

HANDBOOK ON GRADUATE STUDY

We have prepared this handbook to provide a convenient source of information about Graduate College and Department of Psychology rules, regulations, procedures, services, and facilities. The information contained is for general guidance on matters of interest to faculty and students, and will be relevant throughout your graduate studies. It is a good idea to consult this handbook before you first see your advisor and when preparing to write a thesis. The handbook is updated annually.

This handbook also summarizes some University policies as a convenient reference tool. However, information on campus and University policies contained herein is for information purposes only and is subject to change without notice. For the most current information, please see the official University versions of these policies as posted on official web sites. These can be accessed through the Campus Policies and procedures home page (http://www.uiuc.edu/admin_manuals.html).

*DEPARTMENT OF PSYCHOLOGY
UNIVERSITY OF ILLINOIS, U-C*

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GENERAL INFORMATION ABOUT THE PSYCHOLOGY DEPARTMENT

Departmental Structure

The Department of Psychology is organized into Divisions, of which, at present, there are eight. The Divisions reflect the varying research interests of the faculty. These Divisions are:

- 1) Biological
- 2) Brain & Cognition
- 3) Clinical/Community
- 4) Cognitive
- 5) Developmental
- 6) Quantitative
- 7) Social-Personality-Organizational
- 8) Visual Cognition & Human Performance

Each Division is managed by an elected faculty coordinator and is responsible for establishing and coordinating the program of training of its own students. The specific programs established by individual Divisions may be quite different, though all must conform to departmental standards.

Divisional programs are monitored by a Graduate Education Committee (GEC) and each Division has a representative on the committee. The GEC oversees and coordinates all aspects of graduate education in the Department. The Department's Associate Head for Graduate Affairs chairs the GEC.

There is a Graduate Student Organization (GSO), which also has a representative from each Division and which elects one representative to the GEC. The GSO represents all graduate students and meets regularly to discuss matters of concern to graduate students, plan social events, and conduct other business. The GSO representatives are excellent sources of information about departmental and divisional policies and events. Talking to them provides a good way to get your questions, ideas, or concerns discussed by other graduate students and communicated to the departmental administrators.

Key personnel in the Department include the following:

Head of Department:

David Irwin

Room 315, 333-0632

(Chief executive officer; Approves doctoral committees; Final approval of masters degree theses and doctoral dissertations)

Associate Head for Undergraduate Affairs:

Bob Wickesberg

Room 328, 333-0022

(Coordinates undergraduate advising, Course and Room assignments and scheduling)

Director of Clinical Training (DCT):

Wendy Heller

Room 715, 244-8249

(Coordinates the activities of the Clinical Division)

Director of Budget & Research Planning:

Kathy Hatch

Room 325, 333-0530

(Monitors Department accounts and charges; Coordinates reservation of research space; Supervises Business Office staff)

Director of Technology:

Earl Heffley

Room 513, 333-9535

(Coordinates programming and use of dept computers; Available for consultation; Supervises dept computer services, shop staff, and facilities.)

Associate Head for Graduate Affairs:

Susan Garnsey

Room 323, 333-0022

(Coordinates admissions, graduate student RA/TA support assignments, fellowship competitions; Chair Graduate Education, Graduate Admissions, and Graduate Awards Committees; Reviews graduate student petitions; Administers Department travel funds)

Graduate Student Affairs Office:

Lori Hendricks

Room 309, 333-2169

(General information, Registration; Academic records and degree progress; Graduate assistantship processing and payroll; Petitions and waivers of Department requirements, Graduate students office assignments, Graduate course permit overrides, Thesis and dissertation format reviews and dept approval; Dissertation committee appointments, Degree conferral, and graduation certification.)

Ashley George

Room 307, 333-2169

(Admissions information and processing, appointment processing, proctor pool, graduate records, schedules students for campus SPEAK exam/appeals.)

Mailboxes

Graduate student mailboxes are located on the third floor (north wall) of the Psychology Building. These boxes provide a convenient means of getting in touch with you. Important messages will sometimes be left in your mailbox so please be sure to check its contents regularly.

Communication

At the beginning of each semester and throughout the year you will receive notices and/or forms requesting information needed in the Psychology Graduate Student Affairs Office, 307 Psychology Building. Please provide the requested information and submit the forms as soon as possible.

Some graduate students may have office telephones, but for those that do not, please inform family, friends, and undergraduate students (if you are a teaching assistant) to reach you by the following means:

1. Psychology email address*
2. Provide location of your office and office hours
3. Provide location of your Psychology mailbox for messages/notes

- * If you prefer to use another email address than your Psychology Department/University of Illinois email address (e.g., gmail, hotmail, ...), it is your responsibility to either check your Psychology email frequently or set up mail forwarding so that messages sent to your Psychology/University address go to your preferred email account. The Department has a number of email mailgroups set up that use Department email addresses and these are often used to send important messages to graduate students. You are responsible for making sure you receive and respond to Department email.

Graduate Degrees Offered in Psychology

The Master of Science (MS)--without thesis

The Master of Science degree in applied personnel and applied measurement is awarded as a terminal degree to candidates who satisfactorily complete 32 hours (as prescribed in the two respective programs) after completing an appropriate applied psychology undergraduate program.

The Master of Arts (MA)--with thesis

This degree is awarded to candidates who successfully complete 32 hours of graduate work and submit an acceptable thesis. The thesis is expected to be a report of original empirical research. The Master of Arts is not designed to prepare a student for a professional position. It is, rather, a step towards the Ph.D. Note that the Department does not require that students obtain a master's degree, but the equivalent of a master's thesis must be submitted to the Department as part of the PhD program.

It is important to understand that, to serve as the basis for the award of a master's degree, the thesis must report a successfully completed research project. Less stringent requirements may apply to theses submitted to meet the departmental thesis requirement (see later section on master's theses).

The Doctor of Philosophy (PhD)

The Doctor of Philosophy (PhD) is awarded to candidates who complete an approved program in their area of specialization and meet Department and Graduate College requirements for the degree (refer to relevant sections for details).

SUMMARY OF GRADUATE COLLEGE REQUIREMENTS

Units Required for Graduation

If you come to Illinois with a bachelor's degree, a minimum of 96 hours of credit is needed for a doctoral degree. At least 64 of these hours, including thesis credit, must be earned in courses meeting on the Urbana-Champaign campus. 32 hours are required for a master's degree. Within the 32 hours, as many as 8 may be thesis (599) research credit. Enrolling in Psych 599 obligates you to complete a master's thesis. Twenty four units of doctoral research credit (599) may be counted in the 96 total hour requirement.

Use of Previous Degrees

If you come to Illinois with a master's degree, you need to complete 64 additional hours consisting of at least 40 hours of course work in order to receive a doctorate (24 units of doctoral research credit may be counted toward the 64). You also need to fulfill our (departmental) master's thesis requirement, either by having a master's thesis done elsewhere approved by the Division and the Department, or by doing a piece of master's-level research equivalent to the thesis requirement of our Department. (See departmental requirements.)

The University of Illinois does not generally allow the award of a graduate degree in an area in which a graduate degree at an equivalent level (master's, doctoral) has already been earned. This applies to cases where the first degree is from the University or from another domestic or international institution. The basis for this policy is that an individual should not receive a second degree for work that is substantially similar to the work used to complete the first degree. However, a second degree may be allowed in cases where it is clear that the student's degree programs differ significantly.

There are two types of situations in which consideration of a second degree might be appropriate. One occurs at the time of application to the Graduate College when the degree the applicant wishes to pursue is a second degree. The other occurs when a student is already enrolled in a degree program at the University and the request for the second degree is a result of a change in the student's plans.

In either instance, the appropriate department or program must provide a letter of justification to the Graduate College. The letter must describe the differences between the first degree and the degree to be earned at the University. The differences must be clear and substantial. The letter should include a comparison of the courses included in the first degree program with the courses to be (or ready) taken at the University. The comparison of course work must go beyond course title and rubric to address course content and level. If the program has a research component, the letter should include a description of how the research for the first degree differs in specific ways from the research for the second degree, whether proposed (in the case of a prospective student) or completed (in the case of a current student). If either or both degree programs has internship or field experience components, the letter of justification must indicate the differences in this area. In some cases it might be appropriate to note whether the second degree will substantially change professional qualifications in regard to specific professional employment requirements.

Minimum Grade Point Average

The minimum allowable grade point average (GPA) in graduate courses is 2.75. The GPA includes units of course work with grades of A through E and absent (AB), but not units with grades of credit (CR), no credit (NC), excused (EX), deferred (DF), satisfactory (S), or unsatisfactory (U), units of work completed elsewhere, or courses taken for credit in semester hours.

If a student's GPA in graduate courses goes below 2.75, the Graduate College automatically sends a letter saying that the student is on Academic Probation and has one semester to get their GPA back above 2.75. While a student is on Academic Probation, they are ineligible to hold assistantship appointments. If the GPA does not improve sufficiently after one semester, the student is dropped from the graduate program.

Dealing with Incomplete Work

If you get an "EX" (excused) or "DF" (deferred) grade, you need to complete your assignments by the last day of instruction of the following semester. For example, if you receive one of these grades for the fall semester, a letter grade must be filed by the last day of instruction in the spring semester. This applies to all courses except master's or doctoral research (599) or individual study (590). Deferred (DF) grades in Psychology 599 (master's or doctoral research) remain until the thesis or dissertation is complete and then they are changed to S or U grades. Psychology 590 (Individual Research) deferred (DF) grades may be changed to regular letter grades at any time after the work is completed.

Off-Campus Students

If you have passed the preliminary oral examination (prelims), are not using University facilities, and have left campus, you are not required to maintain your registration. However, when you wish to complete your dissertation, you must apply for readmission and register during the semester in which you take your final examination.

Time Limits

Graduate College:

A doctoral candidate must complete all requirements within seven years of first registration in the Graduate College. A candidate for the doctoral degree who has received a master's degree elsewhere, however, must complete the requirements within six years of first registration in the doctoral degree program on this campus. If you have passed prelims but have exceeded these time limits and have not continued to register as a graduate student, you may be granted readmission if the Department and the Graduate College give their approval. If more than five years elapse between your preliminary and final oral examinations, you will be required to demonstrate the currency of your knowledge by passing a second preliminary oral examination.

It is not necessary for you to be registered during the semester that prelims are taken.

Department:

Students who have passed the qualifying examination are entitled to take the preliminary oral examination anytime within the next five years. Similarly, passing the preliminary oral examination entitles students to take the final oral examination within the next five years unless their Division has a more stringent requirement, and in that case, Division requirements take precedence.

Students who have not passed their preliminary examinations within five years of passing their qualifying examinations will be expected to re-take and pass their qualifying examinations prior to taking their preliminary examinations (except under unusual circumstances).

Any student not completing the final oral examination within 6 years of his/her admission will be placed on Limited Status. In this case, Limited Status means the Department will not be under any obligation to provide continuing financial support. Students are in good standing when they are making adequate progress toward their doctoral degrees, as determined by the Division in which they are enrolled. Check with your Division to determine the rules applying to you.

The student's Division and the Head of the Psychology Department will review requests from ABD (All But Dissertation) students to schedule a final oral examination past the 5-year limit established by the Graduate College. The Department of Psychology reserves the right to determine whether the research of an ABD student is still current and relevant. In some instances, ABD students will be unable to schedule a final oral examination and deposit a dissertation.

Students exceeding the 5-year time limit will have to submit a written request for an extension of the time limit to the Department of Psychology. The request should give a detailed explanation for the delay in completing the remaining requirements for the Ph.D. degree. In addition, the departmental request should occur prior to the filing of a petition with the Graduate College for an extension on the time limit. ABD students should direct questions concerning this matter to the Associate Head for Graduate Affairs and/or the Graduate Student Affairs Office in the Department of Psychology.

Graduate College Handbook for Graduate Students

The most relevant Graduate College regulations are in the Graduate Student Handbook (located at www.grad.illinois.edu). Since Graduate College rules and regulations apply to all graduate students, it is a good idea to become familiar with the Graduate College Handbook.

DEPARTMENT REQUIREMENTS FOR THE DOCTORAL DEGREE

Departmental requirements for a doctorate in psychology include:

Curriculum Requirements

1. Completion of 96 hours of credit
2. Completion of Divisional “core courses”
3. Quantitative methods courses
4. At least two seminars
5. Approved minor courses
6. “Distribution” courses
7. Teaching experience

Thesis/Dissertation Requirements

1. A master’s-level thesis
2. A doctoral qualifying examination (or its equivalent)
3. Formation of a doctoral committee
4. A preliminary doctoral oral examination
5. A doctoral dissertation
6. A final doctoral oral examination

A description of each of the requirements follows.

The Total Unit Requirement

The total unit requirement consists of at least 96 hours of academic credit. Of these, 64 must be earned while you are in residence on this campus.

If you enter with a master's degree you will be given credit for 32 hours of work, but you will still have to complete all Department requirements listed below (unless you successfully petition to have one or more of them waived). Of the 96 hours required for the PhD, up to 8 may be 599 for master's thesis research and up to 24 may be dissertation research.

“Core” Courses

The faculty of each of the program areas determines divisional course requirements for the doctoral degree. The core requirements that apply to everyone include Statistical Methods, Seminar, Minor, and Distribution.

The Statistical Methods Requirement

Proficiency in statistical methods may be demonstrated by completing both Psychology 406 and 407 with a grade not lower than B-.

Starting with the 2009-10 academic year, the Department has decided to also allow course sequences in some other departments to satisfy our statistics requirement. The course sequences listed below are under consideration for meeting the requirement, but at the time of the 2009 revisions to the Psychology Graduate Handbook, final decisions have not yet been made about all of these. In particular, many of the course sequences in other departments take 3 semesters to cover the material covered in 2 semesters in Psychology 406 and 407, and it has not yet been decided whether to require all 3 semesters for all of the sequences. Furthermore, different Divisions may make different decisions about which of these course sequences to allow for their students, as well as about whether 2 or 3 semesters are required in order to meet the requirement. Therefore, be sure to discuss with your academic advisor and/or your Division coordinator which of these course sequences would be best for you. In any event, you must get a grade of at least B- in all courses used to satisfy the Department statistics requirement.

Department of Educational Psychology

Educational Psychology 580: Statistical Inference in Education

Educational Psychology 581: Applied Regression Analysis

Educational Psychology 582: Advanced Statistical Methods

with the prerequisite of Educational Psychology 480: Educational Statistics or equivalent

Department of Sociology

Sociology 485: Intermediate Social Statistics

Sociology 586: Advanced Social Statistics I

Sociology 587: Advanced Social Statistics II

with the prerequisite of Sociology 280: Introduction to Social Statistics or equivalent

Department of Economics (Calculus-based instruction)

Economics 574: Econometrics I

Economics 575: Econometrics II

with the prerequisites of Mathematics 415: Applied Linear Algebra and Statistics 400: Statistics and Probability I or equivalents

Department of Statistics (Calculus-based instruction)

Statistics 425: Applied Regression and Design

Statistics 426: Sampling and Categorical Data (or, Educational Psychology 589:

Categorical Data in Education and Psychology)

with the prerequisites of Statistics 400: Statistics and Probability I, and Statistics 410: Statistics and Probability II or equivalents

Departments of Crop Sciences & Animal Sciences

Crop Sciences 440 Applied Statistical Methods I

Animal Sciences 445 Statistical Methods

Crop Sciences 540 Applied Statistical Methods II

with the prerequisite of Math 012: Algebra, or equivalent

Seminar Requirement

At least two different psychology seminar courses, taken for at least 2 hours each, are a required part of your graduate career. Seminar courses are 500-level advanced courses in which the student carries the major responsibility for organizing the material to be covered and for making oral presentations of the material to the class. Most Psychology 593 sections are seminars in this sense, as are a few other 500-level and 400-level courses. Seminars that focus on professional development, those associated with your current TA appointment, (ex: Teaching of Developmental Psychology, Teaching of Abnormal Psychology), lab meetings, and divisional Brown Bag seminars will **not** count towards the seminar requirement.

Requests to use seminar courses from other departments (or non-593 courses in psychology or elsewhere) to fulfill the seminar requirement may be made to the Associate Head for Graduate Affairs. These courses must be taken for a letter grade or on a credit/no credit basis (see section on registration information).

Note: It is important that you register formally (rather than just “sit in”) for all 593 seminars, even if you have already fulfilled the Department’s seminar requirement. The Department must show that certain minimum enrollment levels have been reached in its seminars.

The Minor Requirement

At your discretion and with the concurrence of your Division coordinator and faculty advisor, the 16-hour minor requirement may be filled in one of the five ways listed below:

- a. Full (16 hours) minor in a single department outside the Department of Psychology
- b. Split minor (at least 8 hours each) in two Departments outside psychology
- c. Split minor (at least 8 hours each), half within the Department and half outside
- d. Split minor (at least 8 hours each) in two Divisions in the Department but outside your own Division

- e. Full (16 hours) minor in one Division in the Department, but outside your own Division

The specific minor area or areas that are allowable should be discussed with your advisor. Units of Psychology 590 (Individual Research) or their equivalent in other Departments are ordinarily NOT acceptable as minor units. The minor requirement may be fulfilled at any time during your graduate career, but it is strongly recommended that it be completed prior to the preliminary oral examination.

An authorized member of the minor department or the Head of the Department of Psychology must approve the courses elected in that field for a full or split minor outside the Department of Psychology.

If you take a mathematics or statistics minor, you still must satisfy the Department statistics requirement using one of the course sequences described in the Statistical Methods Requirement section, and the courses used to satisfy that requirement cannot be used toward the minor. If you plan to minor in mathematics or statistics, it is a good idea to consult with the Quantitative Division Coordinator.

Courses cross-listed in two or more departments (e.g., Sociology and Psychology) may not be used as part of an extra-departmental minor without special permission from the Associate Head for Graduate Affairs.

