

# DEPARTMENT OF PSYCHOLOGY

## GRADUATE STUDENT HANDBOOK

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The School Psychology Program at the University of Memphis is accredited by the National Council for Accreditation of Teacher Education and approved by the National Association of School Psychologists. For information please contact NCATE, 2010 Massachusetts Ave NW, Suite 500, Washington, DC 20036. Phone: 202.466-7496. [www.ncate.org/](http://www.ncate.org/).

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The Clinical Psychology Program at the University of Memphis is accredited by the Committee on Accreditation, American Psychological Association. For information please contact Program Consultation and Accreditation Office, American Psychological Association, 750 First Street, NE, Washington, DC 20002. Phone: 202.336-5979. [apaaccred@apa.org](mailto:apaaccred@apa.org).

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## WELCOME TO THE DEPARTMENT OF PSYCHOLOGY

Welcome! We're delighted that you have decided to pursue graduate studies in psychology at the University of Memphis. The Department of Psychology is home to five graduate programs. You are one of the main reasons that these graduate programs are so strong.

The booklet you are holding is called the *Psychology Graduate Handbook*. The purpose of the handbook is to provide practical, nuts and bolts information that you need as a graduate student in our department. The handbook provides information about such things as how to register for courses, how to fill out your timesheet if you have an assistantship, and how to complete the right paperwork when it's time to graduate. The information is also online at <http://www.memphis.edu/psychology/graduate/Links/>

Another important source of information is the *Graduate Catalog*. The graduate catalog is the university's book of rules and regulations, including the list of specific courses you need to take and other requirements you need to meet in order to graduate. (By the way, whatever rules are in force when you start the graduate program are the rules that apply to you, even if the rules change while you are here.) For your convenience, we have also included the Psychology section of the *Graduate Catalog* at the end of this handbook. The full catalog is at <http://academics.memphis.edu/gradcatalog/index.html>.

It matters to us that you receive excellent training and is important to us that your time in graduate school is productive. After all, you are our future colleagues. We hope this handbook will be helpful during your tenure at the University of Memphis.

Robert Cohen, Ph.D.  
Graduate Studies Coordinator

William Zachry, Ph.D.  
Interim Chair

## PEOPLE IN THE DEPARTMENT

### **Interim Chair**

Dr. William Zachry                      678-2146              Room 202              wzachry@memphis.edu

### **Graduate Studies Coordinator**

Dr. Robert Cohen                      678-4679              Room 340              rcohen@ memphis.edu

### **Graduate Programs Secretary**

Lynell Connable                      678-4340              Room 326              dconnabl@memphis.edu

### **Director- Clinical Psychology Doctoral Program**

Dr. Leslie Robinson                      678-1667              Room 334              lrobinso@memphis.edu

### **Director- Experimental Psychology Doctoral Program**

Dr. Ron Landis                      678-4690              Room 310              rlandis@ memphis.edu

### **Director- School Psychology Doctoral & MA/Ed.S. Programs**

Dr. Thomas Fagan                      678-4676              Room 115              tfagan@ memphis.edu

### **Director- Master of Science in General Psychology (MSGP) Program**

Dr. Roger Kreuz                      678-2741              Room 416              rkreuz@memphis.edu

### **Clinical Health Research Area Director**

Dr. James Murphy                      678-2630              Room 348              jgmurphy@memphis.edu

### **Behavioral Neuroscience Research Area Director**

Dr. Guy Mittleman                      678-4213              Room 412              gmittlmn@.memphis.edu

### **Child and Family Studies Research Area Director**

Dr. Randy Floyd                      678-4846              Room 332              rgfloyd@memphis.edu

### **Cognitive Psychology Research Area Director**

Dr. Danielle McNamara                      678-3803              Room 434              dsmcnamr@memphis.edu

### **Industrial/Organizational Research Area Director**

Dr. Ron Landis                      678-4690              Room 310              rlandis@memphis.edu

### **Psychotherapy Research Area Director**

Dr. Jeff Berman                      678-2974              Room 354              jberman@memphis.edu

## People in the Main Office

### **Assistant to the Chair**

Laura Simpson                      678-4699      lsmpson1@memphis.edu

Office coordinator, course schedules, teaching assignments, room reservations, supplies

### **Office Assistant**

Rose Gaia                              678-2722      rgaia@memphis.edu

Supplies, keys, room reservations, copiers & fax

### **Business Officer**

Melvin Horton                      678-4698      Room 220      mhorton1@memphis.edu

Contracts

### **Financial Records**

Danny Tally                              678-4693      Room 224      dtally@memphis.edu

Travel funds, inventory

## **Graduate Student Coordinating Committee**

The GSCC is comprised of psychology graduate students motivated to represent their fellow students in department-wide issues. They do this by representing student opinion at most faculty meetings, overseeing the distribution of travel funds to graduate students in the Psychology Department, helping students with grievances, helping to organize orientation for new students, planning lunches with job candidates, and training new GSCC members.

GSCC meetings are scheduled on an ad hoc basis, typically monthly, in the "Fishbowl" (room 205 in the Psychology Building). Announcements are sent out via email, and all psychology graduate students are welcome to attend.

Student elections for the GSCC representatives are held annually. One student should be elected from each class (first through fourth years) in the Clinical, Experimental and School Ph.D. programs to ensure adequate representation at each level. In addition, one representative should be elected from the MA./Ed.S. School Psychology program and one from the M.S.G.P. program. These 14 representatives are permitted a maximum of three votes (one per representative present) at most faculty meetings. This excludes matters relating to individual faculty members and matters related to other students.

## **2009-2010 Elected Members**

### **President**

Nick Duran .....nduran@memphis.edu

### **Vice President**

Courtney Peasant.....cjpasant@memphis.edu

### **Treasurer**

David Earnest .....dearnest@memphis.edu

### **Secretary**

Katianne Howard .....kmhoward@memphis.edu

### **Archivist/Newsletter**

Catherine Reich .....cmreich@memphis.edu

### **Service**

Divya Vargheese .....dvarghes@memphis.edu

### **Representatives:**

Corrie Schoffstall .....cschffst@memphis.edu

Nick Benesh.....nbenesh@memphis.edu

Adrienne Studaway... ..lclong@memphis.edu

Matthew Roberts.....jmrberts@memphis.edu

### **At-Large**

Houston Hagewood.....jhagewod@memphis.edu

Laurie Burke.....laburke@memphis.edu

Clayton Johnston.....clayton.johnston@memphis.edu

Angie Dolosic.....cdolosic@memphis.edu

## **LIFE IN THE PSYCHOLOGY DEPARTMENT**

You will be spending a lot of time in the Psychology Building. Doctoral students are assigned an office, which in all likelihood is space that is shared with one or more other students. If you are working in a research lab, you might also have space to work there.

### **Faculty**

The department has more than 30 faculty, and you will get to know some of them quite well. Each of the department's graduate programs has a Program Director (Dr. Kreuz for the MSGP program; Dr. Fagan for the MA/Ed.S. program and for the School Psychology doctoral program; Dr. Robinson for the Clinical Psychology program; and Dr. Landis for the Experimental Psychology program). If you are a doctoral student, you also have a major professor (also called "advisor") who serves as your mentor and the chair of your thesis and dissertation research. Dr. Cohen is the Graduate Studies Coordinator (also called "Graduate Coordinator"), and in this capacity promotes coordination among the graduate programs and signs off on most graduate student paperwork. The interim chair of the department, Dr. Zachry, has final say on many graduate student issues.

### **Personnel—Especially the Graduate Programs Secretary!**

The main staff member with whom you will interact is the Graduate Programs Secretary, Lynell Connable, whose office is Room 326 and phone is 678-4340. The Graduate Programs Secretary oversees graduate admissions, keeps graduate student records, issues permits so you can enroll in classes, and handles paperwork when you meet various program milestones. Other staff with whom you are likely to interact are Rose Gaia (who is in charge of keys, supplies, and equipment, room reservations), and Laura Simpson (office coordinator). Melvin Horton and Dan Tally handle most money issues (such as contracts for assistantships). Jeremy Hopper is the web content specialist and Ann Brock is the publications writer.

### **Keys**

Keys to offices and labs are maintained by Rose Gaia, who is located in the main office. Some keys (e.g., for your research lab), require a note from your major professor indicating the room(s) for which you need a key and the time frame in which you will be using it (e.g., Fall 2008, Spring and Summer 2009). Students will be required to fill out a card when obtaining key(s). Students are responsible for the security of the keys and for returning the keys when they are no longer needed. If keys are not returned when requested, a hold will be placed on the student's record restricting registration, transcripts and receipt of diploma.

## Security

Grad students are typically in the building at all hours. As always, you should be careful about security. There are red security phones ON THE FIRST, SECOND AND FOURTH FLOOR. Pick up the receiver and you will be automatically connected to campus police. You can call the campus police general number for non-emergencies such as being locked out of your office at night (678-3848).

**The emergency number to police services is 678-4537 (678-HELP).**

Tiger Patrol is a personal escort program staffed by students to enhance the safety of persons on campus in the evening. There is no need to walk alone and we encourage you to use Tiger Patrol if you aren't walking in a group. Normal hours for the Fall and Spring semesters are 6:00 p.m. until 2:00 a.m. seven days a week. To request an escort you should call 678-4663 (678-HOME).

All students who are members of Tiger Patrol have had a criminal background check and are in good standing with the University. When they arrive by foot or golf cart, you should notice a multicolored lanyard holding an ID that says Tiger Patrol under the person's name.

After Tiger Patrol hours, campus police provides escorts until dawn, although response time may be dependent upon officer availability. (Note: Use of the escort program as a "taxi" for convenience rather than safety is discouraged, e.g. multiple people wanting a ride because it is raining. Use in this manner detracts from their ability to provide other services. Please do NOT call for an escort after dawn, as their normal duties restrict them from providing service after that time.)

