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NAVIGATING THROUGH TCU's Ph.D. PROGRAM IN PSYCHOLOGY

1st Year, TCU’s Ph.D. Program in Psychology

Core Courses

Begin Research Apprenticeship

Begin Teaching Apprenticeship

Professionalism, Ethics, Cooperation

Area Courses

L

Begin Thesis

Serve as Level I TA

Complete Core Courses

Continue Research Apprenticeship

Continue Teaching Apprenticeship

Professionalism, Ethics, Cooperation

Area Courses

L

Publication and Presentations

Serve as Level 2 TA

Complete Thesis

Typically most productive year

2nd Year

3rd Year

Special Courses & Ph.D. Qualifying Exams

Continue Research Apprenticeship

Continue Teaching Apprenticeship

Professionalism, Ethics, Cooperation

L

Publication & Presentations

Serve as TA; possible course responsibility

Evaluate the role teaching will play in your career

3rd Year

Establish Research Independence

Propose and complete dissertation

FAME, FORTUNE, AND BLISS

Further Establish Teaching Credentials

Propose and complete dissertation

Possible course responsibility

4th Year

Job/Post Doc Search

Publication and Presentations

LEGEND
L = leads to
N = next
P = part
C = characteristic
I. General Admission Requirements

Admission to the Graduate Program
The Department of Psychology at Texas Christian University offers study at the graduate level leading to the Doctor of Philosophy degree. To be eligible for admission to the program an applicant must possess a bachelor's degree from a recognized college or university (i.e., an institution regarded as standard by TCU and by a regional or general accrediting agency). Applicants must present an academic transcript reflecting undergraduate and/or graduate preparation appropriate for the degree being sought. The transcript will be evaluated by both the admissions committee of the major department and the associate dean for graduate studies in the College of Science and Engineering. Scores on the Graduate Record Examination are an additional requirement (see TCU’s graduate studies bulletin).

Evaluation of Applicants by the Department of Psychology
The Department of Psychology recommends that applicants possess a liberal arts major with a background in the physical or biological sciences, mathematics, and social sciences, as well as psychology. The applicant should have adequate preparation in psychology including at least three semester hours of statistics and six semester hours of experimental psychology.

Individual qualifications for admission to graduate study are evaluated on the basis of the following:

1. Undergraduate transcript
2. Completed applications to the College of Science and Engineering graduate program and the Department of Psychology.
3. Graduate Record Examination scores
4. Letters of recommendation (three or more, preferably from persons acquainted with the applicant's academic abilities)
5. A personal interview, when possible
6. Research interests that match those of the Psychology Department faculty

The Department of Psychology Graduate Admissions Committee places highest weight on previous research experience, next highest on letters of recommendation, then match between the applicant’s research interests and those of specific faculty members, then grades in graduate and undergraduate courses, and least weight on GRE scores.
Graduate Faculty Members

**Timothy M. Barth** – Ph.D., University of Texas at Austin, 1986. Ethical decision making.


**Brenton G. Cooper** – Ph.D., University of Utah, 2003. Neural and behavioral mechanisms underlying animal learning and memory.

**Cathy R. Cox** – Ph.D., University of Missouri, 2009. Parental and interpersonal attachment, attitudes toward the body, the evaluation of women, and health intentions and behavior.

**David R. Cross** – Ph.D., University of Michigan, 1985. Quantitative methods, models of behavior, creativity, parenting.


**Patrick M. Flynn** – Ph.D., University of Miami, 1982. Director Institute of Behavioral Research. Substance abuse, co-occurring mental and substance use disorders, treatment costs, benefits, outcomes, organizational functioning, and implementation science.

**Sarah E. Hill** – Ph.D., University of Texas at Austin, 2006. Evolutionary social psychology.

**Kenneth J. Leising** – Ph.D., University of California, Los Angeles, 2008. Comparative analysis of the neural and behavioral mechanisms underlying associative learning and memory.

**Charles G. Lord** – Ph.D., Stanford University, 1980. Attitudes, stereotyping, and prejudice.


**Uma Tauber** – Ph.D., Colorado State University, 2010. Metacognition, memory and aging.
II. The Degree Programs

Master of Science
The Master of Science degree is a part of the Ph.D. program. We do not accept applicants for only a M.S. in Experimental Psychology. Thirty semester hours of credit are required as a minimum, including six semester hours of thesis credit. The student may earn all the credits in Psychology, or with the approval of the Psychology faculty, may earn up to nine semester hours in one or more related fields. A student lacking certain prerequisites for graduate work must enroll for these during the first semester they are offered. Completion of the required semester hours with a grade of "B-" or better, an acceptable thesis, and successful completion of an oral examination by a committee of the faculty will ordinarily fulfill the minimum requirements for the degree, Master of Arts or Master of Science.

Six thesis hours are to be earned in two semesters, 3 hours each - PSYC 70980 and PSYC 70990. After the six hours are earned, a student will register for at least one hour during any fall or spring semester in which they are working with committee members or using University facilities. In addition students must register for at least one hour of thesis the semester they plan to graduate.

Doctor of Philosophy
The degree of Doctor of Philosophy is not conferred merely for the completion of a fixed term of residence and a stipulated number of courses. The standard for the doctoral degree rests ultimately upon high scholarly attainments and skills of independent research and independent thought as evidenced by the dissertation, the preliminary evaluation, the qualifying examination, and the final oral examination, as well as the quality of classroom and laboratory work. It is to be understood, therefore, that the requirements listed below are necessary but not sufficient for the completion of the degree.