You may elect to take any or all of your 16-hour minor requirement under the credit/no credit option. (See Credit/No Credit Options in section entitled REGISTRATION INFORMATION)

Biological Psychology

Courses Eligible for Minor:

Psych 413	Psychopharmacology
Psych 433	Evolutionary Neuroscience
Psych 442	Behavior Genetic Analysis
Psych 510	Advances in Psychobiology: Introduction for Graduate Students
Psych 593	Various Seminars taught by Bio Faculty

Brain & Cognition

Courses Eligible for Minor:

Psych 403	Memory and Amnesia
Psych 404	Cognitive Neuroscience
Psych 421	Principles of Psychophysiology
Psych 427	Language and the Brain
Psych 450	Cognitive Psychophysiology
Psych 451	Neurobiology of Aging
Psych 452	Cognitive Neuroscience of Aging
Psych 496FG	Critical Thinking in Neuroimaging
Psych 593NC	Functional Neuroimaging
Psych 593BC	Methods in Brain and Cognition

Clinical/Community Psychology

Students interested in minoring in Clinical/Community psychology should contact the Director of Clinical Training regarding which courses each semester may be open to students from outside of the Clinical/Community Division. Some but not all sections of 546 are eligible toward a minor requirement.

Cognitive Psychology

Recommended courses:

Psych 425	Psychology of Language
Psych 427	Language and the Brain
Psych 450	Cognitive Psychophysiology
Psych 503	Categories and Concepts
Psych 514	Proseminar in Cognitive Science
Psych 518	Experimental Psychology of Learning, II: Human Learning
Psych 521	Knowledge Representation
Psych 523	Problem Solving and Cognitive Skill Acquisition
Psych 525	Psycholinguistics

Developmental Psychology

Possible general developmental minor:

Psych 524	Developmental Psycholinguistics
Psych 540	Social Development
(or Psych 560)	Motivation and Personality Development in Children
Psych 569	Cognitive Development
Psych 593	Special Topics in Social, Cognitive, or Language Development

Possible language/cognitive development minor:

Psych 524	Developmental Psycholinguistics
Psych 569	Cognitive Development
Psych 593	Special Topics in Cognitive Development
Psych 593	Special Topics in Language Development

Possible social development minor:

Psych 540	Social Development
Psych 560	Motivation and Personality Development in Children
Psych 593	Special Topics in Parent-Child Interactions
Psych 593	Special Topics in Children's Friendships

Quantitative Psychology

A minor in Quantitative Psychology consists of 16 credit hours of Quantitative Psychology courses or seminars. Permissible courses include:

PSYC 435 Mathematical Formulations in Psychological Theory
PSYC 466 Image and Neuroimage Analysis,
PSYC 490 Measurement and Test Development Laboratory
PSYC 509 Scaling: Multidimensional Methods
PSYC 534 Models of Decision and Choice
PSYC 587 Hierarchical Linear Models
PSYC 588 Covariance Structure and Factor Models

PSYC 589 Categorical Data Analysis
 PSYC 594 Multivariate Analysis in Psychology and Education
 PSYC 595 Theories of Measurement I (Classical Test Theory)
 PSYC 596 Theories of Measurement II (Item Response Theory)
 PSYC 593 Seminar (if the seminar topic is quantitative; e.g.,
 Cluster Analysis; Social Choice Theory;
 Multiway Factor/Component Analysis)
 PSYC 506 (Scaling: Unidimensional Methods) is no longer offered.

Previously, Theories of Measurement I (Classical Test Theory) and Theories of Measurement II (Item Response Theory) were offered under other course numbers (e.g., 595a and 595b, respectively).

Neither PSYC 406 (Statistical Methods I) nor PSYC 407 (Statistical Methods II), nor any other courses used to satisfy the Department's Statistical Methods requirement, can be used as part of a Quantitative Psychology minor.

It is recommended that PSYC 594 be one of the courses selected as part of a Quantitative Psychology minor.

Sample minors:

* Psychological Measurement

490, 509, 594, 595, 596

* Behavioral Statistics

587, 588, 589, 593 (Seminar: Cluster Analysis), 594

* Behavioral and Cognitive Modeling

435, 466, 509, 534, 594

Graduate students with a good background in mathematics might consider earning a master's degree (MS) in Statistics <http://www.stat.illinois.edu/degrees/masters.shtml> or Applied Statistics (with a specialization in Psychometrics and Behavioral Statistics) <http://www.stat.illinois.edu/degrees/appmasters.shtml>

Social-Personality-Organizational

A minor may be completed by taking any four graduate courses offered by the SPO Division. Students should be aware that the SPO Division includes three distinct areas of psychology. An appropriate minor would focus specifically on one of these three areas: social, personality, or industrial-organizational psychology.

Visual Cognition & Human Performance

	Psych 516	Perception
or	Psych 456	Engineering Psychology and Human Performance
	Psych 497	Aviation Psychology
	Psych 527	Cognitive Engineering

or

Psych 504	Attention
Psych 496	Spatial Cognition

The Distribution Requirement

In order to assure familiarity with the content of psychology outside your area of specialization, you must take general graduate survey courses in at least two other Divisions. Either or both of these courses could constitute part of your minor. **YOU ARE REQUIRED TO CONSULT WITH YOUR DIVISION COORDINATOR AND ADVISOR CONCERNING THE SELECTION OF COURSES TO FULFILL THIS REQUIREMENT.**

Biological:

Psych 510	Advances in Psychobiology
Psych 593	History of Ideas on the Biology of Behavior

Brain & Cognition:

Psych 404	Cognitive Neuroscience
Psych 593BC	Methods in Cognitive Neuroscience

Clinical/Community:

Psych 402	Introduction to Clinical Neuropsychology
Psych 546	Laboratories in Clinical Psychology
Psych 550	Community Psychology

Cognitive:

Psych 450	Cognitive Psychophysiology
Psych 460	Modern Viewpoints
Psych 503	Categories and Concepts
Psych 514	Proseminar in Cognitive Science
Psych 518	Experimental Psychology of Learning II: Human Learning
Psych 521	Knowledge Representation
Psych 523	Problem Solving & Cognitive Skills Acquisition
Psych 525	Psycholinguistics
Psych 528	Cognitive Determinants of Behavior

Developmental:

Psych 423	Language Acquisition
Psych 462	Cognitive Development
Psych 465	Personality and Social Development
Psych 524	Developmental Psycholinguistics
Psych 540	Social Development (Cross-listed with Ed Psych 440)
Psych 560	Motivation and Personality Development in Children
Psych 569	Cognitive Development

****Note:** 400-level courses are best chosen by persons without previous background in the area.

Quantitative:

Psych 435	Mathematical Formulations in Psychological Theory
Psych 490	Laboratory in Psychological Measurement and Test Development

Psych 509 Psychological Scaling: Multidimensional Methods
 Psych 534 Models of Decision and Choice

Social-Personality-Organizational:

I/O Course:

Psych 530 Foundations of Industrial-Organizational Psychology

Social Courses:

Psych 551 Theory in Social Psychology

Psych 552 SPO Methods

Personality Course:

Psych 567 Personality Assessment

Visual Cognition & Human Performance:

Psych 456 Engineering Psychology and Human Performance

Psych 504 Theories of Attention

Psych 516 Perception

You should consult with the coordinator of those Divisions offering more than one general course for help in choosing the most appropriate alternative for you.

The Teaching Requirement

In order to provide classroom teaching experience, the Department requires that sometime during your graduate career you teach either two class sections (a 50% TA) for one semester or one class section (a 25% TA) for each of two semesters. To satisfy the teaching requirement, a teaching assistantship must require you to prepare and present the course content to the students in a face-to-face setting. It is also very important that you participate in a major way in the process of evaluating the students' performance in the course. Your faculty supervisor will try to insure that, in meeting the teaching requirement, you experience the entire range of activities needed to conduct a class.

The following courses provide the requisite activities and, under ordinary circumstances, are approved for meeting the departmental teaching requirement:

Lecturing

100/105*

201

216 (Small sections only; one small section meets requirement in full)

238

239**

Supervised Labs

103 235+ 301 311 331

332 333 334 340/341\$ 350

358~ 363# 406 407 429

490 593BC^

*Does not apply to Thomas Srull's section of Psych 100, or the assistant position for the large section

**Does not include grader position

+When the ALEKS instructional program is used, only instructional TAs will receive teaching credit.

\$When supervised by Wendy Heller or Nicole Allen

~Two semesters at 17% satisfies the teaching requirement
#1 section at 50% satisfies the teaching requirement
^One semester at 25% satisfies the teaching requirement

The Associate Head for Graduate Affairs and the Graduate Education Committee (GEC) will not approve requests to use TA positions for 500-level courses to meet the Department teaching requirement. Special requests to use other TA assignments to fulfill the teaching requirement can be made to the Associate Head for Graduate Affairs and GEC. It is highly recommended that students seek prior approval for any means of fulfilling the teaching requirement other than those explicitly specified above. **Please note that approval of these special requests is not guaranteed.** You should allow sufficient time in your academic career to TA in one of the courses listed above, in the event a “special” TA assignment is not approved to meet the Department teaching requirement.

Students who have passed the Preliminary Exam and have TA experience can ask their Division coordinator to be allowed to teach a course during one of the Summer Sessions, which can be another way to satisfy the teaching requirement. However, only courses that get large enrollments during the academic year are offered during the summer, and only one section of each of those, so there are very few summer teaching positions available, and Division coordinators are responsible for distributing them equitably if there are multiple requests from graduate students. The summer teaching schedule is determined many months in advance, so pay attention for email from your Division coordinator asking if anyone is interested in summer teaching.

The Master’s-level Thesis

The Department requires you to complete a master’s-level thesis while you are here. The main purpose of this requirement is to give you practical experience in the design, implementation, interpretation, and written description of a research project prior to undertaking doctoral-level research. It also provides an early opportunity for recognition by making it possible for you to present a paper at a professional meeting and/or submit one or more journal articles for publication. (Also see your Division section for specific related requirements.)

If you have already completed a master’s-level thesis before coming to Illinois, that thesis may satisfy the Department’s requirement. The previous master’s thesis must be reviewed and approved by a two-person review committee and the head of the Department. See the Graduate Student Affairs Office (307 Psychology Building) for the appropriate signature form.

If you have not already completed a master’s-level thesis, you have four ways of satisfying the Department’s thesis requirement:

1. Take Psychology 599 (thesis research) and conduct a research project. The thesis will then be a report on this project, to be prepared upon the successful completion of the project: The thesis could be submitted to the Graduate College as a master’s thesis. If you do this, you will be awarded a master’s degree by the Graduate College. You will, of course, also fulfill the Department’s thesis requirement.

If you do not wish to receive a master’s degree, your thesis need only demonstrate your ability to conduct a research project and to report in writing on your work. It is not necessary to await the successful completion of the work to meet the Department’s thesis requirement. If you elect this route, you may choose one of other three options:

2. Take Psychology 590 (Individual Research) and write a report of the research project.
3. Do a research project without taking any academic credit for it and write a report.
4. Do a research project that relates to your research assistantship with a faculty member. If you choose this option, you must demonstrate that the design and running of the project is, in large measure, your own work and not just an execution of your supervisor's instructions.

You should choose one of the four options above before beginning the research project.

The distinction between the master's (MA) degree and the departmental master's-level thesis requirement may be confusing. The difference between the two is that a degree is awarded for a completed contribution to knowledge. Thus, the degree-earning thesis cannot be written until all aspects of the work are completed and firm conclusions can be drawn. On the other hand, the Department's master's-level thesis requirement is designed as a didactic tool and as a means of evaluating your progress in developing research skills. Thus, an interim report on an ongoing investigation could suffice.

No matter which option you choose, you must set up a two-person thesis committee (consisting of a chair/director and a second reader) which will approve your research proposal, supervise data collection, and evaluate the completed project as fulfilling the thesis requirement.

The chair of the committee must be a member of the Graduate faculty and affiliated with the Psychology Department. (A zero-time appointment is not acceptable as affiliation.)

The second reader must be a faculty member, but may be from outside the Department.

Planning the master's-level thesis. The research plan is worked out in discussion with your research advisor. Most commonly, the problem grows directly out of the advisor's past research. Sometimes, the study is set up as a simple replication of an earlier study, the results of which were questionable or unclear. Such studies illustrate the fact that the purpose of master's-level research study is not so much to have you generate research ideas as it is to give you experience in research and to help you determine where your real research interests lie. In the case of clinical and SPO students, research plans evolved and discussed in Psychology 563 (Research Methods in Clinical Psychology and Personality) can be carried through to a master's-level study.

Data collection. An important phase in any research work is, of course, data collection. Insofar as is possible, the master's-level study should offer you an opportunity to gain first-hand experience with collecting data, thereby giving practice at such data collection skills as interviewing subjects, instructing subjects, handling animals, preparing questionnaires, and the like.

On certain problems where it is unrealistic to expect that you will be able to collect the raw data, but where you can work from someone else's protocols, you will be expected to develop skills associated with data extraction, evaluating the reliability of such extracted data, etc.

The Masters Thesis. If you plan to submit your thesis to the Graduate College for a master's degree, it must be written up in accordance with the "Requirements for Preparation of Theses" described later in this handbook

If you are seeking a master's degree: three copies of the master's thesis must be submitted -- two to the Graduate College and one to the Department. Be sure to check thesis deadlines (both departmental and Graduate College) in the Graduate Student Affairs Office (307 P.B.).

If you are not seeking a master's degree, you need only submit one copy of your report to the Department.

The Qualifying Exam

In order to take the doctoral qualifying examination, your master's-level thesis must be complete. The doctoral qualifying examination should be taken no later than the semester following the accumulation of 56 hours of graduate credit and must be passed before taking the preliminary orals. If you came to the Department with a master's degree, check with your Division coordinator concerning the timing of this examination. You may take the qualifying examination prior to earning the 56 hours of credit, and are in fact encouraged to do so. Students who have not passed their preliminary examinations within five years of passing their qualifying examinations will (except under unusual circumstances) be expected to retake and pass their qualifying examinations prior to taking their preliminary examination. The form of the qualifying examination is determined by each Division's faculty and varies considerably from one Division to another. See the sections on Divisional Requirements for the Doctoral Degree for additional details in all cases.

Biological:

Written exam followed within the week by an oral exam

Brain & Cognition:

Written exam followed one week later by an oral exam

Clinical/Community:

Written exam

Cognitive:

Written exam

Developmental:

Critical review paper or written exams

Quantitative:

Comprehensive critical review paper and/or written exam (two are required)

Social-Personality-Organizational:

Take home written exam

Visual Cognition & Human Performance:

Written exam

Notify your advisor and your Division coordinator that you intend to take some form of qualifying exam as soon as that decision is made. Please have your advisor notify the Graduate Student Affairs Office (307 P.B., 3-2169) about the results of the exam.

Forming the Doctoral Committee

This committee is comprised of at least five members. You choose it in consultation with your doctoral thesis advisor. Most members are likely to be members of your Division. The others will be faculty in other departmental Divisions, or if appropriate, in other departments. The committee should be constructed so that experts in all aspects of your study will serve as members and so that at least one member represents a perspective outside your own Division. Your committee chairperson (who may also be your doctoral thesis advisor) is usually, but need not be, from your own Division's faculty. The

Department Head must approve the composition of the doctoral committee. If changes in the approved committee become necessary, written concurrence from any member being replaced, along with the revised committee list, must be presented to the Department Head for approval.

In order to meet Graduate College Guidelines, the committee must meet the following guidelines:

At least three voting members of a committee must be members of the Graduate Faculty and at least two must be tenured. If there are more than three voting members on the committee, a majority must be members of the Graduate Faculty.

The chair of the committee must be a member of the Graduate Faculty and have an appointment to the UIUC faculty, including Graduate College faculty members on leave, or with a zero-time appointment or emeritus status. The Director of Dissertation Research, if different from the chair, need not be a member of the Graduate Faculty.

A person who is not a member of the Graduate Faculty, but who is especially qualified to participate in an examination, may be appointed a voting member of the committee. A brief description of the qualification and justification should be stated on the [Request for appointment of Doctoral Examination Committee](#).

Please notify the Graduate Student Affairs Office (307 P.B., 3-2169) when you have formed the committee so the appropriate forms can be filed with the Graduate College.

The Doctoral Dissertation

Your dissertation advisor and your doctoral committee carry out supervision of Ph.D. research. The usual procedures to be followed in preparing to carry out the research are:

- a. Prepare a written statement of your dissertation proposal in consultation with your doctoral committee advisor. The length of the statement will vary with the nature of the problem, the hypotheses under investigation, the design of the study, and proposed methods of statistical analysis.
- b. At least two weeks before your preliminary orals you should distribute copies of the proposal to your doctoral committee.
- c. Set up a meeting with your doctoral committee to review the proposal and decide on any changes. As a general rule, this meeting will constitute the Preliminary Oral Examination (see next section).

The doctoral committee serves in an advisory capacity throughout the course of your research on the problem. It is convened whenever departures from the approved design are contemplated or if other special circumstances make a meeting desirable. Of course, the members of the committee are available for consultation and discussion, as your project progresses.

The Preliminary Oral Examination

This examination is administered by your doctoral committee after you have (a) completed the master's-level thesis, (b) passed the doctoral qualifying examination, and (c) accumulated 64 graduate hours.

Your doctoral committee determines the form and content of this examination. Notify the Graduate Student Affairs Office (307 P.B., 3-2169) of your intention to take the preliminary examination. Appointment request forms are available in Room 314 and should be completed and returned three weeks prior to the preliminary oral examination. You will be responsible for contacting committee members and setting up a meeting time.

You may begin your doctoral dissertation research after passing the preliminary oral examination. A certificate of the results (Pass/Fail/Deferred) of the preliminary examination must be completed by the committee and returned promptly to the Graduate College.

Please notify the Graduate Student Affairs Office (307 P.B., 3-2169) three weeks before the exam date so the appropriate form can be ordered from the Graduate College.

The Final Oral Examination

The final examination is essentially a defense of your dissertation research and its write-up. You should submit a complete draft of the dissertation to each committee member at least two weeks prior to the examination. Your thesis committee administers the oral examination. Appointment request forms are available in Room 307 and should be completed and returned two weeks prior to the final oral examination. Two weeks prior to the examination, you must provide the Graduate Student Affairs Office with an abstract (maximum length: one-half page, single spaced) so that a general announcement of the time and place of the examination can be made inviting all interested faculty and graduate students to attend. A certificate of the results (Pass/Fail/Deferred) of the final examination must be completed by the committee and returned promptly to the Graduate Student Affairs Office.

If the dissertation is approved, all members of the committee and the Head of the Department sign Certificates of Approval. Remember to review Graduate College regulations, in addition to those given in this Handbook, regarding the dissertation and its submission. (Refer to requirements on page 57.)

