Graduate Student Information Guide

Rehabilitation Psychology and Special Education

School of Education
UNIVERSITY OF WISCONSIN–MADISON
Welcome........................................................................................................................................................................ 3
Department Contacts ............................................................................................................................................................. 3
Orientation Events ............................................................................................................................................................. 3-4
International Student Information ........................................................................................................................................ 4
Degree Requirements Overview .......................................................................................................................................... 4-6
Faculty Advising ................................................................................................................................................................. 6
Enrollment ........................................................................................................................................................................ 7-8
Health Insurance Benefits ................................................................................................................................................... 9
IT Resources and Related Equipment .............................................................................................................................. 9-10
Access to the Graduate Student Lounge ........................................................................................................................... 10
Additional Training and Professional Development Resources .......................................................................................... 10
Campus ID, Parking and Bus Pass ....................................................................................................................................... 10-11
Jobs .................................................................................................................................................................................. 11
Housing ........................................................................................................................................................................... 11
Navigating Campus and Places of Interest .......................................................................................................................... 11-12
General Information about Madison and Wisconsin .......................................................................................................... 13
Welcome to the Department of Rehabilitation Psychology and Special Education (RPSE) at the University of Wisconsin – Madison. This booklet offers guidance on the transition to UW-Madison and the RPSE department. It includes: enrollment information, benefits, campus resources, housing, etc. For additional information on requirements and guidelines for current students please visit the Rehabilitation Psychology and Special Education Forms and Handouts page (http://rpse.education.wisc.edu/rpse/programs/forms-and-handouts).

DEPARTMENT CONTACTS

Below is a list of some of the key departmental staff available to assist you.

- **Graduate Student Appointments, Funding Benefits (health insurance), Tuition Remission etc.**
  John Loeffelholz, Department Administrator – jloeffelholz@wisc.edu or 608-263-5860, 431B Education and
  Shira Hand, Administrative Support - shand2@wisc.edu 608-262-5970, 431 Education.

- **Keys, Room Reservations, Departmental Equipment, Packages and Mail, Photocopying, Course Permissions:**
  Jacob Leonard, Administrative Support – rpsesupport@education.wisc.edu or 608-263-5790, 431C Education.

- **Graduate Program Information, Student Academic Services, General Campus Resources, Admission Questions:**
  Virginia Waddick, Student Services Coordinator – vwaddick@education.wisc.edu or 608-263-4608, 423 Education

For a list of the faculty in the Rehabilitation Psychology and Special Education department, go to http://rpse.education.wisc.edu/rpse/people/faculty.

Fong Chan is the chair of the Rehabilitation Psychology and Special Education department: chan@education.wisc.edu

Bonnie Doren is the chair of the Special Education Area Committee: bdoren@wisc.edu

David Rosenthal is the chair of the Rehabilitation Psychology Area Committee: drosenthal@education.wisc.edu

ORIENTATION EVENTS

- **NEW RPSE GRADUATE STUDENT ORIENTATION, Monday, August 24th, 2015 from 9 am to 11 am in the Wisconsin Idea Room, 159, Education Building** – Students meet each other and faculty and staff, review general information about program expectations, and learn about department and campus resources. This event includes coffee and breakfast with current students and faculty members.
• The UW-Madison Graduate School also hosts a number of welcome events for new graduate students including the New Graduate Student Welcome on **Wednesday, August 26, 11:00 am-4:00 pm 2nd floor of Union South.** [http://grad.wisc.edu/newstudents/ngsw/fall/](http://grad.wisc.edu/newstudents/ngsw/fall/) Please check out the Graduate School Welcome website for more information: [http://grad.wisc.edu/newstudents/welcomeweek/](http://grad.wisc.edu/newstudents/welcomeweek/).