Although students typically complete a Master’s degree along the way to a Ph.D., completing the master’s degree does not guarantee being able to continue in the graduate program. Students can be required to leave the program after a Master’s degree if the department research faculty decide they are unlikely to make further progress.

III. Requirements for the Ph.D. Degree

Area Committees
The faculty of the department is divided into area committees (Appendix A) which have the primary supervisory responsibility for the areas of study listed below:
1. Learning
2. Developmental/Cognition
3. Social Psychology
4. Neuroscience

Every student is assigned to one of the area committees upon admission to the graduate program, and to a specific faculty mentor (research adviser) who is a member of that area committee.
Area Committee Functions
Assignment to a particular area committee does not mean that a student's graduate work will be
limited to that area. Every student will be expected to take some work in all areas (see Appendix
A). Also, in preparing for the Ph.D. degree the student will be encouraged to cut across area lines
to obtain the particular pattern of education that is uniquely best for that individual. However, the
student should look to one of the area committees and to a specific faculty mentor for primary
identification of expertise.

A student may change area committees provided the new area committee accepts the transfer of
area of study by signing the Change of Area form in Appendix B.

The specific functions of these committees are:
(a) advising students with respect to choice of courses
(b) evaluating students in terms of performance and progress
   The student’s mentor and area committee continuously evaluate the student’s
   progress in four areas: research, teaching, coursework, and department
   citizenship.
(c) determining which students will be accepted into their area and which will continue
    under their supervision, and
(d) recommending to the graduate faculty whether students in their area should be
    encouraged to continue or discontinue their program of graduate study.

NOTE: Each faculty mentor and area committee has the authority to determine which
students they will accept and which students they will allow to continue in their area. If at
any time the student’s faculty mentor and area committee decide that they will not
continue to supervise a student, the full graduate faculty will be informed of that decision.
If no other faculty mentor and/or committee is willing to accept the student, then the
student is immediately dismissed from the program. If another faculty mentor and/or area
committee is willing to consider accepting the student, then the full graduate faculty will
set a reasonable deadline for that mentor and/or area committee to make a decision.
Because progress in the Ph.D. program depends most importantly on conducting
research, and because a student is unlikely to be conducting research while “between
areas,” the graduate faculty might decide that the student’s funding should be
discontinued pending a final decision by the area committee that takes the student under
consideration.

The faculty mentor and area committee will be primarily responsible for advising and evaluating
the student until the student is accepted for candidacy for the Ph.D. degree. At that time the
responsibility is transferred to the student's mentor and dissertation committee.
**Program Requirements**

Each psychology graduate student in the Ph.D. program is required to complete all core courses at TCU.

**During the first year, all entering students must take the following core courses:**

- Psychology 60553 Conditioning and Learning (Fall)
- Psychology 50403 Advanced Neuroscience (Spring)

**During the first or second year, each student must take:**

- Psychology 60663 Advanced Social Psychology
- Psychology 50523 Experimental Design
- Psychology 60623 Regression Analysis

**Plus at least one course from:**

- Psychology 50583 Cognition
- Psychology 50563 Developmental Psychology

Although students have two years from entering the program to complete the required courses, they must complete PSYC 60553, PSYC 50403, and at least one course from PSYC 50423 and PSYC 60623 in the first year. Students are to consult with a faculty advisor and their area committees about plans for satisfying these requirements.

**By the end of the first semester of the third year, all five core courses must be completed.**

To continue in the program after the end of the first semester of the third year, every student must pass the Preliminary Evaluation. The Preliminary Evaluation will be based upon completion of the core courses, a master’s thesis, and satisfactory progress in research.
Advanced Studies Courses
Special, individualized courses, such as thesis, dissertation, advanced study, teaching practicum, etc. may be scheduled at the student’s convenience, following consultation with a faculty advisor. Though independent research (under faculty direction) is encouraged and expected throughout one’s graduate training, credit for advanced studies courses (90000 series) is restricted. Each three hours of advanced studies credit must represent a separate research project and these research projects must be different from the student’s thesis or dissertation research. To enroll in the advanced studies courses, students must complete the form and the number identifying the professor found in Appendix B.

Teaching
As part of the Ph.D. program, the department makes available to students the opportunity to teach under faculty supervision. Students who are financially supported on Teaching Assistantships are required to assist faculty members in teaching courses. Duties vary from one course to the next, depending on the educational requirements of that specific course. These duties include sharing in, or in some cases taking exclusive responsibility for, any or all of the usual responsibilities of teaching a course, which can include the following: preparing course materials, becoming thoroughly conversant with course content, attending the class meetings, preparing examinations, conducting examinations, grading examinations, holding office hours to meet with and possibly tutor individual students, giving course lectures, holding review sessions, teaching APA-style writing in Writing Emphasis courses, supervising laboratory sections of courses, and similar components of high level teaching.

The department believes that the best way to learn the skills involved in these teaching responsibilities is to perform them under faculty supervision, with faculty feedback—thus the term Teaching Assistant. Each semester, faculty members evaluate their teaching assistants. Based on each student’s accumulated evaluations across the semesters, it is possible that outstanding Teaching Assistants who have completed all other requirements of the Ph.D. except for the dissertation might be allowed to teach a course as the sole instructor of record, with only minimal faculty supervision. To do so, students must receive prior approval of the faculty adviser and the department chair.

Although only students who are financially supported on a Teaching Assistantship are required to serve as Teaching Assistants in the manner described, the department recognizes that evidence of teaching competence is necessary to compete for academic positions, so graduate students who are not financially supported as Teaching Assistants are encouraged to volunteer as teaching assistants for courses. These volunteers are also evaluated by the faculty member responsible for the course, and are expected to meet the same high level of responsibility, competence, and commitment as students who are financially supported on a Teaching Assistantship.

