

GRADUATE STUDENT HANDBOOK

DEPARTMENT OF PSYCHOLOGY

**UNIVERSITY OF NORTH CAROLINA
WILMINGTON**

2009 - 2010

TABLE OF CONTENTS

- I. Introduction
- II. Degree Requirements
 - A. General Requirements for the Master of Arts at UNCW
 - B. Specific Requirements for the Master of Arts in Psychology
 - C. Additional Requirements for Concentrations
 - D. Course Offerings
 - E. Transfer of Credit From Another Institution
 - F. Course Load
 - G. Grading and Retention
 - 1. Grading
 - 2. Appeals
 - 3. Retention
 - H. Good Standing
 - I. The Thesis
 - 1. Thesis Credits
 - 2. The Philosophy of the Thesis
 - 3. Thesis Format
 - J. Comprehensive Examinations
 - K. Internship/Practicum
 - L. Honor Code
 - M. Criminal Activity and the Use of Alcohol and Illicit Drugs
 - N. Pre-Professional Behavior and Continuance in the Program
- III. Procedures
 - A. Graduate Advisor and the Graduate Committee
 - 1. Role of the Graduate Advisor
 - 2. Graduate Advisory Committee
 - B. Thesis Prospectus
 - 1. Literature Review
 - 2. Research Proposal
 - C. Admission to Candidacy and Application for Graduation
 - D. The Written Comprehensive Examination
 - 1. Structure of the Examination
 - 2. Administration of the Examination
 - E. Oral Defense of the Thesis
 - F. Graduation
 - G. General Departmental and University Procedures
 - 1. Mail Service
 - 2. Telephone Service
 - 3. Electronic Mail

4. Departmental Keys
5. Graduate Student Office Suite
6. Clerical Support and Records
7. Use of Departmental Equipment
8. Computers
9. Use of Rooms and Testing Materials
10. Research Expenses
11. Building Security
12. Graduate Student Information
13. Graduate Degree Plan
14. Library Services
15. Department Colloquia
16. Graduate Student Organization
17. Use of University Services
18. Graduate Travel

IV. Financial Aid

- A. Teaching Assistantships
- B. Research Assistantships
- C. Out-of-State Tuition Remissions
- D. Loans, Scholarships, Research Grants and Work Study
- E. Establishing North Carolina Residency for Tuition Purposes

V. Insurance

- A. Health Insurance
- B. Liability Insurance
- C. Student Professional Liability Insurance

Student Verification of Handbook Reading and Comprehension

VI. Psychology Faculty and Staff

Appendix A: Forms

I. INTRODUCTION

Mission Statement

The Psychology Department is dedicated to excellence in teaching, scholarship and service in support of the mission of the University of North Carolina Wilmington. Psychology is unique because it is simultaneously a basic and applied science, a major health profession and one of the traditional liberal arts majors. The department's mission emphasizes a synergistic relationship among the traditional goals of teaching, scholarship and service. The discipline is both a natural and social science which extends from neurological studies to an understanding of cultural effects on behavior. This imposes a strong mission of science education on the department. The Department's mission centers on providing an undergraduate liberal arts education and a graduate program which prepares students for further study at the doctoral level or, following a scientist-practitioner model, for practice as licensed psychological associates (with concentrations in clinical addictions or applied behavior analysis). The Department seeks to stimulate intellectual curiosity, imagination, rational thinking, and thoughtful expression through classroom experiences, student and faculty research and empirically-based professional practice. The Department considers research and scholarship essential to broadening human knowledge about behavior and in fostering the teaching-learning process about the scientific methods, critical thinking, and effective communication. The Department is committed to enhancing diversity and the international perspective in the content of its courses, the nature of its research and service efforts, and the collaboration among its students, faculty, and national and international colleagues. The Department seeks to maintain a significance presence in the scholarly and scientific communities on a national and international level through the involvement of its students and faculty in research scholarship and participation in scientific and professional societies. The Department strives to use technology to enhance classroom teaching-learning experience, provide students with skills applicable to the workplace, and give them tools for independent scholarship and discovery. The Department's regional service mission is focused on improving the quality of life in our area, providing opportunities in clinical training, experimental and field-placement learning, research and professional practice in applied settings, and research in naturalistic settings with community respondents. An aspect of the department's mission is to apply research findings in animal and human behavior to issues facing society in a variety of arenas.

The Department of Psychology at UNCW offers a program leading to the Master of Arts in Psychology. The specific goals of the program are to emphasize the scientific methods and principles common to all fields of psychology. Within the program are three separate concentrations:

- A. A **General Psychology** Concentration with a major goal to prepare students for entry into doctoral programs in applied or experimental psychology;
- B. A **Substance Abuse Treatment Psychology (SATP)** Concentration with a specific focus on the use of psychotherapy in the treatment of substance abuse problems. The purpose of this concentration is to help prepare students for the North Carolina Psychological Associate Licensure Examination as well as examination by the North Carolina Substance Abuse Professional Certification Board for licensure as a Clinical Addictions Specialist.

C. An **Applied Behavior Analysis (ABA)** Concentration with a focus on preparing students for the North Carolina Psychological Associate Licensure Examination and examination for Board Certification as a Behavior Analyst.

II. **DEGREE REQUIREMENTS**

A. **General Requirements for the Master of Arts at UNCW**

1. The **General Concentration** requires 33 semester hours of graduate study; the **SATP Concentration** requires 53 hours and **ABA Concentrations** require 51 hours. A minimum of 26 semester hours of graduate study must be completed in residence at UNC-Wilmington.
2. Six (6) semester hours of credit, if approved by the Graduate Steering Committee, may be transferred from another accredited institution. Grades earned on the transfer work must be the equivalent of "B" or better.
3. All deficiencies must be remedied before graduation. Undergraduate courses taken to make up deficiencies will not count toward the hours required for the graduate degree.
4. You must complete a written comprehensive examination, acceptable to the department committee, based on your prior course work. The comprehensive examination normally is taken during your final semester in residence.
5. You must present a successful oral defense of your thesis, and a written presentation of your thesis, both deemed acceptable by your faculty committee, before graduation.
6. You must complete an approved course of study within five years of the date of your first registration for graduate study.

B. **Specific Requirements for the Master of Arts in Psychology**

Core courses: Courses required of ALL students seeking a Master of Arts Degree in Psychology:

1. Research Methods (9 hours required of all students)
PSY 555 Psychological Research Methods I (4 credits)
PSY 589 Psychological Research Methods II (3 credits) OR
PSY 515 Small n Design (for ABA students) (3 Credits)
PSY 579 & 580 Advanced Research Practicum I & 2 (1 credit each)
2. Required Courses (12 credits total-4 of the following, depending on concentration):
PSY 510 Cognitive and Developmental Psychology (3 credits)
PSY 517 Learning and Behavior Analysis (3 credits)
PSY 520 Developmental Psychology (3 credits)
PSY 556 Advanced Physiological Psychology (3 credits)
PSY 565 Personality and Social Psychology (3 credits)
3. PSY 599 Thesis research (6 credits)
Note: Must be taken over at least two semesters; successful completion of PSY 580 (Research Practicum II) before beginning.

C. Additional Requirements for Concentrations

General Concentration

Students choose 4 of the 5 Core Courses listed above, with the advice of the thesis mentor/advisor. In addition, general concentration students take 6 additional hours: one 595 Seminar and one graduate-level elective, approved by the Department Chair & Graduate Coordinator.

SATP Concentration

Students must take Physiological Psychology (PSY 556) and select 3 from the remaining four Core Courses (above) under the advice of the thesis advisor. In addition, students in the SATP Concentration must complete the following course work:

| | |
|---------|--|
| PSY 525 | Psychological Assessment I (3 credits) |
| PSY 526 | Psychological Assessment II (3 credits) |
| PSY 545 | Chemical Dependency (3 credits) |
| PSY 547 | Advanced Psychopathology (3 credits) |
| PSY 549 | Basic Interviewing Skills (2 credits) |
| PSY 550 | Advanced Psychotherapy (3 credits) |
| PSY 551 | Intervention Strategies in Drug & Alcohol Problems (3 credits) |
| PSY 552 | Ethical and Legal Issues in Mental Health (1 credit) |
| PSY 594 | Clinical Psychology Practicum (2 credits) |
| PSY 598 | Internship (3 credits) |

ABA Concentration

Students take PSY 517 Learning & Behavior Analysis, PSY 520 Developmental Psychology, and PSY 556 Physiological Psychology. They may choose either PSY 510 Cognitive Psychology or PSY 565 Social & Personality Psychology as the fourth Core course, under the advice of the thesis advisor. In addition, students in the ABA Concentration complete the following course work:

| | |
|---------|--|
| PSY 515 | Small n Research Design (3 credits) |
| PSY 518 | Applied Behavior Analysis (3 credits) |
| PSY 519 | Conceptual Issues in Behavior Analysis (3 credits) |
| PSY 522 | Adv.Topics in Applied Behavior Analysis (3 credits-1 hour taken 3 times) |
| PSY 525 | Psychological Assessment I (3 credits) |
| PSY 547 | Advanced Psychopathology (3 credits) |
| PSY 552 | Ethical and Legal Issues in Mental Health (1 credit) |
| PSY 596 | Clinical Psychology Practicum in Applied Behavior Analysis (2 credits) |
| PSY 597 | Internship in Psychology & Applied Behavior Analysis (3 credits) |

D. Course Offerings

All Psychology graduate courses are designated by the prefix PSY and are numbered at the 500 level.

