

2019-2020 Academic Year

**GRADUATE STUDENT HANDBOOK**

**DEPARTMENT OF PSYCHOLOGY**

**College of Science**

**THE UNIVERSITY OF TEXAS AT ARLINGTON**

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***OFFICIAL VERSION: August, 2019***

## TABLE OF CONTENTS

I	<a href="#">INTRODUCTION</a>	2
II	<a href="#">CRITERIA FOR ADMISSION TO GRADUATE STUDENTS IN PSYCHOLOGY</a>	2
	A. ADMISSIONS FOCUS	2
	B. ADMISSION: STATUS AND ELIGIBILITY FOR ASSISTANTSHIP/FELLOWSHIP	3
III	<a href="#">UT-ARLINGTON GRADUATES</a>	3
IV	<a href="#">DEGREE PROGRAMS AND AREAS OF SPECIALIZATION</a>	4
	A. MASTER OF SCIENCE IN PSYCHOLOGY	4
	B. DOCTOR OF PHILOSOPHY	5
	C. AREAS OF SPECIALIZATION AND THE MS DEGREE	7
	D. AREAS OF SPECIALIZATION AND THE PHD DEGREE	7
	SPECIALIZATIONS IN PSYCHOLOGICAL SCIENCES AND HEALTH/NEUROSCIENCE	10
	SPECIALIZATION IN INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY	11
	E. GENERAL EXPECTATIONS & TIMELINES FOR MASTER'S AND DOCTORAL DEGREES	12
V	<a href="#">DEPARTMENT AND UNIVERSITY FORMS</a>	14
VI	<a href="#">SOME UNIVERSITY AND DEPARTMENT RULES AND REGULATIONS</a>	15
VII	<a href="#">DEPARTMENT ORGANIZATION</a>	17
VIII	<a href="#">FACULTY ADVISING</a>	18
IX	<a href="#">STUDENT ORGANIZATIONS</a>	19
X	<a href="#">FACILITIES AND RESOURCES</a>	19
XI	<a href="#">APPENDIX</a>	21
XII	<a href="#">STATEMENT OF ETHICS, PROFESSIONALISM, AND CONDUCT OF PSYCHOLOGY STUDENTS</a>	22

## I. INTRODUCTION

The Graduate Student Handbook contains information about University and Departmental requirements, procedures, as well as office and research facilities. Additional information and course descriptions may be found in the UT Arlington Graduate Catalog, which also contains rules and procedures of the Office of Graduate Studies. An additional source of information about the Psychology Department can be found on the web at <https://www.uta.edu/psychology>. Note that the Handbook is periodically amended to reflect the deliberations of the members of the Graduate Studies Committee. The Department of Psychology Graduate Advisors should be contacted when questions arise about topics addressed in the Handbook.

Graduate students assume full responsibility for knowledge of all UT Arlington rules, regulations, and deadlines published in the Graduate Catalog, and of all Departmental and Program requirements concerning their degree programs.

The Handbook is not an official publication, and the contents hereof are not official policy of The University of Texas at Arlington or The University of Texas System. In all matters, the Rules and Regulations of the Regents of The University of Texas System, The Handbook of Operating Procedures of The University of Texas at Arlington, and the Graduate Catalog of The University of Texas at Arlington shall supersede this Handbook.

## II. CRITERIA FOR ADMISSION TO PSYCHOLOGY MS AND PhD PROGRAMS

There are no fixed criteria for admission to the MS or PhD programs in Psychology; many aspects of the student's application inform our admission decisions, but a complete application package before the departmental deadline of **February 1st** is highly recommended. There are, though, some standard requirements. A student is expected to have successfully completed the appropriate work prior to admission, including an undergraduate BA or BS degree. The Office of Graduate Studies requires a minimum grade point average of 3.0 in undergraduate work for unconditional admission to the program. The Department of Psychology strongly encourages undergraduate courses in statistics and experimental methods prior to admission. Graduate coursework, if any, will also be taken into consideration for all graduate applicants.

### A. Admissions Focus

Graduate admissions committees are subcommittees of the Graduate Studies Committee. Each specialization (i.e., Psychological Sciences, Health/Neuroscience, I/O) will convene an admissions committee to make recommendations to the Graduate Studies Committee regarding advisors of applicants. Each is composed of faculty representatives from the specialization, the Graduate Advisor and the Department Chairperson. Admissions decisions are based on interpretations of indications of potential success in the program. The following points are generally considered:

1. Grade point average. Most candidates for admission present averages greater than 3.2. We do, however, examine the applicant's coursework as evidence of research interest. Positive indicators of success in our program include better than average work in the biological and physical sciences, mathematics, and psychology. In a similar fashion, evidence of relevant research experience is viewed as a predictor of future research potential. For students interested in specialization in Industrial/Organizational (I/O) Psychology at the Master's level, appropriate coursework is taken into consideration.
2. Submission of Verbal and Mathematics GRE scores is required. High GRE scores are viewed positively, but lower GRE scores need not exclude a candidate who shows positive indicators in other areas. We do not require the GRE Subject Test in Psychology.
3. Three Letters of reference. These are important insofar as they offer evidence of commitment to research, the ability to think independently, critically, and creatively, and to integrate knowledge. Letters also provide additional information about a candidate's experience and interests. Evidence of success in employment relevant to I/O psychology will be considered for the Master's degree in that area.
4. The personal statement ("essay on educational goals") is required. This should describe the applicant's laboratory, field, or applied interests, career plans, and a discussion of how the UT Arlington program can serve to further these interests and plans. The statement is required and will be examined for evidence of the appropriateness of the candidate to the

UT Arlington program. The personal statement should contain information about the student's intended specialization and preferred faculty mentor(s). Students are encouraged to contact specific faculty members during the application process. Please note that this is a separate and more detailed essay than the graduate application essay. It is not acceptable to copy and paste your graduation application essay and use it as your personal statement. The personal statement submitted is meant to be more specific concerning your career goals/interests and our program, as well as the points specified on our website.

5. Finally, successful completion of a Master's degree in another department may be viewed positively even when the degree was received in an area outside of psychology. In this latter case, some conditions in terms of make-up (or deficiency) coursework may be specified.

In sum, the Department's mission is primarily to prepare students to conduct cutting-edge research in the psychological sciences. Therefore, we seek students who show aptitude in, as well as motivation for, research.

## **B. Admission Status and Eligibility for Assistantships/Fellowships**

As noted in the Graduate Catalog, there are several categories of admission in addition to unconditional admission to the Graduate Program in Psychology.

1. Probationary Admission: If an applicant does not evidence a majority of the positive indicators for unconditional admission described above, they may, after careful examination of their application materials be given probationary admission. Probationary admission requires that the new student receive a 3.0 (B average) GPA or better in the first 9-12 hours of graduate course work at UT Arlington.
2. Deferred Admission: A deferred decision may be granted when a file is incomplete or when denial of admission is not currently appropriate.
3. Provisional Admission: An applicant unable to supply all documentation (including certified transcripts, GRE scores, letters of reference, and personal statements) prior to the admission deadline, but otherwise appears to meet admission requirements, may be granted provisional admission.
4. Denial of Admission: Applicants whose records in the aggregate do not show sufficient positive indications of potential success will be denied admission. Please note that not all "qualified" applicants are admitted. Successful admission depends upon the competitiveness of the applicant pool, the number of positions available, and the applicant's fit with the current research interests of the faculty.
5. Eligibility for Assistantship/Fellowship: Students who wish to be considered for assistantships should have their applications and Department forms sent to The University of Texas at Arlington by **February 1<sup>st</sup>** for the Fall Semester. Students unconditionally admitted to the program are eligible for scholarship and fellowship support. Students who are provisionally admitted (pending receipt of their transcript or because they are international students who have not yet met the English language requirement) can receive a 1-semester waiver from the Office of Graduate Studies to hold the assistantship until these missing items have been received. International graduate teaching assistants who make scores that fall below the required test score on the TSE, SEA, or Speaking Section of the TOEFL iBT test must contact the English Language Institute Office at 817-272-2730, or at <http://eli.uta.edu>.

The criteria applied will be the same as those applied to admission decisions. To be eligible, candidates typically must: be a new student, have a GPA of 3.0 or better in their last 60 undergraduate credit hours, plus any graduate credit hours as calculated by the Office of Graduate Studies; and be enrolled in a minimum of 9 hours of coursework in both long semesters (6 hours in the Summer) to retain their fellowships (see section entitled "Department Enrollment Policy" below).

Assistantship assignments are made by the Department Chairperson in consultation with the Associate Chair and the Graduate Advisors. Students may be eligible for other forms of support including fellowships.

Please refer to the Office of Graduate Studies for further information under Financial Aid Resources (<http://www.uta.edu/admissions/graduate/finances.php>).

### III. UT ARLINGTON GRADUATES

GRE requirement: Submission of Verbal, Quantitative and Analytical Writing GRE scores is **required** of *all* applicants, including UT Arlington alumni, with the exception of “Facilitated Admission” (see below).