Independent Research
All graduate students are expected to pursue independent research under the supervision of a faculty member as soon as possible during their stay at TCU, preferably from the very first day of entering the program. One of the goals of graduate training at TCU is to provide students with the skills and abilities necessary to conceptualize, design, implement, and carry out original research. Because professional development requires as much practice in research activities as
possible, it is expected that students will have become heavily involved in and committed to research activities no later than the second semester.

**Because we award degrees in general experimental psychology, all Department of Psychology graduate students are expected to conceive, design, collect data for, analyze, and submit for publication a report of at least one research project.**

**Department Teaching Assistantships**
The department recommends selected students for university financial support on Teaching Assistantships. Students who receive Teaching Assistantships and remain in good standing in the Ph.D. program normally retain their Teaching Assistantships until the end of their fourth year in the program. The department provides additional opportunities for exceptional students to enhance their professional skills and credentials by retaining their Teaching Assistantships through a fifth year in the Ph.D. program. To retain a teaching Assistantship through a fifth year, the student must have **all** of the following:
1. A faculty mentor who agrees to supervise them for a fifth year.
2. Have a Teaching Assistantship or Research Assistantship and be in good standing throughout the fourth year.
3. Have at **minimum** one paper, based on research conducted at TCU, published or in press (final acceptance letter required as proof) by February 15 of their fourth year.
4. Have had their dissertation proposal approved by February 15 of their fourth year.

**Part-Time Employment**
The Ph.D. in general experimental psychology involves a full-time commitment. In general, graduate students on university Teaching Assistantships are **not** permitted outside employment. However, under exceptional circumstances students' professional development may be enhanced by outside work that is related to their career goals. In such cases (generally limited to upper level students), approval by the chairman and Graduate Director must be secured **in advance**. In addition, such students must be in excellent academic standing and limit their employment to 10-15 hours per week, while continuing to spend full time on research and teaching within the department. Tutoring for TCU athletes must also be approved in advance (see form in Appendix B). If it becomes apparent that the employment is in any way detracting from responsibilities and performance within the department, the student will be required to terminate employment.

**STUDENT EVALUATION**
**Evaluation of Students for Years 1-3 of the Doctoral Program**
At the end of the fall semester and the spring semester, each 1st, 2nd, and 3rd year graduate student is evaluated by the department faculty to determine whether the student is making satisfactory progress toward the Ph.D. The evaluation is based on:
1. The student’s research contributions
2. The student’s grades and evaluations in core courses and other psychology courses
3. Teaching Assistantships
4. Department Citizenship (other interactions you have within the department).

**Note:** The evaluation at the end of the 1st semester of the second year in the program is a crucial one, in that the faculty might recommend a student apply to a different Ph.D.
program. Such a decision indicates a “vote of no confidence” that the student will successfully complete the Ph.D. program in our department.

PRELIMINARY EVALUATION
Students who are still in the program at the end of the first semester of the third year will be evaluated in what we call the Preliminary Evaluation. As a result of the Preliminary Evaluation each student will be notified that he or she is either:
(a) continued in the doctoral program in good standing,
(b) having their preliminary evaluation postponed until a later date,
(c) recommended for a terminal Master’s degree, or
(d) dismissed from the program.

Descriptions of the four components of the evaluation procedure appear below. Although all students are not required to serve as teaching assistants, all four components are considered important. It is the combination of your performance in all four components that determines the final decision on the Preliminary Evaluation.

1) Research Contributions
The expectations of research productivity will vary with your area of interest. However, all students are expected to become heavily involved in research during their first year. If you refer to “Publications” in section IV of this Handbook you will understand what is expected with respect to completion of research projects. For the purposes of the Preliminary Evaluation, each student will be expected to have successfully defended a Master’s thesis prior to the end of the first semester of the third year. In some cases, with the approval of the area committee, a student who enters the program with a Master’s degree that included the completion of a Master’s thesis may substitute a TCU research project (based on research conducted by the student at TCU) that has been submitted for publication. The student will be the first author on the research report and a member of the full time psychology graduate faculty must be a co-author. The manuscript must be approved by the student’s area committee. The exact deadline for the research requirement will be determined by the student’s area committee in consultation with the student’s major professor. Failure to complete the Master’s thesis or TCU research project by the specified time will result in either
(1) a postponement of the preliminary evaluation (only with the direct request of your major professor and agreement by a majority of the full-time faculty),
(2) recommendation for a terminal masters, or
(3) dismissal from the program.
(4) Stipends will be withdrawn for any student who does not meet the deadline set by the area committee unless the major professor can make a compelling case for doing otherwise and a majority of the full-time department faculty agrees to an exception.

2) Course Performance
Six core courses as specified in the section entitled Program Requirements are required. You are expected to make A’s or B’s in your core courses. If you make less than a B- in the Neuroscience or Learning area course, you must take that core course the next time it is offered and earn a grade of B- or better. If you make less than a B- in a Quantitative, Social, or
Cognition area core course, you must take the next core course that is offered in that area and earn a grade of B- or better. If you make two grades of less than B- in core courses, either the same or two different courses, you will be recommended for a terminal Master’s degree and any stipend will be withdrawn. The graduate bulletin requires that you not drop below a 3.0 grade point average, thus, a C made in any course must be offset by an A in a course of equal credit. Your grades and evaluations in non-core courses are treated very much like the grades in your core courses. The exception is that you are not required to retake any specific elective course.