Some graduate courses are open only to students who have been accepted to the applied concentrations (SATP or ABA). The restricted SATP courses are: PSY 525, PSY 526, 550, 551, 594, and 598. The restricted ABA Courses are PSY 525, PSY 550, PSY 596 and 597.

Some courses are cross-listed in the undergraduate catalog (e.g. 545). Such cross-listed courses may be taken by advanced undergraduate as well as graduate students. Professors in these courses may impose special requirements on graduate students taking these courses.

Students are strongly advised to maintain a personal file of course work completed including copies of the syllabus and other course material. This file may be very useful when transferring to doctoral programs or when applying for licensure or certification. Names, addresses and phone numbers of practicum and internship supervisors are also useful in this regard.

E. Transfer of Credit from Another Institution

A maximum of six (6) hours may be transferred from another accredited institution. These requests must be approved by the Psychology Steering Committee. Transfer of a required course must also be approved by the appropriate instructor. Under special circumstances, additional credit may also be transferred by submission of a petition, endorsed by the Psychology Department Chair, to the UNCW Graduate Council. Graduate courses taken while the student was an undergraduate are not transferable classes, unless, under special circumstances, the student had **prior written** approval from the Dean of the Graduate School at UNCW. No course work with a grade of less than a B may be transferred.

To obtain transfer credit, students must present a request and a copy of their official transcript and the course syllabus to the Graduate Coordinator. The request is then voted on by the Steering Committee. If approved, it is sent on to the Psychology Department Chair, who sends it to the Dean of the Graduate School for final approval.

A currently enrolled UNCW graduate student may take up to six (6) hours of credit at another accredited institution for transfer to UNCW if the same procedures are followed and he or she has permission to take and transfer the course before the course begins.

F. Course Load

Full time status for graduate students is defined by current enrollment in nine (9) or more hours per semester (or six hours in a Summer semester). However, because of the academic character of graduate school, UNC-Wilmington recognizes that other activities may be appropriate to, and the equivalent of, full time work towards completion of your graduate degree. These activities may include appointment as a teaching or research assistant, and/or active work associated with the preparation of your thesis.

For purposes of defining full-time status on the basis of your activities, you must meet one of the following:

- a. enrolled for at least 1 hour of thesis credits (PSY 599)
- b. enrolled for at least one (1) hour of Internship credit (PSY 598)
- c. enrolled for at least 9 hours of coursework
- d. enrolled in at least 5 hours of course work and holding a 20 hour per week 9-month teaching or research assistantship
- e. enrolled in at least 7 hours of course work and holding a 10 hour per week 9-month teaching or research assistantship
- f. enrolled in GRC 600 (Graduate Continuous Enrollment)

Please note, however, that this definition of “full time” status may not be the one used by Financial Aid for the purpose of determining student loan amounts or repayment plans. Please see the Graduate School website for the most current Financial Aid information.

A student not taking a full load may be classified as part-time. For part-time graduate students to remain in good standing, they must complete PYS 555 and PSY 589 by the end of their first year and they must complete at least ten (10) semester hours per year. The five-year completion requirement still remains in effect for part-time students.

G. Grading and Retention

1. Grading:

Grades for graduate students enrolled in graduate courses must be one of the following

A (4 quality points) – excellent

A- (3.67 quality points)

B+ (3.33 quality points)

B (3 quality points) – completely satisfactory

B- (2.67 quality points)

C+ (2.33 quality points)

C (2 quality points) – minimally acceptable

F = (0 quality points) – failure

S = satisfactory progress (thesis, internship)

I = work incomplete

W = withdrawal with passing work

Grades of A-, B+, B-, C+ and C- could also given if the instructor chooses to do so.

A grade of I (Incomplete) may be given only if the instructor determines that exceptional circumstances warrant extending the time the student will be allowed to complete the course work. The instructor may set the maximum allowable period for completion of the course work, up to one year (12 months from the end of the semester in which the course was taken). If the time allowed is less than one year, the student must be notified in writing of the deadline with copies to the Graduate Coordinator and the Dean of the Graduate School. In all cases, if the instructor has not submitted a grade in 12 months, the incomplete becomes an F.

2. Appeals

If you protest a course grade, you shall first attempt to resolve the matter with the instructor involved. Failing to reach a satisfactory resolution, you may discuss the matter with the Department Chairperson and appeal the grade following the procedures outlined below. Such appeals must be made no later than the last day of the next regular (fall or spring) semester.

You shall present your appeal in writing to the Dean of the College of Arts and Sciences. By conferring with you and your instructor, the Dean will seek resolution by mutual agreement. Failing such resolution, the Dean will transmit the written appeal to the Dean of the Graduate School. The Dean of the Graduate School will convene the Grade Appeals Committee.

The Grade Appeals Committee will consist of the Graduate Dean as chair and five members of the graduate faculty appointed by the Dean of the Graduate School. If the Committee affirms the instructor's decision, the Graduate Dean will notify you, the faculty member, and the Dean of the College of Arts and Sciences in writing. If the Committee supports your appeal, it shall prescribe the method by which you should be reevaluated. If the reevaluation results in a grade change, the established course grade change procedure will be followed. The grade resulting from the reevaluation is final and may not be appealed further.

3. Retention

Graduate students in good standing (maintaining satisfactory grades and making substantial progress toward the completion of their degree) may be continuously eligible to enroll for a period of up to five (5) years of the date of their first registration for graduate study at UNCW.

Three grades of C or one grade of an F will result in immediate dismissal from the graduate program. Further, if you fall below a 3.0 GPA any time, you will be placed on academic probation and have three subsequent courses to bring your GPA up to at least a 3.0. In addition, you must have at least a 3.0 GPA to begin any program specific comprehensive examination and/or thesis work.

H. Good Standing

Good standing indicates that the student is making satisfactory progress toward the completion of the degree. Both the Graduate School and the Department have specific criteria that indicate good standing. If a student is not in good standing, it may affect his or her eligibility for departmental or university resources and ability to continue in the program or take certain courses.

To remain in good standing:

1. the student must have a Graduate Faculty Research Advisor for the thesis
2. the student may not make an F on any course (out of program)
3. the student may not make more than two C's (out of program)
4. the student may not have a GPA less than 3.0 (on probation)
If the GPA is below 3.0, the student cannot register for thesis hours or take the comprehensive examination.
5. the student must complete the Research Methods sequence in Year 1 and must complete at least 10 hours of course work per year
6. the student must show satisfactory progress toward completion of the thesis
PSY 579 – Satisfactory grade,
PSY 580 – successfully defend thesis prospectus; and student must complete PSY 580 requirements to be able to register for thesis hours.
7. the student must have no outstanding grades of "Incomplete."

Only graduate students who are in good standing will be eligible for internship placement, travel funds from the graduate school or department and nomination for Graduate School awards. Graduate students who are in good standing will be given first priority for any financial support, including TA's and scholarships.

The Psychology Graduate Coordinator is the student's academic advisor and each semester the student will meet at least once with the Psychology Graduate Coordinator to review his/her standing and progress towards the degree.

I. The Thesis

1. Thesis Credit

You are required to register for a minimum of six (6) hours of thesis credits during the time you are enrolled in the master's program. A maximum of six (6) credit hours may be used towards the master's degree. You may register for no more than five (5) thesis credits in any semester. Functionally, this means that you cannot complete all six thesis credits in one semester. Additionally, **you may not register for thesis credit until your prospectus has been approved by your committee (i.e., you have completed a successful oral defense of your prospectus)**. Since course work is usually taken during the initial semesters of graduate study, students often elect to register for thesis credits during their second two semesters, although their research may be initiated during the first two semesters. **To assure that students benefit from input of the committee members in the development and execution of the thesis, a minimum of 6 months must elapse between the defense of the prospectus and the final thesis defense.**

You must be registered during any semester in which you are working on your thesis, and are required to be registered in the term you graduate regardless of whether it is summer, fall, or spring. Students who have completed all coursework requirements but are still not finished with the thesis (or comprehensive exam) may be allowed to enroll in GRC 600 Graduate Continuous Enrollment for up to 3 terms.