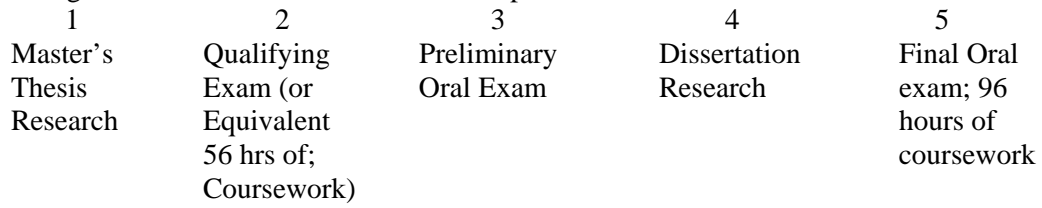
Three copies of the doctoral dissertation are required, two for the Graduate College and one for the Department. Format approval is given in the Graduate Student Affairs Office (307 P.B.). Be sure to check there for dissertation deadlines (both departmental and Graduate College).

If more than one year elapses between a student's passing his/her final examination and depositing the dissertation with the Graduate College, the dissertation must be accompanied by a statement from the Head of the Department to the Dean of the Graduate College. The statement should recommend acceptance on the basis that the thesis is essentially the one previously defended and the late award of the degree is appropriate.

Other Requirements

In addition to the departmental requirements just listed, each Division or program has its own requirements, which apply only to students in that Division or program (see pages 25-42).

The following flow chart summarizes the material presented above:



Including other departmental requirements:

- Divisional Core Courses
- Quantitative Methods (Psych 406-407 or other allowed course sequence)
- Distribution Courses
- At least 2 Seminars
- Teaching Experience
- Minor



DIVISIONAL REQUIREMENTS FOR THE DOCTORAL DEGREE

Biological Division

Courses

Courses taken by Biological Division graduate students (beyond departmental requirements) are tailored to the interests of the individual student and usually include courses in other departments. However, every semester, all graduate students in the Division must take Psych 511.

First year project

In the first year, all students must do a laboratory research project (the First Year Project). The student's advisor supervises this project. By the end of the first month of the second semester of the student's Second Year, the student must provide the faculty of the Division with a written report of the project and undergo a one-hour oral examination based on the written report. The report must be submitted to the faculty at least one-week prior to the oral exam. It should not exceed 20 pages of text (exclusive of References, Tables, and Figures), and its format should correspond to that typical of journals in the student's field. It should be typed double-spaced with a 12 pt. font. The first year project may form the core of the master's thesis. Satisfactory performance on the examination is required for the student to continue in the program and proceed to complete the requirements for the Master's Degree, the qualifying exam and the Ph.D. See section on Qualifying Exam for details on that requirement.

Qualifying exam

1. All students will be expected to have knowledge of all areas of biological psychology equivalent in depth to the coverage in a good biological psychology textbook (such as that used in 210/510).
2. Students with the consent of their advisors will select a Qualls Committee of four members. Students must provide a list of topics (one page) in which they have specialized, and with which they will be familiar at the time of the examination. When this list is presented to the committee (well before the exam) it is the responsibility of each faculty member to provide written feedback regarding additions or deletions, even if it consist merely of "ok" plus a signature.
3. The student takes a written followed by an oral exam. Each committee member supplies 2 questions and the student must answer one from each committee member in a one 5-hour closed book session.

If the student passes the written exam, he/she must take the oral exam within one week. The questions in the oral will center on the questions, both answered and skipped, that were in the written exam.

Brain and Cognition Division

Classes

All students will attend and participate in the Division bag lunch seminar (Psych 593), held weekly every

semester, where faculty and graduate students in the Division present and discuss their research.

Core courses: Two core courses are required of all students in their first two years:

Psych 404 - Cognitive Neuroscience (survey course that gives broad coverage to various domains of cognition and their neural bases, as well as of various methodological approaches in cognitive neuroscience)

Psych 593 - Laboratory in Cognitive Neuroscience (intensive 2-semester laboratory course, involving both class discussion and lab experiments, providing the foundations and basic concepts about brain and cognition, and giving students exposure to and hands-on experience with various cognitive neuroscience methods)

Topical/substantive classes: In addition, all students will take at least 2 courses on any of the topical/substantive areas of brain and cognition (e.g., language, attention, memory, aging, emotion, and so forth) during their graduate career. One of those courses should emphasize cognitive issues and the other should emphasize implementation in the brain. Classes that fulfill this requirement need not be limited to those offered within the Division.

For example, in the area of memory, some possible courses include:

Psych 403	Memory and Amnesia
Psych 321	Human Memory
Psych 414	The Brain, Learning, and Memory
Psych 518	Exp Psych of Learning, II: Human Learning

In the area of aging, some possible courses include:

Psych 596	Aging, Cognition, and Society
Psych 451	Neurobiology of Aging
Psych 452	Cognitive Neuroscience of Aging

Methods classes: It is recommended that students also take more specialized classes on at least 1 of the major methodological approaches or perspectives, e.g., on fMRI, neuropsychology, psychophysiology, neuroanatomy, computational modeling, or eye movements. Classes need not be limited to those offered within the Division.

Some examples of such classes that are currently offered include, but are not limited to, the following:

Psych 402	Clinical Neuropsychology
Psych 421	Principles of Psychophysiology
Psych 496	Optical Imaging
Psych 496	Cognitive Psychophysiology
Psych 514	Proseminar in Cognitive Scien
Psych 546	Practicum in Neuropsychological Assessment
Psych 556	Methodology of Eye Movements in the Study of Cognition
Psych 593	Functional Neuroimaging

Neuro/Physl 425	Structure and Function of the Nervous System
Neuro/Physl 426	Integrative Neurophysiology
Neuro 527	Human Neuroscience

Research

First-year project: In the first year, each student is expected to conduct a research project, supervised by the student's advisor, and to complete a written report of the research project by the first day of the second semester of the second year. A committee of 3 faculty members (at least 2 of which must be in the Division) will determine if the written report is satisfactory. In addition, an oral presentation based on the work will be made during a bag lunch seminar early in the second semester of the second year.

Master's-level research: The Department has a master's level thesis requirement. Each student is expected to complete a Master's level research project within the first two years of graduate training. In many cases, this research will be a continuation of the first-year project. Successful completion of the Master's requirement includes the preparation of an acceptable written report, approved by two divisional faculty members (including the student's advisor). For additional details, see page 20.

Other research: Each student will go on to conduct independent research leading to a dissertation research project. Students are expected to present the results of their research at professional meetings, and to have published several papers, either as independent authors or collaboratively, by the completion of their graduate training. They are strongly encouraged to use multiple, converging cognitive neuroscience methods in their research.

Qualifying exam

The qualifying exam should typically be completed by the end of the third year of study. It will be administered by a committee of 4 faculty members (at least 3 from the Division), chosen by the student in consultation with his/her advisor and approved by the Division coordinator. It will consist of a written exam followed, once the first part has been passed, by an oral exam, to be administered one week later. In the written exam, the student will be asked to answer a subset of the questions from each faculty member. The oral exam will be limited to the content of the questions from the written exam, but will include both the questions that were addressed and the questions that were skipped.

Clinical/Community Division

Typical Coursework

Divisional requirements deal with applied training, the qualifying exam, and specialty coursework. The following policies and sample course plan apply to clinical-community students:

Expected Timetable

First Year

Fall:	406	Statistical Methods I
	538	Introduction to Clinical Psychology I
	539	Introduction to Clinical Psychology II
	546INT	Laboratories in Clinical/Community Psych—Pre-Practicum (Microskills)
	563	Research Design
	590	Independent Research
	593DIV	Diversity Seminar (0 hours)
	593CC	Divisional Seminar (0 hours)
		Select an academic curriculum advisor
		Select a research advisor
		Become involved in research

Spring: 407	Statistical Methods II
532	Introduction to Clinical Psychology III
545	Introduction to Clinical Psychology IV
546INT	Laboratories in Clinical/Community Psych—Pre-Practicum (Microskills)
590	Independent Research (0 hours)
593DIV	Diversity Seminar (0 hours)
593CC	Divisional Seminar (0 hours)

The purpose of the Psych 590 is to facilitate students' obtaining a significant amount of research experience in the first year. This work may grow out of designs developed in the introductory courses or research conducted during the fall, but the student is free to explore new directions as well. By default, the 590 results in a paper suitable as a master's-level thesis proposal, although the student is free to change research advisors and is also free to pursue a master's-level research project different from that developed in the 590. Other alternatives for fulfilling the 590 requirement include the completion of a research project or a scholarly review paper. The exact form can and should be worked out with the advisor.

Enrollment in 593CC is required of all clinical-community students every semester. Each student is expected to make at least two research presentations in 593CC during their residency in the graduate program.

Second Year

<u>Fall:</u>	546	Laboratories in Clinical/Community Psych (Practicum)
	567	Personality Assessment (or Spring, depending on when offered)
	593CC	Divisional Seminar
		Other courses to fulfill departmental requirements
		Continue master's-level independent research
<u>Spring:</u>	546	Laboratories in Clinical/Community Psych (Practicum)
	593CC	Divisional Seminar
		Other courses to fulfill departmental requirements
		Continue/complete master's-level independent research

The 546 courses each year are normally organized as a two-semester sequence, rather than two unrelated experiences. Enrollment in 546 is not required in any specific year, but virtually all students enroll in their second year.

Ideally, the master's project (see Handbook section on the master's-level thesis as distinct from the master's degree) will be completed during the second year. Research involvement is expected to be continuous from the first semester onward, beyond what is required to complete the master's and doctoral projects. (Indeed, students should not assume that two projects done to meet minimal master's and doctoral requirements will provide adequate research training. Just as most students do more than the required amount of clinical practica, they are very strongly encouraged to gain additional research experience.) It is important to get involved in research as early as possible. Experience shows that it is particularly important to begin research and to complete the master's in a timely fashion, to avoid delaying completion of the entire program.

Students who teach 238 (Abnormal) in their second year or who are definitely scheduled to teach it in their third year will be exempt from having to write an answer to the psychopathology/problems of living question on the qualifying exam, given before the beginning of the third year. Students who teach 239 (Community) in their second year or who are definitely scheduled to teach it in their third year will be

exempt from having to write an answer to the intervention question on the qualifying exam. Although one semester of teaching 238 or 239 will qualify you for the exemption, note that in practical terms we will give precedence to students who are able to commit for two semesters.

Third Year

<u>Fall:</u>	546	Laboratories in Clinical/Community Psych (Practicum)
		Coursework as needed or elected
	593CC	Divisional Seminar (0 hours)
		Continue research
<u>Spring:</u>	546	Laboratories in Clinical/Community Psych (Practicum)
		Coursework as needed or elected
	593CC	Divisional Seminar (0 hours)
		Continue research

In the third year, two units of Psychology 546, organized as a two-semester sequence, must be completed in addition to the two units normally taken during the second year and must complement the first practicum and broaden the student's training. These are most often taken during the third year but may be delayed (546 taken during the summer does not count toward this requirement).

Breadth Coursework

Four courses required by the Division will be completed by the end of the students' 5th year of residence in the program, in the form of an independent study coordinated by the assigned course instructors. These are (1) Biological Psychology for Clinical/Community Graduate Students; (2) Cognitive-Affective Psychology for Clinical/Community Graduate Students; (3) Social Psychology for Clinical/Community Graduate Students; and (4) Developmental Psychology for Clinical/Community Graduate Students. Students may only enroll in these courses when they have accumulated at least 45 hours of learning activities within the domain covered by the course (see below), with the provision that at least some attention is paid to all of the major subdomains of the topic. The course is intended to help students review what they have already learned and to integrate that knowledge with clinical/community psychology – this is achieved largely, though not exclusively, by writing a paper (see below).

Learning activities. The following is a non-exhaustive list of types of learning activities that can be used to accumulate needed hours: (a) class sessions and readings in all courses students may take (including those in the Clinical/Community Introductory Sequence); (b) attending relevant brown bags (both Clinical/Community brown bags and brown bags in other Divisions in the Department); (c) attending talks (within the Department, the University, and at conferences); (d) taking classes; and (e) independent readings.

Create a portfolio. Students would be expected to keep a running list of such learning activities, beginning their first semester in the program. Progress within each domain would be reported in the progress reports that students prepare each semester and discuss with their academic advisor.

Paper requirement. The paper/essay should be at least 5 pages long (double-spaced). The paper/essay should not be limited to the breadth domain – it should address the relevance of the breadth domain to clinical/community psychology, ideally to both research and professional/applied activities (i.e., there should be a “translation” element to the paper).

Minor and Depth

Students should develop expertise in some area outside of clinical/community psychology. This is achieved largely (though not exclusively) through completion of a minor, as indicated by departmental requirements. In addition to completing a minor, to complete the depth requirement, students need to have

produced a written product in which their outside specialty has been translated into research and/or professional/applied activities within clinical/community psychology. It is expected that the vast majority of students in our program will have written one or more such papers for other purposes (e.g., journal articles) that would fulfill this written product requirement. Whether the depth requirement has been met is judged by the student's academic advisor.

Fourth Year and Beyond

Ongoing research is typically supplemented by additional clinical practica, occasional seminars, and remaining departmental requirements (e.g., teaching and courses for minor and distribution). While the Division has no policy regarding practicum credit above the minimum requirement, most students take considerably more than is required. Within the constraints of other program needs of the individual, the Division fully supports this. Additional practica are particularly valuable when they increase an individual's breadth of clinical experience. Furthermore, internship admissions committees typically attend to both quantity and diversity of clinical training experiences. However, the type and amount of practica should be a function of the student's educational goals rather than being driven by internship application issues. The student should weigh all of these considerations in planning each semester's course load with the advisor.

Formal steps leading to the dissertation consist of the preliminary exam (oral defense of dissertation proposal), writing the dissertation thesis, and the final dissertation oral defense. Should a student want to leave campus to pursue research or internship appointments, the doctoral prelim must be scheduled before applying, and passed before the final date on which applications can be withdrawn. We strongly encourage scheduling the final oral before departure.

A predoctoral internship is generally required for any student who wishes to become a practitioner of clinical psychology and is a requirement of the program. Students are advised in choosing internship experiences appropriate to their individual career plans.

Student Advising

Divisional advising of students occurs through two principal mechanisms, the academic advisor and the semi-annual student guidance meeting.

The Director of Clinical Training assigns advisors to the first-year class prior to the start of the first semester. Before the end of the first semester, each student selects an academic curriculum advisor, with the agreement of the new advisor. The academic advisor is responsible for general course and career advising, for representing the students to the Division and the Department, for signing registration forms, etc.

The formal academic advisor role is distinct from the more informal role of research supervisor. In some cases, a single faculty member serves in both roles for a given student, but this need not be the case. Furthermore, while each student has one academic advisor, the student may be involved in research with more than one faculty member simultaneously or serially. The Division does not advocate an apprenticeship model, though individual students and faculty are welcome to negotiate such a relationship and often do. Students are free to change academic advisors at any time, in consultation with old and new advisors. The Division and the Department must be informed of each student's academic advisor.

Near the end of both fall and spring semesters, the faculty of the Division hold the student guidance meeting to review each student's progress. For first year students, there is also a mid-semester progress review in both fall and spring semesters. It is assumed that each student and his or her advisor will have met shortly before the meeting to do their own review--to discuss any requests the student may wish

placed before the faculty (e.g., plans to take the qualifying exam), to note significant accomplishments, to discuss any problems, etc. At the guidance meeting, the advisor summarizes the student's status in the program. Faculty and other supervisors report on the student's performance, and a consensus is reached on feedback to be given the student.

Student and advisor then meet individually to discuss the feedback, and a formal guidance letter is written by the advisor, co-signed by the Director of the Clinical Training, and placed in the student's file in the Graduate Student Affairs Office. (In the very rare event that a student's difficulties are such that their continuation in the program is in jeopardy the Director or Associate Director of Clinical Training will attend the feedback meeting between student and advisor.)

Qualifying Exam

The qualifying exam for the clinical-community Division is a written exam that is administered in two parts. Typically, 4 questions of the qualifying exam covering research design, intervention, ethics, and the student's specialty area are taken at the start of the fall semester of students' third year, typically during the week before classes start. The faculty will understand that a student plans to take the exam on schedule unless the faculty has explicitly approved an alternative arrangement. (Alternatives are not routinely approved and are not encouraged. But a student, through the academic advisor, can always request a special arrangement concerning anything in the program.) The remaining 2 questions on assessment and psychopathology/problems of living are taken at the start of the fall semester the following year. The psychopathology/problems of living question will be waived if the student teaches Abnormal Psychology (238) in their second or third year. The intervention question will be waived if the student teaches Community Psychology (239) in their second or third year.

Applied Competency

The faculty carefully tracks the progress of students in their applied work at the Psychological Services Center, in the community, or as part of their research (if applicable). We expect students to show competency in research skills as well as applied skills. The applied training in our program is organized to be sequential and graded. Students take a Microskills (or pre-practicum) course during the first year in the program to receive basic training in listening, empathy, and reflection skills. Practicum courses taken in subsequent years supplement this basic training to build specific and more sophisticated skills in assessment, therapy, and community work. The training goals in each practicum are tailored to the student's current skill level. A student's applied competency is evaluated two times a year by faculty supervisors at the student guidance meetings, according to the following descriptions:

1. Continuing to work on acquiring basic empathy and active listening skills and/or on ability appropriately receive supervision and feedback.
2. Demonstrates basic empathy and active listening skills; is able to appropriately receive supervision and feedback.
3. Begins to show appropriate intervention/assessment/evaluation skills with straight-forward cases and with substantial supervision.
4. Shows some autonomy in conducting intervention/assessments/evaluations with straight-forward cases; uses supervision to engage more challenging aspects of cases; able to articulate how theory and research connects to conceptualization and intervention.

5. Can handle somewhat difficult cases with substantial supervision and/or straight-forward cases with relatively little supervision; able to conceptualize with some assistance; uses supervision to advance skills in specific areas of conceptualization and intervention.
6. Can handle difficult cases and ethical dilemmas with appropriate supervision; demonstrates autonomy in making intervention/assessment/evaluation decisions; able to engage in appropriate and helpful peer-supervision on basic cases; able to conceptualize cases with little assistance.
7. Prepared to supervise others in assessment/intervention/evaluation cases with supervision of supervision.

We expect students to progress sufficiently each semester so that a clear trajectory toward mastery of applied skills is evident. Students who are allowed to apply for internship are expected to have achieved a competency level of “6” in at least one area of their applied work.

