

**GRADUATE STUDENT HANDBOOK
DEPARTMENT OF PSYCHOLOGY**

2006 - 2008



**College of Social & Behavioral Sciences
Northern Arizona University
Flagstaff, AZ 86011-5106**

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Table of Contents

Preface	i
Student Agreement (I have read this document.)	ii
Introduction to Faculty	iii-iv
The Graduate College	1
Mission Statement	1
Master of Arts in Psychology	1
Admission Requirements	1-2
Admission Criteria	1
Nonacademic Criteria	1
Graduate College Admission	1-2
Classification of Admitted Students	2
Petition for Transfer of Credit	2
Leave of Absence Policy	2
Psychology Graduate Student Association	2
Graduate Committees	2
Advisors	3
Departmental Information	3-4
Department Chair	3
Department Office	3
Office Assistance to TA's and RA's	3
Supplies, Computer, and Xeroxing Facilities	3-4
Your Department File	4
Department Mailboxes, Board & E-Mail Accounts	4
Criteria for Maintaining Regular Status in the Graduate Program	4-6
Academic Criteria	4
Incomplete Policy	4
In Progress Policy	4-5
Time Limit Policy	5
Non-Academic Criteria-University Regulations	5
Professional and Ethical Standards	5-6
Procedures When Students Do Not Meet These Standards	6
Following Graduate Program Policies and Procedures	6
Work Outside the Department	6
Procedures for Selecting and Assigning Graduate Assistants	6-7

Table of Contents (Continued)

Teaching & Graduate Assistantships	6
Lab Teaching Assistantships	6-7
Introductory Psychology Assistantships	7
200-Level & 300-Level Course Assistantships	7
General Job Descriptions for Assistantships	7-8
Graduate Student Evaluation	8
Academic Performance	8
Assistantship Performance	8
Experiential Performance	8
Yearly Evaluation	8
Academic Requirements	8-10
Pre-doctoral Training in General or Health Psychology	8-9
Clinical Health Psychology	9
Teaching of Psychology	9-10
Certificate Programs	10
Application for Graduation	10
Thesis Requirements	10-13
Identifying a Thesis Chair	10-11
Thesis Proposal/Prospectus and Approval	11
IRB Approval for Research Using Human Subjects	11
Thesis Data Collection	11
List of Thesis Deadlines	11-12
Funding for Thesis	12
Data Analysis	12
Thesis Defense	12-13
Thesis – Final Steps	13
Enrollment Policy for PSY 699	13
Resources on NAU Campus	13-14
Graduate Student Library Privileges	14
Evaluation of the Graduate Program Coordinators, the Director Of the Health Center, the Fieldwork Coordinator and Program	14
Departmental Colloquium Series	14
Graduate Student Interdisciplinary Symposium and Other Presentations on Campus	14-15
Sources of Funding for Graduate Students	15
Thesis Scholarships	15
SBS Dean and Associate Provost Travel Scholarships	15

Table of Contents (Continued)

Other Scholarships	15
Non-Academic Graduate Assistantships	15
Appendix A – Policies Related to Graduate Courses	A1-3
Policy-Course Substitution from Another University	A1
Policy-NAU on Transfer Credit	A1
Criteria for Graduate-Level Courses	A1-2
Recommended Criteria	A2-3
Appendix B – Program of Study Forms	B1-3
Program of Studies – Clinical Health Psychology	B1
Program of Studies – Pre-doctoral General or Health Psychology	B2
Program of Studies - Teaching of Psychology	B3
Appendix C - Advising Sheets & Checklists for Degree Tracks	C1-14
Checklist for Clinical Health Psychology	C1
Checklist for Teaching of Psychology	C2-3
Checklist for Pre-doctoral General or Health Psychology	C-6
Progress Update Form (PUF)	C7
Report on Final Oral Examination for Master’s Degree	C8
Tasks to Complete for your Masters Thesis	C9-11
Bindery and Microfilming Checklist	C12-13
Turning in Final Thesis Copies	C14
Appendix D – IRB Information	D1
Appendix G – Travel Applications	E1-2
College of Social and Behavioral Sciences	E1
Office of the Vice Provost	E2
Appendix F – Psychology Graduate Fieldwork PSY 608	F1
Appendix G – Materials for Use of PSY 101 Subject Pool	G1-4
Registering for the First Time	G1
Logging in Once Approved	G1
Creating a New Experiment	G2
Creating Time Slots for Participants	G3
Making your Experiment Visible to Students	G3
Changing Your Password & Profile	G3
Research Policy	G4
Appendix H – Writing Your Vita	H1-3
Tips on Creating an Academic Vita	H1
Several Do’s and Don’ts in Vita Preparation	H1
Sample Vita Template	H2-3

Table of Contents (Continued)

Appendix I – Disclosure of Social Security Numbers	I1
Appendix J – Graduation	J1
Steps in Application for Graduation	J1
Instructions for Completing the Application	
For Graduation Master’s or Doctorate	J1
Application for Graduation	J1
Appendix K – Useful Website Addresses	K

PREFACE

The guidelines and policies contained in this handbook are designed to serve as aids for graduate students, academic advisors, faculty, and thesis committee members in the discharge of their responsibilities. This document is intended to establish procedures that are clear and current and should help the graduate student make consistent progress toward the M.A. degree in Psychology. While these are the current guidelines and policy statements, they are subject to change. Students will be notified of any relevant changes in policy; however, students should consult with their academic advisor on a regular basis.

In addition to using this handbook, graduate students should also become familiar with the Graduate Catalog, particularly the sections on regulations and requirements for Master's programs and degrees. The Graduate Catalog also contains important information on residency requirements, enrollment requirements, and financial support. The catalog of relevance to the 2006 incoming graduate class is the 2006-2007 catalog, available on-line at www.nau.edu/gradcol/. Please refer to the Graduate College web site for further information regarding the Graduate Catalog.

I, _____, have read and understand the policies and procedures
(print name)

outlined in the Psychology Department Graduate Student Handbook.

Please submit this form to the Psychology Department Office by August 28, 2006. A copy will be placed in your graduate student file.

Signature

Date

Northern Arizona University

Department of Psychology

2006 - 2007

Faculty

Steven D. Barger, Ph.D. (University of Utah, 1995); NIH Postdoctoral Fellow (1996-98); M.A. (Southern Methodist University, 1988); B.A. (Southern Methodist University, 1987); Associate Professor (2003). Cardiovascular behavioral medicine, psychophysiology, risk factor testing, social and health psychology.

Virginia Blankenship, Ph.D. (University of Michigan, 1979); B.S. (Indiana State University, 1974); Professor (1997). Personality; achievement & power motivation; computer simulations.

Suzanne R. Daiss, Ph.D. (Texas A&M University, 1988); M.S. (Texas A&M University, 1985); B.A. (University of Texas at Austin, 1981); Associate Professor (1993). Clinical Psychology; behavioral medicine; biopsychospiritual aspects of women's health; human sexuality.

K. Laurie Dickson, Ph.D. (University of Utah, 1994); M.A. (San Francisco State University, 1990); B.A. (Hamline University, 1988); Associate Professor (2000). Developmental Psychology; Pedagogical techniques.

Steve Funk, Ph.D. (University of Kansas, 1989); M.A. (University of Kansas, 1986); M.A. (Sociology, Brown University, 1983); B.A. (Washburn University, 1981); Associate Professor (1995). Personality; evolutionary psychology.

Andrew W. Gardner, Ph.D. (University of Iowa, 2005); M.S. (Utah State University, 2001); B.A. (Utah State University, 1996). Learning and behavior analysis, assessment and treatment of problem behavior in children with and without disabilities; autism.

William E. Gibson, Ph.D. (University of Utah, 1970); M.A. (University of Utah, 1966); B.S. (University of Utah, 1964); Professor (1987). Psychobiology; learning and memory; motivation and emotion; evolutionary psychology.

Ann H. Huffman, Ph.D. (Texas A&M University, 2004); M.Ed. (University of Maryland, 1997); B.S. (University of Maryland, 1997); B.A. (San Diego State University, 1989). Industrial/Organizational Psychology; work-life interface; organizational commitment; occupational stress.

Kathleen Knights, Ph.D. (Florida Atlantic University, 1995); M.A. (Florida Atlantic University, 1993); B.A. (Florida Atlantic University, 1989); Associate Professor (2002). Perception, cognition; visual neuroscience; motion perception.

Lesley D. Lutes, Ph.D. (Virginia Polytechnic Institute and State University, 2003); M.S. (Wake Forest University, 1998); B.A. (Concordia University, Montreal, 1996). Disease prevention; health promotion; treatment of obesity; health promotion in children and in rural populations.

Michelle D. Miller, Ph.D. (University of California, Los Angeles, 1997); BA (Pomona College, 1990); Associate Professor (2005). Cognitive psychology, language and memory; cognitive aging; applied pedagogical research; sociolinguistics.

Constance J. Smith, Ph.D. (Texas Tech University, 1985), NIH Postdoctoral Fellow, 1985-1987; B.S. (Kearney State College, 1979); Professor (1998). Neuroendocrine correlates of stress-induced elevations in glucocorticoid brain cytotoxicity, the role of reproductive hormones in cardiac disease, psychopharmacology; obesity and depression.

Larry C. Stevens, Ph.D. (University of North Texas, 1983); M.S. (North Texas State University, 1976); B.A. (University of Colorado, 1971); Professor (2003). Clinical Health Psychology; behavioral medicine; biofeedback; neurofeedback; hypnosis.

Sumner Sydeman, Ph.D. (University of South Florida, 1998); M.A. (University of South Florida, 1995); B.A. (University of Virginia, 1991); Assistant Professor (2000). Clinical Psychology; Health Psychology & Behavioral Medicine; Cardiac Psychology; Health Promotion.

Robert Till, Ph.D. (University of Minnesota, 1974); B.A. (University of San Francisco, 1969); Professor (2000). Cognitive psychology; cognitive aging; reading comprehension and inference processes; curricular assessment.

Andy S. Walters, Ph.D., MPH (University of Georgia, 1997); M.P.H. (University of California, Berkeley, 1997); M.A. (The Ohio State University, 1988); B.S. (The Ohio State University, 1986). Health and human sexuality; sexuality among disenfranchised populations; masculinity; sexuality education.

Heidi Wayment, Ph.D. (University of California, Los Angeles, 1992); M.A. (UCLA, 1989); M.A. (University of Southern California, 1987); B.A. (Biola University, 1977); Associate Professor (2002). Chair (2005). Social Psychology; Health Psychology; Psychological responses to threat and loss.

Derrick Wirtz, Ph.D. (University of Illinois, Urbana-Champaign, 2004); A.M. (University of Illinois, 2002); B.S. (University of Illinois, 1999); Assistant Professor (2004). Social psychology; culture, emotion, and subjective well-being; the role of emotion in everyday beliefs, judgments, and choices.

THE GRADUATE COLLEGE

The Graduate College is located in the Ashurst Building. It governs all graduate programs and has dual and cooperative functions with academic departments throughout the university. It is responsible for many policies and procedures, which affect graduate students in the Department of Psychology. The Graduate College determines standards of admission and retention, requirements for graduation, regulations governing transfer credit, and other matters pertaining to academic activities.

The Psychology Department supports the mission statement of the Graduate College which is as follows:

- serving the citizens of Arizona as the state's premier residential university by preparing our students to be well-educated, informed, and productive participants in their communities and the larger society
- offering graduate programs and supporting research in areas that are important to the development of our state and region
- providing an educational environment that offers a global perspective and values the diversity of human experience
- encouraging independent and critical thought and creativity in our students and staff as well as the habits of cooperation and teamwork
- addressing critical challenges facing the American Southwest by providing educational opportunities in both residential and nonresidential environments
- offering instruction through educational partnerships throughout the state that employ a variety of strategies to support distance learning
- providing public service in areas such as teacher education, natural-resource management, and rural community development

GRADUATE PROGRAMS

MASTER OF ARTS IN PSYCHOLOGY

The graduate psychology program has three outcome-specific emphases. The Pre-doctoral training emphasis prepares students for doctoral training in either health psychology or other sub-disciplines of psychology. The Clinical Health Psychology emphasis prepares students to practice clinical health psychology at the master's level. The Teaching of Psychology emphasis provides breadth of knowledge and teaching experience in preparation for a teaching career at the community college level.

ADMISSION REQUIREMENTS

Admission Criteria

Students are considered for admission to the graduate program if: a) their undergraduate Grade Point Average (GPA) is at least 3.0; b) they have 18 hours of coursework in psychology (including Introduction to Psychology, Statistics, and Research Methods which are required); and c) their Graduate Record Examination (GRE) scores (V+Q) are at least 1000. GRE scores and GPAs are used as guidelines and do not necessarily represent absolute criteria for admission if other parallel evidence of competency is available. Prior research experience is desirable. Applicants must submit : a) a statement of purpose, b) a completed application form, and c) at least three letters of reference from individuals familiar with the applicant's potential for completing the graduate program. A vita is recommended.

Nonacademic Criteria

Information obtained from interviews, either by telephone or in person, may be used to facilitate the decision-making process.

Graduate College Admission

Application to the program must be done through the Graduate College. The application is designed to fulfill the application process for the Graduate College and the Department of Psychology. If the departmental program admissions committee chooses to admit an applicant, the committee recommends to the Graduate College the student be admitted. The Graduate

College typically accepts the recommendation (unless there is some unusual circumstance) and officially notifies the applicant of his/her status. Note that the student meeting standards for the Department will also meet standards for the Graduate College.

Classification of Admitted Students

The Department of Psychology generally admits students under one admission category: Graduate Regular Standing. This characterizes the student who has met all admission requirements of the Graduate College and of the program. The Department does not typically admit students under provisional status. Students are accepted to matriculate in the Fall semester only.

Petition for Transfer of Credit

If you have taken graduate coursework elsewhere and want to apply it toward your masters degree at NAU, you need to first petition the appropriate Master's Program Committee and then the Graduate College. The Graduate College requires you to complete a Petition for Transfer Credit Form, which is available online (<http://www.nau.edu/gradcol/publications.htm>). You must seek approval from the Department first. The Master's Program Committee will accept a maximum of 9 semester hours of graduate coursework transferred from another institution. The Committee requires you to write a petition letter explaining what you have taken, specifying to which requirement category you wish the course to apply (e.g., a required course, an elective), and including documentation such as transcripts and course syllabi. Each request will be reviewed by the Committee, which will decide whether it will be accepted. Courses with a grade lower than "B" will not be considered for transfer. You will need to petition the Department for Transfer of Credit soon after beginning the Graduate Program. Discuss this issue with your Academic Advisor. Refer to the Department's and the Graduate College's Policies on transfer credit in Appendix A.

As a graduate student, you have the right to petition the Program Committee or the Department for exceptions to program rules. See the Coordinator or the Department Chair for advice.