2. Philosophy

Although course work is important, research and the resultant thesis are unique experiences of graduate study. Consequently the design of a realistic and well-defined empirical research project should be considered the highest priority by you and your thesis advisor. A detailed prospectus outline helps you achieve this goal by explaining the steps in developing a review of the pertinent literature and a written narrative of the direction the thesis will take. The prospectus can be used by both you and your graduate committee for evaluating and overseeing your research progress.

Directed research optimally can provide you with an opportunity to make a contribution to the field of psychology, and perhaps most important, to learn firsthand the objectives, hypotheses, methodology, data analyses and interpretations used in research. Because graduate students often lack experience in conducting research, it is important that your thesis advisor take an active role as teacher and advisor in the design and completion of your research.

The writing of the thesis involves both presentation of research findings and evaluation of these findings concerning work done by others. Thus, the incorporation of the existing body of knowledge-relative to the research being reported-is very important. This usually involves the frequent and careful citing of work published by others in the body of scientific literature. Such citations should be carefully done and should conform to the principles set forth in the APA Publication Manual.

3. Thesis Format

It is the general policy of the Graduate School and the Department of Psychology that your thesis should conform to the guidelines in the most recent edition of the APA Publication Manual and to the format of the journal to which you plan to submit your thesis research.

Detailed guidelines for the preparation and submission of the thesis have been developed by the Graduate School. Follow these guidelines carefully and completely or your thesis will be returned to you (not accepted) until it meets the standards. Before beginning the writing of your prospectus, check to make sure you are using the most recent format. Current thesis information, forms, and a manual are available on the Graduate School website: <http://uncw.edu/grad%5Finfo/theses.htm>

The thesis is submitted to the Graduate School electronically, but the student is required to submit one hard copy to the Graduate Coordinator, for binding. This copy will remain in the Department, for posterity!

J. Comprehensive Examination

Each concentration requires passing a written comprehensive examination, usually taken in the last semester in which you are in residence. Please see below regarding the format of each. In all cases, if you do not pass the examination on the first attempt, Graduate School rules require that you wait three months before you will be allowed to re-take the examination. The examination can be re-taken only once, except under special compelling circumstances. If you feel this is the case, you must petition the UNCW Graduate Council to ask for a second re-take.

K. Clinical Internship/Practicum

Students in the two clinical concentrations must complete a clinical practicum before going on internship. SATP students enroll in practicum during the second semester of the second year of study, and ABA students enroll in practicum both semesters of their second year, to meet BCBA certification requirements. Once the thesis has been defended and coursework is complete, students in both the SATP and ABA concentrations complete a 1000 hour internship (usually six months of full-time work: see description below). Specific practicum and internship experiences are based on the student's concentration, interests and availability of appropriate clinical sites in the community. All practicum and internship sites must be approved by the SATP or ABA Clinical Training Coordinator. A legal contract between the University and the training site must be signed.

Graduate faculty who teach the clinical training courses meet at least once a semester to review students' clinical training progress and make recommendations regarding their deficiencies or readiness for clinical experience. Students must have the approval of these members of the Graduate Faculty before they will be allowed to register for and begin practicum or internship experience. **Only students in the clinical concentrations (SATP or ABA) will be allowed to take practica and internships. No General Concentration students may enroll in these courses.**

As noted, clinical students are required to complete a 1000 hour internship, typically consisting of about six months of full-time clinical work. The University identifies and approves appropriate Internship placements via a signed Internship Contract. Some sites may be in other parts of the state, and are not within commuting distance of Wilmington. Some

placements provide the students a small stipend, but this is not guaranteed. The placement may be unpaid. Students must be recommended and approved by the graduate faculty before beginning their internships. Three total hours of PSY 598 must be completed, but the student may register for 1 – 3 credits in any given semester or Summer Session, distributing the credit hours over the duration of the internship experience. See “Worksheet for PSY 598 Registration” at the end of this Handbook). All students complete an on-line criminal background check, as required by UNCW. Students must comply with additional agency requirements, if any.

Because the Internship is a full-time responsibility, psychology graduate students must complete their theses before beginning the internship (see Notification of Thesis Defense/Starting Internship form at the end of this Handbook). Completion of the thesis means that the student’s graduate committee has approved both the oral thesis defense and the written final document. Generally, the student must also have passed the comprehensive examination or at least have the examination scheduled as soon as possible. The Graduate Steering Committee (via the Graduate Coordinator) may be petitioned to review exceptions to this policy in extraordinary cases.

Students should report to the practicum and internship sites according to the agency calendar, not the academic calendar. Academic breaks and holidays may or may not be observed by the agency (e.g. Spring Break at UNCW is still a work week at most agencies).

Students will receive a midterm and final evaluation from the site supervisors. These evaluations will be given to the student and the Graduate Coordinator as well.

It is expected that the student’s alcohol and drug use will be in compliance with the policies and expectations of the agency, the UNCW code of conduct and the standards of ethics and professional conduct of the American Psychological Association. If not, the student may not be recommended for clinical placement by the UNCW faculty or he/she might be terminated from the placement prematurely. Many agencies reserve the right to require drug tests and criminal background checks prior to accepting an intern or practicum student.

Following graduation from one of the clinical concentrations, applicants for licensure as a Psychological Associate (or as a Licensed Psychologist, if they go on to finish a doctoral degree) in most states are asked to complete a statement regarding arrests and criminal convictions, to provide details, and to attach copies of any final judgments or court orders. The State may deny licensure if an individual has been convicted of or pleaded no contest to a crime and there is a reasonable and adverse relationship between the crime and the continuing ability of the person to perform any of his or her professional functions in an effective manner.

L. Honor Code

The UNCW Academic Honor Code is specified in the current Student Handbook and the UNCW Code of Student Life. Standards of ethics of the American Psychological Association and other professional societies apply to all academic work of faculty and students, including thesis preparation, classroom performance and internship and practicum experience. Particular care should be taken to avoid plagiarism (see APA Publication Manual for definition and appropriate attribution style). Violations of the Honor Code may be grounds for expulsion from UNCW.

M. Criminal Activity and the Use and Misuse of Alcohol and Drugs

Psychology graduate students may be engaged in a variety of research and clinical activities that involve community agencies, schools, individual members of the public and/or research involving controlled substances and governed by Federal Drug-Free Workplace Policy stipulations. It is expected that the student's alcohol and drug use is in compliance with the policies and expectations of the agency, the UNCW Code of Student Life and the American Psychological Association's Ethical Principles for Psychologists and Code of Conduct. UNCW, as well as collaborating agencies, reserve the right to require drug tests and/or criminal background checks prior to accepting a student researcher, intern, or practicum student. Criminal background checks for students in the clinical concentrations are now required by UNCW before registering for internship. This is done on-line at the student's expense. See the Clinical Training Coordinator for details.

Also, the State of North Carolina requires that applicants to the NC Psychology Board (for licensure as an LPA) undergo a criminal background check prior to receiving approval to sit for the licensing exam.

N. Pre-Professional Behavior and Continuance in the Program

In addition to making consistent and timely progress toward completion of degree requirements, graduate students are expected to maintain high standards of personal conduct and behavior that will reflect positively upon the Department and the psychology profession. Continuation in the program is dependent upon the maintenance of appropriate professional behaviors that are consistent with the UNCW Code of Student Conduct and the American Psychological Association (see Ethical Principles of Psychologists and Code of Conduct). A student may be dismissed from the program for any of the following:

- 1) Any characteristics which would, in the judgment of the faculty, make the student unsuited to engage in a career in the specialization in psychology for which he/she is preparing;
- 2) Conduct unbecoming a professional psychologist;
- 3) Failure to comply with Departmental, college, and university regulations or procedures.

Clinical Students (SATP or ABA Concentrations)

Clinical students in particular must practice the levels of clinical judgment and skill appropriate to their level of training. Additionally, students must be free of personality or behavior problems that would prevent the student from functioning effectively as a clinical psychologist.

Process for all Graduate students

- 1) If there are concerns regarding student performance in academic achievement, clinical skill acquisition or professional behavior, the student will be informed in writing by the Graduate Coordinator and, for clinical students, the Clinical Training Coordinator.
- 2) The Graduate Coordinator will schedule a conference with any student for whom a pattern of concerns has been identified or for whom a serious incident has been observed. The Department Chair, Clinical Training Coordinator, and other relevant faculty may participate in this conference. Written records will be maintained for these meetings, and a recommendation for continuance or termination will be noted.

3) A recommendation for continuance must stipulate requirements through which the student could complete his/her graduate program and include a timeframe. The first priority will be to provide any support, assistance, or referral appropriate for the student, such as referral for individual psychotherapy or remedial training. If termination of the program is recommended, the student is removed from the program.

4) Students may appeal a termination decision by requesting a hearing before a panel drawn by the Department Chair, from the Psychology Graduate Faculty. The decision of the Psychology Graduate Faculty panel is final.

