

**HANDBOOK FOR
GRADUATE STUDENTS
2016-2017**



**DEPARTMENT OF PSYCHOLOGY
TEXAS CHRISTIAN UNIVERSITY**

www.psychology.tcu.edu

Revised
July 2016

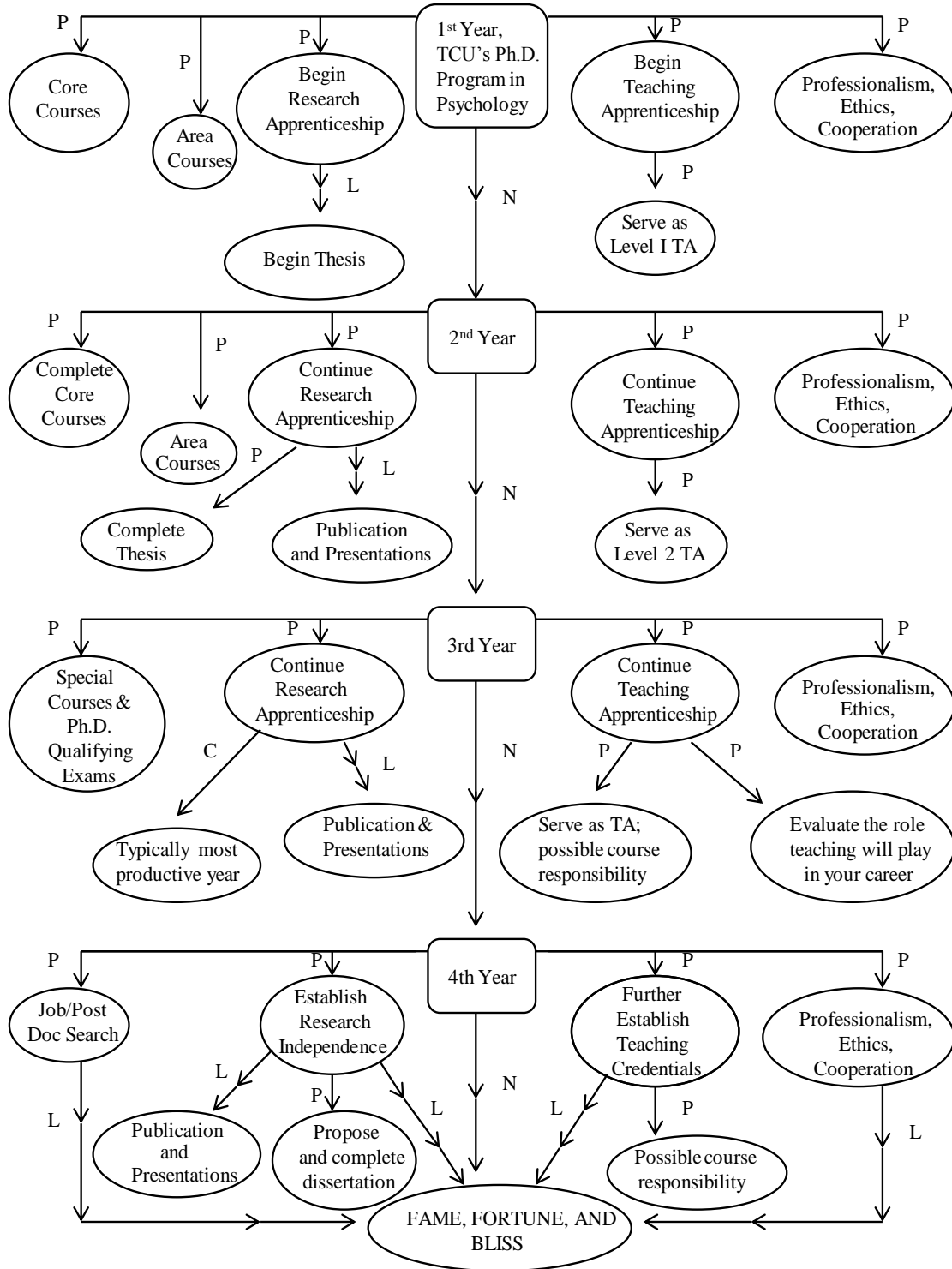
TABLE OF CONTENTS

Table of Contents	1
Navigating Through TCU’s Ph.D. Program in Psychology	3
I. General Admission Requirements	4
Admission to the Graduate Program	4
Evaluation of Applicants by the Department of Psychology	4
Full-Time Faculty Members	5
II. Degree Programs.....	6
Master of Arts and Master of Science	6
Doctor of Philosophy	6
.....	
III. Requirements for the Ph.D. Degree.....	6
Area Committee Functions	7
Program Requirements	8
Core Courses.....	8
Advanced Studies Courses	9
Teaching.....	9
Independent Research	9
Department Teaching Assistantships	10
Part-Time Employment	10
Student Evaluation.....	10
Preliminary Evaluation	11
Qualifying Examination	13
Admission to Candidacy.....	13
Dissertation Work.....	13
Dissertation Committee	14
Dissertation	14
Final Oral Examination	14
Additional Requirements	15
IV. Rules and Regulations.....	15
General.....	15
Full Time Student Status	15
Research Equipment	15
Research Subjects	15

Building and Facilities	16
Photocopying	17
Communications	17
Office Assignments	17
Publication	18
Appendix A:	19
Master's Program Guidelines	20
Ph.D. Program Guidelines	20
Area Committees	22
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
Appendix B:	26
Change of Area	27
Contract for Advanced Studies	28
Arranged Courses (Section Number for Designated Faculty Member)	29
Athletic Academic Tutoring Form	30
Requests for Purchase Orders and Requisitions	31
Request for Purchase Order Form	32
Spending Request	33

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

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 Academic Graduate Catalog).

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 Department of Psychology 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.

Gary W. Boehm – Ph.D., University of Connecticut, 1996. Developmental neuroscience, learning and memory, neural-immune interactions.

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, health intentions and behavior.

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

Naomi V. Ekas -- Ph.D., University of Notre Dame, 2009. Social and emotional development, autism-spectrum disorders, parenting, stress and coping, the role of fathers.

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, prejudice.

Mauricio R. Papini – **Department Chair** – Ph.D., University of San Luis, Argentina, 1985. Neurobehavioral basis of incentive relativity, emotional regulation of behavior.

Anna I. Petursdottir – Ph.D., Western Michigan University, 2006. Behavior analysis of language acquisition in pre-school children.

