

2007-2008 Academic Year

GRADUATE STUDENT HANDBOOK

DEPARTMENT OF PSYCHOLOGY

College of Science

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TABLE OF CONTENTS

I	INTRODUCTION	2
II	CRITERIA FOR ADMISSION TO GRADUATE STUDENTS IN PSYCHOLOGY	2
	A. ADMISSIONS FOCUS	2
	B. ADMISSION: STATUS AND ELIGIBILITY FOR ASSISTANTSHIP/FELLOWSHIP	3
III	UT-ARLINGTON GRADUATES	4
IV	DEGREE PROGRAMS AND AREAS OF SPECIALIZATION	4
	A. MASTERS OF SCIENCE IN PSYCHOLOGY	5
	B. NON-THESIS MS OPTION IN INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY	5
	C. DOCTOR OF PHILOSOPHY	6
	D. AREAS OF SPECIALIZATION AND THE MS DEGREE	8
	E. AREAS OF SPECIALIZATION AND THE PHD DEGREE	9
	SPECIALIZATION IN EXPERIMENTAL PSYCHOLOGY	9
	SPECIALIZATION IN HEALTH PSYCHOLOGY	12
	SPECIALIZATION IN INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY	14
	F. GENERAL EXPECTATIONS AND TIMELINES FOR MASTER'S AND DOCTORAL DEGREES	15
V	DEPARTMENT AND UNIVERSITY FORMS	17
VI	SOME UNIVERSITY AND DEPARTMENT RULES AND REGULATIONS	19
VII	DEPARTMENT ORGANIZATION	21
VIII	FACULTY ADVISING	22
IX	STUDENT ORGANIZATIONS	22
X	FACILITIES AND RESOURCES	23
XI	APPENDIX	26
XII	STATEMENT OF ETHICS, PROFESSIONALISM, AND CONDUCT OF PSYCHOLOGY STUDENTS	27

I. INTRODUCTION

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

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

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

II. CRITERIA FOR ADMISSION TO PSYCHOLOGY MS AND PhD PROGRAMS

There are no fixed criteria for admission to the MS or PhD programs in Psychology; many aspects of the student's application inform our admission decisions. There are, though, some standard requirements. A student is expected to have successfully completed the appropriate work prior to admission, including an undergraduate BA or BS degree. The Office of Graduate Studies requires a minimum grade point average of 3.0 in undergraduate work for unconditional admission to the program. **For the advancement to candidacy to PhD in Psychology, a minimum of 30 graduate hours with a GPA of 3.0 or better is required.** The Department of Psychology requires undergraduate courses in statistics and experimental methods as prerequisites for admission. Incoming students who have not already taken these courses will be required to enroll in Psychology 2443 and Psychology 2444.

A. Admissions Focus

Graduate admissions committees are subcommittees of the Graduate Studies Committee. Each specialization (i.e., experimental, health, I/O) will convene an admissions committee to make recommendations to the Graduate Studies Committee regarding advisors of applicants. Each is composed of faculty representatives from the specialization, the graduate advisor and the Department chairperson. Our admissions decision is based on interpretation of indications of potential success in the program. The following points are generally considered:

1. Grade point average. Most candidates for admission present averages greater than 3.2. We do, however, examine the applicant's coursework as evidence of research interest. Positive indicators of success in our program include greater than average work in the biological and physical sciences, mathematics and psychology. In similar fashion, evidence of research experience is viewed as a predictor of future research potential. For students interested in specialization in Industrial/Organizational (I/O) Psychology at the Master's level, appropriate course work is taken into consideration.
2. Submission of Verbal and Mathematics GRE scores is required. High GRE scores are viewed positively, but lower GRE scores need not exclude a candidate who shows positive indicators in other areas. We do not require the GRE Subject Test in Psychology.
3. Letters of reference. These are important insofar as they offer evidence of commitment to experimental research, the ability to think critically and creatively, and to integrate knowledge. They also provide additional

information about a candidate's experience. Evidence of success in employment relevant to I/O psychology will be considered for the Master's degree in that area.

4. The personal statement ("essay on educational goals") is required. This should describe the applicant's laboratory, field, or applied interests, career plans, along with a discussion of how the UT Arlington program can serve to further these interests and plans is required and will be examined for evidence of the appropriateness of the candidate to the UT Arlington program. The personal statement should contain information about the student's intended specialization and preferred faculty mentors. Students are encouraged to contact specific faculty members during the application process.
5. Finally, successful completion of a Master's degree in another department may be viewed positively even when the degree was received in an area outside of psychology. In this latter case, some conditions in terms of make-up (or deficiency) coursework may be specified.

In sum, the Department's mission is primarily to prepare students to conduct cutting-edge research in psychological science. Therefore, we seek students who show aptitude in, as well as motivation for, research. Students interested in the MS program in Industrial/Organizational Psychology will have their records examined for indicators of potential to succeed in industrial/organizational settings. [For further information, please contact Dr. Mark Frame (frame@uta.edu)].

B. Admission Status and Eligibility for Assistantship/Fellowship

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

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

The criteria applied will be the same as those applied to admission decisions. To be eligible, candidates typically

must: be a new student, must have a GPA of 3.0 in their last 60 undergraduate credit hours, plus any graduate credit hours as calculated by the Graduate School; and be enrolled in a minimum of 9 hours of course work in both long semesters (and 6 hours in the Summer) to retain their fellowships (see section entitled "Department Enrollment Policy" below). Assistantship assignments are made by the Department Chairperson in consultation with the Associate Chair and the Graduate Advisors. Students may be eligible for other forms of support including fellowships. Please refer to the Graduate School for further information under Financial Aid Resources (<http://grad.uta.edu/leftMenuPages/admissions.asp>).

III. UT ARLINGTON GRADUATES

Waiver of the GRE requirement: Submission of Verbal, Quantitative and Analytical Writing GRE scores is required of *all* applicants, including UT Arlington alumni (the policy became effective in September 2007). As noted in the Graduate Catalog (2007-2008 online edition) under Special Admissions Programs, "Not all graduate programs participate in the GRE waiver program."