Leave of Absence Policy

A leave of absence may be granted for extenuating circumstances. If students are experiencing problems or environments that make it difficult to focus on their graduate studies and/or GA obligations, it is recommended that the coordinator (and where appropriate the department chair) be consulted. If a leave of absence appears advisable, a petition should be submitted to the appropriate program committee (through the Program Coordinator). With the committee's approval, the leave request is forwarded to the Graduate College for final approval. A Leave of Absence will be extended beyond a year only under exceptional circumstances.

PSYCHOLOGY GRADUATE STUDENT ASSOCIATION

The Psychology Graduate Student Association (PGSA) was established to facilitate communication between the graduate students, as well as between students and the faculty/department. All psychology graduate students automatically become members when they are accepted to the program. A meeting will be held early in the Fall semester to elect student representatives to program committees. The PGSA schedules informal talks by faculty on issues that concern graduate students, e.g. writing a vita, statistical software, and the job market. The PGSA also co-sponsors the Fall picnic. The PGSA President (or Co-Presidents) is selected to begin yearly terms of office in the Spring semesters.

GRADUATE COMMITTEES

Faculty members in the Department of Psychology comprise the Graduate Program Committee. Specific faculty interested in the functioning and well being of the individual tracks serve on the Graduate Program sub-committees (Health, General, and Teaching). The general functions of the sub-committees are: a) curriculum development and revision; b) establishing program admission criteria; c) evaluation of program students; d) review of graduate applicants; e) responding to problems/requests presented by graduate students in the program; f) establishing program goals and implementing program changes; and g) advising the Coordinator of the graduate program.

The Coordinator of the Graduate Program is K. Laurie Dickson, Ph.D.

Graduate students elect an individual to represent them at the program committee meetings. Such meetings may be held one or more times a month. Elections for student representatives are held at PGSA meetings in the Fall semesters.

ADVISORS

Students will be assigned an academic advisor from the Department. These assignments are made by the Graduate Program Coordinator. The function of the academic advisor is to help the student in the construction of their degree plan and to address issues and problems that arise while the student is enrolled in the program. Students should take their concerns to their academic advisor. Whereas we will ensure your enrollment for your first fall semester, in all other semesters, your advisor should approve enrollment forms. If your advisor is unavailable, see the Program Coordinator or secondly the Department Chair. Refer to [Appendix B](#) for a copy of the Program of Studies Form. It is suggested that a copy of this be kept in your department file as well as one by you.

Note: A graduate student's academic advisor may be different from the graduate student's thesis chair. (Guidelines on selecting a thesis chair are outlined in the [Thesis Requirements](#) section of this handbook.)

DEPARTMENTAL INFORMATION

Department Chair

The general responsibility of the Department Chair is to oversee all programs in the Department of Psychology. With advice and feedback from faculty, the Department Chair coordinates curricular offerings; facilitates the development of faculty and coordinates faculty evaluation; supervises the Administrative Assistant, the Health Center Director, and the Coordinator of the Graduate Programs; approves all student petitions, IRB approvals, and theses; oversees all student evaluations; manages the budget; maintains communication with all centralized university units; and represents the Department in interactions with the Dean and Associate Dean of the College of Social and Behavioral Sciences.

The present Department Chair is Heidi Wayment, Ph.D.

Department Office

During the academic year, the Department office is open 8 a.m. to 5 p.m., Monday through Friday. During summer, hours are 7:30 a.m. to 4:30 p.m., Monday through Friday. The department staff are available to assist you in accessing your student file, providing certain forms (e.g., for class registration), stamping over faculty and chair signatures on specific forms, and generally to answer questions.

The computer equipment in the office is for use by the office staff only. Computer equipment is available for your use (see section below). As the office space is crowded, it would be appreciated if you remained in the area only long enough to conduct your business.

The present Administrative Assistant is Janina Burton. The Office Specialist is Tina D'Angelo. Janina is responsible for all paperwork related to the graduate programs, is also your liaison with Payroll and the Graduate College.

Office Assistance to Teaching Assistants (TA's) and Research Assistants (RA's)

The office staff will be happy to assist teaching assistants and research assistants with questions that arise. The TA for a class or lab is responsible for work necessary for that class or lab, according to the faculty member supervising the TA. The RA is responsible for work necessary for their position, according to the faculty member supervising the RA. Copy jobs specific to a class, lab, or research for which you are the TA or RA, are to be handled with your faculty supervisor. The faculty supervisor should discuss specifics with the department office staff. Copy jobs that are to be made by the Department Office should come from the faculty supervisor. The TA/RA may drop off the document to be copied with a Psychology Department Work-Order Form completed by the faculty supervisor.

Supplies and Computer and Xeroxing Facilities

Departmental office supplies are to be used only for assistant-related functions and not for personal use. The Department is not responsible for the costs associated with coursework, theses, or other student research. For example, if you use a GA office computer to write and print your thesis you must supply your own paper and ink cartridges. For assistance, please see the office staff. For personal copying, students may use the student copy machine in 204A SBS. Check out the auditorium from the Dean's office (200 SBS). You pay cash for copies when you return the auditorium. There is a copy center and a coin-operated machine in Du Bois.

Computers (PCs and Macintosh) are available for your use in the Graduate Assistant's (GAs) office in SBS West 245 and SBS 229. Both of these workplaces are provided to aid teaching assistants (TAs) and research assistants (RAs) in the implementation and completion of their assistantship duties.

Your Department File

The Department maintains a file for every graduate student. It is strongly suggested that you place a copy of your vita in your file and that you keep this vita up-to-date. This file is open to faculty and to you. If you need to examine your file, ask the office staff to assist you. Items may be copied. However, the file should remain in the office. Note that recommendation letters for which you waived your right of access are sealed in an envelope in your file.

It is the student's responsibility to add copies of awards/presentations to his/her file/or check to see if such has been added.

Departmental Mailboxes, Board, and NAU email accounts.

As a graduate student, you are provided a mailbox in 229 SBS. Please check your box on a regular basis. In addition, information of relevance to graduate students is posted on the board in 229 SBS and forwarded to you via e-mail. Check these sources regularly, also. SBS 229 is open from 8 a.m. to 5 p.m. Mondays through Fridays. It is locked at all other times. When you leave the room, please remember to shut the door.

All current NAU students are provided an NAU email account (dana account). All official email communications from the Department (Office Specialist, Program Coordinator, Department Chair, etc...) will be sent to their NAU email address. Thus, if they plan on using a personal account, they should make sure their NAU account is set up to forward email to the account they will be using. The ITS address to enable forwarding is: <http://www.nau.edu/its/email/>. Please note that some emails that graduate students receive are part of a listserv. If you reply directly to those messages, your replied email is not confidential.

CRITERIA FOR MAINTAINING REGULAR STATUS IN THE GRADUATE PROGRAM

Academic Criteria

Students earning "D" or "F" grade work in a single course or more than six hours of "C" grade work are automatically dismissed from the program. Additionally, students must maintain a GPA of 3.0 overall or greater in order to remain in the program.

Note: In graduate work, B's are "average" grades. Additionally, graduate students cannot retake a course for a better grade.

Incomplete Policy

If, for reasons beyond your control, you are unable to complete coursework in a scheduled course within the term in which you are enrolled, you may petition your instructor to receive a grade of I.

If your instructor agrees to assign you an incomplete, you and the instructor must complete a written agreement, a copy of which is held in the departmental office, indicating the exact work you need to do to finish the course.

This written agreement must also indicate the date by which you must complete the work, and that date cannot be longer than one calendar year from the end of the term in which you were enrolled in the course. After one calendar year, any grade of I will automatically become a permanent I. This grade is permanent and cannot be changed. It is not included in the students' GPA calculation.

When you complete the coursework, your instructor submits a final grade to the Registrar's Office, and that grade and your credit are then entered on your permanent record.

In Progress Policy

Graduate students may receive the "In Progress" (IP) grade for professional paper/practicum (689), thesis (699), dissertation (799), independent study (697), directed reading, and internship. These are courses "that, by their content and requirements, normally require more time than the semester or summer session for which you have registered." In addition, the student "must also be making satisfactory progress in the course to receive a grade of IP."

Thesis advisors evaluate student progress each semester to determine whether the student has earned an IP grade, or whether the student has earned an F grade.

For independent study (697), directed reading, and internship courses the student “must complete the work for an IP grade within two calendar years from the end of the semester” in which the course was taken. If it is not completed within two years, then the IP grade becomes permanent and may not be changed.

IP grades in professional paper (689), thesis (699) and dissertation (799) must be completed within the time limit on the degree (normally seven years).

Time Limit Policy

You must complete all requirements for your Master’s degree within a six-year period. Extensions beyond this limit are granted only for extenuating circumstances. These are typically granted by the Department for one year only. The student must petition in writing for consideration of an extension. The petition must be approved by the Graduate Program Committee first. Your request is then forwarded to the Graduate College. For further information regarding university rules see the Graduate Catalog.

A letter is sent to each off-campus student every spring. This letter details progress made and reminds the student of the requirement of six years to complete the program. The letter is written by the Program Coordinator in consultation with the Program Committee.

Non-Academic Criteria - University Regulations

When a student accepts admission to NAU, the University assumes that the student thereby agrees to conduct himself or herself in accordance with University standards. The University reserves the right, on the recommendation of the Dean of Students and with the approval of the President, to terminate at any time the enrollment of a student who proves to be an undesirable member of the student body.

In compliance with state law, the Arizona Board of Regents has adopted and promulgates a uniform Code of Conduct, which establishes rules and regulations governing the behavior of any person going upon or remaining upon property of the University. Copies of the Code of Conduct may be obtained in the Office of Student Life or on-line at http://www4.nau.edu/stulife/Judicial/Code_of_Conduct.htm.

Professional and Ethical Standards

The NAU Cline Library provides useful information about plagiarism and academic integrity. It can be found at this site: <http://www.nau.edu/library/information/guides/plagiarism.html>. As described there, and drawn from the Webster’s New World Dictionary, plagiarism is the taking of ideas, writings, etc. from another person and offering them as one’s own. The Library guide goes on to add that...

“At NAU, plagiarism is a form of misconduct known as ‘Academic Dishonesty.’ Check the Academic Dishonesty appendix of the NAU Student Code of Conduct and you’ll see the various forms: plagiarism, cheating, fabrication, fraud and facilitating academic dishonesty. All are subject to disciplinary action under the Student Code of Conduct. Plagiarism can be deliberate or unintentional. NAU students are responsible for knowing what plagiarism is and how to avoid it.”

Just as there are general rules against plagiarism, it is not acceptable for a graduate student to utilize the services of consulting firms, companies, or individuals who conduct statistical analyses or prepare written reports for the student. It may be appropriate for the student to consult with such groups for the purpose of learning about statistical analyses, developing good writing style, and so on, but it is expected that the work submitted by the student (e.g., the thesis) will be the student’s own work.

Another category of potential reasons for dismissal from the program includes instances of unprofessional or unethical behavior. Graduate students are expected to behave in accordance with accepted professional and ethical standards. Guidelines for professional behavior are provided in part by the American Psychological Association (APA) publications

such as Ethical Principles of Psychologists and Guidelines for Providers of Psychological Services to Ethnic, Linguistic and Culturally Diverse Populations. Students are required to review the APA ethical policies listed above. A copy is kept in the graduate student office, SBS 229, and can be found at the following website: <http://www.apa.org/ethics>.

As representatives of the Psychology Department and University, it is important to dress and act in a professional manner.

Graduate students commonly receive constructive feedback on professional and ethical behavior from their academic advisors, thesis chair, and graduate assistantship supervisors. This should not necessarily be construed as a negative evaluation. However, if the behavior of a graduate student is judged a serious professional or ethical violation, the student may be dismissed from the program. Additionally, if the student consistently displays errors in judgment or inappropriate behavior, he or she may be dismissed from the program.

Procedures When Students Do Not Meet These Standards

The procedure for dismissal would typically involve a probationary period during which the Graduate Program Committee provides the student (and his or her academic advisor) with detailed feedback about his/her behavior, and/or academic performance. The Committee may recommend additional arrangements for supervision (e.g., with practicum-related issues) or supervision by another (other) faculty member(s). Specific parameters for acceptable behavior would be outlined in writing by the Graduate Program Committee and the faculty member overseeing the student. The student would be monitored closely during this period and reevaluated at the end of the specified time. Within a specified period, the student would be expected to remediate the difficulty. At that point, the Graduate Program Committee would make a recommendation as to whether the student is dismissed or returned to regular standing.

Following Graduate Program Policies and Procedures

All students are expected to adhere to the policies and procedures as outlined in this handbook (Note: There are some time lines you are expected to meet.) Failure to adhere to these can lead to disciplinary actions ranging from a reprimand to expulsion from the Graduate Program.

Following completion of review of this Handbook, you will be asked to sign an acknowledgement of your awareness and understanding of the outlined policies and procedures.

Work Outside the Department

Students are required to advise the Coordinator of any volunteer or paid community activities in which they are involved when enrolled fulltime in the graduate program in the Department. Students also are required to notify the Chair of any NAU-paid employment obtained outside the Department of Psychology in the fall or spring semesters. Paperwork for paid positions on campus must be coordinated with that in the Department. Furthermore, no student can receive more than 20 hours in a semester of total funding from NAU.

Caution: Although you should expect to work hard in graduate school, it is important that graduate students take care not to overextend themselves with too many courses, research commitments, graduate assistantship responsibilities, and outside employment.

PROCEDURES FOR SELECTING AND ASSIGNING GRADUATE ASSISTANTS

Teaching & Graduate Assistantships

Each year our department awards a limited number of graduate teaching and research assistantships. These assistantships often are accompanied with tuition and out-of-state fee reductions. Faculty members may also have additional funds with which they may hire research assistantships and the number of such opportunities varies each year. The primary assistantships awarded by the department each year are teaching assistantships. These assignments fall basically into three categories: 1) Lab assignments, 2) Introductory to psychology, and 3) 200-level and 300-level writing intensive courses.

Lab Teaching Assistantships: These assignments are 10-hour a week assignments that we generally reserve for more experienced second year students. We have labs that meet every week for PSY 230 (Psychological Statistics), PSY 302w (Research Methods in Psychology) and PSY 350 (Physiological Psychology). Teaching assistants work closely with faculty

instructors in designing lab assignments and lab materials. The degree of autonomy that the Teaching Assistant has may vary by instructor. Lab assignments provide our graduate students with extremely valuable teaching experiences.

Introductory Psychology Assistantships: These assignments are 10-hour a week assignments that we generally reserve for students in our teaching track or second year students with more teaching experience. Teaching assistants work closely with a faculty instructor but are also part of our PSY 101 team that is supervised by our PSY 101 coordinator. As part of the PSY 101 team, teaching assistants hold weekly lab sessions with smaller groups of PSY 101 students, evaluate students' web-based assignment, and perform other administrative tasks.