Facilitated Admission of Outstanding UT Arlington Undergraduates: Students with extraordinarily strong undergraduate records at UT Arlington may receive admission to the program without having to pass through the normal application process. Qualified students will be able to gain admission without completing a formal application or paying application fees. The following conditions must be met in order to qualify for advanced admission of outstanding undergraduates:

1. The student must have graduated from a commensurate bachelor’s degree program at UT Arlington no more than one academic year prior to the semester for which admission to a graduate program is sought. A commensurate bachelor’s degree program is one that is a normal feeder program for the Master’s degree or degree-bound Ph.D. program to which the student seeks admission. Undergraduate students in their final year of study are also eligible; in such cases, facilitated admission is conditional upon successful completion of the bachelor’s degree.
2. The student’s GPA must equal or exceed 3.5 in each of the following calculations:
  - a. The grade-point average in the last 60 hours of study as calculated in the Office of Graduate Studies for admission purposes
  - b. All work completed at UTA to date
3. The student’s record will be assessed for strengths relevant to success in the program. All prospective facilitated admission applicants must also submit a personal statement and two (2) letters of recommendation with the understanding that the submitting the facilitated admission form does not guarantee admission into the program; all facilitated admission applicants will be reviewed by committee the same as applicants applying via regular application.

Students who are accepted via facilitated admission will be admitted directly to graduate school without completing the application for admission, submitting an application evaluation charge, or taking the GRE. **Students who believe they may qualify for this program should contact the Graduate Coordinator first who will then notify the appropriate Graduate Advisor in the Department of Psychology to meet with the student.**

### IV. DEGREE PROGRAMS AND AREAS OF SPECIALIZATION

The Department of Psychology at UT Arlington currently offers three main areas of specialization: Psychological Sciences, Health/Neuroscience, and Industrial/Organizational psychology. In addition, students may elect to specialize further in Psychological Sciences by selecting course work and faculty mentorship in areas such as cognitive, social, personality, or developmental psychology. (Please see the Department’s web page for a complete description of Faculty research interests <http://www.uta.edu/psychology>.) Importantly, many exciting collaborative research efforts are taking place between and among our areas of specialization.

#### A. Master of Science in Psychology (Masters in Passing)

As soon as is feasible, a student should decide on an area for specialization and research. After discussion with, and consent of, the involved faculty members, the student selects a supervising professor and a thesis committee. No student may enroll in PSYC 5698 (Thesis - 6 hours) until the thesis committee has approved a proposal for the thesis project. Please note that PSYC 5698 must be taken in the semester during which the student will defend and complete the MS thesis. Once the student enrolls in PSYC 5698, they must be continuously enrolled in the course until they successfully defend their thesis. Thus, it is advisable to plan accordingly and to take PSYC 5698 only during the semester during which the thesis will be defended.

Earning the Masters in passing requires the completion of a Master's thesis (with the exception of the I/O program) and is considered as preparation for doctoral work. Progress toward the PhD degree requires the completion of a Master's degree in a specialization in psychology or a "Master's equivalency paper" (see Research Requirements below), as well as other criteria and milestones detailed below. The MS thesis proposal must be approved by a thesis committee consisting of at least three members of the Psychology graduate faculty (additional members are optional) before the candidate for the MS degree may enroll in PSYC 5698 (Thesis - 6 hours). The completed thesis must receive final approval by the committee in an oral defense, which is open to any interested member of the Department, including students.

Students are to post signs and make e-mail announcements informing the local academic community about their upcoming defense no later than two weeks prior to the defense date. A *Final Master's Examination Report* form must be completed, signed, and filed no later than **two weeks** before the date on which the candidate expects the degree to be conferred. For students who elect the thesis substitute, the final examination(s) will be determined and administered by all of the members of the student's supervising committee. As above, a *Final Examination Report* form must be filed by the dates listed in the Graduate Calendar.

Students who have earned a Master's degree from another institution and who seek a doctorate in our program will be subject to several rules. In order to count towards their Ph.D. program, their Master's thesis must have involved research equivalent to that required by students who earn their Master's degree in our Program, or they must complete the Master's degree equivalency paper. All Master's theses earned elsewhere must be submitted to the Graduate Studies Committee for review and acceptance. Transfer students may also be able to reduce the course requirements normally applied to Master's students at UT Arlington. They may make a written request to the Graduate Faculty to have courses substituted or waived that are equivalent to those taken at the institution granting their Master's degree. If after reviewing the student's course outlines, transcripts, and other relevant materials, and the Faculty agree that the courses are essentially the same, the student will not be required to retake them. Up to nine credit hours from other institutions may be transferred and applied toward a UT Arlington degree plan for the Master's degree. However, doctoral students must request a substitution or waiver to have those hours credited to their degree plan. See the section titled **Transfer Credit** below.

## B. Doctor of Philosophy

Since its inception, the focus of the doctoral program has been to train general experimental psychologists. To quote the UT Arlington graduate catalog: "The objective of graduate work in psychology is to educate the student in the methods and basic content of the discipline and to provide an apprenticeship in the execution of creative research." In earlier years, the primary emphasis was on laboratory research. More recently, some members of the Department have developed a substantial capacity to do research in applied settings and conduct field work. The interests of the Department's faculty as a whole span a broad range of areas. Although we cannot guarantee that a particular student's interests will be met, it is highly probable, particularly if the student maintains some flexibility.

There are two related points to take into account as one considers entering graduate study in Psychology. First, required courses are designed in part to provide students with the capability of training themselves; successful completion of the doctoral degree demands the ability to direct oneself. Second, areas of psychology change rapidly. Although it is impossible to anticipate the exact nature of these changes, the faculty does try to provide basic skills and knowledge to meet the challenge provided by change. In short, completion of the doctoral program requires both an interest in scholarly inquiry and the ability to work independently. The areas of specialization in Psychology have somewhat different rules and procedures but they share many common origins, theories and approaches. Across the specializations, the PhD program is intended to provide students with broad knowledge of psychology and with deep knowledge of a specialty area. In addition, through a series of formal and informal experiences, students are expected to develop research competence in their specialty areas. It is possible to specialize in any of a variety of areas, including, cognitive psychology (learning, memory and higher mental processes), developmental psychology, health psychology, industrial / organizational psychology, behavioral neuroscience, personality psychology, quantitative psychology, and social psychology.

The Program also recognizes the need to offer students opportunities to acquire skills that enable them to work effectively outside of formal academic and/or research settings. Some students will find their career interests are best fulfilled in business, industrial, governmental, or social services settings. To enable people with these career goals to compete for desirable opportunities and to excel when employed, we encourage students to develop a program of work that allows them to develop skills required in the nonacademic job market. Some of these skills can be developed in courses taken by most students as part of their Masters and Doctoral studies in Psychology. Others may be acquired by selective enrollment in courses offered by other departments in the University or in neighboring institutions. Advice concerning career options and how to ready oneself for life after earning one's degree(s) should be sought from one's Graduate Faculty Mentor and the appropriate Graduate Program Advisor regularly.

### Transfer Credit

If you have already completed some graduate-level work at another institution or in another program at UT Arlington, please read the following section on transfer credit.

Transfer credits and enrollment in graduate courses in other departments or other area institutions:

- A. Current University policies limit the total number of transfer credit hours to nine that a student may apply to a Master's degree at UT Arlington. Thus, a total of **nine graduate credit hours** from courses taken in fulfillment of requirements for degrees in Psychology at other institutions may be applied to a degree from our Department. However, for persons with a Master's degree seeking a Doctoral degree from UT Arlington, transfer credits cannot be awarded and applied to the Doctoral Program of work. Instead, courses required of doctoral students may be waived. Students must petition the specialization faculty, who forward their recommendation to the Graduate Studies Committee for transfer credit or waiver. Justification is based on either of two considerations:
  - 1) The Committee's assessment of whether there is sufficient similarity between courses offered here and the petitioned courses to allow those courses to substitute for ones in our curriculum or:
  - 2) Whether the previously taken courses directly complement and enhance the student's professional development in their primary areas of study without detracting from the general educational objectives of the program.
- B. Credit for courses taken in other departments on the UT Arlington campus: Graduate courses offered by other departments on the UT Arlington campus may be taken with the permission of the student's Faculty research advisor and the instructor of the course, and final approval by the Committee on Graduate Studies. The permission must be in writing and filed as a permanent part of the student's record. Only **six credit hours** may be taken outside of the Psychology Department, to be counted toward the PhD degree.
 

*NOTE: Students on assistantship support must be enrolled in at least six hours of courses in the Psychology Department, along with the hours they are taking in other schools and departments (these must total nine hours; see **Department Enrollment Policy**, below). Students may petition the Psychology Department's Graduate Studies Committee for an exemption from this rule if special circumstances apply.*
- C. Credit for courses offered at the University of Texas at Dallas and UT Southwestern Medical Center at Dallas is available to students enrolled at UT Arlington. Written permission from the student's research advisor and the graduate program advisor must be filed in the student's permanent record, and the student must obtain the appropriate enrollment forms from the Registrar. In the past, two forms have been required. They are titled "Concurrent Enrollment Form" and "Approval to Complete a Course at Another School Following Enrollment at UT Arlington".