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

1. The student must provide a brief letter to the Graduate Advisor indicating his/her desire to receive consideration under the Advanced Admission of Outstanding Undergraduates policy and describing what sub-discipline in psychology is currently his/her intended area of specialization.
2. The student must obtain two written recommendations from faculty members who have sufficient familiarity with the student to make an informed judgment concerning the student's likelihood of success in graduate studies in Psychology. These persons will submit their evaluations to the Psychology Department's Graduate Advisor. If the recommendations are favorable, the Graduate Advisor will determine if the student meets the remaining requirements.
3. The student must be in his/her last year of study at UT Arlington or have graduated UT Arlington no more than one academic year prior to the time he/she wish to begin graduate study.
4. The student's GPA must equal or exceed 3.5 in each of the following calculations:
 - a. All courses completed to date
 - b. All 3000-4000 level Psychology courses
5. The student must still submit GRE scores as described previously.

IV. DEGREE PROGRAMS AND AREAS OF SPECIALIZATION

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

A. Master of Science in Psychology

As soon as is feasible, a student should decide on an area for specialization and research. After discussion with, and consent of, the involved faculty members, the student selects a supervising professor and a thesis committee. No student may enroll in PSYC 5698 until the thesis committee has approved a proposal for the thesis project.

The MS program in Psychology requires completion of a Master's thesis for those in experimental and health specializations (see below), and may be considered either as a terminal degree program or as preparation for doctoral work. Advancement to candidacy for the PhD degree requires completion of a Master's degree in a specialization in psychology or a "Master's equivalency paper" (see Research Requirements below). The MS thesis proposal must be approved by a thesis committee consisting of at least three members of the Psychology graduate faculty (additional members are optional) before the candidate for the MS degree may enroll in PSYC 5698 (Thesis - 6 hours). The completed thesis must receive final approval by the committee in an oral defense, which is open to any interested member of the Department, including students.

Students are to post signs and make e-mail announcements informing the local academic community about their upcoming defense at the time they submit the request for the thesis examination. A *Request for Final Master's Examination* form must be completed, signed, and filed no later than two weeks before the proposed examination date (see Graduate Calendar <http://grad.uta.edu/leftMenuPages/gradcalendar.asp>). A *Final Master's Examination Report* form must be completed, signed and filed no later than two weeks before the date on which the candidate expects the degree to be conferred. For students who elect the thesis substitute or non-thesis options, the final examination(s) will be determined and administered by all of the member's of the student's supervising committee. As above, a *Request for Final Master's Examination* form and a *Final Examination Report* form must be filed by the dates listed in the Graduate Calendar.

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

B. Non-Thesis Master's Degree Option for Industrial-Organizational Psychology

The Master's degree with a specialization in industrial/organizational psychology enables students to earn the required credential and effectively compete for employment. Industrial-organizational psychologists work in a number of different areas that are crucial to the success of modern businesses and industries. The ability of industrial-organizational psychologists to meet these needs grows from training that enables them to apply psychological principles and research methods in the workplace. This non-thesis Master's program aims to provide rigorous course work in experimental design, quantitative methods, as well as modern psychological and management theory. Students will take graduate courses from the Psychology and Management Departments and will earn a Master's degree in Psychology, with emphasis in Industrial-Organizational Psychology. This is a non-thesis degree option, providing professional training to those not wishing to pursue doctoral studies.

This training will enable our graduates to be strong competitors for employment and to perform effectively in the

workplace. However, students enrolled in this degree track may determine that they wish to pursue a doctoral degree. If so, they may apply for admission to our Doctoral Program, even if they intend to pursue applied research topics. The requirements for admission will be the same as for other Master's level students, which includes completing the core curriculum requirements and an empirical thesis or thesis equivalent. Students intending to pursue their doctoral work at another university should be aware that a non-thesis Master's may oblige them to meet many additional requirements at their future university, a burden that may be reduced by pursuing a Master's degree with a thesis at UT Arlington.

C. Doctor of Philosophy

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

There are three related points to take into account as one considers entering the Psychology Program. First, the Program is designed to ensure that students gain a broad knowledge of experimental psychology since there is no assurance that a person's postgraduate job opportunities will be within a narrowly defined area of specialization. Second, required courses are designed in part to provide students with the capability of training themselves; successful completion of the doctorate demands the ability to direct oneself. Third, areas of psychology change rapidly. Although it is impossible to anticipate the exact nature of these changes, the faculty does try to provide basic skills and knowledge to meet the challenge provided by change. In short, completion of the doctoral program requires both an interest in scholarly inquiry and the ability to work independently. The three areas of specialization in this program have somewhat different rules and procedures but they share many common origins, theories and approaches. Across the specializations, the PhD program is intended to provide students with broad knowledge of experimental psychology and with deep knowledge of a specialty area. In addition, through a series of formal and informal experiences, students are expected to develop research competence in their specialty areas. It is possible to specialize in any of a variety of areas, including animal behavior, animal learning, cognitive psychology, developmental psychology, health psychology, human learning and memory, industrial organizational, behavioral neuroscience, operant, perception, personality psychology, physiological psychology, quantitative psychology, and social psychology.

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

Transfer Credit

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

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

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

*NOTE: Students on assistantship support must be enrolled in at least six hours of courses in the Psychology Department, along with the hours they are taking in other schools and departments (these must total nine hours (See **Department Enrollment Policy** below). Students may petition the Psychology Department's Graduate Studies Committee for an exemption from this rule if special circumstances apply.*

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

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

Teaching Skills Requirement

Students are required to take and pass Psychology 5110 and 5112, the Professional Development sequence, in order to qualify for consideration of continued financial support from a teaching assistantship. Typically, students begin with PSYC 5110 in the Fall semester of the first year, and must be enrolled in this course if they are assigned as a teaching assistant. This two-course sequence requirement is in place in order to serve both the Graduate Teaching Assistant (GTA) and the people they teach. Teaching is both a skill and an art that takes knowledge and practice to develop. This course imparts information about the mechanics of teaching, such as course and syllabus development, lecturing, and evaluation and offers students a chance to identify and develop skills needed for effective classroom teaching.

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

Computer Knowledge Requirement

Because of the fundamental and varied ways in which computers are applied in psychology, students are expected to understand their use and application in psychological research. Specifically, students are expected to demonstrate competence in the use of operating systems such as Windows or the Macintosh System, e-mail and other aspects of the Internet, standard office packages, data bases, programming languages (with specific reference to the programming of psychological experiments) and statistical packages such as SAS and SPSS. This computer knowledge requirement has been established in lieu of the foreign language requirement.

D. Areas of Specialization and the MS degree

Specialization in Experimental Psychology: 30 hours, including six hours of thesis are required for the MS. It is designed to form the basis for the doctoral program. It is, however, open to those seeking a terminal Master's degree. PSYC 5405, 5407, and 12 hours among 5313, 5321, 5322, 5333, 5345, and 6336 are required, including at least three hours from each area A, B, and C (see below).

