

THE ASSOCIATION OF NEUROPSYCHOLOGY STUDENTS & TRAINEES

AMERICAN PSYCHOLOGICAL ASSOCIATION
SOCIETY FOR CLINICAL NEUROPSYCHOLOGY, DIVISION 40 OF APA (SCN/Div40)

INTEREST GROUP REPRESENTATIVE PRIMER

Welcome! We thank you for your interest in serving as an Interest Group Representative for the Association of Neuropsychology Students & Trainees (ANST). The Interest Group Representative network is the medium through which ANST communicates with students across the country. To best represent all neuropsychology students or trainees, ANST recruits an Interest Group Representative(s) from programs offering specialty training in neuropsychology.

Below are some guidelines for the responsibilities and activities of the ANST Interest Group Representative. Consider this a primer to starting your group. The first and most important function of a representative is to serve as an extension of the activities of SCN/Div40 and ANST. The Interest Group Representative acts as the student liaison between ANST and the students/trainees in your program, university, or community. We are excited you have chosen to pursue this opportunity and are looking forward to working with you!

As an Interest Group Representative, you are joining a family of students of neuropsychology, from training programs across the country. This group is dedicated to:

1. Informing students and trainees in their program about training and professional issues relevant to the field of neuropsychology.
2. Ensuring reciprocal communication between graduate students and ANST as well as SCN/Div40.
3. Assessing the needs of students in your program and forwarding questions and concerns to ANST and SCN/Div40.
4. Serving as a resource for information about legislative issues affecting neuropsychology and the field of psychology as a whole.
5. Encouraging participation in ANST governance and programming activities. The Interest Group Representative position carries many important responsibilities as well as exciting opportunities to connect with the governance and leadership of ANST and SCN/Div40.

Below are a number of tasks to help you get started in your new position as an ANST Interest Group Representative:

1. **SCN/Div40 (Neuropsychology) membership IS required to become a member of ANST.** *If you are not already a member of the American Psychological Association (APA), ANST also encourages you to now. Although APA membership is not required to become a member of SCN and subsequently ANST, it is very important to be involved with our overarching professional organization. As a graduate student, the cost of membership in these organizations is greatly reduced and very affordable. Membership in SCN/Div40 is required if you wish to serve as an Interest Group Representative for ANST. Membership applications can be completed online at:*

APA: <http://www.apa.org/membership/join/index.aspx>
SCN/Div40: <http://memforms.apa.org/apa/cli/divapp/>

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2. *Secure a faculty member in your program to act as a faculty sponsor for your interest group.*

A faculty sponsor who serves as coordinator of neuropsychology training at your program is an ideal choice. The faculty sponsor should be a member of SCN/Div40. Additionally, a faculty sponsor who is actively involved in organizations such as APA, the National Academy of Neuropsychology (NAN), the International Neuropsychological Society (INS), and state and provincial psychological organizations as well as with legislative issues often make excellent faculty sponsors and should be approached if available. If there is a question about the sponsor's eligibility, ANST reserves the right to request documentation of their level of involvement within the field of clinical neuropsychology.

While the level of involvement of the faculty sponsor can vary, at the very least they should agree to be a contact person for your program. Additionally, while your faculty sponsor is not required to attend your group meetings, you should keep in regular contact with this individual and update them about group activity. Occasionally, an Interest Group Representative will step down from their position with no replacement secured, and in this instance the faculty sponsor should be available to find a suitable replacement.

3. *Send your contact information to ANST by completing the Interest Group Representative Application (found on the chapter page of the ANST website) and emailing it to ANST as a Microsoft Word file attachment. You will then be added to the Interest Group Representative mailing list. **Please do this immediately; otherwise, you will not receive important communication from ANST.***

Interest Group approval represents endorsement by SCN/Div40. Thus, the prospective program must be able to show that it offers specialty training in neuropsychology in terms of didactics, research, and clinical experience, and that the prospective faculty sponsor is a neuropsychologist. This review process is completed on a group-by-group basis. ANST reserves the right to decline applications if the prospective program does not appear to meet these criteria. If the application is declined, ANST invites the prospective program to reapply after making suggested changes to satisfy these criteria.

