

Psychology Graduate



Guidelines
2009-2010

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The following are the rules and guidelines for all Psychology Department graduate students. You are responsible for having knowledge of and following these rules. **Violating any departmental or Graduate School rule can result in a loss of funding and/or possible termination from the program.**

General Rules and Guidelines:

- 1) You are responsible for adhering to the rules listed in:
 - The Graduate Bulletin, which is issued by the Graduate School and contains rules applying to all graduate students in the university.
 - The Psychology Department Graduate Student Guidelines (the booklet you are now reading), which is issued by the Department of Psychology and contains rules applying to all psychology graduate students.
 - Your specialty area handbook/checklist (if applicable), which is issued by the Department of Psychology and contains additional rules applying to the graduate students in that sub-area of psychology.

- 2) You are responsible for maintaining frequent communication with the department during your enrollment in the Ph.D. program. It is also your responsibility to inform the department of your most current and accurate contact information; including email, telephone numbers and address.
 - Remember when problems arise, the faster we are able to find you, the faster the problem can be resolved. Expediting contact with you can be very important with time sensitive issues.
 - Please provide a working email address. Full mailboxes and/or closed email accounts do not allow you to receive the necessary information. The Graduate Secretary sends out numerous emails through out the year with notices of new information and/or reminders of deadlines, rules and other important information to students.
 - Occasionally, new rules are implemented during or between semesters that will not be found in the books you have received. You will be informed of any changes via email.
 - If you are not able to receive email for any reason, contact the Graduate Secretary immediately so that other arrangements can be made.
 - There are mailboxes for the graduate students in the Psychology Office (Room 236). Staff and faculty members will frequently place mail in them for you. The mailboxes are organized by last name. (All students with a last name beginning with “A” will find their mail in the box marked “A” etc.) Please be courteous to the other students and check your mail on a regular basis. No one wants to constantly sort through your mail to get his or her own.

- 3) If you have questions about the rules or what step to take next, read the information you have been given. After reading it, if you are still unsure, contact your advisor (for academic/research matters etc) or the Graduate Secretary (forms, deadlines, etc). This handbook and the Graduate Bulletin, along with links to the Graduate School website and Graduate School forms are also available on the Psychology Departmental website at www.lsu.edu/psychology.

- 4) Your professors are not always available during the Summer semesters. It is possible that you will not be able to hold a meeting (proposals, defenses, exams, etc) during the Summer semesters so plan accordingly.
- 5) The terms “successfully propose,” “successfully defend” or “successfully pass” an exam mean that you have your necessary paperwork (forms differ for each exam) signed as passed by your committee.
- 6) If you would like to apply for travel funds for a conference/meeting, you may qualify for travel reimbursement. It is your responsibility to apply at least 3 weeks prior to the trip and to turn in all completed paperwork in a timely manner. Please see the departmental accountant (Susan) for rules and forms.
- 7) You are not allowed to attempt proposals and defenses (thesis proposal, thesis defense, dissertation proposal, and dissertation defense) during the same semester. If approved by your advisor, you may schedule the general exam and the dissertation proposal during the same semester. You cannot propose or defend between semesters. A semester begins on the first day of orientation. The day prior to graduation is the final day of the semester for these major exams.
- 8) If you have earned a master’s degree in psychology from another university, you may submit your thesis to the department for possible acceptance of the department’s master’s thesis requirement. Please bring a copy of your thesis to the Graduate Secretary. Once the proper faculty members have reviewed the document, you will be informed of their decision.
- 9) Any student with grievances is eligible to appeal the issue at hand. The guidelines for the appeals process are given in LSU Policy Statement 48 (PS-48 can be found at <http://appl003.ocs.lsu.edu/ups.nsf/d18275cbffaad4b10625635a006e196c/266da3186d2ba0eb86256c250062aea8?OpenDocument>.)
- 10) Any graduate student wishing to be appointed as an instructor of record on a graduate assistantship must fulfill the following requirements to apply.
 - ✓ Applicants must have earned their master’s degree prior to beginning of the appointment.
 - ✓ Applicants must have completed PSYC 7990, Teaching of Psychology, or receive written approval for an equivalent course at another university.
 - ✓ Once appointed to the position, the instructor must enroll in the Teaching of Psychology Practicum, PSYC 7690.
- 11) The Department of Psychology expects the highest ethical and professional behavior from all graduate students at all times. This includes adhering to the LSU Code of Student Conduct (this can be found at www.lsu.edu/deanofstudents.) as well as the APA’s Ethical Principles of Psychologists and Code of Conduct (this can be found at <http://www.apa.org/ethics/>). Unethical or improper behavior (on or off campus) may warrant disciplinary action by the department and/or the university.

