

GRADUATE STUDENT HANDBOOK

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This handbook is designed to provide information to guide the student toward successful completion of the graduate program offered by the Department of Psychology. It is not intended to replace the Graduate Catalog and other official documents of East Carolina University. In the event of a conflict between statements contained in this handbook and University policies and procedures the latter shall govern.

GENERAL INFORMATION

The Department of Psychology offers programs leading to the Master of Arts degree in General Psychology, Clinical Psychology, and the Master of Arts/Certificate of Advanced Study in School Psychology. Within the General program, a student may elect to specialize in Academic, Research, or Industrial/Organizational Psychology. Within the Clinical program, a student can be admitted to one of the three concentrations: Child Clinical Psychology, Child Clinical Psychology with specialization in Mental Retardation and Developmental Disabilities, or Adult Clinical Psychology. Students admitted to the School Psychology program must complete the requirements for both the MA and the CAS degrees. Most of the programs are applied in orientation and are designed to provide the student with the necessary qualifications to find employment upon receipt of the Master's Degree. The programs are also designed to allow students to pursue a doctoral degree, if they so choose. The Research concentration within the General program is designed primarily for those students who wish to go on for doctoral study.

The General program requires a minimum of 30 hours for the Academic concentration and 42 credit hours for the other concentrations. The Clinical program requires a minimum of 51 credit hours, and School a minimum of 60 credit hours to graduate. All programs require students to demonstrate basic knowledge in quantitative methods and research design through completion of PSYC 6430. Each program, with the exception of the Research program, requires a supervised internship. To the extent that time permits, all graduate students, especially those in the Research concentration, are advised to work on research with a faculty member who is pursuing a topic of interest to the student. Students can receive course credit for assisting on research or do so as part of a research assistantship. Research, which is either published or presented at a regional, national, or international professional conference, is the recommended method of

fulfilling the Research specialty comprehensive examination requirement.

Graduates of the Clinical and School programs are eligible to apply for licensure as a Licensed Psychological Associate (LPA) and Health Services Provider (HSP) in North Carolina. Graduates of the School program are also eligible for licensure as Level II School Psychologists in North Carolina and for certification as a Nationally Certified School Psychologist by the National Association for School Psychologists (NASP). The School Psychology Graduate program is approved by the National Association of School Psychology, the National Council for the Accreditation of Teacher Education Programs, and the North Carolina Department of Public Instruction.

Each graduate student in Psychology at East Carolina University is a representative of the department throughout his/her course of study. Since graduate student experiences may encompass the range of activities of a fully credentialed psychologist, including research, teaching, and provision of clinical services, students are expected to conduct themselves with a professional demeanor consistent with the American Psychological Association's Ethical Principles of Psychologists and the provisions of the North Carolina Psychology Licensing Act. Student must therefore have a working knowledge of the code of ethics. Inappropriate conduct, entering dual relationships with clients or with students in classes you are teaching, unprofessional style of presentation during teaching, or similar kinds of improprieties will not be tolerated.

Graduate students are expected to be familiar with other relevant University policies including those related to Sexual Harassment Prevention and Nondiscrimination. These policies can be found in various University publications including the *ECU Clue Book* and the *ECU Graduate Bulletin*.