4. *Join and contribute regularly to the ANST listserv and Facebook group. Ideally, you should participate at least once per month; this is particularly important for you because as an interest group representative your involvement and participation on the listserv should set an example for your chapter members. Participation is critical for staying connected to other ANST members, as well as for professional growth.*

Subscribe to the ANST listserv by sending an email to LISTSERV@LISTS.APA.ORG. In the body of your message (not the subject line), type: SUBSCRIBE DIV40ANST (your name). For example: SUBSCRIBE DIV40ANST John Smith.

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To join the Facebook group you must already possess a Facebook account (<http://www.facebook.com>). Once you have logged in to Facebook, search for “Association of Neuropsychology Students in Training” and request membership. ANST is also on twitter at @Div40ANST and content of interest to your group and trainees will be available there.

5. *Visit the ANST website and become familiar with what ANST has to offer. The website can be found at: <http://www.div40-anst.com>. Bookmark this site and be sure to visit it often. Encourage your chapter members to do the same.*
6. *If you have any questions, concerns, or administrative requests (e.g., requests for materials, requests for correspondence, address changes, etc.) direct them to the ANST email at d40anst@gmail.com . ANST will channel your request to the appropriate person.*
7. *Set up your specific program interest group. There are no “hard and fast” rules as to what particular activities a group engages in, or the extent of member involvement. Groups range from once per semester meetings, to twice monthly meetings on top of special events. Some groups don’t have websites, while other groups do. Some individual programs may even offer funding for special groups. It is recommended that you speak to your program contacts (e.g., program director) for more information. Steps to begin setting up your group include:*

- Begin by gauging the level of interest in SCN/Div40 and ANST in your department.

Ask around and see if a neuropsychology student organization is something that would not only attract members, but would be something that students would be engaged and active in.

- Once you have an idea of the level of potential member interest, let your Training Director and/or Department/Program Chair know about your new role as ANST Interest Group Representative and what that role entails.

If necessary, educate these individuals about ANST and SCN/Div40.

Of note, you’re to only identify as the ANST Interest Group Representative of your institution. You’re not permitted to identify as Chair, President, Chief, or any other name. Your Interest Group is allowed to have up to two Interest Group Representatives.

- Name your ANST Interest Group

You have two options to choose from in regards to naming your ANST Interest Group. Either (1) [Institute’s] ANST Interest Group or (2) ANST Interest Group of

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[Institute]. For example, if you attended Nova Southeastern University (NSU), you could use either the name NSU's ANST Interest Group or ANST Interest Group of NSU.

No other names will be permitted, such as any of the following: ANST, ANST Neuropsychology Club, NSU's ANST, ANST of NSU, SCN at NSU, etc.

If you choose to add your role as Interest Group Representative to your CV, you must use the aforementioned verbiage, identifying yourself as ANST Interest Group Representative of your Institute.

- Set up an email distribution list of interested students within your department.

Introduce yourself to these students as your program's ANST Interest Group Representative. Let them know how you see yourself serving them as their ANST Representative. Ask for their feedback as to what they'd like to see in an ANST Interest Group and Representative. **ANST Interest Group related email signatures are not permitted.**

Assist members in completing the ANST membership steps: 1) join APA; 2) join SCN/Div40; 3) visiting and bookmarking the ANST website; and 4) join and introduce yourself on the ANST listserv. Encourage members to regularly contribute to the listserv and visit the website.

On at least a monthly basis: email updates, remind members of upcoming conferences and campus events (e.g., case conferences, grand rounds, and so on), remind members of the importance of listserv discussion, and get feedback on organizational issues.

- Seek ways in which you can make your ANST interest group more visible.

A hall bulletin board is a good place to begin. Prominently display your group information as well as ANST and SCN/Div40 materials. Possible materials you can create and display for your interest group include brochures, a sign-up sheet to be contacted with more information, your contact information, photos, and general information about neuropsychology.

Consider creating a website or slack page for your interest group. There are many free sites available to make websites, including Google Sites, Weebly, Webs, and Yola. Possible website features you could add include announcements, chat forums, event calendars, documents, photos, and links. If you do create a website, you could perhaps request to link it to your department or program home webpage. Please send your website URL to ANST so that we can post it on the main ANST website.

- Set up a regular meeting time with members for the purposes of facilitating discussion, debate, and obtaining feedback on a variety of issues.

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Once per month meetings would be ideal; however, assess what is feasible and realistic for your program and members in attempting to maximize engagement and activity in your chapter. Meetings should always cover organization issues: requesting member feedback, reminders about the listserv, reminders about upcoming conferences or special campus events (e.g., case conferences, grand rounds, and so on), and other issues.