Graduate School Information:

The department is your liaison to the Graduate School. If you have questions or concerns, call or email the Graduate Secretary. Please do not initiate contact with the Graduate School. If you are contacted directly by the Graduate School, feel free to respond to them directly, otherwise, you should talk to the Psychology Graduate Secretary first. You should never send/bring any documents/forms directly to the Graduate School (only exceptions are the final thesis and final dissertation). The department must submit all paperwork. Although this sounds inconvenient, it is for your protection.

You must be registered continuously for at least 3 credit hours each regular semester. The Graduate School considers the Spring and Fall semesters as “regular semesters” but not the Summer.

You must maintain a GPA of 3.0 or better (cumulative and semester GPA) to remain “in good standing” with the Graduate School. The first semester your GPA is below 3.0, you will be placed on academic probation. Academic probation is NOT considered “in good standing.” While on academic probation, you are not eligible for funding of any kind. If after one semester of academic probation, your cumulative and semester GPAs are not 3.0 or better, you will be terminated from the university.

If you are the recipient of an assistantship, you must secure written permission to work additional hours outside of that assistantship. The additional work must be related to your education in some way to merit approval. If you wish to apply for additional compensation, please contact the Graduate Secretary. She will need to know where you will be working, what services you will provide, how many hours per week you will be working, as well as your beginning and ending date for that commitment. She will then file the appropriate paperwork to request permission be granted.

Core Courses:

Satisfactory completion of the core courses is required to be qualified for advanced doctoral study. Satisfactory completion constitutes passing the required courses with a grade of “A” or “B” by the end of your 2nd year in the program. Each course is generally offered once a year. If you feel you have a particularly strong background in one or more of the core areas, you may take the final exam in any course; you will have satisfied the core requirement if you earn a grade of “A” or “B.” You must secure a letter from the course instructor giving your exam grade for inclusion in your file, as evidence of satisfying this requirement.

Core Courses

Biological Basis of Behavior (Psyc 7034)
 Cognitive Basis of Behavior (Psyc 7030)
 Social Basis of Behavior (Psyc 7040)
 History of Modern Psychology (Psyc 4008)
 and

Two of four courses:

Intermediate Statistics (Psyc 4111), Advanced Statistics (Psyc 7111),
 Measurement of Behavior (Psyc 7020) or Methodology and Research (Psyc 7117)

**If you do not complete the courses with satisfactory grades within the first 2 years,
 you will be dismissed from the program.
 Any new student failing more than one core course on the first take will be dismissed from
 the program.**

First Year Project:

For Cognitive and Developmental students only. Please see “Cognitive and Developmental Psychology Graduate Student Checklist” for additional information. Please see the Graduate Secretary for the necessary form once you have completed your project.

Thesis/Master’s Degree:

Most students obtain a Master’s degree en route to the Ph.D. degree. To obtain this degree, you must fulfill the Graduate School requirements, including writing a thesis and passing a comprehensive final examination. If you choose not to formally receive the Master’s degree, an equivalent research project with oral defense is still required. **The Master’s degree is NOT optional for the Clinical Psychology program.**

- 1) Deadlines/Timeline: You are to consult with your major professor in regards to forming your committee and report the names of the committee to the Graduate Secretary, in writing, at least 3 weeks prior to the proposal meeting and no later than the 10th class day of your 3rd semester.