GENERAL REQUIREMENTS

1. Upon admission to the department, each student will be assigned a faculty advisor. In most cases, this advisor will be the Program Director.
2. A schedule of courses should be arranged between the student and the advisor. Upon completion of this schedule, the student should ensure that the appropriate fees are paid in a timely fashion in order to complete the registration process.
3. All required courses must be taken and only in very unusual circumstances may substitutions be made. Such substitutions would require the approval of the Program Director, the Chair of the Psychology Department, and the Graduate School.
4. Students are accepted with the expectation that they will pursue the degree on a full-time basis during the Fall and Spring semesters. Full-time status at the University is a minimum of 9 hours per semester, although in most cases students will take 12 hours per semester. Six semester hours are a full load during summer school. Students can take no more than 15 hours during a semester.
5. The minimum hours for completion of the Master's degree are 30 for the Academic concentration and 42 for the other concentrations in the General program, 51 for the Clinical program, and 60 for the School program. All programs include 6 hours of credit for the thesis. At least half of the required hours must be earned in 6000 or 7000-level courses. Courses taken to remove undergraduate deficiencies will not be counted toward the required total of hours.
6. The student, with the advisor, should plan the sequence of courses carefully as most courses are offered only once a year, and some every other year. Failing to take a course when offered does not excuse the student from a requirement. **It is ultimately the student's responsibility to ensure that all necessary course work is scheduled and that all requirements for the degree are completed.**
7. All students must complete a thesis (6 hours of PSYC 7000). Automatic extensions of incompletes for thesis hours are granted until the thesis is completed and successfully defended. **The student must be continuously registered during this period.**

8. The specialty comprehensive exam must be successfully passed prior to completing requirements for the Master's degree.
9. The student must meet the Research Skills Requirement of the Graduate School by completing PSYC 6430.
10. Students in the School Psychology Program must meet all degree requirements (including thesis defense, coursework and specialty examination) prior to beginning the internship.
11. Students must apply for graduation at least one semester before all degree requirements are completed. Applications for graduation can be obtained from the Registrar.
12. At the time of graduation, the student must insure that all fees have been paid and that all outstanding debts to the University (library fees, overdue books, parking violations, etc.) have been cleared. Failure to do so may delay clearance for graduation.
13. Students wishing to attend University graduation exercises may order academic regalia through the University Student Store. Graduation exercises are held in December and May. Students graduating at other times of the year will receive diplomas at those times even though there is not a formal graduation ceremony.

INDEPENDENT STUDY AND FIELD EXPERIENCES

The Department offers opportunities for students to complete independent study (**6501, 6502, 6503 Problems in Psychology and 6519, 6520 Independent Study I, II**) and Field Experiences (**5990, 5991, 5992 Field Experience in Psychology**) to students who wish to study or obtain experience in areas that are not provided as a part of the established curriculum. Registration for these courses require that the student identify a faculty member to supervise the independent project, completion of a contract outlining the requirements for the project, and the approval of the department chair. Contract forms are available in the Psychology Department office (Rawl 104). Students must seek approval of the program director to count these courses toward fulfilling degree requirements.

PROFESSIONAL INVOLVEMENT

Professional Organizations

Students are encouraged to become professionally involved in organizations such as the American Psychological Association (APA), American Psychological Society (APS), the National Association of School Psychology (NASP), the North Carolina Psychological Association (NCPA), North Carolina School Psychology Association (NCSPA), the Association of Black Psychologists (ABP), the Southeastern Psychological Association (SEPA), and the Society for Industrial-Organizational Psychology (SIOP). Attendance at meetings of these organizations will also facilitate one's growth as a psychologist.

Campus Organizations

Graduate Student Advisory Council (GSAC). One Psychology graduate student is elected to represent the Psychology Department. This council meets monthly and serves as a forum for students to present matters of concern to the Graduate School. The GSAC sends a representative to the Graduate Council and to two standing committees of the Graduate School (Policies Committee and Curriculum Committee).

Colloquia

Presentations featuring our faculty and prospective faculty may be scheduled during the year. These provide an excellent opportunity for learning, regardless of the area in which the student is enrolled, and regardless of the area

of the speaker. Graduate students are urged to attend. Receptions for speakers and prospective faculty members provide an opportunity for interacting, in an informal atmosphere, with the visiting speaker or members of the faculty.

Honor Societies

Psi Chi is the National Honor Society in Psychology and is affiliated with the American Psychological Association. *Psi Chi* is also a member of the Association of College Honor Societies. The purpose of *Psi Chi* is to advance the science of psychology and to encourage, stimulate, and maintain the scholarship of its members. Undergraduate and graduate students who have demonstrated a strong academic record are eligible for national membership. There is a one-time lifetime national initiation fee. Graduate students are encouraged to become active in the local chapter's activities. The national organization offers prizes for both graduate and undergraduate research papers at regional conventions. Details of these competitions, *Psi Chi* regional and national conventions and programs, and local chapter activities are announced in the *Psi Chi Newsletter*, which is published quarterly and is available in the Psychology office.