Miscellaneous Policy Notes

With the support of the academic advisor, a student may petition the Division for waiver of a Division policy or substitution of an alternative means of conforming to a Division policy. Such a request must be based on a strong rationale and is not routinely granted.

Conversely, while the Division endeavors to avoid changing requirements for students after they enter the program, circumstances occasionally require it. The permanence of the policies enumerated here cannot be guaranteed.

There is no program requirement for summer terms. (Note that the departmental guarantee of financial support does not include paychecks during summer months.) However, summer can be a very productive time, with course and other demands minimal. Thus, continued practicum and research involvement is typical during each summer.

Cognitive Division

In their first semester, all first year doctoral students will enroll in the Cognitive Pro-seminar, Psych 593B (4 hours). This course will acquaint incoming students with current faculty research, professional practices, and ethics.

Students are strongly encouraged, although not required, to acquire computer skills necessary for the use of computers for data acquisition.

Students must attend and participate in the Divisional Bag Lunch, Psych 593COG, in which faculty and students present their research. All students should sign up for 0 hours and are expected to present their research.

Core courses: All students will be required to take at least three of the following core courses, preferably early in their graduate studies:

Psych 450	Cognitive Psychophysiology
Psych 503	Categories and Concepts
Psych 514	Proseminar in Cognitive Science
Psych 518	Experimental Psychology of Learning II: Human Learning

Psych 521	Knowledge Representation
Psych 523	Problem Solving & Cognitive Skill Acquisition
Psych 525	Psycholinguistics

Active involvement in research is considered to be the students' primary responsibility. The following requirements are designed to encourage students to become involved quickly and actively in both independent and collaborative research in their areas of interest.

1. First year research project. Each student will complete a research project during the first year. The written report is due no later than 5:00 pm on the first day of classes in the fall semester of the student's second year. An oral presentation is made during a bag lunch seminar early in the Fall semester of the second year. A divisional evaluation committee determines if the written report is satisfactory. The committee must contain no fewer than two faculty members, at least one from the Division, and is chosen by the student and the student's advisor.

Except in unusual circumstances, continuation to the master's degree requires satisfactory completion of the first year requirement at the prescribed time.

2. Master's-level research. The Department has a master's level thesis requirement. Each student is expected to complete a Master's-level research project within the first two years of graduate training. In many cases, this research will be a continuation of the first-year project. This research must be written up and approved by two Division faculty members, chosen by the student and the student's advisor. If a student has completed a master's thesis at another institution, it may satisfy this requirement if approved by the Division coordinator and the Department Head.
3. Other research. Students are expected to have published several papers by the completion of their graduate training, either as independent authors or collaboratively. Students will be encouraged to conduct their research either in collaboration with or under the direction of several different members of the Division during the course of their training.

Qualifying Exam

The doctoral qualifying examination will typically be completed within the third year of graduate work. To ensure breadth, four faculty (at least two from within the Division) must be involved in the preparation and grading of the exam. These faculty will be chosen by the student in consultation with his or her advisor, but the committee must be approved by the Division coordinator to ensure adequate breadth.

For each committee member, the student will develop a reading list for a topic that he or she will be examined on. In normal cases, the list will consist of around 12-15 articles, though shorter or longer lists may be appropriate for some topics. (However, the student's advisor should ensure that the total amount of reading for the exam does not deviate too far from the expected.)

The student will be tested on this material in a 72-hour take-home exam in which they may consult the readings, notes or any sources they wish. Each examiner will provide short questions of which the student will answer one in 1-3 single-spaced pages. (Thus, the student will write 4 answers during this time.)

Each faculty member will assign a pass/fail grade to the answer to their question. Failing answers will be reviewed by the whole committee. Students who fail the exam or any part of it will have one opportunity

to re-take the fail part(s). Examiners have the option of composing new questions for the make-up exam.

Teaching

In addition to fulfilling the departmental teaching requirement, students in the Division must successfully complete the departmental TA orientation (normally offered prior to the beginning of fall semester). The Division defines successful completion as passing performance on a practice lecture evaluated by the instructors of the TA orientation. In addition, at the end of the first year, all students need to participate in the introductory psychology mini-lectures audition.

Developmental Division

Requirements

1. Core courses: One graduate level course in each of the two sub-areas of developmental (seminars do not fulfill this requirement):

Cognitive development (Psych 569)

Social development (Psych 540; cross-listed with Ed Psych 440)

AND

One of the following graduate level courses:

Language development

Development and relationships

Developmental cultural psychology

Developmental psychopathology

Motivation and personality development

2. Students are expected to attend the Developmental Division's weekly research seminar every semester. In addition, students are expected to give a presentation in the seminar at least once every other year throughout their graduate career.
3. Research: Active involvement in research is considered the student's primary responsibility.

Early in the first year, students will choose a primary research advisor, and in consultation with the advisor will choose another faculty member to serve as a secondary advisor. The student will meet with the secondary advisor at least once per semester. The secondary advisor may, but need not, be part of the committees which evaluate the Master's report, the Qualifying exam, or the dissertation.

- (a) First-year research requirement. Students are expected to become involved in research during their first semester in the program, and to give a talk about their research at the end of their first year in the Developmental Division's weekly research seminar. These talks will be scheduled in the last weeks of the spring semester.
- (b) Master's-level research. Each student is expected to complete a Master's level research project within the first two years of graduate training. In many cases, this research will be a continuation of the first-year research project. Successful completion of the Master's requirement includes the preparation of an acceptable thesis as well as an oral presentation of this project in the Developmental brown bag seminar. The written document and oral presentation must be judged acceptable by at least 2 faculty members, one of whom is the student's research advisor.
- (c) Other research. Students are expected to present the results of their research at

regional and national conferences, and to have published several papers by the completion of their graduate training. Students are encouraged to conduct research in collaboration with more than one member of the Division.

4. Qualifying examination: The doctoral qualifying examination should be completed within the third year of graduate training. The student will form a committee of three faculty members (two ordinarily will be from the Developmental Division) and, in consultation with this committee, select one of two options: (a) a critical review paper; or (b) a written exam. For either option, the student will meet with committee members to develop a reading list for the topics that he or she will be examined on. The reading list should cover a broad area of developmental psychology. If the paper option is selected, the student should prepare a paper that integrates issues across the areas represented on the reading list. If the written exam option is selected, the student will be given a set of essay questions developed by the committee, and will have one week to prepare answers not exceeding 20 double-spaced pages in total (the precise page limit will be decided by the qualifying exam committee).
5. Teaching: Every student must either (a) teach one 50% or two 25% sections of Psychology 216 or (b) serve as a teaching assistant for one 50% section or two 25% sections of Psychology 363, or (c) teach Psychology 100. Except in unusual cases, students will serve as TA's in a faculty-taught section of Psychology 216 before they teach it their own.

Evaluation

The developmental faculty meets at the end of the academic year to discuss student progress. The Division coordinator then meets individually with each student to discuss this evaluation and to go over upcoming requirements and the student's plans for the coming year. Advisors also meet individually with their students to provide more details regarding the evaluation.

Expected Timetable

- First year: Select a faculty advisor and secondary advisor
 Become involved in research
 Present preliminary results/planned research at the end of the spring semester
- Second year: Conduct Master's-level research
 Present results of Master's research, and turn in Master's thesis or report, before beginning the 3rd year
- Third year: Begin planning dissertation research
 Write Master's research up for publication
 Select Qualifying exam committee and develop reading list in the fall
 Read for Qualifying exam
 Complete Qualifying exam before beginning the 4th year
- Fourth year: Select dissertation committee
 Pass Preliminary oral exam early in the fourth year

Quantitative Division

Each student is assigned a faculty member of the Quantitative Division as an academic advisor. The academic advisor guides the student's graduate program and writes his or her annual progress evaluation.

The academic advisor is not necessarily the faculty member with whom the student is doing research.

Students in the Quantitative Division must satisfy the general Psychology Department and Graduate College requirements for number of credit hours, teaching, residency, master's and doctoral research, and preliminary and final oral examinations described elsewhere in this handbook.

Specific Requirements of the Quantitative Division

1. Coursework

Students who have completed similar courses elsewhere and wish to be exempted from one or more courses should submit course materials to the Quantitative Division Co-ordinator who will determine if those courses are comparable to the courses offered at UIUC.

A. Statistical Methods: PSYC 406 and PSYC 407

Students must successfully complete PSYC 406 (Statistical Methods I) and PSYC 407 (Statistical Methods II), equivalent courses from another department at UIUC or another institution, or a proficiency examination with a minimum grade of A. Students who enroll in PSYC 406 or in PSYC 407 but do not earn an A in the course are required to retake it.

PSYC 406 and PSYC 407 should be taken in the first year. The student's academic advisor and the Quantitative Division Co-ordinator must approve substitution of other courses for PSYC 406 and PSYC 407.

B. Core Courses

(1) Required:

PSYC 435 Mathematical Formulations in Psychological Theory
PSYC 490 Measurement and Test Development Laboratory
PSYC 594 Multivariate Analysis in Psychology and Education
PSYC 596 Theories of Measurement II: Item Response Theory

(2) Elective: at least 4 of the following 7

PSYC 466 Image and Neuroimage Analysis
PSYC 509 Scaling: Multidimensional Methods
PSYC 534 Models of Decision and Choice
PSYC 587 Hierarchical Linear Models
PSYC 588 Covariance Structure and Factor Models
PSYC 589 Categorical Data Analysis
PSYC 595 Theories of Measurement I: Classical Test Theory

PSYC 506 (Scaling: Unidimensional Methods) is no longer offered.

Previously, Theories of Measurement I: Classical Test Theory and Theories of Measurement II: Item Response Theory were offered under other course numbers (e.g., 595a and 595b, respectively).

C. Quantitative Division Seminars

Students must take two PSYC 593 Quantitative Division seminars (not to include the Quantitative Division Research Seminar aka "Quant Brown Bag", PSYC 593Q) or seminars on quantitative topics offered by faculty outside the Quantitative Division (e.g., Internet Methods for Survey Research).

D. Quantitative Division Research Seminar

Students should register for the Quantitative Division Research Seminar ("Quant Brown Bag", PSYC 593Q) every semester of the graduate career. First-year students and second-year students should register for 0 credit hours. Advanced students giving a full-session presentation at the seminar should register for 4 credit hours; advanced students giving a joint presentation or a half-session presentation should register for 2 credit hours; and advanced students not giving a presentation should register for 0 credit hours.

Students are expected to participate in this seminar by presenting research proposals, results of ongoing and completed research, practice job talks, tutorials, and other work likely to be of interest to members of the Quantitative Division.

Attendance at this seminar is required. Students wishing to be excused because of course conflicts or teaching conflicts should consult the Quantitative Division Co-ordinator.

E. Distribution Courses

Students must take at least one general graduate survey course offered by each of two Divisions other than the Quantitative Division. See the section on "The Distribution Requirement" in this handbook for a list of permissible courses offered by each Division.

F. Minor Courses

Students in the Quantitative Division must take

- (1) a full minor consisting of 16 credit hours within another Division of the Psychology Department or within a department outside Psychology (such as Statistics or Mathematics), or
- (2) a split minor consisting of 8 credit hours within another Division of the Psychology Department and 8 credit hours within a department outside Psychology, or
- (3) a split minor consisting of 8 credit hours in each of two departments outside Psychology.

A split minor within Psychology is not allowed. The student's academic advisor must approve the choice of a minor.

G. Outside Courses

Students must take three advanced (400-500 level) quantitative courses offered in other departments (e.g., Mathematics, Probability, Statistics, Applied Statistics, Economics, Computer Science, Philosophy, Engineering). These should be basic courses that assist the student in developing the necessary skills for coursework and research in Quantitative Psychology. Typically, these courses are part of the minor.

The student's academic advisor must approve selection of these courses.

Most students in the Quantitative Division satisfy coursework requirements F and G by completing a

master's (MS) degree in Statistics, Applied Statistics (usually with a specialization in Psychometrics and Behavioral Statistics), Mathematics, or Applied Mathematics. For more information about these degrees, please consult the Web pages listed below.

Statistics: <http://www.stat.uiuc.edu/degrees/masters.shtml>

Applied Statistics: <http://www.stat.uiuc.edu/degrees/applmasters.shtml>

Statistics with an Analytics Concentration: <http://www.stat.uiuc.edu/degrees/msanalytics.shtml>

Mathematics and Applied Mathematics:
<http://www.math.uiuc.edu/GraduateProgram/masters/mastmath.html>

2. First-Year/Second-Year Research Project

The purpose of this requirement is to help the student develop the professional skills necessary for research in Quantitative Psychology and to involve him or her in research as soon as possible.

During his or her first year, each student develops a research proposal for a theoretical or computational research project under the guidance of a Quantitative Division faculty member and presents it at the Quantitative Psychology Research Seminar ("Brown Bag") near the end of the spring semester. Students must submit a short (one or two pages) written proposal by the end of the spring semester.

The completed research culminates in a written paper and a presentation at the Quantitative Psychology Research Seminar near the end of the spring semester of the second year. The written paper must be submitted by the end of the spring semester of the second year.

Theoretical projects should result in the creation of a new or enhanced statistical methodology or a new mathematical model and should demonstrate facility with statistical methods or mathematical modeling techniques, respectively. The written paper should provide an introduction to the methodology or model, a detailed development of the methodology or model, and an analysis and discussion of the findings.

Computational projects should focus on a statistical or mathematical modeling problem and be implemented in an environment designed for such work (e.g., MATLAB, R, S+). The project should demonstrate proficiency with the chosen programming language and include either a graphical user interface, calls to external routines in a compiled language, or advanced programming techniques. The written paper should provide an introduction to the problem being addressed, an overview of the implementation, documented running code with sample data, and notes on the use of the program(s). The notes should provide sufficient information for the running of the program(s), and be in a form that can be accessed immediately by a program user.

The faculty of the Quantitative Division provide feedback on the proposal, presentations, and written paper.

Some students develop the first-year/second-year research project into a master's research project or a master's thesis; other students write a separate master's thesis.

3. Master's Research Project or Master's Thesis

The master's research project or master's thesis may be developed from the first-year/second-year research project, or may be written on a different topic.

The master's research project or master's thesis should resemble a journal article in depth and breadth but include somewhat more introductory material. See the section on "The Master's-Level Thesis" in this handbook for more details. Ideally, the master's research project or master's thesis should be completed by the end of the third year.

4. Qualifying Exams

The Quantitative Division requires two written "quals". One of these is usually a comprehensive critical review paper on the topic of the dissertation; the other may be a written exam or a second review paper. "Qual" topics may be quantitative/technical in nature or may be substantive with a clear emphasis on quantitative approaches to that topic.

Written exams are offered on the quantitative topics that are offered as courses (e.g., Multivariate Analysis, Theories of Measurement) or on topics on which the Quantitative Division faculty are expert or do research.

A two-person committee, selected in consultation with the academic advisor, evaluates the "qual". At least one member of this committee must be a faculty member in the Quantitative Division.

A reading list for a written exam should be developed with the assistance and approval of the committee. The reading list should include relevant articles from at least the last fifteen years of journals relevant to the topic of the exam; this list should be developed well in advance of the expected exam date. When the student is ready (subject to the time restrictions described in this handbook), the committee members will prepare and administer an exam. The exam may take a variety of forms (e.g., closed book, open book, take home) at the discretion of the committee members (but the student is encouraged to express a preference).

Qualifying exams should not be attempted until after the completion of the master's research project or master's thesis. Ideally, one exam should be completed by the end of the fourth year and the other prior to the preliminary oral examination (doctoral thesis proposal defense).

5. Dissertation

The student's doctoral thesis (dissertation) must be on a topic in Quantitative Psychology and be directed by one of the faculty members of the Quantitative Division. A majority (3 out of 5) of the committee members must be Quantitative Division faculty members.

Dissertations concerned with the development of quantitative models and/or methodologies for psychological processes and phenomena are especially encouraged as are applications of advanced statistical and psychometric methods to the analysis of data from experimental or field research on substantive problems in Psychology.

Ideally, the preliminary oral examination for the dissertation should be completed by the end of the fifth year. Typically, the dissertation is written during the sixth year.

6. Teaching

The Quantitative Division follows the Psychology Department's teaching requirement.

It is recommended that a student planning an academic career serve as a teaching assistant for one or more

graduate Quantitative courses (e.g., PSYC 406, PSYC 407, PSYC 490) instead of, or in addition to, undergraduate Quantitative courses (PSYC 235, PSYC 301).

7. Training in Ethics for Research

All students in the Quantitative Division are required to complete the UIUC Institutional Research Board's training and education requirements once every three years, regardless of whether they are engaged in research with human subjects and regardless of their source of funding.

Social-Personality-Organizational Division

The curriculum for SPO grad students consists of the SPO Division Brownbag Lecture Series (Psychology 593G), a methods course (Psych 552), at least one of the three introductory survey seminars: social (Psych 551), personality (Psych 541), or industrial-organizational (Psych 530), and at least two additional courses that constitute a concentration in one of the three areas. Examples of currently offered graduate courses appear below, but new special topics courses may be expected to appear over the course of the students' program of study.

Social Psychology

- 558 Advanced Problems in Attitudes Research
- 559 Advanced Problems in Research on Groups
- 593 Cultural Psychology
- 593 Social Judgment

Personality Psychology

- 567 Personality Assessment

Industrial-Organizational Psychology

- 530 Foundations of IO Psychology
- 593 Current Topics in IO Psychology

Minor Requirements:

Consistent with departmental requirements, students select a 16 hour minor or two (8 hour) split minors that are approved by their advisor and the S-P-O Division Coordinator.

Teaching:

All students are required to meet the departmental teaching requirement.

This requirement is usually fulfilled by teaching sections of Introductory I/O Psychology, Introductory Social Psychology, Introductory Personality Psychology, or by teaching discussion/lab sections of laboratory courses. Refer to page 19.

S-P-O Qualifying exam

Format

There will be two parts to the qualifying exam: A written in-class exam to be followed by a written take-home exam.

The in-class exam. Students will answer three questions over the course of six hours (see Content section below) with their answers to each question not to exceed six double-spaced typed pages.

The take-home exam. Students will also answer three questions (see Content section below) on this exam, with their answers to each question not to exceed 10 double-spaced typed pages. Students will be given a weekend (from 5:00 on Friday until 9:00 on Monday) to answer the three questions.