200-Level and 300-Level Course Assistantships: These assignments come in 5-hour increments and we generally prefer to assign our incoming graduate students to 2 of these assignments for a total of 10 hours per week. Whenever possible, we will assign two sections of the same course/same instructor, or at least the same instructor or same course. The courses that typically have graduate students working with instructors are PSY 227 (Personality), PSY 240 (Developmental), PSY 250 (Social), and PSY 277 (Sexuality). Students are also assigned to our writing intensive courses such as PSY 345 (Motivation and Emotion).

Teaching Assignments are assigned prior to the beginning of the academic year. Toward the end of the fall semester faculty are asked to evaluate their teaching assistants and the Department Chair will request information from graduate students when making assignments for the spring semester. The same procedure is followed at the end of the spring semester. We do not guarantee that any graduate student will be awarded a teaching assistantship and use faculty and student input in determining future assignments. Teaching for the NAU Psychology Department is a privilege and opportunity for our graduate students. The excellent work provided by our graduate students in the classroom is also much appreciated by the faculty and students.

Prior to any semester (usually in the middle of the previous semester), the Chair will request from faculty and graduate students preferences for graduate assistantships (GA) assignments. It is advisable to submit your preferences as soon as possible; you also will be asked to submit your class schedule for the semester in question.

Based on requests (faculty and student), your class schedule; and your experience and expertise (as well as your previous assistantship performance), assignments are made by the Chair and the Graduate Coordinator. (Note: every semester, faculty GA-supervisors are asked to submit an evaluation on your GA-performance.) You will be advised of your assignment as soon as possible but most certainly with sufficient time to prepare for your obligations before the semester in question begins. It is suggested that you consult with your supervisor as soon as you know your assignment.

In order to accept your GA assignment, you will have to complete a Graduate College Appointment Letter for each academic year that you are awarded a graduate assistantship. The Administrative Assistant for the graduate programs will provide this form for you to sign.

To receive a GA-ship you must be enrolled as a full time student (a minimum of 9 hours). Note: one to two GA-ships are available in the summer sessions. Summer GAs must be registered for a minimum of 1 credit hour. However, they will be required to pay FICA taxes unless they have registered for 2 credit hours in a 5-week session or 5 credit hours for a 10-week session. Therefore, we recommend that students register for 2 credit hours the summer session that they have GA-ship.

Prior to assigning GA-ships, the Chair will send you a memo asking for your preferences (first three) as well as your proposed class schedule (to avoid conflicts, where possible). (Faculty input also is requested.) For spring semesters, this input is requested sometime in October or November; for your second Fall semester, sometime in March or April. Note that priority for assignments is given to first and second year students. It is exceedingly rare for third year or beyond students to receive GA-ships.

General Job Descriptions for Assistantships

Teaching Assistants may be responsible for the follow duties: a) preparation and delivery of lectures for labs and/or discussion groups; b) administration and possible construction of exams; c) grading; d) keeping track of students' grades; e) holding office hours; and f) assisting individual students when requested and appropriate.

Graduate Assistants who assist faculty members with a large lecture class may be responsible for the following duties: a) administration of exams; b) grading; c) keeping track of students' grades; d) holding office hours; e) assisting individual students when requested and appropriate; f) possible preparation and delivery of lecture(s) for specific topics of interest (should be discussed with faculty member); and g) offering group study sessions.

Research Assistants can be responsible for the following duties: a) literature search and review; b) assisting with research design; c) data collection and analyses; and d) writing.

All graduate assistants are required to take the workshop, SAFE WORKING & LEARNING ENVIRONMENT, which is offered at the Graduate College orientation. Graduate assistants are also required to complete the FERPA tutorial at the following web address: <http://www4.nau.edu/ferpa/>.

GRADUATE STUDENT EVALUATION

Graduate students are evaluated on an ongoing basis. The Graduate Program Coordinator oversees the evaluation of graduate students. Copies of all of your evaluations are placed in your departmental file and are used for various reasons such as: making GA assignments for the second semester and beyond, serving as foundations for letters of reference, etc. The various categories of performance upon which graduate student evaluations are based are as follows:

Academic Performance.

Students receive grades for their coursework performance at the end of every semester. Students are expected to maintain a minimum GPA of 3.0 in order to remain in the program. Additionally, students may not receive more than six hours of “C” grade work or receive a grade of “D” or “F” in a course. Each semester, students are expected to make measurable progress toward completion of their thesis. There are deadlines noted in this Handbook for selecting a thesis chair, a thesis committee, and obtaining committee approval for your thesis proposal.

Psychology graduate students can expect to do a great deal of writing while in their program. As you write papers for classes and your thesis, you should be very familiar with and follow the Publication Manual of the APA; the manual’s guidelines to Reduce Bias in Language.

Assistantship Performance.

Students’ performance of assistantship duties is evaluated every semester. GAs, TAs and RAs are expected to work and coordinate with the faculty member to whom they are assigned. Faculty members will complete an evaluation form on the graduate student(s) assigned to them at the end of each semester. For some assignments (e.g., labs) student evaluations will be obtained. Faculty are expected to give ongoing feedback (i.e., verbally) to graduate students regarding their assistantship performance. Evaluation materials are provided to the Department Chair and are consulted when the Chair and Coordinator assign assistantship duties. Copies are placed in your file.

Experiential Performance.

Students will be evaluated regularly on their Practicum and Fieldwork performance. Practicum supervision occurs on an ongoing basis, and students can expect constructive feedback about their performance. At approximately midterm, students meet with their supervisors for verbal feedback on their overall performance in Practicum. At the end of the semester, students receive a written evaluation, which follows up on the midterm evaluation. Students read and sign this form and discuss any questions with their supervisor. A copy of the form is then placed in the student’s file. Blank copies of this evaluation form are available to students and faculty. Students will receive a copy of this form prior to participation in practicum so that they are aware of the exact dimensions upon which they will be evaluated.

Yearly Evaluation. Every year during the Spring semester, the Coordinator will compile all relevant evaluation material (including that identified above for all students). This material will be considered by program faculty prior to the Coordinator placing in writing an annual evaluation to be sent to each student during the summer. A copy of this yearly evaluation is placed in your file.

ACADEMIC REQUIREMENTS

You will be working with your Academic Advisor in planning your course of study (see the checklist in Appendix C). Prior to graduation, your Academic Advisor will approve your plan of study; a copy will be submitted along with your graduation papers.

Pre-Doctoral Training in General or Health Psychology (Research Emphasis):

Our pre-doctoral general or health psychology training program, which involves study of the theoretical and methodological foundations of general or health psychology, is appropriate if you plan to pursue a doctoral degree or to conduct master's level research and data management in a variety of settings.

For this 36-unit plan, you take:

- PSY 625, 673, and 725 (9 units)
- 21-27 units from PSY 599, 601, 610, 620, 621, 633, 635, 636, 640, 650, 653, 655, 665, 670, 675, 681, 683, 685, and 690, including any graduate courses offered by our department and up to 6 units of approved cognates from outside the department
- 6 units of PSY 699, for the research, writing, and oral defense of an approved thesis (Please note that you can only count 6 units of thesis credit toward your degree. However, you may end up taking more units because you must enroll for PSY 699 each term while you are working on your thesis.)
- PSY 645, PSY 646, PSY 690 are reserved for students following the pre-doctoral preparation in Health Psychology.

Pre-doctoral Training in Health Psychology and Clinical Health Psychology Students

If an incoming student in either Pre-doctoral Training in Health Psychology or Clinical Health Psychology has not completed an undergraduate course in Health Psychology, he/she will be required to take a multiple-choice exam during Orientation week to ensure that all incoming Health students have a solid introductory background in the fundamentals of health psychology. The exam will be open-book and timed. If a student earns lower than a 70% on the exam, he/she will be given the opportunity to retake the exam. If he/she scores less than 70% on both attempts, he/she will be required to take Psy 480 – Health Psychology during the academic year.

Textbook information: Sarafino's (2006) Health Psychology: *Biopsychosocial Interactions*. Wiley Publishing ISBN: 0-471-69100-3

Clinical Health Psychology Emphasis (non-thesis):

Our clinical health psychology program is appropriate if you plan to work in a master's level position using skills related to the promotion of health and wellness and the prevention and treatment of illness.

For this 47-unit plan, you take:

- PSY 575, 601, 636, 640, 650, 681, 683, and 690 (23 units)
- PSY 625 and 673 (6 units)
- EPS 601, 670, and 690 (9 units)
- 3-6 units of PSY 645
- 3-6 units of PSY 646
- Up to 3 units of PSY 608

Pre-doctoral Training in Health Psychology and Clinical Health Psychology Students

If an incoming student in either Pre-doctoral Training in Health Psychology or Clinical Health Psychology has not completed an undergraduate course in Health Psychology, he/she will be required to take a multiple-choice exam during Orientation week to ensure that all incoming Health students have a solid introductory background in the fundamentals of health psychology. The exam will be open-book and timed. If a student earns lower than a 70% on the exam, he/she will be given the opportunity to retake the exam. If he/she scores less than 70% on both attempts, he/she will be required to take Psy 480 – Health Psychology during the academic year.

Textbook information: Sarafino's (2006) Health Psychology: *Biopsychosocial Interactions*. Wiley Publishing ISBN: 0-471-69100-3

Teaching of Psychology Emphasis:

Our teaching of psychology graduate program provides extensive training in the theoretical and methodological foundations of psychology and affords students a variety of teaching experiences and skills in face-to-face, web, and hybrid settings. This program prepares students to pursue a master's level teaching career.

For this 36-unit plan, you take:

- PSY 625 and 673 (6 units)
- 21-24 from PSY 610, 620, 621, 633, 635, 650, 653, 655, 675, and 683
- Up to 3 units of Psychology electives (graduate courses offered by our department)

- PSY 665 Teaching Practicum (3 units)
- PSY 608 Teaching Fieldwork (3 units)

Certificate Programs

Disability Studies(12-15 hrs)

<http://www.nau.edu/ihd/certprog.html>

Women's Studies

<http://www.nau.edu/wst>

Substance Abuse

<http://jan.ucc.nau.edu/~haw4/subcurriculum.html>

Gerontology – (In the planning stage.)

Application for Graduation

The semester before you plan to complete your thesis and graduate (i.e., you have successfully defended your thesis prospectus), you must complete an Application for Graduation Form. If you are on track to complete the requirements for your degree in the recommended two years, you should complete an Application for Graduation in the middle of your third semester. Dates for completing this form will be published by the Provost's office (the date is usually in the middle of the semester **before** anticipated graduation). Instructions for the application for graduation and the application itself are available at the following website: <http://www.nau.edu/gradcol/gradreqs.html>. A \$10 fee must accompany your application.

THESIS REQUIREMENTS

One of the major projects facing psychology graduate students at NAU in the Pre-doctoral Training track is the preparation of a master's thesis. **Students cannot participate in the University Graduation Ceremony until they have successfully defended their thesis project.** The following guidelines are provided in the hope that they will reduce some of the ambiguity commonly associated with a thesis project.

Identifying a Thesis Chair

One of the first steps to be taken by the graduate student is identifying a thesis chair. After the initial orientation week, you should have a relatively good idea of which faculty member(s) areas of expertise and interest match yours. During the first fall semester, approach those individuals with whom you may potentially be interested in working. In deciding to choose a particular faculty member as a thesis chair, you should consider both commonalities of interests as well as interpersonal compatibility. It is a good strategy to read theses completed by previous students. It is also helpful to read faculty vitas. Copies of these are kept in the Departmental Office. You will need to identify a thesis chair by the end of the 8th week of the Spring Semester of your first year. Notify in writing using the Progress Update Form (PUF) provided by the Graduate Programs Office Specialist (responsible for graduate program papers). The Progress Update Form is found in your file in the Psychology Office. You must include your thesis chair's signature. (See enclosed Progress Update Form in Appendix C.) At the end of each academic year, your thesis advisor will complete a thesis progress report regarding your performance on your thesis. This information will aid the Coordinator's writing of the end-of-the-year evaluation letters.

You also will need to select two faculty members to serve on your thesis committee. Thesis committees are typically comprised of 3 Psychology faculty members. These should be selected in consultation with your thesis chair. The chair and committee must approve the thesis proposal (prospectus), oral defense (see Appendix C), and final copy of the thesis. It is your responsibility, in consultation with your thesis chair, to complete and submit to the Graduate Program Coordinator the form documenting the membership of your thesis committee by the end of your first year.

Changing the composition of a thesis committee is an unusual move that should first involve discussion between the student, the committee chair, and any committee member directly involved. Consultation with the Coordinator of the master's program is also encouraged, but not mandatory. If after consultations, the student, the committee chair, or a committee member still seeks a change, the next step is for the party requesting the change to submit a written request to the department chair explaining the rationale for the

change. The department chair will notify the Program Coordinator of the request and consult with him/her as appropriate. The student, the members of the thesis committee and the Coordinator of the master's program should receive copies of the request. If asked, the student and/or faculty members involved will meet with the department chair to discuss the matter. It will be the decision of the department chair whether any student-initiated change is allowed.

Thesis Proposal/Prospectus and Approval

Graduate students develop a prospective thesis project in close consultation with the thesis chair. Depending on the thesis chair and student, committee members may be more or less involved in this aspect of the project. However, the committee typically becomes more involved and has more input at the time of the thesis proposal meeting. Committee members typically make recommendations about the proposal prior to, and during, the proposal meeting.

The APA publishes The Publication Manual of the American Psychological Association. This manual is critically important and helpful in preparing the thesis proposal. It is available at the NAU bookstore. The thesis must conform to the APA style except in the few instances where the Graduate College supersedes APA style. Examples of this would include margins, headings, and requirements for placement of tables and figures. It is the student's responsibility to see that these guidelines are followed.

Graduate students, when preparing for, and scheduling, the proposal meeting, should give committee members a minimum of two weeks to review a copy of their proposal. Graduate students are strongly encouraged to have their thesis proposal meeting by the 8th week of their third semester. Give written notification to the Graduate Programs Office Specialist of the date of your proposal meeting. Complete the part of the results of Progress Update Form after your proposal is approved (See Progress Update Form in Appendix C).

IRB Approval for Research using Human Subjects

Once the thesis proposal is approved, the graduate student must submit the research proposal to the NAU Institutional Review Board (IRB). The address for the NAU IRB homepage is <http://www4.nau.edu/ovp/irb/index.htm>. Before you can submit a research proposal to the IRB, you MUST complete the Tutorial, which is on the IRB homepage. The IRB reviews all human research projects on campus, and they must approve your project before you begin collecting data. In many instances, the IRB will grant an expedited review, which typically means that the research proposal will be reviewed and approved quickly. You can anticipate that the IRB review process will take up to one month. Your thesis chair and the department chair must approve your application before you can submit it to the IRB (see Appendix D). Also, see Appendix D for suggested consent forms. Note: the consent form must be on Department Letterhead for IRB approval.