Phi Kappa Phi is a National Honor Society recognizing outstanding students in the arts and sciences. Election to membership in the organization reflects the highest academic honor at East Carolina University. Students must normally be in the top 10% of their graduate programs in order to be nominated. Nominations occur in both Fall and Spring.

GRADUATE ASSISTANTSHIPS

Graduate Assistantships are awarded on a semester-by-semester basis. The primary responsibility of a GA is to provide assistance to faculty members to further their research/scholarship and secondarily to provide assistance with teaching and community service activities. To be eligible, students must be accepted into a Graduate Program in Psychology, be currently enrolled for at least one graduate psychology class, and maintain a 3.0 GPA or higher.

1. The assistantship always spans the entire semester, from registration to the last day of final exams, inclusive. Students should therefore plan on being present on campus and fulfilling their assistantship requirements during this entire period.
2. All assistantships require a signed contractual agreement between the graduate student and the Psychology Department. Any revocation of the contract by the graduate student without expressed agreement of the student's Program Director, Director of Graduate Assistants and consent by the Department Chair will result in forfeiture of assistantship eligibility.
3. Students generally may not receive an assistantship for more than four semesters (excluding summer school).
4. Assistantships may not exceed 20 hours per semester without special permission from the Director of Graduate Assistants and the Dean of the Graduate School. Additionally, students must inform the Director of Graduate Assistants if they are engaged in part-time or full-time employment within or outside of the University setting.
5. Assistantships may be available in departments outside of Psychology for students who are unable to obtain an assistantship within the department. In addition, the department has agreements to provide graduate assistants to certain other departments outside of the Psychology Department.
6. No full-time state employee may hold a graduate assistantship.

General Procedures

Once Graduate Assistantship assignments are determined, the graduate student is responsible for contacting the assigned faculty member(s). A work schedule, specifically detailing each week's activities and work hours, is completed, signed by the faculty member and returned to the Director of Graduate Assistants during the first week of the semester. The

assigned faculty member and graduate assistant each are to complete an end of the semester evaluation of the assistantship to be turned in to the Director of Graduate Assistants.

Psychology faculty may request specific assignments and/or graduate research assistants. Psychology graduate students may request specific assignments and/or graduate research assistantships. Student requests involving specific training and learning experiences will be closely examined and whenever possible these requests are used in making assignments within schedule and budgetary limitations.

Responsibilities of the Graduate Student & Psychology Faculty Member

A. Graduate Assistants

1. Contact assigned faculty member no later than the first day of class.
2. Complete the work schedule form, have it signed by your assigned faculty member, and return it to the Director of Graduate Assistants before the end of the first week of the semester.
3. For the Fall semester only (or first time assistants), see the department secretary to complete appropriate application, payroll deduction, and tax forms. Bring your social security number and picture identification with you to be photocopied.
4. Notify the Director of Graduate Assistants immediately if your assigned faculty member is unavailable during the first week
5. Graduate assistantship hours must be completed during the semester(5-hour block = 45 hours per semester). Certain assignments, research endeavors, or laboratory work may require the student to work unequal weekly hours during the semester. When this is the case, the hours are to be mutually 'worked out' and scheduled between the graduate assistant and faculty member beforehand. If the assigned faculty member does not have specific work assignments or cannot utilize the student for the assigned hours, then the student will be re-assigned.
6. Graduate students must maintain a GPA of 3.0 or higher to remain eligible for graduate assistantships.
7. Graduate students are evaluated at the end of each semester. Attaining unsatisfactory evaluations from two faculty members simultaneously during one semester or two consecutive unsatisfactory evaluations will result in discontinuation of assistantship assignment for future semesters. Unreliability always results in discontinuation of assistantships.
8. If a problem occurs between the student and faculty member, the student must directly meet with the faculty member to attempt to resolve the problem. If the student feels that discussing the problem directly with the faculty member may jeopardize his/her program of study the student should meet with the Director of Graduate Assistants.
9. If the problem is not resolved, the student then meets with the Director of Graduate Assistants and his/her Program Director to devise a viable solution to the problem.