Specific course requirements for each area of specialization can be found in Sections D and E. In addition to those requirements, the Doctoral Program has general requirements related to research, teaching skills and computer knowledge. For research requirements, please see Sections D and E.

## Teaching Skills Requirement

Students are required to take and pass Psychology 5110 Professional Development in order to qualify for consideration of continued financial support from a teaching assistantship. Typically, students take PSYC 5110 in the fall semester of the first year, and must be enrolled in this course if they are assigned as a teaching assistant. This course requirement is in place in order to serve both the Graduate Teaching Assistant (GTA) and the people they teach. Teaching is both a skill and an art that takes knowledge and practice to develop. This course imparts information about the mechanics of teaching, such as course and syllabus development, lecturing, and evaluation and offers students a chance to identify and develop skills needed for effective classroom teaching.

To obtain texts and other teaching aids for your GTA assignment, please see James Cotten. If you would like to obtain alternate texts for review, please see James Cotten as well as the instructor of the course.

## **C. Areas of Specialization and the MS degree**

### **Specializations in Psychological Sciences or Health/Neuroscience Psychology**

Twenty-four (24) credit hours, including six hours of thesis (PSYC 5698), are required for the MS. It is designed to form the basis for the doctoral program. It is, however, open to those seeking a terminal Master's degree. Required courses are the following: PSYC 5110, 5405, 5407, 5307 (or 5324), 5333 (or 5334), 5313, 5322, and a 3-hour research course (5391, or a combination of 5191 and 5291). Thesis research and thesis document, approved by a thesis committee, are also required for the Psychological Sciences and Health/Neuroscience specializations. Any external committee members from outside of the university will be subject to approval via the External Faculty Nomination Form; please see the Graduate Coordinator for more information. Details about each course can be found at <http://catalog.uta.edu/science/psychology/#courseinventory>.

### **Specialization in Industrial/Organizational Psychology**

Forty-one (41) hours in psychology are required for this degree. The program and curriculum are designed for students who intend to pursue an applied, professional career as practitioners in the field. The program offers both a thesis and a non-thesis option; however, all students enter the program under the non-thesis option. The decision to change to a thesis option will be made on a case-by-case basis and will be based on the student's aptitude and career focus, as well as on the fit between the student and faculty mentor. Whether thesis or non-thesis option is chosen, all students earn a Master of Science in I/O psychology and will therefore be required to conduct research related to I/O psychology. Required psychology courses include PSYC 5405, 5407, 5322, 5325, 5326, 5327, 5330, 5342, 5343 and 6349. Students are also required to complete 400-hours of outside internship. Students typically complete their thesis or non-thesis option (Individual Research) at the end of their second year.

- A typical program of study looks like this (depending on course availability):

	<b>Fall</b>	<b>Spring</b>
<b>Year 1</b>	PSYC 5325 – Organizational Behavior PSYC 5405 – Advanced Statistics 1 PSYC 5322 – Social Psychology	PSYC 5326 – Employee Selection PSYC 5407 – Experimental Design PSYC 5227 – Industrial and Organizational Internship
<b>Year 2</b>	PSYC 5330 – Advanced Employee Training & Development PSYC 6349 – Psychometric Theory Restricted Elective* or PSYC 5698 – Thesis	PSYC 5342 – Leadership in Organizations PSYC 5343 – Electronic Human Resource Management PSYC 5127 – Industrial and Organizational Internship PSYC 5391 – Individual Research or PSYC 5698 – Thesis Restricted Elective*



\*Restricted Electives (6 credits required for non-thesis track students; 3 credits required for thesis track students):

MANA 5322 – Compensation and Benefits  
 MANA 5327 – Human Resource Law  
 MANA 5329 – HR Metrics & Analytics  
 MANA 5332 – Diversity in Organizations  
 MANA 5344 – Evidence-based Practice  
 MANA 6348 – Seminar in Human Resources  
 MARK 6302 – Consumer Behavior I  
 BSAD 6311 – Advanced Research Methods and Experimental Design  
 Other courses upon approval

## D. Areas of Specialization and the PhD degree

The degree of Doctor of Philosophy in psychology requires distinguished accomplishments in both scholarship and original research, and a deep understanding of the strategic role of thoughtful research in the development of an empirical science. Although students must meet the minimum requirements of a planned course of study, the ultimate basis for conferring the degree must be the demonstrated ability to plan and conduct independent and creative research, and the exhibition of a profound grasp of the subject matter of the field.

Student accomplishments in coursework, research, teaching, and other professional activities, as well as timely completion of milestones in the program will be considered during an annual evaluation by the specialization Faculty. Students will receive written feedback based on these evaluations.

The major milestones in the process to obtain a PhD degree are:

- Finish Required Coursework (approx. 1-2 years)
- Research Progress Symposium (Spring of 2<sup>nd</sup> year)
- Propose and defend Master's Thesis or equivalent paper (2<sup>nd</sup> or 3<sup>rd</sup> year)
- Major Area Paper (MAP) or Comprehensive Review Paper (CRP) (equivalent to Diagnostic/Qualifying Exam)
- PhD Dissertation Proposal (equivalent to Comprehensive Exam)
- PhD Dissertation Defense (4<sup>th</sup> or 5<sup>th</sup> year)

### **Prerequisite Conditions for the Major Area Paper:**

In order to begin working on the Major Area Paper (MAP; diagnostic examination), students must complete:

- 1) The Departmental Core Curriculum requirements as set forth elsewhere in the Handbook. Generally, these course requirements will be met within the first two years of graduate enrollment;
- 2) Students must also satisfactorily participate in the Research Progress Symposium (RPS), a twelve-minute presentation of original research, taking place in the fourth long semester (Spring of the 2<sup>nd</sup> year);
- 3) Finally, a Master's Thesis (or equivalent) must be completed. Students entering the program with a Master's degree must complete the Departmental Core Curriculum requirements and participate in the RPS before being invited to begin work on the MAP.

### **Major Area Paper (MAP)/Diagnostic/Qualifying Examination:**

Upon completion of these prerequisite conditions, students are invited to begin consulting with their Major Area Paper (MAP) committee regarding the project, and are expected to finish within one year. Students should enroll in PSYC 6391 in the first long semester following the MAP invitation and continue to take the course as long as they are working on their MAP.

**MAP and MAP Oral Defense:** The MAP consists of a comprehensive review paper, which is a summary, integration, and critical review of the literature relevant to a general theme or topic. It is expected that the student will offer a novel and

forward-thinking perspective on the topic area. The MAP does not directly propose research hypotheses and designs, nor does it involve the collection of primary-level data. It may be either a quantitative review (i.e., a meta-analysis) or a more qualitative review. It should contain a concluding section in which novel theoretical ideas are proposed and elaborated upon, and which will form the basis for the MAP Oral Defense. The topic area, scope, and timeline of the MAP will be developed with the student's primary faculty mentor and two other Department of Psychology Faculty members.

MAP candidates shall convene a prospectus meeting with their MAP Committee before beginning the work on their MAP, in which they present and discuss a 1-2 page abstract or prospectus, outlining the aims, scope, feasibility, and structure of the MAP. This abstract should be accompanied by an annotated reference list of key works, indicating an understanding of the literature to which the MAP will contribute. Before beginning the MAP, documentation of this meeting shall be submitted to the department for the student's file (see Marta Galván, the Graduate Coordinator for this form).

*The topic and content of the MAP should not have substantial overlap with either the student's Thesis or with their eventual Dissertation proposal or project.* In accordance with University policy, MAP Committees must be comprised of three (3) members of the Graduate Faculty. Students should consult their Committee members for general comments and direction before beginning work on the MAP, but Committee member involvement in the writing of the MAP (including that of the student's Faculty mentor) is expected to be minimal. Any feedback from others should not be substantive, but should instead resemble the feedback given by article or grant reviewers.

Upon submission of the MAP document to the Committee, the Committee will evaluate the MAP in terms of its potential contribution to the student's chosen field, and in terms of the degree to which it represents Ph.D.-level thinking, communication, independence, and scholarship. Ordinarily, the Committee will take no longer than 2-3 weeks to evaluate the MAP and communicate their decision regarding the document to the student. If the Committee determines that the MAP document is unacceptable, the student will be given one opportunity to revise it for a second evaluation by the Committee. If the revised version of the MAP is also judged to be unacceptable, the student will not be invited to pursue the Ph.D. degree in the UT Arlington Graduate Program in Psychology. Such a student's Master's degree will thus be his/her terminal degree.

If and when the MAP document is deemed acceptable by the Committee, the Committee will invite the student to schedule a MAP Oral Defense, which will take place no sooner than two weeks following communication from the Committee to the student that the student's MAP is acceptable. The MAP Oral Defense consists only of the student and Committee members, and is not open to other students, faculty, staff, or the general public. In this meeting, which will normally last between 90 and 120 minutes, Committee members will assess the student's knowledge of the topic area, the theoretical background, the methodologies likely to be employed in related research, limitations to the ideas, and conceptual and practical connections to related issues. The Committee will determine whether or not the student has clearly passed the examination, clearly failed, or passed with conditions which must be met before Ph.D. Candidacy is recommended. Upon passing both the MAP and the MAP Oral Defense, a *Diagnostic Evaluation Report* form must be completed, signed, and filed. In order to be deemed making satisfactory academic progress, students are expected to complete the MAP within one calendar year once invited.