3) **Teaching**
Teaching Assistants are evaluated by their faculty supervisors each semester. Students who are receiving financial support on a Teaching Assistantship are required to serve as teaching assistants for whatever courses are designated by the department. Students who are not receiving financial support on a Teaching Assistantship are not required to serve as teaching assistants, but they are strongly encouraged to volunteer. Students should be aware of the fact that, if they do not serve as teaching assistants, it will be difficult to write letters of recommendation that include a discussion of their teaching expertise.

4) **Department Citizenship**
During your tenure at TCU, you will be required or requested to do many tasks that are related to the development of an academic research psychologist. Your performance on those tasks will be included in your evaluation. Attendance at presentations given by invited speakers, attendance at departmental functions, and your willingness to assist when faculty, staff, or other students need help are only a few of the tasks that may be salient. In addition, you are expected to conduct yourself in a thoroughly professional and ethical manner at all times.

5) **Major Faculty Support**
Until a graduate student is admitted to Ph.D. candidacy, each time the faculty meet to evaluate the student (which can occur at any time throughout the calendar year), faculty members will vote on whether the student will be allowed to continue toward a Ph.D. The result of that vote will be reported to the student in a letter. A sufficient reason for not allowing a student to continue in the Ph.D. program is that a majority of the faculty lack confidence in the student’s ability to function at the Ph.D. level. Because different faculty members might lack confidence for different reasons, the letter will describe only the outcome of the vote.

If at any faculty meeting the majority of faculty members vote against allowing a student to continue toward a Ph.D., the faculty will then take a second vote on whether the student will be allowed to complete a terminal master’s degree before leaving the program. Should a majority of the faculty members vote not to allow the student to complete a terminal master’s degree before leaving, the student can choose to do so, but under no circumstances will the student be readmitted to the Ph.D. program or be allowed to register for any additional hours beyond those required to complete a master’s degree. If the majority of faculty members are unwilling to allow the student to complete a terminal master’s degree, the student is immediately dismissed from the department’s graduate program. The result of this second vote will also be reported to the student in a letter, as described above.
QUALIFYING EXAM
To provide a constructive qualifying examination experience and to reinforce the departmental culture of research, all students in the Ph.D. program will present a 75-minute Department Colloquium in the second full semester of their third or first full semester of their fourth year. This presentation is to be given when the student’s research mentor determines that the student is ready, and not before. The presentation will consist of a 50-minute talk and a 25-minute discussion period. The presenter will be responsible for providing the qualifying exam committee with a detailed outline of the talk one week prior to the colloquium. The presentation will focus on the student’s past, present, and future research at TCU and beyond. Although research must constitute the largest part of the presentation, some students might also want to refer to teaching and other professional activities.

Successful completion of the colloquium will signify passing of the Ph.D. qualifying exam. All graduate students will be required to attend all qualifying colloquia. The five-member qualifying exam committee will provide constructive feedback to the student after the colloquium, and will decide when the student has demonstrated sufficient competence to pass the qualifying examination.

The purpose of the qualifying examination is to evaluate a student's readiness to begin dissertation research. The date of examination is determined by the student’s mentor, the area committee, and the graduate director. It may not be taken earlier than the second semester of the third year (see Graduate Studies Bulletin).

The examining committee shall consist of at least five members. At least four of whom must be on the full time graduate faculty in psychology.

ADMISSION TO CANDIDACY
Admission to candidacy to the Ph.D. degree is granted by the College of Science and Engineering on recommendation by the chairman of the Psychology Department. To be recommended the student must have achieved the following:

1. Pass the Preliminary Evaluation
2. Pass the Qualifying Examination
3. Remove all "I" grades
4. Recommendation by his or her area committee
5. Approval of the Director of Graduate Studies

The Dissertation Work
Students should begin planning their dissertation research as soon as possible, but should not undertake the research without approval from their dissertation committee. Approval will be based upon a written prospectus (dissertation proposal) which is normally submitted just prior to admission to candidacy or shortly thereafter.
The dissertation courses PSYC 90980 and PSYC 90990 may be earned in two semesters, 6 — hours each — or in four semesters, 3 hours each. Dissertation hours taken over the summer must be taken in 3 hours sections each in two different summer terms. It is permissible to enroll in PSYC 90980, prior to admission to candidacy if the student expects to meet all requirements for candidacy the same semester and to use it to write the prospectus. PSYC 90980 may be taken prior to the dissertation prospectus meeting and in the summer prior to the final year. PSYC 90980 should not be taken prior to the summer before the final year or before the final two long semesters for a student finishing at mid-year (December).

Registration in PSYC 90990, the second half of the dissertation course, is contingent on passing the Qualifying Examination. After completing 12 hours of dissertation credit, one hour of PSYC 90990 must be taken each long semester and each summer and for as long as work with the dissertation committee or using TCU facilities is required; i.e., a Ph.D. candidate must be enrolled in at least one hour of dissertation when he/she makes his/her oral defense and graduates.

The Dissertation Committee
By the time a student begins a prospectus it is assumed that a member of the full time psychology graduate faculty will have agreed to act as dissertation director. Following admission to candidacy the student should confer with the dissertation director concerning the other members of the committee. The dissertation committee should be composed of a minimum of five members, at least four of whom must be on the Psychology Department's list of full time graduate faculty. This committee will be responsible for guiding the student's work until the degree is awarded.

THE DISSERTATION

Final Oral Examination
Upon completion of all other requirements the candidate will be required to pass a final oral examination covering the dissertation and related fields.

- No fewer than three members of the dissertation committee must be present.
- The student must make arrangements for the oral far enough in advance to assure the availability of his or her committee, and notification must go to The College of Science and Engineering two weeks before the meeting.
- This examination will be announced and opened for audit to the faculty and instructors of the university, other graduate students, and such other persons as the dissertation committee may invite.
- Only one reexamination will be permitted, the date to be set by the dissertation committee and the Dean of the College of Science and Engineering.