III. PROCEDURES

A. Graduate Advisor and Graduate Advisory Committee

You must have a Graduate Thesis/Research Advisor (sometimes called the Research Mentor). Graduate students will not be admitted to the program unless they have the consent of a Graduate Faculty member who has agreed to serve as your Research Advisor. You cannot change Research Mentors without the written consent of the Department Chair. Changes in Research mentors are made only in extraordinary circumstances. Please check with the Graduate Coordinator if you have questions. If you are unable to continue with your original mentor and you cannot obtain a new mentor, you will be ineligible to continue in the Psychology Graduate Program.

1. Role of the Graduate Research Advisor

The primary role of your Graduate Research Advisor (Mentor) is to help you choose a thesis topic and the design of your research program. Your Mentor will give you advice about your thesis and help you edit your thesis, as well as other research. Your advisor, therefore, must have expertise in the area of your research and usually will agree to advise only those students wishing to pursue a research topic within his or her range of expertise.

Your Mentor will assist you in selecting at least two other Graduate Faculty Members to serve on your Graduate Advisory Committee. This committee should be selected during your first semester in residence. The Graduate Advisory Committee should be chosen to provide you with additional expertise in designing and carrying out your thesis research. In addition, if you are in the General Concentration, they will write questions and evaluate your performance on your Comprehensive Examination. Your Graduate Advisory Committee form (see Appendix, below for form) should be completed by April 30th and given to the Psychology Department Chair for her or his signature.

2. The Role of the Graduate Advisory Committee

Your committee must consist of at least three members. At least two committee members, including the Chair of your committee must be from the Psychology Department Graduate faculty. The third member could be from another UNCW department, but must be a Graduate Faculty member. A faculty member from another campus or institution may be added as an unofficial fourth member, if appropriate, but may not chair the committee. Normally, the committee Chair is your Mentor. Graduate Faculty with *ad hoc* status or adjunct status at UNCW may be added as official fourth members.

Committee Members are formally appointed by the Department Chair. Using the form in Appendix A, you should notify the Department Chair of your committee preferences during your first semester. The Chair will discuss any issues with you and your Mentor, but otherwise will make the formal appointments by signing the form. This form is then sent to the Graduate Coordinator and you must notify each committee member that he/she has been approved by the Chair.

Your advisory committee will assist you in many ways. They will assist you with the development of your thesis research proposal, and they must approve your prospectus and well as your final thesis document (see below). They will be prepared to offer you advice and counsel throughout your degree program on any aspect of the program. Each committee member will read, evaluate, and help you edit your thesis. In the General Concentration, your committee will also schedule and conduct your written comprehensive examination and evaluate your performance, determining whether you pass or fail.

It is very important that your committee be chosen carefully and that you maintain close contact with each member throughout your degree program. It is especially important that you keep them informed of your progress in research and writing your thesis. For example, since the committee must approve your thesis prospectus before you begin, it is risky to begin running subjects without consulting them. When your committee members do not know what you are doing, they can only assume that you are doing nothing. Keep them informed.

The relationship between you, your mentor, and your committee is an unusual and close one. If you maintain good working relations, generally your mentor and committee will be of great help to you. If the relationship becomes distant, you will be likely to lose much of the opportunity to make the most of your master's program.

B. Thesis Prospectus

Oversight of your course work and your research is the responsibility of the University Faculty. Failure to monitor these elements may result in considerable strain on the student-mentor-university relationship. To promote a firm understanding of what is expected of you related to your educational and research program, it is essential that you prepare thesis prospectus early in your program. Typically, several drafts of your prospectus are completed before your committee approves the prospectus. Your prospectus should be completed by the end of your second semester and your grade in PSY 580, Research Practicum II, will reflect your progress. It is expected that you will distribute a copy of your prospectus to your committee members at least one week in advance of the prospectus defense. Specifically, if you have not had a successful prospectus defense by the end of your second semester, you will get a grade of "I" (Incomplete) for PSY 580. Until you have a successful defense, the grade will remain "I" and you may not register for thesis credits. Functionally, if you have not registered for thesis credits by the end of the "add" period in the next semester, you will have to wait an entire semester to begin accumulating thesis credits. Remember that you cannot register for all six thesis credit in one semester, so this may delay your graduation date. Additionally, please remember that a grade of "I" turns into an "F" and leads to expulsion from the program after one year. **To assure that students benefit from input of the committee members in the development and execution of the thesis, a minimum of 6 months must elapse between the defense of the prospectus and the final thesis defense.** This means that your graduation and, for

clinical students, your internship, could be significantly delayed if you do not defend your prospectus in a timely manner.

Your prospectus should contain two elements: 1) a literature review, and 2) a research proposal.

1. Literature Review:

A review of the pertinent primary literature concerning a specific research topic mutually agreed upon by you and your mentor should be completed. The review should be considered a demonstration of your command of the primary literature in the intended field.

- a. Using traditional conventional or computer-based search techniques and/or consultation with persons knowledgeable in the field, you should review major relevant research papers appearing in refereed journals in your area of study. The Randall Library offers workshops on using PsychInfo, PSYArticles, and other computerized information services.
- b. Your review should include broad papers in your field of study and specific papers related directly to your research topic. You should read the original papers and not rely on another author's review of the literature.
- c. Your review should present the pertinent information regarding unique approaches or conclusions of the documents considered.
- d. Your review should show the data gap that your research will address.
- e. Your review should be critical, describing problems in design or interpretation.
- f. Your review can be historical, topical, or a combination of the two. This should be agreed upon with your mentor.
- g. Your review must be written in the style using the most recent edition of the American Psychological Association Publication Manual.

2. Research Proposal

The research proposal, written in narrative form, using APA format, describing the objectives, hypotheses, methodology and data analysis plan, should be completed before you embark on your thesis research.

- a. The proposal should make clear the significance of your study relative to the literature review.
- b. The objectives of your study should be clearly stated. The objectives are defined as measurable or demonstrative accomplishments.
- c. Hypotheses and anticipated statistical analyses as well as anticipated results should be described and discussed.
- d. Your research proposal should show a period in which you will accomplish the proposed objectives.
- e. Your research proposal should demonstrate that the objectives can be accomplished in the period discussed.
- f. The entire document should be considered conditional, allowing changes because of circumstances beyond your control.
- g. The methodology for accomplishing each objective should be presented in as much detail as is feasible.
- h. The number and source of subjects or participants, kinds of data to be collected, and your methods of analysis should be stated clearly and in detail.

- i. Your research proposal can be used to measure your progress through the thesis and help develop a schedule for your accomplishments.
- j. Your research plan must be approved by the University IRB or IACUC before you begin any research. Treatment of subjects must conform to the ethical guidelines of the APA.

Typically, you will write your prospectus over your first year. When your committee approves (usually after several drafts), you must present your prospectus to your committee in an oral defense. Your committee must be given a reasonable time to review your written draft of the prospectus before your defense. Typically an oral defense lasts an hour or two, because the committee will ask questions and discuss your research plan with you. Following your defense, the committee will determine whether you pass or fail the defense. Often, students will pass but will be asked to rewrite parts of the prospectus. If a student does not pass, a specific plan will be formulated by the committee for remediation.

A copy of your prospectus along with a cover sheet “Results of the Thesis Prospectus Defense” *signed by all of your committee members*, must be submitted to the Graduate Coordinator. (The form is in Appendix A). These will be kept on file. Additionally, the Graduate Coordinator will use the form as a prompt to give you a grade in PSY 580.

Any substantive changes in your thesis research must be approved by your committee and, when appropriate, by the University IRB or IACUC.

C. Admission to Candidacy and Application for Graduation

A “Candidate” for a graduate degree is a student who has been approved for graduation at the end of a specific semester, subject to the completion of ongoing courses or other requirements (e.g. comprehensive examination). You should apply for candidacy during your third semester to graduate in your fourth semester. That is, if you expect to fulfill all of your requirements by the end of the Spring semester of your second year, you must fill out an application (available from the Graduate School) by NOVEMBER 15. If you anticipate graduating in the Summer or Fall semester, you must complete the application by APRIL 15. If you do not complete your application on time, you will not be eligible to graduate in the next semester, even if you have completed all your requirements. On the other hand, if you apply to graduate, but do not complete your requirements on time in the next semester, you remain “a candidate” and can graduate the following semester.

NOT MEETING THE DEADLINE FOR APPLICATION CAN BE COSTLY—PLEASE PAY ATTENTION: November 15 and April 15 are the only two deadlines.

D. Written Comprehensive Examination

All candidates for the master’s degree must pass a final comprehensive examination before graduation. This examination assesses your understanding of a core set of knowledge in the discipline of psychology. The structure of the examination is different in each concentration, but the idea in all is to assure that you are ready for a Master’s degree.