Content

The in-class exam. Students will answer one methods question from a choice of two. They will be given three questions in each of the three core areas of the program social, personality, and organizational (nine total questions). *Prior* to taking the exam, students will declare the area or areas on which they will be focusing. If they choose to focus on one area, they will answer two of the three questions in that area. If they choose to focus on two areas, they will answer one of the three questions for each of the two areas.

The take-home exam. This exam will cover the same content as the in-class exam, *except* that instead of choosing one methods question from a choice of two, students will answer one big picture question (e.g., about the person-situation debate) from a choice of two. Again, there will be three questions per area, with students answering two questions in a given area or one question in two areas.

Note that a total of 22 questions will be written for the exam, with each SPO faculty member providing two questions.

Outcome

For each of the six questions students answer, they will receive one of five ratings.

5 = Excellent (an outstanding performance at a level that may be expected to be achieved occasionally)

4 = Good (a strong performance that you would expect to occur frequently among competent students)

3 = Minimally passing

2 = Poor (a failing performance, but with a few redeeming features; shows some familiarity with the material)

1 = Complete failure (very poor performance with no redeeming features)

Two faculty members will grade each question, and the two scores will be averaged to determine the students score for the question. If the two raters differ by more than 1.5 units, a third rater will be asked to evaluate the students answer to the question. If the third score closely corresponds (i.e., is within 0.5) to one of the two original scores, then the outlying grade shall not be used in determining the students score. Otherwise, the average of the three grades will be used to determine the students score.

If students receive a total grade (across both exams) greater than or equal to 3 they pass. If they receive a grade of less than 3, they fail. However, when their grade is less than 3 but greater than 2.75, a third grader will score the answers with grades less than 3. This graders rating will be averaged with those of the other two graders. If the new grade is greater than or equal to 3, students pass; otherwise, they fail. When students fail, they will be given the opportunity to retake the portion (in-class or take-home) of the exam they failed. Students will retake the exam six months from the date they took the first exam. If students fail the exam more than once, they will not be allowed to take it again.

When it is necessary to have a third grader score questions, the grader will not be told the reason.

Feedback

Students will be given their scores for each of the six questions. In addition, they will be given their exams back with the graders marks and comments.

Topics List

For each of the major areas Social, Personality, and Industrial-Organizational there will be a list of core topics. Students will be responsible for being familiar with at least one of the lists, although they may choose to concentrate on two. The faculty in each area will develop the lists. They will be updated annually. The lists are not meant to be comprehensive. Rather, these are the core topics in the area. They are to provide a guide for students. Students are expected to have proficiency with each topic in their area(s), including both classic and contemporary theory and research. It is highly recommended that in addition to collecting resources relevant to these topics, students also familiarize themselves with the research published in the field's major journals over the last decade, as well as comprehensive handbooks that have recently been published. These sources will point to additional topics not included on the topic list, as well as provide examples of the integration of areas.

Time Line

First week of June: Topics list given.

First week of September: Written take-home exam given.

Last week of September: Oral take-home exam given.

Month of March: Make-up exam given.

Timetable:

Students in the SPO program are required to complete their master's thesis (or equivalent) by the end of their second year, take and pass their qualifying examinations by the end of their third year and take and pass their preliminary examination by the end of their fourth year in order to remain in good standing in the Division.

Students specializing in Organizational psychology must take and pass the final oral examination for the Ph.D. by the end of their fifth year in order to remain in good standing in the Division.

Visual Cognition & Human Performance Division

All students will enroll in the Information Processing bag lunch (Psychology 593). The seminar provides a forum for the divisional faculty and students to present their in-progress and completed research projects. Students sign-up for either the Visual Cognition & Human Performance (VC&HP) or the Cognitive Division bag lunch each semester that they are in attendance at the University of Illinois. The VC&HP Division bag lunch meets from noon to 1:50 p.m. on Wednesdays while the Cognitive bag lunch meets from noon to 1:30 p.m. on Fridays. Students can sign-up for either 0 or 2 hours for the seminars.

Active involvement in research is considered to be the students' primary responsibility. The following requirements are designed to encourage students to become involved quickly and actively in both independent and collaborative research in their areas of interest.

1. First year research project. Each student will complete a research project during the first year. In September or October of the second year, the student will present this research project in the Information Processing bag lunch seminar (Psychology 593).

The student is responsible for scheduling this presentation with the seminar coordinator. The student will also provide a written report of the research to his/her faculty committee. The written report is due no later than 1 p.m. on the last Wednesday in October of the student's second year. The faculty committee will be composed of at least three faculty members and appointed in consultation with the Division coordinator. This faculty committee will decide, on the basis of the written report and the oral presentation, whether the student has successfully completed the first year project. Except in unusual circumstances, continuation in the Division requires satisfactory completion (at the prescribed time) of the first year requirement.

2. Master's-level research. Each student is expected to complete a Master's level research project within the first two years of graduate training. In many cases, this research will be a continuation of the first-year project. Successful completion of the Master's requirement includes the preparation of an acceptable written document as well as an oral presentation of this project in the Information processing bag lunch seminar (Psychology 593). The written document and oral presentation must be judged acceptable by at least two divisional faculty members, one of which is the student's research advisor.
3. Other research. Students are expected to have published several papers by the completion of their graduate training, either as independent authors or collaboratively. Students will be encouraged to conduct their research either in collaboration with or under the direction of several different members of the Division.

Qualifying Examination

The doctoral qualifying examination will typically be completed within the third year of graduate training. Ordinarily, the questions will come from a variety of areas agreed on by the students and faculty members. To ensure breadth, a minimum of four faculty (at least two of whom are from the Division) must be involved in the preparation and grading of the examination. The Division coordinator in consultation with the student will appoint the faculty members. The examination will be written. In the first part, the student will answer short essay questions. This part will last three hours and there will be no preview of questions nor may the student consult any materials to answer these questions. The second part of the examination will be more integrative and will consist of not more than two essay questions for which the student's entire answer will not exceed 10 single-spaced typewritten pages. These questions will be given to the student one-week after successful completion of the first part of the examination. The student will have one week to complete the second part of the examination. The answer to each of the questions will be scored by at least two faculty members.

Core Courses:

All students will be required to take at least three courses of the following core courses.

1. Psych 456 Engineering Psychology and Human Performance
- And 2. Psych 516 Perception
- And 3. One of the following:
 - Psych 497 Aviation Psychology
 - Psych 496 Spatial Cognition
 - Psych 504 Theories of Attention

FINANCIAL AID FOR GRADUATE STUDENTS

All doctoral students in good standing in general have a guarantee of at least the equivalent of 50%-time support for six years from the date of their first enrollment in any psychology graduate program. The Department determines the exact form of this support. Students remaining enrolled beyond the sixth year are placed on Limited Status and are no longer guaranteed support.

A wide variety of assistantships, traineeships, and fellowships are available for students in the doctoral programs.

Specific types of aid include: Tuition and fee waivers, research assistantships, teaching assistantships, University Fellowships, Graduate College Fellowships for U.S. citizens who are members of an underrepresented group, American Psychological Association Fellowships for students from underrepresented groups, as well as federally funded traineeships and other kinds of fellowships in some Divisions.

Stipends for fellows, assistants, and trainees normally increase from year to year and are on a par with stipends available at other large universities. See your advisor or Division coordinator or contact the Graduate Student Affairs Office for current stipend levels.

Research Assistantships

These are usually paid from funds obtained by faculty members in support of their research. Appointments are, therefore, arranged through discussions between faculty members and graduate students. See your advisor or Division coordinator for details on the procedures used in your Division. Students are expected to actively participate in the research program in which they are appointed and to perform the duties assigned by their supervisor.

Teaching Assistantships

These are coordinated by the Associate Heads for Graduate and Undergraduate Affairs in consultation with the Division coordinators, teaching faculty, and graduate students. If you wish to have a teaching assistantship in any given academic year, you should discuss your preferences with your advisor and/or Division coordinator. Employment as a Teaching Assistant carries an obligation to perform such duties as assigned by the supervisor.

Tuition and Fees Waivers

Students who receive at least a 25% teaching and/or research assistantship through the Psychology Department during the academic year will receive a tuition and partial fee waiver. All students are required to pay approximately \$600 per semester for specific student fees that are not covered by the partial fee waiver.

Illinois Distinguished Fellowships

This program is for recruitment purposes, so only students applying for admission can be nominated. Only students of the highest caliber who represent extraordinary recruitment opportunities will receive these

fellowships. The fellowship provides \$17,000 per 12-month year for three years and a tuition/service fee waiver. Fellows will be expected to carry a minimum of 12 hours in the fall and spring and 4 hours during summer session. Concurrent assistantship support of up to 50% is permissible.

University Fellowships

These are awarded to exceptionally well qualified entering or advanced graduate students. Division faculty make the decisions about awarding these fellowships. These awards may be supplemented by an assistantship of up to 50%.

Graduate College Fellowships

These fellowships are restricted to incoming graduate students who are American citizens and who come from underrepresented groups. The duration of support varies from one to three years and is determined by the Graduate College Fellowship Board at the time the award is decided. Students are told the duration of the fellowship when they are notified about receiving it. The Department agrees to assume continuing support beyond that time. The stipend for these fellowships is divided over 12 months.

Additional support in the form of a teaching or research assistantship is not allowed without prior approval of the Graduate College.

Graduate College Dissertation Travel Grants

Dissertation Travel Grants subsidize travel and other costs associated with doctoral dissertation research, whether for exploring a potential dissertation topic (i.e., before the preliminary examination), or for conducting dissertation research.

Graduate College Dissertation Completion Fellowships

This fellowship is designed to help students complete the doctoral degree in a timely fashion by providing a tuition waiver and one-year stipend of \$15,000 to free them from the time constraints associated with assistantships, allowing full-time devotion to the completion of the dissertation. You must have passed your preliminary exam before applying. No concurrent assistantships will be allowed.

Graduate College Travel Grants

If you plan to present a paper at a professional meeting, you may apply to the Graduate College once each semester for funds to help pay your travel expenses. Travel support is given only if you present your paper from the podium or at a poster session. Participation as a junior author or being present while someone else reads a jointly authored paper does not qualify for travel support.

Dallenbach Fellowships

Depending on the availability of funds, this fellowship is awarded to entering or advanced graduate students engaged in “basic research”. It is limited to a nine-month appointment and no student may hold the fellowship more than once. The stipend may be supplemented by an assistantship of up to 50%. No

application is required, as these fellowships are administered entirely within the Department. Awards are made in the same way and at the same time as University Fellowships.

Departmental Travel Funds

Depending on available funds, the Department may also provide some support for travel expenses if you are presenting a paper from the podium or at a poster session. Financial support will be limited to one request per academic year.

1. Prepare a budget and abstract of the research design.
2. Have your advisor review and sign the budget request.
3. Forward the budget and abstract to the Associate Head for Graduate Affairs.

APA Travel Awards

Competition for these awards is held once each year. To be eligible, applicants must be student affiliates of the APA. Students who are not affiliates may apply for affiliation when they apply for the award but all materials must be received by the Science Directorate in one package. Eligibility is dependent on your research paper or poster having already been accepted by APA for presentation. The departments can endorse no more than three students each year. APA Dissertation Awards

To be eligible, applicants must be student affiliates of the APA. Students who are not affiliates may apply for affiliation when they apply for the award but all materials must be received by the Science Directorate in one package. Awards are dependent on your proposal having been approved by your doctoral committee prior to application. That is, you must have passed prelims, after which you are considered a “PhD candidate”. The Department is limited to nominating no more than three students each year for these fellowships.

APA Minority Fellowships

These fellowships are renewable as long as the student is making adequate progress. The stipend is for the academic year and may be supplemented by an assistantship of up to 50%. APA views such supplemental support as a measure of the University’s and the Department’s commitment to the program.

APF/COGDOP Graduate Research Scholarships in Psychology

The American Psychological Foundation (APF) and the Council of Graduate Departments of Psychology (COGDOP) jointly sponsor competitions for scholarships every academic year. The funds may be used to defray the costs of tuition, to supplement fellowship support, to cover in part the costs of research, or to support travel to a scientific meeting. Some of them are devoted to specific research areas while others are more general, and some but not all are restricted to dissertation research.

Each of the above-listed competitions has a specific deadline. Starting sometime during 2009-10, we expect to have a calendar on the Department website devoted to information specifically relevant to graduate students, where fellowship application deadlines will be posted. Until that is available, the Associate Head for Graduate Affairs will send out email to all graduate students about upcoming application deadlines. The Graduate College also has a website with information about graduate fellowships at <https://www.grad.uiuc.edu/fellowship/>, which can be searched using criteria, such as application deadline or fellowship candidate characteristics. Application forms are generally available online, but forms for many of them are also available in Room 307.

REGISTRATION INFORMATION

The materials needed for consulting with your program advisor and for registration (and the places at which these materials may be found) are:

Instructions for Registration 307 Psych. Bldg.

Course registration numbers can be found at <http://courses.illinois.edu/cis/index.html>.

Steps in Registration

1. Read this handbook before you see your advisor
2. Work out program with advisor. If you are a teaching or research assistant, your program should take into account the demands of your job. In all cases, be sure that your own classes and those in which you are a teaching assistant do not conflict!
3. Complete on-line registration as instructed.

Auditing Courses

In order to audit a course, go to the Office of Admissions and Records located at 901 West Illinois after registration. Once an audit has been recorded on your transcript, you will never be able to take the course again for credit. Whenever possible you should enroll in, rather than audit, all Psychology courses so that the Department and University have accurate records about numbers of course participants. A few graduate courses allow you to register for 0 credit hours. Course descriptions in the course catalog (<http://courses.illinois.edu/cis/index.html>) specify a course's credit options, including whether it allows registration for 0 credit hours. Particular Psychology 593 seminars may or may not allow registration for 0 credit hours in any given semester. In special circumstances, the instructor for a course that you would like to attend but that does not allow registration for 0 credit hours may allow you to register for 0 credit hours under Psychology 590 (Independent Study) rather than under the course number.

Credit/No Credit Options

You may take as many as 16 hours of graduate work under the Credit/No Credit option. You may only take one course CR/NC per semester. These hours may be in either the major or the minor. However, since your performance in quantitative methods and conceptual foundations must be at the level of B- or better, you cannot use the CR/NC option in courses fulfilling these departmental requirements.

The same provision will hold for certain courses in the Clinical program. If you are a Clinical student, check with your advisor concerning these courses.

The CR/NC option makes it much easier for you to take electives within the Department but outside your own major area (e.g. for the distribution requirement) and to take minors without the fear of getting a D or F. In the case of split or full minors outside the Department, it will still be up to you to make sure that the minor Department approves your sequence of courses, including the number of them which that Department will allow to be taken on a credit/no credit basis. (**A+ though C- grades receive CR, D+ through F grade receives NC.**) Forms are available in Room 307.

Program Changes

You may add, drop, or change credit in courses following the instructions for on-line registration. The Graduate College sets the deadline dates for adding and dropping courses. The date for adding courses is approximately 4-5 weeks into the semester and the date for dropping a course or changing to the CR/NC option is approximately 4 weeks before the semester ends. A petition must accompany changes made after the deadline. The Graduate College does not accept changes after these dates without clear and compelling justification.

Course Load for Fellows and Trainees

The minimum course load for fellows or trainees is defined by The Graduate College as 12 hours or the equivalent. You may take as many as 20 hours without special petition.

A full course load (12 hours) is required of the following students:

University Fellows	Graduate College Fellows
APA Minority Fellows	U.S. Public Health Service Trainees
Dallenbach Fellows	Ford Fellows
UIUC Fellows	AAUW Fellows
	National Science Foundation Fellows

Course Load for Teaching and Research Assistants

During the academic year, a student must be registered for a minimum of 12 hours to be considered full-time. The amount required for full-time student status is not reduced for a student holding an assistantship. The Graduate College places no restriction on the minimum number of credit hours for which a student may register in a given semester, but a student who has an assistantship must be registered during the term of the appointment, except during a summer term. The hours listed below represent the heaviest credit loads recommended per term.

% Appt	<u>MAXIMUM CREDIT LOADS (HOURS)</u>		
	Semester	Summer 1	Summer 2
0 - 10%	20	6	12
11 - 25%	18	6	10
26 - 40%	16	4	8
41 - 60%	14	4	8
61 - 74%	12	4	6
75 - 90%	10	4	6
91 - 100%	8	4	4

Registration for 20 or more hours may be permitted by petitioning the Graduate College.

Course Load Until Requirements Completed

Since there is no upper limit on 599 registration, it is a good idea to carry a realistic load of research credit until the dissertation is completed. Keep in mind that up to 8 of the 32 hours required for the master's degree may be in 599. All students should continue to register for hours as long as they are in residence and using research facilities and staff time. The number of hours registered for should accurately reflect the usage of research facilities and staff time. Exceptions will be made for students registering in absentia or for students lacking financial aid.

ADVISING

Academic Advisor

An academic advisor will be assigned to you shortly after your admission, and it is he or she who assists you in planning your early graduate work. Your academic advisor may or may not also be your research advisor, depending on your circumstances. You may continue to have the same academic advisor throughout your graduate career, or you may elect to change your academic advisor. For example, if you develop a research project with a faculty member other than your academic advisor, you may decide to ask your research advisor to become your academic advisor as well. You should inform your Division coordinator whenever a change of either kind of advisor is made. Note that the research advisor need not be a member of your Division. You are free to choose a research advisor from among the entire department faculty.

The academic advisor has the general responsibility of discussing with you all matters involving the Department and the Graduate College. The academic advisor is in a sense your primary contact with the Department, although of course you are free to consult at any time with other members of the Department, your program faculty, Division coordinator, and with the Head of the Department or the Associate Head for Graduate Affairs.

Master's Thesis Advisor

The master's-level thesis is approved in final form by a master's thesis director, a second reader, and the Department Head. The Department Head's approval is normally implicit except in rare instances where questions or concerns arise.

It is not advisable to undertake master's-level research until this committee has been approved. When you have selected a thesis advisor, he or she may become your academic advisor also, if that seems desirable. The program coordinator can arrange such a change.

Ph.D. Dissertation Advisor

Toward the completion of the course requirements for the Ph.D. degree, select an advisor for your doctoral dissertation research. Your academic advisor and Division coordinator are available for consultation concerning the choice of a dissertation advisor. Your dissertation advisor is usually, but need not be, from your own Division's faculty.