You should successfully propose by the end of your 3rd semester. You **MUST** propose by the 10th class day of your 4th semester & you must successfully pass your proposal by April 1 of your 4th semester. You must successfully defend your thesis by the last day of final exams of your 5th semester. Failure to comply with these guidelines & deadlines will result in loss of financial support for at least 1 semester. In addition, you may be terminated from the doctoral program at the program area’s faculty discretion.

You will need to see the Graduate Secretary for the necessary paperwork for your proposal. You must apply to the Graduate School for your defense meeting (form: Request For Master’s Examination) at least 3 weeks prior to your meeting. Other deadlines may apply if you plan on graduating the semester you defend. See the Graduate School calendar for those dates. Please also see “Graduation Time Limits” on page 10 for more details.

- 2) Registration Rules: You must register for thesis hours (PSYC 8000) any semester you are working on the project. This would include the semester you propose and the semester you defend. Although you do not have to be registered for thesis hours the semester you meet with the Graduate School editor, you do have to be registered for a minimum of 1 credit hour with the university. (If you are registered as “degree only” you are not eligible to meet with the editor.) You must have minimum total of 6 thesis credit hours to defend your thesis.
- 3) Committee: Your committee must have at least 3 members. Your committee chair is your major professor. At least 2 members of your committee must be from your specialty area & 1 member must be a full member of the Graduate Faculty. The 3rd member should be from the Psychology department or a department pertinent to the project. Any changes to the committee for any reason are to be reported to the Graduate Secretary, in writing, immediately. All committees are subject to approval by the department chair.
- 4) General Information: You cannot hand in your final thesis to the Graduate School editor until the semester you graduate. (continued on page 7)

You will need to find an agreeable time and date for you and your committee members. You and your committee members are to schedule proposal and defense meetings for a minimum of 90 minutes. Once this has been done, immediately inform the Graduate Secretary of the date and time of your meeting. She will help you with booking a room and the necessary equipment (computer and projector for PowerPoint presentations, etc).

Intermediate/Middle Project:

A research project, under the direction of a faculty research supervisor (who may or may not be your major professor) is required for Cognitive/Developmental and Industrial/Organizational students. Course credit for this project will be obtained by signing up for independent research hours in the related area.

Please see your specialty area checklist/handbook for additional information.

Please see the Graduate Secretary for the necessary form once you have completed your project.

Timelines: You can perform this research anytime after earning your masters degree. You are not allowed to attempt the General Exam until completion of this project.

Program of Study:

This document represents your individualized degree program. You will list the classes you have taken as well as the classes you intend on taking. It will be your contract between yourself and the department of your requirements to obtain your doctoral degree. Your Advisory Committee and the Department of Psychology must approve the POS prior to submission to the Graduate School. This committee will consist of at least 3 members: your major professor, your minor professor (if applicable), and 1 (2 if no minor professor) other Psychology professor(s) or professor pertinent to your path of study. At least 2 members of your committee must be from your specialty area and at least 1 member must be a full member of the Graduate Faculty. Please do your best to get the information on this form correct. If changes are required, the Graduate School requires another form to be completed. No one wants additional paperwork.

Timeline: Students generally submit this form to the Graduate School in their 3rd or 4th year in the program. You are not eligible to submit your Program of Study until you have successfully defended your thesis. You are not allowed take your General Examination until your POS has been accepted by the Graduate School. You must be registered full time for two consecutive semesters after the POS has been approved.

Minor (if applicable):

You should discuss the requirements for their Minor Degree with your Minor professor. Once the requirements are agreed upon, the requirements should be put in writing and signed by both the Minor Professor and yourself to show what you have agreed on. You should give this written agreement to the Graduate Secretary. Depending on minor field, you are usually required to complete a minimum of 9-12 credit hours for your minor. Generally 4 classes are taken or 3 classes and a project to meet this requirement.

General Exam:

The General Exam is a comprehensive examination required of every doctoral student. This is a written and oral exam. If a minor is to be earned, the minor professor is to participate in all aspects of the General Exam. Clinical and School students, check your handbook or the web site for additional information/rules for this exam.