Meeting topics vary widely amongst interest groups, ranging from journal article readings/discussion, social events such as dinners or lunches, field trips (e.g., to a campus MRI lab or brain cutting session), volunteering, student research presentations, watching ANST webinars together, and lectures by neuropsychologists or other professionals. Neuropsychologist lecture topics may also vary widely, perhaps including such topics as: professional issues (e.g., ethics, billing practices), board certification, internship and postdoctoral fellowships, neuropsychology and therapy, issues in pediatric versus adult assessment, special populations, cultural considerations, neuropathology, neuroimaging, forensics, psychopharmacology, case presentations, and so on. If you ever need help in creating Interest Group meeting ideas and activities, please contact the ANST Membership Officer and they will be happy to help.

- *Interest Group Representative terms are suggested to be 2 years. Serving as a Representative for more than 2 years must be approved by ANST. During your term as Interest Group Representative, locate another student in your program who is interested in taking over your position when you vacate it. Help sponsor him or her into the role – it is vital that the network you created stay intact.*
 - *If you will be on vacation or inaccessible by email for any significant period of time, please make alternative arrangements with your Faculty Sponsor or another student in the program for the distribution of ANST information and materials.*
 - *Regularly attend student conferences, including SCN/Div40, National Academy of Neuropsychology, and International Neuropsychological Society – in addition to other conferences specific to your interests. Participate in ANST-sponsored and student events at these conferences.*
8. *Keep in touch with ANST via the annual ANST Interest Group Review process. This is a required procedure for all interest groups to maintain their active status within the organization. This process will take place once per year and involves documentation of the group's status, activities, and supervision by the faculty sponsor.*

ANST not only assesses the eligibility of prospective programs, but also evaluates the activities of its interest group on an annual basis. Each year, ANST requires that all

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chapters complete an annual update form to ensure that each interest group can maintain active status within the organization. This requires continuing supervision by the faculty sponsor, presence of one or more interest group representatives, regular meetings and/or interest group events, and sufficient member involvement. During the annual update process, representatives are required to complete the required documentation in a timely and thorough manner.

If an interest group is unable to keep up with these responsibilities, ANST will provide a warning, followed by temporary deactivation of the interest group's status until it complies. If an interest group continues to have difficulty meeting these responsibilities, ANST will remove the interest group.

Congratulations! You are now ready to start your interest group. The next page contains a chapter set-up checklist that condenses the above information, for your convenience. Please use the primer and checklist to set-up your ANST interest group. If you have any further questions, contact ANST.

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REPRESENTATIVE & INTEREST GROUP SET-UP CHECKLIST

Please read the entire Interest Group and Interest Group Representative Primer before utilizing this form; it is **not** meant to replace the primer. This checklist is a summary of the steps outlined in the primer and was created to facilitate the Interest Group Representative and interest group set-up process:

- Join SCN/Div40: Neuropsychology (required) and the American Psychological Association (recommended).
- Secure a faculty member to act as a faculty sponsor for your chapter.
- Complete the Interest Group Representative Application and email it to ANST.
- Join and contribute regularly to the ANST listserv.
- Join and contribute regularly to the ANST Facebook Group. Access ANST information on Twitter @Div40ANST.
- Visit and become familiar with the ANST website. Be sure to bookmark it and visit it often to check for updates.
- Set up your specific program interest group:
 - Gauge level of interest in APA, SCN/Div40, and ANST in your department.
 - Let your Training Director and/or Department/Program chair know about your new role as ANST interest group representative and what that role entails.
 - Set up an email distribution list of interested students within your department.
 - Set up a regular meeting time, not forgetting to elicit student feedback in the creation of your ANST interest group.
 - Assist members in completing the ANST membership steps (i.e., joining APA and/or SCN/Div40, joining and introducing themselves on the ANST listserv, joining the Facebook group, and visiting/bookmarking the ANST website).
 - Find ways to make your ANST interest visible: a hall board, a website, brochures, and flyers are all good ways to increase visibility.
- Complete yearly (or more frequent) check-ins with ANST. Ensure new representatives are selected for smooth transition after your two year term.

NOTE: If you have any questions, concerns, or administrative requests (e.g., requests for materials, requests for correspondence, address changes, etc.) direct them to the ANST email at d40anst@gmail.com. ANST will channel your request to the appropriate person.

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