EDUCATIONAL PROGRESS AND EVALUATION OF GRADUATE STUDENTS

Divisions vary as to the ways in which students can prepare themselves in their specialties. They also vary in the means whereby they assess a student's progress and discuss academic preparation and occupational plans. Consequently, you should be familiar with your own Division's educational aims and plans, and consult with your advisor or program coordinator if there are questions about your progress.

In addition to a continual process of interaction and informal feedback between Division faculty and students, a formal evaluation is conducted each spring by the Division faculty, and transmitted to the Associate Head for Graduate Affairs and the student concerned. The primary information on which the formal evaluation is based includes course grades, performance in assistantships, progress in the degree program, professional conduct and the like.

Students may be placed on Probation if faculty in their Division are concerned about their behavior and/or progress in the program. In such cases, students will receive official written notification from their Division outlining the reasons they are being put on Probation, what they need to do to be taken off Probation, when an evaluation of whether or not the student can be taken off Probation will be made, who will make the evaluation, and the consequences of failing to meet the terms of Probation.

Being placed on Probation does not mean that financial support will be withdrawn from the student. It means faculty are concerned about the progress and/or behavior of the student and they want to send a strong message that certain steps must be taken to rectify the situation. The Graduate Student Affairs Office must also receive notification from the Division if this action is being taken for any student in the Department.

Students can be placed on Limited Status by the Department if they are not making satisfactory progress toward the degree, or if they do not complete their Ph.D. degree within six (6) years of enrolling in the program. The consequence of being placed on Limited Status is that the Department's guarantee of financial support is withdrawn, regardless of how long the student has been in the program. It is the responsibility of each student and his/her academic advisor to pay close attention to the nature and pace of the student's progress toward the Ph.D.

Per the Graduate College Handbook for Graduate Students and Advisers: Members of the UIUC campus community are expected to adhere to the highest standards of professional conduct in carrying out their teaching, research and service responsibilities. Such conduct is subject to norms and ethical codes that vary somewhat among disciplines, as well as to differing individual perceptions and interpretations; but certain general ethical guidelines reflecting the commitment of the campus to these standards are applicable to all UIUC faculty, staff and graduate assistants.

It is recommended that all graduate students review the *Graduate College Handbook* in further detail. In particular, Responsible Professional Conduct: Guidelines for Teaching, Research, and Service at www.grad.uiuc.edu. In addition, refer to the Appendix here for APA's Code of Conduct.

Minimum Grade Point Average

The minimum grade point average for graduate students is 2.75. The following Graduate College requirements hold concerning probationary status for those who fall below this minimum:

At the end of the first term in which a student has completed at least 12 cumulative hours (all hours excluding 599 credit) with a GPA of less than 2.75, a warning letter will be sent to the student by the Graduate College with a copy to the Department.

A student who has received such a warning letter and who has not raised the GPA to 2.75 upon the completion of 12 additional cumulative hours, will be placed on Limited Status (not eligible for a degree) for a maximum of one term (semester or summer session). After one term on Limited Status, no further registration will be permitted unless the GPA has been raised to the departmental minimum and the Department makes a request to the Graduate College for reinstatement of the student to full status.

Advisors and departments take factors other than satisfactory grades into consideration in determining qualifications for advanced degrees. An adequate GPA does not in itself ensure continuance in an advanced degree program. Many departments keep records of deferred and plus and minus grades, as well as written evaluations by instructors. These factors, along with other skills and aptitudes, are considered by departments in determining satisfactory progress and in decisions to permit students to continue in masters and doctoral degree programs.

Academic Progress Toward the Ph.D.

The Graduate Education Council has compiled a list of expectations of “normal academic progress” towards the Ph.D. although some variation in progress is to be expected. Some students arrive with a master’s in hand. Some have half-time jobs and some do not. Some majors allow faster progress than others. Unduly slow progress, however, is clearly to be avoided. The Council’s guidelines follow:

First Year:

Requirements: Complete 24-32 hours. Complete Quantitative Methods Courses.

Suggestions: Begin master’s-level research

Second Year:

Requirements: Complete 48-64 hours

Suggestions: This is the optimal time to have the master’s-level thesis finished. The second semester would be a good time to take the Qualifying Examination, particularly for students on fellowships or traineeships and those who entered with a master’s.

Third Year:

Requirements: Complete 72-96 hours. Take the Qualifying Examination during the first semester if not already taken and passed.

Suggestions: The Preliminary Examination should be taken during the second semester.

(Remember that the Qualifying Examination, or equivalent, and master’s-level research must be completed before the Preliminary Examination can be scheduled. The minor should be completed as well).

Start the dissertation. Some students, particularly those who came into the program with a master’s, may complete the program and receive the Ph.D.

Fourth Year:

Requirements: Complete 96 hours. Take the Preliminary Examination during the first semester, if not already taken. Start the dissertation if not already ongoing.

Suggestions: Complete the dissertation and receive the degree.

If you have questions about your progress, you should consult with your advisor or Division Coordinator.

Your progress toward the doctoral degree is under the general supervision of the Division faculty during the period prior to the Preliminary Examination and under the supervision of your doctoral committee thereafter.

For first year students, the annual review of progress will include evaluation of their ability to write. Students who do not write well will be required to take a special non-credit-writing course (offered by the English Department).

PETITIONS, INTERDIVISION TRANSFERS, APPEALS, AND LEAVES OF ABSENCE

Graduate College Petitions

The requirements and procedures of the Graduate College may be found in A Handbook for Graduate Students and Advisors (http://www.grad.illinois.edu/grad_handbook/index.html). You may petition the Dean of the Graduate College for exceptions to these rules if you find yourself in special circumstances. However, informal consultation with your advisor or the Associate Head for Graduate Affairs is usually helpful before completing a petition form. Forms for petitions may be obtained at the Graduate College website: <http://www.grad.illinois.edu/petitions/>

Department Petitions

If you wish to be exempted from rules, regulations, or procedures of the Department of Psychology, you may submit a petition. This merely consists of a written statement, which justifies the request. Give the letter to your advisor who will transmit it with his or her recommendation to the Division Coordinator and the Associate Head for Graduate Affairs.

Inter-Division Transfers

If you wish to transfer to another Division within the Department, it is always a good idea to consult with your advisor and with the coordinators of the Divisions involved. The next step is to formally request an inter-Division transfer by writing a letter to the coordinator of the new Division, with a copy to the Graduate Student Affairs Office. The faculty of the Division to which you are requesting admission will then consider your request. If the new Division approves, you are immediately enrolled. If the new Division does not approve, the Associate Head for Graduate Affairs will inform you of that fact and invite you to discuss with appropriate faculty some alternative plan for further study in the area of your new interests.

NOTE: These transfers are not always routine. Divisions must consider a transfer request in the context of admissions applications for that year. A student with a weak record in one Division may not be viewed as a good prospect by another Division. Please do not assume that you can transfer until you have confirmation that the Division will accept you.

Appeals of Division and Departmental Decisions

Policy and Procedures on Grievances by Graduate Students in the Department of Psychology: The purpose of this policy is to protect the interests of graduate students in the Department of Psychology by providing informal and formal means of seeking resolution in case of an inappropriate action of a member of the faculty or administrative staff or an inappropriate application of a Department policy. Any graduate student in the Department of Psychology may informally pursue or formally file a grievance when s/he believes that a decision or behavior adversely affects his/her status as a graduate student.

This Policy and Procedures on Grievances by Graduate Students in the Department of Psychology specifies the policy and describes the procedures to be employed to resolve grievances by graduate students this Department. It was approved by the Graduate College on May 6, 2002. This policy does not apply in cases of academic misconduct. Breaches of academic integrity in research and publication are handled under the campus's Policy and Procedures on Academic Integrity in Research and Publication. Similarly, this policy does not apply to cases that arise under the Code of Policies and Regulations Applying to All Students ("Code"), such as capricious grading in a course (Section 26) or academic integrity (Section 33). The policies and procedures described in this document do not override or

supersede any other policies as established in the University Statutes and campus policies. For more information, see the Department of Psychology Graduate Student Handbook and the Graduate College Handbook for Graduate Students and Advisers.

A grievance may arise when a graduate student believes that his/her status as a graduate student, or University appointment based on student status, has been adversely affected by an incorrect or inappropriate decision or behavior.

If you disagree with any faculty decision concerning you or your status in the Department, it is usually desirable to discuss the matter informally with the faculty involved, with the Division coordinator and/or the Associate Head for Graduate Affairs.

You may appeal any decision by writing a letter containing pertinent information to the Department Head (or, if the grievance involves the Department Head, to the Dean of the Graduate College). At any time, you may discuss the problem with any faculty member, including the Department Head and the Associate Head for Graduate Affairs. Refer to the Appendix for a description of the complete policy.

Student Access to Academic File

Students may examine their own academic file simply by completing a request form in the Graduate Student Affairs Office (Room 307). Please submit your request two days in advance. The Graduate Student Affairs staff will remove from the folder any material, such as letters of recommendation, which were provided on a confidential basis. Students may make copies of any documents contained in their folder.

Leaves of Absence

According to the Graduate College, "a student who must interrupt his or her graduate program for an acceptable reason may do so and with Departmental approval, reenter within one year of last registration, provided the time limit has not been exceeded. A student holding student loans should consult the lender before terminating his or her student status. International students leaving campus are required to secure clearance from the Office of International Student Affairs. The student returning within two years may reenter the same Department by registering for courses using UI Enterprise for the term in which he or she returns".

The Department policy states: "Psychology graduate students need to complete a departmental leave of absence form prior to their departure. These forms can be obtained from the Graduate Student Affairs Office (307 P.B.). Graduate students are required to give the Department and their Division **THREE MONTHS** notification concerning their **RETURN** from a leave of absence. If a student expects to return in the fall semester they should contact the Associate Head for Graduate Affairs/Division Coordinator no later than **JUNE 1**; for the spring semester no later than **OCTOBER 1**. The Department needs sufficient notification to complete student support plans and office assignments for each semester. Students who have not exceeded the Department's time limit and remain in good standing in their Division are entitled to financial support".

REQUIREMENTS FOR PREPARATION OF MASTER'S THESES AND PH.D. DISSERTATIONS

Physical Form

The typing and general format of master's theses and doctoral dissertations are described in the Graduate College booklet entitled Instructions for Preparation of Theses. An online version is also available (<http://www.grad.illinois.edu/thesis/handbook/ThesisHandbook.html>). Copies of this booklet are available on the second floor of Coble Hall.

Beginning with the 2009-10 academic year, electronic thesis deposit (ETD) will be implemented for the entire campus for the first time. For more information, go to <http://www.grad.illinois.edu/thesis/>.

Number of Copies

The number of thesis or dissertation copies needed varies considerably, but the MINIMUM IS THREE:

- a. Two copies to the Graduate College.
- b. One copy to the Department.

You might wish to prepare additional copies for yourself, your advisor, etc.

Deadlines

1. You cannot receive a degree unless you are on the Graduate College graduation list. Check Graduate College deadlines in the Graduate Student Affairs Office (307 Psychology Building).
2. Format checks are done in the Graduate Student Affairs Office (307 Psychology Building); check there for deadlines. (Plan to leave your thesis/dissertation for at least two days.)
3. The Head of the Department must approve all theses/dissertations. Submit these documents for approval at least two weeks prior to the Graduate College deadline. Approval will seldom require the full two weeks, but, if you allow less than two weeks, a problem could be created since you cannot expect or depend on an immediate review. No Ph.D. dissertation will be approved until you have completed all other departmental requirements and responsibilities.

Other Considerations

Before your thesis/dissertation can be submitted to the Head of the Department for approval it must have been reviewed and approved by all members of your thesis/dissertation committee. If you are seeking a master's degree, both readers must have signed the Certificates of Approval. (There is space for this on the lower left side of the form.) Place all signed signature sheets in front of the departmental copy of the thesis/dissertation. These should be placed unbound in an expandable manila folder (obtainable at the Illini Union Bookstore). A copy of the title page should be glued to the front of the folder.

DEPARTMENT FACILITIES

LIBRARIES

Education and Social Science Library

The primary collection of psychology journals and books can be found at the **Education and Social Science Library**, 100 Main Library Building, 1408 West Gregory Drive, just two blocks away from the Psychology Building. Many older journal volumes and books are located in the Main Book Stacks on the second floor of the Main Library. The library provides electronic access to most of the journals they subscribe to, and hard copies of books and journals can be ordered for delivery to your Department mailbox through an online interface. You will find links to various library services at <http://www.library.illinois.edu/>.

The Department no longer has a departmental library. There is, however, a librarian at the Education and Social Science Library who is responsible for Psychology. For research assistance, requests for new books and journals, and to discuss any library related concerns contact:

Allison Sutton

Psychology Librarian/Assistant Professor
Education and Social Science Library
100 Main Library
244-1866
asutton@uiuc.edu

Other UIUC Libraries

The UIUC Library system has more than 40 libraries. Those with materials relevant to research in psychology include the Applied Health Sciences Library, Biology Library, Grainger Engineering Library, and the Health Sciences Library. The library website given above includes a list of all of the libraries and their locations

Computer Facilities

Coordinator: Earle Heffley (513 Psychology Building; 333-9535)

Department of Psychology Computer Facilities

The Department of Psychology operates a computer network that provides support for instruction and research. Many computing needs may be satisfied by the computing facilities within the Department. Computers elsewhere on campus, or on the external Internet, may be accessed for requirements that cannot be met within our Department.

Updated information on computer services may be found on the computer support web pages available at <http://www.psych.illinois.edu>.

Psychology's Central Computer Systems

Psychology operates departmental Linux/Unix servers. The email server "cyrus" provides a variety of electronic mail services to our faculty, staff, and graduate students. Email may be accessed via standard desktop clients such as Outlook and Thunderbird, or through web-based software on cyrus. Psychology also operates a multiuser system "stat" for statistical, web, and other general-purpose computing.

Incoming faculty and graduate students receive accounts on Psychology's Central Computer System. Each account provides access to the cyrus and stat servers. Login application forms for staff, postdocs, neuroscience students, and other support staff are available from John Boyd in 453 Psych Bldg.

Psychology's Open Computer Room

Networked PCs and networked printers may be found in 453D Psychology Building. The room is open for use by faculty, staff, and students in the Department of Psychology. The room is generally unlocked during normal business hours. Students may request a key to access this room during other times, through Betty Heggemeier in room 330.

Psychology's Computer Classrooms

The Department of Psychology operates several classrooms equipped with personal computers. These classrooms are heavily scheduled for classes, but when they are not in use by a class they are available for use by Psychology faculty and graduate students.

Our instructional computer classrooms are located in rooms 219A, 289, 35, and 37. Statistical software, word-processing, internet access and printing are all available. Incoming faculty and graduate students receive logins for accessing these computers. The classroom logins are the same as the Department's Novell logins described in the next section. Others meeting the Department's criteria for a departmental login can view the requirements and obtain an application form in 453 Psych Bldg.

Rooms 219A and 289 are open during departmental business hours through the week. When scheduled classes are not in session, faculty and students are welcome to use the computer room facilities. The computer classrooms in 35 and 37 may also be scheduled by faculty or students for running subjects, although the hours allotted for scheduled experiments is limited so as not to conflict with classroom use of these rooms. Department of Psychology faculty and graduate students may obtain a key to use any of these rooms during evening and weekend hours. Betty Heggemeier handles the distribution of keys for the computer rooms.

Psychology's Novell File Servers

A Novell file server supports desktop computers by providing file service and print service to IBM-compatible PCs and to Macs. These facilities are separate from the Linux/Unix servers that support other

centralized functions. The nature of the services provided by the Novell servers depends upon the user account. There are four types of accounts: faculty accounts, graduate student accounts, course accounts, and central staff accounts. For information on using the file server, please contact Jenny Barrett, 453B Psychology. Faculty should contact Earle Heffley, 513 Psychology, for information on the Novell file servers.

Printing on Psychology Printers

The Department of Psychology operates several network printers that are available in our computer labs (35, 37, 219A, 289) and in Room 312 on the third floor for use by faculty, staff, and graduate students. Use of these printers is under the control of a centralized printer accounting system. Psychology graduate students in good standing receive a modest annual allocation for printing. Faculty also receive a printing allocation, which many of them never use, so if you exceed your allocation try asking your advisor if you can use some or all of their allocation.

Wireless Network in Psychology Building

Wireless network access is available throughout the Psychology Building. The network supports all contemporary 802.11 wireless standards: 802.11a/b/g/n. Use your campus NetID to log into the network. Instructions for accessing the wireless network may be found on the CITES web pages at: <http://www.cites.illinois.edu/wireless/index.html>

Psychology's Computer Support Directory

WebSite: <http://www.psych.illinois.edu/resources/compsupport.php>

Mike Anderson (manderso@cyrus.psych.illinois.edu; 39B Psychology; 333-2580)

- Computer hardware installation and repair.
- Network connections.

Jenny Barrett (jbarrett@cyrus.psych.illinois.edu; 453B Psychology; 333-1929)

- Administrative computing procedures and database management.
- Assists with maintenance of course software for instructional PC laboratories.
- Consultant to faculty and students on use of instructional PC laboratories.

John Boyd (jboyd@cyrus.psych.illinois.edu; 453C Psychology [mornings or by appt]; 333-7815)

- Consultant for computer lab facilities, including services provided by CITES.
- Consultant for remote access to computers, email file transfer, and general computer use.
- User accounts for Psychology and CITES computer systems.

Firmino Pinto (fpinto@cyrus.psych.illinois.edu; 39B Psychology; 333-2580)

- Computer hardware troubleshooting and repair.
- Macintosh computer support.

Larry Broda (lbroda@cyrus.psych.illinois.edu; 681 Psychology; 333-6405)

- Unix systems administration, operation, and consulting.
- Manages cyrus, including its electronic mail facilities.
- Manages Sun systems in statistical computing laboratory.

Earle Heffley (eheffley@cyrus.psych.illinois.edu; 513 Psychology; 333-9535)

- Manager for Psychology networks and computers.
- Novell file server systems administration and operation.
- Consultant to faculty on computer selection and purchasing.

Campus CITES Computer Facilities and Services

CITES, Campus Information Technologies and Education Services Office, supports academic computing at the campus level.

CITES Public Computer Sites

CITES operates a number of computer sites across campus. PCs, Macs, and laser printers may be found in these sites. For current information about the CITES public sites and other facilities, please see <http://www.cites.illinois.edu/computerlabs>.

CITES Consulting

CITES's Resource Center offers a variety of consulting services to faculty and students. Most of these services are based in room 1211 of the Digital Computer Lab (DCL), 1304 West Springfield Avenue.