## Parking

*General Parking* (<http://bf.memphis.edu/parking/>) is paid for through the Maintenance Fee portion of semester tuition. Once the student has registered for classes, a semester validation sticker will be mailed to the address on file with the Student Records Department. New students are mailed a permit (hangtag) along with a semester validation sticker prior to Fee Payment. The permits (hangtags) run on a three-year cycle and need to be updated every semester. If, for any reason, the student does not receive the semester validation sticker or permit through mail, he/she needs to go to the Parking Office the first week of class to obtain one. The semester validation sticker should be placed on the right side of permit. This validates the permit (hangtag) to be used in General Parking Lots **only**. (Lot #'s: 44, 50, 51, 5, 11, 12, 13, 15, 17, 23, 54 & 57). The parking office website shows a map of where these lots are on campus.

*Priority Gate Access Parking* is available each semester on a first come first serve basis. Availability of parking lots differs each semester. Check with the Parking Services Office for information on space availability. Faculty/staff may purchase priority permits year round on a monthly, semester, or yearly basis depending on employment status. Students may only purchase into a Priority lot for a given semester during the permit sales window. Evening only access is also available for students to purchase. Evening access begins at 4:30p.m. **Priority Lots** : 6, 7, 18, 19, 37, 43, 45, 52, and 53 **Parking Garages**: Lots 3 and 40. For priority Access parking rates see Parking Services website: <http://bf.memphis.edu/parking/priparkacc.php>



## **ID Cards**

Identification Cards, or ID cards, are available in the Ask TOM Answer Center in the Wilder Tower Lobby between the hours of 8:00am-5:00pm Monday-Thursday or 8:00am-4:00pm Friday. Students should obtain an ID prior to the start of classes. In order to receive your ID card, you must have picture identification with you. You will use this card to check out materials at the library, gain access to the gym, and gain access to some computer labs on campus. Your card may also be used as a debit card. A \$10.00 minimum deposit is required (Bursar's Office, Wilder Tower). This allows to you to pay for meals at campus dining locations or to purchase books, supplies, and personal items at the University Store. You can also use your card in copier machines and for services at the Health Center and the Bursar's Office. The money will be deducted from your account. If you lose your card, first go to the Bursar's Office to pay a replacement cost of \$10.00 and then take your receipt to Wilder Tower Lobby.

## **Computer Labs**

The computer labs in Psychology Room 102 (Mac Lab) and Room 103 (PC lab) are available for you to use. If a class is being conducted in one of the labs, you should wait until it is completed before entering. You can also use any TigerLan computer lab on campus. Two of these have 24-hour access: McWherter Library (to the left of the main doors) and Smith Chemistry Bldg (room 110). For locations and hours, see <http://css.memphis.edu/support/trl/complete.php>. You should have your student ID available for entry.

## **Mail /Copy Room**

You will have a key to the mail/copy room with approval (see key section above), which is Room 203. You will also have an assigned mailbox. Note that your box is the box **BELOW** your name. Faculty mailboxes are also in this room, and also **BELOW** their names. The copiers require an access code, which you can get from your major professor if the copying is work-related. You can also pay the front office a small fee (\$0.10 cents a page) for personal use of the copier.

## **Email**

All currently enrolled students have a Universal User ID (UUID) created automatically. The UUID is a username shared among various services delivered to students, and is the basis of your university email account address, as follows: UUID@memphis.edu. Students **must** activate this account using a card swipe machine, which reads your ID card. Locations for card swipe machines are at <http://css.memphis.edu/support/trl/search.php>.

Your university email is the official email address used for university correspondence. If you are used to using another account, you need to have your university email forwarded to your other address. You can use the ID Management website located at <http://iam.memphis.edu> to adjust your account as needed.

## Miscellaneous

The University of Memphis Information Technology Department provides various software free of charge and for purchase. Please see <http://itd.memphis.edu/> for more information and details.

If you have a question concerning anything that has to do with the university, AskTOM is a great place to start. Anywhere you see the picture of the tiger on university web pages, you may click on it to go to the search site. This is not the same as a FAQ page because if you do a search and your answer is not there, they will get the answer for you and email it to you.

The website for AskTOM is [http://asktom.custhelp.com/cgi-bin/asktom.cfg/php/enduser/std\\_alp.php](http://asktom.custhelp.com/cgi-bin/asktom.cfg/php/enduser/std_alp.php).

A new AskTOM resource is an online real time live chat program for asking questions. Near the top of that screen (at the above website) is a tab labeled "Live Help." Click on it. Notice that Live Help is available Monday through Friday from 8:30am to 4:30pm.

The university also has a recreation center located south of the railroad tracks. Please see the website at <http://www.people.memphis.edu/~studentlife/camprec/> for information on the variety of services it offers including free classes, the indoor/outdoor pools, gym, personal trainers and much more.

If watching sports is your interest, the University of Memphis has great athletic teams. For game schedules, tickets, scores and much more, see the athletics page at: <http://gotigersgo.collegesports.com/>.

As a student, you are given discounts at area events such as the Orpheum Theatre and Playhouse on the Square. If plays and musicals are not your favorite, there are also discounts for Malco movies, the Pink Palace Museum and IMAX Theater, Ballet Memphis, and many more. To check out information on where, when and how much you can save being a student, check out the website at <http://saweb.memphis.edu/uc/infodesk.htm>.

Limited medical services are available in the University Health Center upon presentation of a valid student identification card. Outpatient medical services, including general clinical evaluation, diagnosis, and treatment; laboratory and X-ray; family planning; and a dispensary are available. Students are charged only for lab tests sent off-campus to a reference lab, for medicines (over-the-counter or prescribed by the center) purchased at the dispensary, and for family planning. Please see <http://www.people.memphis.edu/~health/> for information on hours, location, other services and staff.

## **FUNDING**

### **Assistantships**

All doctoral students in good standing are considered full-time students and are expected to work in a 20-hour assistantship in exchange for tuition, fees, and a stipend. The stipend is typically \$11,000/year before you get your masters degree, and \$12,000/year after you get your masters degree. MSGP and MA/Ed.S. students are sometimes also funded on assistantships at the \$11,000 level.

If you have an assistantship you are considered a Graduate Assistant (GA). Graduate Assistants can be classified in four ways. The four classifications are: research assistant, teaching assistant, special assignment and external placement. As a new student, your assistantship assignment is most likely as a research assistant (RA), someone who works in one of the labs. You may also be assigned as a teaching assistant (TA) with duties related to teaching (e.g., assisting a professor with a course or undergraduate course instructor). You may be given a special assignment (SA) which can have varying duties related to the department. A placement in a community agency is normally assigned to students who have been in the program for at least a year.

The assistantship is for 12 months. It is assumed that some weeks you will work less than 20 hours, and some you will work more than 20 hours, but it averages out to 20 a week. This is something that is worked out with faculty member or supervisor who is overseeing your work. The department allows for time off throughout the year. You **must** negotiate specific work assignments with your assigned faculty member or supervisor, especially if you are on placement in a community setting.

Graduate assistantships are allocated by the department Chair and Program Directors. Only full-time students are considered for assistantships or other university support. Continuation on an assistantship is dependent upon academic and assistantship performance. Academic probation or unacceptable assistantship performance are sufficient grounds for termination of support. Graduate students are not normally supported more than five years.

### **Other Employment**

Sometimes students receive extra pay on top of their graduate assistantship by working on a grant-funded project, helping the department with some special project, or teaching summer school. In these cases you are still classified as a graduate assistant, and we would arrange to pay you on top of your graduate assistantship pay. Outside employment is another matter. If you are being paid for any professionally-related work, it should be approved in advance by the Program Director. We want to ensure that there is a clear line between training experiences and paid work, and we also want to ensure that your burgeoning psychology skills are not being exploited. There are also rules about getting paid by more than one state agency, and we have to make sure those are followed (since the University of Memphis is part of the State of Tennessee.)

**Getting Paid**

On assistantship, you get paid monthly, which means you get paid on the last business day of the month beginning at the end of September and ending at the end of August each year. The university requires that regular paychecks be handled through direct deposit.

## **COURSES**

### **What to Take**

The question of which courses to take depends a lot on the program in which you are enrolled. Your primary guide, especially in the first year, will be your Program Director and/or your major professor. The timing of various courses will depend in part on program recommendations and also course availability. The list of all the courses you need in order to graduate is listed in the graduate catalog. Your Program Director might also have a checklist you can go by.

You can take courses in other departments—just know that they may or may not count toward your degree requirements. You can also take undergraduate courses with special permission, if they are deemed directly relevant to your program of graduate training. This permission would come from your major professor and Program Director. If you have an assistantship, these courses are covered by your tuition remission just like your other courses.

### **What is a Full-Time Load?**

Students on assistantships must maintain enrollment in at least 12 credit hours in the spring and fall semesters. This is in part to ensure that you qualify to have the university cover your tuition and fees. This does not mean that you are enrolled in four classes. A typical load would be one, two, or three courses, each worth 3 or 4 hours of credit. Any other hours needed to make the 12-hour cutoff would be filled with courses such as the first year colloquium, a research area colloquium, course credit for working in a research lab, or course credit for working on a thesis or dissertation.

In rare cases, a student is granted permission to enroll for a lighter load. However, approval must be obtained from the Program Director and department Chair, and the lighter load may mean that you no longer qualify for an assistantship. Also in rare cases, a graduate student admitted to full-time graduate study may enroll for up to 15 credit hours per regular semester, but students should not attempt this demanding load without first consulting their major professors and program area directors.

Graduate students in the Department of Psychology will be permitted to drop courses only in exceptional cases and only with the prior approval of the Program Director. If dropping the course means going below the 12-hour limit for full-time students on assistantship, then approval must be obtained by the department chair.

Students classified as part-time can register for up to 6 credit hours at a time. Only full-time students can register for more than 6 credit hours in any semester. Full-time employees who are also pursuing graduate study must enroll as part-time graduate students and cannot register for more than 6 credit hours per semester. Part-time students in the MA/EdS degree program in School Psychology must maintain an enrollment of no less than 6 credit hours per academic

year semester, not less. Students in the MSGP program are not required to take any minimum number of credits per semester.

### **Permits and Registration**

Registration is done through myMemphis, available at [my.memphis.edu/cp/home/displaylogin](http://my.memphis.edu/cp/home/displaylogin). You should have your student ID (social security number) and your password. The password was assigned to you by the graduate admissions office when you applied. Your password was indicated in the last paragraph of the letter from graduate admissions acknowledging your application. If you have lost your password, call 678-2810 to have your password reset.

