

## **Preliminary Examination Guidelines** *Integrative Review Paper*

Following successful completion of the Master's Portfolio, students will complete an integrative review paper. This paper will serve as the comprehensive examination for advancement to doctoral candidacy. Review papers will be due four months after notification that the portfolio has been approved by the clinical faculty. Typically, the paper will be due in March of a student's third year. For students entering with a Master's degree, the date will be established with the Director of Clinical Training.

Students will work with their mentor to develop a topic for the paper. The scope and quality of the paper should be typical of what is published in journals such as *Psychological Bulletin*, *Clinical Psychology Review*, or a similar caliber journal appropriate to the area of research or scholarly activity. Once the topic has been agreed upon, students will review the literature and submit an annotated bibliography of their literature review to their mentor for approval. The mentor approval and the bibliography will then be sent to the DCT for program approval **no later than 2 months before the due date of the final paper.** Once the topic and bibliography are formally approved, the student may not consult with anyone on the paper. The timeline is constructed to reflect that the literature review is the foundation of the paper, not the completed product. The more difficult aspect of the paper will come after the literature has been reviewed. This is the critique, integration, and conceptual work of the review.

Papers must be typed, doubled spaced, in APA format. Margins must be 1" all around. The paper cannot exceed 40 pages (excluding references and tables / figures). Font must be 12-point Times New Roman or Arial. The paper is submitted to the DCT and Graduate Program Assistant. Two reviewers will be selected; the primary reviewer will be the student's mentor, with the second appointed by the DCT.

Review criteria:

Scale for each of the following dimensions:

- |   |              |
|---|--------------|
| 1 | insufficient |
| 2 | minimal      |
| 3 | adequate     |
| 4 | good         |
| 5 | excellent    |

1. Timeliness and originality of the topic
2. Contribution to the literature
3. Critical evaluation of the methodologies of studies
4. Integration of literature
  - conceptual analysis of the literature
  - synthesis and integration

5. Discussion of future directions
6. Overall quality of the paper, presentation, format, flow, etc.

Following submission of the paper, reviewers, the mentor and a reader appointed by the DCT, will prepare independent reviews within two weeks and provide written feedback to the student. Feedback will also be distributed to the clinical faculty. Students will revise and re-submit their prelim based on the feedback and re-submit the paper within one month. Students may consult with their readers for clarification of feedback. Readers will then review the revised submission and make a recommendation regarding the outcome of the paper. The reviews will be distributed to the clinical faculty who will vote on the recommendation. The vote will be: Distinguished pass, pass, or fail. Results will be communicated in writing to students by the DCT. Successful completion of the review paper will begin the School of Interdisciplinary and Graduate Studies' 4-year rule for completion of all degree requirements. Should a student not pass, s/he will be permitted a second submission of the paper (or preparation of a new topic) which will be due 4 months from notification of results of the first. The School of Interdisciplinary and Graduate Studies permits only 2 attempts to pass comprehensive examinations. The original submission and its revision will be considered the first attempt; students not passing after this attempt will be allowed a second re-write constituting the second submission.

Resources that may be helpful in preparing the review paper:

1. Prior review articles in students' area of research, published in quality journals.
2. Pan, L.M. (2003). *Preparing literature reviews*. Los Angeles: Pryczak Publishing.

“A literature review is a *synthesis* of the literature on a topic. The process of synthesizing involves interpreting, evaluating, and integrating individual pieces of literature to create a new, original work...it is clear that a simple string of summaries of the works of others is a product that should *not* be called a ‘literature review’” (p. 1).

3. Bem, D. J. (1995). Writing a review article for *Psychological Bulletin*, *Psychological Bulletin*, 118, 172-177. (also available in Kazdin's (1998) *Methodological issues and strategies in clinical research* (2<sup>nd</sup> ed)).
4. Cooper, H., & Koenka, A. C. (2012, February 20). The Overview of Reviews: Unique Challenges and Opportunities When Research Syntheses Are the Principal Elements of New Integrative Scholarship. *American Psychologist*. Advance online publication. doi: 10.1037/a0027119
5. The faculty has compiled a library of preliminary examinations that are good exemplars. These are available by contacting Ms. Maggie Leahy.