- 1) Deadlines/Timeline: This exam is generally taken by 3rd or 4th year students. Non-clinical students are to consult with their major professor in regards to forming their General Exam committee and report the names to the Graduate Secretary, in writing, at least 3 weeks prior to the meeting and no later than the 10th class day of the semester you intend to attempt this exam. Clinical students will submit proper paperwork as listed in the Clinical Psychology Graduate Student Checklist (gold book).

You must apply to the Graduate School at least 3 weeks prior to the exam (Form: Request for Doctoral General or Final Examination). Clinical students must pass the General Exam by November 1 to be eligible for internship the following Summer or Fall. You cannot attempt the General Exam until you have successfully completed your Intermediate Project (if required) and the Graduate School has approved your Program of Study. You cannot propose your dissertation until you have successfully passed your General Exam and you cannot defend your dissertation until a year after passing your General Examination.

- 2) Committee: Your committee will consist of at least 5 members: your major professor, your minor professor (if applicable), and 2 (3 if no minor professor) other Psychology professors or professors pertinent to your studies. At least 2 committee members must be from your specialty area and at least 2 members must be full members of the Graduate Faculty. The Graduate School will appoint your 5th member, your Dean's Representative for your defense meeting (The GS will make sure this person is available for the date and time of your meeting/exam). This person is also assigned to your future dissertation committee. Any changes to the committee for any reason are to be reported to the Graduate Secretary, in writing, immediately. All committees are subject to approval by the department chair.
- 3) General Information: Only one dissenting vote is allowed for a student to successfully pass the General Exam regardless of the number of committee members. If a second attempt is needed to complete the General Exam, a minimum of one semester must pass between attempts and the maximum time between attempts is 12 months. An unsuccessful second attempt of the General Exam will result in an immediate dismissal from the program.
You and your committee members are to schedule this meeting for a minimum of 2 hours. Once this has been done, immediately inform the Graduate Secretary of the date and time of your meeting. She will help you with booking a room and the necessary equipment (computer and projector for PowerPoint presentations, etc).

Internship:

Internships are required for all Clinical and School students.

- 1) Timeline: Students generally go on internship their 5th or 6th year in the program. Clinical students must have passed their General Exam no later than November 1 previous to their Summer or Fall internship.
- 2) Registration Rules: Internships are to last 1 calendar year for clinical students and 1 academic year for school students. You must have a total of 15 internship credit hours for a completed internship. Typical registration looks like:
 - Fall & Spring semesters: 6 internship hours, 2 dissertation hours
 - Summer: 3 internship hours, 2 dissertation hours

The Graduate School will waive tuition (up to 8 credit hours in the regular semester & 5 in the Summer) while you are on internship. If you are receiving student loans, it is your responsibility to find out what the financial institution's requirements are for registration. Your financial institution may require you to register full time.
- 3) General Information: You MUST inform the Graduate Secretary that you have applied for internship. When accepted, you must to give the Graduate Secretary a copy of your acceptance letter as soon as possible. If she does not have the proper information, she will not be able to pass it on to the proper people. If your internship is completed by June 30, and all other qualifications are met, you may graduate in that Summer. If your internship is not completed by June 30, you are not eligible to graduate until the Fall semester. No exceptions.

Dissertation:

All doctoral students must fulfill the Graduate School requirement of completing a written dissertation with an oral defense.

- 1) Deadlines/Timeline: You cannot propose your dissertation until you have successfully completed your General Examination. You cannot defend your dissertation for 1 year after passing your General Exam. You are to consult with your major professor in regards to forming your dissertation committee and report the names to the Graduate Secretary, in writing, at least 3 weeks prior to the exam and no later than the 10th class day of the semester you intend to attempt the exam.

Most students generally propose in their 4th or 5th year. Most students generally defend in their 4th-6th year. You will need to see the Graduate Secretary for the necessary paperwork for your proposal. You must apply to the Graduate School for your defense meeting (form: Request For Doctoral General or Final Examination) at least 3 weeks prior to your meeting. Other deadlines may apply if you plan on graduating the semester you defend. See the Graduate School calendar for those dates. Please also see "Graduation Time Limits" on page 10 for more details.
- 2) Registration Rules: You must register for dissertation hours (PSYC 9000) any semester you are working on the project. This would include the semester you propose and the semester you defend. Although you do not have to be registered for dissertation hours the semester you meet with the Graduate School editor, you do have to be registered for a minimum of 1 credit hour with the university. (If you are registered as "degree only" you

are not eligible to meet with the editor.) You must have a minimum total of 12 dissertation credit hours to defend your dissertation.