Additionally, the Graduate School has very active networking and professional development resources:

• Multicultural Graduate Network [http://grad.wisc.edu/diversity/mgn](http://grad.wisc.edu/diversity/mgn)
• Office of Graduate Student Professional Development: [http://grad.wisc.edu/pd/](http://grad.wisc.edu/pd/)

### INTERNATIONAL STUDENT INFORMATION

**MANDATORY STUDENT ORIENTATION**

International students will need to attend one of the mandatory international student orientations [http://iss.wisc.edu/students/orientation](http://iss.wisc.edu/students/orientation).

**INTERNATIONAL STUDENTS WHO HAVE ASSISTANTSHIPS**

International Students without a social security number (SSN) who have an assistantship (TA or PA) will need to apply for an SSN. See the website below.

**SUPPORT RESOURCES**

The Office of International Students (ISS) offers programming, resources, and advising to international students. [http://iss.wisc.edu/students](http://iss.wisc.edu/students)

### DEGREE REQUIREMENTS OVERVIEW

Below is a general overview of the MS and PhD requirements for Rehabilitation Psychology and Special Education.

Students are responsible for knowing their degree requirements. Please review student handbooks, program guides, and program plans at the Forms and Handouts website at [http://rpse.education.wisc.edu/rpse/programs/forms-and-handouts](http://rpse.education.wisc.edu/rpse/programs/forms-and-handouts) and the Graduate School Academic Policies and Procedures webpage [www.grad.wisc.edu/acadpolicy/](http://www.grad.wisc.edu/acadpolicy/) for more complete and detailed information.

**MS REHABILITATION PSYCHOLOGY**

___48 graduate degree credits to include:

• Required Core Academic Coursework – Rehabilitation Psychology – 25 credits
• Required Core Academic Coursework – Other Departments – 9 credits
• Required Clinical Instruction – Rehabilitation Psychology – 14 credits
Master’s Comprehensive Exam (CRCC exam or comprehensive paper) 
Meet the Graduate School GPA, satisfactory progress and other graduation requirements


MS SPECIAL EDUCATION - GENERAL

30 graduate degree credits to include:
  - RPSE 700
  - Additional coursework to be determined in consultation with faculty advisor

Master’s Comprehensive Exam 
Project and/or Thesis (to be determined in consultation with Major Professor) 
Meet the Graduate School GPA, satisfactory progress and other graduation requirements

Criteria for Satisfactory Progress and Minimum Degree
Requirements: https://uwmadison.box.com/s/orca9tcluu61v7w6506fxajzgrdsz8fl

MS SPECIAL EDUCATION WITH TEACHER CERTIFICATION

30 graduate degree credits to include:
  - Completion of the four-semester full-time, sequenced Special Education teacher certification program which begins in fall semester
  - RPSE 700
  - Completion of additional program-related Education coursework before student teaching (may be met through prior coursework):
    -RPSE 300
    -Ed Psych 331, or 320 and 321
    -Ed Psych 301
    -Ed Pol 300 or 412 or 500

Completion of State Certification Requirements Including:
  - Basic Skills Test (Praxis I or approved alternative Basic Skills Test)
  - e-portfolio (state teaching standards)
  - Teacher Performance Assessment (edTPA)
  - Wisconsin Reading Foundations Exam
  - Praxis II Content Exam

Meet the Graduate School GPA, satisfactory progress and other graduation requirements

Completion of all requirements exceeds 30 credits. Most students require 60 or more credits to complete requirements.

Criteria for Satisfactory Progress and Minimum Degree
Requirements: https://uwmadison.box.com/s/orca9tcluu61v7w6506fxajzgrdsz8fl
PHD REHABILITATION PSYCHOLOGY

___ Meet requirements of Master’s level content in Basic Psychology, Statistics and Research Design, Rehabilitation Psychology Core, Assessment, Intervention, Disability and Human Behavior, and Supervised Experience