Uma Tauber – Ph.D., Colorado State University, 2010. Metacognition, memory and aging.

II. 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. The three hours of PSYC 70980 must be taken before the three hours of PSYC 70990. After the six thesis hours are earned, a student will register for at least one hour during any semester in which they are working with committee members or using university facilities. In addition, students must register for at least one hour of PSYC 70990 the semester they plan to graduate. Faculty mentors must assign a grade of I (incomplete) to all of these thesis hours until the student completes a final defense of the Master's Thesis. At that point, the faculty mentor assigns the appropriate letter grade and the registrar retroactively assigns that grade in place of all the preceding I grades in PSYC 70980 and PSYC 70990.

Note: The student **must** file an intent to graduate form with the Dean's office early in the semester in which the student intends to complete a final defense of the Master's Thesis. If the student is later not able to defend by the end of that semester, the student must withdraw the intent to graduate with the Dean's office.

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 decides 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) Development/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:

- (1) Advising students with respect to choice of courses
- (2) 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.
- (3) Determining which students will be accepted into their area and which will continue under their supervision, and
- (4) 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. Core courses include the following options:

- (1) **Neuroscience/Learning**
Psychology 60553 Conditioning and Learning
Psychology 50403 Advanced Neuroscience
- (2) **Social/Evolutionary**

Psychology 60663 Advanced Social Psychology
Psychology 60913 Evolutionary Social Psychology

(3) Cognitive/Developmental

Psychology 50583 Cognition
Psychology 50563 Developmental Psychology

(4) Quantitative

Psychology 50523 Experimental Design
Psychology 60623 Regression Analysis

Minimum Requirements:

- (1) Students must take at least one course from each of (1), (2), and (3).
- (2) Students must take at least one additional course from (1), (2), or (3).
- (3) Students must take both courses in (4).
- (4) A failing grade (less than B-) in one course from (1), (2), or (3) may be replaced by at least a B- grade from either the same course or the alternative course in the corresponding area.
- (5) A failing grade (less than B-) in a course from (4) must be replaced by at least a B- grade in the same course the next time it is offered.