### **Dissertation:**

**Dissertation Proposal:** Students who pass their MAP/diagnostic examination may continue in the PhD program after having a ***dissertation proposal*** approved by their dissertation supervising committee. The committee is formed by a student in consultation with his or her major advisor and the Graduate Advisor, and consists of ***at least five members***, at least three of whom are from the psychology Graduate Faculty (additional members are optional). Please note that any external committee members from outside the university are subject to approval via the External Faculty Nomination Form. External members within the university (but outside the department) are subject to approval by the GSC committee. Please see Marta Galván, the Graduate Coordinator, for additional details regarding any necessary paperwork.

The meeting with members of the dissertation committee is a closed one so that the proposed project can be discussed in a confidential manner. The oral presentation of the dissertation proposal satisfies the University requirement that a graduate

student take and pass a "Comprehensive Examination" prior to advancement to candidacy for the PhD degree (see section in [UT Arlington Graduate Catalog](#) under "Comprehensive Examination"). During the presentation, the student responds to any questions the committee members may have about the project. The committee may approve the project, suggest modifications that would make the project acceptable, or reject the proposal and require a new one. In addition to satisfying the comprehensive examination requirement, approval of the dissertation proposal implies that the project is acceptable as a research topic that the project's conceptualization, design, and proposal methods are acceptable and that particular results ("positive results") are not required. As noted above, approval of the dissertation proposal also is the final step for the student to be admitted to candidacy for the PhD degree. The dissertation course (PSYC 6399, 6699, 6999, 7399) can then be taken. During this period, meetings with the committee are on an "as needed" basis. The dissertation project is then carried out as approved, or as modified with prior approval of the committee members, and the dissertation is written. When a student has completed a draft of the dissertation that the primary mentor deems appropriate for his or her committee, a date for the oral defense is scheduled, and written drafts must be provided to committee members at least two weeks before this date.

**Dissertation Defense:** The PhD final oral examination (that is, the "dissertation defense") is conducted by the dissertation committee in a meeting that is open to any member of the University community and to guests. Graduate students are urged to attend all dissertation defenses, and especially those in their own area(s) of specialization. Defending students will post fliers approved for posting and stamped by the Student Governance Office and make e-mail announcements informing the local academic community about the defense at least **two weeks prior** to the defense date. The PhD oral examination is conducted by the dissertation committee. The first part of the examination is an oral presentation of the research and its findings. This portion of the meeting is open to any member of the University community and guests. The second part is a closed examination and consists of specific detailed questions about the dissertation. Both oral defense and the written dissertation must be passed. A ***Dissertation Defense Report*** form must be filed in conjunction with the oral dissertation proposal presentation (see **University Forms**).

### **Specializations in Psychological Sciences (*Graduate Advisor: Dr. Jared Kenworthy*) and Health/Neuroscience (*Graduate Advisor: Dr. Yuan Bo Peng*)**

The specialization in Psychological Sciences allows students to work in a general experimental context while specializing in one of several areas (e.g., cognitive, social, developmental, personality, industrial/organizational, etc.). The specialization in Health/Neuroscience Psychology is designed to train researchers in health/neuroscience and behavior, working at the cutting-edge of interdisciplinary, biomedical and biobehavioral investigation in areas such as pain, addiction, stress, psychoimmunology, memory, cancer, and aging. Most research activity is based on the neurophysiological, biobehavioral, or biopsychosocial model of health and illness.

**Core Course requirements:** Graduate students entering the Psychological Sciences specialization will be required to take the following core courses during their first four semesters of enrollment (24 hours). Exceptions may be made only with written permission of the Graduate Studies Committee.

- *Professional Development* (PSYC 5110)
- *Advanced Statistics I* (PSYC 5405)
- *Experimental Design* (PSYC 5407)
- *Research Methods* (PSYC 5307) or *Applied Research Design* (PSYC 5324)
- *Behavioral Neuroscience* (PSYC 5333) or *Human Physiology* (PSYC 5334)
- *Cognitive Psychology* (PSYC 5313)
- *Social Psychology* (PSYC 5322)
- 3-hours of *Research in Psychology* (5391, or a combination of 5191 and 5291)

Having fulfilled the above, the following are also required:

1. Four courses (12 hours) from among Psychology electives and seminars (PSYC 63xx). The other required elective courses must be approved by the appropriate Graduate Advisor and/or Committee on Graduate Studies and can include graduate-level courses in statistics, genetics, immunology, endocrinology, or other specialized biomedical topic available at UT Southwestern or another UT Arlington department.
2. Two six-hour research courses. These may be taken from Thesis (PSYC 5698) or Advanced Research (PSYC 5600). Students who plan to obtain the MS should elect PSYC 5698 as one of the research courses and students who do not plan to obtain the MS should select two sections of PSYC 5600. If the student does not elect to obtain the MS, one of the research courses must result in a formal thesis-equivalent paper, which will be evaluated by a committee and defended in an oral examination. The two research courses are a minimum requirement. Students are strongly encouraged to take Research in Psychology (PSYC 5391) before taking PSYC 5600 and PSYC 5698.
3. Additional hours of coursework to be determined by the Graduate Advisor and dissertation committee. The student should plan to take approximately 67 hours including a total of 9 dissertation hours (combination of 6399, 6699, and 7399, or 6999). At least 31-34 of these hours must be in organized courses, lectures, or seminars. No student may enroll in a dissertation course until the dissertation committee has approved a proposal (see Comprehensive Exam) for the dissertation project.

Students with prior graduate work may be waived from any of the above requirements by a written request to the Graduate Studies Committee. The request should include a syllabus or other documentation showing that a prior course and one of our required courses are equivalent. Students should discuss course equivalency with the professor(s) who teach the course(s) in question before submitting a request.

A student has completed the course requirements when he or she has maintained at least a B average in all courses.

A doctoral student must pay non-resident tuition beginning the first long semester (Fall or Spring) in which a) the student has been enrolled previously as a graduate student for 14 or more long semesters, AND b) the student has accumulated more than 99 semester credit hours of graduate study at any Texas state university. Students exceeding either limit will not be eligible for assistantships supported by state funds.

Research requirements: Research requirements include general expectations of student involvement in research throughout their graduate career and specific milestones that must be accomplished in order, including the Research Progress Symposium, the Master's Thesis or equivalent paper, the Major Area Paper (MAP; Diagnostic/Qualifying Exam), the Dissertation Proposal (Comprehensive Exam), and the Dissertation Defense. University requirements mandate completion of six hours of Master's research in the semester you are graduating and a total of nine hours of Dissertation research by the time you are ready to graduate.

### **Specialization in Industrial/Organizational Psychology (*Graduate Advisor: Dr. Paul Paulus*)**

The doctorate of psychology with an emphasis in I/O is designed for students who intend to conduct research in I/O psychology and begin their professional career as either an academician or a research-oriented practitioner in the field. Students working toward the doctoral degree are expected to develop, implement, and complete research as part of the degree requirements. At present the students in this program are following Specialization in Psychological Sciences sequence of courses and supplementing this with the courses offered as part of the MS in I/O program. With the addition of new faculty in I/O Psychology, the program will be modified in the coming years, providing additional course options.

Due to the applied nature of I/O MS programs, if an MS degree has been conferred or is conferred en route to the Ph.D., then it is not necessary to conduct a thesis or a formal thesis-equivalent paper. Students may take two 6-hour courses of Advanced Research (PSYC 5600), under the supervision of their major professor, to work toward obtaining additional publications and strengthening research-oriented skills.

### Current I/O MS students

Students currently enrolled in the I/O MS program who wish to be considered for admission into a PhD program must submit the Change of Program form for either the Psychological Sciences or Health/Neuroscience program and must follow the formal admission procedures as stated previously in this document. Students must meet the criteria for admission to the PhD program which will be determined, in part, by the scholarly achievements accomplished prior to applying for PhD candidacy as well as the fit between the student and faculty mentor.

## **E. General Expectations and Timelines for Master's and Doctoral Degrees**

### Time Limits

The following are Office of Graduate Studies deadlines, which the members of the Graduate Studies Committee of the Department of Psychology view as liberal:

1. All work for the Master's degree must be completed within six years from initial registration in the Office of Graduate Studies.
2. All work for the PhD degree must be completed within four years after passing the comprehensive examination (dissertation proposal presentation).

### Timelines

Students should propose and conduct their MS thesis project during their second and third years. A thesis can be a good basis for a dissertation project. Students planning to graduate in four years need to propose by the end of the summer of the third year. It is important for students to stay as close to that schedule as possible. Students should plan to be finished with their dissertation within five years. Although that timeline is not always feasible, students should organize their courses and research projects with that goal in mind.

Students often wonder about the expectations of the Graduate Faculty. The following are all required to make good progress in the Program and to increase the odds of professional success upon graduation.