Termination and/or Contract Cancellation

1. The Graduate student is not eligible to continue an assistantship unless GPA of 3.0 GPA or higher is maintained.
2. No faculty member may terminate, 'fire', or otherwise dismiss a graduate research assistant during the semester. When faculty members are dissatisfied with their graduate assistant, the faculty member must:
 - a. Document the problem in writing
 - b. Set up an appointment with the student to discuss the problem. If the faculty member wishes, the Director of Graduate Assistants can also attend this meeting.
 - c. If this does not resolve the issue, set up an appointment with the Director of Graduate Assistants to discuss

the problem.

- d. If a solution is not identified, the student meets with the Director of Graduate Assistants and the Program Director, at which time a decision will be reached whether the student is to be reassigned or terminated.
- e. The student may appeal for a hearing if termination is recommended
- f. The faculty member may appeal to the Chair of the department if the decision to terminate or re-assign the student is not acceptable.

3. No Graduate Assistant may terminate or cancel the contract unless approved by the Director of Graduate Assistants with final consent of the Chairmen of the Department. Failure to follow appropriate procedure results in termination of the assistantship and loss of eligibility for future assistantships. To reduce hours or to terminate the assistantship, the Graduate Student should follow the following procedures:

- a. Document in writing the problem and reason for not meeting the contractual obligation
- b. Send the documentation to the Director of Graduate Assistants and Program Director.
- c. Set up an appointment with the Director of Graduate Assistants and the Program Director to discuss the reasons for requesting resignation.

After careful review, the Director of Graduate Assistants will determine if re-assignment, reduction in hours, or termination of the assistantship is approved, and will inform the student of the appeal process via the Chair of the Department of Psychology.

Faculty members and students may contact the Director of Graduate Assistants directly (currently Dr. Bolen, 328-6203, Rawl 224) leave a note in the mailbox, or a message in the departmental office.

REMISSION OF OUT-OF-STATE TUITION

The Graduate School makes available a limited number of Remissions of Out-of-State Tuition that are worth the difference between out-of-state tuition and in-state tuition rates. A student awarded an out of state tuition remission is responsible for paying in-state tuition and all university fees. Out-of-State Tuition Remissions are awarded for one academic year only (Fall and Spring). On occasion there is additional money available through the Graduate School to provide for tuition remission for summer school, and information on the availability of summer tuition remissions is usually available late in the spring semester.

The following suggestions are provided to assist out-of-state students who may be interested in establishing in-state residency for tuition purposes. These actions alone will not insure that in-state residency is granted but are given consideration when the application is reviewed. These actions are:

- Register to vote and vote in NC
- Acquire a North Carolina driver's license
- List personal property for taxation
- File North Carolina income tax return
- Register and insure your motor vehicle in North Carolina
- Convert bank accounts, loans, etc. to NC
- Establish ties to the community by joining local organizations, a local church, and/or volunteer in the Greenville/Pitt County area.
- Join the North Carolina chapters of relevant professional societies.
- Establish your financial independence: Ensure that you are not supported by parents and that you can show that you have the financial resources to pay for your living and educational expenses.

Please note that the timing of these activities is important, therefore applicants are encouraged to complete these items

as soon as possible.

SCHOLARSHIPS

In addition to the graduate fellowships, the department administers several scholarship opportunities for outstanding students within each graduate program. Scholarship requirements and values are established by the scholarship donor and are administered by the program directors. To be considered for a graduate program scholarship, please see your Program Director for application materials and guidelines. At present, students in the School Psychology program may apply for the Memorial Scholarship in honor of Patricia Clarke Endrikat. Clinical Psychology students may apply for the Miller/Moore Scholarship.