You must submit a copy of the IRB approval letter to the Office Specialist to be put in your file before you can begin collecting data.

Thesis Data Collection

Once your proposal is approved by your committee and the IRB, you can begin collecting data. If you use the Department of Psychology undergraduate participant pool (generally the PSY 101 students), you must follow the procedures outlined in Appendix G. To make your study available to participants, it must be posted at the Department of Psychology's on-line participant pool site (<https://experimentrak.net/nau/>). See Appendix G for more information on using the web site.

For researchers who need to identify specific subgroups for their research (i.e., high and low phobics, extreme introverts and extraverts, etc.), an on-line screening instrument is offered to PSY 101 students as part of their extra credit opportunity. This session is only for researchers who require prescreening of potential research participants. To include screening questions, researchers must provide a brief (< 1 page) written description of the request and its rationale, and accompany this request with the measure(s) they want to include. This request should be accompanied by an IRB approval number for the project in question. Requests should be submitted to the participant pool coordinator at least 6 weeks prior to the beginning of the semester in which the screening is requested. Completion of the screening battery is voluntary and subject to IRB guidelines. Responses are collected on-line and may be obtained from the participant pool coordinator.

List of Thesis Deadlines

Identify a thesis chair, obtain his/her signature, and inform the Department: 2nd semester 8th week

(The form to use is in your file in the Psychology Office called the Progress Update Form. A sample of this form is in Appendix C)

Identify your thesis committee and inform the Department: 2nd semester Finals week
(Progress Update Form)

Proposal Meeting should be scheduled by the 8th week of the 3rd semester.

(Progress Update Form)

IRB should be completed and submitted for approval as soon as possible after the proposal meeting.

Final thesis defense should be scheduled prior to finals week of the fourth semester.

Funding for Thesis

Graduate students are expected to cover the expenses associated with conducting a master's thesis. There are, however, limited funds available through the Department of Psychology and a scholarship recently established for this purpose. To be eligible you must: 1) be currently enrolled and on campus; 2) have a proposal approved by your committee and the IRB; and 3) use the monies for your thesis research. Note: Make sure that you save all your receipts.

Applications are solicited three times an academic year, in October, February, and April. Complete the application form and submit it to the Department Chair. The deadline for consideration for a scholarship award is at the end of October and February, and mid-April. Awards are made at these times by the Department Chair.

Data Analysis

Once your data are collected, you should be ready for data analysis. Several software programs are available within the department. At the Bookstore, student packages are available at a reduced rate. Your thesis chair and committee members may be important resources for statistical consultation when you are conducting your data analysis and interpretation. Note: it is advisable to have identified anticipated analyses in your proposal.

After your data are analyzed, your next task is to write the Results and Discussion Sections. The Results and Discussion Sections, in combination with the previously written proposal, constitute your thesis. You will be working closely with your thesis chair during this phase preparing for the thesis defense. Once you and your thesis chair determine that your thesis is sufficiently prepared, then it is appropriate to distribute it to the committee to solicit their feedback. Plan to give committee members a minimum of two weeks to review your thesis.

The NAU Graduate College distributes two documents entitled, Turning in Final Theses Copies and Bindery and Microfilming Requirements (See Appendix C). These documents provide detailed information regarding procedures, format, typing instructions, deadlines, etc. A copy of Turning in Final Theses Copies may be obtained at the following website: <http://www.nau.edu/gradcol/tdfinal.html>. Bindery and Microfilming Requirements can be obtained by clicking on Checklist for proper document format at the following website: <http://www.nau.edu/gradcol/infocurrent.htm>.
Approval of Thesis Drafts by Graduate College Prior to Orals

Provide a copy of your thesis to the Graduate College prior to scheduling your defense. To quote directly from Completing Your Master's Thesis, Basic Step #3, Submit Your Thesis for Initial Format Review (See Appendix C):

Turn in an unbound copy of your thesis to the Graduate College's format editor. The editor will review your document and issue a report indicating what format requirements must still be met.

Please note that it takes most students an average of three months from this initial formal review until they turn in their final copies and complete the process. Make sure you submit your thesis for initial review early enough to be able to graduate in the semester you intend.

Thesis Defense

In consultation with your thesis chair and committee, schedule your thesis defense meeting. Thesis defenses typically last for one to two hours and require the graduate student to present and defend the thesis. Check with your thesis chair for details regarding the protocol he or she wants you to follow.

Students should provide their committee members with a final copy of the thesis proposal at least two weeks prior to the thesis proposal meeting. Likewise, students should provide their committee members with a final copy of the thesis at least two weeks prior to the thesis defense meeting. Thesis proposal meetings and thesis defense meetings are not to be scheduled during finals week of any semester, nor are they to be scheduled during the summer.

Students are not to provide food or drinks during thesis proposal or thesis defense meetings. Students are not to buy committee members or committee chairs gifts or gift certificates.

Students who leave Flagstaff before their thesis has been successfully defended must be prepared to return to campus for the defense.

Once a time has been set, the student should reserve a room. Rooms (other than faculty research or office space) are reserved in the SBS Dean's Office (SBS 200). Give written notification to the Office Specialist responsible for graduate program paperwork once your defense is scheduled.

Students will present their thesis research to their committee. The student may invite guests, faculty, or other graduate students to the defense; at the end of the presentation, the student and the guests will be invited to leave. A vote (either pass or fail) will be taken regarding the student's performance at this defense, and this vote will be shared with the student who will be invited to return to the room where the defense was held (minus the guests).

In your thesis defense, you should be prepared to answer a variety of questions about your thesis. A minimum of two out of three votes for approval is required for successful defense of the thesis. Thesis defense forms should be brought to the meeting for committee signatures (copies of these forms are found in Appendix C). The necessary forms include the Progress Update Form and the Report on Final Oral Examination form. The Department will send the latter original form to the Graduate College, and a copy is placed in your departmental file. The former is kept in your file. You are also advised to bring the Cover/Top sheet of your thesis printed on the proper bindery paper (See Appendix C) to be signed in blue ink at this time.

Remember that you must complete an Application for Graduation Form several months prior to your graduation date. Dates for completing this form will be published by the Provost's office (the date is usually in the middle of the semester before anticipated graduation). Instructions for the application for graduation and the application itself are available at the following website: <http://www.nau.edu/gradcol/gradreqs.html>. A \$10 fee must accompany your application.

Graduate students will be invited to present their thesis research at an informal colloquium for the department. The brown bag seminars (see below) accommodate such presentations. However, an official presentation of their work to the department is not required.

Thesis - Final Steps

Typically, after a successful thesis defense, the graduate student makes revisions and obtains final approval from the committee members and the thesis chair via signatures on the cover page of the thesis (if not done at the orals). Note: The cover page of the thesis must be signed in blue ink. During these latter stages of thesis preparation, the graduate student is coordinating with a specialist in the Graduate College thesis office in regard to thesis format. This assures the student that the format is in order and minimal changes will be required prior to submitting the final copy to the Graduate College. There are specific steps, type of bond paper, etc. that must be followed. (Please refer to Appendix C).

Enrollment Policy for PSY 699

The Graduate College requires that you must be enrolled for thesis credit hours during all semesters that you use university facilities or require the professional time of faculty members. When you are working on a thesis, we expect you to register for the number of credits that adequately reflects the amount of faculty involvement and your use of university facilities; this is for the protection of both you and the university. If you are in residence and are using laboratory and other research facilities and are interacting with your faculty adviser on a regular basis, you should register for at least 3 or more credit hours. If you are not on campus but are corresponding with your adviser as you work on your thesis, you should register for at least 1 credit hour. You can register for 1 to 12 hours of thesis (PSY 699) credit during any fall or spring semester or 1 to 6 hours of credit during any summer session that you are working on your thesis. However, keep in mind that during the semester that you complete and defend your thesis you should register for at least 2-3 credit hours to reflect your demands on faculty time. If you are unable to complete your thesis during the semester in which you defend, you must register for thesis credit each semester after your defense until you submit your final copies to the Graduate College. See Appendix C for a guideline of tasks to complete the thesis process.

RESOURCES ON NAU CAMPUS

The NAU Bookstore offers a variety of services and products to students to help meet course requirements. Other general books are available, as well as art supplies, imprinted clothing, and gift items. The bookstore also assists in placing special orders. Computer equipment (hardware and software) also can be purchased at the Bookstore often at a discount to students.

The Career Planning and Placement office provides consultation and information regarding development of a professional profile, as well as on-campus interview opportunities with a variety of employers.

Computer labs for general student use are located in various buildings around the campus. The various locations have different

equipment including IBM compatible and Macintosh personal computer and mainframe computer access.

Services provided to all NAU students include the following. Fronske Student Health Center provides health services. The NAU Counseling and Testing Center offers services including individual and group counseling; substance abuse intervention and education; services to students with special needs; and educational, interest, aptitude and personality testing. The Dental Hygiene Clinic provides dental services. Some of these services are free; others are offered at reduced rates.

GRADUATE STUDENT LIBRARY PRIVILEGES

Graduate Students have special library privileges available to them at the NAU Cline Library. Students are encouraged to avail themselves of these services.

- Graduate students may check out periodicals for purposes of duplicating.
- Graduate students are afforded 3-month checkout. Renewals may be made by phoning the circulation desk and giving the clerk your personal identification number from your NAU ID.
- Document delivery requests are made online - <http://www.nau.edu/cline/> at Request Materials under Services.
- PsycINFO, Pubmed, ERIC, and other databases are available on line.
- When working on the thesis, students may obtain a library carrel. Students should contact the library to make these arrangements.

EVALUATION OF THE GRADUATE PROGRAM COORDINATOR, THE DIRECTOR OF THE HEALTH CENTER, THE FIELDWORK COORDINATOR AND PROGRAM

At the end of each academic year, (if relevant, the end of each semester), you will be given an opportunity to evaluate the Graduate Program Coordinator and, if appropriate, the Director of the Health Center. At the end of any semester in which you are signed up for Fieldwork Placement (PSY 608), you will be given an opportunity to evaluate the Fieldwork Coordinator. Job descriptions and evaluation forms will be provided to you by the Department Chair. You will be asked to return these directly to the Department Chair. This input serves as part of the annual evaluation of faculty serving in these positions.

DEPARTMENTAL COLLOQUIUM SERIES

From time to time, the Department of Psychology sponsors a colloquium series where speakers present on a variety of topics related to psychology. Because the colloquium series is for the benefit of the faculty and graduate students, it is strongly recommended that you attend these presentations.

When brown bag seminars are held throughout the academic year, graduate students are encouraged to present their research ideas or data at these seminars. Please check with the Chair of the Colloquium Committee if you are interested. All graduate students are strongly encouraged to attend all Brown bag seminars. These seminars traditionally have been held over the noon hour on Fridays.

Note: The Graduate Coordinator schedules workshops as needed or requested by students. One such workshop regards the construction of a vita. See article in Appendix H regarding writing vitas.

GRADUATE STUDENT INTERDISCIPLINARY SYMPOSIUM AND OTHER PRESENTATIONS ON CAMPUS

The Graduate College sponsors a two-day Graduate Student Interdisciplinary symposium in the Fall where graduate students from all over America present papers for competition. The symposium is an opportunity to gain experience in doing professional presentations and you are encouraged to participate.

Additionally, the Graduate College sponsor presentations, brown bag seminars, and workshops for graduate students. Check your mailbox and the graduate student board for announcements of these.

SOURCES OF FUNDING FOR GRADUATE STUDENTS

Thesis Scholarships

See above section on Funding for Thesis.

SBS Dean and Associate Provost Travel Scholarships

Many of the thesis chairs in the department will encourage their students to present their thesis at regional or national professional meetings. In order to assist by subsidizing students' travel to these conferences, the Dean of SBS and the Associate Provost for Research and Grants provide funds.

The College of Social Behavioral Sciences (SBS) sponsors student research travel awards (see application in Appendix G). When submitting these, please include an abstract of your presentation. Submit a copy of all information to the Department Chair (signed by your academic advisor). These will be signed, copied for your file, and forward to the SBS Dean.

The Associate Provost for Research and Graduate Studies also provides student research travel awards (see application in Appendix G).

Other Scholarships

NAU, as well as State and National organizations, frequently sponsors funds or scholarships for graduate students; sometimes these are specific to graduate students. Notices of such opportunities will be placed in your mailbox, posted on the graduate student board in the workroom/mailroom, or forwarded to you via e-mail. You can access some of this information through the University's web site at:

<http://www4.nau.edu/finaid/misc/ApplyingForFinaid.htm>.

Non Academic Graduate Assistantships

In addition to departmental graduate assistantships in the Department of Psychology, other assistantships (non-academic graduate assistantships) are available around campus. Information about these graduate assistantships can be found at the Graduate College website: <http://www.nau.edu/gradcol/>.

APPENDIX A

Policies Related to Graduate Courses

THE DEPARTMENT OF PSYCHOLOGY'S POLICY FOR APPROVAL OF REQUESTS TO USE A COURSE TAKEN AT ANOTHER UNIVERSITY TO SUBSTITUTE FOR A REQUIREMENT FOR THE MASTER'S DEGREE

Adopted by the General Psychology Master's Program Committee Nov. 10, 1997
Adopted by the Applied Health Psychology Program Committee Nov. 17, 1997

The Chair will forward to the appropriate Graduate Committee materials related to a student's request to use a course taken at another university to substitute for a course requirement for the master's degree.

The Committee shall seek the opinion of the instructor of record of the course to be substituted.

After the Committee decision, the Graduate Coordinator will notify the graduate student in writing and place a copy of the notice in the student's file.

Both Psychology Master's Programs will accept a maximum of 9 semester hours of graduate coursework transferred from another institution. Each course will be reviewed by the appropriate Psychology Master's Committee, which will decide whether or not it will be accepted, and if so, whether it can substitute for a specific course or will count only as a program elective. Courses with a grade lower than "B" will not be considered for transfer. Students requesting transfer credit may be required to submit relevant supporting material such as the course syllabus, reading list, etc.

NORTHERN ARIZONA UNIVERSITY'S POLICY ON TRANSFER CREDIT FOR STUDENTS SEEKING A MASTER'S DEGREE

A student who has been admitted to a master's program and has earned resident graduate credit at another university may petition to apply such credit toward a master's degree at NAU.

Normally, a maximum of 8 hours may be accepted under a thesis or comprehensive examination plan and 10 hours under an extended coursework plan. A student may transfer a maximum of 16 hours of coursework taken at Arizona State University (ASU) or the University of Arizona (UofA) if all courses are equivalent to courses offered at NAU. A student combining transfer credit from ASU or U of A and another university is limited to 8 or 10 hours as described above.