___ 60 graduate degree credits to include:

- Foundations (Ed Psych 711, Couns Psych/RPSE/Psych 729, Ed Psych/Couns Psych/RPSE 735, RPSE 736, Ed Psych 795, Ed Psych/Couns Psych 737) – 18 credits
- Measurement, Statistics and Research Design (Ed Psych 760, Ed Psych 761, Ed Psych 771, RPSE 985, and additional course work selected in consultation with Major Professor and approved by faculty) – 15 credits
- Rehabilitation Psychology Core (RPSE 870, RPSE 903, RPSE 980, RPSE 983, RPSE 984) – 15 credits
- Practicum (RPSE 900 taken twice, 920, 930, 940) – 15 credits
- Minor – 10-12 credits
- Internship (RPSE 910 or 990 if dissertator)
- Dissertation (RPSE 990)

___ Meet the Graduate School GPA, satisfactory progress and other graduation requirements

Criteria for Satisfactory Progress and Minimum Degree Requirements: http://grad.wisc.edu/catalog/degrees_rehabpsych_criteria.htm

PHD SPECIAL EDUCATION

___ 55 post-master’s graduate degree credits to include:

- Seminars – 19 credits
to include: RPSE 871, 872, 873, 710, a choice related to adolescents and special education, and additional choices from RPSE 660 special topics courses including topics related to teacher education, diversity and adolescence. Choices are selected in consultation with major advisor.
- Internships – 9 credits
to include: RPSE 930, 3 credits, 941, 3 credits
- Minor – 9 credits
- Research Design and Statistics – 15 credits
to include: Ed Psych 760, Ed Psych761, Curric 719, and additional research/statistics courses identified in consultation with major advisor
- Dissertation – 6 credits
  RPSE 990

___ Meet the Graduate School GPA and other graduation requirements

Current Program Handbook:
Criteria for Satisfactory Progress and Minimum Degree
Requirements: https://uwmadison.box.com/s/orca9tcluu61v7w6506fxajzgrdsz8fl
FACULTY ADVISING

MS REHABILITATION PSYCHOLOGY
Students are assigned a faculty advisor in the first semester of the program. The assignment is based on student interests and advisor load.

MS SPECIAL EDUCATION
Students are assigned a faculty advisor upon admission to the program based on student interests and advisor load.

PHD REHABILITATION PSYCHOLOGY
Students are assigned a temporary advisor upon admission to the program. At the end of the first semester of study, students are asked to select their top three choices for an advisor. Area faculty will determine advisor assignments. If possible, student preferences will be considered, depending on faculty advising load.

PHD SPECIAL EDUCATION
Students are assigned an advisor in their area of interest. Both the student and advisor can request a change if necessary.

ENROLLMENT – HOW AND WHEN

INCOMING GRADUATE STUDENTS ARE ABLE TO ENROLL ON MONDAY, JULY 6TH. Invitations to enroll should be sent by the end of June. Students do not receive their invitation to enroll by June 27th should contact Virginia Waddick (vwaddick@education.wisc.edu or 608-263-4608).

At UW-Madison, registration is done online through the Student Center in MyUW. Both the “Class Search” and “Course Guide” are also available to students through the MyUW. Below is a list of links that will assist in first time enrollment.

- **MyUW** – go to the UW home page (http://www.wisc.edu) and click on the MyUW link at the top of the page, once logged in to MyUW students should click on the “Student Center” link on the top of the page.
• **Course Guide** – [http://public.my.wisc.edu/](http://public.my.wisc.edu/)
• Information on forgotten MyUW net ID and passwords (don’t wait until July 6th to login for the first time) - [http://kb.wisc.edu/helpdesk/page.php?id=2843](http://kb.wisc.edu/helpdesk/page.php?id=2843)
• Office of the Registrar general enrollment information - [http://registrar.wisc.edu/enrollment_information.htm](http://registrar.wisc.edu/enrollment_information.htm)
• UW-Madison Fall 2015 enrollment deadlines – permissions & procedures - [http://registrar.wisc.edu/fall_deadlines_at_a_glance.htm](http://registrar.wisc.edu/fall_deadlines_at_a_glance.htm)
• Registrar’s Office’s demos and tutorials page - [http://registrar.wisc.edu/demos.htm](http://registrar.wisc.edu/demos.htm)