Most graduate classes are listed under two numbers, one starting with a 7 (e.g., PSYC 7010) and one starting with an 8 (e.g., PSYC 8010). Often these appear together as, for example, PSYC 7010/8010 or 7/8010. Students who have not yet received a master's degree should enroll in the course beginning with 7\*\*\*. Students who have been awarded a master's degree should register for courses beginning with 8\*\*\*.

Often, you need a permit before you can register for a specific course. There are two kinds of permits. If a course requires "department approval," it typically means the course is limited to students in certain program(s); in this case you should ask the Graduate Programs Secretary to enter a permit for you. She will first check the list of students who are eligible. If appropriate, she will enter the permit. The second type of permit occurs when a course is listed as "Permission of Instructor," or when a course is full. In this case you should email the instructor to see if you can be admitted to the class. When the instructor gives permission to be admitted to the class, forward the instructor's permission email along with the course number and myMemphis CRN number to ask that a permit be entered into the system. The Graduate Programs Secretary will then enter the permit for the particular course and notify the student that registration for the course may proceed. **You must still** go into the myMemphis system to register for the course.

If you wish to get course credit for doing research in a lab or for completing an independent research project other than a thesis or dissertation, or for doing work in a community agency that is unrelated to your graduate assistantship placement, you will need to fill out a "contract" with the professor who will be overseeing the work and assigning the grade. These "courses" are graded as S (satisfactory) or U (unsatisfactory) akin to a Pass/Fail system. If the work is research-related, then it is considered Research Practicum (PSYC 7/8601 through 7/8609 ). If the work is more like an independent study or involves work in the community, then it is considered Special Problems (PSYC 7/8615).

The "Special Problems and Research Practicum Contract" can be obtained online at the department's website, [www.memphis.edu/psychology/](http://www.memphis.edu/psychology/). It is recommended that you and the supervising professor fill out the contract together. The professor should fill in a brief description of what you will be doing. A rule of thumb is to expect to do 3 hours of work for every 1 hour of course credit. You can register for 1, 2, or 3 course credits using this system, but this is to be negotiated with the faculty member who is overseeing the work. An example of

a contract description would be "Student will conduct a review of the empirical literature (annotated bibliography) on interventions for childhood obesity, as background for the upcoming Families First study, about 10 hours a week for 3 hours of course credit."

*Any of the practica may be repeated for up to 12 hours. The same practicum number may be repeated for up to 12 hours at the 7000 level and up to 12 hours at the 8000 level.*

Clinical students must accumulate a certain number of hours of client contact in the Psychological Services Center. This work is typically accomplished over the course of several years. In this case, the student enrolls for PSYC 7/8438 for 3 course credits, for six semesters or until the requirement is met. Additional information may be obtained from the Director of Clinical Training.

Clinical and school graduate students who intend on applying for internship should enroll in Psyc 8707, Professional Issues, the year before internship application. The purpose of the course is to prepare late-doctoral students in clinical and school psychology for internship and future careers. Topics covered include developing a professional vita, articulating a theoretical orientation and professional identity, obtaining an internship, career options, effective supervision, professional consultation, licensure and private practice issues. The course may be repeated for a maximum of 4 credit hours.

Students who are on internship should register for PSYC 8999 (Clinical Students) and Psyc 8812 (School Ph.D. Students), or Psyc 7812 (Ed.S School Students). The internship courses are categorized as "EX" for externship with a designated grade of "NC" for non-credit. There are no fees associated with this course number. The rationale is to allow students to continue enrollment and also to continue deferment on student loans until graduation.

Finally, there are quirky rules about registering for "milestones" such as thesis and dissertation. Once you enroll for these courses, you continue to do so until the project is complete. Each semester you would receive an IP (In Progress) until the work is completed; in the final semester your grade would be S (Satisfactory) or U (Unsatisfactory). There is an upper limit on how many hours you can accumulate under different types of credit. You can earn up to 3 hours of credit for work on your thesis, up to 6 hours for your MAP, and up to 9 hours for work on your dissertation. More information about the thesis-type course credits is provided in the following section on Grades and later, under the "Milestones" section of the handbook.

### **Transfer of Credit**

If you've taken graduate psychology classes elsewhere, or have taken graduate courses in another department at the University of Memphis prior to admission to the Psychology Department, you may want to apply for transfer credit for your coursework. You can get the necessary paperwork from the Graduate Programs Secretary.

The two-step process involves first asking the university to accept a certain number of hours of credit, and then asking the department to let you count one or two of those courses toward your degree requirements. These don't always match up—you might transfer some hours that will count toward the grand total of hours needed to get your degree, but they might not exempt you

from specific program requirements. For example, you might have taken an interesting and high quality Psych course at another school, and the University of Memphis would likely accept those hours as general transfer credits. But if the course doesn't match up well with any of your program's required courses, the department might not allow you to use that transfer credit to get out of a specific course requirement.

The university will allow you to transfer up to 50 graduate credits towards your required total hours for the Ph.D. However, only 6 of these hours can be used as substitutions for courses if you are in a masters degree program, and only 9 of these hours can be used as substitutions for courses if you are in an Ed.S. or Ph.D. program. You **must** follow the right procedures to get the university's transfer credit and the department's substitutions. See the Graduate Programs Secretary for directions and forms. Department decisions about transfers are made by the Graduate Studies Coordinator (Dr. Cohen).

### **Transferring a Thesis**

If you conducted a thesis in your other master's program, it must be evaluated by our program faculty to see if it is acceptable for credit in our program. If not, you may need to complete another thesis. The thesis must be empirical in nature, and must be approved by a three-person committee, headed by the Program Director. Membership of the committee should otherwise follow the regular rules for thesis committees (see Program Milestones). The committee will review the completed thesis and accept or reject the thesis. The committee need not meet or schedule an oral defense but may do either at the option of any committee member. If a majority of the committee approves, the thesis requirement will be waived. If the committee fails to approve the thesis, the student must complete a thesis at The University of Memphis.



## GRADES AND RETENTION

### GPA

University Graduate School policy requires that a GPA of 3.0 be maintained in all graduate work or the student will be placed on academic probation. Grades of “D” and “F” will not apply toward any graduate degree but will be computed in the GPA. Continuation of any type of university or external agency financial support will be contingent upon academic performance above the minimally acceptable 3.0 GPA level.

### Repetition of Courses—University Policy

Grades of “D” or “F” **must** be repeated if they are to count for graduation. No more than seven hours of “C-“, “C”, or “C+” grades will be applied toward degree requirements. Grades of “C-“, “C”, or “C+” may need to be repeated to keep the GPA over 3.0. No course may be taken more than twice. You can repeat a course to earn a higher grade only if the earned grade was lower than a “B”. Only the grade earned in the second attempt will be included in the computation of the cumulative GPA. A maximum of two courses may be repeated to improve a grade. Department policy concerning the repeating of a course to improve a grade is the same as the University policy (see Graduate Catalog). However, a program has the right to require a student to repeat any course graded as lower than a “B-“ (regardless of overall GPA) if they feel it is necessary for the student’s training.

### Academic Probation

A graduate student whose cumulative GPA drops below 3.0 will be placed on probation. A student on probation must have returned to good standing by the semester *before* the semester in which a degree is awarded. Continuation in graduate school beyond two consecutive semesters on probation might be granted if recommended by the Program Director and Graduate Coordinator and approved by the Arts and Sciences' Director of Graduate Studies and the Assistant Vice Provost for Graduate Studies. If, in the opinion of the program, department, and the Graduate School, the student is not making satisfactory progress toward degree completion, the student will be dismissed from the degree program.

### Incomplete Grades

A grade of Incomplete (“I”) is given only if the student has not completed course requirements for some unavoidable reason that is acceptable to the instructor. Unless the student completes the requirements within 90 days from the end of the semester or summer term in which the “I” was received, the grade will automatically be changed to an “F” by the Records Office. Extensions of grades of “I” will be granted only under exceptional circumstances. The policy on “I” grades does not pertain to those courses in psychology for which grades of “S” (satisfactory), “U” (unsatisfactory), or “IP” (In Progress) are awarded (like credits for working on your thesis or dissertation).

## **In Progress**

Courses that reflect ongoing work are graded using the “IP” (In Progress) grading system. The student enrolls for credit, but no grade is assigned until the work is actually completed. Until then, the faculty member assigns a grade of "IP" to extend the time permitted for the completion of research. A student awarded an "IP" grade must re-enroll in the course **for the same number of hours** to complete the work. You can initially enroll for 1, 2, or 3 hours of credit (see your advisor), but once you register for a certain number of hours you have to keep registering for that same number, fall and spring semester, until you finish (see exemption courses below). The final grade will be submitted by the faculty member at the end of the term in which the work is completed. A similar version of this process also applies to the PSC practicum hours required of clinical students—see your Program Director for information.

There are four exceptions to the rule concerning the number of credit hours you must re-enroll in once you have been assigned an “IP”. Thesis (Psyc 7996), School Psyc Practicum (Psyc 7614), School Internship (Psyc 7812) and Dissertation (Psyc 9000) are exempt from the “IP” credit hour rule. Students must continue to enroll for at least 1 credit hour for each semester (except for summer sessions) for the courses mentioned above, not the same hours as mentioned in the paragraph above.

Once you have completed your thesis and/or dissertation, the final grade of “S” (Satisfactory) or “U” (Unsatisfactory) will be submitted by the faculty member at the end of the term in which the work is completed. The final grade will appear within the semester the project was completed.

## **Annual Evaluation of Students**

Each year you will receive feedback from your Program Director about your progress in the program. Ideally, you will be talking with your major professor throughout the year, so that none of this feedback would be surprising. Each program will conduct at least one formal evaluation of students each year, usually in the Spring. This is a chance for the program faculty to identify areas of strength as well as weakness, so that you can be advised on curriculum and other training issues. If there is a serious problem, the program might ask you to engage in some remedial work (e.g., repeat a course, obtain additional experience in a particular area). The program might even require this as a condition of you remaining in the program. If the problem is egregious enough, or you haven't responded to past requests to engage in remedial work, you may be terminated from the program. Students who are terminated cannot take additional courses in the department. (Students can appeal these decisions. See related section on "Grievance Procedures.")