The signed Report of Thesis/Dissertation Grade form showing grade and title for inclusion in the Baccalaureate/Commencement program is to be given to The College of Science and Engineering in advance of graduation.
Additional Requirements
Students are invited to consult the Dean of the College of Science and Engineering with respect to all points discussed and especially with respect to time limits, applications for diploma, dissertation preparation, residence requirements, and other matters not mentioned in this handbook. In all instances the graduate catalog is the primary basis for determining the requirements for a graduate degree, and its interpretation is the responsibility of the Dean of the College of Science and Engineering.

IV. Rules and Regulations

General
Part of graduate training is learning to act like a professional person. For this reason the Psychology Department grants to graduate students the greatest amount of independence that is possible within a complex organization. In return, we expect students to act ethically and treat others with courtesy.

Full Time Student Status
To be considered full time each student must satisfy the rules of the College of Science and Engineering.

Research Equipment
Use: All departmental equipment is available for use in graduate student research provided:
(a) authorization has been obtained from an appropriate faculty member, and
(b) the student knows how to use it. Unauthorized removal or abuse of equipment through willfulness or ignorance may require payment for the equipment or be cause for dismissal from the program.
Purchase: Whenever possible, necessary equipment and services will be purchased to support graduate student research. Prior to ordering the equipment a request form must be completed and signed by the major professor and the chairman of the Psychology Department. (See Appendix B)

Research Subjects
Animals: the department provides reasonable numbers of small animals for use in student research. Procedures for obtaining animals are the same as for ordering equipment.

Texas Christian University complies with all federal regulations concerning the care and humane treatment of research animals. Students are expected to be familiar with these regulations. All psychology graduate student research involving animal subjects must be approved by the university's animal care committee. Completed proposal forms should be submitted to the chairman of the committee. Allow two weeks for the approval process. Forms may be downloaded from the Internet at www.research.tcu.edu.

All graduate students involved in animal research must complete a yearly orientation meeting, which occurs during Aug/Sept. Use of animals depends on completing this annual orientation.
Also, there must be documentation that the students have completed training in the general operation of vivarium; surgical and non-surgical procedures; handling animals; daily care and maintenance.

All graduate students are responsible for the health and welfare of the animals that they use in research. Occasionally, graduate students, and especially students engaged in animal research, will be called upon to assist in animal care over the weekends, holidays, and when the animal technician is absent.

**Human:** All psychology graduate and undergraduate student research (student serving as principal investigator) involving human subjects must be approved by the department's human subjects committee. Completed proposal forms, including proof of research certification, samples of consent forms and measuring instruments, should be submitted to the chairman of the committee and the human research manager. Allow two weeks for the approval process. See Appendix B for department policies and procedures. University forms may be downloaded from the Internet, [www.research.tcu.edu](http://www.research.tcu.edu).

Students enrolled in General Psychology and selected upper division courses are asked to participate as experimental subjects. These students are available as volunteer subjects in student research. Procedures for recruiting subjects may be obtained in detail from the department's human subjects committee.

All research must conform to national and local guidelines concerning respect for the privacy and personal integrity of human subjects. Students may not be required to participate in any research which might prove harmful or embarrassing. All results must be reported in a way which preserves the anonymity of individual subjects.

Records of research participation must be maintained with scrupulous accuracy. Since research participation is an academic requirement of the General Psychology course and serves as extra credit for upper division courses, these records must be treated as part of the course records, a part for which the student researcher has instructor-level responsibility. Failure to maintain accurate records can jeopardize the entire program of required participation; therefore, a student who is found in violation of the rules may be denied further access to volunteer subjects.

**Building and Facilities**
Everyone is expected to cooperate in maintaining the functions and appearance of departmental facilities. Students are responsible for the appearance of the areas in which they work, and all students may be called upon for general cleaning.

Maintaining a neat work area is more than a question of aesthetics. Litter, disorganization, and carelessness (e.g., leaving equipment turned on and untended) constitute serious fire hazards. Students should think seriously of the consequences for their degree plans if *equipment and records were to "go up in smoke."

Because of the problems of fire and theft, students who work at night are expected to accept responsibility for the safety of the building. Before leaving the building the student should check
for possible fire hazards. Whoever is the last to leave is responsible for turning out the lights and locking the doors.

**Photocopying**
The copy machines in the psychology office are equipped with codes to record the purpose of copies being made.

**Personal Copying:** Personal copying consists of anything that a student copies for personal use. For example, photocopying materials needed for work done in graduate courses. Each graduate student is assigned a copy code for their personal use. The cost of copies made for personal use should be reimbursed to the department at 4 cents per page. Excessive personal copying could prevent a student from registering for classes in the next semester and considered in the department citizenship portion of the student evaluation. Without exception personal copying can only be done during regular office hours (8am-5pm M-F).

**Research and Teaching Assignments:** Faculty members are assigned copy machine codes for their labs and classes. All research copying (for example, copying of journal articles, questionnaires, manuscripts for submission, etc) should be for materials used in the classroom, for a professor’s research or intended to stay in the lab. Professor’s codes should not be used for a student’s graduate class work, independent research, thesis or dissertation.

Faculty and graduate students may ask department staff to do departmental copying, but should allow ample lead-time whenever possible. If a graduate student needs to make departmental copies after hours the supervising faculty member should let the department administrative assistants know. Students who are allowed to do after hours copying should know how to properly operate the copy machine and not leave it jammed or out of paper.