To be considered for transfer credit, your course must:

- have been earned with a grade of A or B
(A pass grade will be accepted if the course is graded only on a pass/fail basis.)
- have been earned within the six-year period required for completing your degree at NAU
- be applicable to a graduate degree at the institution where the credit was earned
- meet the Arizona Board of Regents requirements for credit

(Note: A minimum of 45 hours of work is required for each unit of credit. [An hour of work is equivalent to 50 minutes of class time, often called a "contact hour," or 60 minutes of independent study work.] Ordinarily, a course must cover a one-week period for every unit of credit given. NAU will grant a maximum of one credit for a one-weekend course.)

Other points to remember:

- Extension and correspondence courses are not acceptable for transfer credit.
- Some institutions offer "graduate" courses for certification purposes only and do not use the same courses in a degree program. NAU does not accept such courses for graduate programs.
- A course in supervised teaching may not be transferred to a master's degree program at NAU, even if the course was accepted as graduate credit at the institution where it was earned.

Before you enroll in one or more courses at another institution with plans to transfer them to a degree program at NAU, you must consult with your academic advisor about the probability of the courses being accepted.

CRITERIA FOR GRADUATE-LEVEL COURSES

Adopted by the General Psychology Master's Program Committee Nov. 10, 1997
Adopted by the Applied Health Master's Committee Nov. 17, 1997 with bold added

The purpose of the criteria listed below is to provide guidelines for the level at which graduate courses are taught; the criteria are in no way intended to limit a faculty member's academic freedom with respect to the actual content of any specific course. Rather, the goal is to ensure the highest quality education possible for our master's students. It was our intention that each specific recommendation would help achieve that goal.

The assumptions listed below guided the development of the recommended criteria:

- 1) We assumed that the primary responsibility of the General Psychology Master's Program and the Applied Health Masters Program is the education of our own graduate students, with service to other departments being a secondary concern (i.e., courses should be designed to meet the needs of our students, and students from other programs must adapt accordingly);
- 2) We assumed that all graduate-level courses must be demonstrably more rigorous than their corresponding undergraduate classes;
- 3) We assumed that as class level increases from lower division to upper division undergraduate and on to graduate level, that courses should require students to be increasingly independent and to take increasing responsibility for preparing and presenting course-related information. For most classes, this would entail reading and writing assignments that increase in amount and difficulty, class structures that shift from lecture-only to a format requiring increasing student participation;
- 4) We assume that "methods" and "skill" courses (e.g., statistics, research design, Introduction to Clinical Skills, Assessment, Practicum, etc.) are clearly different in nature from most "content" courses and that separate criteria should be developed for them. Nevertheless, these courses must also be demonstrably more rigorous than corresponding undergraduate courses;
- 5) We assumed that these criteria might be used:
 - a) as guidelines for faculty members preparing a graduate-level course for the first time;
 - b) by the graduate program committee to assess new courses as they are proposed;
 - c) by the departmental CFS, annual review committee, and department chair to use in faculty evaluation procedures.

RECOMMENDED CRITERIA

- 1) Reading assignments
 - a) Level should be appropriately sophisticated for master's students.
 - i) For most courses, secondary sources such as textbooks should not be the central focus of the reading assignments. If a textbook is used, it should be either a graduate level text or an upper level undergraduate text;
 - ii) Readings of original research/theory should be incorporated in all graduate level "content" courses, unless it is demonstrated that the original work in a given discipline is well beyond what can reasonable be expected of master's students.
 - b) Amount - should be more than typically assigned upper division undergraduates; ideally, at least one original article should be presented/reviewed each class meeting.
- 2) Writing assignments
 - a) Level should be appropriately sophisticated and challenging for master's level students
 - i) Writing assignments should require students to demonstrate critical thinking skills (i.e., ability to synthesize a body of work; to assess strengths and weaknesses of theory and research; to propose alternate perspectives, etc.)
 - ii) Ideally, there should be a balance between instructor-assigned topics and student-chosen topics (instructor-assigned topics might be covered on exams and/or paper assignments).
 - b) Amount - should be more than for upper division undergraduates. In order to adequately address the issues related to the level of writing assignments, graduate-level writing assignments should be of sufficient length to demonstrate skill in integration and synthesis of material, as well as, critical thinking and creative thinking ability. It is unlikely that very short papers would be able to sufficiently address these issues.
- 3) Class format. Most graduate content courses should be structured around a seminar-type format (e.g., group discussion of reading assignments, individual presentations, class debates, etc.) in which student participation plays a major role. At the master's level, it is also important for the instructor

to provide guidance in the form of modeling didactic instruction. This may be especially important during the introductory portion of the course, as well as in providing on-going clarification, etc.

- 4) Assessment. Student assessment may be based on exams, written assignments, or class presentations. Ideally, graduate level courses would include some combination of these.
 - a) Exams. Essays should comprise a significant proportion of all graduate-level exams (except in courses such as statistics, etc.).
 - b) Written assignments. (see 2 (b) above)
 - c) Presentations. At the graduate level student, participation should ideally include some type of formal individual presentation, as appropriate to the course content and structure.

- 5) Feedback to students. University policy states that faculty members must evaluate each graduate student before the middle of the semester and provide him or her a clear understanding of their progress in the course at that time. In addition, we encourage faculty to base course grades on a minimum of three evaluations, scheduled to provide timely feedback to students.

APPENDIX B

Program of Study Forms

**MASTER OF ARTS IN PSYCHOLOGY
CLINICAL HEALTH PSYCHOLOGY TRACK
Program of Studies (47 hours minimum)
2006 - 2008**

Student _____ Phone _____
 Local Address _____
 Program Advisor _____
 Program Admission Date _____ Estimated Graduation Date _____

Psychological Foundations (23 hours)

	<u>Semester</u>	<u>Grade</u>
PSY 601 Introduction to Clinical Skills (4)	_____	_____
PSY 636 Social and Behavioral Epidemiology (3)	_____	_____
PSY 640 Health Psychology Assessment (3)	_____	_____
PSY 650 Physiological Psychology (3)	_____	_____
PSY 681 Techniques of Behavior Change (3)	_____	_____
PSY 683 Psychopathology (3)	_____	_____
PSY 690 Behavioral Medicine: Hypnosis and Biofeedback (3)	_____	_____
PSY 575 Substance Abuse Screening and Assessment Skills (1)	_____	_____

Clinical Experiences (9 credits)

PSY 645 Behavioral Medicine Practicum: Individual (3-6)	_____	_____
PSY 646 Health Promotion Practicum: Group (3-6)	_____	_____
PSY 608 Fieldwork (0-3)	_____	_____
Core Statistics and Research (6 hours)		
PSY 625 Intermediate Statistics (3)	_____	_____
PSY 673 Techniques of Psychological Research (3)	_____	_____

Cognates (9 credits)

EPS 601 Theories of Counseling	_____	_____
EPS 670 Professional Ethics, Legal Standards, & Responsibilities	_____	_____
EPS 690 Multicultural Counseling	_____	_____

Students must have completed an undergraduate Health Psychology course prior to admission or successfully pass an exam covering basic concepts from an undergraduate Health Psychology textbook prior to starting the program.

Approved by: _____ **Total Hours** _____
 Advisor _____
 Director of Graduate Studies _____
 Department Chair _____

MASTER OF ARTS IN PSYCHOLOGY
PRE-DOC TRAINING GENERAL OR HEALTH PSYCHOLOGY TRACK
Program of Studies (36 hours minimum)
2006 - 2008

Student _____ Phone _____
 Local Address _____
 Program Advisor _____
 Program Admission Date _____ Estimated Graduation Date _____

<u>Psychological Foundations (15 – 21 hours)</u>	<u>Semester</u>	<u>Grade</u>
PSY 599 Contemporary Developments (1-3)	_____	_____
PSY 601 Introduction to Clinical Skills (4)	_____	_____
PSY 610 Psychology of Personality (3)	_____	_____
PSY 620 Psychology of Learning (3)	_____	_____
PSY 621 Cognitive Processes (3)	_____	_____
PSY 633 Developmental Psychology	_____	_____
PSY 635 Social Psychology (3)	_____	_____
PSY 636 Social and Behavioral Epidemiology (3)	_____	_____
PSY 640 Health Psychology Assessment (3)	_____	_____
PSY 645 Behavioral Medicine Practicum: Individual (3)	_____	_____
PSY 646 Health Promotion Practicum: Group (3)	_____	_____
PSY 650 Physiological Psychology (3)	_____	_____
PSY 653 Psychology of Aging (3)	_____	_____
PSY 655 Psychology of Perception (3)	_____	_____
PSY 665 Psychology Teaching Practicum (3)	_____	_____
PSY 670 Psychopharmacology (3)	_____	_____
PSY 675 History of Psychology (3)	_____	_____
PSY 681 Techniques of Behavior Change (3)	_____	_____
PSY 683 Psychopathology (3)	_____	_____
PSY 690 Behavioral Medicine: Hypnosis and Biofeedback (3)	_____	_____
<u>Core Statistics and Research (15 hours)</u>		
PSY 625 Intermediate Statistics (3)	_____	_____
PSY 673 Techniques of Psychological Research (3)	_____	_____
PSY 725 Multivariate Statistics (3)	_____	_____
PSY 699 Thesis (6)	_____	_____

Psychology Electives or Approved Cognates (0-6) List other approved PSY courses to be counted toward the 36-hour degree minimum.

_____	_____	_____
_____	_____	_____
Approved by:	Total Hours	_____

Advisor _____

Director of Graduate Studies _____ **Department Chair** _____

- Please note that you can only count 6 units of thesis credit (PSY 699) toward your degree. However, you may end up taking more units because you must enroll for PSY 699 each term while you are working on your thesis.
- Up to 6 units of PSY 645 or PSY 646 and PSY 690 are reserved for students following the pre-doctoral preparation in Health Psychology. Other clinically-oriented courses available pending enrollment capacity.
- Students must have completed an undergraduate Health Psychology course prior to admission or successfully pass an exam covering basic concepts from an undergraduate Health Psychology textbook prior to starting the program.
- Please note that many of our graduate courses have prerequisites and follow a specified sequence.

APPENDIX C

*Advising Sheets
and Checklists*

for

Degree Tracks

Department of Psychology
Checklist for Clinical Health Track Master's Students
 (Adapted from Graduate College Material)

This checklist describes steps you must complete before finishing your master's program. These steps normally occur sequentially, but some may occur concurrently. For additional information, consult NAU's Graduate Catalog, this Handbook, your program coordinator, or your academic advisor. The Graduate College's website is <http://www.nau.edu/gradcol/>.

- _____ 1. Be admitted to regular status.
- _____ 2. Meet with your academic advisor and identify program/requirements and possible transfer credits. Find out exactly what you are required to take and identify any previous graduate work that may transfer into your program. Requests for transfer of credits should be in writing and addressed to your program coordinator. (See Appendix A.)
- _____ 3. Submit the Petition for Transfer Credit form to the Graduate College, if applicable. If you have been approved by the Program Committee to transfer credit for graduate courses already completed at another university, submit a Petition for Transfer (signed by your adviser) to the Graduate College. You must attach an official transcript showing the courses to be transferred if one is not already on file in the Graduate College. (See Appendix A.)

The regulations pertaining to transfer credit can be found in the current Graduate Catalog and on the Petition for Transfer Credit.

If you plan to complete graduate coursework at another university during your master's program, submit a course description and syllabus to the coordinator of your program for approval before enrolling in the course. You must also provide a schedule showing the dates and times of class meetings for the course you plan to take.

- _____ 4. You may want to complete a tentative version of your program of studies. The Department of Psychology has a Two-Year Advising Plan outlined previously in this handbook.

You must complete at least 24 hours of formal coursework, which means courses other than individualized study courses as independent studies, directed readings, and research.

- _____ 5. Complete your Formal Coursework--You must complete at least 24 hours of formal coursework, which means courses other than individualized study courses as independent studies, directed readings, and research.

Time Limit--You must complete all requirements for your master's degree within a six-year period. If you take courses from other institutions and transfer them to your program at NAU, they must also be taken within the six-year period.

- _____ 6. Apply for Graduation. You should submit the Application for Graduation form to the Graduate College during the semester before you plan to complete your degree requirements, or no later than the deadline published by the Registrar's Office in the Class Schedule. Instructions for the application for graduation and the application itself are available at the following website: <http://www.nau.edu/gradcol/gradreqs.html>. A \$10 fee must accompany your application.

ADVISING SHEET
MA in Psychology - Clinical Health Psychology track
 (47 credits / non-thesis)

F06		Sp 07	SUMMER
PSY 625	Statistics	PSY 673	EPS 670 Ethics
PSY 601	Clinical skills	PSY 690	PSY 575 Substance Abuse
PSY 683	Psychopath	PSY 646	
PSY 640	Health assessment	PSY 681	
F07		Sp 08	
PSY 636	Social & Behavioral Epidemiology	EPS 601	Counseling
PSY 645	Behavioral Medicine Practicum	PSY 645	Behavioral Medicine Practicum OR
PSY 650	Physiological Psychology	PSY 608	Field work OR
EPS 690	Multicultural Counseling		Elective

Department of Psychology
Checklist for Teaching of Psychology Track Master's Students
(Adapted from Graduate College Material)

This checklist describes steps you must complete before finishing your master's program. These steps normally occur sequentially, but some may occur concurrently. For additional information, consult NAU's Graduate Catalog, this Handbook, your program coordinator, or your academic advisor.

____ 1. Be admitted to regular status.

____ 2. Meet with your academic advisor and identify program/requirements and possible transfer credits.

Find out exactly what you are required to take and identify any previous graduate work that may transfer into your program. Requests for transfer of credits should be in writing and addressed to your program coordinator. (See Appendix A.)

____ 3. Submit the Petition for Transfer Credit form to the Graduate College, if applicable.

If you have been approved by the Program Committee to transfer credit for graduate courses already completed at another university, submit a Petition for Transfer (signed by your adviser) to the Graduate College. You must attach an official transcript showing the courses to be transferred if one is not already on file in the Graduate College. (See Appendix A.)

The regulations pertaining to transfer credit can be found in the current Graduate Catalog and on the Petition for Transfer Credit.

If you plan to complete graduate coursework at another university during your master's program, submit a course description and syllabus to the coordinator of your program for approval before enrolling in the course. You must also provide a schedule showing the dates and times of class meetings for the course you plan to take.

____ 4. You may want to complete a tentative version of your program of studies. The Department of Psychology has a Two-Year Advising Plan outlined previously in this handbook.

You must complete at least 24 hours of formal coursework, which means courses other than individualized study courses as independent studies, directed readings, and research.

400-Level Courses—You may include up to 8 credit hours of 400-level courses (no more than two 400-level courses) in your master's program with prior approval by your program committee or adviser. Note: In Psychology you can take only 3 credit hours (Teaching track).

____ 5. Shadow a variety of faculty members and volunteer to guest lecture in order to enhance your teaching repertorie.

____ 6. Enroll in Psy 608 in order to fully prepare several undergraduate Psychology courses.

____ 7. Working with the Program Coordinator, organize a semester-long teaching experience through Psy 608.

____ 8. Complete your Formal Coursework--You must complete at least 24 hours of formal coursework, which means courses other than individualized study courses as independent studies, directed readings, and research.