- a. Classroom Performance: Meeting the course requirements described above is necessarily a part of success in the graduate program. Course grades are also used in evaluating student progress. Students are required to maintain a 3.0 GPA in all foundation and core courses and in an overall GPA calculation.
- b. Research: Research is perhaps the most important activity that students will engage in during their time in graduate school. It is through research and publication that you develop knowledge, and credentials are developed that ultimately determine career success. Students are expected to be active laboratory researchers in their very first semester of graduate study and throughout their entire graduate career. This is accomplished in a mentoring relationship with a Faculty member. Initially, a student works on investigations initiated by the faculty member. Later, as their laboratory skills and knowledge develop, the student will have increasingly greater input in "the process". As the expectation is that students will begin research in their first semester, students should contact their faculty mentor as soon as possible after accepting admission.

These assignments are not permanent, but they have a minimum duration of one semester. After all, sometimes a "close match" is not possible, or a student may discover that she/he is really interested in pursuing some other Faculty member's research areas. A friendly "parting of the ways" is required, and students should understand that they are free to move on. However, if a student decides that they need to work with another Faculty member, it is important that both faculty members be informed as early as possible, and that the student make every effort to make the transition a smooth one. The student should also write a one-page letter, giving written notification of the change of Faculty research mentor. A copy of this letter should be given to the student's former mentor, their new mentor, the Graduate Advisor (or Graduate Advisors in the case of switching specializations), the Department Chairperson, and the Graduate Coordinator. This letter will then be filed for reference.

Students should be aware that their future success is in large measure determined by their success in generating publications. Ideally, it would be nice to know how many publications are required to move onto the next level of

employment. Unfortunately, a specific number can't be easily designated. But this much can be said: A student will need more than zero publications. The Master's thesis and the Doctoral dissertation are very likely to provide publishing opportunities that meet this minimum requirement. However, students must also be involved in research that is not part of their theses or dissertations. Indeed, students should strive to do work that is publishable rather than simply attempt to meet minimum requirements. Students are collaborators with their Faculty mentors who have active research programs.

Students should seek to be actively involved in efforts to publish this research in the best journals available. They should also take advantage of whatever other opportunities to publish (book chapters, commentaries, book reviews, etc.) might come their way. Quality obviously counts (one major theoretical paper in the highest quality journal might be worth a number of narrowly focused empirical works), but quantity is important as well. Collaboration with other students and other faculty members helps generate additional publications. The Faculty mentor will be very helpful in guiding students through this process. Presenting papers at (and attending) professional meetings is another aspect of expected professional activity that grows from research involvement. Papers presented at conventions are listed on one's vita and provide evidence of active involvement in the field, speaking skills, etc., that may affect future job prospects.

Attendance also affords students the opportunity to learn about the newest developments in their field and to develop professional relationships with people with similar interests. Networking is valuable to everyone, and particularly to academics. Students should plan to attend and to present papers at regional meetings sponsored by various organizations (e.g., Southwestern Psychological Association Meetings, Armadillo, SPIT, Texas Association for Behavior Analysis), as well as those convened by larger or national organizations (e.g., American Psychological Association, Society for Neuroscience, Psychonomic Society, Association for Behavior Analysis, American Pain Society, Society of Personality and Social Psychology, etc.).

- c. Research Progress Symposium: Students anticipating the completion of a Ph.D. should begin preparation for the Research Progress Symposium in their first semester. That is, a student and a mentor should select a collaborative project that would allow them to have some data to present during the fourth semester. In some areas, it takes longer to gather and analyze data, so it is particularly important in those areas to begin early. Another way to prepare is to attend the colloquia of advanced students and guest speakers in the Department.

Students in the Ph.D. programs (Psychological Sciences and Health/Neuroscience) will present their Research Progress Symposium in their fourth long semester, or the Spring semester of their second year in the Ph.D. program. Occasionally, there will be a Research Progress Symposium held in students' fifth (Fall) semester. This will be done only on approval by the Graduate Faculty (e.g., for special circumstances, academic probation, a student's second presentation, etc.). In such cases, if the Research Progress Symposium talk is not completed in a student's fifth semester, she/he will be dismissed from the program following a terminal Master's degree. Terminal Master's students are exempt from the Research Progress Symposium requirement. The Research Progress Symposium talk is to be in "convention paper" style (i.e., a 12-minute presentation followed by a 3-minute question and answer period), and is to be based on original data from the student's lab. Students may request a copy of the evaluation criteria prior to the Symposium. Following the Research Progress Symposium, each student will receive a copy of their own summary scores and comments. If a student's performance is below par, faculty members will discuss ways to improve the presentation, and the student will be asked to present their project again in the student's fifth semester (see above, regarding fifth semester policies).

- d. Annual Evaluations: The Master's thesis or the thesis equivalent paper and oral examination discussed above, as well as the Research Progress Symposium, the MAP, and the dissertation oral defense, discussed above, are formal evaluation points. In addition, each student receives a yearly evaluation by the Graduate Studies Committee. In preparation for the review by the Graduate Studies Committee, students should provide their Faculty mentors with a copy of their vita (or for I/O students, a copy of their resume), along with their degree plan worksheet and goals summary form. In addition, students should review annually their Graduate Maverick Academic Progress Report (Graduate MAP Report) for accuracy and completeness with the advisor assigned to their specialization. The Graduate MAP Report replaces the *Tentative and Final Program of Work* forms formerly used by the Office of Graduate Studies. Please see the Graduate Coordinator, Marta Galván, for a copy of your Graduate MAP Report.

Each annual evaluation is based on course work, research completed or in progress, performance of assistantship

assignments, progress in the program and judgments of the student's ability and motivation to complete the PhD requirements. Students will be shown a written assessment of performance on assistantship duties and will have an opportunity to respond to the comments. During the evaluation meeting, members of the Graduate Studies Committee are likely to note a student's "Department Citizenship" as well. Participation in department activities (i.e., colloquia, brown bag luncheons, etc.) is expected of all full-time graduate students. Part-time students should make every effort to engage in these activities as well. Absence of such involvement will be noted during evaluations.

Students who receive favorable evaluations at this point will be encouraged to complete the remainder of the Program. Students having problems in one or more areas will receive academic counseling regarding these problems. Students having major problems with the Program will be dropped from the Program or counseled not to plan on continuing beyond the MS degree.

- e. **DS-PRO:** In addition to the Departmental expectations, the University requires that all graduate students on assistantship (GTA) funding complete the online DS PRO system. Students and their faculty mentors must complete this form each calendar year by the deadline of 15 October. Please visit DS PRO at: <https://grad.pci.uta.edu/programs/dspro/>

## V. DEPARTMENT AND UNIVERSITY FORMS

### Department Forms

Prior to registration each semester, a student should obtain a *Registration Advising Form* from the Psychology Office. Approval to register each semester is given when the student's Faculty mentor or research supervisor who signs this form (the form is filed in the Psychology Office). The appropriate graduate advisor may be consulted prior to registration, but approval for the semester's course of study should come from the Faculty member who supervises the student's research. Hand-written *Registration Advising Form* is required in their area of specialization. The advice and oversight of the Faculty advisor should always be sought before the student registers for courses each semester.

Other forms for internal use by the Department include:

- *Committee Verification Form:* This form will be used to verify that any external committee members (thesis, MAP, dissertation) have been approved by the Graduate Studies Committee and/or the Dean of Graduate Admissions.
- *Graduate Degree Plan: Psychological Sciences, Health/Neuroscience, Industrial/Organizational.* The degree plan provides an at-a-glance summary of the student's progress toward the degree, including all coursework and completion of other benchmarks such as performance on the research progress symposium and diagnostic/qualifying exams. The degree plan should be updated and reviewed annually at the end of each academic year.
- *Thesis/MAP Proposal Form: Psychological Sciences, Health/Neuroscience, Industrial/Organizational:* This form must be completed and signed by the members of the thesis/MAP committee upon successful completion of the thesis/MAP proposal.
- *Demographic Information Form.* This form has all your contact information and it is retained by the Department for internal use. It should be updated as needed.

### University Forms

The Office of Graduate Studies requires that a variety of forms be filled out and submitted at appropriate times. A handout listing these forms is available from the Psychology Department Office or from the Office of Graduate Studies website (<https://www.uta.edu/gradstudies/admitted/resources/index.php>). Among these are:

1. Credit for courses offered at the University of Texas at Dallas and Southwestern Medical School is available to students enrolled at UT Arlington. Written permission from the student's advisor must be filed in the student's permanent record and the student must obtain the appropriate enrollment forms from the Registrar (ext. 3165 or 3566, Room B16 Davis Hall). In the past, two forms have been required. They are titled *Concurrent Enrollment* form



(<http://www.uta.edu/records/courses/policies/concurrent-enrollment.php>) and the *Approval to Complete a Course at another School Following Enrollment at UT Arlington*.