INTERNSHIP EXPERIENCES

Clinical Internship

Each student in the Clinical Training program is required to complete a 1000-hour supervised internship in a mental health facility. Generally, this internship is completed within a 6-month period. Students work full-time in the facility and generally are not enrolled in other course work during the internship. Specific training activities during the internship focus on clinical assessment (intellectual and personality), psychotherapy, behavior therapy, diagnostic intervention, clinical staffing, in-service training and the like. An attempt will be made to match student placements with student interests. Students must register for PSYC 6990 and PSYC 6991, Clinical Psychological Internship, to receive credit for the internship. Students must have malpractice insurance with at least \$1 million liability prior to going on internship.

School Internship

Each student in the School Psychology Graduate program is required to complete a minimum 1,200-hour paid internship in a school setting. Students must meet all requirements for the Master's degree prior to their internship, including final thesis defense, completion of all coursework, and completion of specialty comprehension exam requirements.

Specific experiences engaged in during internships include, but are not limited to, individual intellectual, educational, and projective/personality evaluation; individual counseling; group counseling; social skills training; administration and teacher consultations; parent consultations; research consistent with the student's interests; participation in professional in-service workshops; and establishing relationships with other professional agencies.

Students begin the internship on a full-time basis during fall of the third year. This is a paid internship concluding in the spring of the following year. Upon recommendation by the program director, students are provisionally licensed as Level II School Psychologists by the North Carolina Department of Public Instruction.

Industrial/Organizational Internship

Internship placements generally occur during the summer following the first year of course work. It is an opportunity to do professional work under the supervision of another professional. The student acquires new skills and applies concepts and techniques learned in course work. A Ph.D. psychologist employed by the organization or a faculty member supervises the intern. Students must register for PSYC 6970 to receive credit for the internship.

THESIS REQUIREMENTS

The thesis is an important component of the educational experience for the Psychology graduate student. The thesis requires the student to work closely with a faculty member on a research project and to have the project evaluated by a committee of faculty. The objectives of the thesis include:

- The student applying his or her research skills acquired in the classroom.

- The student demonstrating his or her communication skills, both oral and written.
- The student completing a research project from inception to a final report.
- A thesis being completed that has the potential of being published in a refereed journal.

The department has a number of expectations and guidelines regarding the thesis project. The thesis project begins after the first year of course work at the graduate level. A student typically enrolls for thesis hours across two consecutive semesters (Two semesters of PSYC 7000 for 3 credit hours each). Throughout this process, the student should meet departmental and university deadlines and follow the format requirements of the department and university. The Graduate School offers a *Manual of Basic Requirements for Theses and Dissertations* that can be found at: www.ecu.edu/grad/thes_dis/manual.html.

Near or at the end of the first year, the student identifies a potential chair for the thesis project based on his or her area of interest and that of the faculty member. The committee should include two additional Psychology Department Faculty and conform to Graduate School requirements. The members are selected by the student in consultation with the thesis chair. The chair is responsible for directing the student's project. The committee members should provide resource and evaluative functions during the thesis project. The student is responsible for completing the departmental form identifying the committee and likely thesis topic and submitting it to the graduate program director.

Once a thesis topic has been identified, the student works with the chair and committee members, as necessary, to prepare a proposal. The proposal should include an Introduction and Literature Review, Proposed Method (including research hypotheses), and References. The proposal will be submitted to the committee members and a copy will be placed for public review in the graduate seminar room (Rawl 303) at least 7 calendar days prior to the proposal defense. The student is responsible for posting a notice identifying the time and location for the proposal defense. This notice is usually done via email notification to all faculty and graduate students.