## **CHANGING MAJOR PROFESSORS OR PROGRAMS**

As you progress into your program, you may feel that a change in major professor is warranted. You must consult with your current major professor, prospective major professor and the Program Director. Once you have talked to everyone involved, you would then complete a form (available online at the Psychology Department's website) to make the change official. This form is submitted to the department Graduate Programs Secretary once completed.

Sometimes students find that their training interests would be better served in a different program than the one to which they were admitted. If you think you would like to apply to a different program within the department, you should discuss this both with your current major professor and your Program Director, as well as the director of the program to which you would like to apply. Admission to the new program is **not at all** guaranteed. You would need to apply just like any other applicant, follow all regular procedures, and be evaluated against the applicant pool. You should never assume that you can just "switch" programs.

## **LEAVES OF ABSENCE**

All graduate students in the Department of Psychology are expected to maintain continuous enrollment during the fall and spring semesters. A student who plans not to enroll for a semester or more must request a leave of absence in writing to their Program Director. This request must be approved by the Program Director, Graduate Coordinator and Department Chair. This does not apply to students going on a program-required internship.

## **GRIEVANCE PROCEDURES**

If you want to dispute a grade, you should talk with the instructor first in an effort to work out the dispute. If no resolution can be made with the instructor, you may submit a grade appeal to the Graduate School. You must follow the grade appeal process outlined on the Graduate School's website: <http://academics.memphis.edu/gradcatalog0506/index.html>. It is important to follow each step as directed.

If you are concerned about activities within the department or on your placement, we encourage you to speak up. The first place to go would be to your major professor or Program Director. If you would like to speak to the Graduate Coordinator or Chair, their offices are open to you. If you feel uncomfortable talking directly to department faculty about your concern, you can always ask the GSCC to relay your concern to the chair's office so that you remain anonymous. If you remain anonymous, it sometimes puts a limit on how much can be done to solve any particular problem, but at least the chair's office becomes aware of the situation. The office of student affairs (located in the administration building, room 235) is also available to help you decide how to proceed with your concerns that you feel uncomfortable bringing to the chair.

## PROGRAM MILESTONES

Program milestones vary from program to program. Typically, each milestone involves a **proposal** of the planned project and a **defense** of the final project. A committee is involved throughout the process. Topics for these milestone projects must be empirically based, psychological in nature, and acceptable to the committee. Each milestone has a good deal of paperwork to accompany it. Forms must be completed, signed, and handed in upon completion of each stage for each milestone. You can get the requisite forms from the Graduate Programs Secretary or off the psychology department webpage. There is a list of these forms at the end of this handbook. Here is an overview of the milestones in each program.

### MSGP Milestones

Thesis (or Specialty Review & Defense)

### M.A./Ed.S. Milestones

M.A. Oral Exam

Ed.S. Praxis Exam

### M.S./Ph.D. Milestones

Thesis

Specialty Exam (or Major Area Paper)

Dissertation

## **Role of the Institutional Review Board (IRB)**

All University of Memphis faculty, staff or students who propose to engage in any research activity involving the use of human subjects—including research for theses and dissertations must have prior approval from the Institutional Review Board (IRB). The IRB is responsible for safeguarding rights and welfare of all persons participating in research projects, whether funded or non-funded. Protections for research animals are ensured by the Institutional Animal Care and Use Committee. Requests for further information should be directed to [Susie Hayes](#), IRB Coordinator, Office of Research Support Services, Administration 315, Memphis, TN 38152, 901.678.5071.

Everyone who submits an application to the Institutional Review Board (IRB) will need to provide documentation that they have reviewed the modules at the website [Education in the Responsible Conduct in Research \(RCR\)](#). As each module is completed, an email is automatically generated and can be forwarded with the IRB application or printed and attached as part of the application. You may also print the page shown at the completion of the module and attach it. The IRB website is <http://www.people.memphis.edu/~irb/>.

## **Role of Psychological Service Center- Research Review Board**

If you would like to conduct research in the PSC, you would need to get permission from the director of the PSC. Your project will need to go through another level of review in addition to

the University's Institutional Review Board. The PSC version of the IRB is called the PSC Research Review Board. This review committee pays special attention to ethical and logistical considerations as they affect the clinic, its therapists and its clients. Contact the PSC Director, Jim Whelan, for more information about this process.

### **Committees, Chairs and Graduate Faculty**

Most milestones require a committee to evaluate your planned project and the final product. It is the student's responsibility to ask faculty to serve on the committee. There are several rules guiding the composition of these committees.

The University of Memphis maintains five levels of graduate faculty: full, associate, affiliate, adjunct, and teaching adjunct. Only full graduate faculty members may chair doctoral committees. Full or associate graduate faculty may chair master's committees. Affiliate or adjunct graduate faculty may be members of doctoral and master's committees in their areas of expertise, but may not chair them. No more than one adjunct or affiliate graduate faculty member may serve as a voting member of a student's committee. A list of faculty is available at [www.psyc.memphis.edu/people/faculty/faculty.html](http://www.psyc.memphis.edu/people/faculty/faculty.html). You can ask the faculty member or the Office Coordinator (Laura Simpson) whether they have full or associate graduate faculty status. Note, this is not the same as the faculty members rank (assistant, associate or full professor).

The thesis and the MSGP Specialty Review and Defense committees will have a minimum of three members including the chairperson. The MAP or specialty exam committee and the dissertation committee will have a minimum of four members including the chairperson. Two of the committee members, including the chairperson, must be full-time faculty members in the Department of Psychology.

At least one of the committee members must represent either

- 1.) another department, or
- 2.) a Psychology Department PhD program outside the student's doctoral program, or
- 3.) a member outside the student's doctoral area at another institution.

The department chair is an ex officio voting member of all department committees, meaning the department chair signs off on all decisions.

Once the committee has been formed, the student and faculty members sign an agreement (using a department form) which is then signed by the department chair. A Thesis/Dissertation Committee Appointment form must also be completed and returned to the Graduate School.

Once selected, a committee chairperson or committee members will not be changed except under unusual circumstances. Such changes must be made by the student's Program Director and approved by the department chair. The student should not begin the thesis, the major area paper, or the dissertation without formal, written committee approval. Expenses incurred in the conduct of thesis and dissertation research are the responsibility of the student.

### **Thesis (some MSGP and all Doctoral Students)**

A thesis is required of all doctoral students and is an option for MSGP students. The thesis is intended to be a demonstration of the student's ability to plan, organize, conduct, and report a research/scholarly project under the guidance of a faculty advisor. The thesis is primarily viewed as a research training experience. Compared to the dissertation, the thesis may reflect greater involvement and contributions of the thesis chairperson. The thesis typically begins during or before the fall semester of the student's second year in the program. The student is urged to begin planning the thesis during the first year of graduate training by selecting a thesis chairperson and forming a thesis committee. The thesis research is typically conducted during the second year and the thesis is usually written by the spring or summer of that year.

The final defense includes an oral examination which assesses not only mastery of the thesis topic but also broader awareness of the theoretical and empirical issues in contemporary psychology. This oral examination meets the university's requirement for the M.S. comprehensive examination.

As students are only able to apply 3 hours of thesis credit (PSYC 7996) toward their degree program, students are strongly urged not to enroll for thesis credit hours until the semester during which they expect to defend the thesis project. Students must have accumulated 3 credit hours of PSYC 7996 by or during the semester they defend. No degree credit is given for additional hours of PSYC 7996. If the thesis is not successfully defended, the student must continue to enroll for at least 1 credit hour each fall or spring semester thereafter until the thesis is defended. Enrollment in summer is not required unless the student plans to defend and graduate in the summer.

### **Specialty Review and Defense (MSGP Students Only)**

MSGP students not conducting a thesis will be expected to pass a specialty review and defense covering their area of specialization. This should occur during the last semester of residency in the program.

Students should meet with the MSGP Program Director to outline their area of interest and identify a faculty sponsor with whom they wish to work. The sponsor must be a full-time member of the graduate faculty of the psychology department. If the student does not have a faculty sponsor, the Director will assist them in finding one. This should occur early in student's training, preferably by the end of the first year.

The specific topic of the specialty review will be selected through discussion with the faculty sponsor. It will be the sponsor's responsibility to meet regularly with the student to provide guidance in the literature review process, to orient them in the writing of the review, to provide feedback on an initial draft, and to assist in preparing for an oral defense. In addition to the faculty sponsor, who will serve as committee chair, students will select two other faculty members of the psychology department to participate in the specialty review and defense.

(Full-time faculty from other departments may be substituted at the discretion of the Director.)

Students will provide to their committee members an outline of the content over which they wish to demonstrate competency. This outline will include subject matter from a significant subset of the courses they have taken. The assumption is that students have a focus from several courses that establishes something of a "major" within the MSGP program. The outline will also include the material to be reviewed and presented in the written document and in the oral defense.

The written portion of the specialty review should be a coherent essay that both reviews and critiques the literature within a content area. This review should be no longer than thirty pages, but should be comprehensive enough to do justice to the topic. References (in APA style) should be comprehensive enough to indicate that the student has fully reviewed the relevant literature. The paper should cover enough subtopics within the domain to truly reflect a specialty (much like the major area paper in the doctoral program). The student is responsible for reading the relevant literature, writing the review, preparing an oral defense, and scheduling a meeting time with committee members. The written review should be given to the committee at least two weeks before the defense. During the oral defense, students will present a summary of their findings. They will then be examined on the contents of the review and its relationship to associated issues or areas. Students will be considered to have passed when the faculty sponsor and committee members are satisfied. At the end of the defense, the committee may request revisions if they feel that the student's written or oral work is in need of improvement. The student must complete revisions within one month (or a specific time agreed upon by the student and committee), and the final document must be approved by the faculty sponsor within two months if further revision is required. The Program Director should be notified by the student upon successful completion of the requirements.