2. MS Graduation forms: The required forms and their deadlines are described in the Graduate Catalog. They include a *Final Master's Examination Report*, and an *Application for Graduation* (fees applicable). In addition, an electronic copy of the thesis (if applicable) must be submitted via the ETD website, as well as the Intellectual Property Form. Please see the UT-Arlington Library website, Graduate Catalog, and the Graduate Calendar for additional details and dates.
3. *Request for Change of Graduate Program or Degree Level*: This form should be filled out and filed by students who want to be considered candidates for the PhD degree after they have completed their work at the MS level. Students should file this form the semester after they have completed 30 hours of course work. Students who enter the Program with a Master's degree do not have to complete this form. However, to be eligible for the Office of Graduate Studies sponsored STEM (Science, Technology, Engineering and Mathematics) fellowships for "doctoral" graduate assistants, all GTAs and GRAs who have completed 30 graduate hours should be instructed to submit the *Request for Change of Graduate Program* form to change their classification from MS to PhD prior to the Fall semester to be eligible for this fellowship. Please note that the classification of being a "doctoral" student is merely a means to track student progress in terms of the number of credit hours earned; admission to candidacy requires successful completion of all coursework and diagnostic/qualifying examinations. A formal application is required, which will be reviewed by the graduate faculty. Faculty may vote to preclude a student from PhD candidacy but allow for a terminal Master's degree.
4. *Diagnostic Evaluation Report*: This form is signed by the student's Major Area Paper (MAP) committee and the appropriate Graduate Advisor following completion of the diagnostic examination (i.e., the MAP). It certifies that the student has (or has not) successfully completed the department's diagnostic evaluation. This form is to be submitted to the Graduate Coordinator (Marta Galván), who will forward it to the Office of Graduate Studies.
5. *Comprehensive Examination Report (PhD)*: Formal approval of a dissertation proposal signifies a passing grade on the Psychology Comprehensive Examination for the PhD degree. This form is signed by the student's dissertation committee, and the appropriate Graduate Advisor. This form is to be submitted to the Graduate Coordinator (Marta Galván), who will forward it to the Office of Graduate Studies. It notifies the Office of Graduate Studies of the results of the examination.
6. Doctoral Graduation Forms: The *Dissertation Defense Report* is required, as well as an application for graduation (fees applicable). An electronic copy of the dissertation must be submitted via the ETD website, and the Intellectual Property Statement Form and Survey of Earned Doctorates must be submitted to the Library. Please see the UT-Arlington Library website, the Graduate Catalog, and the Graduate Calendar for additional details and deadlines.

## VI. SOME UNIVERSITY AND DEPARTMENT RULES AND REGULATIONS

### Deadlines

A variety of University and Office of Graduate Studies deadlines are published each year by the Office of Graduate Studies. Students are responsible for meeting any deadlines that may apply to them. For your convenience, the link to the Office of Graduate Studies Calendar is provided here: <http://www.uta.edu/uta/acadcal.php>

### Assistantships

As noted previously, students who wish to be considered for assistantships should have their applications and Department forms sent to The University of Texas at Arlington by **01 February** for the Fall Semester.

The Department of Psychology offers Graduate Teaching Assistantships (GTAs) to as many graduate students as its annual budget allows. These are offered to students who are interested, and who apply to the Department Chairperson, in accordance with Departmental needs and The Graduate Studies Committee's judgments of student competencies. Failure to participate in the Research Progress Symposium, or to take or pass the diagnostic exam on the student's first opportunity will lower the student's priority standing in qualifying for an assistantship. To qualify for an assistantship, a student is typically admitted unconditionally and must be in good standing (i.e., not on academic probation, making satisfactory progress toward a degree, and, if previously an assistant, have performed assistantship duties satisfactorily;



please refer to the assistantship policies pertaining to provisional admission and international enrollments in section **Admission Status and Eligibility for Assistantships/Fellowships**). Students offered teaching assistantships must successfully complete PSYC 5110 during the first year in which they are granted the assistantship. Students on assistantships must carry a minimum of nine credit hours per semester (six credits during the summer terms).

Because of the limited number of assistantships available, it is also a general policy of the Department of Psychology that GTAs are available only to students who are admitted prospectively to the general Psychological Sciences and Health/Neuroscience PhD program, and who are not planning to leave the program after completing the MS degree.

Most of our assistantships are teaching assistantships (GTAs) and require some involvement in the teaching responsibilities of the Department. Teaching assignments for graduate assistants and associates are made each semester on the basis of a combination of graduate student preferences, past experience, and Departmental needs. First-year students are typically assigned to teach laboratory sections. Once students have at least 18 hours of graduate level courses in Psychology, they are eligible to teach their own courses, becoming the “instructor of record” for the course. Assignments for such courses are based on seniority and indications of past success in teaching labs and/or courses. Some students may receive Graduate Research Assistantships that allow them to devote their assistantship activities exclusively to research. Such assistantships are mostly derived from grants to individual Faculty members.

Each semester, the Faculty members are required to provide an evaluation of the overall performance of each graduate teaching and research assistant. This evaluation is shown to students for their information and signature. Students should photocopy their course evaluations and teaching effectiveness data to construct teaching and/or research portfolios in preparation for their job searches. These evaluations are also important in determining the student’s eligibility for continued support as a graduate teaching and/or research assistant.

#### Department Enrollment Policy

All full-time doctoral students are recommended to enroll in at least six hours of course work each regular semester. State law requires that students on support enroll in at least nine hours of course work during the Fall and Spring Semesters (six hours during Summer Semesters) until a student is post-comprehensive examination, at which time the student can drop to 6 and/or 3 hours in their last two semesters and still maintain an assistantship. Please see the Department’s Administrative Assistant for additional information regarding this policy. The nine-hour requirement may be reduced to six hours during the Fall and Spring Semesters (three hours during Summer Semesters) when enrolled in course work in other UT Arlington departments (see **Credit for Courses Taken in Other Departments on the UT Arlington Campus** above).

Enrollment in Readings (PSYC 5151, 5251, 5351) will not be allowed without prior approval of both an appropriate Faculty member and the Graduate Advisor. (See also the enrollment requirements for teaching assistants under section IV.B **Teaching Skills Requirement**.) International students are required to enroll in nine hours each semester that they are in attendance.

#### Thesis and Dissertation Courses

A student may not enroll in Thesis (Psychology 5698) until a written thesis proposal has been formally approved by a thesis committee. A student may not enroll in Dissertation hours (Psychology 6X99) until the Comprehensive Examination (dissertation proposal) has been conducted and the proposal has been formally approved. Thesis and Dissertation committees normally require two weeks to read and evaluate a proposal for a thesis or dissertation.

#### Academic Honesty

Every student is expected to be intellectually honest and professionally ethical in all aspects of graduate work. Academic dishonesty, such as cheating on examinations, falsification of data or student records, or plagiarism, will result in a review by the Graduate Studies Committee and a potential dismissal from the Graduate Program. All students are expected to be familiar with American Psychological Association and American Psychological Society publications on ethical principles in the conduct of research using online databases, as well as human and/or animal subjects.

## Grade Grievances

The student must first discuss the appeal of a course grade with the instructor who issued the grade. This step must be taken promptly. The student must file the grievance within one (1) year from the date that grades are posted, and preferably within 45 days. If the instructor is unavailable, the student may proceed in the appeal process and discuss the matter with the Department Chairperson responsible for the course for which the grade is being appealed.

In the event the student and the instructor are unable to reach agreement, or the instructor is unavailable, the student must follow the departmental protocol for grade appeals:

1. The student is responsible for contacting the Department Chairperson
2. The Department Chairperson will convene a subcommittee
3. The subcommittee will review the appeal and relevant documents, and will provide a recommendation to the Department Chairperson.
4. The Department Chairperson will review the subcommittee's recommendation and make a decision.
5. If the student wishes to pursue a grade appeal beyond the Department Chairperson, the student must complete the Student Grade Appeal Form and deliver it to the Dean's Office, College of Science, with any supporting documentation the student wishes to provide.
6. The Dean's decision is final.

## Continuing Enrollment and the Re-admission Requirement

The Office of Graduate Studies requires that students be continuously enrolled (each semester) except in those cases in which a formal leave of absence has been requested and approved. Any student who does not enroll for a long semester must apply for readmission through the Graduate Advisor. This must be done at least 20 days prior to registration.

## Part Time Students

The schedules suggested above and the Department enrollment policy (at least six hours per semester, nine hours if on Departmental support) apply to full time students. Please note that it is not possible to obtain the PhD without a period of intensive full-time study, and that Office of Graduate Studies time limits are not waived for part-time students.

## Withdrawing from the University

Students requiring a medical withdrawal should speak to their faculty mentor and department staff as soon as possible to determine the appropriate course of action and paperwork required. Please refer to the University catalog to review all appropriate procedures and regulation regarding medical withdrawals. In contrast, those needing to withdraw for non-medical reasons (e.g., dismissal from the program) are responsible for dropping their own classes prior to the start of the semester. If the classes are not dropped prior to the first day of class, the student accepts financial responsibility for any issues regarding a refund or lack thereof. It is also the student's responsibility to contact the graduate coordinator to determine how to drop their classes.