1. Structure of the Examination

a. General Concentration:

The Comprehensive Examination for students in the General Concentration will consist of a review of a research article selected by the student’s mentor, who will also develop a set of questions for the student to respond. The article and a set of questions will be approved by

the other members of the student's committee. A few examples of questions a mentor might include are:

- 1) Write an abstract for this article and create an appropriate title.
- 2) What is the research question and is it clearly and concisely stated?
- 3) Identify strengths and weaknesses of the statistical procedures used, and propose at least one alternative strategy for analyzing the data.
- 4) Do the authors describe their methodology clearly and accurately?
- 5) Identify an alternative methodology for answering the research questions posed by the researchers.
- 6) Has the literature been adequately reviewed and interpreted? Are there any additional sources that should be considered?

(Note: These sample questions are provided as guidelines only)

The examination will typically be administered during the month of March in the second semester of the second year. Students will have 48 Hours to complete the review and will be encouraged to use internet and print resources in crafting their responses. The students committee will evaluate the exam and make a recommendation of pass or fail to the mentor, who will also evaluate the responses.

b. SATP Concentration

The written comprehensive examination administered in the SATP concentration is designed to evaluate your competence in the field. The exam will last no more than three hours. The format will be both objective and essay.

- 1) Objective examination questions will reflect the content areas that will be assessed on the examination for the North Carolina Substance Abuse Professional Certification Board.
- 2) Essay topics will include legal, ethical, and cross-cultural areas. All eligible SATP students will take the examination at the same time, either in the Fall (early September) or the Spring semester (mid-January). Questions will be developed by a departmental committee. This committee will also be responsible for grading your examination.

c. ABA Concentration

The Comprehensive Exam for students in the Applied Behavior Analysis program will consist of two parts:

- 1) an Applied Behavior Analysis content exam, modeled after the BACB certification exam;
- 2) a journal article critique that includes questions related to experimental design, interpretation of graphical presentation of results, application of findings, and ethical issues.

The student must pass both of the components of the exam to satisfy the Comprehensive Exam requirement.

Policies for conducting the ABA Comprehensive examination:

1) The Applied BA content exam is written by the behavior analysis faculty. The exam will be taken immediately following completion of the practicum course. A score of 80%* is required to pass this component of the exam. The individual scoring the exam will coordinate

communication of the results to the research advisor and the student and, if necessary, coordinate remedial action (* note: The passing score is current practice, but is subject to change based upon our experiences with the test).

2) The research article critique is arranged by the student's research advisor, in consultation with, and with input from the student's thesis committee. A pool of articles and related questions will be compiled, from which an advisor may choose if desired. This component of the exam will be taken at a point that makes sense for the student's timeline, preferably prior to the internship, but during the internship if necessary (see departmental policies for specific procedures involved when clinical students take components the comprehensive exam off site). The exam will be evaluated by members of the student's committee and appropriate designated graduate faculty with expertise in behavior analysis. An evaluation of "satisfactory" from all evaluators is required to pass this component of the exam.

2. Administration of the Comprehensive Examination

- a. *Requirement:* You must pass a written comprehensive examination covering your field of study in order to earn a master's degree.
- b. *Eligibility:* If you have completed your course work or you are nearing the end of the last semester of your coursework, you are eligible to take the written comprehensive examination.
- c. *Exam Dates:* You are encouraged to complete the examination as early as you can. Typically, students in the General concentration will take the exam in March of their second year. The examination should be taken no later than 30 days prior to your planned graduation date, if possible. For SATP and ABA students, the dates will be set by the committee.
- d. *Notice of Intent:* You must notify the Graduate Coordinator and your appropriate committee well in advance of your intent to take the examination. For General Concentration students, this should be within the first two weeks of the second semester of the second year.
- e. *Responsibilities:* The Committee Chair is responsible for determining a mutually agreeable time and place for the administration of the comprehensive examination.

In the **General Concentration**, the chair of the thesis committee is responsible for notifying the rest of the committee of the student's intent to take the examination. The Chair will ask members of the committee and may ask other faculty to submit questions. The chair finalizes the questions and selects the paper for review on the second day of the test. The committee reviews and approves the examination before the student takes it. The committee should also be available at the beginning of the examination to answer questions.

In the **SATP Concentration**, the tests will be assembled and proctored by a committee under the direction of the Graduate Coordinator. Students who intend to take the SATP test must notify the committee at least a few days in advance of the announced date so that enough tests and seats will be available on the test date.

In the **ABA Concentration**, the ABA content exam is written by the behavior analysis faculty and will be taken immediately following completion of the practicum course. The research article critique is arranged by the student's research advisor, in consultation with, and with input from the student's thesis committee. This component of the exam will be taken at a point that makes

sense for the student's timeline, preferably prior to the internship, but during the internship if necessary (see departmental policies for specific procedures involved when clinical students take components the comprehensive exam off site)

- f. *Exam length:* Students in the General concentration will have 48 hours to complete the article review. The SATP test takes place over one day and the ABA comprehensive exam takes place over two days.
- g. *Grading:* For **General Concentration** students, committee members will grade questions on a pass/fail basis. Their grades and comments must be forwarded to the committee chair within five working days of when you completed the test. Overall grades will be discussed in your graduate committee and the final grade will be decided. In some cases, remediation may be required before a pass grade can be considered.
For **SATP concentration** students, members of the department committee will grade each examination within five working days of when you finished the examination. The essay questions will be graded on a pass/fail basis and the rest will be objectively graded. You must pass at least 70% of the multiple choice items on the Substance Use Examination. In some cases, a student may be required to re-take a section, but not until three months have elapsed from the time of the first test.
For **ABA concentration** students must achieve a passing score of at least 80% on the objective, ABA content exam. An evaluation of "satisfactory" from all evaluators is required to pass the article critique component of the exam.
- h. *Notification of Results:* Your mentor will notify you of the results of your test within two weeks of your examination. Your mentor, or the chair of the clinical testing committee, will notify the Graduate Coordinator of the results, using the form in Appendix A. If you fail the examination, you will receive feedback from your committee concerning the basis of failure within 14 working days.
- i. *Retaking the Examination:* If you do not pass the examination, you may request to retake the examination after at least three (3) months have elapsed. You may not take the examination a third time without the written approval of the UNCW Graduate Council.

Policy for students on internship away from UNCW campus:

For clinical students completing their internships at a site away from Wilmington, where travel to Wilmington would be prohibitive, students may request that comprehensive exam be administered at the internship site. The internship supervisor must agree to administer the exam. For SATP students, the SATP Clinical Training Coordinator will make arrangements to fax a copy of the exam to the student's internship supervisor on the day of the exam. The completed exam will then be immediately faxed back to the SATP Clinical Training Coordinator at UNCW, who will forward the exam to the appropriate clinical faculty grader. The hard copy of the exam will be mailed to the designated Clinical Training Coordinator at UNCW, to be shredded. For ABA students, the research mentor will make arrangements for the student to complete the article critique.

E. Oral Defense of the Thesis

You are required to defend your thesis orally to your thesis committee. In order to celebrate your accomplishments, the Psychology Department requires a public defense.

This means that at least several days before your scheduled defense you should announce the time, place, date and title. Public announcement to the University Community means hanging flyers in the S&B Building and in other buildings around campus (e.g. the Student Union, other science departments) and announcing the presentation in the University Media (for example, in the weekly newsletter, “@UNCW”). Please encourage all faculty and students to attend.

Please note, as a student in the Psychology Department, you are strongly encouraged to attend others' thesis defenses. You can learn about their research, you can learn about how to present a good defense and you can support your colleagues.

Your oral defense and examination allows your committee to question you on all phases of your research and your written thesis. Your examination should be scheduled when you have completed the research and have prepared the final draft of your thesis. Remember, at least 6 months must elapse between the prospectus defense and the thesis defense. As with the prospectus, you can expect to write several drafts of the thesis before getting approval for the defense from your committee.

At least 15 days before you want to defend, you need to submit your (almost) final draft of your thesis to the Graduate School for approval (this copy does not need to be on bond paper). Please see the Graduate School Deadlines for this information:
http://www.uncw.edu/grad_info/deadlines.htm

The thesis format approval sheet, signed by your mentor, needs to be attached. These forms are available to download from the Graduate School website:
http://www.uncw.edu/grad_info/Thesis_info.html

The Graduate School will normally approve (or disapprove) within 3 - 4 business days. If approved, you can schedule the time and place of the event. Defenses should be planned no later than two weeks before graduation requirement date for the semester to give you time to make any last corrections required by your committee to the written draft. Your written document should be submitted to each committee member at least 10 days before the actual defense. Each committee member will study and edit your document. If, at that time, the committee believes you are not ready to defend, they will ask you to cancel. Otherwise, the defense will proceed.

The format of your public defense will be a public presentation of your thesis research (including questions of clarification from the audience) and a non-public period of questioning of you by your committee and an outside reviewer, if the Graduate School has appointed one. At the conclusion of your defense, copies of your document with comments from your committee members will be returned to you and the committee will meet briefly to decide if you pass or fail your defense. This decision is conveyed to you immediately and is conveyed in written format to the Graduate Coordinator (see thesis defense report form in Appendix A).

