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## **Introduction**

This document contains information regarding policies and procedures for Cognitive and Developmental (C & D) psychology graduate students. This checklist was created with the goal of integrating both Graduate School and departmental procedures specifically related to the C & D psychology training program. However, it is not intended to be a substitute for the Graduate Bulletin and the Psychology Graduate Guidelines and students are encouraged to read the “General Graduate School Regulations” as well as the “Requirements for Advanced Degrees” sections of the Graduate Bulletin. **Students must assume full responsibility for knowledge of Graduate School policies and departmental requirements. If you have questions that are not addressed by the contents of this checklist, please consult the Psychology Graduate Guidelines.**

## **Qualifying Core Courses**

During your first **2 years** you must complete the following courses. **It is recommended that as many of these classes as possible be taken during the first year of graduate school.**

- Biological Basis of Behavior (7034)
- Cognitive Basis of Behavior (7030)
- Social Basis of Behavior (7040)
- History of Modern Psychology (4008)\*

\* If you have taken History of Modern Psychology at LSU, this requirement is waived (but you do not receive course credit). If you took a similar class at another university, you may attempt to test out of the course, or you may choose to take it again. See the Director of Graduate Studies to discuss your options.

And TWO\*\* of the following methodology courses:

- Intermediate Statistics (4111)
- Measurement of Behavior (7020)
- Advanced Statistics (7111)
- Methodology and Research (7117)

\*\* By the end of your graduate program in C & D, you must have taken 4111 and 7117.

- **You must pass the qualifying core classes with an A or B within your first two years in the program. You may have one retake on one class if you fail it in your first year. Failure in more than one class, or failure in your second year will result in dismissal from the program.**

### **Cognitive and Developmental Seminars**

By completion of the Ph. D. degree, all C & D students must have taken (and earned a grade of A or B) at least six C & D seminars. At least one seminar must be taken each year. To get a total of six seminars, students will have to take two seminars in some years.

- Seminar in Experimental Psychology (7938,7939)
- Psycholinguistics: Linguistic Perspectives (7754)
- Current Problems in Developmental Psychology (7978, 7979)

Practicum courses (7670, 7671) may be taken in the place of a maximum of TWO seminars.

These classes should give the student breadth as well as depth in cognitive and developmental psychology. In addition, the area requires those students on an academic track to take **Teaching of Psychology (7990)**. If you are a student on an applied track, you may substitute one additional seminar or practicum course for 7990.

### **First Year Project**

- This project is one to get you off and running in the research area. You can expect to get a lot of guidance on your first year project from your supervising faculty member. You chose your supervising faculty member based on mutual areas of interest, and should formally ask this person to serve as advisor for your first year project by the end of the first semester.
- The first year project may be an expanded class project done for a seminar or it may be an outgrowth of research you are doing as a research assistant for a faculty member. The final write-up will be turned in to your project supervisor for an evaluation. The due date is **noon of the last class day of your second semester** (See Appendix A). This project will be used by the C & D faculty, along with your course work and yearly evaluation form, to evaluate your progress for the year.
- At the end of your first year, you should form your advisory committee. The purpose of the advisory committee is to follow your training throughout your graduate career; however, membership of the advisory committee can change as appropriate. Ask two professors in addition to your major professor to be on your advisory committee. There must be a least one other C & D faculty member on your committee. At least one member of your committee must be a full member of the Graduate School.
- A note about committees: A student need not retain the same committee for all phases of graduate work. That is, the master's committee may differ from the General Exam committee, which in turn may differ from the dissertation committee.

**MASTER'S THESIS**

- **Proposal - You must propose your thesis no later than the 10<sup>th</sup> day of your fourth semester. You must accumulate a total of 6 thesis hours by the time of your defense, and you must be registered for at least 1 hour during the semester that you defend.**
- The members of your advisory committee generally are the members of the thesis committee. The committee may change with the permission of your major professor.
- TWO weeks before your proposal meeting, give your committee members a copy of your proposal.
- Reserve a room with the Graduate Secretary. You and your committee are to schedule this meeting for a minimum of 90 minutes.
- At your proposal meeting, bring the “Report of Thesis Prospectus” form, which you obtain from the Graduate Secretary (SEE APPENDIX B). Once your committee signs this form, you return it to the department to go in your file.  
**NOTE:** Always make personal copies. It is your responsibility to keep up with your own paperwork. There is no Graduate School paperwork at this time.

**Thesis Data Collection**

- Your thesis must be approved by the IRB committee. You may not begin collecting data with human subjects until your project has been approved. This process may take some time depending on the status of your project (e.g., expedited versus full review). Include any instruments and procedures you plan to use. You can download the IRB form and other IRB documents from <http://www.osr.lsu.edu/osr/comply.html>.
- If your subjects are college students, you must obtain a number for your study from the subject pool manager once your project is approved. This number is how the department will keep track of your project. You must decide how many extra credit points your study will be worth to a subject. This point value is based on the amount of time you estimate your study to take each subject. Each ½ hour = 1 extra credit point.
- Your study will be listed on PAWS and students will sign up for your experiment through their PAWS account.