## **VII. DEPARTMENT ORGANIZATION**

### Faculty

The faculty of the Department of Psychology consist of the full time Assistant, Associate, and Full Professors on the regular UT Arlington budget. In addition, joint appointment professors (faculty in other UT Arlington departments who have been offered a joint appointment in psychology) and adjunct professors (faculty from outside UT Arlington who have been offered adjunct appointments in psychology at UT Arlington) are considered Psychology Faculty while they hold these appointments.

### Department Chairperson and Associate Chair

The Department Chairperson, Dr. Perry Fuchs, in consultation with the Associate Chair, Dr. Nicolette Hass, and the Chair's Advisory Committee, decide upon all administrative directives of the Department, including budgetary decisions, specific teaching assignments, and the awarding of assistantships. Please consult your Faculty advisor and/or Graduate Advisor before contacting Dr. Fuchs.

### Graduate Faculty

The Graduate Faculty of the Department of Psychology consists of Department Faculty members approved by the UT Arlington Graduate Assembly and the Office of Graduate Studies, primarily, on the basis of their scholarly activities. A list of Psychology Graduate Faculty and Associate Graduate Faculty may be found in the current Graduate Catalog. Associate members of the Graduate Faculty may chair or serve on MS thesis committees, and may serve on PhD dissertation committees. They may chair a dissertation committee with prior approval of the Graduate Studies Committee. Members of the Graduate Faculty may serve the above functions and may also chair dissertation committees.

### Graduate Studies Committee (aka the Committee on Graduate Studies)

The Psychology Graduate Studies Committee consists of all Psychology Graduate Faculty. Associate members of the Graduate Faculty have full participation rights on this committee but only full members vote on formal decisions. The committee is responsible, in principle, for anything related to graduate study in Psychology, including, but not restricted to, the graduate curriculum, degree requirements, rules applying to graduate study, and student evaluation. Students may ask questions in writing of the Graduate Studies Committee regarding any of its decisions, or regarding any rule which directly affects them. The Chair of the Graduate Studies Committee is appointed by Chair of the Department. **Currently, that Chair is Dr. Daniel Levine.**

The committee members will consider formal petitions to the Office of Graduate Studies carefully, and will respond to them as promptly as possible. A petition to the Office of Graduate Studies is a request for an exception to Office of Graduate Studies policies and procedures (e.g., a request to take more than 15 credit hours in 1 semester; a request to extend a leave of absence). Any petition should be presented to the Chair of the Graduate Studies Committee on a *Petition to the Graduate Faculty* form. These forms are available online. For information regarding petitions including the wording of petitions to the Office of Graduate Studies, please consult the Chair of the Graduate Studies Committee and the Graduate Catalog. Please do not use the *Petition* form to request exceptions to *departmental* policies or procedures; simply fill out the departmental petition form after consulting your faculty advisor, the Graduate Advisor in your area of specialization and/or the Chair of the Graduate Studies Committee. Please see the Graduate Coordinator for additional details.

### Graduate Advisors

The Department's Graduate Advisors are appointed by the Chair of the Department of Psychology. **The Chair of the Graduate Studies Committee, Dr. Daniel Levine**, is responsible for setting the agenda and conducting the Graduate Studies Committee meetings. Each specialization is represented by a graduate advisor who is responsible for overseeing the graduate program and for monitoring the progress of students in the program. Any student should feel free to discuss any aspects of the program with the Graduate Advisor assigned to their area of specialization. Contact information for our Chair of the CGS and current advisors is given below.

Name	Specialization	Phone	Email
Dr. Daniel Levine	Chair, CGS	817-272-3229	levine@uta.edu
Dr. Jared Kenworthy	Psychological Sciences	817-272-0746	kenworthy@uta.edu
Dr. Yuan Bo Peng	Health/Neuroscience	817-272-5222	ypeng@uta.edu
Dr. Paul Paulus	Industrial/Organizational	817-272-1206	paulus@uta.edu

## VIII. FACULTY ADVISING

Each student either chooses or is initially assigned an advisor whose interests are similar to those expressed by the student. Students are free to change advisors with the consent of the Graduate Advisor. Students are encouraged to select their faculty advisor carefully. The faculty advisor will serve as the student's major professor and mentor. Changes

in faculty advisors may adversely affect the time a student takes to complete the degree. It is suggested that during their first semester, students get to know the Faculty and familiarize themselves with each person's research. Students must consult with their advisor prior to each registration period. Ordinarily, the advisor is also the student's principal research mentor. Unless instructed otherwise, they must have their advisor's signature on the Department's Advising Form in order to be cleared to register.

In rare cases students may be asked to, or required to, leave their advisor's lab. Students are not required to work with a given advisor and advisors are not required to work with students who do not meet their expectations. If a decision is made to discontinue the mentor-mentee relationship the Department of Psychology will attempt to find a suitable mentor for the student. Dismissal from an advisor's lab does not mean that the student is dismissed from the graduate program and carries no penalties. Students may not be able to continue the collaborative work that they started in the lab and may be required to change their source of support. A student dismissed from their advisor's lab should discuss their situation with the appropriate Graduate Advisor or the Department of Psychology Chair to ensure successful academic progress.

## **IX. STUDENT ORGANIZATIONS**

**Psychology Society** - The Psychology Society is open to all psychology majors and minors, graduate or undergraduate. It sponsors several programs each year, including speakers, field trips, and social activities. The Psychology Society maintains an office in room 322 Life Science, and further information about the Society may be obtained there.

**Psi Chi** - Psi Chi is the National Honor Society in Psychology. Membership is open to graduate students in psychology and to undergraduate students who meet the qualifications. Information and applications for Psi Chi membership can be obtained in the Psi Chi office located in 324 LS.

**Graduate Association of Psychology Students (GAPS)** - GAPS is open to all graduate students in Psychology. The organization was established to fulfill several purposes, listed below in order of priority:

1. The collective representation of its members in Departmental and University-wide decision making on issues believed to be relevant to the Organization's membership;
2. Assistance in the maintenance of the scholarship of the individual members of the Organization in their graduate education in psychology;
3. Services at times and with respect to matters deemed appropriate by the Organization's membership;
4. Information and assistance to undergraduates majoring in the field of Psychology.

## **X. FACILITIES AND RESOURCES**

### Research Facilities

The physical facilities and equipment necessary for support of study and research in Psychology are comparable to those required of any scientific discipline. At UT Arlington, there are excellent physical facilities for psychological research in the areas noted above; over 25,000 sq. ft. of space is dedicated to research. Resources available in the Department include modern desk top computers with software and hardware suited to basic research with human and non-human populations, and other more specialized equipment including, for example, video and audio recording and presentation equipment, small animal operant and non-operant conditioning test chambers, tests of anxiety, learning and memory, psychophysiological recording devices, apparatus for electrophysiological investigations involving humans and rodents, and other tools required for basic research in the neurosciences such as small animal surgeries, brain stimulation and lesion devices, and basic protein biochemistry, etc.

One valuable resource is the Human Subject Pool, provided by a research participation requirement in introductory psychology and the opportunity to earn extra credit in various middle and upper level Psychology courses. This pool provides a substantial number of subject hours annually. Experiments involving human subjects must be cleared through the university Human Subject Review committees. After they have obtained the necessary Institutional Review Board approval, researchers must contact the Departmental subject pool manager in order to request access and receive approval to use the Human Subject Pool.

The animal research wing was fully renovated in 2001 and provides excellent laboratory and colony facilities. In February 2013, UT Arlington was awarded full accreditation by AAALAC International, the Association for Assessment and

Accreditation of Laboratory Animal Care International; this demonstrates our commitment to high standards for the welfare, care, and humane treatment of animals in science. The facility and its researchers operate in full compliance with State and Federal Regulations. In addition, all research is conducted under the regulation and approval of our local Institutional Animal Care and Use Committee (IACUC) and the University's Compliance Officer.

In general, all graduate student research must be performed under the supervision of a Faculty member. Within this framework, most students develop their own research problems and are performing essentially independent research by the end of their graduate careers.

### General Facilities and Other Resources

Questions about our facilities and resources should be directed to the department's Administrative Assistant, Karen Ritz, who will refer you to the appropriate person.

Offices and computer facilities: Shared office space is provided for all full-time graduate students and, where possible, for part-time students. The Department provides students with access to basic office computers in research labs, the Graduate Reading Room (544B) and in the computer lab in room 314 LS. Internet access is available throughout graduate student office spaces. If you have questions or problems with your computer, please consult our Personal Computer Specialist, Luis Zornosa. Most computers in the Department are loaded with Microsoft Windows operating system and Microsoft Office Suite. Several common-use computers located in the Graduate Reading Room and in 314 LS have SAS and SPSS software. All other software requests will be handled on an individual basis. The Office of Information Technology (OIT) has established several wireless network access points on campus. These wireless access points allow 802.11a/b/g devices to connect to the UT Arlington network for on and off campus Internet access. Recently, the University has adopted an E-Culture Policy. The University of Texas at Arlington has adopted the University email address as an official means of communication with students. Through the use of email (called the MyMav system), UT-Arlington is able to provide students with relevant and timely information, designed to facilitate student success. In particular, important information concerning registration, financial aid, payment of bills, and graduation may be sent to students through email. All students are assigned an email account and information about activating and using it is available at [www.uta.edu/email](http://www.uta.edu/email). New students (first semester at UT Arlington) are able to activate their email account 48 hours after registering for courses. There is no additional charge to students for using this account, and it remains active as long as a student is enrolled at UT-Arlington. Students are responsible for checking their email regularly. You can check your MavMail account on-line at <https://owa.uta.edu> (Outlook Web Access). You will log in using your NetID and current password. For information on your NetID username and password, please go to the following website: <http://www.uta.edu/oit/cs/accounts/index.php>.