Specialization in Health Psychology: 30 hours in psychology, including six hours of thesis are required for the MS. Designed to form the foundation work for the doctoral program, the MS requires that students complete the statistics sequence in the Department (PSYC 5405, 5407) and core courses in Research Methods (PSYC 5307), Health Psychology (PSYC 5309), and Learning (PSYC 5313, 5314, 5345 or 6312), and at least one biological foundations course (PSYC 5333). In addition, students should enroll in PSYC 6102, Proseminar in Health Psychology, during each long semester of graduate study. As for the experimental psychology specialization, thesis research and thesis document are also required.

Specialization in Industrial/Organizational Psychology: 50 hours in psychology and management are required for this degree, including 6 hours of internship. The program is designed as a terminal degree for those interested in careers in industrial/organizational psychology. Thirty-five hours are required in psychology. These are PSYC 5405, 5407, 5322, 5323, 5325, 5326, 6349 or 6355, 5321 or an approved elective, and an internship and a Capstone course. A Master's thesis (PSYC 5698) may be substituted for the Capstone, only upon approval from the director. Required core management courses are MANA/PSYC 5312 and MANA/PSYC 5340. Three additional management courses should be selected from PSYC 6300 or MANA 5321, 5323, 5325, 5326, 5327, 5334, and 5342. Approval for PSYC 6300 is required prior to enrollment. Students should do an internship in the summer after the first year, and the Capstone course at the end of their second year. The Master's degree provides professional training to those not wishing to pursue doctoral studies.

A typical program of study might look like this:

Year	Fall	Spring	Summer
01	Statistics, I/O Psychology Course (Personnel Psychology or Organizational Psychology), Psychology Core Course	Statistics, Psychology Core Course, Management Core	Management Core, Management Elective
02	I/O Psychology Course (Personnel Psychology or Organizational Psychology), Psychology Core Course, Management Elective	Psychometrics or Multivariate Statistics, Management Elective, Internship, Capstone	Internship may be completed during the second summer (requires summer graduation).

Note: This is based on a 2-year program of study. Students may adjust the speed at which milestones are achieved.

E. Areas of Specialization and the PhD degree

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

Specialization in Experimental Psychology (*Graduate Advisor: Dr. Jared Kenworthy*)

The specialization in Experimental Psychology allows students to work in a general experimental context while specializing in one of several areas (e.g., cognitive psychology, social psychology, neuroscience and so on).

Course requirements: Graduate students entering the experimental specialization will be required to take the following courses during their first four semesters of enrollment. Exceptions may be made only with written permission of the Graduate Studies Committee.

- Professional Development I and II (5110 and 5112)
- Statistics I (5405)
- Statistics II (5407)
- Four of the following courses, at least one from each area A, B, and C:
 Area A: 5333 Behavioral Neuroscience, 6336 Comparative Psychology
 Area B: 5321 Personality, 5322 Social Psychology
 Area C: 5313 Higher Mental Processes, 5345 Human Learning and Memory

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

1. An additional five courses (15 hours) from among lecture courses.
2. Two six-hour research courses. These may be taken from PSYC 5698 or PSYC 5600. Students who plan to obtain the MS should elect PSYC 5698 as one of the research courses and students who do not plan to obtain the MS should select two sections of PSYC 5600. If the student does not elect to obtain the MS, one of the research courses must result in a formal thesis-equivalent paper, which will be evaluated by a committee and defended in an oral examination. The two research courses are a minimum requirement. Students are strongly encouraged to take PSYC 5391 or 6391 before taking PSYC 5600 and PSYC 5698.
3. Nine hours of PSYC 6300.
4. Additional hours of coursework to be determined by the Graduate Advisor and dissertation committee. The student should plan to take approximately 86 hours including 6999. At least 45 of these hours must be in organized courses, lectures or seminars. No student may enroll in a dissertation course until the dissertation committee has approved a proposal for the dissertation project.

A student has completed the course requirements when he or she has:

- Maintained at least a B average in all courses.

A typical program of study might look like this:

Year	Fall	Spring
01	Statistics I, an A, B or C core course, Professional Development I, Readings and/or Research elective	Statistics II, an A, B or C core course, Professional Development II, Readings and/or Research elective
02	An A, B, or C core course, Seminar, Lecture Electives and/or Thesis	An A, B, or C core course, Seminar, Lecture Electives and/or Thesis
03	Lecture Electives and/or Thesis, Seminar, Readings and/or Research elective	Lecture Electives and/or Seminar, Readings and/or Research elective
04	Lecture Electives and/or Thesis, Seminar, Readings and/or Research elective Dissertation Research	Lecture Electives and/or Thesis, Seminar, Readings and/or Research elective Dissertation Research
05	Dissertation Research	Dissertation Research

Note: *This is based on a 5-year program of study. Students may adjust the speed at which milestones are achieved by adding 4th year courses earlier.*

Research Requirements: As noted above, at least two six-hour research projects and a dissertation must be completed. These are the formal requirements. Most students are continuously active in research throughout their graduate careers. One of the six-hour research projects will normally result in an MS thesis, which is approved by the thesis committee in an oral examination, as noted above. The MS is not required, however, and students may elect not to write a thesis. In that case, one of the six-hour research courses must result in a paper (referred to as an MS equivalency paper), which must be defended in an oral examination conducted by three members of the Psychology Graduate Faculty. The intent of this rule is to provide each student with oral examination experience before the dissertation is attempted. Dissertation requirements are discussed below.

Diagnostic/Qualifying Examinations:

Satisfactory completion of the statistics sequence, the Area A, B, and C core course requirements and the Master's degree or Master's equivalency paper by the end of the first five to six long semesters is recommended for achieving satisfactory progress in the graduate program. Satisfactory progress in the program, including timely completion of the core is a prerequisite for receiving an invitation to take the diagnostic/qualifying exams. Exceptions will rarely be made, and then only with the written permission of the Graduate Studies Committee. After being invited to take the diagnostic exams, students, in consultation with their faculty mentor, will designate two exam areas in which to be tested. These exam areas are normally selected from the list of specialty areas noted below:

Diagnostic Exam Areas

Animal Behavior	Evolutionary	Industrial and Organizational	Perception
Animal Learning	Group Processes	Judgment/Decision Making	Personality
Cognitive Processes	Health	Neuroscience	Quantitative methods
Development	Human Learning and Memory	Operant	Social

Other exam areas may be requested; the general restriction is that at least two psychology faculty (an external reader may substitute for one of these) must be competent to offer and evaluate an examination. Diagnostic examinations

are not intended to be narrow in scope, and the two exam areas cannot overlap substantially in content; if, in the judgment of the Graduate Studies Committee, they do, the combination of areas will not be approved. Some students have proposed to take diagnostics examinations in areas in which they have had little formal coursework. This is not a wise practice for it is difficult to master many of these areas independently. Students are urged to select diagnostic examination areas in which they have had relevant core and/or other course experience.