Time Limit--You must complete all requirements for your master's degree within a six-year period. If you take courses from other institutions and transfer them to your program at NAU, they must also be taken within the six-year period.

____ 9. Apply for Graduation.

You should submit the Application for Graduation form to the Graduate College during the semester before you plan to complete your degree requirements, or no later than the deadline published by the Registrar's Office in the Class Schedule. Instructions for the application for graduation and the application itself are available at the following website: <http://www.nau.edu/gradcol/gradreqs.html>. A \$10 fee must accompany your application.

The Graduate College's website is <http://www.nau.edu/gradcol/>.

ADVISING SHEET
MA in Psychology - Teaching of Psychology Track
(36 credits / non-thesis)

F06

625 Statistics
683 Psychopath
655 Perception

Sp 07

673 Methods
635 Social
620 Learning

F07

610 Personality
650 Physiological Psychology
665 Teaching Practicum

Sp 08

608 Teaching Fieldwork
621 Cognitive Psychology
633 Developmental

Department of Psychology
Checklist for Pre-doctoral Training Track Master's Students
in Thesis Programs
(Adapted from Graduate College Material)

This checklist describes steps you must complete before finishing your master's program. These steps normally occur sequentially, but some may occur concurrently. Steps 8-11 must be done in order and by the stated deadline. Check off and date each step as you complete it on the Progress Update Form kept in your file in the Psychology Office. For additional information, consult NAU's Graduate Catalog, this Handbook, your program coordinator, or your academic advisor.

_____ 1. Be admitted to regular status.

_____ 2. Meet with your academic advisor and identify program/requirements and possible transfer credits.

Find out exactly what you are required to take and identify any previous graduate work that may transfer into your program. Requests for transfer of credits should be in writing and addressed to your program coordinator. (See Appendix A.)

_____ 3. Submit the Petition for Transfer Credit form to the Graduate College, if applicable.

If you have been approved by the Program Committee to transfer credit for graduate courses already completed at another university, submit a Petition for Transfer (signed by your adviser) to the Graduate College. You must attach an official transcript showing the courses to be transferred if one is not already on file in the Graduate College. (See Appendix A.)

The regulations pertaining to transfer credit can be found in the current Graduate Catalog and on the Petition for Transfer Credit.

If you plan to complete graduate coursework at another university during your master's program, submit a course description and syllabus to the coordinator of your program for approval before enrolling in the course. You must also provide a schedule showing the dates and times of class meetings for the course you plan to take.

_____ 4. You may want to complete a tentative version of your program of studies. The Department of Psychology has a Two-Year Advising Plan outlined previously in this handbook.

You must complete at least 24 hours of formal coursework, which means courses other than individualized study courses as independent studies, directed readings, and research.

400-Level Courses—You may include up to 8 credit hours of 400-level courses (no more than two 400-level courses) in your master's program with prior approval by your program committee or adviser. Note: In Psychology you can take 6 credit hours (General Psychology) as cognates (toward the required 36 hours!).

_____ 5. Select your thesis chair (Deadline: End of 8th week of the Spring semester of your first year.) Obtain your thesis chair's signature on the Progress Update Form in your file in the Psychology Office.

_____ 6. Select members of your thesis committee. Deadline: Finals Week of Spring semester of your first year. In consultation with your research adviser and potential faculty members, select your thesis committee.

7. In consultation with your thesis chair, prepare your proposal.

_____ 8. Defend your proposal. The Department of Psychology requires a proposal meeting before you can begin work on your thesis. Deadline: 8th week of Fall semester of 2nd year. Fill out the appropriate section of the results on the Progress Update Form in your file and have it put pack in your file.

9. Complete the IRB tutorial, and obtain approval from the IRB. You must have received written approval from the IRB (see previous section in handbook) before you can work with human subjects. Please have a copy of this approval placed in your file.

10. Begin and complete your thesis research.

11. Analyze your data.

12. Write the remaining sections of your thesis (results and discussion), update the literature review, and change tense in your methods section.

____ 13. Complete your Formal Coursework--You must complete at least 24 hours of formal coursework, which means courses other than individualized study courses as independent studies, directed readings, and research.

Time Limit--You must complete all requirements for your master's degree within a six-year period. If you take courses from other institutions and transfer them to your program at NAU, they must also be taken within the six-year period.

____ 14. Apply for Graduation.

You should submit the Application for Graduation form to the Graduate College during the semester before you plan to complete your degree requirements, or no later than the deadline published by the Registrar's Office in the Class Schedule. Instructions for the application for graduation and the application itself are available at the following website: <http://www.nau.edu/gradcol/gradreqs.html>. A \$10 fee must accompany your application.

____ 15. Submit Your Thesis for Graduate College Review.

Submit an unbound copy early in the semester you expect to graduate. This must be done before your oral defense. (See the Checklist for Bindery and Microfilming Requirements in this appendix for specific information about these Graduate requirements.) Expect this review to take at least a week.

Be aware that the Graduate College does not generally review theses during the last two weeks of each semester or between semesters. For more information, contact the Graduate College.

____ 16. Schedule your oral thesis defense.

Schedule your defense as required by the Department. Be aware that it is helpful to have the defense copy of your thesis in essentially final form when you submit it to your committee. However, you may need to change this "draft" as required by the committee.

At the defense, be sure your committee signs the form titled Report on Final Oral Examination for Master's Degree. Turn in original form to the Graduate Office Specialist to be forwarded to the Graduate College. A copy of the form will be placed in your file. Also complete the appropriate section of the Results of MA prospectus and Progress Update Form forms and provide to the Graduate Office Specialist.

____ 17. Submit your Thesis for Second Format Review. This second review should happen right after your defense. (All corrections requested by the Committee should be included.)

____ 18. Turn in final copies of your thesis.

After making any revisions required by your committee and the Graduate College, turn in your final copies to the Graduate College by the last day of the semester. (See the Checklist for Binding and Microfilming Requirements for more information about turning in your final copies.) This information can be found at: <http://www.nau.edu/gradcol/infocurrent.htm>.

The Graduate College's website is <http://www.nau.edu/gradcol/>.

ADVISING SHEET

MA in Psychology - Doctoral-prep. Clinical Health Psychology **(43 credits / research thesis) (36 required)**

F06

PSY 625 Statistics
PSY 601 Clinical skills
PSY 683 Psychopath
PSY 640 Health assessment

Sp 07

PSY 673 Methods
PSY 690 Seminar: Behavioral Medicine
PSY 646 Health Promotion Practicum
PSY 681 Behavior Change
PSY 699 Thesis

F07

PSY 636 Social & Behavioral Epidemiology
PSY 645 Behavioral Medicine Practicum
PSY 650 Physiological Psychology
PSY 699 Thesis

Sp 08

EPS 725 Multivariate Statistics
PSY 645 Behavioral Medicine Practicum
PSY 699 Thesis

ADVISING SHEET
MA in Psychology - Doctoral-prep. General Psychology
(36 unit / research thesis)

You are encouraged to take 3 classes per semester (9 units)

F06

625 Stats.
 621 Cognitive
 650 Physiological Psychology
 610 Personality
 655 Perception
 683 Psychopath
 685 Research

Sp 07

673 Methods
 670 Psychopharm
 620 Learning
 635 Social
 699 Thesis
 685 Research

F07

610 Personality
 650 Physiological Psychology
 665 Teaching Pract
 683 Psychopath
 620 Learning
 621 Cognitive
 699 Thesis
 685 Research

Sp 08

621 Cognitive
 635 Social
 670 Psychopharm.
 725 Multivariate
 699 Thesis
 633 Developmental
 685 Research

ADVISING SHEET
MA in Psychology - Doctoral-prep. Non-Clinical Health Psychology
(43 credits / research thesis) (36 required)

F06

PSY 625 Statistics
 PSY 640 Health assessment
 PSY 683 Psychopath
 PSY 610 Personality

Sp 07

PSY 673 Methods
 PSY 635 Social
 PSY 620 Learning
 PSY 685 Research
 PSY 699 Thesis

F07

PSY 636 Social & Behavioral Epidemiology
 PSY 685 Research
 PSY 650 Physiological Psychology
 PSY 699 Thesis

Sp 08

EPS 725 Multivariate Statistics
 PSY 633 Developmental
 PSY 699 Thesis
 PSY 670 Psychopharm

**Progress Update Form – Department of Psychology
Applications/Reports – Master’s Students
Results of MA Proposal/Prospectus and MA Defense Meetings**

Name: _____ Year entered Program: _____

Address: _____ NAU ID#: _____

Academic Advisor: _____ Program of Study: _____

Thesis Advisor: _____
Advisor Name Advisor Signature Date

Thesis Committee Members: _____
Member Name Member Signature Date

Member Name Member Signature Date

Petition for Approval of Master’s Thesis Proposal Date: _____
Proposed Title: _____

Are human subjects involved? Yes No
If yes, approval by the NAU Human Subjects Review Board is required. Copy of letter in File _____
Student’s Signature

Date approved: _____ Approval #: _____
Thesis proposal approved. Yes No

Thesis Chair Signature: _____ Program Coordinator Signature: _____

Committee: _____
Member Signature Member Signature

Results of the Oral Defense of the Thesis Date of Defense: _____

Passed: _____ Failed: _____ Graduation Semester: _____

Final Copy of Thesis: Approved: _____ Disapproved: _____

Thesis Chair Signature: _____ Program Coordinator Signature: _____

Committee: _____
Member Signature Member Signature

Northern Arizona University
Report on Final Oral Examination for Master's Degree

Candidate's Name: _____

Degree Title: _____

Major in: _____

Vote of committee: Passed: _____ votes

Failed: _____ votes

(Two out of three votes to pass are required)

Members of Committee:

_____, Chair

_____, Department Chair

Date: _____

references (citations). [Note: When you copy articles, always copy all of the reference pages – you will need them.]

Do web search on the internet.

6. Order articles that are not in Cline Library.

Tasks to Complete for your Masters Thesis:
Prepared by Dr. Blankenship
With Input from former (successful) students

1. Get an idea – brainstorm. Meet with other students, look at articles in journals, talk with faculty, and review old theses on the shelf in the department workroom.
2. Find out interests and expertise of faculty. Look up articles done by faculty.
3. Allocate dedicated time to work on thesis – block out time each week.
4. List specific tasks to be done – “Think global but work local.”
5. Do literature review – identify recent articles through PsycINFO and/or PubMed; track older articles through the references (citations). [Note: When you copy articles, always copy all of the reference pages – you will need them.] Do web search on the internet.
6. Order articles that are not in Cline Library. You can use your home computer – learn how from the library.
7. READ articles – you cannot get all you need from the abstract.
8. Get organized – purchase a 3-ring notebook to hold articles. Get dividers to separate articles on various topics.
9. Make a cover sheet to list the important topics: number of subjects; age of subjects – this will be specific to your project as you think about different topics and label the articles based on the categories you are studying.
10. Get APA Publication manual.
11. Get format guidelines from Graduate College.
12. Formulate a research question.
13. Talk with faculty. Identify thesis chair and fill out Progress Update Form. Begin thinking about committee composition. Your committee should complement each other and not be too redundant. Find someone to guide you in the topic; someone with expertise in the topic; someone with methodology and statistical expertise to guide your data analysis. Get the signatures of all committee members on your Progress Update Form.
14. Narrow topic. This is a process of reading, thinking, trying out ideas, and finally focusing. Let the process work.
15. Identify subject population. You want to get done in two years so be realistic about your sample.
16. Pick variables – Independent and Dependent. Will your study be correlational or experimental? Will you be measuring and finding correlations or will you be manipulating something and measuring an outcome?
17. Check on the validity and reliability of all of your measures. If at all possible, use measures that have been validated by other researchers. Consult the “Mental Measurements Yearbook” on-line at the Cline Library website.
18. Write your hypotheses in terms of your independent and dependent variables. Your research question was a general statement. Your research hypotheses are specific. [E.g., Based on previous research, it is predicted that as participants with high self esteem will produce more creative ideas in a thirty minutes testing session than participants with low self esteem.]
19. Design study: Will subjects be tested more than once? What instruments will be used to measure dependent variables? What coding scheme will you use? How will you analyze the data?
20. Locate apparatus, testing instruments. [At this point you may be contact other researchers through e-mail to locate tests they have used in previous research. Always ask if there is a fee and the content of citations that they would like for you to list to acknowledge their development of the test. Commercial tests often have to be ordered through your committee chair because some of the tests, such as the Beck Depression Inventory, are sold only to professional in the field.]

However, wait to purchase instruments until your committee has approved your design.

21. Justify the number of subjects you will use, either with a power analysis (for experimental design) or by counting the number of variables and allotting from 6-20 subjects per variable included in the correlational study.
22. Write prospectus or proposal. Work with your committee chair. Check with him/her before giving the prospectus/proposal to other committee members. Your chair will want to make sure that the prospectus is in good shape before others are asked to read it. Submit request to department for funds or assistance.
23. Work with chair to refine the prospectus/proposal. Check in with the rest of the committee periodically and offer to let them read a draft if they want.
24. When you and your thesis chair are satisfied that the prospectus/proposal is ready, give copies to other committee members and schedule proposal defense meeting. Give committee members at least two weeks lead-time.
25. Arrange a room for the thesis meeting with the Dean's Office.
26. Prepare for meeting. You will be making a presentation. Prepare handouts and diagrams. A PowerPoint presentation is impressive but make sure the equipment you will need is available – and check it out ahead of time. [Don't wait until the day of the defense to try out your presentation in the room you have scheduled!] Remember, your committee has already read your thesis proposal, so keep the presentation brief.
27. Get approval from committee for thesis research; respond to any suggestions for changes to design and re-write the proposal. There are forms in the department office that you need to have your committee sign to verify your successful completion of the defense. You will have to fill out the Progress Update Form at this time, too, so take it to the meeting for your committee to sign.
28. Check availability of subjects. Some subject populations will require written verification of availability, e.g., school children, before you can submit your IRB form.
29. You must also complete the IRB Tutorial before you can submit your project for approval. This is available on-line.
30. Submit IRB form including subject consent form and any instruments you are using. Wait for approval in writing before running subjects.
31. Prepare procedure and material. Purchase supplies. Purchase copyrighted instruments. Reproduce non-copyrighted materials. Compose script for running subjects. Write computer program to present stimuli and gather data.
32. Pilot test your study. Run your thesis chair as a subject. Run your friends. Run an enemy. (Just kidding!)
33. Obtain data following these steps.
34. Schedule room for running subjects.
35. Schedule subjects. Contact subject or put up sign-up sheets. (In psychology there is a required format – see the department secretary. There is also a defined way of reporting research credit for students in introductory psychology classes. You can get the most up-to-date information from the department secretary.)
36. Run subjects. Have them sign consent form first. Do Procedure. Then de-brief. Always thank them for their time and cooperation and to not divulge the nature of the study to other potential subjects.
37. Code data and enter data into computer. Make out codebook detailing variables, range of scores, and the meaning of categories. When coding categories, use letters, such as 'M' for Male and 'F' for Female rather than number '1' and '2'. You can always have the computer recode the letters and you stand less chance of forgetting what M and F stand for than what 1 and 2 stand for.
38. Determine if you have outliers in your data. Extreme scores can be eliminated but work with your committee to decide what to do with outliers.
39. Analyze data.