All six core courses must be completed by the end of the first semester of the third year. To continue in the program after the end of the first semester of the third year, every student must pass the Preliminary Evaluation (see below).

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 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 Chair 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:

- (1) Continued in the doctoral program in good standing,
- (2) Having their preliminary evaluation postponed until a later date,
- (3) Recommended for a terminal Master's degree, or
- (4) 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.

(A) 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.

(B) Course Performance

Six core courses as specified in the section entitled **Program Requirements** are required. You are expected to make As or Bs in your core courses. If you make less than a B- in any of the core courses, you must take that core course or another from the same area the next time it is offered and earn a grade of B- or better. If you make less than a B- in a Quantitative area core course, you must take the same course the next time it is offered 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. 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.

(C) 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.

(D) 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.

(E) 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 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 EXAMINATION

Purpose. To provide a constructive qualifying exam experience and to reinforce the departmental culture of research, all students in the Ph.D. program will pass a Qualifying Examination. The purpose of the qualifying exam is to evaluate a student's readiness to begin dissertation research.

Requirements. A student must have successfully defended a Master's Thesis before he/she can take the qualifying exam. The exam will be scheduled in the second full semester of the student's third year or first full semester of the student's fourth year. The exam may not be taken earlier than the second semester of the second year (see Academic Graduate Catalog). This presentation is to be given when the student's research mentor determines that the student is ready, and not before.

Qualifying Exam Committee. The student and mentor will propose candidates for a committee. The mentor will act as chair of the qualifying exam committee. At least four of the committee members must be on the full-time graduate faculty in the Department of Psychology.

Qualifying Exam: Written part. A week before the oral exam, the student must provide his/her committee members the following materials.

- (1) An updated copy of the student's Curriculum Vitae.
- (2) A statement outlining plans for future research, stating the research problem, proposed methods, and expected results (1-3 pages long, not counting tables, figures, and references).
- (3) An outline of the oral presentation.

Qualifying Exam: Oral part.

- (1) The oral presentation will consist of a 45-minute talk and a 15-minute discussion period.
- (2) The presentation will focus on the student's past, present, and future research at TCU and beyond.
- (3) Materials (e.g., data, videos, ideas) from others can only be used to provide background for the presentation, but cannot substitute for the student's own research.
- (4) All graduate students and research professors will be required to attend all oral presentations of qualifying exams. Other faculty members will be invited to attend and participate in the oral presentation.

Qualifying Exam: Post-presentation review.

- (1) Student will meet with the committee separately (usually after the discussion period ended and the audience has left the classroom) to review the written and oral parts of the exam.
- (2) The committee is expected to provide feedback on the student's research record, presentation, presentation skills, and ability to answer questions, assessing strengths and weaknesses.
- (3) Without the student present in the room, the committee will discuss the student's performance and individually assign a grade between 1-5 points combining the written and oral parts of the qualifying exam. A passing grade requires that a majority of the committee graded the overall quality of the exam with a 3 or higher score. A passing grade signifies that the student had demonstrated sufficient competence to pass the qualifying examination and begin work on a Ph.D. dissertation proposal.
- (4) In the case of a failing grade (failing to reach a committee majority of 3 or better, on a 1-5 grade scale), the committee will require changes in any part of the student's presentation that was considered insufficient for a passing grade and set a date for a revision meeting.
- (5) The student will be invited back into the room and the evaluation will be communicated by the chair of the committee.

ADMISSION TO CANDIDACY

Admission to candidacy to the Ph.D. degree is granted by the College of Science and Engineering on recommendation by the Chair of the Department of Psychology. 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

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. A total of 6 hours must be taken in PSYC 90980 first, and then a total of 6 hours (or more) in PSYC 90990. Faculty mentors must assign a grade of I (incomplete) to all of these dissertation hours until the student completes a final defense of the Ph.D. Dissertation. At that point, the faculty mentor assigns the appropriate letter grade and the registrar retroactively assigns that grade in place of all the preceding I grades in PSYC 90980 and PSYC 90990. After the 12 dissertation hours are earned, a student will register for at least one hour of PSYC 90990 during any semester in which they are working with committee members or using university facilities. In addition, students must register for at least one hour of PSYC 90990 the semester they plan to graduate.