The Graduate Committee approves the two areas and designates examination committees to offer and read each examination. Examination committees are responsible for the reading lists that form the basis for the examination. At the option of the examination committee, students may participate in the construction of reading lists. Reading lists should be available to students beginning at least 90 days before the examination; otherwise, the examination may be postponed to allow for such a 90-day period.

Diagnostic examinations will be offered at least once each year, in mid- to- late -August approximately two weeks before the beginning of the Fall semester. Students are expected to take the diagnostic exams no later than the summer after their 6th long semester. Each eligible student will be issued two, and only two, invitations to take the diagnostic examinations. The first invitation will apply to the August testing session that follows the student's satisfactory completion of four semesters of graduate study. The second invitation will apply to the August re-testing session that occurs one year after the first invitation. Students who take the diagnostic examinations the first time they are invited, but who do not pass, may be invited to retake them the next year if their progress in the program remains satisfactory. Their performance during the second testing session will be taken as definitive.

Students who responds to their two invitations by missing the first testing session, and taking their diagnostic examinations only during the second testing session, will not be invited to retake the diagnostic examinations in a subsequent year. Their performance at the session they attend will be taken as definitive. The intent of this policy is to: (1) ensure that students are evaluated in a timely way for their readiness to complete the PhD; (2) provide students with an incentive to take advantage of both invitations (if needed) to complete their diagnostic examinations; and (3) issue the same number of invitations to all eligible students in the Graduate Program in Psychology. Students who pass their diagnostic examinations are eligible for admission to candidacy for the PhD degree. Failure to pass the diagnostic examinations by the second attempt results in the student being permanently denied admission to candidacy for the Graduate Program for the purpose of seeking the PhD degree.

Dissertation:

Students who pass their diagnostic/qualifying examinations are eligible for admission to candidacy for the PhD degree after having a dissertation proposal approved by their dissertation supervising committee. The committee is formed by a student in consultation with his or her major advisor and the Graduate Advisor, and consists of at least five members, at least four of whom are from the psychology graduate faculty (additional members are optional). Before the dissertation course (Psychology 6999) can be taken, a written dissertation proposal must be prepared by the student, and presented orally to the committee for approval.

The meeting with members of the dissertation committee is a closed one so that the proposed project can be discussed in a confidential manner. The oral presentation of the dissertation proposal satisfies the University requirement that a graduate student take and pass a "comprehensive examination" prior to advancement to candidacy for the PhD degree (see section in UT Arlington Graduate Catalog under "Comprehensive Examination"). During the presentation, the student responds to any questions the committee members may have about the project. The committee may approve the project, suggest modifications that would make the project acceptable, or reject the proposal and require a new one. In addition to satisfying the comprehensive examination requirement, approval of the dissertation proposal implies that the project is acceptable as a research topic, and that "positive results" are not required for the dissertation itself to be accepted. As noted above, approval of the dissertation proposal also is the final step for the student to be admitted to candidacy for the PhD degree. The dissertation project is then carried out as approved, or as

modified with prior approval of the committee members, and the dissertation is written.

The PhD final oral examination (that is, the “dissertation defense”) is conducted by the dissertation committee in a meeting that is open to any member of the University community and to guests. Graduate students are urged to attend all dissertation defenses, and especially those in their own area(s) of specialization. Defending students should post fliers and make e-mail announcements informing the local academic community about the defense at the time they submit the *Request for the Dissertation Defense* form to the Graduate School, two weeks prior to the defense date. Students will need to have their fliers or posters approved for posting and stamped by the Student Governance Office. A *Dissertation Defense Report* form must be filed in conjunction with the oral dissertation proposal presentation (see **University Forms** below).

Specialization in Health Psychology (*Graduate Advisor: Dr. Andrew Baum*)

The concentration in Health Psychology is designed to train researchers in health and behavior, working at the cutting-edge of interdisciplinary, biomedical and biobehavioral investigation in areas such as pain, stress, psychoimmunology, cancer and aging.

Course Requirements: Students seeking to specialize in health psychology will be required to complete the two-course Department statistics sequence (PSYC 5405 and PSYC 5407) and Research Methods (PSYC 5307), as well as core courses in Psychological Foundations, including Health Psychology (PSYC 5309), and Learning (Higher Mental Processes--PSYC 5313, Cognitive Development--PSYC 5314, Human Learning and Memory--PSYC 5345, or Animal Learning--PSYC 6312). Students are strongly advised to take History and Systems (PSYC 6316).

In addition, students are required to complete coursework in biological foundations, including systems physiology, neuroscience, and at least one relevant biological or biomedical specialty. A minimum of three foundations courses must be completed, and these must include physiology (one of several approved courses offered in other UT departments), and behavioral neuroscience (PSYC 5333). The third required foundations course must be an approved graduate level course in genetics, immunology, endocrinology, or other specialized biomedical topic available at UT Southwestern or another UT Arlington department.

Students must complete seven electives in Psychology or in other UT departments that have been approved by the program over the entire course of study. At least five must be courses offered by the Department of Psychology. Most Department offerings will satisfy this requirement. It is expected that these electives will be advanced seminars and research courses.

Students will also be required to enroll and participate in the Health Psychology Proseminar, which will meet weekly for one hour as a forum for a variety of seminar activities, presentations, and so on. Students will enroll in this seminar every long semester for the first four years of graduate study.

Summary:

- 8 hours of Proseminar
- 8 hours of Statistics (2 courses)
- 9 hours of psychological foundations courses (methods, learning, health psychology)
- 9-12 hours biological foundations (3 courses, 3-4 credits each)
- 21 hours electives
- Thesis and Dissertation as required

A student has completed the course requirements when he or she has maintained at least a B (3.0) average in all required courses. Students must maintain a B average at all times during their membership in the program.