If you pass the defense, your final copy of the written document should be edited to conform to the comments from your committee. The thesis committee is responsible for seeing that all recommended changes are incorporated into the thesis. When all the committee members are satisfied with the written document, they will sign the cover page.

All theses must be submitted to the Graduate School electronically. The guidelines for doing so are on the Graduate School website, but you can also consult with the staff there.

The Graduate School holds workshops on submitting electronic theses at least once a semester, so it is a good idea to attend one.

Should you fail your defense or should the committee determine that your written document is inadequate, your committee can request scheduling a second defense or a second submission after considerable revision of the document.

F. Graduation

Your participation in the commencement ceremony is a meaningful and important part of your UNCW degree program, for you, your family and for the department. You may graduate in May, July or December. If you graduate in July or December, you should plan to participate in the December ceremony. May graduates participate in the May commencement exercise. Commencement includes both a UNCW ceremony and a smaller department ceremony. Master's graduates are honored at the department ceremony by having their thesis titles read and by receiving their hoods from their mentors. You must wear academic regalia (which can be rented).

You must apply to graduate either by **November 15 (if you want to graduate the following May) or April 15 (if you want to graduate in July or December)**. The application form is available on the Graduate School website. You must list all your remaining requirements, including your last semester of coursework, your thesis defense, your written thesis, your comprehensive examination and, if you are a clinical student, your internship requirement. This form must be signed by the Graduate Coordinator. At this point, you become a "Candidate" for the Master's degree.

G. General Departmental and University Procedures

The department of Psychology office staff will provide information and assist you in successfully completing your course of study. Below are general procedures that affect you. For more information on general office procedures that affect graduate students and faculty, please seek information from your mentor or the Graduate Coordinator.

1. Mail Service

Each Graduate Student has a mailbox in the Psychology Department mailroom. You should check your mailbox a couple of times a day for messages from faculty members. Also, you may receive outside mail, such as journals and letters, in care of the department. Your address here is:

YOUR NAME
Department of Psychology
UNC Wilmington
601 S. College Rd.
Wilmington, NC 28403-5612

2. Telephone Service

The department cannot provide phones for graduate students. However, you are allowed to use office phones where appropriate. You may not call outside the 910 area code without special permission. There is a telephone in the Graduate Office for local calls only (910 area code).

Telephone messages received for you by the office staff will be left in your department mailbox.

3. Electronic Mail

Every student at UNCW has a free e-mail account, but you must activate it. Important information (e.g. notices about deadlines, scholarships or other opportunities) is transmitted via e-mail. You should activate your account and check it at least twice daily. Because of the way the UNCW e-mail accounts are set up, we use your UNCW account and will not use outside accounts (such as aol or yahoo) to contact you. If you are on the UNCW system and you want to send a note to someone else in the system, you merely have to type the person's last name on the address line. You can send and receive e-mail from anywhere, however, always be careful opening an attachment. Finally, please make sure you regularly clean out your email box (you must delete your messages and then delete your "trash" bin) so you won't run out of space and miss important messages.

4. Department Keys and ID access

All graduate students should request needed keys or ID Card Access from the departmental office. Consult with your mentor or the Department Chair about what keys and access you will need. The departmental secretaries will order keys or authorize card access for you. Upon completion of your degree, or if you withdraw from the university or take a leave of absence, you must return all keys to the Department Office.

5. Graduate Student Office Suite

Room 105 in the S&B Building is designated as the Graduate Student Office Area. A primary purpose of the room is to allow teaching assistants to meet with students, to provide access to computers, and to provide a study area. Your cooperation in minimizing noise and other distractions will be much appreciated. Food and drink are permitted, but remember, you have to clean up after yourself.

6. Clerical Support and Records

The Department office will maintain your records. Official records are also maintained in the Graduate School Office in James Hall. All questions concerning your status should be directed to the Graduate Coordinator or the Department Chair.

7. Use of Departmental Equipment

Most of the equipment, including computers, in the research and teaching laboratories and offices is university-owned (this means it is owned by the state of North Carolina). You may not take a piece of equipment off the premises without written permission from the Department Chair or the faculty member to whom it is assigned. You definitely do not want to be considered responsible for the disappearance or destruction of State-owned equipment.

Usually equipment is assigned to a particular faculty member for use in specific courses or research projects. Often this equipment requires considerable skill and care during use to avoid damage. Damage may be costly to repair and repairs may require time, during which the equipment is unusable. Therefore, you should **never** use a piece of equipment without first requesting its use from the faculty member to whom it is assigned. This includes computers, video cameras, and so on. If you are unsure what you can use, consult with your mentor or the Department Chair.

If you need a piece of equipment for your work, it may be available. Please consult with your mentor or the Department Chair about how you might borrow such equipment.

We are sorry, but the Department budget does not allow for students to use Department copy machine to make copies related to their own coursework or research projects.

8. Use of Computers

The computer equipment in the graduate student office and in other offices is for the use of graduate students and faculty only. Please follow posted instructions. The University policy, which we enforce, is that downloading inappropriate material onto our computers is cause for disciplinary action. In addition, if you find such material on the computer or if the computer is malfunctioning in any way, please inform the Graduate Coordinator so that the issues can be addressed properly. *Students are required to supply their own paper for their own projects (not associated with TA or RA duties).*

Computer clusters are also available in a lab for graduate students in the S&B Building (when no classes are scheduled for that room) and in the Randall Library during posted hours. .

9. Use of Rooms and Testing Material

If you need to reserve a room, for research or a thesis presentation, for example, please ask the department office staff and give them a reasonable amount of time to find and reserve a room. Additionally, some equipment (e.g. a VCR and monitor) needs to be reserved through the departmental staff. Finally, materials used in Assessment classes may be borrowed by clinical students only from the faculty members who teach those classes.

10. Research Expenses

Ordinarily, you are responsible for the cost of supplies, photocopies and any other research expenses for your research. For example, you may not use the department copy card to Xerox articles for your thesis or questionnaires for your research.

11. Building Security

You are expected to assist the Psychology Department faculty and Staff in maintaining building security. We want to maintain a safe and secure campus for ourselves, our students and our research subjects. Your ID card allows you access to the building 24-hours a day, but you must be extremely careful about letting others into the building. No doors should be propped open if they are supposed to be locked. If you see one propped open, please close it and notify campus security if someone gives you trouble about this. Never, ever let anyone unknown to you through a locked door (e.g. the double-doors across from the Psychology Office). If the person has authorization to be there, the person will have a key or an ID card that will open the door. Again, if there is any trouble, please call Campus Security immediately. The emergency number is 962 – 4911.

If you are the last person to leave a room, it is your responsibility to ensure that the room is secure and that all equipment is shut off.

Many times graduate students work late at night in the building. Please try to maintain knowledge of who else is there and be careful about leaving the building alone after dark. If you are leaving late and alone, campus police will give you an escort if you are at all uneasy.

You should be prepared to deal with emergencies as effectively as possible. Try to be aware of the nearest fire extinguisher, fire blankets, exits, alarms and emergency lights. In any lab where you are teaching or working, always locate the first aid kit, eyewash station and shower. If an emergency occurs at any time, you should call the campus police. They would rather respond and find nothing, than miss responding to an emergency.

On any campus phone: dial X24911

On your cell phone: (910) 962 – 4911

12. Graduate Student Information

The Graduate Coordinator needs to maintain a list of current information on you, including phone number, address, emergency contacts, and your degree information. It is your responsibility to keep this information up to date. If you move, change your phone number or whatever, please notify the Graduate Coordinator. Additionally, you and the Graduate Coordinator need to review your progress towards your degree at least once a semester. Please make sure your information is current at that time.

13. Library Services

The Randall Library provides many services for students and faculty researching the literature. If the library does not have the book you need, they will try to obtain it for you relatively quickly through Interlibrary loan (ILL). Additionally, the library subscribes to many full text journals online. If the article you need is not available online or physically in the library, then, again, they will try to locate it through Interlibrary loan. The library also has search services online, including PsychInfo and PSYArticles. You should be able to locate and read almost any original article you need for your thesis or other research.

The Library has an information office and also conducts small workshops to help you learn all about their services and how to access them. Please make use of this information. We cannot list all of the services in your handbook, because the library frequently updates and refines what it can do. Additionally, the library provides daily newspapers, recreational reading, videotapes, audiotapes, CD's and DVD's and features a coffeeshop.

14. Department Colloquia

Each semester the department provides colloquia by scientists and students. These are announced in advance. They are designed to provide intellectual stimulation to both faculty and students. **You are expected to attend.**

15. Graduate Student Association (GSA) & Graduate Student Association-Psychology (GSAP)

The Graduate Student Association on the UNCW campus is a very active group representing all the graduate students on campus. Its purpose is to provide opportunities for graduate students to meet and share interests, provide financial aid for research-related travel expenses, bring stimulating guest speakers to campus and other activities the group wishes to pursue. The Graduate Coordinator's Assistant is the Psychology Department's representative to the GSA, but other graduate students are encouraged to join in activities, running for office, and so on.

