in School Districts: Interns should have Act 114, Act 34, Act 151, Act 24, Act 126, TB test, and professional liability insurance (e.g., PSEA or private insurance, minimum \$1,000,000.00 per claim), along with any other clearance requirements (such as Act 25) specified in the district's articulation agreement. Please check the Wiki of currently active agreements for Teacher Education/school districts, to find the PDF of the agreement and its clearance requirements:

<https://iwiki.iup.edu/display/IAFE/PDFs+of+Currently+Active+Agreements>

This site is organized alphabetically to facilitate the search for an agreement.

Internships in Higher Education or Other Settings: Interns should have Act 114, Act 34, and Act 151 clearances, along with any other clearances that are specified in the internship site's articulation agreement. Please check the Wiki of currently active agreements to find the PDF of the agreement and its clearance requirements:

<https://iwiki.iup.edu/display/IAFE/PDFs+of+Currently+Active+Agreements>

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Page 18: Comprehensive Exam Procedures

The comprehensive exam may only be scheduled once the dissertation chairperson approves a polished product that is ready to be presented to the committee for evaluation. Candidates should allow a two-week turn-around time for the chairperson's review. Once the chairperson approves, the candidate should request

dates/times that the chair is available to hold the presentation. The candidate will then contact the committee members to request their availability for those times. The candidate will then finalize the date/time and communicates the scheduled meeting to the committee and PSE Doctoral Programs secretary to schedule the location. The candidate must allow a two-week turn-around time for the committee's review and evaluation. This time-period should be relative to the university calendar (e.g. spring break, Thanksgiving break, Christmas, etc.). In other words, breaks such as these should not be included in the two-week turn-around time.

After the comprehensive exam is held, the chairperson should notify the program coordinator and copy the secretary to share the results.

Page 24: Dissertation Completion

Students should follow the IUP Thesis-Dissertation Manual and the current APA manual as they prepare their dissertation. The Dissertation defense is open to doctoral students and guests.

Page 24: Dissertation Defense Procedures

The dissertation defense may only be scheduled once the dissertation chairperson approves a polished product that is ready to be presented to the committee for review. Once the chairperson approves, the candidate should request dates/times that the chair is available to hold the defense. The candidate will then contact the committee members to request their availability for those times. The student will then finalize the date/time and communicate the scheduled meeting to the committee and PSE Doctoral Programs secretary to schedule the location.

The candidate must allow a two-week turn-around time for the chairperson's review and feedback and additionally another two-week turn-around time for the committee's review prior to the scheduled date of the defense. This time-period should be relative to the university calendar (e.g. spring break, Thanksgiving break, Christmas, etc.). In other words, breaks such as these should not be included in the two-week turn-around time.

After the defense is held, the chairperson should notify the program coordinator and copy the secretary to share the outcome.