### Thesis Defense

- **You must defend your thesis no later than the last day your 5<sup>th</sup> semester.**
- THREE weeks before your defense date you must submit two original “Request for Master’s Examination” forms to the Graduate School (SEE APPENDIX C). This form may be obtained from the Graduate Secretary or downloaded from the Psychology website, [www.lsu.edu/psychology](http://www.lsu.edu/psychology), and then click on Graduate School Forms. When the Graduate School receives this paperwork, they will approve the exam and return the “Master’s Examination and Thesis Report” forms and two Graduate School index cards to the department (SEE APPENDIX D). You can obtain these from the Graduate Secretary before your exam. **IT IS YOUR RESPONSIBILITY TO BRING THESE FORMS AND CARDS TO THE EXAM.** These forms and the two index cards (which indicate whether you passed or failed) must be signed in black ink by each committee member at your meeting. Return the cards and the forms to the Graduate Secretary, who will make a personal copy for you and a copy for your file. The two signed cards and forms will then be returned to Graduate School.
- TWO weeks before your defense, you must give a copy of your thesis to each committee member.
- Reserve a room for your defense with the Graduate Secretary. You and your committee are to schedule this meeting for a minimum of 90 minutes.
- Your thesis must be submitted to the Graduate School in their required format (i.e., electronically). This format may be obtained from the Graduate School office in 114 David Boyd Hall. Pay close attention to this format or you will end up with a lot of revisions. In addition to meeting departmental requirements, you must follow the Graduate School calendar, which can be found on the Graduate School web site or in the current semester registration/schedule of classes booklet and submit your thesis by their deadline. **(See application for degree section at the end of this document).**

### Program of Study

- This document represents your individualized degree program, outlining the advanced courses you will take in pursuit of the Ph.D.
- You must be full-time for two consecutive semesters (fall & spring or spring & fall) after the program of study has been approved. Please see the form called “Completing the Doctoral Program of Study” (APPENDIX E) for information on how to fill this out.
- This form must be filed **immediately after the core course work is completed** (summer after your fourth semester or beginning of the fifth semester) and must

be approved by your major advisor and the advisory committee. **Remember** that course work must include at least one C & D seminar in a year. This is the time that you begin to work on your reading lists for the General Exam with your committee members (see next page for more details on the General Exam). Your advisory committee will also be consulted for input, and one committee member will be added to fulfill the requirements for the General Exam committee.

- If you need to make changes to the Program of Study after it has been approved, you may fill out a “Request for Change in Program of Study for Doctoral Degree” form (SEE APPENDIX F).
- These forms can be downloaded from the psychology web site at [www.lsu.edu/psychology](http://www.lsu.edu/psychology), then click on Graduate School Forms.

### **Intermediate /Middle Project**

- The purpose of this project is to provide breadth of training. If you have completed a significant project with someone other than your major professor (i.e., masters degree), it is appropriate to have your major professor supervise your project. Otherwise, it is suggested that someone other than your major professor supervise your Intermediate Project.
- This is a project that should be of publishable quality, and must be written up in the form of a draft of a publication.
- This project must be approved in consultation with your major professor.
- The paperwork for the Intermediate/Middle Project may be obtained from the Graduate Secretary and is to be signed by your project supervisor (SEE APPENDIX G). Return this form to the department only and make a personal copy.
- This project may be worked on at any time after the Master’s degree is earned and must be completed before the General Exam.

### **Minor**

- A minor is not required but is **strongly recommended** for C & D students. Possible minors include: computer science, experimental statistics, linguistics, etc. A contract must be written with your minor professor to define the course work and project required. The major professor must approve the minor.
- This project typically requires either 4 courses in your minor subject area or 3 courses and a project in your minor subject area.

- When you have completed your minor, obtain the relevant paperwork from the psychology office and have your minor professor sign it. Return this form to the department only and make a personal copy. If you choose to complete a minor, your minor professor becomes a member of your advisory committee.
- The minor must be completed before your General Exam defense.

### **GENERAL EXAM**

- The General Exam will consist of:
  - a research proposal
  - a written/typed exam
  - an oral defense
- Before the Ph. D. prospectus meeting can take place, you must take and pass the General Exam. There is a 4-year time limit for defending your dissertation after passing the General Exam.
- You must complete all core courses and most of the six C & D seminars before attempting to pass the General Exam (at the end of the third year or the beginning of the fourth).
- At this point the advisory committee will be composed of the student's major advisor, and 3 additional members. The committee membership is determined in conjunction with the student and the major professor, although the major professor has the final say in the matter.
- When a student is ready to file the Program of Study form, the student will begin to develop their reading lists for the General Exam. The members of the committee will work together with the student to establish the reading lists. One of the lists must cover the area of methodology. Possible areas for the reading list include, but are not limited to,
  - memory, aging, cognitive development, human learning, and language.