**ENROLLMENT RULES**

### RPSE Graduate Student Enrollment Chart

<table>
<thead>
<tr>
<th>Categories</th>
<th>Minimum enrollment for full-time status: Fall or Spring</th>
<th>Minimum enrollment for full-time status: Summer (general 8-week DHH session)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dissertator</td>
<td>Exactly 3 credits directly related to research</td>
<td>Not required unless receiving summer degree or if graduate assistant, trainee, or fellow with 33.3% appointment 3 credits required</td>
</tr>
<tr>
<td>RA, non-dissertator</td>
<td>8 credits</td>
<td>2 credits</td>
</tr>
<tr>
<td>TA 33%, non-dissertator</td>
<td>8 credits</td>
<td>Not required unless receiving summer degree, 2 credit minimum</td>
</tr>
<tr>
<td>TA 50%, non-dissertator</td>
<td>8 credits</td>
<td>Not required unless receiving summer degree, 2 credit minimum</td>
</tr>
<tr>
<td>PA 33%, non-dissertator</td>
<td>6 credits</td>
<td>Not required unless receiving summer degree, 2 credit minimum</td>
</tr>
<tr>
<td>PA 50%, non-dissertator</td>
<td>4 credits</td>
<td>Not required unless receiving summer degree, 2 credit minimum</td>
</tr>
<tr>
<td>Fellow, non-dissertator</td>
<td>8 credits</td>
<td>2 credits for 12-month appointments. Not required for 9-month appointments.</td>
</tr>
<tr>
<td>Trainee, non-dissertator</td>
<td>8 credits</td>
<td>2 credits</td>
</tr>
<tr>
<td>International student (F-1/3-1 visa), non-dissertator, if no other category in this list</td>
<td>8 credits</td>
<td>4 credits when summer is admit semester (2 credits when summer is admit semester and student holds RA appointment or at least 33% TA or PA appointment)</td>
</tr>
<tr>
<td>If none of the above, full time enrollment is:</td>
<td>8 credits</td>
<td>4 credits</td>
</tr>
</tbody>
</table>

**OVERLOADS**

MS and PhD Pre-dissertators have a maximum enrollment of 15 credits. Students who are required to take more than 15 credits in an academic semester must submit an overload request: [https://grad.wisc.edu/acadpolicy/wp-content/uploads/sites/15/2014/04/Overload.pdf](https://grad.wisc.edu/acadpolicy/wp-content/uploads/sites/15/2014/04/Overload.pdf). Credit loads of more than 15 credits are not routinely approved and should be submitted only in extenuating circumstances.
THE ENROLLMENT MINIMUM CREDITS DO NOT INCLUDE THE FOLLOWING TYPES OF COURSES

- courses numbered below 300
- courses taken pass/fail
- audited courses

Additional information can be found at the Graduate School’s Academic Policies and Procedures website: https://grad.wisc.edu/acadpolicy/ and in the Graduate School Catalog http://grad.wisc.edu/catalog/index.htm.

HEALTH INSURANCE AND OTHER BENEFITS

Students with assistantships/fellowships through the Rehabilitation Psychology and Special Education Department, who have not spoken with John Loeffelholz about benefits, should do so as soon as possible. His contact information is jloeffelholz@wisc.edu, 608-263-5860, 431B Education Building. There are strict deadlines for turning in benefit application materials, so do not delay. Benefits begin on the first day of the month following your start date.

Graduate assistant appointments of 33.3% or more for at least one full semester, and students receiving certain fellowships are eligible for health insurance. Health insurance and other benefit information and enrollment forms can be found at: http://benefits.wisc.edu. See: http://www.ohr.wisc.edu/benefits/new-emp/grad.aspx#overview for information on enrollment.