With the appropriate prior approval, departmental copying may be done at other locations (e.g. library, WSH 4th floor, printing and mailing) if it seems appropriate. If you need to make copies at another location, ask the administrative assistants for instruction.

**Communications**
Your personal information should be updated with the administrative assistant to the Director of graduate studies any time there is a change in name, phone number, address, or emergency contact information.

It is necessary for graduate students to check their TCU e-mail address on a regular basis. We suggest that you check for messages on a daily basis. The university and the department will be communicating important information regarding your program and ultimately your graduation through e-mail. If you prefer another e-mail address than the one assigned by TCU, **you may forward your TCU mail to your preferred address.**

**Office Assignments**
Office assignments are made by the Director of Graduate Studies prior at the beginning of the fall semester and altered during the year if required. Assignments are based on the student’s seniority, their lab, and the student’s current need for research space. Students who have gone
beyond their fifth year in the program, who have office space available elsewhere, or who are not currently collecting research data have the lowest priority and will not normally be assigned office space. **Offices and research labs are to be used for research and T.A. responsibilities, not for course homework. Do that at home nights and weekends.**

**Keys:** Upon recommendation by the member of the faculty in charge of an area, graduate students will be issued keys to provide access to the building and to the areas in which they are working. Possession of these keys is a very serious responsibility. Loss of keys may result in a fine up to $100 for the expense of replacing lock and keys. Evidence of failure to accept this responsibility, will be regarded as a significant lack of professional maturity. (Keys are obtained from the administrative assistant to the Director of Graduate Studies).

**Publication**

Graduate students are expected to do research of publishable quality and are encouraged to submit their research for publication. In accordance with APA policy, however, the departmental chairman prior to submission for publication must review all student manuscripts not co-authored by a regular member of the Psychology Department faculty.

The faculty's position is that the goal of research competence, which is at the heart of graduate instruction in experimental psychology, imposes on the student an obligation of regular production of research "product" in the form of publications and paper presentations. Students, though always working in collaboration with and under the supervision of faculty, are expected to take as much initiative as possible in the production effort. This ordinarily involves acquiring expertise sufficient to plan and report (e.g., prepare for publication) as well as execute all phases of a research project.

Graduate students are supported financially, whenever possible, in large part so as to permit them to contribute to the production effort in significant ways. For this reason the faculty regularly assess whether students are individually progressing in their research competence **as indicated by their success in bringing research to fruition in the form of papers submitted for publication, conventions, competitions, etc.** (Note: it is assumed that a research project is not completed until a write-up has been completed. The write-up, far from being merely a recording of information and conclusions already in existence, is in fact a creative process integral to research competence, and therefore in need of "practice" as much as any other aspect of the research enterprise.) Students that do not show good progress toward the ultimate goal of publication cannot be considered to be making good progress toward research competence and the Ph.D. degree. Similarly they are not making good use of their financial aid, and are at risk of losing it.

A copy of each student’s publications or papers presented at conventions should be placed in the student's file in the Assistant to the Director of Graduate Students’ office.

**The department will provide as much assistance as possible in the preparation of manuscripts. It is not possible, however, either to pay publication costs or to purchase reprints.**
Appendix A

Master’s Program Guideline ................................................................. 20
Ph.D. Program General Guidelines ....................................................... 20
Area Committees ................................................................................. 22
The Core Program for Ph.D. Students ................................................... 23
Student’s Record of Progress ................................................................. 24
Check List for Master’s Degree ............................................................. 25
Check List for Ph.D. Degree ................................................................. 25
Master's Program Guidelines

1. Complete thirty hours, including six hours of thesis. Only three hours of 70980 and three hours of 70990 may be applied toward the degree.

2. Initiate appointment of thesis committee upon enrollment in 70980. The committee should consist of at least three faculty members, at least two of whom are graduate faculty in psychology. The committee must be approved in advance by the Director of Graduate Studies. Contact the Assistant to the Director of Graduate Studies to initiate the approval process.

3. File an Intent to Graduate form with the College of Science and Engineering, Tucker Technology Center, room 102; early in the semester in which graduation is planned. Specific guidelines in preparing a thesis are found the Thesis/Dissertation Manual available online through College of Science and Engineering website, www.cse.tcu.edu/ThesisDissertation.html.

4. Schedule an oral exam with committee members. After approval of the Director of Graduate Studies, the administrative assistant will notify the department and to the College of Science and Engineering. This notification must precede the meeting by at least two weeks. At least two members of the thesis committee must be present at the oral exam.

Ph.D. Program General Guidelines

1. Complete the core program plus other courses deemed appropriate by the major professor (see Core Program Description).

2. Advanced Studies Courses must be authorized by a faculty member and a Contract for Advanced Studies (Appendix B) must be completed. See Page 9 for specifics.

3. To be considered full-time for stipends or financial aid, students must meet the requirements of the College of Science and Engineering. Dissertation hours may be taken for six hours in two semesters or three hours for four semesters. Once twelve hours of PSYC 90980/90990 have been completed, one hour of PSYC 90990 is required each semester until the student graduates. Requests for exceptions to this rule must be made in writing by the department to the College of Science and Engineering.

4. In most cases it is advisable for students to seek a Master's Degree en route to the Ph.D. The Master's or an equivalent TCU research project (based on work done at TCU) will usually be completed by the end of the first semester of the third year of full-time study. The student’s area committee will set the specific deadline.

5. The second year or its equivalent must be completed in continuous full time residence at TCU.

6. Pass a preliminary evaluation conducted by the faculty in a general meeting. This occurs after completion of the core and requires no special action by the student.
7. Set up a qualifying exam committee and notify the administrative assistant to the Director of Graduate Studies who will initiate the approval process. The committee must consist of at least five members of the full time psychology graduate faculty.