GSAP is a student organization just for psychology graduate students. The organization is allotted funds to purchase needed equipment or for other activities related to the educational mission of the University. There are a minimum of two meetings per year, and office include president, Vice President, and Treasurer.

16. Student Representation on the Graduate Steering Committee

A graduate student representative will be selected by the graduate students to serve as a non-voting member of the Graduate Steering Committee. The Representative is invited to attend Steering Committee meetings and will receive an agenda in advance of each meeting. The Representative would typically be a second year student with some leadership role, such as Psychology Graduate Student Association President. Terms would be decided by the Psychology Graduate Student Association. The Student Representative would be excused from portions of meetings when confidential matters are discussed.

17. Use of University Services

If you are registered, you are entitled to use University Services, including, but not limited to, the Recreation Center, the Library, the University Student Union, the Game Room and University Computers. Graduate Students who were registered in the Spring semester are treated as though they are registered in the Summer semesters (even if they are not registered). The assumption is that the graduate student is working on research during the summer.

18. Graduate Travel

Very limited travel funds are available for graduate students who are presenting research at conventions and professional meetings. Travel funds are limited in amount and will be awarded first to students who are authors on convention presentations. Funds are available from the Graduate School and from the GSA. To access funding, the student applies first to the Graduate School with the proper forms, available from the Graduate School website. Applications must be made before the conference or convention takes place. If a student will be a presenter, a letter from the conference and a copy of the presentation abstract should accompany the form. The form must be signed by the Graduate Coordinator or Department Chair.

Graduate Students who are awarded funding are responsible for making all their own travel arrangements and **KEEPING THE RECEIPTS**. As soon as possible after the travel is completed (10 days after, at the latest), the student turns over all receipts to the Departmental secretaries. The secretaries will verify the expenses and submit them for reimbursement. Receipts may include travel and lodging receipts, receipts for meals (but not for any alcoholic beverages), registration badge or receipt and, if requested, a copy of the conference program.

IV. FINANCIAL AID

A. Teaching Assistantships

The Department of Psychology offers a limited number of teaching assistantships to students enrolled in the Psychology Graduate Program. Selection for these assistantships is based on an evaluation of undergraduate academic records, recommendations, experience and other relevant criteria. Teaching assistantships may be full-time (20 hours per week) or half-time (10 hours per week). Each teaching assistant will be assigned duties by the Department Chair.

Teaching assistants have a great deal of responsibility. Most are directly responsible for assisting faculty members with particular undergraduate classes, although assignments do vary. TA's are expected to be on campus at least a week before classes begin to help the faculty members prepare for class. **They are expected to remain on campus until after final grades are posted** so they can assist with these duties as well. Late arrivals and early departures or absences during the semester require the permission of the Department Chair.

If you were awarded a TA, you should know that TA's are awarded for one academic year. Normally, you may expect to continue a second year, but renewal is contingent upon satisfactory progress in meeting your degree requirements during the first year as well as satisfactory performance of your assigned TA duties. The Graduate Coordinator and Chair will review TA assignments each year to determine if a student is not eligible to continue. The Steering Committee will consider written appeals if the TA is not renewed for the second year. Their decision is final. Further, all renewals are contingent upon funding being provided by the University. Departmental funding for TA's is for a maximum of two years.

Graduate Assistantships (GA's) are also awarded by the University, but the duties, financial arrangements and length of the award may vary, as well as the qualifications considered. For example, a limited number of GA's are usually available to assist the campus with alcohol and drug abuse prevention. Selection is made by the staff who administer that program, with highest priority usually given to second year SATP concentration students.

If you were not awarded a TA or a GA, you may still be considered for one or for other assistantships as funding becomes available. Generally, after their first semester, the students without funding who have the highest GPA in their UNCW Graduate Program get the highest priority.

B. Research Assistantships

Research Assistantships are offered by the Department through individual faculty members who have funds available from research grants and contracts. Selection criteria will be similar to that required for teaching assistantships, but will emphasize the suitability of an applicant for a particular research program. Stipends are generally the same as for teaching assistantships. Duties will be assigned by the professor administering the particular research project. Research Assistantships are awarded for

one academic year. Normally, you may expect to continue a second year, but renewal is contingent upon satisfactory progress in meeting your degree requirements during the first year as well as satisfactory performance of your assigned RA duties. Under certain circumstances, research assistantships are awarded for one semester or for the summer semesters.

C. Out-of-State-Tuition Remissions

If you have been classified as an out-of-state student, your tuition is higher than that of an in-state student. A limited number of out-of-state tuition remissions are available to the department each year. These remissions lower your tuition payment to the level of that paid by an in-state student. Note that you will still have to pay tuition, but only at the in-state level (for current numbers, please see the Graduate School website under "Tuition and Fees"). The remissions have been awarded on a competitive basis. If more become available, we will award them to out-of-state students who are currently paying full tuition. It is important to note that the department awards these remissions for one year only. During your first year at UNCW, you are expected to establish residency (see below for procedures).

D. Loans, Scholarships, Research Grants and Work Study

Besides teaching and research assistantships, state and federal loan and work study programs are available for qualified graduate students. Specific information concerning details, applications, changes and additions may be obtained from the Financial Aid Officer in the Graduate School. Please contact the Financial Aid Officer assigned specifically to work with graduate students. He or she should be contacted through the Graduate School directly and not through the University Financial Aid office.

You are encouraged to obtain funding for your research by seeking independent funding through grants or scholarships. A number of university scholarships are available on a competitive basis. In addition, there may be specialized scholarships for students working in a particular area, such as the SATP or ABA concentrations. You should contact the Graduate Coordinator about the availability of these scholarships and your eligibility. Further, there are research grant opportunities with Sigma Xi, the North Carolina Academy of Sciences, the North Carolina Governor's Institute on Alcohol and Substance Abuse, The National Institute on Drug Abuse, the National Institute on Alcohol Abuse and Alcoholism and the National Science Foundation, to name a few. Your mentor and the UNCW Office of Sponsored Programs are good sources of information about research grants and scholarships.

E. Establishing North Carolina Residency for Tuition Purposes

In order to pay in-state tuition, you must establish North Carolina residency. Under North Carolina law, legal residence means more than simply living in the state. More specifically, it means establishing a domicile (permanent home of indefinite duration) as opposed to a temporary residence incident to enrollment in a college, university or technical institute in North Carolina. As a starting point, if you have living parents, the state presumes your domicile is with them. Instead, you can establish your own domicile if a legal residence in North Carolina can be demonstrated. Marriage to a resident does not necessarily establish you as a resident, nor does it prevent you from becoming a resident, if your spouse resides legally in another state.

To determine whether you can become a legal resident of North Carolina for tuition purposes, you must demonstrate an **intent** to make North Carolina your permanent dwelling place by performing residency acts. These actions must be **undertaken immediately** since there is a 12 month waiting period to establish a residence. Here are some acts you should perform in August.

1. Obtain a North Carolina driver's license (or NC Identification Card, if you don't drive).
2. Convert your automobile registration to NC and change the license plates
3. Register to vote in NC, and vote in the next election
4. List your personal property at the New Hanover County Tax Office for taxation
5. Convert banking, club memberships, etc. to your new NC address
6. Next year, file your federal and state income taxes as a North Carolina resident.

The first three are especially important to complete immediately because they begin the 12 month waiting period to attain residency. Consult the Graduate School website http://uncw.edu/grad_info/Residency_Information.htm

Sometime during the next semester, you should obtain and complete the **Long Residency Form** available on the Graduate School Website. Please consult with the Graduate Coordinator before you send it to the Graduate School. If you follow all these guidelines but your residency is denied, you can appeal. Again, please consult with the Graduate Coordinator before you take action.

V. Insurance

A. Health Insurance

UNCW offers Student Accident and Sickness Coverage for a fee. If you want to take advantage of this coverage, check with the Graduate School. All UNCW students have access to the Student Health and Wellness Center in Westside Hall.

B. Liability Insurance

Graduate Teaching Assistants may take advantage of the Teachers' Liability Insurance offered through the University of North Carolina system. Again, arrangements must be made through the Graduate School.

C. Student Professional Liability Insurance

Students enrolled in the two clinical concentrations (SATP and ABA) will receive information from your practicum supervisor about professional liability insurance that you must pay for prior to engaging in your practicum and internship experiences (PSY 594 and PSY 598).

Verification of Reading & Comprehension
(Detach, sign and give to Graduate Coordinator by October 20th)

I _____ have read the Psychology Graduate Handbook in its entirety and understand its contents.

.