Secretarial Services and Office Equipment: Secretarial time is available to graduate teaching assistants for work related to teaching courses and labs. However, the Department is not able to provide general typing or copying services to students. In particular, secretaries are not responsible for the preparation of proposals, theses, or dissertations. Course-related material (e.g., tests, photocopying) must be turned in at least three days in advance of when it is to be used. Materials are placed in the "Typing Input" drawer or, in the case of exams, given to the secretary in the main office, along with a typing input form. Typing instructions should be recorded (by you) on the input forms (found in the input drawer) to facilitate the scheduling of typing, copying, and collating. Work will not be put in the queue without the form. The office machines in the Department's offices are for the use of the secretarial staff only, unless special permission has been obtained for their use. Any material left by the secretarial staff on their desks is not to be disturbed. A typewriter is available in the main office upon request.

Photocopying and keys: The Department supports one copy machine in room 319 LS. The Department can pay only for materials related to the teaching of courses, and for some research purposes. See the Office Staff for copying authorization. Using the copy machine for personal purposes is not permitted under State law. Students employed as TAs or RAs may photocopy materials for use by the students or for purposes directly relevant to the ongoing research activities of laboratories in which they work. Photocopying for any other purpose is not permitted under the law. Various copying facilities are available in and around campus for copies required for personal use. Graduate students may apply for certain building keys. Most students will need a key to their office, and a graduate student submaster key, which

unlocks the mail room, the reading room, and the computer lab in 314 (See Betty Keyes for keys). Keys to other areas require written permission from the supervising faculty member and the Chairperson. Increasingly, the University is converting to newer technologies for purposes of better security. At the present time, students need a Mav card to open certain classrooms as well as to gain entrance to the Life Science Building on weekends.

Dedicated Rooms: Mail Room: Each graduate student is assigned a mailbox in room 300 LS. These boxes should be checked regularly because relevant communications are distributed through them. Personal mail is also distributed through these boxes. The mailroom also serves as a kitchen with a full-size microwave oven.

Reading Room: Room 544B LS is the Graduate Student Reading Room. Many Faculty members have donated books to the Graduate Student Library, kept in this room. Readings for graduate courses and seminars may also be placed in the reading room.

Seminar rooms: Rooms 401 and 501 have been dedicated as seminar rooms so that seminars, proseminars, and lab meetings can be scheduled there. To reserve these rooms, please see James Cotten.

Conference Room: Like the seminar room, room 323 LS is a dedicated space. It is used for Faculty meetings, meetings of the CGS, and thesis and dissertation proposal/defense meetings. To reserve this room, please see James Cotten. No other activities may be scheduled there without the expressed permission of the Department Chairperson.

### Expenses

Thesis/Dissertation Expenses: The Department attempts to assist with expenses for thesis and dissertation research. Because funds are limited, a guarantee cannot be made that all expenses will be covered, but a reasonable attempt will be made to do so. There is no set limit to what can be requested for dissertation expenses, but amounts over \$300 are rare. Students may seek these funds to cover the costs of copying theses and dissertations. After a thesis or dissertation proposal has been approved (by the supervising committee), an estimated budget is submitted to the Department Chairperson. Once an item has been approved, the student should see the Administrative Assistant for information about purchasing procedures. It is often wise to discuss potential research expenses with the Chairperson before submission of a proposal to the supervising committee. The reasons are that: (a) budget plans must be made in advance by the chair; (b) unrealistic budgets may need to be trimmed, and this can lead to revised proposals; and (c) alternate sources of funds may be available and these need to be applied for in advance.

Travel Expenses: Participation in regional, national and international conferences is encouraged. Assistance with travel expenses for students who have appointments as graduate assistants and who are presenting papers at such conferences is available. Requests for travel expenses should be made well in advance of the dates of travel using forms available from the Administrative Assistant in the Psychology Department. These sources of support will supplement the students' own funds; they will typically not cover all expenses.

## **XI. APPENDIX**

### Other links:

- American Psychological Association - <http://www.apa.org/>
- American Psychological Society - <http://www.psychologicalscience.org/>
- Animal Behavior Society - <http://www.animalbehavior.org/>
- Association for Behavior Analysis (International) - <http://www.abainternational.org/>
- Psi Chi, The National Honor Society in Psychology - <http://www.psichi.org/>
- Psychonomic Society - <http://www.psychonomic.org/>
- Society for Industrial Organizational Psychology - <http://www.siop.org/>
- Society for Neuroscience - <http://www.sfn.org/>
- Social Psychology Network - <http://www.socialpsychology.org/>
- Southwestern Psychological Association - <http://www.swpsych.org/>

**Statement of Ethics, Professionalism, and Conduct of Psychology Students**

**Department of Psychology - University of Texas at Arlington**

The Department of Psychology will not tolerate any form of academic dishonesty by students. Students are required to: 1) behave ethically; 2) acknowledge the work of others; 3) work alone and unassisted when it is required; 4) complete all work and examinations in an honest manner. Every student is expected to be intellectually honest and professionally ethical in all aspects of graduate work. Academic dishonesty, such as falsification of data or student records, plagiarism, collusion, or cheating on examinations will result in dismissal from the graduate program. All students are expected to know and understand the American Psychological Association and American Psychological Society publications on ethical principles in the conduct of research using online databases, human, and/or animal populations. Read the standards below, sign the document, and return it to the Department of Psychology Graduate Coordinator (or the appropriate Graduate Advisor). Additional copies of this statement can be obtained from the Department of Psychology.

**Ethical Principles\***

*Principle A: Beneficence and Nonmaleficence* - Psychologists strive to benefit those with whom they work and take care to do no harm. In their professional actions, psychologists seek to safeguard the welfare and rights of those with whom they interact professionally and other affected persons, and the welfare of animal subjects of research.

*Principle B: Fidelity and Responsibility* - Psychologists establish relationships of trust with those with whom they work. They are aware of their professional and scientific responsibilities to society and to the specific communities in which they work. They are concerned about the ethical compliance of their colleagues' scientific and professional conduct.

*Principle C: Integrity* - Psychologists seek to promote accuracy, honesty, and truthfulness in the science, teaching, and practice of psychology. In these activities psychologists do not steal, cheat, or engage in fraud, subterfuge, or intentional misrepresentation of fact.

*Principle D: Justice* - Psychologists recognize that fairness and justice entitle all persons to access to and benefit from the contributions of psychology and to equal quality in the processes, procedures, and services being conducted by psychologists.

*Principle E: Respect for People's Rights and Dignity* - Psychologists respect the dignity and worth of all people, and the rights of individuals to privacy, confidentiality, and self-determination. Psychologists are aware of and respect cultural, individual, and role differences, including those based on age, gender, gender identity, race, ethnicity, culture, national origin, religion, sexual orientation, disability, language, and socioeconomic status and consider these factors when working with members of such groups.

**Plagiarism \*\*** - is the unacknowledged incorporation of another's work and/or writing into the work and/or writing that a student offers as his or her own. This includes making slight changes in wording, submitting another person's work as one's own, copying content from internet sources, or only citing material that is directly quoted.

**Collusion\*\*** - is the unauthorized collaboration of another in preparing work that a student offers for credit.

**Cheating on an examination\*\*** - includes (but is not limited to):

1. Copying from another's paper, any means of communication with another during an examination, giving aid to or receiving aid from another during an examination;
2. Using or attempting to use any material during an examination that is unauthorized by the instructor or proctor;
3. Taking or attempting to take an examination for another student or allowing another student to take or attempt to take an examination for oneself.
4. Using, obtaining, or attempting to obtain by any means the whole or any part of an un-administered examination.

The Department of Psychology requires students to maintain high standards of Ethics, Professionalism, and Academic Integrity. Any student found to have committed ANY act in violation of these standards will receive failing grades (if applicable) and will be dismissed from the graduate program.

**My signature below signifies that I have read and I understand the above Statement of Ethics, Professionalism, and Conduct of Psychology Students and I completely understand these standards and the Department of Psychology requirements for students.**

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student name (printed): \_\_\_\_\_ Student ID number: \_\_\_\_\_

\*The Ethical Principals was taken from American Psychological Association ETHICAL PRINCIPLES OF PSYCHOLOGISTS AND CODE OF CONDUCT Copyright © 2002 American Psychological Association. All rights reserved.

\*\* The Plagiarism, Collusion and Cheating sections of this document were taken from the UT-Arlington Division of Student Affairs office and from the College of Engineering's statement on Ethics, Professionalism, and Conduct of Engineering Students.



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