A typical program of study might look like this:

Year	Fall	Spring
01	Statistics, Research Methods, Proseminar	Statistics, Health Psychology, Proseminar
02	Physiology, Elective, Proseminar	Neuroscience, Learning, Proseminar
03	Biological Elective, Elective, Proseminar	Elective, Elective, Proseminar
04	Elective, Elective, Research Proseminar	Elective, Proseminar
05	Research	Research

Note: This is based on a 5-year program of study. Students may adjust the speed at which milestones are achieved by adding 4th year courses earlier.

Research requirements Research requirements include general expectations of student involvement in research throughout their graduate career and specific milestones that must be accomplished in order, including the masters' research and preliminary examination, diagnostic/qualifying examinations, and the dissertation.

Masters' research: Students must complete a significant research project with primary responsibility for its derivation, conduct, and/or analysis. Ordinarily, this is done during the first two years of graduate study. This must be completed before students can seek candidacy for the PhD (i.e; take the qualifying exams). Students must complete, analyze, and report on a major research project, part or all of which is primarily the student's responsibility. Typically, this is an experiment or single study. For formal acceptance of an approved thesis so that the student can obtain a MS, University guidelines apply. The thesis committee consists of three program faculty. Alternatively, the committee shall determine an acceptable format if a MS is not sought.

Preliminary Examination: Students must pass a preliminary exam, typically given at the start of the second year of graduate study. They do not have to complete the Masters research before taking this exam. Students write answers to five questions derived from a pre-supplied readings list that test general ability to organize and integrate information and defend positions in areas of psychology. Students will be asked to re-cast, reformulate, challenge, defend, or derive established or novel concepts in psychology. Students who do not pass the exam are usually given the opportunity to retake it. Students may not seek candidacy for the PhD until this requirement has been satisfied. Reading lists are available at least four months before the examination.

Advancement to Candidacy: Once students have passed the Preliminary Exam and have completed the Master's thesis or equivalent, they are eligible to undertake the qualifying examination. This exam parallels the Diagnostic Exams in the Experimental specialization but is different in format. Successful completion of this exam process produces a recommendation for advancement to candidacy for the PhD. This process consists of two parts. The first is a comprehensive review paper that requires the student to take a novel or speculative perspective and provide an integrative and critical review of relevant literatures. Ordinarily, this is completed in the third, or early in the fourth, year and may be incorporated into the introduction for the

dissertation. The completed paper should be of a “publishable quality” in the style required for publication in the Psychological Bulletin. The student must assemble a two-person faculty committee (both should be Program Faculty) for this requirement, and should meet with them at least twice, to get the topic and scope of the paper approved, and for final approval of the paper. Meetings may also be scheduled at variable intervals depending on the committee and student.

The second part of the diagnostic/qualifying examination is an oral examination, typically 90-120 minutes long, on the student’s area of specialization. This will be completed after the third-year paper above has been formally accepted, and will involve a student and a committee of three Program Faculty members. In this examination, the student will present a proposition or series of propositions and a proposal to study them, and the committee will examine the student’s knowledge of the area, of its methods and limitations, and of how these propositions fit into larger frameworks. The committee will determine whether the student has passed the specialty examination. An initial failure to pass can result in a retake, but a continued failure will lead to a recommendation not to advance to candidacy. Passing the specialty and third-year paper requirements will lead to a recommendation for advancement to candidacy to the members of the Graduate Studies Committee.

Dissertation: Upon advancement to candidacy, each student will assemble a dissertation committee. This committee is formed by the student in consultation with his or her mentor, and will consist of at least five faculty members. At least three of the faculty must be drawn from among Program Faculty. The student will initially meet with this committee to present the proposed research, deliberate about the best ways to accomplish particular goals, and so on. Approval of the proposal implies that the project’s conceptualization, design, and proposal methods are acceptable and that particular results are not required. Once the committee has approved the proposal (this may occur at the end of the first, or after two or more meetings), the student enrolls in dissertation research (6399, 6699, 6999) and conducts his/her dissertation research. During this period, meetings with the committee are on an “as needed” basis.

During the data analysis phase, the student may wish to schedule an informal meeting. Similarly, during writing of the dissertation, the committee may or may not meet. When a student has completed a draft of the dissertation that the primary mentor deems appropriate for his or her committee, a date for the oral defense is scheduled, and written drafts must be provided to committee members at least two weeks before this date. The PhD oral examination is conducted by the dissertation committee. The first part of the examination is an oral presentation of the research and its findings. This portion of the meeting is open to any member of the University community and guests. The second part is closed and consists of specific detailed questions about the dissertation. Both oral defense and the written dissertation must be passed. Student accomplishments in class work, research, teaching, and other professional activities, as well as timely completion of milestones in the program will be considered during an annual evaluation by specialization Faculty. Students will receive written feedback based on these evaluations.

Specialization in Industrial/Organizational Psychology (*Graduate Advisor: Dr. Mark Frame*)

Students enrolled in the I/O specialization may apply for admission to either the Experimental specialization or Health specialization in the Doctoral Program. The requirements for admission will be the same as for other Master’s level students, which includes completing the core curriculum requirements and an empirical thesis or thesis equivalent. Students intending to pursue their doctoral work at another university should be aware that a non-thesis Master’s may oblige them to meet many additional requirements at their future university, a burden that may be reduced by pursuing a Master’s degree in Psychology at UT at Arlington.

F. General Expectations and Timelines for Master's and Doctoral Degrees

Time Limits

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

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

Timelines

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

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

- a. Classroom Performance: Meeting the course requirements described above is necessarily a part of success in the graduate program. Course grades are also used in evaluating student progress. Students are required to maintain a 3.0 GPA in the statistics sequence (PSYC 5405 and 5407), the distributional (A, B, C) core courses and in an overall GPA calculation.
- b. Research: Research is perhaps the most important activity that students will engage in during their time in Graduate School. It is through research and publication that you develop knowledge, and credentials are developed that ultimately determine career success. Students are expected to be active laboratory researchers in their very first semester of graduate study and throughout their entire graduate career. This is accomplished in a mentoring relationship with a Faculty member. Initially, a student works on investigations initiated by the faculty member. Later, as their laboratory skills and knowledge develop, the student will have increasingly greater input in "the process". As the expectation is that students will begin research in their first semester, they will be assigned a faculty member with whom they will work. Assignments are made by the Graduate Advisor and the Chair of the Department, and every effort is made to match the student's interests with those of an appropriate Faculty member.