CITES General Information

4-7000 (or 800-531-2531) or consult@illinois.edu

Microcomputer Consulting: 4-7000

Assists PC and Mac users with systems operation and applications packages.

Illinois Statistics Office: 3-5703 (or <http://www.stat.illinois.edu/iso>)

CITES Guide to Software (<http://www.cites.illinois.edu/software/index.html>)

CITES handles distribution of a broad range of software that is licensed to the University of Illinois. Some packages are free while others require a formal end-user license and fee. In some cases, software is not available for purchase by individuals, but must be purchased by a University account.

In general, software distribution is available at the Software Webstore (<http://webstore.cites.illinois.edu>) or the Campus Stores Computer Center (<http://www.cstores/illinois.edu/center/prices.html>).

Student Computer Purchases

Computers and accessories are available at educational pricing to University faculty, staff, and students. These items are sold through the Micro Order Center located in the Illini Union. Information on equipment and pricing may be found by following the Micro Order Center link at www.cstores.illinois.edu/moc/moc.html.

General Information on Campus Computing and Services

A variety of useful links to information about computing and related services on campus may be found on the Computing Services page at www.illinois.edu/services/computing.html.

The Departmental Shop

Psychology Shop

The shop exists to help Department of Psychology faculty and students acquire and maintain instrumentation needed for instruction and research. The shop can provide the following:

Information on the availability of commercial instrumentation to meet needs.

Short-term lending of equipment, when available.

Troubleshooting and repair of personal computers.

Advice on cost and feasibility of building specific instrumentation.

Assistance with the design of special-purpose apparatus.

Construction and maintenance of instrumentation, including mechanical, electronic, and Computer-based equipment.

Checkout of audio-visual equipment for use in classrooms is also based in the shop (39 Psychology Building). The shop staff may be contacted via email at shop@cyrus.psych.illinois.edu.

Shop Management and Access

Our shop supervisor (39B Psychology, 333-2580) manages the day-to-day operation of the shop. Shop personnel report to Earle Heffley (333-9535). Faculty oversight is provided through the Shop Committee.

Any member of the shop may be contacted for minor repairs and other small jobs, although each person has areas of specialization. For small jobs, if you know the appropriate person for a job or if you can determine it from the Shop Directory section (below), please feel free to contact that person directly. For large jobs or when you are unsure as to which person can best help you, please contact the shop supervisor (39B Psychology, 333-2580). Special uses of the shop require the explicit permission of the shop supervisor and access to the shop work area is at their discretion.

Shop Charges

Given the expense of operating the shop, cost accounting and recovery is very important. All shop activities must be covered by a specific source of funds. For equipment related to classroom instruction, Department funds are often available to cover expenses, although any substantial expenditure must be authorized by the Head or by the Director of Budget & Resource Planning.

Maintenance of computer equipment in instructional laboratories is typically covered by specific sources of funds within departmental budgets.

Construction or repair of equipment in the laboratories and the offices of faculty and students must be covered by a research grant or by some other explicit arrangement with the Department Head or with the

Director of Budget & Resource Planning.

Provision has been made for each full-time member of the Psychology faculty to receive each year up to three hours of shop labor that is paid for by Departmental funds.

There is no general provision within departmental budgets to cover replacement parts or other materials for computers or for other apparatus in faculty offices and laboratories.

Approvals and Assignment of Equipment

Expenditures of departmental funds must be approved by the Department Head or by the Director of Budget & Resource Planning; the Principal Investigator must approve expenditures of grant or contract funds. When the shop builds or buys an item with departmental funds, it belongs to the Department, not to the student or faculty member requesting it. If an item is paid for with extramural funds, it is assigned to the grant while the grant continues, and then it either is taken by the granting agency or it becomes the property of the Department (University).

Shop Priorities

The following might serve as a general guide to the priorities assigned to shop duties. The highest priority activities are listed below.

1. Troubleshooting computer problems that affect large segments of the network.
2. The repair of equipment required for scheduled courses.
3. Repair of research laboratory equipment, including computer equipment that breaks down in the middle of an experiment for which rescheduling is problematic, although a lower priority may be assigned if repair will take a relatively long time.
4. Repair of other computers, including office systems, when the breakdown has prevented faculty or staff from doing their normal work.
5. Setting up laboratories for new faculty in the Department.
6. Other design, construction, and repair activities. Large development projects generally have a lower priority and will be performed on a first-come basis.

Shop Design and Construction Services

When you want the shop to build equipment, please first contact the shop supervisor. The supervisor will direct you to another member of the staff if it is appropriate. A first step for any project is filling out a Project Request form. This form should spell out exactly what services the shop is to provide, estimated budget, and the source of funds to pay for it. The shop staff will attempt to provide a realistic cost estimate, but please realize that it is generally not possible to give a firm estimate, especially for custom apparatus.

Estimates are often most unreliable when specifications are vague, when changes are made during the

construction process, or when there is miscommunication. Please take the time to discuss your project in detail so that there is a clear understanding at the outset, and please realize that changes can be very costly if they must be made during the project. Progress meetings throughout a project are important, especially for large projects.

The shop's workload has sharp peaks. Sometimes, a job will be completed quickly; at other times it might be delayed. Jobs related to teaching and emergency repair of apparatus being used in scheduled research typically get top priority. The shop will do its best given existing resources, but everything takes time. Do not set tight research schedules that depend upon something being built quickly.

The shop staff is well trained in technical specialties and can give helpful advice toward solving instrumentation problems. However, do not expect the staff to take responsibility for translating research problems into instrumentation requirements, nor to establish the accuracy or other limits within which the instrumentation is to operate.

Audio-Visual Equipment Check-out

A limited amount of audio-visual equipment is available for classroom instructional use, including overhead projectors, slide projectors, and some video equipment. Because we have relatively few items for checkout, it is generally not possible to loan audio-visual equipment for research purposes; in some cases, we may be able to accommodate such requests but the duration of the loan will be very short--generally less than one week.

Reita Dalton (rdalton@cyrus.psych.illinois.edu, 39A Psychology, 333-7912) is the primary contact for checkout of audio-visual equipment. The shop supervisor (39B Psychology, 333-2580) or other members of the shop staff may be able to help if Reita is unavailable (shop@cyrus.psych.illinois.edu). To check out equipment, you must see Reita or a member of the shop staff if she is unavailable. You must also complete an Equipment Check-out card.

Please understand that the equipment is limited and that Reita and the shop staff have many other duties that may call them away from the shop area. Also note that the shop is closed over the lunch hour. If your requirements are known in advance, arrangements can be made for you to pick up equipment early or to pick up the equipment in a special drop-box that the shop maintains for such purposes.

Contacting Shop Personnel in Emergencies

If an emergency arises, calling the shop at 333-2580 is generally the best way to contact its staff. Shop personnel can be emailed at shop@cyrus.psych.illinois.edu by the persons listed below. Shop personnel will try to return your call as soon as possible.

If you would like to have a member of the shop paged, you need to contact one of the persons listed below. Please let them know where you can be reached, how long you will be there, the nature of the emergency, and its urgency.

Reita Dalton (39A Psychology, 333-7912)
Earle Heffley (513 Psychology, 333-9535)
Kathy Hatch (325 Psychology, 333-0630)

If an emergency arises outside of normal working hours, it is permissible to call shop personnel at home.

Contacts for Problems with Psychology Building Facilities

Problems related to the Psychology Building (for example, water leaks or ventilation shutdowns) should be reported to Reita Dalton (39A Psychology, 333-7912) during business hours. If a building emergency arises and you cannot reach Reita Dalton or Kathy Hatch, please attempt to contact a member of the Shop staff.

If a problem with Psychology Building services occurs outside of regular business hours, it should be reported to the University Police Department (333-1216) who will then contact Operations and Maintenance. If you call a building problem into the University Police, please also notify Kathy Hatch and Reita Dalton (via email as soon as possible, or verbally or in writing the next regular business day).

Shop Directory

General Information: Email to shop staff: shop@cyrus.psych.illinois.edu, 333-2580

Mike Anderson (manderso@cyrus.psych.illinois.edu; 39B Psychology; 333-2580)

Design, construction and maintenance of computer-based instrumentation.
Computer hardware installation and repair.
Network connections.

Earle Heffley (eheffley@cyrus.psych.illinois.edu; 513 Psychology; 333-9535)

Administrative oversight of shop.

Tom Hendricks (thendric@cyrus.psych.illinois.edu; 39C Psychology; 333-2580)

Physical set up of laboratories and offices.
Furniture distribution.
General shop work.

Firmino Pinto (fpinto@cyrus.psych.illinois.edu; 39B Psychology; 333-2580)

Design and setup of instrumentation for faculty laboratories.
Security for computers in offices and laboratories.
Planning and construction of special-purpose laboratory equipment.
Equipment troubleshooting and repair.
Networked computer setup.

Copying Services and Office Supplies

Location: 338 Psychology Building

Alix Abbott in room 338 is responsible for instructing faculty, staff and students on the use of the walk-up equipment in that office.

Teaching assistants are invited to use these services for preparation of course outlines, quizzes, etc.

Office Hours: Monday through Friday 8:30 a.m. – 12 p.m. and 1 p.m. – 5 p.m. Alix will not be available for assistance between 12 p.m. and 1 p.m., but the walk-up area will be open.

If faculty and graduate students need to copy materials after hours they must see Alix. She can give you the training you will need to run the copiers on your own, and give you the combination for the door lock.

Graduate teaching assistants may obtain supplies for the courses they are teaching in the supplies cabinet in room 338. This would include pencils, pads of paper, index cards, etc.

Research assistants should check with their supervisors before obtaining supplies for their work or operating the copy machine (located in room 338) since these materials will be charged against a research grant or contract.

DO NOT attempt to repair the machine yourself. It could cause unnecessary damage. If you have questions, please ask Alix (338 inner room).

Room Reservations

Katie Beall (333-0022, sbeall@illinois.edu, room 321 Psych Bldg) handles the course catalog and classroom scheduling. Email her if you need to reserve a room within the Psychology Building or elsewhere on campus. Please note that M-F 10:00 a.m. – 2:00 p.m. are the most popular times on campus to hold classes and therefore the most difficult times to find free space. There is no guarantee that space will be available. Guidelines for non-teaching room reservations have been developed to fairly allocate available time/space within the psychology building:

1. Room requests can be made up to one month in advance.
2. Requests for up to 8 hours per week in one room or multiple rooms will be filled on a first-come/first-served basis.
3. The maximum number of hours per week is determined per faculty member, so requests from multiple lab members associated with the same faculty member are summed.
4. Requests for additional hours (more than 8) can be made beginning on Wednesday of the week proceeding the desired time.
5. New requests have priority over requests for additional hours and will be filled as soon as they are received.
6. Exceptions to these guidelines may be granted in special circumstances, but only with departmental approval.
7. Rooms 219A or 289 are designated classrooms and may not be used for running experiments.
8. Experiments that require computers can be run in room 35, 37 and 453D. Please contact Katie about availability and reservation policies.

Computer Labs:

Contact Katie Beall (sbeall@illinois.edu, room 321 Psych Bldg) about the availability of computer labs and reservation policies. Rooms 219A and 289 can only be reserved for classes.

Conference Calls:

Room 318 is the only conference room equipped with a phone jack. Contact Margie Link, 333-0647 (Room 337) or by email (mlink@cyrus.psych.uiuc.edu) to reserve a conference phone for a preliminary and/or final oral defense.

Mailing Services

Location: 308 & 312 Psychology Building

Dana Loschen is in charge of incoming and outgoing U.S. mail. Outgoing mail should be dropped off in room 312. The postage meter is for office use only. The Department does not provide stamps for personal use. (Providing you supply your own postage, you may mail personal correspondence at this location.) U.S. postal employees pick up and deliver mail, Monday through Friday between 11:30 a.m. and 2:30 p.m. Dana distributes incoming mail to 3rd floor mailboxes.

The University utilizes an intercampus mailing facility. A blue campus mailbox is located next to the east elevators on the 3rd floor. Campus mail is only picked up once a day, at 7:30 a.m. and delivered later in the day, after which it will be distributed to the 3rd floor mailboxes.

The Department subscribes to UPS service, which is picked up at 2:30 p.m. daily. Please drop off packages for pick-up before 2:00 p.m. to allow processing time. Dana keeps a supply of UPS materials, and takes care of completing the forms. You may use this service to send personal items, but you must complete the form yourself and provide payment by check or credit card.

Items that are too large to be placed in mailboxes will be stored in the mailroom (312), and an email will be sent to the recipient. Reita Dalton, located in room 39A, also receives packages. Please check with Reita, if you are expecting a package and haven't received a notice.

In addition, Dana oversees the departmental fax machine, located in room 308. Any faxes received in your behalf will be placed in your mailbox. Unidentified faxes will be left in room 308 for 2 weeks and then discarded. To send a fax, you need to fill out a fax cover sheet and supply an account number to which the fax charge will be assessed (typically one of your faculty advisor's accounts). You may also send personal faxes; local (at no charge), domestic (\$1 per page), or international (\$2 per page). Dana will return the original to your mailbox after the fax has been sent.

Animal Colonies

Coordinator of Laboratory Animal Care: Tonje Henze (333-7357)

The Department of Animal Resources maintains an AAALAC-accredited laboratory animal facility, which includes 8 animal room complexes, a cagewashing and supply room, and an aseptic surgery suite. The colonies are managed by a coordinator of Laboratory Animal Care (Tonje Henze) and maintained by a laboratory animal caretaker (Galina Cotton) and 1 full-time animal technician (Michael Weidenburner), and several part-time assistants. Staff are trained in animal husbandry and handling. Animal rooms are designed to house most types of common small lab species and meet NIH recommendations for laboratory animal facilities.

All animal orders must be placed by the DAR Administrative Office. Requests for animals should be discussed with the coordinator initially to determine specific housing and care requirements; thereafter, routine requests are to be placed by completing an animal request form located on the DAR website (www.dar.uiuc.edu). Order deadlines vary by vendor, but generally a seven day lead time is required.

The animal care staff is responsible for providing lab animals with food, water, sanitary housing, and health care, as required. Each room is checked daily to assure animals have food and water, and to check for any maintenance problems. In addition, each plastic cage is changed at least weekly and water bottles are washed weekly. Stainless steel animal racks are washed every 2 weeks. Laboratory animal veterinary staff makes routine rounds and is available for consults or emergencies. For emergency veterinary care, research staff should contact Department of Animal Resources (333-2564) who can reach the veterinarian on-call.

Colored tags are available for marking cages that require controlled food or water intake or special handling. Requests for other special care should be addressed to Tonje Henze. A per diem charge based on the amount of food, bedding, and basic supplies required for that species as well as a portion of the general costs of labor and maintaining the facilities is reviewed regularly for all animals. The resulting fee is deducted from designated research grants of faculty and research advisors.

Anyone using Psychology Department lab animal facilities must observe “Principles for the Care and Use of Animals” approved by the American Psychological Association and the NCR Guide for the Care and Use of Laboratory Animals (Revised 1996). The campus Institutional Animal Care and Use Committee (IACUC) oversee all campus lab animal facilities; reviews animal use protocols, and establishes policies for animal use which conform to those outlined in the Animal Welfare Act (Public Laws 89-544, 91-579, 94-279) and the Public Health Service Policy on Humane Care and Use of Laboratory Animals by Awardee Institutions. Tonje Henze and the veterinary staff are available to explain regulations and policies regarding lab animal use to investigators or small groups such as lab meetings and research seminars. New graduate students intending to use lab animals in research or teaching should contact Tonje Henze for a preliminary consult.

RESEARCH WITH HUMAN SUBJECTS

Subject Pool and Human Participants Committee

The Human Participants Committee of the Department of Psychology serves two major functions: (1) to allocate subjects from the Department Subject Pool, and (2) to oversee the review process for protection of human subjects. Questions concerning human subjects should be directed to the chair of the Human Participants Committee if the Subject Pool Administrator in Room 328 cannot answer them.

Psychology 100 Subject Pool

Subject Pool Administrator: To be determined (328 Psychology Building; 244-1248)

Each student enrolled in Psychology 100 is required to participate as a subject in 6 hours of research. Students in some large 200-level courses also have the option of participating in research for extra course credit. Department faculty members, postdoctoral fellows/trainees, and graduate students may request subject hours from the pool. The deadline to request a total number of subject hours for the semester is 5pm on the first day of classes each semester. The request form is available online on the Department website at http://www.psych.uiuc.edu/subject_pool/subject_pool.php, which you can reach by first logging into the department website (using your Psychology login and password), then choosing Subject Pool > Investigators. You will not see the “Investigators” link if you do not login to the website first. You want the “Request for allocation of subject hours” form, which you can download and complete electronically and email to subpool@psych.illinois.edu. (The “Requests for subjects” form that you also see at the link is not used until later, after you have your allocation of hours. When you are notified about your allocation, you will be given instructions about how to use that other form.)

Subject hours are allocated by a standard set of procedures and a formula intended to make the allocations as fair as possible. (There is always demand for many more subjects than the pool can supply, especially in the spring semester when Psych 100 enrollment is smaller than in the fall.) At some point in the second half of the semester, you will be notified by email that the subject pool is going into “free-for-all” mode, after which the allocation of hours you received at the beginning of the semester no longer applies. In free-for-all mode, the allocations for all approved studies in the system are increased to a very large number, and what determines how many subjects sign up for your studies from then until the end of the semester is simply the competition from other studies. This encourages researchers to begin their studies as early in the semester as possible and helps prevent available hours from going unused.

Prior to conducting research, procedures for protection of human subjects must be reviewed and approved (see below).

Protection of Human Subjects

The campus Institutional Review Board (IRB, ([http:// www.irb.uiuc.edu](http://www.irb.uiuc.edu)) must review and approve all research studies before they are run, in order to assure adequate protection of human subjects. The review process provides an independent evaluation of the appropriateness of the procedures to be used in each experiment, helps catch errors that investigators might not have noticed, and also provides protection to investigators in the event that a subject complains about their study. The IRB requires all researchers to complete online training (available at their website) before projects will be approved. Documentation of IRB approval must be supplied to the Subject Pool Coordinator before studies using the Subject Pool can be set up.

The Department has an important additional criterion beyond those considered by the IRB, which is that the study should provide an educational experience for participants. Toward that end, all studies using participants from the Subject Pool must provide an educational debriefing at the end of the study, in either written or spoken form, or both.