### **M.A./Ed.S. Oral and Written Exams (M.A./Ed.S School Students)**

#### M.A. Oral Examination:

An oral examination is conducted during the semester in which a student completes the first 36 hours of work. The examination, usually about 30 minutes, reviews student progress, quality of the program, career goals, and professional ethics. Successful completion of the oral examination serves as one aspect of admission to the Ed.S program. Following the examination the student must complete the Ed.S admission form and program plan. Students terminating training at the M.A. degree must take a written examination. The date of the exam is announced at the beginning of the semester in which it is to be administered. Students must indicate their intent to take the exam.

#### Ed.S. Praxis Exam:

Beginning with the 2005-2006 year, the Praxis examination in school psychology (given by ETS) was substituted for the Ed.S. written examination. In order to complete the EdS degree in school psychology, the student must obtain a score on the Praxis test that meets or exceeds the

score required for school psychologist licensure by the TN State Department of Education (currently 590). Students typically take the Praxis exam mid-way through internship in December or January. The student may take the exam more than once but in order to graduate must submit an official copy of the Praxis results (with a 590 or higher) to the program director by mid-April for spring graduation or mid-July for summer graduation. Information on the test may be obtained on-line from ETS or from the UM Office of Teacher Certification in Ball Hall

### **Specialty Examination or Major Area Paper (Doctoral Students Only)**

Each PhD student will take a specialty exam or write a major area paper, typically during the third or fourth year of residence. School Psychology students must choose the specialty examination. The specialty exam or the MAP may be started at any time after the completion of all master's degree requirements. This exam must be passed before the student presents the dissertation proposal for committee approval. The question often comes up, "Which is better to do?" This depends on several factors, and is best decided in consultation with your major professor. **Note** the clinical program has a deadline by which this milestone must be complete if you want to apply for internship in the Fall. If you are a Clinical student, your Specialty Exam or MAP must be successfully defended (passed, with all signed paperwork turned in) by July 31<sup>st</sup> of the year in which you apply for internship.

#### Specialty Exam

The specialty exam is a comprehensive written and oral exam in the student's major area of specialization and is intended to be a demonstration of the student's ability to review and integrate a broad range of Psychological research. The student develops an outline of various topics to be covered in the exam, along with proposed lists of readings that will be the bases of preparing for the exam. The committee then meets to evaluate the plan and decide on a schedule for the written and oral exams. (See section on "Preparation of the proposal below.)

The minimum standard for the written component consists of four questions given over six hours on no more than two days. Students take the exam in the Psychology Building. The committee chairperson is responsible for providing a copy of the written exam and the student's responses to the committee for review. All committee members evaluate all written responses. The oral component is used to explore the written performance and the student's knowledge beyond the written responses.

#### Major Area Paper

The MAP may also be used to replace the written response to the questions of the specialty exam; the student is responsible for an oral defense of the MAP. The MAP provides the opportunity for evaluation of the student's ability to work review and integrate a broad range of psychological research. The MAP is a review paper that follows the model of a Psychological Bulletin or Psychological Review article. The student develops a general outline and initial reading list with the guidance of the committee chair. The committee then meets to review the plan. The committee evaluates the final paper and the student defends the paper in an oral examination. (See "Preparation of the Proposal," below). The MAP chairperson primarily



serves as a reviewer and sounding board. The MAP may provide up to 6 credit hours (PSYC 8620) toward the PhD degree.

### **Second Milestone (Clinical Doctoral Students Only)**

Fall 2009 the faculty adopted the following recommendation of the clinical faculty. Clinical students will no longer be able to select the Specialty Examination as an alternative for this milestone. The projects below could be used to meet the second milestone (pending committee approval of specific project). All of the projects would be required to have both a formal proposal and defense, with a committee comprised of four faculty members (membership of the committee should be consistent with departmental requirements).

1. Traditional major area paper (MAP) review paper modeled after Psychological Bulletin papers
2. Empirical manuscript, submitted to a journal. To meet the requirement for this milestone, the manuscript would have to be the student's original work (conceptualizing the study, data analysis, final write-up), with guidance from his/her mentor. If students opt for this option, the work should be sufficiently distinct from their thesis project. Students may also opt to pursue applied research projects as follows:
3. Applied clinical research project: Clinical case study design. Students prepare and submit a scholarly manuscript based on their work as a therapist with a single (or small number of) client. This work would be conducted in conjunction with the mentor and case supervisor.
4. Applied research project: Consultation. Students would prepare and submit a scholarly manuscript based on work conducted in collaboration with a community agency or other applied setting. This work would be closely supervised by the student's mentor.
5. Submission of a grant with student as PI. For this option, the study idea and the written work comprising the grant proposal are the student's original contribution. The prototypical grant submission would be a federally funded pre-doctoral fellowship (e.g., NIH F31 grant). Other grant mechanisms may be approved by the student's Mid-point Project committee.

### **Publications as an Alternative to Thesis or Specialty Exam/MAP Requirements**

Publications may be used as an alternative means of satisfying research requirements. The faculty recognizes that some exceptional students may have developed their research to the extent that they are already contributing to the professional literature. In such cases, the usual requirements of the thesis or Specialty Exam/MAP may not be the most effective means of furthering professional development. Students, therefore, have the option of satisfying one or both of these research requirements by submitting evidence of published scholarly activity.

Publication in psychology often involves a collaborative effort, making it difficult to gauge the substantive contribution of individual authors. Although collaborative endeavor is important in research, the major aim of the thesis and MAP is to develop and demonstrate the student's independent thinking and writing skills. Thus there are limited cases in which a publication could serve as a substitute for these research requirements. The student must be the first author on the publication(s) being presented. If there are other authors on the publication(s), the

student must provide written statements from each of these coauthors indicating the extent of his or her contribution to the conception, execution, and writing of the work. A student may submit a work that is in press. However, the student must provide appropriate documentation certifying that the material has been accepted for publication.

The procedure for submitting publications to meet the thesis or MAP requirements parallels the usual procedure for these requirements. The student must select a chairperson and committee to evaluate the published work. The rules concerning the size and composition of these committees depend on the requirement that the student wants to satisfy and are the same as those outlined under the “Committees, Chairs and Graduate Faculty” section of this handbook. The student will have to defend his or her publication(s) at a formal committee meeting open to all interested persons (see “Defense of the Report”). The members of the committee determine whether the student’s independent contribution to the published work is of sufficient merit to permit it to be substituted for the research requirement considered. The committee may vote to either accept the published work as an appropriate substitute or reject the work as inappropriate or insufficient to meet the requirement. The decision of the committee is based on a majority vote of the committee members.

### **Dissertation (Doctoral Students Only)**

The dissertation is viewed as the capstone of the student’s academic training, reflecting the student’s capability for independent research. All phases of the dissertation research (including proposal of the problem, design of the research, collection and analysis of the data, and writing of the final report) are primarily the responsibility of the student, with the dissertation chairperson serving mainly as a reviewer and sounding board. Upon completion of an independent dissertation research project acceptable to the faculty, each student will take a final oral examination which focuses on the dissertation but which may also address broader questions related to the student's area of specialization.

**Note** that clinical students must defend the dissertation **proposal** by September 30<sup>th</sup> of the year in which they plan to *apply* for internship, and school students must defend the dissertation **proposal** by February 1<sup>st</sup> of the year in which they will *leave* for internship. This means that all signed paperwork for the successfully defended proposal must be turned in by these dates.

Dissertation credit hours (PSYC 9000) must be taken for a minimum of 3 hours and can be taken for a maximum of 9 credit hours. Students must have accumulated at least 3 credit hours of dissertation by or during the semester they defend their dissertation. Students are strongly urged not to enroll for PSYC 9000 until they are within a year of defending their dissertations. A student who fails to defend the dissertation during the semester in which he or she first enrolls in PSYC 9000 must continue to enroll for at least 1 credit hour each fall or spring semester thereafter until the dissertation is defended. You do not need to enroll in summer unless you defend in the summer. You can count only 9 hours toward your degree.

## **Preparation of the Proposal**

Proposals for the thesis, specialty review and defense, Specialty Exam/MAP, and dissertation are prepared by the student with assistance from the committee chairperson. The proposal must be submitted in final written form to each member of the full committee at least two weeks prior to the meeting at which the proposal is to be defended. At the same time, a notice announcing the proposal defense meeting is publicly posted on the graduate bulletin board on the second floor of the psychology building.

The proposal will include a detailed and specific account of the research or scholarly project to be conducted by the student. Note that thesis and dissertation projects must also be approved by the university's IRB (see "Role of Institutional Review Board," at beginning of the section on Program Milestones). The university is now requiring that proof of IRB approval be attached to the thesis/dissertation proposal form that is submitted to the Graduate School.

The proposal for the Specialty Exam will include reading lists developed in coordination with each committee member, and a plan for which faculty members will cover major vs. minor parts of the exam. Members who cover major parts of the exam provide 2 hours worth of questions, and members who cover minor parts of the exam provide 1 hour worth of questions. The proposal for the MAP includes a detailed outline of the review and/or theoretical analysis to be conducted, an argument indicating why this topic is of importance in contemporary psychology, and an initial reference list.

## **Defense of the Proposal**

The student will defend the thesis, MAP, or dissertation proposal to the committee at a formal meeting open to all interested persons. The committee can vote to do one of the following:

- (a) accept the proposal, or
- (b) accept the proposal contingent upon minor modifications stipulated by the committee and without holding another committee meeting (although committee members should examine a copy of the modified document), or
- (c) require extensive revisions in the proposal and schedule another meeting of the committee at which the revised proposal will be defended, or
- (d) reject the proposal and require the student to prepare a new proposal.

In the last case, the student may choose a new chairperson, committee, and topic. For proposal meetings, all decisions of the committee must be unanimous for the proposal to be considered "accepted." After all modifications have been completed and the proposal accepted, the committee members and the department chair sign appropriate department and Graduate School forms.

## **Defense of the Report**

The final report for the thesis, MAP, or dissertation is defended at a formal committee meeting open to all interested persons. This meeting is announced publicly (i.e., a notice is put on the department bulletin board) at least two weeks in advance of the meeting date at which time copies of the final report are distributed to each of the members. Following the defense of the

report the committee may vote to do one of the following: (a) accept the report without modification, (b) accept the report contingent upon minor revisions stipulated by the committee without holding another committee meeting even though committee members must examine a copy of the modified document, or (c) reject the report until specified major revisions are made and another formal committee meeting is held for reexamination of the same study.