Note: The student **must** file an intent to graduate form with the Dean's office early in the semester in which they student intends to complete a final defense of the Ph.D. Dissertation. If the student is later not able to defend by the end of that semester, the student must withdraw the intent to graduate with the Dean's office.

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. A Ph.D. candidate must be enrolled in at least one hour of dissertation when he/she makes his/her oral defense and graduates.

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 Department of Psychology's list of full time graduate faculty. This committee will be responsible for guiding the student's work until the degree is awarded.

DISSERTATION

The dissertation should demonstrate superior research abilities, capacity for thoughtful and independent judgment, and effective expression. Specific guidelines in preparing a dissertation are found in the Thesis/Dissertation Manual available online through the College of Science and Engineering website, www.cse.tcu.edu.

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. For this reason the Department of Psychology 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:

- (1) Authorization has been obtained from an appropriate faculty member, and
- (2) 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 Chair of the Department of Psychology (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 Institutional Animal Care and Use Committee (IACUC). Protocol forms should be submitted to the IACUC Chair and may be downloaded from www.research.tcu.edu.

All graduate students involved in animal research must complete a yearly orientation meeting, which occurs during Aug/Sept, and appropriate on-line training. The use of animals depends on completing these requirements.

Also, there must be documentation that the students have completed training in the general operation of the vivarium, surgical and non-surgical procedures, handling of animals, and daily care and maintenance.

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, or when the animal technician is absent.

Humans: 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 chair of the committee and the human research manager. See Appendix B for department policies and procedures. University forms may be downloaded from 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 unattended) 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. 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 (8:00 am-5:00 pm M-F).

Research and Teaching Assignments: Faculty members are assigned copy machine codes for their labs and classes. All research copying (e.g., 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. 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 TA responsibilities, not for course homework. Do that at home, during evenings 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 Chair must review all student manuscripts not co-authored by a regular member of the Department of Psychology faculty prior to submission for publication.

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 administrative 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
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.
- (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.
- (5) Written documents used for the Thesis proposal and Thesis defense meetings must be provided to committee members at least two weeks before the meeting, unless otherwise specified by the committee chair. Thesis proposal and defense meetings must be scheduled at least one week prior to the College of Science and Engineering's graduation deadline.

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) Written documents used for the Dissertation proposal and Dissertation defense meetings must be provided to committee members at least two weeks before the meeting, unless otherwise specified by the committee chair. Dissertation proposal and defense meetings must be scheduled at least one week prior to the College of Science and Engineering's graduation deadline.
- (6) The second year or its equivalent must be completed in continuous full time residence at TCU.
- (7) 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.
- (8) 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.
- (9) 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.*
- (10) 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.
- (11) 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.
- (12) **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>. 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.

(13) 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 Assistant Dean for Graduate Studies, College of Science and Engineering, because all student records are retained there.

AREA COMMITTEES

Learning

Papini*
Petursdottir
Leising

Cognition

Barth*
Cross
Ekas
Tauber

Neuroscience

Boehm*
Cooper

Social

Lord*
Hill
Cox
Flynn

*Committee Chair

CORE PROGRAM FOR Ph.D. STUDENTS

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

(1) Neuroscience/Learning

Psychology 60553 Conditioning and Learning

Psychology 50403 Advanced Neuroscience

(2) Social/Evolutionary

Psychology 60663 Advanced Social Psychology

Psychology 60913 Evolutionary Social Psychology

(3) Cognitive/Developmental

Psychology 50583 Cognition

Psychology 50563 Developmental Psychology

(4) Quantitative

Psychology 50523 Experimental Design

Psychology 60623 Regression Analysis

Minimum Requirements:

- Students must take at least one course from each of (1), (2), and (3).
- Students must take at least one additional course from (1), (2), or (3).
- Students must take both courses in (4).
- A failing grade (less than B-) in one course from (1), (2), or (3) may be replaced by at least a B- grade from either the same course or the alternative course in the corresponding area.
- A failing grade (less than B-) in a course from (4) must be replaced by at least a B- grade in the same course the next time it is offered.