Special note on telephone questionnaires or surveys:

If your research involves obtaining subject responses by telephone, and if you mention your affiliation with the Department of Psychology in the course of the call, you must register your study with the Subject Pool Office, even if the subjects will not be drawn from the Subject Pool. This allows the Department to acknowledge responsibility for legitimate telephone research and to knowledgeably deny association with all others.

CAMPUS POLICY ON SEXUAL HARASSMENT

All students in the Psychology Department should be aware of the Campus Policy on Sexual Harassment.

The Code on Campus Affairs and Regulations Applying to all Students defines sexual harassment as:

"... Any unwanted sexual gesture, physical contact, or statement, which a reasonable person would find offensive, humiliating or an interference with his or her required tasks or career opportunities at the University."

"Campus Policy on Sexual Harassment" is stated as follows:

"The University of Illinois will not tolerate sexual harassment of students or employees and will take action to provide remedies when such harassment is discovered. The University environment must be free of sexual harassment in work and study.

In order to assure that the University is free of sexual harassment; appropriate sanctions will be imposed on offenders in a case by case manner."

Excerpts from "Statement on Consenting Sexual Relationships"

1. A romantic or sexual relationship between a teacher, teaching assistant, advisor, or similarly situated member of the faculty or staff and a student, or between a supervisor and an employee, is inadvisable even when both individuals apparently enter into the relationship willingly.
 - a. The respect and trust accorded such individuals by a student, as well as the responsibility the teacher in particular exercises in giving praise, blame, grades, or recommendations for further study and future employment, may unduly influence the student's decision to begin or continue a romantic or sexual relationship.
 - b. The responsibility a supervisor exercises with regard to praise, blame, salary, promotion, and job assignments likewise may unduly influence an employee's decision about such a relationship with a supervisor.
2. Faculty and staff members therefore should avoid entering into romantic relationships with individuals over whom they have academic, professional, or supervisory responsibility even when it appears to be by mutual consent. They also are cautioned against assuming professional or supervisory responsibility for those with whom they have existing romantic relationships.
 - a. **Because the very real possibility of undue influence exists in these situations, such relationships are inappropriate for faculty and staff members of the University of Illinois.**
 - b. **Because of the unequal nature of such relationships, if a charge of sexual harassment is subsequently lodged, it may be difficult to establish innocence on grounds of mutual consent.**
3. When sexual harassment is found to have occurred, the University will vigorously pursue disciplinary action.

Procedures for complaints of sexual harassment are set out in the Campus Code.

If you have any questions about this matter, the Department encourages you to contact the Associate Head for Graduate Affairs, Susan Garnsey (323 Psychology Building, 333-0022).

APPENDIX 1

Policy and Procedures on Grievances by Graduate Students in the Department of Psychology

I. INTRODUCTION

All members of the University community are expected to observe high standards of professional conduct and ethical behavior in graduate education and in the supervision of graduate research and teaching (Guiding Standards for Faculty Supervision of Graduate Students, March 31, 1997).

In a large and heterogeneous scholarly community however, problems may arise. Thus the University articulates its policies and provides effective informal and formal procedures for resolving these problems in involving graduate students.

The purpose of this policy is to protect the interests of graduate students in the Department of Psychology by providing informal and formal means of seeking resolution in case of an inappropriate action of a member of the faculty or administrative staff or an inappropriate application of a Department policy. Any graduate student in the Department of Psychology may informally pursue or formally file a grievance when s/he believes that a decision or behavior adversely affects his/her status as a graduate student.

This Policy and Procedures on Grievances by Graduate Students in the Department of Psychology specifies the policy and describes the procedures to be employed to resolve grievances by graduate students in this Department. It was approved by the Graduate College on May 6, 2002. This policy does not apply in cases of academic misconduct. Breaches of academic integrity in research and publication are handled under the campus's Policy and Procedures on Academic Integrity in Research and Publication. Similarly, this policy does not apply to cases that arise under the Code of Policies and Regulations Applying to All Students ("Code"), such as capricious grading in a course (Section 26) or academic integrity (Section 33). The policies and procedures described in this document do not override or supersede any other policies as established in the University Statutes and campus policies. For more information, see the Department of Psychology Graduate Student Handbook and the Handbook for Graduate Students and Advisers.

II. SCOPE AND COVERAGE

A. Definition of a Grievance

A grievance may arise when a graduate student believes that his/her status as a graduate student, or University appointment based on student status, has been adversely affected an incorrect or inappropriate decision or behavior. Examples include, but are not limited to the following:

1. inappropriate application of a Department or University policy;
2. being unfairly assessed on a preliminary examination;
3. being required to engage in excessive effort on assistantships
4. being improperly terminated from student-based University appointment (teaching or research assistantships, etc.);
5. being improperly terminated from a program
6. being required to perform personal services unrelated to academic or assistantship duties;
7. being required to meet unreasonable requirements for a graduate degree that extend the normal requirements established by the campus or by the Department and are inconsistent with the scholarly standards in the discipline;

8. being the subject of retaliation for exercising his/her rights under this policy or participating in the exercise of another student's rights under this policy (for example, student A files a grievance under this policy and student B openly supports student A, as a result, student B becomes the subject of retaliation for acting as an advocate for another student's rights),
9. being the subject of professional misconduct by a student's graduate supervisor or other faculty or staff member;
10. being the subject of inappropriate withholding of opportunities for training and professional development.

Practices or actions by a student's supervisor, other faculty member, or other member of the University community that seriously deviate from ethical or responsible professional standards in the supervision of graduate student work may constitute professional misconduct in violation of University policy.

III. INFORMAL PROCEDURES

University policy strongly encourages all students who believe they have a grievance to pursue informal resolution before initiating a formal grievance. If deemed reasonable by the grievant, students in Psychology are encouraged to discuss the issue with the faculty or staff member with whom the problem has arisen. If a satisfactory solution is not forthcoming, the student should use all appropriate avenues, including, but not limited to, discussing the issue with his or her advisor, the assistant head of graduate affairs, a representative of the Psychology Graduate Student Organization, or the Head or Associate Head of the Department, who shall attempt to find a resolution acceptable to all parties. The student may also consult with the Graduate College, the Office of the Dean of Students, the Ombuds Office, the Office of International Student Affairs, or other sources.

IV. FORMAL PROCEDURES

A. Identification of the Grievance Committee

The faculty of each Division shall nominate annually a faculty member as a potential grievance committee member who may be either an Advisory committee representative or a tenured faculty member. When a grievance is filed the executive officer of the Department in consultation with Advisory shall choose three members from the pool of nominated faculty and the graduate student organization shall select three graduate students from its members to serve on a Department Grievance Committee. In case a selected member cannot serve or is determined to have a conflict of interest an alternate will be chosen by the executive officer in consultation with Advisory if the member is faculty or by the graduate student organization if the member is a graduate student. The graduate student grievant may request that there be no graduate students on his/her grievance committee, unless the respondent is also a graduate student. Any other conflicts shall be referred to the Department faculty advisory committee. The chair is responsible for assuring that a record of the committee's investigations, deliberations, and recommendations is forwarded to the Department executive officer.

The committee shall elect a chair from among its faculty members.

B. Procedures

1. A student in the Department of Psychology may file a formal grievance with either the Department executive officer or directly with the Graduate College, as the student elects. A formal grievance should be filed promptly and must be filed in writing within 365 calendar days of the decision or behavior resulting in the grievance if Departmental procedures are to be used. If the grievant

chooses to file through the Graduate College, the grievance must be filed in writing within 180 calendar days of the decision or behavior resulting in the grievance. If the grievance is the result of a pattern of behavior, which began prior to the 365th (180th for Graduate College filing) day, but extended beyond it, the pattern may be included in its entirety in the grievance. The written grievance should indicate the parties involved, the action or decision being contested, any applicable University, campus or unit policy, an explanation of why the action or decision is inappropriate, and the remedy sought.

2. The executive officer shall define the subject matter and scope of the issues related to the grievance in a written charge to the grievance committee. The primary involved parties shall receive a copy of the charge and notification of the composition of the committee.
3. Any participant to the grievance may challenge any member of the grievance committee if there is a perceived conflict of interest. The challenge should be made in writing to the executive officer of the Department within 10 working days of receiving the charge. If the objection is prompt and reasonable, the executive officer or the graduate student organization shall replace the person with one who meets the stated criteria. The decision of the executive officer as to whether the challenge is reasonable as to the acceptability of the replacement selected may be a basis for appeal of the grievance committee's recommendation. A later discovered conflict of interest constitutes grounds for appeal to the Graduate College at any time.
4. The grievance committee's investigation shall include a review of written materials presented and seeking information from the primary involved parties in writing or in person. During a hearing, each of the primary involved parties may make a brief opening statement, and then respond to questions from the committee. The primary involved parties may not question each other directly, but may pose questions through the committee chair. At the end of the hearing, each primary involved party may make a closing statement.
5. Within 30 academic calendar days of finalizing the committee, the chair of the grievance committee shall report its recommendations in writing to the Department executive officer. In addition, a copy of the committee's report shall be given to the primary involved parties before the executive officer's decision. The Grievance Committee's report shall contain:
 - a. a summary of the grievant's contentions and relief sought
 - b. the response of the individual against whom or departmental representative against which the grievance was filed
 - c. a general description of the investigative process
 - d. a citation of relevant policies
 - e. an explicit finding of fact based on the preponderance of the evidence with respect to each grievance included in the investigative committee's charge
 - f. a listing of the evidence relevant to each finding
 - g. an indication of whether there was a reasonable basis in fact and honest belief for the allegations in the investigated grievance
 - h. a recommendation of appropriate redress for the grievant(s) and
 - i. any recommended changes in policies and procedures to minimize the probability of recurrence.
6. Within 30 calendar days of receipt of the committee's report, the executive officer in consultation with Advisory shall determine the disposition of the case and communicate the decision to the primary involved individuals. All individuals involved in the investigation have the right to be informed by the executive officer of the decision.

If the executive officer determines that the grievance has not been proved or has no merit, the executive officer will notify all involved parties and all persons who have been interviewed or otherwise informed that the grievance has been dismissed.

If the executive officer determines that the grievance has been sustained and has merit, the executive officer will proceed in accordance with the University statutes and relevant University rules and regulations. The executive officer may, after consultation with appropriate campus officers, prescribe redress for the grievant. In addition, the executive officer may initiate modifications of Department policies or procedures. The executive officer shall notify the relevant primary involved individuals (grievant, respondent, grievance committee members) of actions taken.

Disagreement between the grievance committee's report and the decision of the executive officer of the Department constitutes grounds for appeal to the Graduate College.

7. Within 30 calendar days of receipt of written notification of the executive officer's determination, appeals may be made to the Graduate College as specified in the Graduate College grievance policy. This appeal can be based only upon demonstrated specific deficiencies in the application of this Department grievance procedure to the student's grievance or upon grounds specifically outlined in this policy.
8. After completion of a grievance review and all ensuing related actions, the executive officer shall return all original documents and materials to the persons who furnished them. The Department shall maintain the grievance file until a date 5 years beyond the grievant's time limit for completion of the degree. At which time, all identifying information shall be removed from the file. However, this does not imply that a record of relevant information cannot be kept in personnel files. A report of the nature of the grievance and the primary involved parties shall be forwarded to the Graduate College.
9. If the executive officer is a party to the grievance, then the grievance will go the Graduate College unless the parties agree that the Associate Head may act in the Executive Officer's behalf. For purposes of this policy, Associate Head means the faculty member who acts as the executive officer's deputy and not the Director of Clinical Training or any academic professional.

V. GENERAL PROVISIONS

A. Coverage

This policy and these procedures apply to all graduate students and members of the academic and administrative staffs in the Department of Psychology. This policy also applies to former graduate students, provided they meet the timelines requirements specified in the procedures above.

B. Oversight Authority and Responsibility

1. The executive officer has responsibility, under the policies and procedures of the Graduate College, for the management of Department of Psychology graduate program and related policies and procedures.
2. The executive officer shall have the primary responsibility for administrating campus procedures detailed herein. All information and items furnished will be made available to the grievance

committee. During the course of an investigation, the executive officer will provide information about the status of the proceedings to the primary involved individuals. Subsequent to the grievance committee's reporting, the executive officer will maintain a file of all documents and evidence, and is responsible for the confidentiality and the security of the file. The executive officer shall make the complete file available to the associate dean of the Graduate College on the appeal of a grievance outcome to the Graduate College.

C. Confidentiality

All persons involved in administering these procedures will make diligent efforts to protect the reputations, privacy, and positions of all involved persons. These persons include those who file grievances, persons who are alleged in a grievance to have taken inappropriate actions or activities, persons who aided in the committee investigation and Department administrators. All of the procedures and the identity of those involved should be kept confidential to the extent permitted by law. However, confidentiality regarding information other than the identity of the grievant need not be maintained if the grievance is found to be false and in particular if dissemination is necessary to protect the reputation of individuals or units falsely accused. Making public the fact that a grievance has been deemed false or unproved is not considered retaliation against the grievant. Protection of confidentiality does not preclude disclosures necessary to redress actions leading to a grievance.

D. Standard of Evidence

The grievance committee's decision shall be made on the "preponderance of evidence" standard. Any finding against an individual or department on the subject of grievance must be supported by a preponderance of the evidence.

E. Academic Freedoms and Rights of the Parties

1. It shall be a prime concern of all persons who implement this policy and these procedures to protect the academic freedoms fundamental to the academic enterprise. Among other things, this includes the professional judgments of student performance that are an essential part of the graduate education process. Academic freedom, however, affords no license for the mistreatment of graduate students.
2. The right of the primary involved individuals shall be specified in the form of a written notice or letter from the executive officer. The primary involved individuals have the following rights:
 - a) To receive notice of the identity of the members of the grievance committee.
 - b) To receive a written statement of the charge including the subject matter being considered by the grievance committee. If additional information emerges during the committee's evaluation that substantially changes the subject matter, the parties shall be informed promptly in writing.
 - c) To submit statements in writing and to meet with the committee to present information.
 - d) To consult private legal counsel, or another person who may provide providing advice at the meetings with the committee. Prior notice of the presence of an advisor must be given and any other primary involved party may request a delay of up to 5 calendar days to arrange for the presence of an advisor.
 - e) To review and respond to the grievance committee's final report.

3. Any of the parties responsible for the implementation of this policy may consult University Legal Counsel at any time during the informal or formal processing of a grievance.

F. Conflict of Interest

A conflict of interest is a significant professional or personal involvement with the facts or the parties to a dispute. Any participant, who has a serious conflict of interest in a dispute under this procedure, or a concern about a conflict on the part of another, shall report it to the executive officer who shall take appropriate action, bearing in mind that it is unlikely to be feasible to find completely disinterested committee members. If the executive officer has such a conflict, the executive officer will inform the Associate Dean of the Graduate College who will decide how to address the situation. If another participant has concerns about a conflict on the part of the executive officer, this will also be reported to the Associate Dean of the Graduate College, who will decide how to address the situation.

G. Timelines and Procedural Changes

All procedures prescribed in this document should be conducted expeditiously. The executive officer for good cause may extend any of the time periods and may make other reasonable alterations of these procedures, provided that the alteration does not impair the ability of a grievance to pursue a grievance or the respondent(s) names in the grievance to defend him/herself. Any alternations of these procedures must be communicated to all pertinent parties.

H. Withdrawal of a Grievance

The grievant may submit a written request to withdraw the grievance at any time. The executive officer shall decide whether to approve the request. If the withdrawal request is approved, the executive officer shall notify the primary involved parties and the files shall be destroyed. If the withdrawal request is denied, the grievance shall continue to be processed to a conclusion according to the above procedures.

I. Termination of University Affiliation

The termination of University employment and/or enrollment of any of the primary involved individuals in a grievance, by resignation or otherwise, after initiation of procedures under this policy shall not necessarily terminate these proceedings.

J. Malicious Charges

Bringing unfounded charges in bad faith is a violation of this and the Graduate College grievance policy. If the grievance committee determines that the allegation(s) in the grievance or the testimony of any person was unfounded and motivated by bad faith, that finding shall be communicated by the executive officer to the Dean of the Graduate College. Such finding may be the basis for disciplinary action or other personnel decision in accordance with University rules and regulations.

Criteria for Analysis of Grievance Policies

Based on principles developed by the Grievance Procedure Task Force, May 1998

1. Timelines. Grievance procedures should function in a timely manner. Time limits should be established for each step in the procedure.

2. **Built-in Advantages.** The grievance procedures should not contain any built-in advantages for either party. Both parties should be able to initiate a grievance (or have access to another policy for relief) and to appeal the finding of grievance procedures. Each participant in the process should have an equal chance of prevailing.
3. **Nature of Grievance.** The policy should indicate the nature of grievances it handles. The grievance procedure should include a definition or characterization of the grievances covered.
4. **Representation.** The grievance procedure should state that each participant is entitled to support at each step to the process, including support offered by an attorney serving as an advisor.
5. **Explicitness.** The elements of each grievance procedure should be explicitly stated in writing. Elements, in addition to those listed elsewhere, to be included are:
 - The person with whom or office to which the grievance is to be filed
 - The administrator with authority over the procedure
 - An indication of how the procedure is operated, that is, the steps to be followed.
6. **Equal Rights.** The grievant should be given the right to file a grievance and present supporting evidence. The respondent should be informed of all charges and the evidence used to evaluate those charges. Both parties should have the right to be heard and to respond to each other at each step.
7. **Confidentiality.** The procedure should clearly indicate the process should protect confidentiality to the extent possible.
8. **Informal Resolution.** An attempt to informally resolve the issue should be required before a filing of a formal grievance.
9. **Standard Proof.** The procedure should state the appropriate standard of proof by which a decision is made. The policy may specify either the 'clear and convincing evidence' or the 'preponderance of evidence' standard.
10. **Appeals.** Both parties shall have the right to appeal. An appeal shall generally be based only upon demonstrated specific deficiencies in the application of an approved grievance procedure.
11. **Conflict of Interest.** The grievance procedure should protect against conflict of interest by decision-makers. The procedure should specify a way to assess whether a conflict of interest exists, and, if so, how to replace a decision-maker if a conflict of interest is detected.
12. **Final Decision Point.** The grievance should have, or should lead to, a final decision point after which the University no longer provides internal procedures for addressing the grievance.
13. **Operational Changes.** Grievances and grievance outcomes should be used to inform administrators of the need for changes of unit policies or procedures.