For final defense meetings, decisions of the committee are made by a majority of committee members (and therefore do not have to be unanimous). When the report is accepted, the committee members and the department chair sign Form G and the appropriate Graduate School form(s).

### **Internships**

Clinical and school graduate students who intend on applying for internship should enroll in Psyc 8707, Professional Issues, the year before internship application. The purpose of the course is to prepare late-doctoral students in clinical and school psychology for internship and future careers. Topics covered include developing a professional vita, articulating a theoretical orientation and professional identity, obtaining an internship, career options, effective supervision, professional consultation, licensure and private practice issues. The course may be repeated for a maximum of 4 credit hours.

Clinical Internship: A full-time one-year internship in an agency approved by the director of Clinical training is required. This internship must be accredited by the APA Committee on Accreditation or approved by APPIC. Permission from the Clinical Faculty must be secured before making application for internship. To be approved, the Clinical Faculty must judge the student to be academically and clinically ready for the internship. In addition, the student must have successfully defended the Qualifying Exam (Specialty or MAP) by July 31<sup>st</sup> and the Dissertation proposal by September 30<sup>th</sup> of the year in which internship application is made.

The student should enroll in Psyc 8999, Predoctoral Internship, to be classified as full time. When the internship is complete, internship faculty notify the clinical program whether the student has successfully completed the program.

School Internship: Students in the PhD program are expected to seek internships approved by the American Psychological Association (APA) and/or that correspond to the guidelines of the NASP and the licensing authority of the state in which they intend to practice. The process of site selection is highly structured for doctoral internships and follows national guidelines. A doctoral student may not finalize an internship agreement unless a dissertation proposal has been successfully defended by February 1st of the year in which the internship begins. The recommendation of the School Psychology Program Director is required.

Ed.S. Internship meets the guidelines of the Tennessee State Department of Education (TSDE) and the National Association of School Psychologists (NASP). These internships are not nationally regulated, but are established through an agreement among the student, the program,

and a local school district. The Program Director keeps a list of recent sites. The Memphis City Schools serves as a site for most students and has served in a cooperative arrangement with our program for 35 years. It is a highly comprehensive and culturally diverse setting. The student must consult with the director in making a site selection and must have completed all pre-internship requirements (see program policy).

## **Graduation**

If you are an MSGP student, you will need to deal with graduation procedures once (when you finish your program). If you are a doctoral or an Ed.S student, you may need to deal with it twice (once when you finish your masters degree, and once when you finish your doctorate or Ed.S.). You should have a checklist of which requirements you need to meet to earn your degree. The graduate catalog that was in force the year of your admission is the catalog that lists the requirements that apply to you.

The intent to graduate, master's/doctoral degree candidacy, and cap and gown order forms should be turned into the Graduate School according to the schedule indicated on the website (see below).

The student should also turn in the defended and corrected thesis/dissertation copy to Graduate School for review according to the timeline listed on the website. The final thesis/dissertation copies should be turned in to the Graduate School for binding by the date assigned at the website listed below. Be sure to check the site for information regarding the layout of your thesis/dissertation pages that will be handed in to the Graduate School.

When it is time to get your degree you must turn in the appropriate paperwork to the Graduate School. Failure to turn in the appropriate forms and material to the Graduate School will result in the delay of graduation.

For university graduation requirements, please see the Graduate Catalog at:  
<http://academics.memphis.edu/gradcatalog0305/catadm3.html>

For Graduation Information and Forms, please see:  
<http://academics.memphis.edu/gradschool/graduation.html>

For formatting and binding guidelines for theses and dissertations, please refer to the Graduate School website, <http://academics.memphis.edu/gradschool/tdinfo.html>.

**Important note:** You must be enrolled in at least one credit hour of thesis (PSYC 7996) or dissertation, (PSYC 9000) in order for the defense meeting, binding, and graduation to occur.

IT IS THE **STUDENT'S RESPONSIBILITY** TO SUBMIT GRADUATION MATERIALS TO THE GRADUATE SCHOOL BY THE GRADUATE SCHOOL'S DEADLINES!!

## **GRADUATE STUDENT FORMS**

### **General Information About Forms**

All forms are available online at:

<http://www.memphis.edu/psychology/graduate/Forms/index.php>

If you have departmental form(s) with all the required signatures, give them to the Graduate Programs Secretary, located in Room 326, so that she can issue a permit (if needed) and place the form(s) in your file.

If you need a signature from the Interim Chair (Dr. Zachry), leave the form in the appropriate tray on the filing cabinets across from Laura Simpson's desk in the main office. If you need signature from the Graduate Coordinator (Dr. Cohen), leave the form in his box located in the mail/copy room. Once signed, the form will be given to the Graduate Programs Secretary.

Graduate School forms have to go to the College of Arts and Sciences Director of Graduate Studies, Linda Bennett, located in Scates Hall, for signature. The paperwork will then be forwarded to the Graduate School for you. (Note it is your responsibility to get the form to Scates Hall, although the Graduate Programs Secretary may be able to help you get your forms delivered.)

### **You want to transfer credit**

Before you do anything, get the department's form – it gives an overview of the whole procedure. Next, you will complete the Graduate School's *Evaluation of Transfer Credit (Master's)* or *Evaluation of Transfer Credit (Doctoral)* form. If you already have a Master's degree, you complete the Doctoral form. If you have done coursework elsewhere but don't have a Master's degree, you complete the Master's form. These are returned directly to the Graduate School.

Finally, you will complete the department's *Request for Exemption from Program Requirements*, if you want to use any of your transfer credits as a substitute for a program requirement. This form and the supporting documents are submitted to the department.

### **You want to change your major professor**

Assuming you've talked this over with all the right people (program director, old advisor, and new advisor), you would then use *Form I* to make the change official. This is submitted to the department.

### **You want to replace a committee member**

For the rare occasion of replacing a committee member you should complete and return *Form E* to the Department. If you are conducting your theses or dissertation an additional form must be completed. The *Thesis/Dissertation Committee Appointment Form* must also be completed and returned to the Graduate School.

### **You want course credit for a Special Problems or Research Practicum contract**

Ask the faculty member who will be overseeing your work to complete description part of *Form B* if you want course credit for Special Problems (7615/8615) or Research Practicum (7601/8601 – 7609/8609). The blank space is provided for a brief description of what work will be done and the specific name of the project. (The number of hours should be about 3 hours of work for every hour of course credit). After this form is approved by the Graduate Coordinator and Chair, the form is given to the Graduate Programs Secretary to issue a permit allowing you to register for the course via the Tigerweb system.

### **You are conducting a thesis (Doctoral or MSGP students)**

#### Formation of Committee

When you have selected your committee members, complete and return *Form E* to the Department. The Graduate School's *Thesis/Dissertation Committee Appointment Form* must also be completed and returned to the Graduate School.

#### Proposal Approval

When you have successfully defended your proposal, *Form F* must be completed and returned to the Department. Your committee should check "tentative approval" if they still need to see changes before they can give final approval. They can check "final approval" when the project is officially approved. The Graduate School's *Thesis or Dissertation Proposal Defense Form* must be completed and returned to the Graduate School. Your IRB approval form (if applicable) should be attached to the *Thesis or Dissertation Proposal Defense Form*.

#### Final Defense

When you have successfully defended your final project, *Form G* must be completed and returned to the Department. Also, the Graduate School's *Thesis/Dissertation Defense Results* form and the *Comprehensive Examination Results Form* must be completed and returned to the Graduate School.

### **You are writing a Major Area Paper (Doctoral Students Only)**

#### Formation of Committee

When you have selected your committee members, complete and return *Form E* to the Department.

### Proposal Approval

When you have successfully defended your proposal, *Form F* must be completed and returned to the Department. Your committee should check "tentative approval" if they still need to see changes before they can give final approval. They can check "final approval" when the project is officially approved.

### Final Defense

When you have successfully defended your final project, *Form G* must be completed and returned to the Department. The Graduate School's *Comprehensive Examination Results Form* must be completed and returned to the Graduate School.

## **You are taking a Specialty Exam (Doctoral Students Only)**

### Formation of Committee

When you have selected your committee members, complete and return *Form E* to the Department.

### Proposal Approval

When you have successfully defended your proposal, *Form F* must be completed and returned to the Department. Your committee should check "tentative approval" if they still need to see changes before they can give final approval. They can check "final approval" when the project is officially approved.

### Completion of Specialty Exam

When you have successfully defended your exam, *Form G* must be completed and returned to the Department. The Graduate School's *Comprehensive Examination Results Form* must also be completed and returned to the Graduate School.

## **You're conducting the MSGP Specialty Review and Defense (MSGP Students Only)**

### Formation of Committee

When you have selected your committee members, complete and return *Form E* to the Department.

### Proposal Approval

When your committee has approved your plan for the MSGP Specialty Review and Defense, *Form F* must be completed and returned to the Department. Your committee should check "tentative approval" if they still need to see changes before they can give final approval. They can check "final approval" when the project is officially approved. (This is a technicality that is important for some milestones, but is typically not of concern for the MSGP Specialty Review and Defense.)



### Completion of MSGP Specialty Review and Defense

When you have successfully defended your review, *Form G* must be completed and returned to the Department. The Graduate School's *Comprehensive Examination Results Form* must also be completed and returned to the Graduate School.

### **You are working on the MA oral exam or the Ed.S. Praxis exam**

At the end of your program, you will take these exit exams, which may include both an oral and written component. The Graduate School's *Comprehensive Examination Results Form* must be completed and returned to the Graduate School. A copy of this form should also be given to the Graduate Programs Secretary to be placed in your file.

### **You are conducting a dissertation**

#### Formation of Committee

When you have selected your committee members, complete and return *Form E* to the Department. The Graduate School's *Thesis/Dissertation Committee Appointment Form* must also be completed and returned to the Graduate School.