A research proposal will be written and submitted to the student's major advisor. The student may receive feedback from the major advisor ONE TIME ONLY before it is turned in. The feedback will be of the type you would typically receive when turning in a draft of a manuscript. Otherwise, the student does this work independently. The research proposal must be submitted **two weeks** before the oral exam. The goal of the research proposal portion of the General Exam is for the student to demonstrate independent thinking, specifically in the area of designing and writing a research project. It is not expected that the version that is turned in for the exam will be submitted directly to a funding agency without the opportunity for revisions beyond the scope of the General Exam. Below are possible formats for the research proposal:

- Academic track- grant proposal for NIH predoctoral fellowship or other suitable funding project (see [www.nih.gov](http://www.nih.gov) for format details; <http://grants1.nih.gov/grants/funding/416/phs416.htm> is the page for the predoctoral grant application)
- Applied track- grant proposal for applied funding, such as the military or other suitable funding project

- If a student has already written a grant proposal for predoctoral funding that has been approved by the General Exam committee, then the student may write a literature review instead.
  - The student will sit for the written/typed exams, based on the reading lists created by the student and the committee members. Each exam will last 2 hours, for a total of 6 hours of testing. The testing will take place over 3 days, with one test per day.
  - The entire package, the research proposal and the answers to the exam questions, will be submitted to the committee. The student will have an oral defense of the package approximately 4 weeks after the written exam (see the next bullet point for a specific timeline). The student does not receive any feedback on the written answers before the oral exam.
  - The General Exam can be taken at two times during the year. In the fall, the written exam will occur on or around October 15<sup>th</sup>. The oral exam must be scheduled by November 15<sup>th</sup>. In the spring, the written exam will occur on or around March 15<sup>th</sup>, and the oral exam must be scheduled by April 15<sup>th</sup>. The General Exam cannot be taken in the summer. You and your committee are to schedule the oral exam for a minimum of 2 hours.
  - From the point that the Program of Study form has been filed (from within the department), the student has 18 months to complete the Intermediate Project and the General Exam. If the student does not successfully pass all of the portions of the General Exam, the student will be given one chance to retake the portions of the exam that were not successfully completed.
- THREE weeks before your exam date, you must submit two original “Request for Doctoral General or Final Examination” forms to the Graduate School. (SEE APPENDIX H). This form may be obtained from the Graduate Secretary or on the psychology web site, [www.lsu.edu/psychology](http://www.lsu.edu/psychology), then click on Graduate School Forms. If you have a minor professor, make sure that your minor professor and your major advisor are listed as part of this committee. When the Graduate School receives this paperwork, they will:
- Appoint an outside committee member. This person will be a representative of the Dean of the Graduate School. This person will also be assigned to your dissertation proposal and defense meetings.
  - Forward two index cards (SEE APPENDIX I) to the department. You can obtain these from the psychology office on the day of your exam. **IT IS YOUR RESPONSIBILITY TO BRING THESE CARDS TO THE EXAM!!** Both cards must be signed by each of your committee members in black ink, who will either put “pass” or “fail” next to their signature. Bring these cards to the department secretary who will make a copy for your file and forward the originals to the Graduate School. Make yourself a personal copy of the cards.

## **PH.D DISSERTATION**

- **The dissertation procedure, including paperwork, is similar to the Master's Thesis procedure. Please refer to the Master's Thesis section if you need information on data collection. You must have accumulated a total of 12 dissertation hours by the time you defend, and you must be registered for dissertation hours in the semester that you defend. AT LEAST ONE ACADEMIC YEAR MUST PASS BETWEEN THE COMPLETION OF YOUR GENERAL EXAM AND YOUR DISSERTATION DEFENSE. PLEASE CONTACT THE DEPARTMENTAL GRADUATE SECRETARY FOR MORE INFORMATION ABOUT WHAT CONSTITUTES AN "ACADEMIC YEAR" IF THIS IS A SITUATION THAT APPLIES TO YOU.**

### **Dissertation Proposal**

- You must have your General Exam complete before you propose.
- Your committee must consist of your major professor, your minor professor (if applicable), and two (or three if no minor professor) other faculty members and your previously appointed Dean's Rep. There must be at least one other C & D faculty member on your committee. At least **two** persons on your committee must be full members of the Graduate School faculty.
- TWO weeks before your proposal date, give your committee members a copy of your proposal.
- Reserve a room with the Graduate Secretary. You and your committee are to schedule this meeting for a minimum of 2 hours.
- At your proposal meeting, bring the "Report of Prospectus Examination" form, which you obtain from the Graduate Secretary (SEE APPENDIX J). Once your committee signs this form, you return it to the department to go in your departmental file.