- 3) Committee: Your committee must have at least 5 members. Your committee chair is your major professor. Your previously appointed Dean's Rep, minor professor (if applicable) and 2 (3 if no minor professor) other members should be professors from the Psychology department or a department pertinent to the project. At least 2 members of your committee must be from your specialty area and at least 2 members must be full members of the Graduate Faculty. As a departmental rule and as a courtesy, you are to invite the Dean's Rep to your proposal meeting. You are to accommodate him/her as well as the remaining members of your committee when scheduling the proposal and defense. The Dean's Rep must attend the defense meeting. Any changes to the committee for any reason are to be reported to the Graduate Secretary, in writing, immediately. All committees are subject to approval by the department chair.
- 4) General Information: You cannot hand in your final thesis to the Graduate School editor until the semester you graduate.

You will need to find an agreeable time and date for you and your committee members. Once this has been done, immediately inform the Graduate Secretary of the date and time of your meeting. She will help you with booking a room and the necessary equipment (computer and projector for PowerPoint presentations, etc).

Only one dissenting vote is allowed for a student to successfully pass the dissertation proposal or defense regardless of the number of committee members. In the event the defense exam is failed, you will be dismissed from the program. Only at the discretion of the student's committee may a single, additional attempt be made. If the second attempt is approved, a minimum of one month must pass between attempts.

You and your committee members are to schedule the proposal and defense meetings for a minimum of 2 hours.

Once this has been done, immediately inform the Graduate Secretary of the date and time of your meeting. She will help you with booking a room and the necessary equipment (computer and projector for PowerPoint presentations, etc).

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 XXX (fill in the appropriate degree – MA or Ph.D.) degree" from the Graduate School. These materials contain instructions and forms necessary to meet requirements for graduation. It will include your "Application for Degree," an application for your final exam, a Graduate School calendar as well as additional information/forms. Check the calendar for the various deadlines for all necessary paperwork.

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.

Graduation Time Limits:

Optimally students who have a B.A or B.S. degree will proceed to the Ph.D. degree in four years (five for clinical & school students, counting internship requirement). The maximum time allowed from entrance to the completion of the Ph.D. is 7 years. A student must have special permission from the Dean of the Graduate School to exceed this time limit. (This permission is not routinely given, and must involve exceptional circumstances.) Leave of absence is no longer formally recognized by the Graduate School. Failure to complete the Ph.D. program within the seven-year period will result in termination from the program.

***** Graduation Time Limit (For Master's and Ph.D.): *****

The Graduate School requires students to graduate within 1 semester of completing their defense and internship (if applicable).

Example: If you defend your dissertation and complete your internship in the Spring 2002, you must receive your degree either Spring 2002 or the following Fall 2002. NO later!

If you defend your dissertation in Fall 2002, and complete your internship in the Summer 2003, you must receive your degree in either the Summer 2003 or the Fall 2003.

If this deadline is missed, the student will be required to re-defend in order to graduate.

Students who are dismissed from the program, but are granted permission to complete the master's degree, are granted permission to remain in the program for one additional year only. Regardless of whether or not the master's degree is completed, at the end of that one year, the student is terminated.

****** Again, if you have questions, contact the Graduate Secretary first. ******

Retention in the Program:

Compliance with the following will aid students with remaining in good standing with the program.

- Maintain semester and cumulative grade point average of 3.0 or better.
- Complete core courses with a grade of "B" or better within the first 2 years in the program.
- Successfully propose thesis preferably in the 3rd semester and no later than the 10th class day of the 4th semester.
- Successfully defend thesis no later than the last day of final exams of the 5th semester in the program.
- Successfully complete the general exam with no more than 2 attempts.
- Successfully complete internship (if applicable) within 7 years of entering the program.
- Successfully defend dissertation within 7 years of entering the program.