#### Proposal Approval

When you have successfully defended your proposal, *Form F* must be completed and returned to the Department. Your committee should check "tentative approval" if they still need to see changes before they can give final approval. They can check "final approval" when the project is officially approved. The form must be completed and returned to the Graduate School. Your IRB approval form (if applicable) should be attached to the Graduate School's *Thesis or Dissertation Proposal Defense Form*.

#### Final Defense

When you have successfully defended your final project, *Form G* must be completed and returned to the Department. The Graduate School's *Thesis/Dissertation Defense Results* form and the *Comprehensive Examination Results Form* must be completed and returned to the Graduate School.

### **You are ready to get a degree (either a masters degree or a doctorate)**

The only forms you will need are Graduate School forms. Check <http://www.enrollment.memphis.edu/registrar/calendars/filing.htm> for deadline information.

The *Intent to Graduate Card* must be completed and submitted online. The *Master's Degree Candidacy Form* (if you are getting a masters degree) or the *Doctoral Degree Candidacy Form* (if you are getting a doctoral degree) must be submitted to the Graduate School.

\*\*\*All Department forms can found on the department website at <http://www.memphis.edu/psychology/graduate/Forms/index.php>, as well as the link to the Graduate School's required forms.\*\*\*

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PSYCHOLOGY SECTION OF  
THE GRADUATE CATALOG 2008-2009

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*Note: This version of the graduate catalog includes some wording that is in the process of being approved by the Graduate School for Fall 2008. The official wording can be found at the Graduate School's website, <http://academics.memphis.edu/gradcatalog0506/index.html>*

**I. The Department of Psychology** offers PhD programs in Clinical Psychology, Experimental Psychology, and School Psychology, an MA (terminal, non-thesis) program in School Psychology, and an MS (either thesis or non-thesis) program in General Psychology. Students admitted to one of the PhD programs complete the requirements for the MS in General Psychology (with thesis) as part of their PhD requirements. An EdS degree with a major in Education and a concentration in School Psychology is also available (offered collaboratively with the College of Education). In addition, the MS in General Psychology program may be entered as a terminal program.

Admission to each graduate program in Psychology is handled separately. Each has its own admission criteria, and application must be made for a particular program before an applicant is considered for that program. Any person admitted to one of these programs who desires to transfer to another program within the department must make formal application to that program and will be evaluated competitively against the same criteria and on the same time schedule as all other applicants for that program.

The departmental objective is to educate both experimentally sophisticated professional psychologists and professionally appreciative research psychologists. The department professes a strong research emphasis, with a very diverse array of theoretical models and frames of reference. Awarding a degree does not merely attest to the accumulation of the specified number of hours in the classroom but also to the acquisition of sophisticated professional and research skills. The faculty has the responsibility to both the public and the profession of psychology to award a degree only when the student has achieved a satisfactory level of professional and research competencies as judged by the graduate faculty of the department. Further, students must exhibit high integrity and moral character consistent with the standards of ethical principles set forth by the American Psychological Association.

For all of the following graduate programs, admission is not automatic by meeting minimal departmental admission requirements. Students are selected from a pool of qualified applicants to each program. Each year the number of students admitted to a program depends on availability of financial aid and adequate faculty supervision. Once admitted, students in these programs can obtain further details by reading the department's *Graduate Programs Handbook*.

## **II. MS/PhD Degree Program**

There are three broad programs within the MS/PhD degree program: Clinical Psychology (APA approved), School Psychology, and Experimental Psychology. In addition to these doctoral programs, faculty and students participate in six research areas: Behavioral Medicine; Behavioral Neuroscience; Child and Family Studies; Cognitive Psychology; Industrial-Organizational Psychology; and Psychopathology and Psychotherapy. Students interested in other areas should contact the department for further information.

In these programs the MS is preparatory to continuation in the program. In order to be advanced to doctoral study, a student must have satisfactorily completed all requirements for the MS (including a thesis that is empirical and psychological) at The University of Memphis, or have completed an equivalent degree from another institution. Students possessing a master's degree without a thesis will be required to complete a thesis before being advanced to doctoral study.

Program objectives are: (1) understanding of theoretical principles and practices of psychology; (2) development of expertise in experimental design, data analysis, and oral and written presentation of research results; and (3) competitive for professional positions in psychology.

#### *A. Program Admission and Prerequisites*

Applicants to the MS/PhD degree program are evaluated once each year only, for admission in the Fall semester; applicants for Spring admission are not considered. All application information must have been received by January 15 for a candidate to be considered for admission. The following are required:

1. Completed Department application form and University application form.
2. A grade point average of at least 2.75/4.0 in all undergraduate course work. Applicants with undergraduate records at this minimum level are not ordinarily admitted. An official transcript of all undergraduate and graduate coursework must be sent.
3. A minimum of 18 semester hours in undergraduate psychology courses, including courses in Quantitative Methods (Psychological Statistics), and Experimental Design. Students lacking some or all of these prerequisite courses, but presenting an exceptional undergraduate record, may nevertheless be granted graduate admission. However, students may be asked to remove such deficiencies before or during their first academic year.
4. GRE scores (Verbal, Quantitative, Written Analytic) are taken into account in the admissions process.
5. Letters of recommendation from at least three persons familiar with the applicant's academic background and aptitude for graduate work in psychology, specifying in detail the applicant's capabilities for graduate study and for future performance as a psychologist.
6. A personal statement of 500-1000 words indicating the specific graduate program area being applied for, the applicant's present interests and career goals, research and applied interests, and prior research and applied experience. Prior undergraduate research interests and research involvement are weighted heavily.
7. A willingness to be interviewed in person or by phone by members of the department faculty, should that be requested.

#### *B. Program Requirements*

1. Credit Hours: A minimum of 33 semester hours of graduate credit beyond the bachelor's degree is required for the MS degree in Psychology, and a minimum of 80 semester hours of graduate credit beyond the bachelor's degree is required for the PhD degree in Psychology. All work for graduate credit must be approved by, and must be completed at a level of performance satisfactory to, the graduate faculty of the department. Students also may take coursework for degree credit outside the department with department approval.
2. Transfer Credit: Students with graduate credits earned at another institution, upon matriculation at The University of Memphis, may petition to have these credits applied toward the total number of hours required to earn their degree at The University of Memphis. The student can then apply to the department to use transfer credits as substitutes for specific courses required for the degree; decisions about such substitutions are made by the department graduate coordinator. The number of transfer credits accepted as substitutions for specific courses varies by degree program; no more than 12 hours of

course credit may be transferred toward a master's or EdS degree. Substitutions are not granted for any of the clinical program's core curriculum, listed below under II.B.9.a.

3. Enrollment: MS/PhD degree candidates are expected to carry a minimum of 12 credits per semester, and to devote full time during their enrollment to pursuit of degree-related activities.
4. Research: All MS/PhD degree students are expected to be active in research collaboratively with members of the department faculty each semester they are enrolled.
5. Master's Thesis and Comprehensive Examination: Each doctoral student is expected to complete an independent research project, culminating in a master's thesis. The thesis is intended to be a demonstration of the student's ability to plan, organize, conduct, and report a research/scholarly project. Students should familiarize themselves with the [Thesis/Dissertation Preparation Guide](#) before beginning to write. Only 3 hours of thesis credit (PSYC7996) can count toward the degree. Upon completion of the thesis, the student takes an oral examination that assesses not only mastery of the thesis topic but also broader awareness of the theoretical and empirical issues in contemporary psychology. This oral examination serves as the MS comprehensive examination.
6. Specialty Examination or Major Area Paper (MAP): After completing the requirements of the master's thesis, all PhD students will write and defend a specialty exam or write and defend a major area paper (PSYC 8620). Both tasks require a comprehensive written and oral exam in the student's major area of specialization as a demonstration of the student's ability to plan, organize, conduct, and report a research/scholarly project.
7. Comprehensive Educational Requirements: In order that all MS/PhD candidates obtain comprehensive training in the diverse areas of psychology:
  - a. All students are required to complete PSYC 7000, 7301, 7302, 7303 during the first two years.
  - b. All MS/PhD candidates must complete at least one course in each of the following four areas (or a substituted course approved by the student's major professor and the director of graduate studies):
    1. Biological Bases of Behavior: PSYC 7441/8441, 7701/8701, 7705/8705 or, for School Psychology students, AUSP 7010/8010.
    2. Cognitive-Affective Bases of Behavior: PSYC 7208/8208, 7211/8211, 7222/8222, or 7207/8207 for School Psychology students.
    3. Social Bases of Behavior: 7206/8206, 7215/8215, 7217/8217, 7219/8219, 7220/8220, or COUN 7531 for School Psychology students.
    4. Individual Behavior: PSYC 7207/8207, 7219/8219, 7412/8412, 7416/8416, 7420/8420, 7516/8516, or 7802-8802 for School Psychology students.
  - c. All MS/PhD candidates must complete a third statistics/quantitative/methodology course from the following list (or a substitute course approved by the student's major professor and the director of graduate studies): PSYC 7304/8304, 7305/8305, 7306/8306, 7307/8307, 7308/8308, 7310/8310, 7311/8311, 7312/8312.
8. Dissertation and Final Examination (PSYC 9000): The dissertation is viewed as the capstone of the student's academic training, reflecting the student's capacity for independent research. Dissertation credit hours (PSYC 9000) must be taken for a minimum of 3 hours and can be taken for a maximum of 9 credit hours. Students should familiarize themselves with the [Thesis/Dissertation Preparation Guide](#) before beginning to write. Upon completion of an independent dissertation research project acceptable to the faculty, each student will take a final oral examination oriented toward, but not exclusively on, the student's dissertation research and major area of specialization.
9. Clinical Psychology: Students in the clinical psychology program meet these additional requirements:
  - a. Required Courses and Activities for Clinical Students—PSYC 7000/8000, 7412/8412, 7428/8428, 7430/8430, 7432/8432, 7435/8435, 7705/8705, and 6 credit hours of PSYC 7434/8434 (two courses of 3 hours credit each under two different clinical faculty members). As part of their clinical training, students must also participate in the activities

of the Psychological Services Center. To fulfill this requirement, students enroll in 7438/8438 for a minimum of 6 semesters.