NOTE: Make personal copies. There is no Graduate School paper work at this time.

**Dissertation Defense**

- THREE weeks before your defense date you must submit two original “Request for Doctoral General or Final Examination” forms to the Graduate School (SEE APPENDIX K). This form may be obtained from the Graduate Secretary or on the psychology web site, [www.lsu.edu/psychology](http://www.lsu.edu/psychology), and click on Graduate School Forms. When the Graduate School receives this paperwork, they will forward a “Doctoral Examination and Dissertation Report” form (2) and two Graduate School index cards to the department (SEE APPENDIX L). You can obtain these from the Graduate Secretary before your exam. **IT IS YOUR RESPONSIBILITY TO BRING THESE FORMS AND CARDS TO THE EXAM.** \* These two forms and the two index cards (which indicate whether you passed or failed) must be signed in black ink by each committee member at your meeting. Return the forms and cards to the Graduate Secretary, who will forward the originals to the Graduate School. Make yourself a personal copy.
- TWO weeks before your defense, you must give a copy of your dissertation to each committee member.
- Reserve a room for your defense with the Graduate Secretary. You and your committee are to schedule this meeting for a minimum of 2 hours.
- Your dissertation must be submitted to the Graduate School in their required format (i.e., electronically). This format may be obtained from the Graduate School office in David Boyd Hall. Pay close attention to the Graduate School format or you will end up with a lot of revisions. You need to make an appointment with the editor in the Graduate School during this time. In addition to making graduation deadlines, you must follow the Graduate School calendar (available in the psychology department, Graduate School or on the Graduate School’s web site) and submit your dissertation by their deadline. Your final dissertation must be printed on cotton bond paper. (See application for degree section at the end of this document).
- CONTINUOUS REGISTRATION for a minimum of THREE HOURS of credit each semester is REQUIRED until formal graduation.**

**Application for Degree**

At the beginning of the semester in which you defend your thesis or dissertation, you should obtain the “materials for candidates for master’s degree” or the “materials for candidates for doctoral degrees”. These materials contain instructions and forms necessary to meet requirements for graduation. The Graduate School calendar changes each semester, which means that the deadlines for submitting “Application for Degree” forms will vary from semester to semester. **You should obtain this information from the Graduate School the prior semester or at the very beginning of the semester in which you intend to graduate.**

**Time Limit for the Doctoral Degree**

The program for the doctoral degree must be completed **within seven years** from the time that you enter the graduate program. A student must have special permission from the dean of the Graduate School to exceed this time limit. Leave of absence is no longer formally recognized by the Graduate School.

**EVALUATION PROCESS**

- ❑ You will have the chance to receive feedback from the faculty on your progress, and you will also have the chance to provide feedback to the faculty about your training.
- ❑ Every year of your training, you will be asked to turn in the Student Evaluation Form (See APPENDIX M) to your major advisor. Please be sure to append a copy of your vita to this form.
- ❑ Every year of your training, you will be asked by the student representative of the C & D area to fill out a Program Evaluation Form. This form is to be anonymous so that the faculty will not know who is providing the feedback (See APPENDIX N).

**Final Note: This document was created to help you understand the guidelines required by the Graduate School and the department. Read it carefully. You should not expect faculty or staff to spend time explaining what is in this document. However, it is unrealistic to think that one such document can be all inclusive. Questions always come up and when they do, please do not hesitate to call the Graduate Secretary.**

**Recommended Overall Timetable**

	<i>Course Work</i>	<i>Research</i>
Fall/1 <sup>st</sup> Year	Qualifying Core Course 1 Qualifying Core Course 2 Seminar	
Spring/ 1 <sup>st</sup> Year	Qualifying Core Course 3 Qualifying Core Course 4 Seminar or other course	1 <sup>st</sup> Year Project Due
Fall/2 <sup>nd</sup> Year	Qualifying Core Course 5 Seminar Research Hours	Propose Master's Thesis
Spring/2 <sup>nd</sup> Year	Qualifying Core Course 6 Seminar or other course Research Hours	Complete and defend Master's Thesis File Program of Study
Fall/3 <sup>rd</sup> Year	Seminar Additional course Research Hours	Complete Intermediate Project
Spring/3 <sup>rd</sup> Year	Seminar Additional course Research Hours	Take and pass General Exam
Fall/4 <sup>th</sup> Year	Seminar or other course Research Hours	Propose Doctoral Dissertation
Spring/4 <sup>th</sup> Year	Seminar or other course Research Hours	Complete and Defend Doctoral Dissertation