40. Interpret results.
41. Write results and conclusion section of your thesis. Rewrite the introduction and methods section of the proposal and put all future tense statements into past tense. Edit and re-edit. Proof read.
42. Work with your thesis chair until he/she is satisfied that you are ready to defend your thesis. If specific questions come up, consult with the other members of the committee.
43. Submit your thesis for format checking to the Graduate Office. Give your committee members a copy of the thesis at least two weeks prior to defense. Schedule room and any audio-visual equipment you will need. Thesis defenses are not to be scheduled during finals week of any semester, nor are they to be scheduled during the summer. No refreshments are allowed at the defense. No gifts or gift certificates should be given to committee members.
44. Defend thesis. Again, you will be making a presentation and answering questions. Be prepared to leave the room at the beginning of the meeting while the committee decides if the thesis is ready for defense. Then be prepared to leave again after the presentation and questioning while they decide your fate. Try to relax.
45. Have committee sign necessary documentation in blue ink. Check with the department office about what all is required. This is another time that the Progress Update Form must be filled out and signed by your committee.
46. Work with your chair to make any adjustments suggested by your committee.
47. Pass final formatting checks. Order your graduation regalia.
48. Party!!

Last updated August 3, 2004

BINDERY AND MICROFILMING CHECKLIST

NAME _____ DATE _____

To meet Graduate College requirements, you must correct any items checked on this form before turning in the final copies of your thesis or dissertation. (If nothing is checked, no changes are required by the Graduate College.)

The Graduate College strongly encourages you to review your document thoroughly for formatting, editorial, and stylistic consistency, which is beyond the scope of these requirements. For information about such issues, contact your department.

REQUIREMENTS

Parts of Document—Rearrange so checked page(s) are in the following order:

- _____ title page
- _____ abstract (optional in creative works)
- _____ copyright page (if applicable)
- _____ acknowledgments (optional)
- _____ table of contents
- _____ list of tables (if there are tables in document)
- _____ list of figures (if there are figures in document)
- _____ list of plates (if there are plates in document)
- _____ dedication (optional)
- _____ preface (optional)
- _____ text, divided into chapters
- _____ bibliography (may be called literature cited, references, etc.)
- _____ appendices (if applicable)

Margins

- _____ Correct so left margin is at least 1 1/2" on all pages.
- _____ Correct so right, top, and bottom margins are at least 1" on all pages.

Title Page (see samples on reverse side)

- _____ Reduce title to no more than 15 words.
- _____ Spell out any abbreviations, symbols, or formulas.
- _____ Change this wording to:

A Thesis [or Dissertation]
Submitted in Partial Fulfillment
of the Requirements for the Degree of

- _____ Change the name of your degree to _____.
- _____ List committee members' names and terminal degrees below the signature lines. Insure the committee chair is listed as chair and listed first. (Note: When your committee members sign the title page, they should sign in blue ink.)
- _____ Assuming that you submit your final copies by _____, the date on this page must be _____.

Abstract (See sample on reverse side)

- _____ Make sure the abstract title includes the word abstract, the document title, and your name as it appears on the title page.
- _____ Make sure the title is worded exactly as it is on title page.
- _____ Make sure the text of the abstract is no more than 350 words.

Pagination

- _____ Make sure all pages are numbered consecutively (the title page is counted, but not numbered).

Text

- _____ For optimal readability, double-spaced text is preferred (except for long quotations, footnotes, table titles, figure captions, and entries in the bibliography, which may be single-spaced). With the permission of your adviser, however, you may submit the final copies of your thesis or dissertation single-spaced.
- _____ Change the type to 12 points or larger.
- _____ Make sure the type is consistently dark and clear.

Oversized Pages

_____ On pages for tables or figures that are larger than 8 1/2" x 11" make sure the fold is inset 1/4" from the right margin (so the fold isn't cutoff in the binding process). See attached instructions.

Appendices

_____ Make sure any previously copyrighted material is preceded by a letter from the copyright holder indicating you have permission to use the material in your document.

Registration for Credit Hours

_____ You must be registered for thesis (699) or dissertation (799) hours this semester. You can register via the web at www.nau.edu/Louie. Contact your academic department to obtain the correct sequence number. (Be aware that you must be registered every semester until you turn in your final copies.

After correcting all items checked on this form, you may prepare your final copies. If nothing is checked on this form, no changes are required.

***You should read the attached instructions carefully:** It has all the information you need to prepare your final copies and complete this process.*

To graduate this semester, you must submit your final copies to the Graduate College by _____ at the latest.

Remember that the Graduate College will not accept your final copies if the changes identified on this checklist are not made.

rev. 12/2002

TURNING IN FINAL THESIS COPIES

After the Graduate College's format editor has reviewed your thesis for compliance with the university's format requirements, and you have made any corrections noted on the format checklist, these are the last steps you must take to meet the Graduate College's thesis requirements.

Please note that making your final copies requires a great deal of care. These copies will be bound to create a permanent record of your culminating graduate work at NAU. If the final copies you turn in have errors, they will be bound with errors in place.

1. All pages, including the signed title page, must be on white 25% cotton, 20 pound paper. Heavier paper is acceptable. (This archival-quality paper has a watermark on it saying "25% cotton." You can hold it up to the light to confirm that the watermark is there.)

2. Check your copies to make sure:

- All pages are present and in order.
- No pages are backward or upside down.
- No pages were photocopied crooked.
- The margins are correct on each page.
- All pages are legible and of uniform darkness.

3. Put each copy of your thesis in separate manila envelopes (10" x 13", for example; or larger, if needed). On each envelope, put your name in the upper right corner. (If you have plates for the bindery to fold and place in a pocket at the back of your book, please submit the plates rolled in a mailing tube with your name on it.)

4. Turn in your final copies to the Graduate College's thesis coordinator by the last day of the semester at the latest.

Three copies are required by the university—except for students in biology, chemistry, forestry, and geology, who are required to turn in four copies. At least one copy must have the original title page, on 25% cotton paper, with the signatures of your committee members in blue ink. (All other copies can have photocopies of the signed title page, as long as they are also on 25% cotton paper.)

The copy with original signatures will be retained in NAU's archives; the second copy will be available for circulation in the Cline Library; the third copy will be retained by your department. (In departments that require a fourth copy, that copy will go to your major professor.)

You may turn in as many additional copies as you wish to have bound; however, all copies must be identical. (Please note: We can't guarantee that any particular book will be distributed to a particular location; that's why all copies must be identical.)

5. When you submit your final copies, you must also **present a receipt from the Bursar's Office** (first floor, Gammage Building, building #1), **showing that you have paid the following fees:**

- **binding—\$17 per copy (Required)** of all students)
- **mailing—\$5* per copy (Optional)**. For any bound books, beyond those required, that you want the Graduate College to mail off campus for you) **These fees were correct as of August 2002.*

If you aren't in Flagstaff and can't pay your fees in person, you may send your check (made payable to NAU) directly to the thesis coordinator with your final copies.

After you turn in your final copies and your receipt, the Graduate College will submit a grade change (from In-Progress to Pass) to the Office of the Registrar for your thesis (699) hours. Assuming you have no other pending or incomplete coursework, this grade change signals the completion of your degree requirements. The Registrar then awards your degree at the end of the semester; you should receive your diploma in the mail approximately eight weeks later.

Immediately after the semester ends, the Graduate College sends all final copies to the bindery. Approximately two months later, the copies are returned as bound volumes. The thesis coordinator delivers two copies to the library (one copy for NAU's archives and one copy for general circulation), and one copy to your department. Any copies for which you have paid the mailing fee will be shipped to the addresses you've specified. If you have copies to be picked up, you will be notified by telephone that they are available at the Reception Desk in the Graduate Office.

Note: If you wish to register the copyright of your thesis, contact the U.S. Copyright Office at 202-707-8250, or visit their web site (<http://lcweb.loc.gov/copyright/>).

For more information about completing a thesis, see the Graduate College's web pages (www.nau.edu/gradcol/current/td/index.html).

APPENDIX D

IRB Information

Research Guidelines
Psychology Department
Northern Arizona University

Northern Arizona University and the Department of Psychology are dedicated to excellent in teaching, research, and public service. As part of this commitment, the University requires research to be conducted with the highest possible ethical standards. Whenever humans are participants in research and research-related projects, the University is guided by national and international codes of ethical and legal standards located in these documents.

It is very necessary that research be conducted under the rules and regulations of the Institutional Review Board (IRB). All procedures, guidelines, and applications are available at the following website address:

<http://www4.nau.edu/ovp/irb/index.htm>

APPENDIX E

*College of SBS
Student Research
Travel Application*

—

*Office of the Vice Provost
Student Research
Travel Application*

**COLLEGE OF SOCIAL AND BEHAVIORAL SCIENCES
STUDENT APPLICATION FOR CONFERENCE TRAVEL**

Application must include a letter detailing the nature of travel (conference presentations, data gathering, etc.), location, dates, BUDGET, and expected outcomes. For budget information, please work with the travel specialist in your department. As funding is limited, students are encouraged to submit applications early. Students are eligible for travel funding once a year. Priority will be given to students who are presenting a paper/poster or participating in research activities.

Applicant: _____ Student ID#: _____

Department/Program: _____

Student Status: _____ Undergraduate _____ Graduate

Mailing Address: _____

Phone #: _____ E-Mail Address: _____

Destination: _____

Departure Date: _____ Departure Time: _____ a.m./p.m.

Return Date: _____ Return Time: _____ a.m./p.m.

Purpose of Travel: _____

Are you expecting additional funding from other areas? _____ If yes, please list areas and amounts awarded: _____

Obtain major advisor and department chair approval prior to submitting to the dean's office.

Major Advisor Approval: _____ Date: _____

Department Approval: _____ Date: _____

Dean's Office Use

Amount Awarded: _____

Area/Orgn: _____

Dean's Signature: _____

Date: _____

Distribution: 1 copy to Business Manager; Original to department office

Office of the Vice Provost - Research and Graduate Studies
Student Research Travel Application

Please refer to the following website for guidelines and applications for student research travel funded by the Office of the Vice Provost.

<http://www4.nau.edu/ovp/internalfunding.htm>

APPENDIX F

Psychology
Graduate Fieldwork
PSY 608

FIELDWORK: PSYCHOLOGY 608

Psychology 608, Fieldwork, is available to all psychology graduate students and it is a required part of the Teaching of Psychology track. Sites for the Pre-doctoral track students will differ from the Clinical Health program to be more consistent with the training and goals of these students. The purpose of fieldwork is to give students an opportunity to work in a “real life” setting, interact with colleagues and supervisors, and to learn how agencies and programs operate. It also gives students a chance to try out an area in their field (for example, teaching, health promotion, program evaluation, or behavioral medicine, data analyst) to see if they are interested in seeking a job in that area.

Teaching of Psychology Students

Students in the Teaching track, in conjunction with the Graduate Coordinator (K. Laurie Dickson, PhD), will have the opportunity to gain considerable teaching experience, either as a co-instructor or sole instructor in traditional face-to-face classroom settings or online. The specifics of the format of this teaching experience fieldwork will depend on student skill level and competence and available classes at either Coconino Community College or Northern Arizona University. This teaching opportunity will most likely occur in the fourth semester of training.

Health Psychology Students

Health Psychology students, in conjunction with the Fieldwork Coordinator (Suzanne Daiss, Ph.D., Fieldwork Coordinator), review a list of current sites and select several which interest them. The semester prior to enrolling in fieldwork the Coordinator and students set up interviews for the students at the fieldwork sites. Students are not to contact fieldwork sites on their own without permission from the Fieldwork Coordinator. The fieldwork site supervisor may choose to select or decline a student applying for that slot. It is important to start thinking early about the type of fieldwork placements that are of interest, and begin communicating with the Fieldwork Coordinator. Obviously, not everyone can work in the same place in the same semester. The Fieldwork Coordinator, the Program Coordinator, and the Department Chair will be working together with the students to place roughly equal numbers of students into the fieldwork and practicum slots in the second, third, and fourth semesters of the program. Students are not eligible for fieldwork or practicum their first semester.

APPENDIX G

PSY101 Subject Pool

**DEPARTMENT OF PSYCHOLOGY PARTICIPANT POOL
RESEARCHER INSTRUCTIONS**

REGISTERING FOR THE FIRST TIME

1. Visit the website: (<https://experimentrak.net/nau/>)
2. Click the tab labeled “Researchers”
3. Enter the following information:
 - a. First name
 - b. Last name
 - c. Title (e.g., “Graduate Student”)
 - d. Department (e.g., “Psychology”)
 - e. Phone number where participants can contact you
 - f. E-mail address
(you must use your account ending in @dana.ucc.nau.edu)
 - g. Your desired password
(Note: although you are using your NAU e-mail address, this should NOT be your NAU password. This system is independent of NAU, and it is recommended that you choose a unique password for this system. Also, note that your password is not private. It is visible to the participant pool coordinator. Therefore, you should choose a DIFFERENT password from your NAU password.)
 - h. Re-enter your desired password
 - i. Click on “Research Policy” and carefully read the researcher guidelines
 - j. Check “Yes” to indicate that you have read and understand the research policy.
 - k. Click “Submit Registration”
4. An e-mail message will be sent to you to verify your account.
Follow the link and instructions in the e-mail to verify your account.
5. Upon verifying your account, you must wait for the participant pool coordinator to approve your account. You may contact the coordinator via the website if you require immediate verification.