University employees enjoy many fringe benefits and we encourage students to attend a Benefits Seminar within 30 days of starting their position to ensure that they are taking full advantage of them.

2015 Graduate Assistants Benefits Seminars & Drop-in Sessions

If you are not a Teaching or Project Assistant with an appointment of 33.3% or more or on a department fellowship, you may wish to purchase Student Health Insurance Plan (SHIP). You can contact University Health Services (333 East Campus Mall, 7th Floor) at 608/265-5232 or see the web page at http://www.uhs.wisc.edu/ for more information.

IT RESOURCES AND RELATED EQUIPMENT

DO IT

Students are encouraged to contact DoIT for IT assistance. DoIT offers support, resources and classes on a variety of applications commonly used by students. http://www.doit.wisc.edu/

MERIT

Students who hold a departmental appointment can contact the MERIT Help Desk for appointment-related IT needs.

- In Person: 3rd floor Teacher Education Building, MERIT Library
- Phone: 608-265-4773
- Email: helpdesk@education.wisc.edu or http://merit.education.wisc.edu/Home/get-help/ask-an-it-consultant
MERIT also offers for all Education graduate students:

- Classes on popular applications used in research
- A variety of electronic equipment for check out including: Audio, camera, video, and computer equipment

http://merit.education.wisc.edu/

**OBTAINING KEY ACCESS TO THE SCHOOL OF EDUCATION GRADUATE STUDENT LOUNGE**

The Graduate Student Lounge is located on the 3rd floor in the School of Education Building. Graduate students may request access with their campus ID by submitting the request form at:

https://businessoffice.education.wisc.edu/bo/building-services/key-and-access-request-forms

If you have questions, please contact Jesse Winters at 608-445-1878.

**ADDITIONAL TRAINING AND PROFESSIONAL DEVELOPMENT RESOURCES**

DoIT (Division of Information Technology)
http://www.doit.wisc.edu/ and http://sts.doit.wisc.edu/

Campus Library System
https://www.library.wisc.edu/libraries/

MERIT library (School of Education library)
http://meritservices.education.wisc.edu/SubCategory/Index/2

Graduate School
http://grad.wisc.edu/pd/

Writing Center

**CAMPUS ID, PARKING, AND BUS PASS**

**CAMPUS ID**

Every student at UW-Madison is required to have a campus ID card (also known as a WisCard). The WisCard office is located on the first floor of Union South and is open from 8:00 AM – 4:15 PM Monday through Friday.

**PARKING**
UW-Madison can be a challenging campus for car use. Parking permits are expensive and difficult to obtain. See http://transportation.wisc.edu/customergroups/student_parking.aspx for information on parking. Students with disabilities affecting transportation should contact the McBurney Disability Resource Center for information and assistance.

BUS

Campus bus routes are free and do not require a bus pass. UW-Madison students have free year-round access to all city bus routes on the Madison Metro system through the Associated Students of Madison (ASM) student government organization. To get the free bus pass, go to the Student Activity Center at 333 East Campus Mall on the 3rd floor, pick-up usually starts the week before classes begin (see their website below for exact dates, times and pick-up locations).

LINKS:
- WisCard: http://www.wiscard.wisc.edu/
- McBurney Disability Resource Center: http://www.mcburney.wisc.edu/
- ASM Student Bus Pass Program: http://www.asm.wisc.edu/buspass.html
- Parking: http://transportation.wisc.edu/customergroups/student_parking.aspx

JOBS

The UW Student Job Center (http://jobcenter.wisc.edu/) provides a daily listing of both University-wide and non-University job opportunities. Job openings in the School of Education may also be found on the bulletin board by the elevators on the first floor of the Educational Sciences Building (1025 West Johnson Street).

NAVIGATING CAMPUS AND PLACES OF INTEREST

UW-Madison is a large campus and many of the important offices are located all across campus. Below is a listing of some of the important services that graduate students may need and where the office is located.