These assignments are not permanent, but they have a minimum duration of one semester. After all, sometimes a "close match" is not possible, or a student may discover that she/he is really interested in pursuing some other Faculty member's research areas. A friendly "parting of the ways" is required, and students should understand that they are free to move on. However, if a student decides that they need to work with another Faculty member, it is important that both faculty members be informed as early as possible, and that the student make very effort to make the transition a smooth one. The student should also write a one-page letter to the Graduate Advisor, giving written notification of the changes in the student's Faculty research advisor.

Students should be aware that their future success is in large measure determined by their success in generating publications. Ideally, it would be nice to know how many publications are required to move onto the next level of employment. Unfortunately, a specific number can't be easily designated. But this much can be said: A student will need more than zero publications. The Master's thesis and the Doctoral dissertation are very likely to provide publishing opportunities that meet this minimum requirement. However, students must be involved in research that

is not part of their theses or dissertations. Indeed, students should strive to do work that is publishable rather than simply attempt to meet requirements. Students are collaborators with their Faculty mentors who have active research programs.

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

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

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

Students will be invited to the Research Progress Symposium by the Graduate Studies Committee upon review of their progress in the Program. The presentation may take the form of pilot work, a feasibility study or proposed research. The project can also be a basis for a thesis project. In the interest of efficiency, all progress reports are presented on the same day near the beginning of the Spring semester in "convention paper" style (i. e., a 15 minute presentation followed by a 5-minute question and answer period). (Please note that, as our Department grows, a two-day Symposium may soon be required.) Students will receive a copy of the evaluation criteria prior to the Symposium and summary scores and comments following the Symposium. If a student's performance is below par, Faculty members will discuss ways to improve the presentation, and students will be asked to present their project again.

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

Each annual evaluation is based on course work, research completed or in progress, performance of assistantship assignments, progress in the program and judgments of the student's ability and motivation to complete the PhD requirements. Students will be shown a written assessment of performance on assistantship duties and will have an

opportunity to respond to the comments. During the evaluation meeting, members of the Graduate Studies Committee are likely to note a student's "Department Citizenship" as well. Participation in department activities (i. e., colloquia, brown bag luncheons, etc.) is expected of all full-time graduate students. Part-time students should make every effort to engage in these activities as well. Absence of such involvement will be noted during evaluations.

Students who receive favorable evaluations at this point will be encouraged to complete the remainder of the Program. Students having problems in one or more areas will receive academic counseling regarding these problems. Students having major problems with the Program will be dropped from the Program or counseled not to plan on continuing beyond the MS degree. (Students entering the Program in the Spring or Summer semesters will, for evaluation purposes, be merged with those entering the following Fall semester.)

V. DEPARTMENT AND UNIVERSITY FORMS

Department Forms

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

Other forms for internal use by the Department include:

- *Department Approval Form for Research/Readings/Conference/Practicum Courses*. This form should be used any time a student requests enrollment in a non-formal course such as readings or research courses. The specific goals of the course should be listed.
- *Graduate Worksheet: Experimental, Health, Industrial/Organizational*. This worksheet should provide an at-a-glance summary of the student's progress toward the degree, including all coursework and completion of other benchmarks such as performance on the research progress symposium and diagnostic/qualifying exams. The worksheet should be updated and reviewed annually at the end of each academic year.
- *Thesis Proposal Form: Experimental, Health, Industrial/Organizational*: This form must be completed and signed by the members of the thesis committee upon successful completion of the thesis proposal.
- *Goals Evaluation: Faculty, Student*. The *Goals* form should be reviewed annually in tandem with the *Worksheet*. A vita (or resume for I/O students) should be updated and presented to your faculty advisor along with your goals for the next academic year. Your Faculty advisor will review your goals with you and make modifications as required.
- *Demographic Information Form*. This form has all your contact information and it is retained by the Department for internal use. It should be updated as needed.

University Forms

The Graduate School requires that a variety of forms be filled out at appropriate times and submitted to it. A handout listing these forms is available from the Psychology Department Office. Among these are:

1. Credit for courses offered at the University of Texas at Dallas and Southwestern Medical School is available to students enrolled at UT Arlington. Written permission from the student's advisor must be filed in the student's

permanent record and the student must obtain the appropriate enrollment forms from the Registrar (ext. 3165 or 3566, Room B16 Davis Hall). In the past, two forms have been required. They are titled *Concurrent Enrollment* form and the *Approval to Complete a Course at another School Following Enrollment at UT Arlington*.

2. MS Graduation forms: The required forms, and their deadlines, are described in the Graduate Catalog. They include an *Application for Candidacy*, a *Request for the MS Examination*, a *Final MS Examination Report* and an *Application for Graduation*. In addition, copies of the MS Thesis (if applicable) must be filed, and certain fees paid. See the UT-Arlington Graduate Catalog for details and the Graduate Calendar for dates. Students must file an *Application for Candidacy* form with the Dean of Graduate Studies no later than 30 days after the first day of classes of the semester in which they plan to receive the degree.
3. *Request for Change of Graduate Program or Degree Level*: This form should be filled out and filed by students who want to be considered candidates for the PhD degree after they have completed their work at the MS level. Students should file this form the semester after they have completed 30 hours of course work. Students who enter the Program with a Master's degree do not have to complete this form. However, to be eligible for the Graduate School sponsored STEM (Science, Technology, Engineering and Mathematics) fellowships for "doctoral" graduate assistants, all GTAs and GRAs who have completed 30 graduate hours should be instructed to submit the *Request for Change of Graduate Program* form to change their classification from MS to PhD prior to the Fall semester to be eligible for this fellowship. Please note that the classification of being a "doctoral" student is merely a means to track student progress in terms of the number of credit hours earned; admission to candidacy requires successful completion of all coursework and diagnostic/qualifying examinations. (Please Note: A policy is currently under review by the Graduate School to provide STEM fellowships to MS students who plan to continue on to the PhD, but the issue is not yet resolved. If STEM fellowships are offered to students with less than 30 credit hours, it might make more sense to use the STEM funding allotted for MS students first before changing to the PhD classification. The PhD STEM fellowship is only good for three years.)
4. *Diagnostic Evaluation Report*: This form is signed and submitted by the Psychology Graduate Advisor, following completion of the diagnostic examinations ("quals"). It certifies that the student has (or has not) successfully completed the department's diagnostic evaluation.
5. *Request for Comprehensive Examination (PhD)*: As noted above, in Psychology, the comprehensive examination for the PhD degree is the PhD dissertation proposal defense. The *Request for Comprehensive Examination* form is submitted to the Graduate Advisor by the student prior to the dissertation proposal defense. The form is then forwarded to the Graduate School. It notifies the Graduate School of the time and place of the comprehensive examination. Requests for the comprehensive examination must be submitted to the Graduate School no later than two weeks before the requested examination date.
6. *Results of Comprehensive Examination (PhD)*: Formal approval of a dissertation proposal signifies a passing grade on the Psychology Comprehensive Examination for the PhD degree. This form is submitted to the Graduate Advisor by the student. The form is then forwarded to the Graduate School. It notifies the Graduate School of the results of the examination.
7. Doctoral Graduation Forms: The *Application for Candidacy* must be filed in the Graduate School and approved by the Dean of Graduate Studies at least one semester prior to awarding of the degree. Other forms required before graduation include the *Application for Graduation*, *Request for Dissertation Defense*, and the *Dissertation Defense Report*. In addition, copies of the dissertation must be filed, and certain fees paid. See the Graduate Catalog for details and see the Graduate Calendar for deadlines.