LOGGING IN ONCE APPROVED

1. Visit the website: (<http://nau.experimentrak.net>)
2. Click the tab labeled “login”
3. From the pull-down menu next to “Status” choose “Researcher”
4. Enter your full e-mail address (e.g., xxxx@dana.ucc.nau.edu)
5. Enter your password
6. Click “login”

CREATING A NEW EXPERIMENT

1. Log in (see above)
2. For lab studies (i.e., an “in-person” study), follow the instructions below. For web-based studies, contact the participant pool coordinator for assistance.
3. To set up a lab study, click the tab labeled “lab studies”
4. For a new lab study, click on “NEW” which is under the heading “Your lab experiments.”
 - a. Note: You will be asked for the following information prior to continuing:
 - i. IRB approval number
 - ii. A title for your experiment that will be visible to students
 - iii. duration of experiment (in minutes)
 - iv. supervisor of experiment (this may be you if you are faculty or your advisor if you are a grad student)
 - v. contact name, phone, and e-mail (this is visible to participants)
5. When you are ready to proceed, click “Build Experiment”
6. You will first be asked to enter the following:
 - a. IRB approval number
 - b. Experiment Title
 - c. Click “continue”
7. You will next see the following fields (move the mouse over the “?” next to each field for more info):
 - a. **Experimenters:** highlight the experimenters who are part of this study. Note: individuals you select will have full access to study information, time slots, etc.
 - b. **Duration:** enter duration in 30-minute intervals (30m, 60m, 90m, etc.)
 - c. Close time: how many hours prior to the scheduled start of an experiment do you want to no longer allow new sign-ups?
 - d. **Auth code:** if you want, you can restrict sign-ups to only those with a code of your choosing
 - e. **Credit:** from the pull-down menu, allocate credit according to the following:
 - i. 30 minutes = 0.5 credits
 - ii. 60 minutes = 1.0 credits
 - iii. 90 minutes = 1.5 credits
 - iv. etc.
 - f. **Compensation:** enter any monetary compensation, or leave at \$0.00
 - g. **Comp method:** ignore this field
 - h. **Supervisor:** enter the faculty supervisor for the experiment
 - i. **Contact name:** who should participants contact regarding this experiment?
 - j. **Contact phone:** phone number for contact person
 - k. **Contact e-mail:** e-mail for contact person
 - l. **Description (optional):** If you would like to enter a brief description of the study that will be visible to participants, enter it here.
 - m. **Criteria (optional):** If you wish to list any criteria that will be visible to participants (e.g., “open to men only; corrected vision only”) enter it here. Theoretically, participants should only sign up if they meet these criteria, but they will be self-screening.
 - n. **Prequalifiers (optional):** Are there any experiments participants must complete prior to doing your experiment?
 - o. **Nonqualifiers (optional):** Allows you to disqualify students from participating if they have completed a particular prior experiment.
 - p. **Info URL (optional):** Allows you to provide a link to a web site with more info about the experiment.
 - q. **Debriefing (optional):** This only applies to web/online studies. Leave blank.
 - r. **Administrative notes (optional):** Allows you to enter notes that will be visible to you, other researchers who are part of the experiment, and to the pool coordinator.
 - s. When finished, click “continue”
8. Note: at this point, your experiment will be “active” but will not yet be “visible” to students. To make your experiment visible and add time slots, see the next two sections.

CREATING TIME SLOTS FOR PARTICIPANTS

1. Click the tab labeled “[lab studies](#)”
2. A list of your studies (studies that list you as “researcher”) appears.
3. Click “[select](#)” next to the experiment for which you want to post sign-ups or view the details of
4. Click the “[time slots](#)” tab from the top of the screen
5. To add times slots, use the pull-down menu that reads “----select----“ and select “[Add Bulk Timeslots.](#)” This option allows you to add from 1 to 50 sign-ups for any time and date you specify. You will enter information in the fields below:
 - a. **Create:** how many openings do you want to offer at a time (e.g., 1 participant, 2 participants, etc.)?
 - b. **Date:** enter the date of your experiment
 - c. **Time:** enter the time of your experiment (24-hour clock)
 - d. **Location:** you can select the room of your experiment from the pull-down menu, or add a new location (you will need to add a new location if no researchers have used the same room previously). Click “Add location,” directly beneath the word “location” to specify the room of the experiment.
 - e. After entering the information above, click “Add” to create the time slots.
6. You will see a list of available time slots. You may “[delete](#)” a time slot, or you may click “[fill slot](#)” if you already know of a particular student who wants to participate. **Note:** the time slots will only be viewable by potential participants after you make your experiment visible (see below).

MAKING YOUR EXPERIMENT VISIBLE TO STUDENTS

1. Click the tab labeled “[lab studies](#)”
2. A list of your studies (studies that list you as “researcher”) appears.
3. Under the heading “status” are the following pieces of information:
 - a. “**A**” indicates an active experiment
 - b. “**H**” indicates a hidden experiment (not visible to participants)
 - i. to make your experiment visible to participants, click the “**H**” and it will change to a “**V**” (it is now visible to participants)
 - ii. to hide your experiment, click the “**V**” and it will change back to “**H**” (it is no longer visible to participants)

CHANGING YOUR PASSWORD & PROFILE

1. Log in (see above)
2. In the top-left part of the screen, beneath the “Northern Arizona University” logo, you will see a small “address card” icon (next to your name & e-mail address). Click the icon to change your profile settings, including your password.

RESEARCH POLICY

Please read the following guidelines before submitting your registration. Note that some of the following guidelines have changed from previous semesters. After acknowledging that you have read these guidelines, your registration will be sent to the system administrator for approval. Once the system administrator approves your account, you will be able to post sign-ups for your research studies.

Participant Pool Guidelines

1. For every $\frac{1}{2}$ hour of research participation, students are to be awarded $\frac{1}{2}$ credit point. For example, if your experiment lasts 1 hour, students should be given 1 credit point for participating. Note that this system replaces the previous credit system.
2. Credits are rounded up to the nearest $\frac{1}{2}$ hour.
3. Individuals are free to withdraw from a study at any time. Individuals who choose to do so will be awarded credit for the experiment using the system above.
4. It is your responsibility to award credit to your participants in timely manner upon completion of the session. Credit can be awarded by logging in and viewing your experiment.
5. Participants who fail to attend an experiment without canceling three hours prior to the start of the experiment will be penalized with a deduction of points equal to the point value of the experiment. It is your responsibility to add or deduct credit from participants in your experiment. Credit can be awarded by logging in and viewing your experiment.
6. If an experimenter does not show within ten minutes following the scheduled start time of a session, participants must be awarded full credit for participation. Please be on time!
7. An experiment option must be available for each study. This option must be equal in time and credit to the study procedure (e.g., if the experiment lasts 1 hour and is worth 1 credit, the optional procedure should take 1 hour and be worth 1 credit). The character of this option is left to the researcher, but experiment options often take the form of reading an article or chapter (ideally related to the present research) and summarizing the article or answering specific questions regarding the reading. Researchers may present the option in a variety of ways, including but not limited to: 1) allowing participants to sign up for time slots and electing to choose the optional procedure at the time of the study session; or 2) providing specific optional study session times when all who are interested in the optional procedure may complete this procedure en masse.

APPENDIX H

*Writing Your
Vita*

Tips on Creating an Academic Vita

An academic vita is a summary of your professional training and background; it serves much the same purpose as a résumé in the business world. In other words, a vita is an autobiographical account that provides the information on which a preliminary decision is made whether to admit you to a program or hire you for a job. Largely on the basis of your vita -- and the cover letter accompanying its submission -- your application will be rejected outright, put into a doubtful category, or considered worth exploring. If the latter occurs, your vita has succeeded.

The main thing to keep in mind when preparing a vita is that it will stand in for you during the initial phase of screening hundreds of applicants. It conveys who you are and what the graduate program or employer will get if you are chosen. You should not depict yourself as a good student or an outstanding research assistant, but as a promising professional.

Although your vita should follow a fairly standard format, it should also distinguish you from the other applicants whose materials float with yours in the Sea of Anonymity. Include all information that you honestly believe will help someone judge whether you are qualified, but keep your vita focused. It is better to develop several versions of your vita than to send an unfocused vita with every application.

~ Several Do's and Don'ts in Vita Preparation ~

- 1. DO** make your vita a clear and concise summary of your professional qualifications. Like any good writing, every word should count.
- 2. DO** try to obtain copies of several vitae from individuals who are at your stage of professional development or slightly ahead. One of the best ways to construct a vita is by seeing how others have done it.
- 3. DO** take the time to create an elegant and inviting format, and be sure to laser print the final product on high quality paper. Style matters, and your vita should appear professional, uncluttered, and friendly to the eye.
- 4. DO** be sure to check the vita carefully for mistakes and typographical errors. Without exception, it must be absolutely error-free.
- 5. DO** have your faculty adviser, colleagues, family, and friends look over your vita before you send it out. They will undoubtedly spot weaknesses you have overlooked and may be able to suggest ways of overcoming them.
- 6. DON'T** give the appearance of padding your vita by including such things as extra-wide margins, high school accomplishments, or excessive detail about your research and teaching experience (e.g., details associated with running an experiment, such as "I contacted participants, scheduled them for sessions...").
- 7. DON'T** list irrelevant personal information such as height, weight, health, or military status. Listing your age, marital status, or the number of children you have is optional (unfortunately, such information can invite discrimination, particularly against female applicants), and excessive details should be avoided (e.g., names and ages of children). Listing hobbies and outside interests is also optional and should only be done if you feel it will enhance your image as a well-rounded professional.
- 8. DON'T** list categories that have only one item (with one exception: a section entitled "Publication" is acceptable for listing a single publication).
- 9. DON'T** use category subheadings that are more ambitious than their content (e.g., "Articles, Publications, and Grant Proposals" followed by only one grant proposal). Later in your career, you can add some of these sections (for example, "Professional Activities" might include editorships, memberships in academic or grant-reviewing committees, consulting work, and so on).

Sample Template for Creating an Academic Vita

Date: Month, Year
(Update semi-annually)

Vita Your Name

[School Address]
Department of Psychology
University
City, State, Zip
Office Phone: (with area code and extension)
E-mail Address

[Home Address]
Apartment
Street Address
City, State, Zip
Home Phone: (with area code)

Personal Information

Born: Date, Place
Citizenship: (usually reserved for foreign applicants or international jobs)
Social Security Number: (optional -- may be useful for administrative purposes)
Marital Status: (optional)

Education

B.A., Major Field, Year Received or Expected, University, City, State
M.A. or M.S., Field, Year Received or Expected, University, City, State
Ph.D., Field, Year Received or Expected, University, City, State

Honors and Awards

This is the place to list academic honors, graduation prizes, fellowships, scholarships, writing prizes, and so forth. List each award, the granting institution, and the date awarded (Note: if all your awards are graduation honors, then omit this category and subsume the information under Education).

Association Memberships

In this section, list all memberships in:

- Psychology associations such as APA and APS,
- APA divisions (e.g., Society for the Psychological Study of Social Issues),
- International groups (e.g., International Society of Political Psychology),
- Honors societies (e.g., Psi Chi, Phi Beta Kappa, Sigma Chi, Phi Kappa Phi),
- Science groups (e.g., American Association for the Advancement of Science),
- Other professional organizations that link you with an interest or area of specialization.

Professional Experience

Beginning with your college years, list all work you have done that is relevant to the program or position you are applying to. Include research positions with project titles and supervisors, and optionally, a brief description of the duties you performed. This is also a good place to list any consulting, manuscript reviewing, or editorial experience you have (or, if you have had extensive experience in one of these areas, you can form a separate category for *Research Experience, Consulting Activities, Ad Hoc Reviewing, or Editorial Experience*).

Research Interests (usually for graduate applicants and prospective professors)

Briefly summarize your research interests with 4-6 key descriptors ranging from the very general to the very specific. For example, “I have broad interests in social and political psychology, particularly the resolution of international conflict. Specifically, I am interested in the role that decision heuristics and biases play in Arab-Israeli relations.”

Current Research (usually for graduate students and prospective professors)

Describe your current research in one or two paragraphs. This will often be an overview of your thesis work. If you are working in more than one area, summarize each project in a separate paragraph. Conclude with a brief statement describing your future program of research for the next five years or so.

Teaching Experience (usually for teaching positions or prospective professors)

List any courses you have taught, co-taught, or assisted with as a TA. If you received strong teaching evaluations, consider attaching a separate sheet with a statistical summary and 5-10 examples of the most positive praise you have received. Also, faculty job candidates should list 4-6 courses that they are prepared to teach if hired (from the most general courses to advanced courses and specialized seminars). For example, a prospective assistant professor of social psychology might include the following statement:

I am prepared to teach the following courses:

- Introductory Psychology
- Social Psychology
- Introduction to Statistics
- Research Methods in Social Psychology
- Seminar on the Psychology of Prejudice and Discrimination

Professional Presentations

List the titles of talks given to professional audiences, the sponsoring organizations, the places, and the dates.

Publications and Papers

If you are a young professional, this is the heart of your vita -- so be big hearted! List references in APA format according to date (including unpublished manuscripts or papers in press). Be careful, though, not to list any papers you are unprepared to make available if requested.

References

List the names, titles, and addresses of 3-4 people whom you have already asked to serve as references for you.

<http://www.socialpsychology.org/vitasamp.htm>

<http://www2.sjsu.edu/faculty/gcallaghan/graduate/vita.html>

APPENDIX I

*Disclosure of
Social Security Numbers*

Disclosure of Social Security Numbers

A copy of the regulations regarding disclosure of social security numbers is on file in the Psychology Office. See the Office Specialist in charge of the Graduate Records if there are any questions or issues arising about social security numbers.

The rule of thumb is: Social Security Numbers are Private.

APPENDIX J

Graduation

Department of Psychology
STEPS IN APPLICATION FOR GRADUATION
For Graduate Students
(Should be initiated the semester before completion of coursework.)

Instructions for the application for graduation and the application itself are available at the following website: <http://www.nau.edu/gradcol/gradreqs.html>. A \$10 fee must accompany your application.

1. Complete Graduation Application form.
2. Pick up copy of current NAU transcript from Records in Gammage Administration Building Office.
3. Take your Graduation Application and your completed Program of Studies Form (available in your file in the Psychology Office – you should have been filling this out as you took courses) to your academic advisor and have him/her sign.
4. Take your Program of Studies form to the Graduate Program Coordinator (K. Laurie Dickson) to have it signed.
5. Have the Department Chair (Heidi Wayment) sign your Graduation Application Form.
6. Take the Application and Program of Studies form to the Graduate Office Specialist who will make copies for your file.
7. Pay \$10.00 application fee to the Business Office in Gammage.
8. Bring signed application form, receipt for fee payment, current transcript, and program of studies form to the Graduate Admission Office – Ashurst Building #11, Room A107.
9. Complete your coursework and your thesis; be sure your Progress Update Form in your file is completed; then you can graduate.

APPLICATION AND INSTRUCTIONS
FOR COMPLETING THE APPLICATION FOR GRADUATION
MASTER'S PROGRAM

<http://www.nau.edu/gradcol/graduationapp.pdf>

IMPORTANT DATES FOR GRADUATE STUDENTS TO KEEP IN MIND

<http://nau.edu/gradcol/importantdates0607.pdf>

APPENDIX K

Useful Website Addresses

The Graduate College: <http://www.nau.edu/gradcol/>

NSF Fellowships: <http://www.nsf.gov/home/sbe/>

Scholarship Information: <http://www4.nau.edu/finaid/scholarship/>

IRB Information: <http://www4.nau.edu/ovp/irb/index.htm>

Louie: <http://green.ucc.nau.edu/louie/>

APA: <http://www.apa.org/students/>