Beyond these core courses, each student takes any and all courses required by his/her area committee. Successful completion of the Ph.D. requires completing the course requirements, successfully defending a Master's Thesis if required by the faculty, passing the preliminary evaluation vote by the full faculty, passing a Qualifying Examination that has both written and oral components in order to advance to doctoral candidacy, and defending a Ph.D. Dissertation. The usual timeline involves completing the 6 core courses as described above by the end of the second year; completing the Master's Thesis, when required, by the end of the second year; continuing to take any and all additional courses required by the area committee; passing the preliminary evaluation vote by the fall semester of the third year; passing the Qualifying Examination to advance to doctoral candidacy by the end of the third year; and successfully defending the Ph.D. dissertation within 6 years after passing the Qualifying Examination.

STUDENT'S RECORD OF PROGRESS

Name: _____

Research with: _____
 (faculty member/s)

CORE COURSES	Semester taken	Grade
50403 Advanced Neuroscience	_____	_____
50523 Experimental Design	_____	_____
50563 Developmental Psychology	_____	_____
50583 Cognition	_____	_____
60553 Conditioning and Learning	_____	_____
60623 Regression Analysis	_____	_____
60663 Advanced Social Psychology	_____	_____
60913 Evolutionary Social Psychology	_____	_____

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

Task	Scheduled date	Completion date
Appointment of thesis committee	_____	_____
Schedule proposal meeting	_____	_____
File "Intent to Graduate" form	_____	_____

Schedule oral exam _____

Report theses hours grade _____

CHECK LIST FOR Ph.D. DEGREE

<u>Task</u>	<u>Schedule date</u>	<u>Completion date</u>
Pass preliminary evaluation	_____	_____
Appoint qualifying committee	_____	_____
Qualifying examination	_____	_____
Appoint dissertation committee	_____	_____
Schedule proposal meeting	_____	_____
File "Intent to Graduate" form	_____	_____
Schedule final orals	_____	_____
Report dissertation Hours grade	_____	_____

Appendix B

Change of Area	28
Contract for Advanced Studies	29
Arranged Courses (Section Number for Designated Faculty Member).....	30
Athletic Academic Tutoring Form.....	31
Requests for Purchase Orders and Requisitions	32
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

ARRANGED COURSES/REQUIRED SECTION NUMBERS

The following numbers apply when registering for certain graduate level courses: Thesis 70980, 70990, Advanced Studies 90100-90990, and Dissertation 90980, 90990. For ALL the 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.

<u>Sec. number</u>	<u>Designated instructor</u>
711	Barth, T.
706	Boehm, G.
715	Cooper, B.
717	Cox, C.
708	Cross, D.
712	Flynn, P.
703	Hill, S.
707	Leising, K.
710	Lord, C.
702	Papini, M.
714	Petursdottir, A.
704	Tauber, U.

ATHLETIC ACADEMIC TUTORING REQUEST
for
Department of Psychology 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 Department of Psychology'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 # _____

Quantity	Catalog Item	Page No	ITEM (Description & Specifications)	Unit Cost	Total
			TOTAL		

Purpose (Check One) Office Use Research Class Repair Other _____

Justification: _____

Student Signature _____ Date: _____

Faculty Signature _____ Date: _____

Approved by Department Chair _____ Date: _____

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.

<u>Category</u>	<u>Faculty Signature</u>	<u>Date</u>
Access Code Copies	_____	_____
Animals	_____	_____
Computer charges	_____	_____
Entertainment	_____	_____
Equipment	_____	_____
Maintenance Agreement	_____	_____
Mailing Services	_____	_____
Printing & Copying Services	_____	_____
Repairs and Renovations	_____	_____
Supplies	_____	_____
Student Salaries	_____	_____
Student Travel	_____	_____
Travel	_____	_____

Estimated Cost: _____

Explanation:

Approved: _____

Chair

_____ **Date**