8. Pass qualifying exams (usually at the end of the 3rd or beginning of the 4th year). After passing qualifying exams and removing all incompletes from the record, a student becomes a candidate for the Ph.D.*

9. Initiate appointment of dissertation committee. This should occur immediately after qualifying exams. The committee should consist of at least five faculty members, at least four of whom are full time graduate faculty in psychology. For procedure and forms, see the administrative assistant to the Director of Graduate Studies.

10. Set up prospectus meeting. These are open meetings in which students present their proposed research for evaluation and comment. This meeting should occur before actual research is conducted. For procedure and forms, check with the administrative assistant to the Director of Graduate Studies. The committee must be approved in advance by the Director of Graduate Studies.

11. **File an Intent to Graduate form** in College of Science and Engineering, Tucker Technology Center, room 102 early in the semester in which graduation is planned. Other information and deadlines for graduation may be found online at [http://www.cse.tcu.edu/ThesisDissertation.html](http://www.cse.tcu.edu/ThesisDissertation.html). If planned graduation is delayed, a Cancel Intent to Graduate form must be filed with the College of Science and Engineering. (Fees are non-refundable.)

   **Note:** Intent to Graduate Forms must be filed in both the semester you plan to finish your master's thesis and the semester in which you plan to finish your doctoral dissertation.

12. Schedule final orals with committee members and the Director of Graduate Studies. Then notify the Administrative Assistant to the Director of Graduate Studies, who will add the event to the department calendar.*

* The originals of all above forms are sent to Asst. Dean Magnus Rittby, College of Science and Engineering, because all student records are retained there.
## AREA COMMITTEES

<table>
<thead>
<tr>
<th>Learning</th>
<th>Neuroscience</th>
</tr>
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<tbody>
<tr>
<td>Papini*</td>
<td>Boehm*</td>
</tr>
<tr>
<td>Petursdottir</td>
<td>Cooper</td>
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<td>Leising</td>
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<table>
<thead>
<tr>
<th>Cognition</th>
<th>Social</th>
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</thead>
<tbody>
<tr>
<td>Barth*</td>
<td>Lord*</td>
</tr>
<tr>
<td>Cross</td>
<td>Hill</td>
</tr>
<tr>
<td>Ekas</td>
<td>Cox</td>
</tr>
<tr>
<td>Tauber</td>
<td>Flynn</td>
</tr>
</tbody>
</table>

*Committee Chair
THE CORE PROGRAM FOR PH.D. STUDENTS

The following graduate courses are required in the Ph.D. program:

One Course from the Learning Area:
   PSYC60553 Conditioning and Learning (Offered Every Fall Semester)

One Course from the Neuroscience Area:
   PSYC50403 Advanced Neuroscience (Offered Every Spring Semester)

One Course From the Social Area:
   PSYC60663 Advanced Social Psychology (Offered every two years)

Two Courses from the Quantitative area:
   PSYC60623 Regression Analysis (offered every two years)
   PSYC50523 Experimental Design (offered every two years)

Plus at Least One Course From the Developmental/Cognitive Area:
   PSYC50583 Cognition (offered every year)
   PSYC50563 Developmental Psychology (offered every two years)

Although students have 2.5 years from entering the program to complete the required courses, they must complete PSYC60553, PSYC50403, and at least one course from PSYC60623 and PSYC50523 in the first year. Students are to consult with a faculty advisor and their area committees about plans for satisfying these requirements.
STUDENT'S RECORD OF PROGRESS

Name:___________________________________________

Research with:____________________________________
(faculty member(s))

<table>
<thead>
<tr>
<th>CORE Courses</th>
<th>Semester Taken</th>
<th>Grade</th>
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<td><strong>FIRST YEAR</strong></td>
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<td>60553 Conditioning and Learning</td>
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<tr>
<td>50403 Advanced Neuroscience</td>
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<td></td>
</tr>
<tr>
<td>At least one from</td>
<td></td>
<td></td>
</tr>
<tr>
<td>60623 Regression Analysis</td>
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<td></td>
</tr>
<tr>
<td>50523 Experimental Design</td>
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<td></td>
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<tr>
<td><strong>Before the end of the SECOND YEAR</strong></td>
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<tr>
<td>One from</td>
<td></td>
<td></td>
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<tr>
<td>50583 Cognition</td>
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</tr>
<tr>
<td>50563 Developmental Psychology</td>
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<tr>
<td>One from</td>
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<tr>
<td>60623 Regression Analysis</td>
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<tr>
<td>50523 Experimental Design</td>
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<tr>
<td><strong>Plus</strong></td>
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<tr>
<td>60663 Advanced Social Psychology</td>
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<td></td>
</tr>
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</table>

Other courses chosen by the student with consultation from a faculty advisor and area committee

|                                                  |                |       |
|                                                  |                |       |
|                                                  |                |       |
|                                                  |                |       |

Set Up Thesis Committee
Master's Thesis Proposal Meeting
Master's Thesis Defense
Master's Thesis Finished
Preliminary Evaluation Passed
Qualifying Exam Presentation
Set Up Dissertation Committee
Dissertation Proposal Meeting
Dissertation Defense
Dissertation Finished
## CHECK LIST FOR MASTER'S DEGREE