Student Signature

Date

VII. Psychology Faculty and Staff

Note that research interests, and so on can be found on the Psychology Department website. Additionally, all telephone numbers listed are area code 910 and the university prefix is 962. From on-campus, you must dial the "2" as indicated. All emails are followed by @uncw.edu

Full Time Faculty

| | | | |
|-------------------------|---|--------|-------------|
| Katherine E. M. Bruce | Professor | 2-3374 | bruce |
| Caroline Clements | Professor | 2-4297 | clementsc |
| Dale J. Cohen | Professor | 2-3917 | cohend |
| Karen Daniels | Assistant Professor | 2-3377 | danielsk |
| Alyssa Dark-Freudeman | Assistant Professor | | |
| Wendy Donlin Washington | Assistant Professor | 2-2453 | donlinw |
| Mark Galizio | Professor and Chair | 2-3813 | galizio |
| Cameron Gordon | Assistant Professor | 2-2454 | gordonc |
| Robert L. Hakan | Associate Professor | 2-3375 | hakanr |
| Christine Hughes | Assistant Professor | 2-7795 | hughesc |
| Anne Hungerford | Associate Professor | 2-7586 | hungerforda |
| Ruth Hurst | Assistant Professor & ABA Clinical Coordinator | 2-4057 | hurstr |
| Lee A. Jackson, Jr. | Professor and Undergraduate Coordinator | 2-3376 | jacksonl |
| James D. Johnson | Professor | 2-3066 | johnsonj |
| Julian R. Keith | Professor | 2-3378 | keithj |
| Hayden Kepley | Assistant Professor & Graduate Clinical Training Coordinator | 2-2114 | kepleyh |
| Joseph M. Kishton | Professor | 2-3380 | kishton |
| Len B. Lecci | Professor | 2-7262 | leccil |
| Shanhong Luo | Assistant Professor | 2-7904 | luos |

| | | | |
|--------------------|---|--------|----------|
| Sally J. MacKain | Professor | 2-3732 | mackains |
| Bryan Myers | Associate Professor | 2-3636 | myersb |
| Jennifer Myers | Lecturer | 2-3393 | myersjg |
| Simone Nguyen | Associate Professor | 2-7731 | nguyens |
| Nora E. Noel | Professor | 2-4044 | noeln |
| Richard Ogle | Associate Professor and Graduate Coordinator | 2-7753 | ogler |
| William H. Overman | Professor | 2-3379 | overmanw |
| Carol A. Pilgrim | Professor | 2-3288 | pilgrimc |
| Ray Pitts | Professor | 2-7293 | pittsr |
| Antonio E. Puente | Professor | 2-3812 | puente |
| D. Kim Sawrey | Associate Professor | 2-3091 | sawrey |
| Jeff Toth | Assistant Professor | 2-3213 | tothj |
| Carole Van Camp | Assistant Professor | | vancampc |

Adjunct and Research Faculty

| | | | |
|----------------|-----------------|--|--------|
| Barry S. Brown | Adjunct Faculty | | brownb |
|----------------|-----------------|--|--------|

Department Staff

| | | | |
|--------------------|---------------------------|--------|------------|
| Sonya Kelly | Administrative Specialist | 2-4298 | kellys |
| | Lab Technician | 2-4012 | |
| Patricia Schimberg | Administrative Associate | 2-3370 | schimbergp |
| Rosemary Schmitt | Administrative Associate | 2-7467 | schmitttr |

**University of North Carolina Wilmington
Department of Psychology**

GRADUATE ADVISORY COMMITTEE APPOINTMENT

Date _____

To: Thesis Committee

_____, **Chair**

_____, **Member**

_____, **Member**

_____, **Member**

This is to inform you that you have been chosen to serve as a member of the Graduate Advisory Committee for:

Last Name: _____ **First Name:** _____

Thank you in advance for agreeing to serve on this committee.

Chair, Psychology Department

Distribution:

- 1 – Graduate Student File**
- 1 – Each Thesis Committee Member**

**University of North Carolina Wilmington
Department of Psychology**

RESULTS OF THE THESIS PROSPECTUS DEFENSE

This will certify that _____ completed the thesis prospectus defense on _____(date).

The grade on the defense was (Check one) ____Pass ____Fail

Should the grade assigned be "Fail," what does the committee recommend relative to a second defense?

We recommend that:

____ A new defense be presented on or about _____ (date).

____ You may recommend a time line for the completion of the thesis prospectus defense. Until the thesis prospectus defense is approved, the student should be assigned a grade of "incomplete" for PSY 580.

____ The student should receive a grade of "F" for PSY 580. This will result in the dismissal of the student from the MA program.

I concur with the actions indicated above:

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

This form, signed by all members of the examining committee, was received in the office of the Coordinator of Graduate Studies in Psychology.

Graduate Coordinator: _____ Date _____

Distribution:

1 – Graduate Student's file

1 – Graduate Student

**University of North Carolina Wilmington
Department of Psychology**

RESULTS OF THE THESIS DEFENSE

This will certify that _____ completed the thesis defense on _____ (date).

The grade on the defense was (Check one) ____Pass ____Fail

Should the grade assigned be "Fail," what does the committee recommend relative to a second defense?

We recommend that:

____ A new defense be presented on or about _____ (date).
You may recommend a time line for a presentation of a new defense.

I concur with the actions indicated above:

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

This form, signed by all members of the examining committee, was received in the office of the Coordinator of Graduate Studies in Psychology.

Graduate Coordinator: _____ Date _____

- Distribution:
- 1 – Graduate Student's file
 - 1 – Graduate School
 - 1 – Graduate Student

**University of North Carolina Wilmington
Department of Psychology**

RESULTS OF THE COMPREHENSIVE EXAMINATION

This will certify that _____ completed the comprehensive examination on _____ (date).

The grade on the examination was (Check one) ___Pass ___Fail

Should the grade assigned be "Fail," what does the committee recommend relative to a second examination? You have the option of allowing a second examination after at least 90 days have elapsed or that the student be dropped from the program.

We recommend that (check one):

___ A new examination be administered on or about _____ (date).
You may recommend a time line for a second examination.

___ The student be dropped from the MA program.

I concur with the actions indicated above:

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

This form, signed by all members of the examining committee, was received in the office of the Coordinator of Graduate Studies in Psychology.

Graduate Coordinator: _____ Date _____

Distribution:

- 1 – Graduate Student's file
- 1 – Graduate School
- 1 – Graduate Student

**University of North Carolina Wilmington
Department of Psychology**

GRADUATE PSYCHOLOGY INTERNSHIP APPLICATION
(Clinical Students only may apply)

Student Name _____ ID _____

Student e-mail _____ Phone number _____

Date of Application _____ Anticipated Date of Graduation _____

Faculty Research Advisor _____

Date or Anticipated Date of Thesis Defense _____

Note, that except under extremely unusual circumstances, a student may not begin to accumulate the 1000 required internship hours until the thesis has been defended successfully. As soon as the thesis has been defended, the student should notify the Graduate Coordinator so that the internship hours may begin.

Current status of thesis (if not yet defended) _____

Desired date of beginning 1000 hours of Internship _____

Desired completion date of 1000 hours of Internship _____

Date of completion of all course work (excluding internship and thesis credits):

Anticipated date of Comprehensive Examination _____

Internship Sites of Interest _____

I agree that the above information is correct.

Student signature _____ Date _____

Thesis Advisor signature _____ Date _____

The faculty has met and recommended that the above student register for and begin internship.

Graduate Clinical Training Coordinator _____ Date _____

Worksheet for PSY 597 & 598 Registration

Complete and give to ABA or SATP Clinical Training Coordinator

Full Name _____

ID # _____

*PSY 597 or 598 hours must total 3;

“Total credit hours” is “earned” hours, or only hours you have ALREADY posted, i.e., NOT including hours you are enrolling in or hours you are currently taking. You will have to do some math in order to project what this would be during these sessions/semesters. **Be sure to write in the year of each semester/summer session.

*Project GPA best as you can

* You must complete the “Notification of Thesis Defense/Start Internship” form before you can start accumulating the 1000 hours.

#___ Hrs PSY 597/8 Sum I ___ (ex. '06) Total Hrs for Sum I _____; Total credit hrs _____; GPA _____

#___ Hrs. PSY 597/8 Sum II ___ Total Hrs for Sum II _____; Total credit hrs _____; GPA _____

#___ Hrs. PSY 597/8 Fall ___ Total Hrs for Fall _____; Total credit hrs _____; GPA _____

#___ Hrs. PSY 597/8 Spring ___ Total Hrs for Spring _____; Total credit hrs _____; GPA _____

Note: One hour of PSY 597/8 credit during a semester/summer session qualifies you as a full time student (useful for financial aid)

Notification of Thesis Defense/Starting Internship

I plan to begin accruing internship hours on _____ as I have satisfied the thesis defense requirement in the following way:

I passed my thesis defense on _____
(Date)

Signature of Student

Signature of Thesis Advisor

Signature of Graduate Coordinator