- **Bursar’s Office**: 333 East Campus Mall Room 10101 (http://www.bussvc.wisc.edu/bursar/)
- **Graduate School’s main office**: 217 Bascom Hall, 500 Lincoln Dr. (http://www.grad.wisc.edu/)
- **RPSE main office**: 431 Education Building, 1000 Bascom Mall (http://www.rpse.education.wisc.edu/)

Other campus resources of interest:

- Campus libraries: there are over 45 libraries available on campus http://www.library.wisc.edu/
- Union South and Memorial Union: http://www.union.wisc.edu/
- McBurney Disability Resource Center: http://www.mcburney.wisc.edu/
- UW faculty, staff and student directory: http://www.wisc.edu/directories/
- Online campus map: http://map.wisc.edu/
- Campus and Visitor Relations: http://info.wisc.edu/
- Campus events calendar: http://www.today.wisc.edu/
- Division of Recreational Sports: http://www.recsports.wisc.edu/
UW-Madison is a large campus. When enrolling for first semester courses students are encouraged to check the buildings on the campus map to make certain that they have plenty of time to get from class to class if they have classes that follow one right after the other. Students who would like to take a walking tour of campus can go to http://info.wisc.edu/campus-tours/ for more information.

HOUSING

Listed below is a collection of resources for finding housing in Madison. This is not an exhaustive list; rather it gives good place to begin looking for possible housing. It is highly recommended that new students check out any place before signing a lease. Don’t hesitate to ask people in Madison for referrals of places to look and for assistance in looking at a place, there are the places where students do (and don’t) want to live.

- CAMPUS INFORMATION AND VISITOR CENTER - See http://housing.civc.wisc.edu/ for a list of off-campus housing options
- UNIVERSITY APARTMENTS - On-campus housing for graduate students through the Division of University Housing: http://www.housing.wisc.edu/
- MADISON COMMUNITY CO-OPS - MCC is a cooperative community of 11 households, most within 1/2 mile of the University of Wisconsin campus, ranging in size from 8 to 34 members. Each house has a unique character and they try to create a safe, supportive family & community atmosphere: http://www.madisoncommunity.coop/
- LOCAL NEWSPAPER CLASSIFIED ADS
  o Isthmus - http://www.thedailypage.com/
  o Capital Newspapers - http://host.madison.com/

Additionally there is a Tenant Resources Center available in Madison: http://www.tenantresourcecenter.org/.

NOTE ABOUT UTILITIES: When comparing the prices of different housing options, remember to take into consideration the cost of utilities. For example, if heat is not included in the rent remember that it may cost an additional $50+ during the winter months!

GENERAL INFORMATION ABOUT MADISON AND WISCONSIN

GENERAL INFORMATION AND THINGS TO DO IN MADISON AND WISCONSIN

- City of Madison - http://www.cityofmadison.com/

WEATHER IN MADISON, WISCONSIN

Madison has four distinct seasons and it is important to be dressed appropriately! Please check out the weather channel website for information regarding Madison’s temperatures (http://www.weather.com/weather/local/53706).

TRAVEL IN/TO/AROUND MADISON AND WISCONSIN
• Biking in Madison - Madison is considered a very bike friendly city. For more information about biking in Madison see http://www.transportation.wisc.edu/transportation/bike.aspx. For trail maps, see the State Cartographer’s biking website at http://www.sco.wisc.edu/maps/biking.php

  o The Popular Destinations link on the Madison Metro website has a great listing of stores (grocery and other), health clinics, libraries, etc. in Madison and their general location - http://www.cityofmadison.com/Metro/planyourtrip/populardestinations.cfm

• Badger Bus (Madison to Milwaukee) - http://www.badgerbus.com/
• Van Galder Bus - http://www.coachusa.com/vangalder/
• Dane County Regional Airport - http://www.msnairport.com/
• Mitchell International Airport (Milwaukee) - http://www.mitchellairport.com/