VI. SOME UNIVERSITY AND DEPARTMENT RULES AND REGULATIONS

Deadlines

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

Assistantships

As noted previously, students who wish to be considered for assistantships should have their applications and Department forms sent to The University of Texas at Arlington by February 1 for the Fall Semester, and by September 1 for the Spring Semester.

The Department of Psychology offers assistantships to as many graduate students as its annual budget allows. These are offered to students who are interested, and who apply to the Department Chairperson, in accordance with Departmental needs and The Graduate Studies Committee's judgments of student competencies. Failure to take or to pass the diagnostic exam on the student's first opportunity will lower the student's priority standing in qualifying for an assistantship. To qualify for an assistantship, a student is typically admitted unconditionally and must be in good standing (i.e., not on academic probation, making satisfactory progress toward a degree, and, if previously an assistant, have performed assistantship duties satisfactorily). (Please refer back to the assistantship policies pertaining to provisional admission and international enrollments in section **Admission Status and Eligibility for Assistantship/ Fellowship**). Students offered teaching assistantships must successfully complete PSYC 5110 and 5112 during the first year in which they are granted the assistantship. Students on assistantships must carry a minimum of nine credit hours per semester (six credits during the summer terms).

It is a general policy of the Department of Psychology that support for a graduate student be limited to five years. Because of the limited number of assistantships available, it is also a general policy of the Department of Psychology that assistantships are available only to students who are admitted prospectively to the general experimental PhD program, and who are not planning to leave the program after completing the MS degree.

Assistantships are funded at three levels. Entering graduate students with a B.A. or B.S. degree receive entry-level stipends to be Graduate Assistants. Students who enter with a Master's degree or students who complete their Master's in our Program are considered Graduate Associates and receive a higher stipend. Students who have an approved dissertation proposal will be given the highest level stipends. Most of our assistantships are teaching assistantships and require some involvement in the teaching responsibilities of the Department. Teaching assignments for graduate assistants and associates are made each semester on the basis of a combination of factors: graduate student preferences; past experience; and Departmental needs. First-year students are typically assigned to teach laboratory sections. Once students have at least 18 hours of graduate level courses in Psychology, they are eligible to teach their own courses, becoming the "instructor of record" for the course. Assignments for such courses are based on seniority and indications of past success in teaching labs and/or courses. Some students may receive research assistantships that allow them to devote their assistantship activities exclusively to research. Such assistantships are mostly derived from grants to individual Faculty members.

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

Department Enrollment Policy

In order to maintain current knowledge of the field, all full-time doctoral students are recommended to enroll in at least six hours of course work, at least three of which are formally organized (i.e., lecture or seminar) courses, each regular semester. State law requires that students on support enroll in at least nine hours of course work during the Fall and Spring Semesters (six hours during Summer Semesters). This may be reduced to six hours during the Fall and Spring Semesters (three hours during Summer Semesters) when enrolled in course work in other UT Arlington departments (see **Credit for Courses Taken in Other Departments on the UT Arlington Campus** above). The three-hour organized course requirement may be waived by the Graduate Advisor if a student has completed 49 hours of organized course work and is actively enrolled in Dissertation (Psychology 6X99). Enrollment in Readings (PSYC 5151, 5251, 5351) will not be allowed without prior approval of both an appropriate Faculty member and the Graduate Advisor. (See also the enrollment requirements for teaching assistants under section C **Teaching Skills Requirement**.) International students are required to enroll in nine hours each semester that they are in attendance.

Independent Study Courses

Before enrolling in independent study courses (5X51, 5X91, or 5600 but excluding thesis or dissertation), students must complete a permission form, available in the Department Office. This form requires an outline of the work to be completed during the course, and must be signed by the professor supervising the work. When the course is completed, a copy of the form is placed in the student's file, along with a document resulting from the course, which might be an annotated bibliography, a literature survey, an experimental report, or other appropriate paper. Readings courses are intended to supplement, not substitute for, organized courses. Typically, advanced or highly specialized topics are studied in these courses under the supervision of an appropriate faculty member.

Thesis and Dissertation Courses

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

Academic Honesty

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

Continuing Enrollment and the Readmission Requirement

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

Part Time Students

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

VII. DEPARTMENT ORGANIZATION

Faculty

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

Chairperson and Associate Chair

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

Graduate Faculty

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

Graduate Studies Committee (aka the Committee on Graduate Studies)

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

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

Graduate Advisors

The Department's Graduate Advisors are appointed by the Dean of the Graduate School upon recommendation by the Chairperson of the Department of Psychology. **The Chair of the Graduate Studies Committee, Dr. William Ickes**, is responsible for setting the agenda and conducting the Graduate Studies Committee meetings. Each specialization is represented by a graduate advisor who is responsible for overseeing the graduate program and for

monitoring the progress of students in the program. Any student should feel free to discuss any aspects of the program with the Graduate Advisor assigned to their area of specialization. Contact information for our Chair of the CGS and current advisors is given below.