The proposal defense is open to students and faculty within the Psychology Department. A student is expected to make a formal presentation of approximately 20 minutes. The presentation should include a brief review of the research topic, its relevance, and the proposed study. Following the presentation, the committee chair will entertain questions of the student, first, from the committee and then, from other individuals in attendance. The committee will then deliberate in private regarding the acceptance of the student's proposal. A student should not begin data collection or analysis until the thesis committee has approved the thesis and research involving human subjects be reviewed and approved by the Institutional Review Board (IRB) and research involving animals is reviewed and approved by the Institutional Animal Care and Use Committee (IACUC). The thesis chair will submit the appropriate Graduate School form indicating successful defense of the thesis proposal. Students must secure approval of the research through the University Institutional Review Board prior to beginning the research.

Following the proposal, completion of the thesis itself usually takes at least one semester. During that period, the student is responsible for keeping the thesis chair informed on his or her progress and, if necessary, should discuss the thesis with any of the other committee members. Once the project has been completed, the student will begin preparing the thesis manuscript. Early drafts of the manuscript should be developed by the student in close consultation with the thesis chair. These early drafts are usually not shared with other committee members unless so requested or unless the student needs specific advice or help on portions of the manuscript. Once a draft manuscript has been completed to the satisfaction of the thesis chair, it may be circulated among committee members prior to its submission for defense. Refer to the Graduate School Thesis Handbook for specific guidance on manuscript requirements.

Once a final draft has been approved by the thesis chair, the student will provide each committee member with the draft at least 7 calendar days prior to the thesis defense and oral examination. A copy will also be placed in the graduate seminar room for public review. The thesis defense and oral examination may not be scheduled until the final draft has been distributed and must be at least 7 calendar days after its submission. The student is responsible for posting a notice identifying the time and location for the thesis defense.

The thesis defense and oral examination is open to students and faculty. A student is expected to make a formal presentation of approximately 30 minutes. The presentation should focus on the research problem, hypothesis, methodology, analysis and interpretation of the data, and implications of the findings. Following the presentation, the committee chair will entertain questions of the student, first, from the committee and then, from other individuals in

attendance. The committee will then deliberate in private regarding the approval of the student's thesis. If approved, the student will make any requested changes and submit the final thesis for appropriate signatures.

Following the defense the student should complete any corrections or additions that are indicated by the thesis director. Once the final draft of the thesis is completed the student should obtain the appropriate signatures from the committee and submit the thesis to the Department Chair for a signature. **You should allow at least 7 days for the Chair to read and return the thesis.** The student then should make an appointment with the Associate Dean of the Graduate School to have the thesis approved and signed. Once this is complete make the appropriate number of copies and turn them into the Library for binding. A copy of the thesis completion form should be returned to the program director to verify that they have completed the thesis requirement.

Since it is a requirement that all research involving human subjects be reviewed and approved by the Institutional Review Board (IRB) and all research involving animals be reviewed and approved by the Institutional Animal Care and Use Committee (IACUC), students are required to include a copy of the committees' approval as an appendix in their thesis. The Graduate School's review of all theses and dissertations will look for the documentation of the Committees' review and approval of research projects.

ACADEMIC INTEGRITY

Academic Integrity is expected of every East Carolina University student. Academic honor is the responsibility of the students and faculty of East Carolina University. A student or group of students knowing of circumstances in which an academic violation of the Honor Code may have occurred is encouraged to bring this to the attention of the responsible faculty member, their program director, or department chairperson. Academic integrity violations may result in a grade penalty, repetition of work, failure of the course, or removal from the graduate program.

Academic violations include:

- Cheating - Unauthorized aid or assistance or the giving or receiving of unfair advantage on any form of academic work.
- Plagiarism - Copying the language, structure, ideas, and/or thoughts of another and adopting same as one's original work.
- Falsification - Statement of any untruth, either spoken or written, regarding any circumstances relative to academic work.
- Attempts - Attempting any act which if completed would constitute an academic integrity violation as defined herein.

ETHICAL CONDUCT

As a psychology graduate student you are in your first true stage of professional training. Therefore, you are expected to conduct yourself in accordance with the ethical standards established by the profession of psychology. This applies to your academic conduct, your clinical practice, and research. Students are responsible to know and practice the APA Code of Conduct and appropriate ethical standards of their specialty area. Unethical conduct may result in removal from the graduate program.