- b. During their time in the graduate program, clinical students receiving department funding may be placed on a department assistantship, grant-funded assistantship, or clinical agency placement. The student is required to complete a minimum of 12 months of 20-hour-per-week clinical agency placement in a service delivery setting before graduation.
  - c. Research Area Course Requirements for Clinical Students: Clinical students traditionally function within the Research Area held by their major professor. If they wish to have a research specialty that is not represented in the areas below, a plan for this research specialty, including coursework requirements, needs to be approved by the students' committee and the students' major professor at the time of their MAP proposal or Specialty Exam proposal defense. In addition to the general clinical requirements, clinical program students in the following Research Areas must complete the courses listed below.
    1. Clinical students in the Behavioral Medicine Research area must complete 7440/8440, 7441/8441, 9 credits of 7622/8622, and attend the Behavioral Medicine research colloquium. In addition students are required to take a course in behavior therapy/behavioral medicine as one of the two required sections of PSYC 7434/8434. Further, a major portion of clinical practica, the master's thesis, the doctoral dissertation, and the internship must pertain to behavioral medicine.
    2. Clinical students in the Child and Family Studies Research area must meet their breadth requirements by completing PSYC 7207/8207, 7219/8219, 7416/8416, and either 7701/8701 or 7705/8705. In addition students must take 7416/8416 and one of the following: 7021/8021, 7441/8441, 7703/8703, 7804/8804, 7805/8805, 7808/8808. They must also attend the Child and Family Colloquium. Further, the requirement of two psychotherapy courses applicable to all clinical students must consist of family therapy (which may be satisfied by 7417/8417) and child behavior therapy (which may be satisfied by 7418/8418). A major portion of practicum work must involve children, and the master's thesis and doctoral dissertation must pertain to children or families.
    3. Clinical students in the Psychopathology and Psychotherapy Research area must also complete PSYC 7516/8516 and 7027/8027. In addition, students must complete a third section of PSYC 7438/8438 and the student's specialty exam and dissertation must relate to psychotherapy and/or psychopathology, as approved by the student's major professor.
  - d. Clinical Internship: For students in clinical psychology, a full-time one-year internship, in an agency approved by the director of training in clinical psychology, is required. Permission from the clinical faculty must be secured before making application for internship. To be approved, the clinical faculty must judge the student to be academically and clinically ready for the internship. In addition, the student must have successfully defended the specialty exam or MAP by July 31 and the dissertation proposal by September 30 of the year in which they are applying for internship.
2. School Psychology: In addition to the basic requirements of the PhD, students in the School Psychology doctoral program must complete a total of 102-109 graduate hours including:
    - a. PSYC 7800/8800, 7802/8802, 7803/8803, 7804/8804, 7805/8805, 7806/8806, 7807/8807, 7808/8808 and RDNG 7541/8541 or 7542/8542, COUN 7542/8542, Educational Foundations elective EDPR 7112/8112, and SPED 7000/8000.

- b. Electives (18 hours); students may choose to take all electives in a subspecialty area to be determined with the major professor.
  - c. Practicum 7614/8614 (9-12 hours) and Internship 7812/8812 (12 hours).
  - d. School psychology students must successfully defend the dissertation proposal by March 1 of the year in which they intend to go on internship.
2. Experimental Psychology: In addition to the basic requirements of the PhD, students in the Industrial, Organizational, and Applied Psychology research area must take PSYC 7212/8212, 7213/8213, 7214/8214, 7215/8215, and 7218/8218. At some point during their training they must also complete a 20-hour placement in a field setting approved by the research area faculty.

### **III. MA and EdS Degree Program in School Psychology**

This program is offered collaboratively with the College of Education, and coursework from both areas is required. Students entering the program must complete both the MA and the EdS degrees, including an internship of one school year, in order to obtain an endorsement for licensure. The EdS degree is an advanced sequence in the specialty and is to be pursued only by persons who have completed the MA degree or comparable degree with a concentration in school psychology, or who already hold school psychology credentials. The program is part of the College of Education, is accredited by the National Council for Accreditation of Teacher Education (NCATE), and has met the program approval requirements of the National Association of School Psychologists (NASP)/NCATE Guidelines; it is also formally approved by the Tennessee State Department of Education and leads to that agency's license in school psychology.

Program objectives are: (1) understanding of the nature of educational settings and ability to work cooperatively and effectively with parents, school personnel, and other professionals; (2) broad expertise in assessment and intervention at the individual, group, and system level; and (3) development of independent research skills, including data analysis and oral and written communication of research.

#### *A. Program Admission and Prerequisites*

1. An undergraduate overall grade point average of 3.00/4.00. Applicants with an undergraduate GPA below this minimal level are admitted only if other supporting data are exceptional.
2. GRE scores (Verbal, Quantitative, Written Analytic) are taken into account in the admissions process.
3. Letters of recommendation from at least three persons (professional educators, psychologists, and/or employers) familiar with the applicant's academic background, aptitude for graduate work in school psychology, and interest in working with school-age children in school settings.
4. Undergraduate preparation in Psychology and/or Education. It is strongly recommended that applicants have at least 18 undergraduate hours in Psychology and/or Education, with preparation in the psychology of learning, psychological appraisal/measurement, human growth and development, and foundations of education.
5. Those admitted must take a minimum of 9 hours each semester, unless permitted by the program director to take fewer hours.

#### *B. Program Requirements—MA Degree (37 credits)*

6. Psychology courses (22 hours): PSYC 7800, 7207, 7802, 7803, 7804, 7805, 7806.
7. Education courses (15 hours): EDPR 7121, EDPR 7511 and 7541, an Educational Foundations elective, SPED 7000 (or SPED elective if characteristics of exceptional children course was taken at the undergraduate level).

8. Oral examination.
9. Participation in service experiences in the Psychological Services Center, area school districts, or other agency placements for training purposes.

#### *C. Program Requirements—EdS Degree (30 credits)*

10. Psychology courses (9 hours): PSYC 7614 (6 hours), 7301 or research elective.
11. Education courses (9 hours): EDPR 7112, RDNG 7541 or 7542, COUN 7542.
12. School Psychology Internship (PSYC 7812, 12 hours) is taken at or near the completion of other work.
13. Written examination (ETS Praxis Exam in School Psychology).

### **IV. MS Degree Program in General Psychology**

#### *A. Program Admission and Prerequisites*

14. An undergraduate grade point average of 2.5/4.0 is required for admission without special permission.
15. GRE scores (Verbal, Quantitative, Written Analytic) are taken into account in the admissions process.
16. Letters of recommendation from at least three persons familiar with the applicant's academic background and aptitude for graduate work in Psychology.
17. It is strongly recommended that applicants have 12 undergraduate hours in psychology, including a course in statistics.
18. Applications to the MS in General Psychology program are considered once a year, to make decisions about enrollment for the following fall semester.

#### *B. Program Requirements*

Admission to the MS in General Psychology program does not require a student to take any minimum number of credits per semester. The only constraint upon the pace at which the student pursues the degree is that credits more than six years old may not be counted toward the degree.

19. All students in the MS in General Psychology program must be in good academic standing at the end of 15 credit hours of graduate work in order to continue in the program.
  - a. PSYC 7301 or equivalent
  - b. PSYC 7302 or equivalent
  - c. At least two of the following: PSYC 7000, 7207, 7211, 7212, 7217, 7219, 7412, 7435, 7701, 7800
  - d. Six additional credit hours of graduate work in Psychology exclusive of field practica, research practica, clinical practica, seminars, and special topics courses (unless specifically designated otherwise) and core clinical courses (7431, 7432, 7433, 7434).
20. On completion of the first 15 hours, it is expected that the student will, in consultation with the coordinator or major professor, have decided on goals and objectives for the remainder of the course of study. Courses that fit these goals and objectives may be in Psychology or other departments in the university. Students who are not in good academic standing at this time must institute an appeal with supporting letters to the Coordinator and MS in General Psychology Committee for consideration of continuance in the program. Such cases will be considered on an individual basis.



21. A total approved program of 33 credit hours if the student elects to do a thesis, or 36 credit hours without a thesis. Students electing to write a thesis should familiarize themselves with the [Thesis/Dissertation Preparation Guide](#) before beginning to write.
22. For students not conducting a thesis, a specialty review and defense covering the student's area(s) of focus will be completed during the last semester in the program.

## ACADEMIC SCHOOL YEAR CALENDAR, 2009-2010

### Fall 2009

First Day of Classes	Sat / Aug 29, 2009
Labor Day	Mon / Sep 7, 2009
Fall Break	Sat-Tue / Oct 17-20, 2009
Thanksgiving Holidays	Thu-Sun / Nov 26-29, 2009
Last Day of Classes	Wed / Dec 9, 2009
Study Day	Thu / Dec 10, 2009
Exams	Fri-Thu / Dec 11-17, 2009
Commencement	Sat December 19, 2009

### Spring 2010

First Day of Classes	Thu / Jan 14, 2010
M. L. King, Jr. Holiday	Mon / Jan 18, 2010
Spring Break	Mon-Sun / Mar 8-14, 2010
Last Day of Classes	Wed / Apr 28, 2010
Study Day	Thu / Apr 29, 2010
Exams	Fri-Thu / April 30-May 6, 2010
Commencement	Sat May 8, 2010

### Summer 2010

Pre-Session	
First Day of Classes	Mon / May 17, 2010
Memorial Day Holiday	Mon / May 31, 2010
Last Day of Classes	Thu / Jun 3, 2010
Exams	Fri / Jun 4, 2010

#### 1<sup>st</sup> Session

First Day of Classes	Mon / June 7, 2010
Independence Day Holidays	Sun-Mon / July 4-5, 2010
Last Day of Classes	Thu / July 8, 2010
Exams	Fri / July 9, 2010

#### 2<sup>nd</sup> Session

First Day of Classes	Tue / July 12, 2010
Last Day of Classes	Thu / Aug 12, 2010
Exams	Fri / Aug 13, 2010

#### Full Session

First Day of Classes	Mon / June 7, 2010
Break for Full Term	Fri-Mon / July 2-5, 2010
Last Day of Classes	Thu / Aug 12, 2010
Exams	Fri / Aug 13, 2010
Commencement	TBA