Name	Specialization	Phone	Email
Dr. William Ickes	Chair, CGS	817-272-3229	ickes@uta.edu
Dr. Jared Kenworthy	Experimental	817-272-0746	kenworthy@uta.edu
Dr. Andrew Baum	Health	817-272-0530	baum@uta.edu
Dr. Mark Frame	Industrial/Organizational	817-272-5482	frame@uta.edu

VIII. FACULTY ADVISING

Each student either chooses or is initially assigned an advisor whose interests are similar to those expressed by the student. Students are free to change advisors with the consent of the Graduate Advisor. Students are encouraged to select their faculty advisor carefully. The faculty advisor will serve as the student's major professor and mentor. Changes in faculty advisors may adversely affect the time a student takes to complete the degree. It is suggested that during their first semester, students get to know the Faculty and familiarize themselves with each person's research. Students must consult with their advisor prior to each registration period. Ordinarily, the advisor is also the student's principal research mentor. Unless instructed otherwise, they must have their advisor's signature on the Department's Advising Form in order to be cleared to register.

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

IX. STUDENT ORGANIZATIONS

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

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

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

1. The collective representation of its members in Departmental and University-wide decision making on issues believed to be relevant to the Organization's membership;
2. Assistance in the maintenance of the scholarship of the individual members of the Organization in their graduate education in psychology;

3. Services at times and with respect to matters deemed appropriate by the Organization's membership;
4. Information and assistance to undergraduates majoring in the field of Psychology.

X. FACILITIES AND RESOURCES

Research Facilities

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

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

The animal research wing was fully renovated in 2001 and provides excellent laboratory and colony facilities. It is in full compliance with State and Federal Regulations and is one of the best of its kind in the State of Texas. Experiments involving non-human animals are tightly regulated by ethical considerations and State and Federal law. All research must comply with these considerations and regulations, and local responsibility for insuring such compliance lies with the Institutional Animal Care and Use Committee and the University's Compliance Officer.

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

General Facilities and Other Resources

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

Offices: Shared office space is provided for all full time graduate students and, where possible, for part-time students.

Computer facilities: The Department provides students with access to basic office computers in research labs, the Graduate Reading Room (544B) and in the computer lab in room 314 LS. Internet access is available throughout graduate student office spaces. If you have questions or problems with your computer, please consult our Personal Computer Specialist, Gary Murphy.

Most computers in the Department are loaded with Microsoft Windows XP Professional operating system and Microsoft Office 2003 Productivity Suite. Several common-use computers located in the Graduate Reading Room and in 314 LS have SAS and SPSS software. All other software requests will be handled on an individual basis.

The Office of Information Technology (OIT) has established several wireless network access points on campus. These wireless access points allow 802.11a/b/g devices to connect to the UT Arlington network for on and off campus Internet access. Recently, the University has adopted an E-Culture Policy. The University of Texas at Arlington has

adopted the University email address as an official means of communication with students. Through the use of email (called the MyMav system), UT-Arlington is able to provide students with relevant and timely information, designed to facilitate student success. In particular, important information concerning registration, financial aid, payment of bills, and graduation may be sent to students through email. All students are assigned an email account and information about activating and using it is available at www.uta.edu/email. New students (first semester at UT Arlington) are able to activate their email account 48 hours after registering for courses. There is no additional charge to students for using this account, and it remains active as long as a student is enrolled at UT-Arlington. Students are responsible for checking their email regularly.

You can check your MavMail account on-line at <https://owa.uta.edu> (Outlook Web Access). You will log in using your NetID and current password. For information on your NetID username and password, please go to the following Internet web address: <http://oit.uta.edu/cs/accounts/student/netid/netid.html>.

Telephones: A telephone is available at all times in the Graduate Student Reading Room (544B LS). This phone does not have long distance capability. Emergency long distance calls, and long distance calls related to university business under Faculty responsibility, may be made in the Department office with permission of the Chairperson. The Department must be reimbursed for any personal long distance calls. Students can request a personal phone for their offices for a monthly fee (of \$15.00, paid on a semester basis). Voicemail can be provided for an additional \$4/mo. Teaching Assistants often provide their office or cell phone number to students; however, this is not required. Instead, you may provide the Department's number to receive messages (817-272-2281).

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

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

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

Dedicated Rooms

- Mail Room: Each graduate student is assigned a mailbox in room 300 LS. These boxes should be checked regularly because relevant communications are distributed through them. Personal mail is also distributed through these boxes. The mailroom also serves as a kitchen with a full-size refrigerator and a microwave oven.
- Reading Room: Room 544B LS is the Graduate Student Reading Room. Many Faculty members have donated books to the Graduate Student Library, kept in this Room. Readings for graduate courses and seminars may also be placed in the reading room.
- Seminar room: Room 401 has recently been dedicated as a seminar room so that seminars, proseminars and lab meetings can be scheduled there. Because this is a special-purpose room, no other activities may be scheduled there without the express permission of the Department Chairperson.
- Conference Room: Like the seminar room, room 323 LS is a dedicated space. It is used for Faculty meetings, meetings of the CGS and thesis and dissertation proposal meetings and defenses. To reserve this room, please see Marda Gunter. No other activities may be scheduled there without the expressed permission of the Department Chairperson.

Expenses

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

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

XI. APPENDIX

All the forms you need can be found on the Graduate School's webpage under the Virtual Graduate Advisor. For your convenience, the link is given here:

<http://grad.uta.edu/currentStudents/VirtualGraduateSchoolAdvisor.asp#GraduationRequirements>

Graduation checklists can be found on the Graduate School's web site:

http://grad.uta.edu/pdfs/Current/Graduation_CheckList_Non-Thesis.pdf

http://grad.uta.edu/pdfs/Current/Graduate_CheckList_Thesis-Dissertation.pdf

Other links:

American Psychological Association - <http://www.apa.org/>

American Psychological Society - <http://www.psychologicalscience.org/>

Animal Behavior Society - <http://www.animalbehavior.org/>

Armadillo - <http://www.armadilloville.org/>

Association for Behavior Analysis (International) - <http://www.abainternational.org/>

Psi Chi, The National Honor Society in Psychology - <http://www.psichi.org/>

Psychonomic Society - <http://www.psychonomic.org/>

Society for Industrial Organizational Psychology - <http://www.siop.org/>

Society for Neuroscience - <http://www.sfn.org/>

Social Psychology Network - <http://www.socialpsychology.org/>

Southwestern Psychological Association - <https://www.swpsych.org/>

Statement of Ethics, Professionalism, and Conduct of Psychology Students

Department of Psychology - University of Texas at Arlington

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

Ethical Principles*

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

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

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

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

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

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

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

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

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

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

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

Student signature: _____ Date: _____

Student name (printed): _____ Student ID number: _____

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

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

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Department of Psychology - University of Texas at Arlington

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