<table>
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<tr>
<th>Task</th>
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<th>Completion Date</th>
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<tbody>
<tr>
<td>Appointment of thesis committee</td>
<td>____________</td>
<td>____________</td>
</tr>
<tr>
<td>Schedule proposal meeting</td>
<td>____________</td>
<td>____________</td>
</tr>
<tr>
<td>File &quot;Intent to Graduate&quot; form</td>
<td>____________</td>
<td>____________</td>
</tr>
<tr>
<td>Schedule oral exam</td>
<td>____________</td>
<td>____________</td>
</tr>
<tr>
<td>Report theses hours grade</td>
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## CHECK LIST FOR PH.D. DEGREE

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<tr>
<td>Appoint qualifying committee</td>
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<td>____________</td>
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<tr>
<td>Qualifying examination</td>
<td>____________</td>
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</tr>
<tr>
<td>Appoint dissertation committee</td>
<td>____________</td>
<td>____________</td>
</tr>
<tr>
<td>Schedule proposal meeting</td>
<td>____________</td>
<td>____________</td>
</tr>
<tr>
<td>File &quot;Intent to Graduate&quot; form</td>
<td>____________</td>
<td>____________</td>
</tr>
<tr>
<td>Schedule final orals</td>
<td>____________</td>
<td>____________</td>
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<tr>
<td>Report dissertation Hours grade</td>
<td>____________</td>
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</table>
Appendix B

Change of Area ................................................................................................................. 28
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Request for Purchase Order Form....................................................................................... 33
Spending Request................................................................................................................. 34
TEXAS CHRISTIAN UNIVERSITY
Department Of Psychology

CHANGE OF AREA

________________________________________________________________________ is changing their area of study
print student name

FROM: Social
Developmental/Cognition
Neuroscience
Learning

TO: Social
Developmental/Cognition
Neuroscience
Learning

________________________________________
Student Name Date

________________________________________
Chair of the new Area Committee Date

________________________________________
Director of Graduate Studies Date
TEXAS CHRISTIAN UNIVERSITY
Department Of Psychology

CONTRACT FOR ADVANCED STUDIES

Student Name:

Year________ Semester_______ Course #______ Sec.#__________

(Professor's I.D.)

Supervising Professor:

Describe the research project (3 hours credit):
(Hypothesis, subjects, methods, etc.)

Time Table for completing parts of the research project and meetings between the graduate student and the supervising professor:

Signed______________________________ Signed____________________________

Graduate Student Supervising Professor

Signed____________________________

Director of Graduate Studies

cc: Student
    File
The following numbers apply when registering for certain graduate level courses: Thesis 70980, 70990, Advanced Studies 90100-90990, and Dissertation 90980, 90990. For ALL above courses use the professor-identifying number below to assure that you are registering in the correct course. If you do not register correctly, your name will not appear on the professor’s grade sheet. You will not get the proper credit on your record.

<table>
<thead>
<tr>
<th>Sec. Number</th>
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<tr>
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<td>Barth, T.</td>
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<td>708</td>
<td>Cross, D.</td>
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<td>703</td>
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<td>710</td>
<td>Lord, C.</td>
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<td>714</td>
<td>Petursdottir, A.</td>
</tr>
<tr>
<td>704</td>
<td>Tauber, U.</td>
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</table>
ATHLETIC ACADEMIC TUTORING REQUEST
for
Psychology Department Graduate Students

Required for All Students on University Fellowships
and Research Grants
Recommended for all Other Graduate Students

Name: ___________________________ Date: __________________

I am requesting permission to be an athletic academic tutor for:

Course Name: ___________________________________________

Professor: _______________________________________________

Time: ___________________________________________________

Semester: ____________ Number of hours I plan to work each week: ______

Approved by (in order listed):

Professor Teaching the Course: _____________________________

Major Professor: __________________________________________

Director of Graduate Studies: ______________________________

Please complete this form and obtain the appropriate approvals prior to contracting to tutor with the athletic department
REQUESTS FOR PURCHASE ORDERS AND REQUISITIONS

The following is a copy of the Psychology Department’s form for request for purchases from the supplies budget account. Before any purchases will be authorized from departmental funds this form must be completed prior to requesting purchase order numbers. In addition, the form must have the signatures of a faculty member and the chair of the department before the administrative assistant will issue a requisition for a purchase order.

Any purchases made before approval is obtained will be subject to the possibility of non-reimbursement. APPROVAL MUST BE OBTAINED BEFORE A PURCHASE IS MADE. Reimbursement is not automatic.
DEPARTMENT OF PSYCHOLOGY  
REQUEST FOR A PURCHASE ORDER

To be Purchased from (Check One) □ Department Budget  □ Grant & No. ________________

Supplier_________________________________________________________ Date __________________

Address________________________________________________________ Phone: __________________

______________________________ Fax _____________________________

______________________________ Customer # ______________________

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</table>

TOTAL

Purpose (Check One) □ Office Use  □ Research  □ Class □ Repair □ Other ________________

Justification:

________________________________________________________

Student Signature_____________________________________ Date:____________________

Faculty Signature____________________________________ Date:____________________

Approved by Department Chair ________________________ Date:____________________

32
**Spending Request**

Effective June 1, 2001 no money will be spent out of the department’s budget without the Chair’s prior approval. Each request for spending money must be signed by a faculty member, and accompanied by a brief explanation. If the chair approves the expenditure, it will proceed and will be entered into the department’s budget records. Each request will fall into one of the following categories. Lines are provided for faculty signature and date.

<table>
<thead>
<tr>
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<th>Faculty Signature</th>
<th>Date</th>
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<td>Maintenance Agreement</td>
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<td>Mailing Services</td>
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<tr>
<td>Printing &amp; Copying Services</td>
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<td>Repairs and Renovations</td>
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<td>Supplies</td>
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**Estimated Cost:**

Explanation:

Approved: ____________________________ Date

Mauricio Papini, Chair